

SPENBOROUGH FORGET ME NOT FUND
(Limited by Guarantee)

TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2009

Registered Charity Number 1119723

Company Registration No 05264081 (England and Wales)

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SPENBOROUGH FORGET ME NOT FUND

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SPENBOROUGH FORGET ME NOT FUND

COMPANY INFORMATION

Status:	Registered charity number 225310 Company limited by guarantee	
Governing Document	Trust Deed dated 3 June 1948 and Scheme of 3 October 1968	
Trustees	Mrs J Gummer MBE, JP, DL Mr D A Laycock Mr P Normandale Mr A Oade Mrs C Horwood Mr D Kilburn Mr J Messenger Mr A G Cardwell	Mr J W Hemingway Mrs M Cordingley Mr M Horsfall Mr V Houldsworth Mrs J M Grylls Mr J Woosey Mr J Briggs
Registered Office	Albion Street Cleckheaton West Yorkshire BD19 3JG	
Principal Address	108 Church Lane Gomersal Cleckheaton West Yorkshire BD19 4QL	
Bankers	HSBC Bank plc 14 Bradford Road Cleckheaton West Yorkshire BD19 3JR	
Solicitors	Inesons Albion Street Cleckheaton West Yorkshire BD19 3JG	
Investment Advisors	Barclays Wealth 1 Churchill Place London E14 5HP	
Accountants	Naylor Wintersgill Carlton House Grammar School Street Bradford BD1 4NS	

**SPENBOROUGH FORGET ME NOT FUND
TRUSTEES' REPORT
YEAR ENDED 30 JUNE 2009**

The trustees present their report and accounts for the year ended 30 June 2009.

The company was incorporated on 19 October 2004, and commenced trading on 1 July 2007.

Objects of the Charity

The charity's objects are to provide maintenance, support, relief and advancement for the benefit of men and women who have served in The Royal Navy, The Army, The Royal Air Force or The Merchant Navy and the widows, widowers, children and dependants of said members of the services for the district of Spenborough.

Trustees

The trustees who served during the period were:

Mrs J Gummer MBE, JP, DL
Mr D A Laycock
Mr P Normandale
Mr A Oade
Mrs C Horwood
Mr D Kilburn
Mr J Messenger
Mr A G Cardwell

Mr J W Hemingway
Mrs M Cordingley
Mr M Horsfall
Mr V Houldsworth
Mrs J M Grylls
Mr J Woosey
Mr J Briggs

The appointment of new trustees is by recommendation from existing trustees. New trustees are trained by their colleagues and when visiting annuitants the new trustee will be accompanied by an experienced trustee until they feel confident with the process involved.

Reserves Policy

There has been no need to formulate a reserves policy when the capital and income situations are taken into account.

Investment Policy

The trustees have formulated an investment policy with a view to ensuring that the asset management function will be exercised in the best interests of the charity. The asset management function has been delegated to Barclays Wealth.

Review of Major Risks

The trustees have assessed the major risks to which the charity is exposed. The major risks are the change in value of the investments and the income there from.

Grant Making Policy

Grants are made to annuitants who demonstrate to the Trustees they have genuine need of support. This decision is made after a home visit by one of the trustees who examine their financial position. The main criteria being that they are already on state benefit, but there may also be exemptions if a need is determined to be necessary.

Achievements and Performance

The committee re-elected Mr V.M. Houldsworth, D. Kilburn, D.A.Laycock, E.J.Messenger and J. Woosey as Directors at our A.G.M. on September the 8th 2008.

Sadly in November Mr Michael Horsfall retired due to ill health. He had been a very active committee member for 27 years. His great knowledge of our work and commitment will be sadly missed by us all. The committee elected a further director in March 2009, Mr C. Wooler having volunteered to join us. Mr Wooler is a local man who has lived and worked in Spenborough all his life. We welcome him to our committee and hope that he enjoys his time with us.

**SPENBOROUGH FORGET ME NOT FUND
TRUSTEES' REPORT (continued)
YEAR ENDED 30 JUNE 2009**

The committee received some welcome publicity from the Spenborough Guardian in three April issues and one October issue of the paper. This resulted in several responses from the ex-service population and their relatives who were in possession of copies of the book "Their Finest Hour". The book was published in 1949 by the then Trustees of the Fund and listed the names of all the men and women from the Spenborough area and who served in World War II.

The publicity from the Spenborough Guardian resulted in the Chairman giving some talks to various local organisations about the Forget Me Not Fund. It was hoped this would give us further publicity.

During the last year we have received two donations, one of £150 from the Yorkshire Building Society to celebrate the 10th Anniversary of the Charities Foundation and £50 from a grateful beneficiary who had been helped by the charity.

The Fund has continued to help Beneficiaries with the Tesco gift cards to the value of £60 each quarter month in addition to a gift of £20 as a Christmas bonus. In this time of the credit crunch the money has been greatly appreciated by our beneficiaries as have the visits by our directors.

