

**The Royal British Legion Attendants Company  
Trust (By Guarantee)**

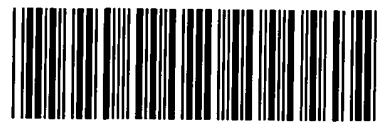
**Trustees' report and financial statements**

Company Registered number 382493

Charity Registered number 206134

**30 September 2015**

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## Trustees' Report

### Report of the Trustees for the year ended 30<sup>th</sup> September 2015

The Trustees hereby present their report together with the financial statements of the charity for the year ended 30<sup>th</sup> September 2015.

#### Reference and administrative details

Charity Number: 206134

Company Number: 382493

Principal & Registered Office: c/o3 Brunswick Street  
Liverpool  
L2 0PQ

Trustees:	A Barnard	
	BC Burrill	
	RH Campbell-Smith	
	HG Mackinlay LVO FRSA	
	H Nicholson BSc	Vice Chair
	G Paxton	
	DAW Pearson FIH	Chairman

Secretary S Anderson

Staff: The charity has no employed staff. Administration and activities are conducted by the trustees without remuneration

Bankers: Lloyds TSB Bank plc, 94 Fishergate, Preston, PR1 2JB

Solicitors: Wilsons' Solicitors, Steynings House, Fisherton Street, Salisbury, Wiltshire, SP2 7RJ

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

### **Structure, Governance and Management**

#### **Governing Document**

The Royal British Legion Attendants Company Trust (By Guarantee) (formerly The Royal British Legion Attendants Company Limited (By Guarantee) (hereafter referred to as the 'charitable company' or "the RBLA" or "the Trust") is a registered company and is registered with the Charity Commission. The Trust is governed by its Memorandum and Articles of Association dated 9<sup>th</sup> December 2004, which were completely rewritten in conjunction with, and agreement of, the Charity Commission from the original Memorandum and Articles of Association as amended on 28th September 1962, 1<sup>st</sup> April 1978, 25<sup>th</sup> April 1995 and 28<sup>th</sup> October 1999. The charitable company was originally incorporated on 1<sup>st</sup> September 1943. In the event of the charity being wound up, the guarantee of each member is limited to £1.

#### **Appointment of Trustees**

Trustees, who act as directors for the purposes of company law, are elected from the Trust membership at the Annual General Meeting. Members, (who have to enjoy current membership of the Royal British Legion) are upon application to the Trust admitted to membership by a majority vote of the trustees present at a meeting of the Board.

No body or person is entitled to appoint trustees other than the members.

One third (or the number nearest one third) of the trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots.

#### **Trustee Induction and Training**

When required new trustees, when elected, undergo an orientation period to introduce them to their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee structure and process by which decisions are made. They are introduced to the current business plan and financial performance.

#### **Organisation**

The 'Members' at the AGM elect trustees from their number to replace those who retire by rotation. The trustees in turn elect a chairperson and the members of two standing committees, the Audit Committee and the Grants Committee.

The board meet formerly two to three times each year as agreed by the trustees, to conduct business and receive reports. The Audit Committee oversee the routine expenditure of the charity as agreed by the board and recorded in the minutes. The Grants Committee are empowered by the board to examine applications to the Trust and make grants to institutions where individuals are to undertake training. Each year the board re-examines and sets the maximum expenditure for the year together with the maximum individual grant the committee are able to award within that expenditure. Grants above these sums are agenda items referred to the board at a formal meeting.

The Trust does not currently solicit funding from the public or any other institution. The Trust's income for its charitable activities is derived from the returns upon its cash on deposit held with CCLA (COIF) and Lloyds Bonds together with donations received.

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

### **Structure, Governance and Management (continued)**

#### **Employees**

The charitable company has no employees.

#### **Risk Review**

The trustees have examined the principal areas of the charity company's operations and considered the major risks faced in each of these areas.

- the return on investment in a COIF deposit account.
- Lloyds investment Bonds.

In the opinion of the trustees the charitable company has established resources and reviewed systems which, under normal conditions, should allow these risks to its cash holdings be mitigated to an acceptable level in its day to day operations.

### **Objectives and Activities**

The objectives of the charitable company, which were redefined with the assistance of the Charity Commission and adopted in December 2005, remain:

'To promote the rehabilitation and resettlement of men and women of Her Majesty's Armed Forces who are in need of assistance to re-establish themselves into civilian life by such charitable means as shall from time to time be thought fit' and; 'To relieve need amongst individuals in need of such assistance which arises by reason of sickness, financial need, disability or infirmity by such charitable means as shall from time to time be thought fit by the trustees'.

