

IX (B) Squadron Association

Report and Financial Statements

Year Ended

31 March 2016

Registered Charity Number 1153852



IX (B) Squadron Association

Report of the trustees
for the year ended 31 March 2016

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Board of Trustees

Nicholas Hay	Chair
Andy Turk	Vice Chair
Stuart Evans	President
Alan Ferguson	Vice President
Paul Lenihan	Treasurer
Andrew Holland	Secretary to the Board

Advisory Members to the Board

Ian Sharrocks
Dean Wood
Robert Swanson

Officer Commanding IX(B)
Warrant Officer IX(B) Squadron
Deputy Secretary

Era Secretaries

Lancaster – Harry Irons
Lincoln – Harry Brittlebank
Canberra – Michael Milligan
Vulcan – Alan Ferguson
Tornado – Richard James

Charity number

1153852

IX (B) Squadron Association

Report of the trustees
for the year ended 31 March 2016 (*continued*)

Registered Address

	Mr Paul Lenihan
	Royal Air Force Marham
	Marham
	King's Lynn
	Norfolk
	PE33 9NP
Telephone no:	01206835171
Email:	association.sec@9sqn.co.uk
Website:	http://www.9sqn.co.uk/

Independent Financial Advisor

Finance Manager, Action Duchenne Limited Epicentre, 41 West Street, London, E114LJ

Bankers

Bank of Scotland, 33 Old Broad Street London Branch PO Box 1000, BX2 1LB

IX (B) Squadron Association

Report of the trustees for the year ended 31 March 2016 (*continued*)

Introduction

2015/16 continued to see high financial activity for the Charity. Its year was spent in the preparation for, and the delivery of, a memorial to be placed in the National Arboretum and also a Centenary Dinner and fundraising event for IX (B) Squadron, its personnel, Association members, families and supporters. The latter saw 220 IX(B) Squadron members and Association Members attending a sunset ceremony and dining at the RAF Museum at Hendon. The Association continued its annual memorial service at Bardney Airfield to commemorate those fallen in Service of the Squadron.

The Association

Formed in 1975, the Association was formed from the backbone of Second World War veterans who had been meeting informally in London from 1966. The Association grew in numbers, encompassing the era of aircraft flown by the Squadron and, due to its increased membership and diverse activities applied for, was granted charitable status in 2013.

Impact and achievements for the public benefit

The Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the guidance published by the Charities Commission. In line with the Memorandum and Articles of Association, the Charity's aims for the last year were:

To promote the efficiency of the RAF by preserving its traditions and esprit-de-corps

- The Charity has lead on the planning of and fundraising for the purchase of a memorial to its fallen members to be placed at the National Arboretum. Led by the Charity's Chairman, a significant ceremony was planned and delivered at the RAF Museum at Hendon: this was attended by current and past members of the Squadron.

To maintain contact with past members of the Squadron.

- The Charity has membership list of over 414 members. These comprise active and retired members of the squadron, their spouses and supporters. It also contains members who have no service background, but have become members through the camaraderie displayed by the Association. Of this membership, there are 180 wholly active members with the remainder semi or intermittently active within the association.
- The Association also publishes an annual booklet which highlights Association and Squadron Activity. This is distributed to all Association members and is made available to the general public.

To educate and inform the general public about the work of Bomber Command, Strike Command, Air Command and their subordinate formations,

- The Association continues to fund and promote its web site. Listed here is all association meeting notices, history and research posts. It contains archives of historical and current aircraft and posts articles from historians, Association and Squadron members.

To make grants to, and supporting charities, projects or appeals associated with the above commands.

- The Association made no grants in this FY.

Trustees' Responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Charity law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the results of the company for that period. In preparing those accounts, the Trustees are required to: select suitable accounting policies and then apply them consistently, make judgements and estimates that are reasonable and prudent; and prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

IX (B) Squadron Association

Report of the trustees for the year ended 31 March 2016 (*continued*)

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as the Trustees are aware, there is no relevant audit information (information needed by the Charity's financial assessor in connection with preparing this report) of which the Charity's assessor is unaware;

Each Trustee has taken all the steps that he or she ought to have taken as a Trustee in order to make themselves aware of any relevant audit information and to establish that the company's assessor is aware of that information.

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems of internal control across the whole organisation. These systems of internal control, put in place by the Trustees, are designed to provide reasonable but not absolute assurance against material misstatement or loss and include:

- The Charity's treasurer keeps full accounting records of all financial records and provides copies of the bank statements at regular intervals.
- Consult with the trustees before making any financial transactions.
- Provide an annual set of accounts.
- Ensuring that the Charity submits Annual Reports to the Charity Commission and Companies House in line with current standard reporting procedures.

The Board of Trustees of the Association shall meet no less than once a year: a trustee can serve no longer than 5 years and all must be re-elected at each and every AGM.

Management of Risk

The Trustees manage risk through governance (formal Committee meetings, e-mail correspondence) and close control of any expenditure.

Grant Making Policy

The Association sets all grant making against the requirements of its financial security and the needs of the grant applicant. To date, no grants have been approved.

Trustee Training and Induction

New and current Trustees are briefed on their legal obligations under charity and company law, the content of the Constitution of the committee and decision making processes. This includes the delivery of Charity Commission publications explaining their role.

