

Report of the Trustees and
Unaudited Financial Statements
For The Year Ended 31 December 2022
for
Royal Air Forces Association Cheltenham

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Royal Air Forces Association Cheltenham

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For The Year Ended 31 December 2022

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Royal Air Forces Association Cheltenham

Report of the Trustees **For The Year Ended 31 December 2022**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity is a branch of the Royal Air Force Association which is a Royal Charter Body and registered as a charity in England and Wales under number 226686 and in Scotland under SC037673 ("the Association"). The Association has many branches all of which share the same charitable object as the Association and are subject to the same constitution.

Related Party Relationships

The Branch premises are used under a licence from the Branch by the Cheltenham guardians from Saturday evenings until early Sunday morning. The Guardians provide security and safeguarding services to vulnerable young people in the Cheltenham evening and night time economy. The Branch's partnership is in furtherance of an approach to extend its reach further into the community, build networks, develop its influence, work closely with other charities, engage with partner organisations, raise its profile and earn community goodwill. In this, it has been very successful.

The Branch Welfare Officer also belongs to the Royal British Legion and helps coordinate welfare activities between the 2 charities.

Good working relationships have been established with Armed Forces Champions at Gloucestershire County Council and Cheltenham Borough Council. The Branch is actively engaged with the countrywide Armed Forces Covenant Partnership in a project to develop an Armed Forces Hub.

The RAFALO team set up a Wings Appeal display at a local government agency to highlight the work of the Branch and collect donations. This realised the sum of £325.

Risk Management

The Branch has a Strategic Plan that was reviewed in February 2022 and is due to be renewed or replaced in February 2023.

The Branch also has a personal Information Protection Policy and various other policies or protocols to underpin good governance.

Objectives

To promote through the comradeship engendered by its members, the welfare by charitable means of all serving and former members of Her Majesty's Air Forces, their spouses and dependents, together with the widows and widowers and dependents of those who died whilst serving or subsequently

Public benefit

the Branch Committee has continued to provide financial support to local RAF Air Cadet Squadrons in the form of grants for specific projects and activities.

Royal Air Forces Association Cheltenham

Report of the Trustees For The Year Ended 31 December 2022

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Branch members participated in local ceremonies and functions to mark Armed Forces Day, the Withdrawal From Aden and Remembrance Day. The period of National Mourning following the death of Her Majesty The Queen precluded holding the customary Parade and Service to commemorate the Battle of Britain but the Branch President and Branch Chairman joined the Chairman of the local Royal British Legion branch in laying wreaths at the town War Memorial.

The RAFALO, who acts as the Branch standard bearer, together with members of the committee continued to support local military and RAF-associated functions.

Thursday Wings coffee mornings continued throughout the year and this weekly event continues to provide an important meeting venue for a small group of ageing veterans.

The Branch Aviation History Group meets on alternate Thursdays in the Branch lounge.

The Branch continues to support the RAFA HQ OP CONNECT initiative.

Of particular note, the Branch donated in tranches a total of over £12,000 to the Association's project to convert its Rothbury House into a residential home for RAF veterans.

The Branch also donated £2000 to the Association's Wings Appeal.

The Branch Welfare Officer provided support for members in the local area needing stair lifts and mobility scooters and advice on benefit entitlements.

The Branch Committee continued to employ a sympathetic policy towards rent payments from commercial and residential tenants in the RAFA premises for the duration of Covid-19 restrictions, but income was maintained for the most part from all tenants.

The Branch Committee held regular Zoom committee meetings since Covid-19 restrictions were introduced and also held an AGM by Zoom on 3 March 2022. Subsequently, monthly Committee meetings were physical ones.

The Branch committee held a social event to commemorate the 100th birthday of one of its beneficiaries and, in addition, held a series of 'Sandwich Lunches' and ran a Quiz Night - all aimed primarily at combatting loneliness and social isolation amongst Branch members and beneficiaries.

The Branch President and Branch Chairman participated in the unveiling ceremony for a memorial to the mixed Canadian and British crew of a Halifax bomber that crashed near Cheltenham during World War 2.

The main activity undertaken by the Branch this year has been to continue the process of corporate recovery from the Covid-19 pandemic and its consequences.

The Committee recognised that it was well-placed to provide friendship and comradeship to Branch members and beneficiaries, and to alleviate their loneliness and social isolation. Many of the items set out in the "Summary of the main activities" section above were in explicit support to this focus.