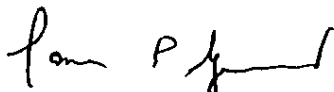
Each year we give a donation at Christmas time to the Spenborough Branch of the Royal British Legion in the form of Tesco Gift Cards to the value of £1,100-00. They then distribute the money as gift vouchers to some of their beneficiaries.

The Directors of the Fund were delighted to accept an invitation from the Spenborough Branch of the Royal British Legion to attend the re-dedication of the Cleckheaton War Memorial. This took place on the 27th of June. The ceremony took the form of the unveiling of the Memorial to which had been added seven names of servicemen killed in conflicts since the end of World War II. There was a very good attendance of our directors who found the day emotional and a great inspiration for everyone in the area.

Sadly six beneficiaries have died during the past twelve months and two others have gone into care. A further beneficiaries name has been removed from our lists as they do no longer need our assistance. Three new beneficiaries have joined our lists making a total of forty nine at the end of June 2009.

In March our financial advisors Barclays Wealth without any warning informed the Treasurer they were closing their Teesside office and our account would be transferred to their London office under the guidance of Mr Steve McGregor. This was of some concern to the directors and consequently we invited Mr McGregor to speak to our June meeting. After meeting Mr McGregor and listening to his proposals the Directors agreed our Portfolio should continue to be managed by Barclays Wealth.

The charity continues in good heart with an excellent committee continuing the work that has been done since 1939. The hard work and commitment of all our members is an inspiration. We are proud to serve Spenborough servicemen and women or their dependants, with a special mention of our wonderful long serving secretary, Mrs Marlene Wood and our treasurer, Mr John Briggs.



Mrs Jane E Gummer
Chair
10 September 2009

**SPENBOROUGH FORGET ME NOT FUND
(LIMITED BY GUARANTEE)**

Statement of the Trustees Responsibilities

Responsibilities of the trustees

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

Company law requires the management committee of a charity to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources for that period. In preparing those financial statements, the Management committee are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The management committee are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enables them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the management committee are aware:

- there is no relevant information of which the charities accountants are unaware: and
- the management committee have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the accountants are aware of that information.

INDEPENDENT ACCOUNTANTS' REPORT TO THE TRUSTEES OF SPENBOROUGH FORGET ME NOT FUND

SPENBOROUGH FORGET ME NOT FUND

Independent Accountants' Report to the trustees of Spenborough Forget Me Not Fund

I report on the accounts for the period ended 30 June 2009 set out on pages 7 to 11 which have been prepared in accordance with the Charities Act 1993, under the historical cost convention and the accounting policies set out on page 9.

Respective responsibilities of trustees and examiner

As described on page 4, the Charity's trustees, who also have the functions of directors, are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Companies Act 2006, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit under company law, or otherwise, and is eligible for independent examination, it is my responsibility to:-

- a) examine the accounts under section 43 of the Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, and;
- c) to state whether particular matters have come to my attention.

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales setting out the duties of an independent examiner issued by the Charity Commissioners under section 43(7)(b) of the Act in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the Statement of Recommended Practice issued by the Charity Commissioners for England & Wales (effective April 2005 as modified in June 2008), on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed our examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

**INDEPENDENT ACCOUNTANTS' REPORT TO THE TRUSTEES OF
SPENBOROUGH FORGET ME NOT FUND (continued)**

Independent Examiner's Statement, report and opinion

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that in accordance with Regulation 31 of The Charities (Accounts and Reports) Regulations 2008, the accounts of this incorporated charity are not required to be audited under Part 7 of the Companies Act 1985, and that no matter has come to my attention in connection with my examination which gives me reasonable cause to believe that in any material respect of the requirements;

- (i) to keep accounting records in accordance with section 386 of the Companies Act 2006;
 - (ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of sections 396 of the Companies Act 2006 and;
 - (iii) that the financial statements be prepared in accordance with the methods and principles set out in the Statement of Recommended Practice – Accounting and Reporting by Charities
- have not been met.



Howard F Richardson FCA
Carlton House
Grammar School Street
Bradford
BD1 4NS

11 September 2009

SPENBOROUGH FORGET ME NOT FUND
STATEMENT OF FINANCIAL ACTIVITIES
Including Income and Expenditure Account
For the year ended 30 June 2009

Incoming Resources

		2009	2008
		Total funds	
		(Unrestricted)	
	Notes	£	
Incoming Resources			
<i>Incoming resources from generated funds</i>			
Voluntary income	2	245	400
Investment income	3	14,889	12,440
Other income	4	50	34
		<u>15,184</u>	<u>12,874</u>
 Resources Expended			
Cost of charitable activities	5	14,421	15,647
Governance costs	6	1,134	1,218
Total resources expended		<u>15,555</u>	<u>16,865</u>
 Net movement in funds			
General funds		(371)	(3,991)
Funds introduced from charity 225310		(3,991)	-
		249,089	249,089
Total funds carried forward		<u>244,727</u>	<u>245,098</u>

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The Statement of Financial Activities includes all gains and losses in the year.

