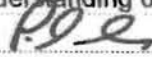


# OSCR

Office of the Scottish Charity Regulator

| Independent examiner's report on the accounts <span style="float: right;">v2</span> |   |       |      |       |                 |       |      |
|---|---|-------|------|-------|-----------------|-------|------|
| Report to the trustees/members of   | Charity name<br><b>ROYAL FLEET AUXILIARY ASSOCIATION</b>  |       |      |       |                 |       |      |
| Registered charity number   | <b>SC 039054</b>  |       |      |       |                 |       |      |
| On the accounts of the charity for the period                                       | Period start date   |       |      | To    | Period end date |       |      |
|   | Day   | Month | Year |       | Day             | Month | Year |
|   | 01  | 01    | 2008 |       | 31              | 12    | 2008 |
| Set out on pages  | (remember to include the page numbers of additional sheets)   |       |      |       |                 |       |      |
| Respective responsibilities of trustees and examiner                                | The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.  |       |      |       |                 |       |      |
| Basis of independent examiner's statement   | My examination is carried out in accordance 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 seeks 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, I do not express an audit opinion on the accounts.   |       |      |       |                 |       |      |
| Independent examiner's statement  | In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]<br><br>1. which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"><li>• to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li><li>• to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li></ul> have not been met, or<br><br>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. |       |      |       |                 |       |      |
| Signed:   |    |       |      | Date: | 21 April 2009   |       |      |
| Name:   | P A Nicholls MBE  |       |      |       |                 |       |      |
| Relevant professional qualification(s) or body (if any):                            | MAAT  |       |      |       |                 |       |      |
| Address:  | SFE<br>Orion Block<br>HMS Nelson<br>Portsmouth, Hants PO9 3HH   |       |      |       |                 |       |      |

\*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

# SERVICE FUND EXAMINER

Orion Block  
HMS Nelson  
Portsmouth  
PO1 3HH

023 92 78556

The Chairman  
Royal Fleet Auxiliary Association

22 May 2009

## **ROYAL FLEET AUXILIARY ASSOCIATION - INDEPENDENT EXAMINATION**

1. The examination of the accounts and trustees report for the year ending 31 Dec 08 have been completed satisfactorily.
2. It is strongly recommended that a transaction is posted when a cheque is received or written rather than when it appears on the bank statement. This is the only way to give a true picture of the funds available and to track cheques which remain unrepresented.
3. Payments were made to two officials. The RFAA has not registered as an employer as one declares these earnings on his tax return and the other earns less than the personal allowance. However it would be better, for the RFAA, if the two individuals invoiced for their services.
4. The fund ended its accounting year with cash funds of £58.8K, an increase of £1.4K over the twelve months.
5. Certificates of Independent Examination for both Scotland and England & Wales are enclosed.



P A Nicholls  
Service Fund Examiner

Information:

Treasurer

## **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 2008.

### **Respective responsibilities of trustees and examiner**

The charity's trustee is responsible for the preparation of the accounts; you consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed. It is my responsibility to

- Examine the accounts (under section 43(3) of the Act);
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 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. 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 I do not express an audit opinion on the view given by the accounts.

### **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 41 of the Act, and
  - to prepare accounts that accord with the accounting records and to comply with the accounting requirements of the Acthave 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.



P A Nicholls MBE MAAT  
Service Fund Examiner  
HMS Nelson

21 April 2009



ROYAL FLEET AUXILIARY ASSOCIATION

**Receipts and payments accounts**

**CC16a**

|                     |            |    |            |
|---------------------|------------|----|------------|
| For the period from | 01/01/2008 | To | 31/12/2008 |
|---------------------|------------|----|------------|

**Section A Receipts and payments**

|  | Unrestricted Fund A | Restricted Fund B | Endowment Fund C | Total funds      | Last year        |
|--|---------------------|-------------------|------------------|------------------|------------------|
| <b>A1 Receipts</b>                         |                     |                   |                  |                  |                  |
| Donations incl RFA Benevolent Society      | 8,405.80            |                   |                  | 8,405.80         | 27,837.60        |
| Branch Fundraising, Raffles etc            | 3,129.95            |                   |                  | 3,129.95         | 3,814.00         |
| Subscriptions, Life Memberships            | 7,240.00            |                   |                  | 7,240.00         | 5,475.00         |
| Gift Aird Refunds                          | 1,349.57            |                   |                  | 1,349.57         | 1,395.95         |
| Permitted Trading Retailing                | 383.99              |                   |                  | 383.99           | 2,714.50         |
| Commemorative Regalia, Publishing          | -                   |                   |                  | -                | 2,000.00         |
| AGM Luncheon                               | 525.00              |                   |                  | 525.00           | -                |
| Reunion Funds                              | 4,748.80            |                   |                  | 4,748.80         | 6,836.00         |
| Bank Interest                              | 2,984.28            |                   |                  | 2,984.28         | 1,423.06         |
| Bank Credit Error                          | -                   |                   |                  | -                | 128.00           |
| <b>Sub total</b>                           | <b>28,767.39</b>    |                   |                  | <b>28,767.39</b> | <b>51,624.11</b> |
| <b>A2 Asset and investment sales, etc.</b> |                     |                   |                  |                  |                  |
| <b>Total receipts</b>                      | <b>28,767.39</b>    |                   |                  | <b>28,767.39</b> | <b>51,624.11</b> |