Further maintenance and refurbishment on the premises was carried out throughout the year.

The Branch Committee discussed resolutions for the Association Area and National Conferences and provided voting guidance to the Branch Conference Delegate. He attended both Conferences and reported back to the Committee.

The Branch Committee has continued to engage with its members by a variety of measures including frequent e-Newsletters, posts on the Branch web site, the Thursday morning Wings Café and phone calls.

In the absence of an Association on-line forum for members of this and other Branches to exchange views and information, a Branch Facebook page has been created and, to facilitate use of this and other digital media, a broadband wifi service has been set up in the Branch premises.

Royal Air Forces Association Cheltenham

Report of the Trustees **For The Year Ended 31 December 2022**

ACHIEVEMENT AND PERFORMANCE

The Branch premises contain commercial and residential units that are leased out and when fully occupied generate a gross income of about £50.5k per annum.

The net income after management fees, maintenance, cleaning, insurance, utilities and Council Tax are deducted falls to about £16k per annum.

In December 22 the Branch Account held £97,005 and the Welfare Fund held £7,046.

The cost of the maintenance and refurbishment work for 2022 to date has been £15,641 and further expenditure of £17,500 to address damp in the Rissington Room and the Main Building entrance and stairs has also been approved.

Expenditure on the Branch area of the building will be directed towards essential maintenance, upgrading the kitchen and the improvement of disabled facilities for the convenience and enjoyment of all Branch members.

FINANCIAL REVIEW

Reserves policy

With approved planned expenditure the Branch had approximately £97,000 in its accounts at the end of 2022 against an estimated required reserve of £97,000.

However, the Branch Building Custodian along with our Building Management Agent is undertaking a major review of essential projects for the whole building that will need to be funded. It is anticipated that Branch funds will approach the reserve figure by the end of 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

The main activity undertaken by the Branch this year has been to commence a programme of maintenance and refurbishment. The exterior of the building (a listed, rendered Regency end of terrace town house) including the wooden sash windows, external doors, balcony, canopy and roof were repaired and repainted. The car park perimeter wall was rebuilt and the parking spaces remarked. Internally the damp in the basement bar and entrance area was addressed and the bar area redecorated together with the Resource Room and Ladies Toilet. A high definition digital projector, sound system and screen were also installed in the main basement room to be used for presentations.

The basement area allows level access for members with mobility issues.

Following a prolonged period of closure due to COVID, the RAFA Club was unable to muster enough support from its members to form a committee and had to cease operating.

The remaining funds were transferred to the Branch account once final invoices had been paid and the bar staff had been paid their redundancy packages.

The RAFA Club had been operating for 50 years and had accumulated a considerable amount of material in the basement area. The Branch Committee employed a firm to clear out the basement and is now considering options on how best to use the space.

The Branch Committee submitted formal comments to HQ concerning Resolutions at the Association Annual Conference.

The Branch Committee has continued to engage with its members by a variety of measures including frequent e-Newsletters, posts on the Branch web site, the thursday morning Wings Cafe, phone calls, occasional letters and a digital display in the Branch lounge.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

231667

Royal Air Forces Association Cheltenham

Report of the Trustees
For The Year Ended 31 December 2022

Principal address

1 Royal Crescent
Cheltenham
Gloucestershire
GL50 3DA

Trustees

A M Sir G A Miller KBE Branch President
Mr M K Bryant Branch Chairman
Mr D McCarthy Building Custodian Vice Chairman
Mr R C Oldham Treasurer
Mrs A Hawley Secretary
Mr K Baalham Membership Officer
Mrs M J Blake Welfare Officer
Mr J Welham Building Custodian (appointed 1.3.22)
N Price (appointed 1.9.22)
S Poulton (appointed 1.12.22)

Independent Examiner

Kingscott Dix Limited
Chartered Accountants
Goodridge Court
Goodridge Avenue
Gloucester
Gloucestershire
GL2 5EN

Approved by order of the board of trustees on and signed on its behalf by:

.....
Mr M K Bryant Branch Chairman - Trustee

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**Independent Examiner's Report to the Trustees of
Royal Air Forces Association Cheltenham**

Independent examiner's report to the trustees of Royal Air Forces Association Cheltenham

I report to the charity trustees on my examination of the accounts of Royal Air Forces Association Cheltenham (the Trust) for the year ended 31 December 2022.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all 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 Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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.