They include:

- the provision of grants to enhance employment prospects;
- grants or loans to organisations supporting the ex-service community;
- grants to provide respite breaks for carers of individuals in need of assistance; and
- assistance with rehabilitation of disabled persons to enhance their work prospects.

The main objectives and activities for the year continued to focus upon the provision of grants for training individuals in new skills to enhance their employment prospects. This was achieved by:

- the promotion of the availability of grants through the ex-service community and resettlement services; and
- working in partnership with other agencies to identify those in need of assistance

Grants, normally to a maximum of £3,500 for any one individual in any one year, are made only to the training institutions, colleges and companies who are able to provide the individual with the new skills necessary to enhance their future employment opportunities.

Applications are received from individuals and other agencies and directed to the Grants Committee. Each application is judged formally by the Committee members against eligibility, need and the charitable objectives of the Trust. The amount of grants made in any one year is determined by the Trust's board, which establishes the total grants spend. The Grant Committee is able to bring exceptional matters before the board at a formal meeting.

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

### **Achievements and Performance**

The board agreed, as interest rates remained so low, to allocated funds from both capital and income from its deposit accounts to grants to individuals during the year. This was to enable the trust to meet its grant objectives for the year.

The trustees had agreed that they would invest their funds into COIF deposit account and two short term fixed interest bonds with Lloyds bank.

The trust made some 53 grants a total of £69,247 during the year making the average grant £1306. The grants made are mainly a contribution towards the cost of training, rather than meeting the full amount. The trustees had previously agreed that the annual limit for training grants would be £50,000 during the year, and the limit for a single grant would be £3,500. The trustees, subsequently, agreed to increase the limit to £69,247.

Clearly, each year the Trust is dependent on maintaining the income stream from its investments and that was beyond the control of the Trust. However, these funds are held within an approved institution and reviewed on a regular basis by the trustees.

### **Financial Review**

During the year the Trust has received investment income and bank interest of £1311 plus a legacy donation of £14068 which it has used to support the funding of grants.

#### **Reserves policy**

The trustees have reviewed the Trust's policy in respect of the level of free reserves (that is those funds that are freely available) and agreed that both capital and income earned would be spent to make grants. Currently, there are no committed future donations.

#### **Investment policy**

The investment policy of the Trust continues to hold cash assets within COIF deposit account earning interest plus short term bonds with Lloyds Bank. It holds limited funds in a current banking account drawing down funds from deposit when necessary to meet payments.

#### **Plans for the future**

Despite the continued reductions in H M Forces there has been little evidence to suggest that the numbers of potential beneficiaries of the charity are likely to diminish in the foreseeable future. Many continue to leave the Services with no transferable employment skills. However, as the trust's funds were rapidly depleting and the prospects of future income streams were limited the Board had to consider the long term viability of the charity. The Board agreed to consider a managed wind down of the charity with any residual funds spent on activities associated with its primary objectives.

**Trustees' report** (continued)

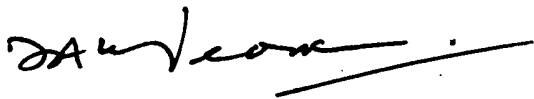
**Political and charitable contributions**

The Trust made no political contributions during the year. Contributions in 2013 Nil.

**Disclosure of information to auditors.**

The trustees who held office at the date of approval of this trustees' report confirm that, so far as they are each aware, there is no relevant audit information of which the Trust's examiners are unaware; and each trustee has taken all the steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the Trust's examiners are aware of that information.

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

A handwritten signature in black ink, appearing to read 'David Pearson', with a horizontal line extending to the right.

**David Pearson**  
Trustee & Chairman

## **Statement of Responsibilities of the Trustees of The Royal British Legion Attendants Company Trust (By Guarantee) in respect of the Trustees' annual report and the financial statements**

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice).

The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the excess of expenditure over income for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in its activities.

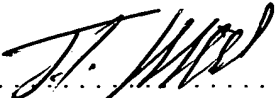
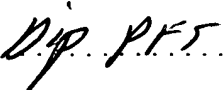

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that its financial statements comply with the Companies Act 1985. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charitable company and to prevent and detect fraud and other irregularities.

