

CHARITY REGISTRATION NUMBER: 280331

**Wroxham and Hoveton Lions Club Charity Trust  
Fund**

**Unaudited financial statements**

**30 June 2019**

# **Wroxham and Hoveton Lions Club Charity Trust Fund**

## **Financial statements**

**Year ended 30 June 2019**

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# Wroxham and Hoveton Lions Club Charity Trust Fund

## Trustees' annual report

### Year ended 30 June 2019

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The trustees present their report and the unaudited financial statements of the charity for the year ended 30 June 2019.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) (as amended by Update Bulletin 1 published on 2 February 2016).

#### Reference and administrative details

<b>Registered charity name</b>	Wroxham and Hoveton Lions Club Charity Trust Fund
<b>Charity registration number</b>	280331
<b>Principal office</b>	32 Wathen Way Marsham Norwich NR105PZ Norfolk

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

M Barker  
M Clipston  
T Vout  
J Lenihan  
M Holden  
R.C.E Hill

M Drake resigned as a trustee on 31st December 2018.

<b>Independent examiner</b>	Paul Briddon FCA BSc Lovewell Blake LLP Chartered accountants Excelsior House 9 Quay View Business Park Barnards Way Lowestoft NR32 2HD
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<b>Bankers</b>	HSBC Bank Plc 18 London Street Norwich Norfolk NR2 1LG
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# **Wroxham and Hoveton Lions Club Charity Trust Fund**

## **Trustees' annual report** *(continued)*

**Year ended 30 June 2019**

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### **Objectives and activities**

The charity shall pursue such charitable purpose or purposes according to the law of England and Wales in and within the beneficial area as the club shall in its absolute discretion determine and select.

The charity aims to raise as much money as possible through fund raising activities and the charity shop to enable us to serve the community and those less fortunate than ourselves by charitable donations.

### **Public benefit**

The Trustees confirm that due regard has been paid to the Charity Commission guidance on public benefit, in deciding what activities the charity should undertake. It is considered a public benefit is provided through the donations made by the Trust to other charities towards their charitable objectives and to those less fortunate.

### **Achievements and performance**

The Trustees are pleased with the increase in shop takings which has enabled charitable expenditure to remain at similar levels to prior years.

### **Financial review**

The Trustees are satisfied with the financial position at the end of the year with sufficient cash reserves to continue to operate at current levels of charitable activities for a period of around twelve months.

### **Plans for future periods**

The trustees consider all objectives were met in the last financial year and the plan for the future is to continue on the same basis.

### **Structure, governance and management**

#### **Governing document**

Wroxham and Hoveton Lions Club Charity Trust Fund was established by a Declaration of Trust dated 6 May 1980 and is a registered charity with the Charity Commission. The charity is also a member of the International Association of Lions Clubs and as such is governed by their constitution.

#### **Recruitment, appointment and training of Trustees**

Trustees shall be persons who through residence, occupation, employment or otherwise have special knowledge of the area of benefit or who otherwise able by virtue of their personal and professional qualifications to make a contribution to the pursuit of the objects of the charity.

Persons appointed to the positions of President, Secretary and Treasurer automatically become Trustees on their appointment to Office.

The remaining three Trustees are appointed on a three year rolling basis by a democratic vote by the Club, after being identified by the existing Trustees as possible candidate, and their agreement to act sought.

The Trustees who held office throughout the year are listed on page 1.