**A3 Payments**

|  |           |         |          |           |           |
|--|-----------|---------|----------|-----------|-----------|
| Charitable Activities                          | 700.00    |         |          | 700.00    | 938.50    |
| Subscription Refund + Bank contra error        | 279.00    |         |          | 279.00    | 158.00    |
| Business & Operational Costs                   | 3,726.13  |         |          | 3,726.13  | 3,200.00  |
| Purchasing (consumables)                       | 909.64    |         |          | 909.64    | 1,032.75  |
| Insurance                                      | 618.10    |         |          | 618.10    | 441.25    |
| Media & Communications, Postal Costs           | 1,626.58  |         |          | 1,626.58  | 2,471.81  |
| Management & Admin                             | 2,979.58  |         |          | 2,979.58  | 2,801.29  |
| Branch activities and costs                    | 1,627.15  |         |          | 1,627.15  | 2,023.15  |
| RFA Reunion 2007                               | -         |         |          | -         | 4,276.25  |
| RFA Reunion 2008                               | 3,970.86  |         |          | 3,970.86  | 500.00    |
| RFA Reunion 2009                               | 265.00    |         |          | 265.00    | -         |
| AGM costs                                      | 860.00    |         |          | 860.00    | -         |
| Staff Costs and Fees                           | 7,426.66  |         |          | 7,426.66  | 5,305.23  |
| Trustee Expenses                               | 2,054.88  |         |          | 2,054.88  | 2,818.19  |
| Hardware/software purchases                    | 307.45    |         |          | 307.45    | 1,224.11  |
| Archive Materiel & Reference Books             | 13.26     |         |          | 13.26     | -         |
| <b>Sub total</b>                               | 27,364.29 |         |          | 27,364.29 | 27,190.53 |
| <b>A4 Asset and Investment purchases, etc.</b> |           |         |          |           |           |
| <b>Total payments</b>                          | 27,364.29 |         |          | 27,364.29 | 27,190.53 |
| <b>Net of receipts/(payments)</b>              | 1,403.10  |         |          | 1,403.10  | 24,433.58 |
| <b>A5 Transfers between funds</b>              | 84.59     | - 84.59 |          |           |           |
| <b>A6 Cash funds last year end</b>             | 54,775.59 | 84.59   | 2,560.12 | 57,420.30 | 32,986.72 |
| <b>Cash funds this year end</b>                | 56,263.28 |         | 2,560.12 | 58,823.40 | 57,420.30 |

**Section C Statement of Assets and Liabilities at end of the period**

| Categories           | Details                                 | Unrestricted funds | Restricted funds | Endowment funds |
|----------------------|---|--------------------|------------------|-----------------|
| <b>C1 Cash Funds</b> | Lloyds TSB, Alliance & Leicester & CCLA | 58,263.28          | -                | 2,560.12        |
|                      | <b>Total cash funds</b>                 | 56,263.28          | -                | 2,560.12        |

58,823.40

(agree balances with receipts and payments account(s))

OK Unrestricted funds OK Restricted funds OK Endowment funds

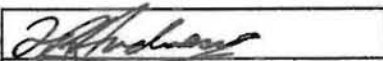
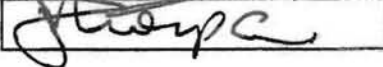
| Categories                      | Details                            | Unrestricted funds | Restricted funds | Endowment funds |
|---------------------------------|------------------------------------|--------------------|------------------|-----------------|
| <b>C2 Other Monetary Assets</b> | Plymouth Branch Lloyds TSB Balance | 640                | -                | -               |
|                                 | London Branch Bank Balance         | 380                | -                | -               |
|                                 | Solent Branch Bank Balance         | 104                | -                | -               |

| Categories                  | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>C3 Investment Assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

| Categories                | Details                      | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------------------------|------------------------------|-----------------------------|-----------------|--------------------------|
| <b>C4 Retained Assets</b> | Office furniture & Equipment | Fund B                      | -               | -                        |
|                           | IT Equipment                 | Fund B                      | -               | -                        |
|                           |                              |                             | -               | -                        |

| Categories            | Details                       | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|-------------------------------|---------------------------------|-----------------------|---------------------|
| <b>C5 Liabilities</b> | Office rent & service charges | Fund A                          | 4,000.00              |                     |
|                       |                               |                                 | -                     |                     |
|                       |                               |                                 | -                     |                     |

