



# RFA Association Trustees' Annual Report

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
<b>From</b>	01	01	2022	<b>To</b>	31	12	2022

## Reference and administration details

Charity name

ROYAL FLEET AUXILIARY ASSOCIATION

Other names charity is known by

RFA ASSOCIATION (RFAA)

Registered charity number (if any)

England & Wales 1093950

Scotland SC039054

Charity's correspondence address

12a Beechcroft Road

Gosport

Hants

Postcode

PO12 2ER

## 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	Mr I Thompson	Chair	01/01/22 ~ 31/12/22	Members AGM	
2	Mr M Troman	Welfare	01/01/22~ 31/12/22	Members AGM	
3	Mr K Escott		01/01/22~ 31/12/22	Members AGM	Mer
4	Mr A Sherlock		14/05/22-31/12/22	Co-Opted by trustees	
5					
6					
7					
8					
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10					
11					
12					
13					
14	Royal Fleet Auxiliary Service	Ex-officio	(1 member)	Commodore RFA	

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

Name	Dates acted if not for whole year

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

Type of advisor	Name	Address

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

Capt R Bennett – Membership and Communications
Mr P M Fry – Treasurer and Business Adviser
Mrs D Reay – Book keeper

**Structure, governance and management**

The RFA Association is managed by member elected Trustees who themselves elect one to be the Chair, with a Deputy Chair if numbers allow. Trustees undertake the primary functions with individuals undertaking the management of membership, communications (including the website and social media), treasurer, welfare and corporate governance. There are no full or part time paid staff though a book keeper receives a trustee set honorarium for their services.

**Objectives and activities**

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

The Royal Fleet Auxiliary Association is an armed forces sector charity with around 620 members world-wide. The aims of the charity are to further the efficiency of the Service, and to give support and relief to serving and retired members of the Service, and their dependants, particularly in times of hardship, sickness, bereavement and supporting serving families during times of military conflict.

**Summary of the main activities in relation to these objects**

In furthering the aims of the Association, the charity arranges annual reunions, branch social functions and fundraising events. Advice, support, camaraderie and friendship is offered to all the RFA community and to bereaved families, with Service ceremonial arranged where the family wishes it. During hostilities, the Association aims to arrange family support groups at key locations in the UK.

The officials hold an archive collection of historic RFA material, and this is added to as ships and individuals give or bequeath papers, records, honours, pictures etc. The archive is currently located in Building 1/078 within HM Naval Base at Portsmouth.

The Association helps to promote knowledge and appreciation of the vital logistics support provided to the armed forces by the Royal Fleet Auxiliary Service and its historic achievements, through participation in national events and initiatives, and publishing information. It also administers the (Commodore RFA) James Coull Memorial Award, which is presented

annually to an RFA seafarer who has performed an outstanding act or achievement.

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

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

- Policy on grant making
- Policy programme related investment
- Contribution made by Volunteers

**Grants.** The charity makes modest grants to serving and retired members of the RFA in time of financial need and to other marine charities sharing our broad aims. Additional help to individuals is in the form of friendship and advice, with referral to the main full time, professional Service and Maritime charities when appropriate. In 2022 Welfare requests largely consisted of requests for advice or information with, unusually, no requests for grants being received.

Each Branch was given central funding for local maritime charitable donations with £1250 paid out to local causes.

**Reserves.** Our reserves are held in cash deposits. It has currently been decided not to increase financial risk by investing in equities in these financially turbulent times.

**Our volunteers** run the regional branches, provide local welfare support and assist the trustees with their deep maritime experience and expertise. They give greater depth to the identity of the Royal Fleet Auxiliary. Their experience, enthusiasm, belief and love of the service are a great asset to the RFA community.

**Description of the charity’s trusts**

Type of governing document (trust deed, constitution)	Constitution, last amended in 2020 and currently under review to incorporate requirements of the Charity Act 2022.
How the charity is constituted (trust, association, company)	Unincorporated Association
Trustee selection methods)	Up to eleven trustees can be elected from amongst the full membership. These trustees are selected to provide a wide representation of geographical areas, specialisations and ranks and both former officers and ratings are represented. Three further trustees may be co-opted, and there is one ex-officio trustees (serving RFA)

## 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.

Trustees may serve for up to nine years in a single term but have to be re-elected by the membership each year. Every effort is made to identify recruits to ensure continuity and the spread of expertise. New trustees are provided with Charity Commission guidance documents and encouraged to read themselves into their role. An area on the RFA Association website ([www.rfaa.uk](http://www.rfaa.uk)) exists to provide a central point of information, guidance and recent history.