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.

P A Reynaert
Kingscott Dix Limited
Chartered Accountants
Goodridge Court
Goodridge Avenue
Gloucester
Gloucestershire
GL2 5EN

Date:

Royal Air Forces Association Cheltenham

**Statement of Financial Activities
For The Year Ended 31 December 2022**

	Notes	Unrestricted fund £	Restricted fund £	31.12.22 Total funds £	31.12.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		2,694	-	2,694	11,244
Charitable activities					
Branch Property		52,621	-	52,621	-
Investment income	2	-	-	-	37,582
Total		<u>55,315</u>	<u>-</u>	<u>55,315</u>	<u>48,826</u>
EXPENDITURE ON					
Raising funds					
Raising donations and legacies	3	29	-	29	-
		29	-	29	-
Charitable activities					
Welfare		-	-	-	1,626
Branch Property		30,035	-	30,035	108,602
Branch Activities		11,796	11,495	23,291	1,976
Total		<u>41,860</u>	<u>11,495</u>	<u>53,355</u>	<u>112,204</u>
NET INCOME/(EXPENDITURE)		13,455	(11,495)	1,960	(63,378)
RECONCILIATION OF FUNDS					
Total funds brought forward		167,070	18,541	185,611	248,989
TOTAL FUNDS CARRIED FORWARD		<u>180,525</u>	<u>7,046</u>	<u>187,571</u>	<u>185,611</u>

The notes form part of these financial statements

Royal Air Forces Association Cheltenham

**Balance Sheet
31 December 2022**

	Notes	Unrestricted fund £	Restricted fund £	31.12.22 Total funds £	31.12.21 Total funds £
FIXED ASSETS					
Tangible assets	6	82,375	-	82,375	84,558
CURRENT ASSETS					
Stocks	7	350	-	350	350
Debtors	8	2,062	-	2,062	3,789
Cash at bank		97,005	7,046	104,051	97,694
		<u>99,417</u>	<u>7,046</u>	<u>106,463</u>	<u>101,833</u>
CREDITORS					
Amounts falling due within one year	9	(1,267)	-	(1,267)	(780)
		<u>98,150</u>	<u>7,046</u>	<u>105,196</u>	<u>101,053</u>
NET CURRENT ASSETS					
		<u>180,525</u>	<u>7,046</u>	<u>187,571</u>	<u>185,611</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>180,525</u>	<u>7,046</u>	<u>187,571</u>	<u>185,611</u>
NET ASSETS					
		<u>180,525</u>	<u>7,046</u>	<u>187,571</u>	<u>185,611</u>
FUNDS					
Unrestricted funds	10			180,525	167,070
Restricted funds				7,046	18,541
				<u>187,571</u>	<u>185,611</u>
TOTAL FUNDS					

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
Mr M K Bryant Branch Chairman - Trustee

Royal Air Forces Association Cheltenham

Notes to the Financial Statements For The Year Ended 31 December 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on reducing balance
Fixtures and fittings	- 25% on reducing balance

The freehold property is shown in the balance sheet at cost which is so far below any market value that the trustees have not revalued it or sought to depreciate it on an annual basis.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Royal Air Forces Association Cheltenham

Notes to the Financial Statements - continued
For The Year Ended 31 December 2022

2. INVESTMENT INCOME

	31.12.22	31.12.21
	£	£
Rents received	-	37,582
	<u> </u>	<u> </u>

3. RAISING DONATIONS AND LEGACIES

	31.12.22	31.12.21
	£	£
Sundries	29	-
	<u> </u>	<u> </u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	10,725	519	11,244
Investment income	37,582	-	37,582
Total	<u>48,307</u>	<u>519</u>	<u>48,826</u>
EXPENDITURE ON			
Charitable activities			
Welfare	-	1,626	1,626
Branch Property	108,602	-	108,602
Branch Activities	1,976	-	1,976
Total	<u>110,578</u>	<u>1,626</u>	<u>112,204</u>
NET INCOME/(EXPENDITURE)	(62,271)	(1,107)	(63,378)
RECONCILIATION OF FUNDS			
Total funds brought forward	229,341	19,648	248,989
TOTAL FUNDS CARRIED FORWARD	<u>167,070</u>	<u>18,541</u>	<u>185,611</u>

