

**BELFAST MASONIC CHARITY FUND  
UNAUDITED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2022**

# **Belfast Masonic Charity Fund**

## **Financial Statements**

**Year Ended 31 December 2022**

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## **Belfast Masonic Charity Fund**

### **Annual Report of the Trustees and General Committee**

#### **Year Ended 31 December 2022**

The Trustees and General Committee have pleasure in presenting their report and unaudited financial statements of the charity for the year ended 31 December 2022. The Trustees and General Committee have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the financial statements and comply with the charity's governing document, the Charities Act (Northern Ireland) 2008, Charities Act (Northern Ireland) 2013, the Charities (Accounts and Reports) Regulations (Northern Ireland) 2015, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and UK Generally Accepted Accounting Practice.

#### **Trustees of the charity**

The trustees who have served during the year were as follows:

Bro M Cleland  
Bro H Bottomley  
Bro S Nicholson  
Bro J Morrow

#### **Charity reference and administrative details**

Charity registration number: 102661

Registered office:	49 Main Street, Ballyclare, BT39 9AA
Independent examiner	GMcG, Chartered Accountants & Registered Auditor, Alfred House, 19 Alfred Street, Belfast, BT2 8EQ
Solicitor:	Hewitt & Gilpin, 8 High Street, Holywood, BT18 9AZ
Bankers:	Danske Bank, PO Box 183, Donegall Square West, Belfast, BT1 6JS
Investment managers:	Quilter Cheviot Limited, Montgomery House, 29-33 Montgomery Street, Belfast, BT1 4NX

#### **Objectives and activities**

The objects of the Fund shall be deemed to afford assistance to needy, deserving, destitute, or indigent Freemasons or their families or the dependants of deceased Freemasons by grants of money or other such means as the General Committee may find best suited to the needs of the applicants.

#### **Public benefits**

The provisions of benefits to achieving the purpose of the Trust's objectives as follows:

- To provide and afford in necessitous circumstances, financial assistance by means of grants of monies to eligible Freemasons or their families (wives, civil partners, sons, daughters, grandchildren) to include the dependants (widow, civil partner, mother, daughters, sons, grandchildren) of deceased Freemasons for the relief of poverty and social exclusion;

What the Trust does:

- The Trust affords assistance to needy Freemasons or their families or the dependants of deceased Freemasons by grant of money or such other means as may be best suited to the needs of the applicants.

#### **Public benefit statement**

The trustees of Belfast Masonic Charity Fund confirm that they have had due regard for the guidance on Public Benefit by the Charity Commission for Northern Ireland and are pleased to report that during 2022 the charity has continued to provide Public Benefits through financial and other means of assistance.

## **Belfast Masonic Charity Fund**

### **Annual Report of the Trustees and General Committee (continued)**

#### **Year Ended 31 December 2022**

##### **Achievements and performance**

Total income for the year was £81,077 (2021: £22,359). Total expenditure for the year amounted to £60,929 (2021: £46,497).

Investments are held by Quilter Cheviot as discretionary nominees. There has been a loss of £30,738 (2021: gain £33,656) on disposals and revaluation of investment assets. The net expenditure for the year amounted to £10,590 (2021: net income £9,518).

The Trustees and General Committee sincerely thank the donors for their past support and will report in due course on any changes to the investment strategy or asset structure as necessary, to continue their 'duty of care' and to fulfil their obligations in respect of the underlying assets.

The Trustees and General Committee consider that the charity is in a satisfactory position to carry on its charitable activities.

##### **Financial review (including reserves policy)**

###### **Reserves policy**

It is the policy of the charity to maintain free reserves which matches the needs of the fund, both at the current time and in the foreseeable future. This provides sufficient funds to cover running costs which include management, administration and support costs. Free reserves are those unrestricted reserves not designated nor invested in fixed assets which are available for general use.

As at 31 December 2022 the charity has total funds of £318,175 (2021: £328,765 ) which are all unrestricted funds.

###### **Funding**

The principal funding is from subscriptions, donations and investments.

###### **Plans for future periods**

The Trustees and General Committee plan to continue to provide financial assistance and support to brethren or their families in need under the terms of the rules of the Fund. The merger of the fund with Belfast Masonic Widows Fund remains under review.

###### **Structure, governance and management**

###### Governing document

The fund which was established in 1862, is governed by a constitution, and is registered as a charity with The Charity Commission for Northern Ireland from 22<sup>nd</sup> September 2015.

###### Recruitment, appointment, induction and training

The present General Committee has been involved in the charity for a number of years and so are familiar with its work. The General Committee regularly review the requirements of the charity and the possibility of a need for additional trustees or members of the management committee. Any new trustees or members of the Management Committee would be elected by the General Committee. Appropriate training and induction is available to all trustees and members of the Management Committee.