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

| Signature  | Print Name     | Date of approval |
|--|----------------|------------------|
|  | F. R. ANDREWS  | 4/5/2009         |
|  | J. R. THOMPSON | 11/5/2009        |

# RFA Association Trustees' Annual Report

|             |                   |       |      |           |                 |       |      |
|-------------|-------------------|-------|------|-----------|-----------------|-------|------|
|             | Period start date |       |      |           | Period end date |       |      |
|             | Day               | Month | Year |           | Day             | Month | Year |
| <b>From</b> | 01                | 01    | 2008 | <b>To</b> | 31              | 12    | 2008 |

## Reference and administration details

**Charity name** ROYAL FLEET AUXILIARY ASSOCIATION

**Other names charity is known by** RFA ASSOCIATION

**Registered charity number (if any)** England & Wales 1093950 S Scotland SC039054

**Charity's principal address** 3-4 Station House

Bellingham

Hexham

**Postcode**

NE48 2DG

### 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  | Captain R A Cooper OBE        | Chairman        | 01/01/08 – 05/06/08               | Members AGM   |
| 2  | Captain J P Thompson OBE      | Chairman        | 05/06/08 – 31/12/08               | Members AGM   |
| 3  | Mr D H Cameron                | Treasurer       | 01/01/08 – 31/12/08               | Members AGM   |
| 4  | Captain M W Parrott FRIN      |                 | 01/01/08 – 31/12/08               | Co-opted  |
| 5  | Captain B J Waters OBE        |                 | 01/01/08 – 31/12/08               | Members AGM   |
| 6  | Captain A T Roach OBE         |                 | 01/01/08 – 31/12/08               | Members AGM   |
| 7  | Mr F Andrews                  |                 | 01/01/08 – 31/12/08               | Members AGM   |
| 8  | Mr M Day                      |                 | 01/01/08 – 31/12/08               | Members AGM   |
| 9  | Captain D Bass                |                 | 01/01/08 – 31/12/08               | Members AGM   |
| 10 | Mr C Locke                    |                 | 01/01/08 – 31/12/08               | Members AGM   |
| 11 | Mr G Mason                    |                 | 24/07/08 – 31/12/08               | Co-Opted  |
| 12 | Mr R Walker                   |                 | 01/01/08 – 05/05/08               | Co-opted  |
| 13 | Mr P M Robinson               |                 | 01/01/08 – 08/05/08               | Members AGM   |
| 14 |                               |                 |                                   |   |
| 15 |                               |                 |                                   |   |
| 16 |                               |                 |                                   |   |
| 17 | Royal Fleet Auxiliary Service | Ex-officio      | (3 board members)                 | Commander in Chief Fleet                                      |

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

| Name                   | Dates acted if not for whole year          |
|------------------------|--|
| Captain R A Cooper OBE | Holding trustee for Station House premises |
| Mr D H Cameron         | Holding trustee for Station House premises |
|                        |  |

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

| Type of advisor | Name             | Address            |
|-----------------|------------------|--------------------|
| Solicitor       | Mr John Robinson | Nicholson Portnell |
|                 |                  | Priestpople House  |
|                 |                  | Hexham NE46 1PL    |
|                 |                  |                    |

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

Captain Rex Cooper OBE – Captain J.P.Thompson OBE

## Structure, governance and management

### Description of the charity's trusts

|   |   |
|---|---|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution  |
| How the charity is constituted<br>(eg. trust, association, company) | Unincorporated Association  |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Five trustees are elected from amongst the full membership, and a further five User trustees are nominated by Area for election at the AGM. Three further trustees may be co-opted, and there are three 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 up to six years, and every effort is made to identify recruits to ensure continuity and the spread of expertise. New trustees are provided with a Trustee Handbook in CD form which contains minutes, constitution, mission, as well as guidance from the Charity Commission, the ICSA and National Operating Standards.

The charity has a governing board, which is serviced by the HQ office in Bellingham. There are five branches throughout the UK, each with a committee of volunteers, and they deliver the aims of the charity locally.

The charity has an MOU with the parent Service (RFA) which is of great mutual value. The Association also has an MOU with the Royal Naval Association which gives moral support and advice. The RFA Association is a member of the Confederation of British Servicemen's' and ex-Servicemen's' Organisations (COBSEO) and became a member of the NCVO in November 2007.