The charity has a governing board, which is led by the Chair of the Trustees. There are six branches throughout the UK, each with Branch Chair and a committee of volunteers, who deliver the aims of the charity locally.

The charity has a Memorandum of Understanding (MOU) with the parent Service (RFA) that is of mutual benefit. The Association is a member of the Confederation of British Servicemen's' and ex-Servicemen's' Organisations (COBSEO) and of National Council for Voluntary Organisations (NCVO).

The risks to the Association, its property and to the trustees, are regularly assessed and appropriately insured. A formal risk management process is in place.

## Achievements and performance

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

#### **Fundraising and Publishing.**

The membership is currently declining as our membership age and is currently around 620. Income has increased markedly in 2022 to £66497 due to a £50k legacy donation. Costs were down at £13,430 due to a reduction in Welfare claims and a late payment of £3k falling into 2023 accounts. Reserves increased by 33% due to the legacy receipt. Corporate sponsorship of the annual golf event fell sharply due to Marine Industry commercial pressures but is promised to recover in 2023.

Information is mainly provided to Members and others via our newly upgraded web site, [www.rfaa.uk](http://www.rfaa.uk) and on an ad hoc basis sent by Mail Chimp. We operate Facebook and Twitter accounts.

A RFAA Handbook and Yearbook is issued to each member in February every year.

#### **The RFA Memorial.**

The RFA memorial at the National Memorial Arboretum underwent repair and re-preservation in 2022 prior to a rededication service. The RFAA also supports the RFA Falklands memorial at Marchwood.

#### **Falklands 40 Memorial Service**

A well-attended service was held at the RFA Memorial to commemorate the 40<sup>th</sup> anniversary of the Falklands War and to remember those RFA personnel who lost their lives in that conflict. Further events were attended at the RFA Falklands Memorial at Marchwood and at numerous other sites around the UK.

## Achievements and performance

### **RFA Historical Society**

The Association has been approached to take on the large amount of material held by the RFA Historical Society and to incorporate access through our website. This is currently under active investigation.

### **Charity Offices.**

The Association has its archive held in Room 15, Building 1/078, Stony Lane, HM Naval Base, Portsmouth. This location is significantly cheaper and more secure than other options. It is however located in the secure area of HM Naval Base which, whilst improving physical security limits non-pass holder member's access. Improvements to access continue to be investigated. The office is close to RFA HQ in Whale Island. By the very nature of the membership the trustees are scattered throughout the United Kingdom and most of the charity management is conducted using electronic means with 3 video meetings per annum.

### **Remembrance.**

Trustees and members attended remembrance services around the UK including a small contingent at the Cenotaph in Whitehall. Many small groups and individuals represent the RFA service around the country and poppy wreaths are purchased out of association funds to support this.

## Financial review

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

The charity has published a Reserves Policy and currently has unrestricted reserves of £190717, thus ensuring the Association can operate for a minimum of eight years in the event of loss of future income.

### **Details of any funds materially in deficit**

No funds are in deficit

### **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.

### **Sources of Funding.**

The charity's income is derived from member subscriptions (enhanced by Gift Aid), social internal fundraising events (e.g. the annual Reunion) and sales of books and regalia (within permitted limits). The RFAA Golf Society holds an annual commercially sponsored golf tournament and this is now the major funding source but raised only £947 profit in 2022. The RFA Commodore's Benevolent Fund no longer contributes any funding to support the operation of the RFA Association. No public fundraising is undertaken.

### **Expenditure.**

The charity spends funds on media and communication as a means of informing and supporting the RFA community world-wide. We operate a web site, Facebook and Twitter accounts and e-mail system, telephone service, and newsletter and bulk mailing. We also pay rent on our offices which house the entire RFA collection of artefacts and an insurance premium to cover the work of the charity and its trustees. The Book Keeper is paid an honorarium for their services. Trustees' expenses are paid in the normal way including travel costs to represent the Association at various important functions. Coffin flags are provided for funerals and poppy wreaths purchased for UK wide memorial ceremonies.

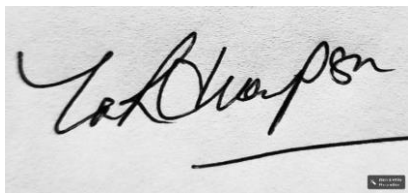

Representatives and flagbearers travel expenses to attend national commemoration services are paid. Welfare grants are paid out to deserving RFA and RFAA individuals in times of severe financial hardship.