###### Organisational structure and related parties

There are 3 trustees and a Management Committee. Joint Management Committee meetings are held with the Belfast Masonic Widows' Fund.

**Belfast Masonic Charity Fund****Annual Report of the Trustees and General Committee (continued)****Year Ended 31 December 2022****Structure, governance and management (continued)****Risk management**

The Trustees and General Committee have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate an exposure to major risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of officers, volunteers and applicants. These procedures are periodically reviewed at least annually to ensure that they continue to meet the needs of the charity.

**Trustees' and General Committee's responsibilities**

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

The law applicable to charities in Northern Ireland requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees and General Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act (Northern Ireland) 2008, the Charities (Accounts and Reports) Regulations (Northern Ireland) 2015 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

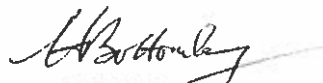
**Belfast Masonic Charity Fund**

**Annual Report of the Trustees and General Committee (continued)**

**Year Ended 31 December 2022**

The Trustees and General Committee are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation dissemination of financial statements may differ from legislation in other jurisdictions.

On behalf of the Trustees and General Committee



H Bottomley  
Trustee

Date: 24/10/2024

**Belfast Masonic Charity Fund****Independent Examiner's report to the Trustees of Belfast Masonic Charity Fund****Year Ended 31 December 2022**

I report on the accounts of the charity for the year ended 31<sup>st</sup> December 2022 which are set out on pages 6 to 16.

**Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (Northern Ireland) 2008.

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of the Charities Act
4. That there is further information needed for a proper understanding of the accounts to be reached.

**Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



B.J. Friar (Independent Examiner)  
Chartered Accountants Ireland

Alfred House  
19 Alfred Street  
Belfast  
BT2 8EQ

For and on behalf of  
GMcG  
Chartered Accountants & Statutory Auditors

Date: *MTH* *OCTOBER* *2022*

**Belfast Masonic Charity Fund**  
**Statement of Financial Activities**  
**Year ended 31 December 2022**

	Note	Unrestricted funds £	2022 Total £	2021 Total £
<b>Income from:</b>				
Donations and legacies	2	73,875	73,875	16,524
Investments	3	7,202	7,202	5,835
Other		-	-	-
<b>Total income</b>		<b>81,077</b>	<b>81,077</b>	22,359
<b>Expenditure on:</b>				
Investment management costs	4	2,119	2,119	2,057
Charitable activities	5	57,010	57,010	42,640
Other	6	1,800	1,800	1,800
<b>Total expenditure</b>		<b>60,929</b>	<b>60,929</b>	46,497
<b>Net income/(expenditure) before gains/(losses) on investments</b>		<b>20,148</b>	<b>20,148</b>	(24,138)
Net gains/(losses) on investments	9	(30,738)	(30,738)	33,656
<b>Net (expenditure) /income</b>		<b>(10,590)</b>	<b>(10,590)</b>	9,518
<b>Net movement in funds</b>	14	<b>(10,590)</b>	<b>(10,590)</b>	9,518
<b>Reconciliation of funds:</b>				
Total funds brought forward	14	328,765	328,765	319,427
<b>Total funds carried forward</b>	14	<b>318,175</b>	<b>318,175</b>	328,765

All income and expenditure derive from continuing activities.

**Belfast Masonic Charity Fund****Balance Sheet****31 December 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Investments	11	263,704	301,822
		<u>263,704</u>	<u>301,822</u>
<b>Current assets</b>			
Debtors	12	500	500
Cash at bank and in hand		71,721	36,663
		<u>72,221</u>	<u>37,163</u>
<b>Creditors: amounts falling due within one year</b>	13	(17,750)	(10,220)
<b>Net current assets</b>		<u>54,471</u>	<u>26,943</u>
<b>Net assets</b>		<u>318,175</u>	<u>328,765</u>
<b>Charity Funds</b>			
Unrestricted funds	14	318,175	328,765
<b>Total charity funds</b>		<u>318,175</u>	<u>328,765</u>

The financial statements were approved and authorised for issue by the Trustees and General Committee on 24/10/2024 and are signed on their behalf by:

  
 H Bottomley  
 Trustee

  
 S Nicholson  
 Trustee

**Belfast Masonic Charity Fund****Statement of Cash Flows****Year Ended 31 December 2022**

	Note	2022 £	2021 £
<b>Cash flow from operating activities</b>	<b>16</b>	<b>20,476</b>	<b>(23,896)</b>
<b>Net cash flow from operating activities</b>		<b><u>20,476</u></b>	<b><u>(23,896)</u></b>
<b>Cash flow from investing activities</b>			
Payments to acquire investments		<b>(56,790)</b>	<b>(34,260)</b>
Proceeds from disposal of investments		<b>64,170</b>	<b>36,059</b>
Interest received on deposits		<b>127</b>	<b>79</b>
Dividends and fixed interest received		<b>7,075</b>	<b>5,756</b>
<b>Net cash flow from investing activities</b>		<b><u>14,582</u></b>	<b><u>7,634</u></b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>35,058</b>	<b>(16,262)</b>
<b>Cash and cash equivalents at 1 January 2022</b>		<b><u>36,663</u></b>	<b><u>52,925</u></b>
<b>Cash and cash equivalents at 31 December 2022</b>		<b><u><u>71,721</u></u></b>	<b><u><u>36,663</u></u></b>

## Belfast Masonic Charity Fund

### Notes to the Financial Statements

#### Year Ended 31 December 2022

##### 1 Summary of significant accounting policies

###### (a) General information and basis of preparation

Belfast Masonic Charity Fund was founded in 1862, is governed by a constitution dated October 1996, and is recognised as a charity by The Charity Commission for Northern Ireland. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are deemed to be affording assistance to needy, deserving, destitute, or indigent Freemasons or their families or the dependants of deceased Freemasons by grants of money or other such means as the General Committee may find best suited to the needs of the applicants.

The charity constitutes a public benefit entity as defined by FRS 102.

###### Statement of Compliance

The financial statements have been prepared in accordance with applicable accounting standards, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act (Northern Ireland) 2008, Charities Act (Northern Ireland) 2013, The Charities (Accounts and Reports) Regulations (Northern Ireland) 2015 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value.

The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

###### (b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

###### (c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Investment income is earned through holding assets for investment purposes such as shares. It includes dividends and interest. Interest income is recognised using the effective interest method and dividend income is recognised as the charity's right to receive payment is established.

## Belfast Masonic Charity Fund

### Notes to the Financial Statements (continued)

#### Year Ended 31 December 2022

##### 1 Summary of significant accounting policies (continued)

###### (d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Investment management costs;
- Expenditure on charitable activities includes direct charitable grants and related support costs; and
- Other expenditure represents those items not falling into the categories above.

Grants payable to third parties are within the charitable objectives. The grant payments are recognised on the date of they are paid to the recipient.

###### (e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity.

###### (f) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Office equipment	33 1/3 % Straight line
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###### (g) Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably.

###### (h) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

###### (i) Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

## Belfast Masonic Charity Fund

### Notes to the Financial Statements (continued)

#### Year Ended 31 December 2022

##### 1 Summary of significant accounting policies (continued)

###### (j) Tax

The charity is a registered charity, and as such is entitled to certain tax exemptions on income and gains from investments, and surpluses on any trading activities carried out in the furtherance of the charity's primary objectives, if these gains and surpluses are applied solely for charitable purposes. The charity is not registered for VAT and, accordingly, all their expenditure is inclusive of any VAT incurred.

###### (k) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

##### 2 Income from donations and legacies

	2022 £	2021 £
Subscriptions and donations	38,875	16,524
Bequests	35,000	-
	<u>73,875</u>	<u>16,524</u>

Income from donations was £73,875 (2021 - £16,524) and was attributable to unrestricted funds.

##### 3 Income from investments

	2022 £	2021 £
Dividends and fixed interest	7,075	5,756
Interest – deposits	127	79
	<u>7,202</u>	<u>5,835</u>

Income from investments was £7,202 (2021 - £5,835) and was attributable to unrestricted funds.

##### 4 Investment management costs

	2022 £	2021 £
Investment manager fees	<u>2,119</u>	<u>2,057</u>

£2,119 (2021 - £2,057) of the above costs were attributable to unrestricted funds.

## Belfast Masonic Charity Fund

### Notes to the Financial Statements (continued)

#### Year Ended 31 December 2022

##### 5 Analysis of expenditure on charitable activities

Charitable activities 2022	Activities undertaken directly £	Support costs £	Total 2022 £
Financial assistance to needy Freemasons and their families	41,915	15,095	<u>57,010</u>

£56,710 (2021 - £42,640 of the above costs were attributable to unrestricted funds).

Charitable activities 2021	Activities undertaken directly £	Support costs £	Total 2021 £
Financial assistance to needy Freemasons and their families	31,729	10,911	<u>42,640</u>

£42,640 (2021 - £73,039) of the above costs were attributable to unrestricted funds.