# **Wroxham and Hoveton Lions Club Charity Trust Fund**

## **Trustees' annual report** *(continued)*

### **Year ended 30 June 2019**

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The trustees' annual report was approved on 6 November 2019 and signed on behalf of the board of trustees by:

M Clipston  
Trustee

# **Wroxham and Hoveton Lions Club Charity Trust Fund**

## **Independent examiner's report to the trustees of Wroxham and Hoveton Lions Club Charity Trust Fund**

**Year ended 30 June 2019**

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I report to the charity trustees on my examination of the financial statements of the charity for the year ended 30 June 2019 which comprise the statement of financial activities, balance sheet and the related notes.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

# **Wroxham and Hoveton Lions Club Charity Trust Fund**

## **Independent examiner's report to the trustees of Wroxham and Hoveton Lions Club Charity Trust Fund** *(continued)*

### **Year ended 30 June 2019**

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I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Your attention is drawn to the fact that the Charity has prepared the accounts (financial statements) in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Paul Briddon FCA BSc  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
Excelsior House  
9 Quay View Business Park  
Barnards Way  
Lowestoft  
NR32 2HD

14 November 2019

# Wroxham and Hoveton Lions Club Charity Trust Fund

## Statement of financial activities

Year ended 30 June 2019

		2019		2018
	Note	Unrestricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>				
Donations and legacies	4	3,629	3,629	6,049
Charitable activities	5	70,712	70,712	72,687
Other trading activities	6	8,893	8,893	9,728
Investment income	7	245	245	128
<b>Total income</b>		<u>83,479</u>	<u>83,479</u>	<u>88,592</u>
<b>Expenditure</b>				
Raising funds				
Costs of raising donations and legacies	8	797	797	227
Charitable activities	9	93,344	93,344	79,682
Other expenditure	10	—	—	27
<b>Total expenditure</b>		<u>94,141</u>	<u>94,141</u>	<u>79,936</u>
<b>Net (expenditure)/income and net movement in funds</b>		<u>(10,662)</u>	<u>(10,662)</u>	<u>8,656</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		83,352	83,352	74,696
<b>Total funds carried forward</b>		<u>72,690</u>	<u>72,690</u>	<u>83,352</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 8 to 15 form part of these financial statements.



# Wroxham and Hoveton Lions Club Charity Trust Fund

## Balance sheet

30 June 2019

	Note	2019 £	£	2018 £	£
<b>Fixed assets</b>					
Tangible fixed assets	15		1,230		700
<b>Current assets</b>					
Debtors	16	8,748		8,560	
Cash at bank and in hand		65,515		76,678	
		<u>74,263</u>		<u>85,238</u>	
<b>Creditors: Amounts falling due within one year</b>	17	<u>2,803</u>		<u>2,586</u>	
<b>Net current assets</b>			71,460		82,652
<b>Total assets less current liabilities</b>			<u>72,690</u>		<u>83,352</u>
<b>Net assets</b>			<u>72,690</u>		<u>83,352</u>
<b>Funds of the charity</b>					
Unrestricted funds			72,690		83,352
<b>Total charity funds</b>	18		<u>72,690</u>		<u>83,352</u>

These financial statements were approved by the board of trustees and authorised for issue on 6 November 2019, and are signed on behalf of the board by:

M Clipston  
Trustee

The notes on pages 8 to 15 form part of these financial statements.

# **Wroxham and Hoveton Lions Club Charity Trust Fund**

## **Notes to the financial statements**

**Year ended 30 June 2019**

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### **1. General information**

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is 3 Windsor Gardens, Sprowston, Norwich, Norfolk, NR6 7PR.

### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011. The charity has applied Update Bulletin 1 as published on 2 February 2016.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The charity constitutes a public benefit entity as defined by FRS 102.

### **3. Accounting policies**

#### **(a) Grants**

Grants are recognised in the year in which they are authorised, communicated and become unconditionally payable.

#### **(b) Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### **(c) Going concern**

There are no material uncertainties about the charity's ability to continue.

#### **(d) Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **(e) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

# Wroxham and Hoveton Lions Club Charity Trust Fund

## Notes to the financial statements *(continued)*

Year ended 30 June 2019

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### 3. Accounting policies *(continued)*

#### (f) Income

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### (g) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### (h) Tangible assets

All fixed assets are initially recorded at cost.

There is no value below which assets are not capitalised.