## Independent examiner's report to the members of The Royal British Legion Attendants Company Trust (By Guarantee)

I have examined the financial statements of The Royal British Legion Attendants Company Trust (By Guarantee) for the year ended 30 September 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

In my opinion, the said financial statements fairly state the transactions of the Trust for the year ended 30 September 2014, and its Assets and Liabilities at that date.

Except where stated below, no matter has come to my attention which gives reasonable cause to believe that proper accounting records have not been kept or that these Trust Accounts are not prepared in accordance with the books and supporting vouchers or that the Trust does not have proper title to the assets and stated bank balances.

Signature  ..... Qualification  .....  
Date  .....



**Statement of financial activities (incorporating the Income & Expenditure Account)**

	Notes	Funds £s 2015	Funds £s 2014
<b>Incoming resources</b>			
Incoming resources from generated funds			
Voluntary income (£14,068)		<b>14,068</b>	49,196
Bank Interest (COIF CCLA deposit)	2	<b>185</b>	152
Investment income. ( Lloyds Bonds £3,762)	2	<b>1,126</b>	3,672
Returned Grant			770
		<b>15,379</b>	53,880
		=====	
<b>Resources expended</b>			
Charitable activities	3	<b>69,248</b>	62,494
Governance costs	4	<b>4,207</b>	3,680
		<b>73,455</b>	66,174
		=====	
<b>Net (incoming/outgoing) resources for the year before other recognised gains and losses/net expenditure/income for the year</b>		<b>(58,076)</b>	(12,294)
Other recognised gains/losses			
<b>Net movement of funds</b>		<b>(58,076)</b>	(12,294)
		=====	
<b>Reconciliation of Funds</b>			
Total funds brought forward		179,512	191,806
<b>Total Funds Carried Forward</b>		<b>121,436</b>	179,512
		=====	
<b>Fixed Assets</b>			
Investments Lloyds Bonds	5	nil	150,000
<b>Current Assets</b>			
Debtors	6	nil	nil
Cash at Banks		<b>121,436</b>	29,512
<b>Creditors: amounts falling due within one year</b>	7	nil	nil
<b>Net Current Assets</b>		<b>121,436</b>	179,512
		=====	

The Royal British Legion Attendants Company Trust (By Guarantee)  
Trustees' report and financial statements  
30 September 2015

	Notes	2015 £s	2014 £s
<b>Total assets less current liabilities</b>		<b>121,436</b>	<b>179,512</b>
<b>Net assets</b>		<b>121,436</b>	<b>179,512</b>
<b>Unrestricted Funds</b>		<b>121,436</b>	<b>179,512</b>
		=====	

For the year ended 30<sup>th</sup> September 2015 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.



David Pearson  
Director and Trustee

The Royal British Legion Attendants Company Trust (By Guarantee)  
Trustees' report and financial statements  
30 September 2015  
**Notes to the account**

	<b>2015</b>	<b>2014</b>
	<b>£s</b>	<b>£s</b>
<b>2. Income.</b>		
Fully detailed on page 8	<b>15,379</b>	53,880
	<b>15,379</b>	53,880
	=====	
<b>3. Charitable Activity.</b>		
Charitable donations made.	<b>69,248</b>	62,494
Charitable Grants made.	<b>69,248</b>	62,494
	=====	
<b>4. Governance Costs.</b>		
Trustee expenses	846	744
Insurance	615	610
Office costs	328	122
Secretarial costs	731	698
Meetings	1481	1,196
Fees	206	310
<b>Total</b>	<b>4,207</b>	3,680
	=====	
<b>4. Other resources expended</b>	<b>Nil</b>	Nil
	=====	
<b>5. Investments</b>		
<b>6. Debtors</b>	Nil	Nil
<b>7. Creditors</b>	Nil	Nil
<b>8. Reconciliation of funds</b>		
Charitable company unrestricted funds at beginning of year	<b>179,512</b>	191,294
Net movement of funds	<b>(58,076)</b>	(12,294)
Unrestricted funds at end of year	<b>121,436</b>	179,512
	=====	
<b>9. Share Capital</b>	<b>None</b>	
The Charitable Company is limited by guarantee and as such has no share capital. In the event of the charitable company being wound up, the guarantee of each member is limited to £1.		
<b>10. Related party transactions</b>	There were no related party transactions	