Royal Air Forces Association Cheltenham

**Notes to the Financial Statements - continued
For The Year Ended 31 December 2022**

6. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 January 2022 and 31 December 2022	73,731	4,008	34,198	800	112,737
DEPRECIATION					
At 1 January 2022	-	4,008	23,393	778	28,179
Charge for year	-	-	2,161	22	2,183
At 31 December 2022	-	4,008	25,554	800	30,362
NET BOOK VALUE					
At 31 December 2022	73,731	-	8,644	-	82,375
At 31 December 2021	73,731	-	10,805	22	84,558

7. STOCKS

	31.12.22 £	31.12.21 £
Stocks	350	350

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22 £	31.12.21 £
Trade debtors	1,000	-
Prepayments and accrued income	1,062	3,789
	<u>2,062</u>	<u>3,789</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22 £	31.12.21 £
Other creditors	1,267	780

10. MOVEMENT IN FUNDS

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	167,070	13,455	180,525
Restricted funds			
Welfare Fund	18,541	(11,495)	7,046
TOTAL FUNDS	<u>185,611</u>	<u>1,960</u>	<u>187,571</u>

Royal Air Forces Association Cheltenham

Notes to the Financial Statements - continued
For The Year Ended 31 December 2022

10. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	55,315	(41,860)	13,455
Restricted funds			
Welfare Fund	-	(11,495)	(11,495)
TOTAL FUNDS	<u>55,315</u>	<u>(53,355)</u>	<u>1,960</u>

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	229,341	(62,271)	167,070
Restricted funds			
Welfare Fund	19,648	(1,107)	18,541
TOTAL FUNDS	<u>248,989</u>	<u>(63,378)</u>	<u>185,611</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	48,307	(110,578)	(62,271)
Restricted funds			
Welfare Fund	519	(1,626)	(1,107)
TOTAL FUNDS	<u>48,826</u>	<u>(112,204)</u>	<u>(63,378)</u>

Royal Air Forces Association Cheltenham

Notes to the Financial Statements - continued
For The Year Ended 31 December 2022

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.21 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	229,341	(48,816)	180,525
Restricted funds			
Welfare Fund	19,648	(12,602)	7,046
TOTAL FUNDS	<u>248,989</u>	<u>(61,418)</u>	<u>187,571</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	103,622	(152,438)	(48,816)
Restricted funds			
Welfare Fund	519	(13,121)	(12,602)
TOTAL FUNDS	<u>104,141</u>	<u>(165,559)</u>	<u>(61,418)</u>

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

12. RESTRICTED FUNDS

The welfare fund is held in a separate bank account and is held to provide not only monetary support to the RAF Family but also for the provision of advice and welfare services.

Royal Air Forces Association Cheltenham

Detailed Statement of Financial Activities
For The Year Ended 31 December 2022

	31.12.22 £	31.12.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Wings Appeal	1,308	251
Donations	344	9,247
RAF Benevolent Fund	-	520
Subscriptions	1,042	1,226
	<hr/>	<hr/>
	2,694	11,244
Investment income		
Rents received	-	37,582
Charitable activities		
Rents on surplus property	52,621	-
	<hr/>	<hr/>
Total incoming resources	55,315	48,826
EXPENDITURE		
Raising donations and legacies		
Sundries	29	-
Charitable activities		
Rates and water	242	1,238
Insurance	3,940	2,595
Light and heat	6,478	1,994
Postage and stationery	132	39
Rental expenses	8,715	21,344
Repairs	359	245
Property repairs	8,993	78,937
Subscriptions	17	400
Annual Conference	338	-
Secretarial expenses	33	316
Remembrance/Bof B day	80	151
Telephone	5,895	532
Welfare officer expenses	95	144
Social Activities	704	695
Plant and machinery	-	186
Fixtures and fittings	2,161	1,428
Computer equipment	22	400
Grants to institutions	14,162	-
Grants to individuals	-	780
	<hr/>	<hr/>
	52,366	111,424
Support costs		
Governance costs		
Accountancy and legal fees	960	780
	<hr/>	<hr/>
Total resources expended	53,355	112,204
	<hr/>	<hr/>
Net income/(expenditure)	1,960	(63,378)
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory financial statements