#### (i) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixture and fittings	-	25% reducing balance
Motor vehicles	-	25% reducing balance

# Wroxham and Hoveton Lions Club Charity Trust Fund

## Notes to the financial statements *(continued)*

Year ended 30 June 2019

### 3. Accounting policies *(continued)*

#### (j) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

### 4. Donations and legacies

	Unrestricted Funds £	<b>Total Funds 2019 £</b>	Unrestricted Funds £	Total Funds 2018 £
<b>Donations</b>				
Collections	3,378	3,378	4,272	4,272
Donations	251	251	1,777	1,777
	<u>3,629</u>	<u>3,629</u>	<u>6,049</u>	<u>6,049</u>

### 5. Charitable activities

	Unrestricted Funds £	<b>Total Funds 2019 £</b>	Unrestricted Funds £	Total Funds 2018 £
Shop takings	<u>70,712</u>	<u>70,712</u>	<u>72,687</u>	<u>72,687</u>

### 6. Other trading activities

	Unrestricted Funds £	<b>Total Funds 2019 £</b>	Unrestricted Funds £	Total Funds 2018 £
Tombola	171	171	286	286
Craft fair	1,022	1,022	787	787
Garage sales	368	368	516	516
Summer Fete	2,755	2,755	1,927	1,927
Kiosk	<u>4,577</u>	<u>4,577</u>	<u>6,212</u>	<u>6,212</u>
	<u>8,893</u>	<u>8,893</u>	<u>9,728</u>	<u>9,728</u>

### 7. Investment income

	Unrestricted Funds £	<b>Total Funds 2019 £</b>	Unrestricted Funds £	Total Funds 2018 £
Bank interest receivable	<u>245</u>	<u>245</u>	<u>128</u>	<u>128</u>

# Wroxham and Hoveton Lions Club Charity Trust Fund

## Notes to the financial statements *(continued)*

Year ended 30 June 2019

### 8. Costs of raising donations and legacies

	Unrestricted Funds £	<b>Total Funds 2019 £</b>	Unrestricted Funds £	Total Funds 2018 £
Costs of raising donations and legacies - Summer Fete Expenses	797	797	227	227

### 9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	<b>Total Funds 2019 £</b>	Unrestricted Funds £	Total Funds 2018 £
Grants payable	31,080	31,080	19,813	19,813
Wages	23,202	23,202	26,687	26,687
Rent and rates	15,384	15,384	15,346	15,346
Insurance	1,836	1,836	1,556	1,556
Advertising	1,833	1,833	1,878	1,878
Support costs	20,009	20,009	14,402	14,402
	<u>93,344</u>	<u>93,344</u>	<u>79,682</u>	<u>79,682</u>

# Wroxham and Hoveton Lions Club Charity Trust Fund

## Notes to the financial statements *(continued)*

### Year ended 30 June 2019

#### 9. Expenditure on charitable activities by fund type *(continued)*

Analysis of support costs:

	2019	2018
	£	£
Light and heat	1,125	1,171
Repairs and maintenance	9,564	551
Travelling	2,004	1,876
Independent examination fees	893	858
Accountancy fees	860	898
Legal and professional fees	1,442	1,386
Cleaning	53	60
Printing, stationery and telephone	974	1,094
Depreciation	442	297
General expenses	531	4,430
Expenses re charity objectives	1,352	1,047
Volunteer expenses	769	734
Total	<u>20,009</u>	<u>14,402</u>

Total grants made during the year were for the following purposes:

Purpose	2019	2018
	£	£
Education and community	24,775	12,380
Healthcare	3,125	3,912
Lions Club International Foundation	1,330	2,021
Mobility	500	550
Rescue Services	1,350	950
	<u>31,080</u>	<u>19,813</u>

Typical grants were:

	2019	2018
	£	£
<b>Education and community</b>		
Broadland Youth Community	2,313	1,200
1st Hoveton & Wroxham Sea Scouts	150	150
Nacy Oldfield Trust	—	1,000
ATC 222 Squadrn	—	500
Wherry School	7,800	—
<b>Healthcare</b>		
EACH (East Anglia Childrens Hospice)	250	1,600
Gift for living	250	250
Bluebells Dementia	1,500	500
Wroxham Medical Centre	—	990
<b>Lions Club International Foundation</b>		
LCI Disaster Appeal	830	521
<b>Mobility</b>		
Transport for veterans	500	500

# Wroxham and Hoveton Lions Club Charity Trust Fund

## Notes to the financial statements *(continued)*

Year ended 30 June 2019

### 9. Expenditure on charitable activities by fund type *(continued)*

#### Rescue Services

St Johns Ambulance	500	250
Wroxham & Hoveton first responders	250	250

### 10. Other expenditure

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Loss on disposal of tangible fixed assets held for charity's own use	<u>—</u>	<u>—</u>	<u>27</u>	<u>27</u>

### 11. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	2019 £	2018 £
Depreciation of tangible fixed assets	442	297
Loss on disposal of tangible fixed assets	<u>—</u>	<u>27</u>

### 12. Independent examination fees

	2019 £	2018 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>893</u>	<u>858</u>

### 13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2019 £	2018 £
Wages and salaries	<u>23,202</u>	<u>26,687</u>

The average head count of employees during the year was 4 (2018: 3).

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

### 14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

# Wroxham and Hoveton Lions Club Charity Trust Fund

## Notes to the financial statements (continued)

### Year ended 30 June 2019

#### 15. Tangible fixed assets

	Fixtures and fittings £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 July 2018	11,386	5,000	16,386
Additions	972	—	972
Disposals	(300)	—	(300)
<b>At 30 June 2019</b>	<u>12,058</u>	<u>5,000</u>	<u>17,058</u>
<b>Depreciation</b>			
At 1 July 2018	10,937	4,749	15,686
Charge for the year	379	63	442
Disposals	(300)	—	(300)
<b>At 30 June 2019</b>	<u>11,016</u>	<u>4,812</u>	<u>15,828</u>
<b>Carrying amount</b>			
<b>At 30 June 2019</b>	<u>1,042</u>	<u>188</u>	<u>1,230</u>
At 30 June 2018	<u>449</u>	<u>251</u>	<u>700</u>

#### 16. Debtors

	2019 £	2018 £
Prepayments and accrued income	8,148	7,960
Other debtors	600	600
	<u>8,748</u>	<u>8,560</u>

#### 17. Creditors: Amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	2,666	2,586
Social security and other taxes	137	—
	<u>2,803</u>	<u>2,586</u>

#### 18. Analysis of charitable funds

##### Unrestricted funds

	At 1 July 2018 £	Income £	Expenditure £	At 30 June 2019 £
General funds	<u>83,352</u>	<u>83,479</u>	<u>(94,141)</u>	<u>72,690</u>
	At 1 July 2017 £	Income £	Expenditure £	At 30 June 2018 £
General funds	<u>74,696</u>	<u>88,592</u>	<u>(79,936)</u>	<u>83,352</u>



# Wroxham and Hoveton Lions Club Charity Trust Fund

## Notes to the financial statements *(continued)*

Year ended 30 June 2019

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### 19. Analysis of net assets between funds

As at 30 June 2019

	Tangible fixed assets £	Net current assets £	Total Funds 2019 £
<b>Unrestricted Income Funds</b>			
General Funds	1,230	71,597	72,827
	<u>1,230</u>	<u>71,597</u>	<u>72,827</u>

As at 30 June 2018

	Tangible fixed assets £	Net current assets £	Total Funds 2018 £
<b>Unrestricted Income Funds</b>			
General Funds	700	82,652	83,352
	<u>700</u>	<u>82,652</u>	<u>83,352</u>