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Financial Review for the year ended 31 March 2016 (*continued*)

Financial review

This Financial Year (2015/16) sees the current account at a healthy £29,153.67. This includes funds allocated to the Memorial at the National Arboretum and for the memorial dinner at the RAF museum, Hendon. Subscriptions remain static at around £1814.

Income exceeded expenditure resulting in a surplus of £18,620.95 (2014/15: surplus of £10,612.75). Income was £26,769.88; down from £33,268.50 last year. A key factor in this decrease was the previous high levels of income received to support the Association's members, friends and families attending IX(B) Squadron's overseas centenary celebration.

Expenditure on charitable activities was £7,802.60 in year, including allocated support costs; down from £31,920 last year. This represents 95% of total expenditure (up by 2% on last year). Of this, £1,316.24 supplemented costs for the Bardney lunch and both the CO & WO's and the Centenary Dinners. In-year expenditure included £2,605 representing deposits for events later in 2016 (for the memorial at the National Arboretum and the memorial Dinner).

Reserves

The treasurer, on behalf of the Board of Trustees, monitors the level of unrestricted and restricted reserves in the general fund: this is based on the expected charity expenditure which is aimed at providing cover to provide:

- Sufficient funds to deliver the association's annual dinner and memorial service.
- Restricted funds to provide for a memorial at the National Arboretum.
- To allow the Charity to meet its objectives.
- To ensure the General funds are allocated to meet the Charity's Aims and Objectives.
-

Unrestricted reserves are £7,628.70, down from £10,612.75 in March 2015 and restricted reserves are £21,525.00, up from £1,000 in 2014. £13,425 is reserved for the memorial and £8,100 for the memorial Dinner. The unrestricted reserves exceed the minimum required to deliver next year's activities.

Plans for the future

In addition to continuing the much valued existing activities, particularly in providing information and support for association members, their families and the general public, the Association seeks to raise over £20 000 to provide a memorial at the National Arboretum.

Independent External Assessment

All of the trustees have taken all the steps that they ought to have taken to make themselves aware of any information needed by the Charity's external assessors for the purposes of their audit and to establish that the auditors are aware of that information. The directors are not aware of any relevant audit information of which the auditors are unaware.

Signed on behalf of the Board of Directors on

P Lenihan

IX (B) Squadron Association

Independent External Review for the year ended 31 March 2016 (*continued*)

Independent External Assessment

The independent assessor noted that this accounting period saw a much improved level of financial reporting and governance. Quarterly reports were prepared by the treasurer and there was strong evidence of this being analysed and challenged by both the Chair and Vice-Chair of the board. These challenges found minor arithmetical errors rather than failings in accounting processes. The treasurer now uses a simple on-line accounting software and, as such, was able to demonstrate a greater level of understanding of accounting procedures and governance than previously seen. All expenses were properly authorised, recorded and reconciled. Cash handling procedures were of a much higher standard. The assessor noted that all but two of her recommendations from the previous year had been implemented.

The accounts as now presented followed better accounting best practices. Monthly and quarterly accounts were now presented to the board for ratification and approval. Governance is of a higher standard than previously demonstrated although it was noted that the board has yet to deliver a full financial plan against which to gauge its financial targets.

It is understood that the Association will see a decrease in financial activity during the next FY and, as such, an independent assessment of accounts may not be required. However, the assessor recommends that the board ensures that:

1. A budget is prepared for FY 16/17.
2. That appropriate and consistent governance is applied for the authorisation of expenditure of funds. The assessor notes that 2 signatories are required for cheque authorisation, but only one is required for internet banking. With no budget allocated to events and with no financial authority granted to the treasurer per se, the assessor noted the level of trust afforded to the treasurer but recommends that the board either adds a further signatory to the internet banking account or it issues an appropriate letter of financial delegation to the treasurer. (*Outstanding recommendation from the previous FY*)
3. the treasurer reclaims the outstanding gift aid to the Charity. (outstanding recommendation from previous year – although it was noted that this had been attempted and had yet to be completed – the delay due to incorrect ChV1 procedures being applied by the Charity).

The assessor is therefore content that the accounts as presented are an accurate record of the 2015/16 FY for the Association.

K Ferguson
Finance Manager
Action Duchenne Ltd

IX (B) Squadron Association

Balance sheet
for the year ended 31 March 2016 (*continued*)

Statement for Period

INCOME	£	EXPENDITURE	£
Balance Brought Forward	10612.75		
Direct Donations	629.88		
Subs	1814.00		
Memorial Fund	13425.00	Memorial Fund	1480.00
Bardney Lunch	661.00	Bardney Lunch	814.07
CO and WO Dinner	2140.00	CO and WO Dinner	2227.45
Memorial Dinner Hendon	8100.00	Memorial Dinner Hendon	1125.00
Centenary Dinner		Centenary Dinner	1075.72
Postage & Delivery		Postage & Delivery	414.45
Printing and Reproduction		Printing and Reproduction	13.00
Insurance – Memorial Dinner		Insurance – Memorial Dinner	145.91
TABS		TABS	387.00
Trustee Expenses		Trustee Expenses	211.36
Web Site		Web Site	120.00
Gifts		Gifts	215.00
		Subtotal	8228.96
		Balance Carried Forward	29153.67
Total	37382.63	Total	37382.63