The risks to the Associations and its property, and to the trustees, are regularly assessed and appropriately insured

## 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 and it has around 550 members world-wide. The aims of the charity are to further the efficiency of the Service, and to give relief and support to serving and retired members of the Service, and their dependants, in times of hardship, sickness, bereavement and in war time.

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

In furthering the aims of the Association, the charity arranges annual service reunions, branch functions and fundraising events. Information is provided to Members and others via a web site, and through a quarterly newsletter which is published within the parent service house magazine. Community based advice, support and friendship is offered to the bereaved, and 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 Head Office is established in the Station House at Bellingham in Northumberland. This has been equipped through private generosity and with help from the RFA Service and the National Lottery. The HQ office holds an archive collection of historic RFA material, and this is added to as individuals give or bequeath private papers, records, honours and pictures etc. This collection will in time form a learning and reference resource for RFA personnel and their families. The archive is a museum, and the collection is managed in accordance with the protocols for national collections.

The Association helps to promote knowledge and appreciation of Britain's maritime infrastructure and achievements through participating in national events and initiatives, and through publishing. The RFA Association also administers the James Coull Memorial Award, which is presented each year to an RFA seafarer who has performed some outstanding act or achievement.

**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

**Grants.** The charity makes modest grants to other charities sharing our broad aims. Help to individuals is in the form of friendship and advice with referral to the main grant giving service charities offered.

**Reserves.** Our reserves are held in cash deposits yielding around 3%. It is assessed we are not ready to invest in equities.

**Our volunteers** give greater depth to the identity of the Royal Fleet Auxiliary. Their experience, enthusiasm and belief are a great asset to the RFA community

**Achievements and performance**

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

**The year was dominated by three main themes, which predicated much else that took place in the charity.**

1. The necessary retirement of the founding Chairman involved the search for and selection by the Trustees of suitable candidates to present to the Membership at the AGM. Two candidates were nominated and following the election by the membership at the AGM Captain Pat Thompson was declared as the new Association Chairman.

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

2. Modernisation of Association website has been a major part of revitalising inter Association communications and at the end of the reporting period the development work on the new site was well underway. It is expected to be running in the New Year with an ongoing programme of development to include e-retailing of Association goods and gift items, guest book and photograph gallery.
3. The re-invigoration of the Midlands branch which had foundered following serious illness in the management team. A new management team has been put in place and the branch is back on track. The London and South East Branch had encountered management problems following the resignation of the branch chairman at very short notice. A temporary management team has now been put in place pending properly constituted elections in the New Year.

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

The trustees wish to record special thanks to our branches who have helped with fundraising projects nationally and locally. The main event in each year is the RFA Reunion for serving and retired personnel, and this underpins our charitable status through its contribution to esprit. This year it was held in Edinburgh and hosted by our Scottish and Newcastle Branch. This event, held on 10<sup>th</sup> May at the Edinburgh Marriott Hotel raised over £2,000 from our generous supporters.

#### **Restructuring/Relocation.**

Following the appointment of the new chairman it was agreed that the Association would retain its Headquarters in Bellingham this being the most financially viable option.

#### **The Armed Forces Memorial.**

RFA losses in action since 1982 are remembered on the memorial panels at the Armed Forces Memorial, and we will be pressing for other names post 1945 to be added. In view of the defence posture of RFA ships and the introduction of Sponsored Reserves status for serving personnel we are pressing both the MOD and the AFM Trustees to apply common inclusion criteria for any future RFA losses. Following an initiative by our Patron, HRH The Earl of Wessex, the board are joining with the Head of Service to add an RFA marker or memorial to those of other services present at the National Arboretum. This has been a slow process but work has begun with the identification of a site within the National Arboretum and an anchor, to form the centrepiece of the RFA Memorial is being prepared. It is hoped that next year will see some solid progress.

## Financial review

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

The charity has reserves in excess of £40,000 thus ensuring the Association can operate for two years in the event of loss of 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 subscriptions (enhanced by Gift Aid), fundraising events (e.g. the annual Service Reunion) and sales of books and regalia (within permitted limits). The RFA Central Benevolent Fund contributes 10% of its holding rather than the fixed figure of £8000 per annum previously adopted.

**Expenditure.** The charity uses funds on media and communication as a means of informing and supporting the RFA community world-wide. We operate a web site and e-mail system, telephone service, and newsletter and bulk mailing. The HQ handles many thousand of items of correspondence by all these means throughout the year.

## Other optional information

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Original signed J P Thompson and 

Full name(s)

JOHN PATRICK THOMPSON Brian James Waters

Position (eg secretary, chair, etc)

CHAIRMAN

Trustee

Date

21st April 2009