All incoming resources and resources expended derive from continuing activities

SPENBOROUGH FORGET ME NOT FUND
Balance Sheet
AT 30 JUNE 2009

	Note	2009 £	2008 £
Fixed Assets			
Intangible fixed assets	7	231,924	228,869
Current Assets			
Stock		240	140
Cash and bank in hand		<u>12,563</u>	<u>16,089</u>
		12,803	16,229
Net current assets		<u>244,727</u>	<u>245,098</u>
Funds	8	<u>244,727</u>	<u>245,098</u>

The directors are satisfied that the company is entitled to exemption under Section 477 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for

- (i) ensuring that the company keeps proper accounting records which comply with Section 386 of the Companies Act 2006; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Sections 394 and 395 of the Companies Act 2006, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

Approval of accounts

The accounts were approved by the board of trustees on 10 September 2009 and signed on their behalf by:



J A Briggs

Honorary Treasurer

**SPENBOROUGH FORGET ME NOT FUND
(LIMITED BY GUARANTEE)**

**Notes to the Accounts
for the year ended 30 June 2009**

1. Accounting policies

Basis of preparation of the accounts

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

Incoming Resources

Voluntary income is received by way of dividends from investments and donations and is included in full in the Statement of Financial Activities when they are receivable, except when the donors specify that they must be used in future accounting periods or donors conditions have not been fulfilled, then the income is deferred.

Investment Income

Bank interest is included in the Statement of Financial Activities on a receivable basis.

Resources Expended

Resources expended are recognised on in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered, and is recognised when there is a legal or constructive obligation to pay for expenditure.

Expenditure which is attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

Governance costs relate to the trustees indemnity insurance and management fees.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities

SPENBOROUGH FORGET ME NOT FUND
Notes to the Accounts
for the year ended 30 June 2009

	2009 Total funds (Unrestricted) £	2008 Total Funds £
2. Voluntary income		
Donations	245	400
	<u>245</u>	<u>400</u>
3. Investment income		
Income from investments	11,594	11,875
Profit on sale of investments	3,170	249
Bank interest	125	316
	<u>14,889</u>	<u>12,440</u>
4. Other income		
Sundry income	50	34
	<u>50</u>	<u>34</u>
5. Cost of charitable activities		
British Legion Wreath	50	50
Grant - Mrs Laws	215	-
Stationery	70	60
Companies House	15	15
Insurance	190	249
Vouchers	13,881	15,273
	<u>14,421</u>	<u>15,647</u>
6. Governance costs		
Management fee	581	588
Secretaries expenses	80	80
Trustees indemnity insurance	473	550
	<u>1,134</u>	<u>1,218</u>

SPENBOROUGH FORGET ME NOT FUND
Notes to the Accounts
AT 30 JUNE 2009

	2009		2008
	£	£	£
7. Quoted investments at cost			
Fixed interest			
15000 6¼% Treasury Stock 2010	15,967		15,967
20000 5% Treasury Stock	21,225		21,225
25000 5¼% Treasury Stock 2009	16,185		26,975
25000 5% Treasury Stock 2012	-		25,938
25000 5% Treasury Stock 2014	-		26,410
		53,377	116,515
Corporate Bonds			
Invesco Perpetual	16,590		-
M & G Securities	16,623		-
Schroder Unit Trust	16,585		-
		49,798	-
Index Linked			
11,000 2½% Treasury Stock 2013		12,136	24,271
Equities			
1,610 shares Invesco Fund Manager	15,492		10,359
7,500 shares Cazenove Investment Fund	9,010		6,504
1,000 shares Ishares FTSE UK Dividend Plus	10,247		10,247
1,750 shares M&G Securities Charifund	2,658		2,658
11,700 units Artemis Fund Managers Income	17,015		9,805
32,300 units Newton Fund Managers Higher Income	15,452		9,339
4,000 shares Standard Life Equity Income Trust	11,320		11,320
5,500 shares Charishare Income	10,689		10,689
6,000 shares Gartmore Fund Managers	10,351		10,351
3,725 units Edinburgh Tracker	6,811		6,811
10,000 shares J O Hambro Capital Management	7,568		-
		116,613	88,083
Investments at cost		<u>231,924</u>	<u>228,869</u>

If the investments had been included at market value that value would be £248,732 (2008 - £266,253).

8. Funds

	Funds at 01/07/08	Incoming Resources	Resources Expended	Funds at 30/06/09
	£	£	£	£
Transfer from charity 225310	249,089	-	-	249,089
General funds	(3,991)	15,184	15,555	(4,362)
	<u>245,098</u>	<u>15,184</u>	<u>15,555</u>	<u>244,727</u>