## Other optional information

## Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Mr Ian Thompson	Mr Peter Fry
<b>Position (eg secretary, chair, etc)</b>	National Chair	Honorary Treasurer
<b>Date</b>	27/09/2023	27/09/2023



ROYAL FLEET AUXILIARY ASSOCIATION

End of year accounts

01/01/2022 to 31/12/2022

Receipts in	2022	2021	2020	2019	2018	2017	2016
<b>Donations and Fund Raising Activities</b>	£57,574.86	£14,983.55	£4,556.69	£11,917.73	£16,368.34	£17,551.89	£23,277.78
<i>Central Benevolent Fund</i>							£4,500.00
<i>RFA Golf Event</i>	£5,027.00	£13,532.00	£4,100.00	£6,500.00	£15,956.34	£14,565.00	£15,205.92
<i>Fundraising Events/General Donations</i>	£51,547.86	£951.55	£456.69	£154.00	£412.00	£2,986.89	£811.86
<i>Donation to J.Coull</i>	£1,000.00	£500.00					£1,750.00
<i>Welfare Donations</i>							£1,010.00
<b>Membership Fees</b>	£5,191.00	£5,772.00	£3,738.00	£3,978.00	£3,788.00	£4,067.00	£4,253.00
<i>Annual Subscriptions</i>	£4,591.00	£5,142.00	£3,588.00	£3,813.00	£3,788.00	£3,617.00	£3,803.00
<i>Life Memberships</i>	£600.00	£630.00	£150.00	£165.00	£0.00	£450.00	£450.00
<b>Reunion Income</b>	£1,933.00	£3,440.44	£2,576.29	£2,827.50	£1,844.34		£5,215.00
<b>Branch Fundraising</b>	£1,192.19	£1,019.70	£1,095.67	£3,095.00	£1,776.50	£1,300.00	£1,500.00
<i>Plymouth &amp; District</i>	1,014.19	£500.00		£2,000.00			
<i>Solent</i>	£56.00	£59.56		£1,000.00			
<i>North West</i>			£450.00		£1,250.00		£1,300.00
<i>S&amp;N</i>	£87.00		£40.00	£95.00	£526.50	£1,000.00	
<i>Retailing</i>	£35.00	£460.14	£605.67			£300.00	£200.00
<b>Bank Interest</b>	£606.94	£7.37	£163.10	£351.08	£278.96	£142.85	£259.73
<b>Total Receipts</b>	<b>£66,497.99</b>	<b>£25,223.06</b>	<b>£12,129.75</b>	<b>£22,169.31</b>	<b>£22,211.80</b>	<b>£23,061.74</b>	<b>£34,505.51</b>

Payments out	2022	2021	2020	2019	2018	2017	2016
<b>Business and Operational Costs</b>	£13,419.46	£12,841.81	£6,674.37	£16,583.05	£13,188.09	£18,269.23	£23,819.51
<i>Accounts Administration</i>	£	4,500.00	£1,500.00	£	4,875.00	£3,250.00	£1,625.00
<i>Yearbook, Force4 and Curating</i>							£3,000.00
<i>Website, eForce4, Ceremonial</i>	£548.00					£3,000.00	£1,500.00
<i>Rent and Rates</i>	£445.28	£	758.14	£	1,050.62	£	741.87
<i>Postage</i>	£1,495.51	£	1,019.79	£	1,277.75	£	1,698.42
<i>Insurance</i>	£755.60	£	571.40	£	539.20	£	507.34
<i>Branch Costs</i>	£1,250.00						£372.40
<i>Printing</i>		£	230.00	£	476.00	£	400.00
<i>Telephone</i>	£100.90	£	143.88	£	19.79	£	60.73
<i>Trustees Expenses (Mandatory)</i>	£3,060.44	£	72.84	£	1,169.32	£	2,522.84
<i>Other Ceremonial Expenses</i>	£1,249.50					£646.90	£370.55
<i>Office Supplies</i>	£43.00	£	69.70	£	371.19	£	475.14
<i>Bank Charges</i>							£97.97
<i>Subscriptions/Professional Fees</i>	£391.00	£	1,169.00	£	195.00	£	337.00
<i>AGM costs</i>		£	1,018.00	£	382.00	£	-200.00
<i>Golf Expenses</i>	£4,080.23	£	3,289.06	£	5,022.79	£	4,742.95
<i>Marchwood Memorial Expenses/Query</i>							£4,482.72
<b>J.Coull Award</b>	£11.51	£23.26	£128.40	£92.55	£270.49	~	~
<b>Welfare Support</b>		£1,500.00	£3,110.00	£4,550.00	£2,962.00	£500.00	£1,250.00
<b>Other Trustee Expenses</b>						~	~
<b>Total Payments</b>	<b>£13,430.97</b>	<b>£14,365.07</b>	<b>£9,912.77</b>	<b>£21,225.60</b>	<b>£16,420.58</b>	<b>£18,769.23</b>	<b>£25,069.51</b>

