



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	06	April	2023		05	April	2024

## Section A Reference and administration details

**Charity name** THE RICHARD LEWIS/JEAN SHANKS AWARD FUND

**Other names charity is known by**

**Registered charity number (if any)** 1010272

**Charity's principal address** MANOR BARN, 8 MANOR WAY,  
EASTBOURNE,  
EAST SUSSEX  
**Postcode** BN20 9BN

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	MRS E MUIR-LEWIS			
2	MR N J LEWIS			
3	MRS C A LEWIS			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <i>(eg. trust deed, constitution)</i>	TRUST DEED DATED 18 MARCH 1992 AS VARIED ON 10 DECEMBER 1997.
How the charity is constituted <i>(eg. trust, association, company)</i>	TRUST DEED
Trustee selection methods <i>(eg. appointed by, elected by)</i>	APPOINTED BY THE ORIGINAL TRUSTEES

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- Trustees' consideration of major risks and the system and procedures to manage them.

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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

CONTRIBUTING TOWARDS THE EDUCATION OF YOUNG STUDENTS OF SINGING AT THE NATIONAL OPERA STUDIO OR AT SUCH OTHER MUSICAL INSTITUTION AS THE TRUSTEES DECIDE OR TO MAKE DONATIONS TO SUCH OTHER MUSICAL INSTITUTIONS OR ORGANISATIONS WHOSE AIMS ARE EXCLUSIVELY CHARITABLE AS THE TRUSTEES DECIDE
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MAKING GRANTS TOWARDS THE OBJECTS INDICATED ABOVE.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

AWARDS TOTALLING £32,000 WERE MADE DURING THE YEAR TO STUDENTS AND OTHER PROJECTS DEEMED TO BE SUITABLE BY THE TRUSTEES.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

ALL RESERVES ARE UNRESTRICTED AND AVAILABLE FOR THE OBJECTIVES OF THE CHARITY.

**Details of any funds materially in deficit**

NONE

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

ELIZABETH MUIR-LEWIS	

CHAIR	
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12/12/2024
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THE RICHARD LEWIS/JEAN SHANKS AWARD FUND 1010272

**Receipts and payments accounts**  
 For the period from 06/04/2023 To 05/04/2024

**CC16a**

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Interest and dividends	32,800	-	-	32,800	32,800
Book sales	-	-	-	-	179
Concert tickets	1,968	-	-	1,968	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>34,768</b>	<b>-</b>	<b>-</b>	<b>34,768</b>	<b>32,979</b>
<b>A2 Asset and investment sales, (see table).</b>					
Transfer from investments	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>34,768</b>	<b>-</b>	<b>-</b>	<b>34,768</b>	<b>32,979</b>
<b>A3 Payments</b>					
Awards made	32,000	-	-	32,000	29,300
Award expenses	1,265	-	-	1,265	790
Website expenses	158	-	-	158	382
Accountancy	258	-	-	258	258
Sundries	777	-	-	777	813
Book costs	-	-	-	-	823
Concert	5,589	-	-	5,589	3,678
<b>Sub total</b>	<b>40,047</b>	<b>-</b>	<b>-</b>	<b>40,047</b>	<b>36,044</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>40,047</b>	<b>-</b>	<b>-</b>	<b>40,047</b>	<b>36,044</b>
<b>Net of receipts/(payments)</b>	<b>- 5,279</b>	<b>-</b>	<b>-</b>	<b>- 5,279</b>	<b>- 3,065</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	81,753	-	-	81,753	84,818
<b>Cash funds this year end</b>	<b>76,474</b>	<b>-</b>	<b>-</b>	<b>76,474</b>	<b>81,753</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	HSBC current account	76,474	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>76,474</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Quilter Cheviot portfolio	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ELIZABETH MUIR-LEWIS	12/12/2024



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

THE RICHARD LEWIS/JEAN SHANKS AWARD FUND

On accounts for the year  
ended

05/04/2024

Charity no  
(if any)

1010272

Set out on pages

1 and 2

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

[Signature box]

Date:

12/12/2024

Name:

DAVID A ACOTT MA FCA

Relevant professional  
qualification(s) or body  
(if any):

CHARTERED ACCOUNTANT

<b>Address:</b>	12 THE FARTHINGS
	CROWBOROUGH
	EAST SUSSEX TN6 2TW

**Section B****Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**