##### 6 Governance costs

	2022 £	2021 £
Independent examiner's fees	<u>1,800</u>	<u>1,800</u>

##### 7 Analysis of grants

<u>Grants to individuals</u>	2022 £	2021 £
Financial assistance to needy Freemasons and their families	<u>41,915</u>	<u>31,729</u>

##### 8 Analysis of support costs

Support costs	2022 £	2021 £
Office rent	1,000	1,000
Office administration costs	8,100	6,150
Other	5,995	3,761
	<u>15,095</u>	<u>10,911</u>

**Belfast Masonic Charity Fund****Notes to the Financial Statements (continued)****Year Ended 31 December 2022****9 Net (expenditure) / income for the year**

Net (expenditure) / income is stated after charging / (crediting):

	<b>2022</b>	2021
	<b>£</b>	£
Operating lease rentals	<b>818</b>	652
Realised (gain)/loss on disposal of investments	<b>(3,701)</b>	(2,979)
Unrealised (gain)/loss on fair value movement of investments	<b><u>34,439</u></b>	<u>(30,677)</u>

**10 Trustees' and key management personnel remuneration and expenses**

The trustees neither received nor waived any remuneration during the year (2021: £Nil).

The key management personnel are considered to be the trustees and management committee. The total amount of employee benefits received by key management personnel is £Nil (2021 - £Nil).

The reimbursement of Committee members' expenses was as follows:

	<b>2022</b>	2021
	<b>£</b>	£
Travel	<b>500</b>	500
Office costs	<b>8,100</b>	6,150
Research	<b>765</b>	800
	<b><u>9,365</u></b>	<u>7,450</u>

**Belfast Masonic Charity Fund****Notes to the Financial Statements (continued)****Year Ended 31 December 2022****11 Fixed asset investments**

	<b>Listed investments</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>Valuation</b>		
At 1 January 2022	301,822	<b>301,822</b>
Additions	56,790	<b>56,790</b>
Disposals	(60,469)	<b>(60,469)</b>
Revaluation	(34,439)	<b>(34,439)</b>
	<u>263,704</u>	<u>263,704</u>
<b>At 31 December 2022</b>	<b>263,704</b>	<b>263,704</b>
<b>Impairment</b>		
At 1 January 2022 and 31 December 2022	-	-
	<u>-</u>	<u>-</u>
<b>Carrying amount:</b>		
At 31 December 2022	<u>263,704</u>	<u>263,704</u>
At 31 December 2021	<u>301,822</u>	<u>301,822</u>
 Investments at fair value comprise:		
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Equities	176,046	216,472
Alternative investments	32,096	40,569
Fixed interest securities	55,562	44,781
	<u>263,704</u>	<u>301,822</u>

The fair value of listed investments is determined by reference to the quoted price for identical assets in an active market at the balance sheet date.

Other investments are measured at estimated market value.

## Belfast Masonic Charity Fund

### Notes to the Financial Statements (continued)

#### Year Ended 31 December 2022

#### 12 Debtors

	2022 £	2021 £
Other debtors	<u>500</u>	<u>500</u>

#### 13 Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals and deferred income	7,700	5,900
Other creditors	10,050	4,320
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	<u>17,750</u>	<u>10,220</u>

#### 14 Fund reconciliation

##### Unrestricted funds

	Balance at 1 January 2022 £	Income £	Expenditure £	Losses £	Balance at 31 December 2022 £
Unrestricted	328,765	81,077	(60,929)	(30,738)	<u>318,175</u>

	Balance at 1 January 2021 £	Income £	Expenditure £	Gains £	Balance at 31 December 2021 £
Unrestricted	319,247	22,359	(46,497)	33,656	<u>328,765</u>

## Belfast Masonic Charity Fund

### Notes to the Financial Statements (continued)

#### Year Ended 31 December 2022

#### 15 Analysis of net assets between funds

As at 31 December 2022	Fixed assets £	Net current assets £	Total £
Unrestricted Funds	263,704	54,471	318,175
Total Funds	<u>263,704</u>	<u>54,471</u>	<u>318,175</u>

As at 31 December 2021	Fixed assets £	Net current assets £	Total £
Unrestricted Funds	301,822	26,943	328,765
Total Funds	<u>301,822</u>	<u>26,943</u>	<u>328,765</u>

#### 16 Reconciliation of net (expenditure) / income to net cash flow from operating activities

	2022 £	2021 £
Net (expenditure) / income for year	(10,590)	9,518
Dividends and fixed interest received	(7,075)	(5,756)
Interest receivable	(127)	(79)
Loss/(gain) on investments	30,738	(33,656)
Increase in creditors	7,530	6,077
Net cash flow from operating activities	<u>20,476</u>	<u>(23,896)</u>

#### 17 Related party transactions

Belfast Masonic Widows' Fund is deemed to be a related party as it also under the control of the trustees.

At the year-end Belfast Masonic Charity Fund owed Belfast Masonic Widows' Fund £10,050 (2021 - £4,320).

#### 18 Ethical Standard

In common with many other charities of our size and nature we use our independent examiner to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.