	2022	2021	2020	2019	2018	2017	2016
<b>Receipts - Payments =</b>	£53,067.02	£10,857.99	£2,216.98	£943.71	£ 7,635.56	£4,292.51	£9,436.00
<b>Balance in bank 31/12/2021</b>	£151,712.50	£140,854.51	£138,637.53	£137,693.82	£130,058.26	£125,765.75	£116,329.75
<b>Total Funds accounted for year end</b>	£204,779.52	£151,712.50	£140,854.51	£138,637.53	£137,693.82	£130,058.26	£125,765.75

**Banked at:**

<b>Lloyds TSB Current Account</b>	£141,965.32	£89,505.24	£78,654.62	£76,600.74	£76,008.11	£68,651.51	£64,501.85
<b>CCLA Savings Account</b>	£62,814.20	£62,207.26	£62,199.89	£62,036.79	£61,685.71	£61,406.75	£61,263.90
<b>Total Funds in bank at year end</b>	£204,779.52	£151,712.50	£140,854.51	£138,637.53	£137,693.82	£130,058.26	£125,765.75

**Restricted Monies - in bank but not available for the RFA Association to spend freely.**

<b>J Coull Memorial Endowment Fund</b>	£7,302.74	£6,295.33	£5,818.59	£5,931.40	£5,210.75	£5,469.51	£5,463.30
<b>RFA Memorial Fund</b>	£6,759.06	£7,479.06	£7,479.06	£7,473.06	£7,479.06	£7,479.06	£7,479.06
<b>Total Restricted Funds</b>	£14,061.80	£13,774.39	£13,297.65	£13,410.46	£12,689.81	£12,948.57	£12,942.36

**Designated Monies in bank but ring-fenced**

<b>RFA Summer Ball</b>	£2,200.00	£2,200.00	£2,200.00	£2,200.00	£2,200.00	£2,200.00	£2,200.00
<b>Welfare</b>	£9,000.00	£9,000.00	£6,500.00	£6,500.00	£5,000.00	£3,960.00	£4,460.00
<b>Golf</b>	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£10,082.28	
<b>Total Designated Funds</b>	£16,200.00	£16,200.00	£13,700.00	£13,700.00	£12,200.00	£16,242.28	£6,660.00

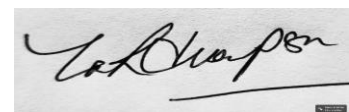
<b>UN-RESTRICTED FUNDS AVAILABLE AT THE END OF THE YEAR</b>							
<b>Total Funds - Restricted Money =</b>	£190,717.72	137,938.11	£127,556.86	£125,227.07	£125,004.01	£117,109.69	£112,823.39

<b>Additional Monetary Assets</b>	<b>Plymouth and District Branch</b>	£2,026.87
	<b>Scottish and Newcastle</b>	£297.38
	<b>Solent Branch</b>	£2,379.53
	<b>London</b>	£482.91
	<b>North West</b>	£178.75
	<b>Midlands</b>	£580.00
	<b>Paypal</b>	£250.00
	<b>(estimated)</b>	

Signed by two trustees on behalf of all the trustees  
Signed

Name

Ian Thompson National Chairman



Peter Fry: Deputy Chairman

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## **Independent Examiner's Report to the Trustee of the Royal Fleet Auxiliary Association**

I report on the accounts of the Charity for the year ended 31 December 2022 which are set out on pages 1 to 2 attached to the Trustees Annual Report.

### **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(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(d) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 regulations) and that an independent examination is needed. It is my responsibility to

- examine the accounts under section 145 of the Charities Act 2011 and section 44(1) (c) of Charities and Investment (Scotland) Act 2005 (the 2005 Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission and in accordance<sup>3</sup> with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 you as trustee for 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

- (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 2011 Act and section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts that accord with the accounting records and to comply with the accounting requirements of the 2011 Act and section 44 (1)(b) of the 2005 Act and Regulation 9 of the 2006 Regulations

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.

*Signed on Original*

P A Nicholls MBE MAAT  
5 Nursery Road  
Havant  
Hants PO9 3BG

21 September 2023