RFA Association Trustees' Annual Report

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	01	01	2012	To	31	12	2012

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 correspondence address	14 St Nicholas Grove	
	Wrea Green	
	Preston	
	Postcode	**PR4 2WB**

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 F R Andrews	Chairman	01/01/12 – 31/12/12	Members AGM
2	Captain J P Thompson OBE	Deputy Chairman	01/01/12 ~ 31/12/12	Members AGM
3	Captain A T Roach OBE		01/01/12 ~ 31/12/12	Members AGM
4	Mr G Mason		01/01/12 ~ 31/12/12	Members AGM
5	Mrs P Axworthy	Welfare	01/01/12 ~ 31/12/12	Members AGM
6	Mr P Fry	Treasurer	01/01/12 ~ 31/12/12	Members AGM
7	Captain R Lock	Fund Raiser	15/08/12 ~ 31/12/12	Co-opted by trustees
8	Captain R Bennett		29/11/12 ~ 31/12/12	Co-opted by trustees
9	Mr M Day		01/01/12 ~ 19/05/12	Members AGM
10	Mr C Locke		01/01/12 ~ 18/08/12	Members AGM
11	Mr R Fernley		01/01/12 ~ 18/08/12	Members AGM
12				
13				
14	Royal Fleet Auxiliary Service	Ex-officio	(3 board members)	Commodore RFA

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

Name	Dates acted if not for whole year
Mr F R Andrews	
Captain J.P. Thompson OBE	

Names and addresses of advisers (Optional information)

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

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

Mr F. R. Andrews (Chairman)
Captain J.P. Thompson OBE (Deputy Chairman)

Structure, governance and management

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 610 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 four monthly 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. In March our main premises moved from Bellingham, Northumberland to Semaphore Tower in Portsmouth Naval Base. The HQ 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 when a RFA seafarer who has performed an outstanding act or achievement is identified by RFA HQ.

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 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 0.87%. 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

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (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 led by the Chairman of the Trustees. The board comprises of 8 trustees and 3 ex-officio members appointed by the Commodore Royal Fleet Auxiliary. There are six 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 of National Council for Voluntary Organisations (NCVO).

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

Achievements and performance

Achievements and performance

Summary of the main achievements of the charity during the 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 de corps. This year it was held in Southampton and expertly hosted by the Solent Branch. This event, held on 19th May 2012 at the De Vere Grand Harbour Hotel was attended by our Patron, HRH The Earl of Wessex. We are grateful to the Solent Branch for organising the event and for raising a very significant sum from generous sponsors and supporters.

Restructuring/Relocation.
In March 2012, The Association relocated its Headquarters to Room 212/214 in Semaphore Tower, HM Naval Base, Portsmouth. This location is considered to be more accessible than our former HQ in Bellingham. It also gives the benefit of a lower rent and is close to RFA HQ in Whale island. The entire RFA archive is now stored here in offices adjacent to the Royal Navy Association and the WRENS Association. The trustees are however scattered throughout the United Kingdom and the vast majority of the charity management is conducted using electronic means with normally 3 face to face meetings per annum.

The RFA Memorial.
For several years it is thought that the RFA should have its own memorial in the National Memorial Arboretum (NMA). Accordingly 2 years ago 4 designs were drawn up and an application made to the NMA for a specific RFA Memorial. The final memorial design and a site within the naval area were agreed and H.L. Perfitt Ltd. were engaged to build the memorial. A period of active fundraising followed and the memorial was completed on time and within budget in September 2012. A dedication service was held 11th October in the presence of our patron HRH The Earl of Wessex, Commodore William Walworth of the RFA, Chief Officer Frank Andrews RFA Retd., The Chairman of the RFA Association and a large number of service personnel, members and their guests. The memorial specifically lists the 21 RFA ships that have suffered fatalities during conflict.

We are pleased to report that sufficient funds were raised not only for the memorial itself but for its upkeep for many years to come. Accordingly the memorial fund was closed on 11th October.

Financial review

Brief statement of the charity's policy on reserves	The charity has reserves in excess of £50,000 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 and pays 1 year's membership for personnel made redundant who have a minimum of 10 years service and life membership for retirees at career end.

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.

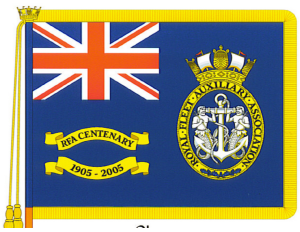
Other optional information

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mr Frank R. Andrews	Captain J. Patrick Thompson
Position (eg secretary, chair, etc)	Chairman	Deputy Chairman
Date	15th March 2013	15th March 2013



ROYAL FLEET AUXILIARY ASSOCIATION

End of year accounts

01/01/2012 to 31/12/2012

Receipts and payments

Receipts in	2012	2011
RFA Association Donations	18,719.77	11,681.01
RFA Memorial Donations	26,795.28	12,749.60
RFA Summer Ball Fund	2,200.00	~
Welfare Donations	250.00	~
Branch Fundraising	1,200.00	1,350.00
S&N Branch Income	482.50	2,299.00
Subscriptions, Life Memberships	4,738.00	5,388.00
Gift Aid Refunds	~	~
Permitted Trading Retailing	6.50	509.73
Other Refunds	44.16	~
Reunion Income	6,500.00	4,274.06
Bank Interest	525.37	422.41
Total Receipts	**61,461.58**	*38,673.81*

Payments out		
Business & Operational Costs	7,450.60	3,103.57
Insurance	454.09	867.83
Printing and Advertising	332.99	225.00
Stationary	439.03	592.52
Postage	1,200.81	902.36
Telephone	61.75	281.26
Rent Rates etc	1,155.00	2,310.00
S&N Branch Expenses	712.91	2,148.05
RFA Reunion	250.00	2,912.66
Subscriptions	194.00	~
Staff costs	6,250.00	10,999.00
Trustee Expenses	2,349.50	532.20
IT and Web site costs	106.80	207.38
Memorial Expenses	19,725.67	~
Total Payments	**40,683.15**	*25,081.83*

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 2012 which are set out on pages 1 to 2 with the Trustees Annual Report pages 1 to 5.

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 accordance3 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.

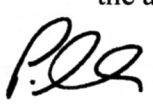
Independent examiner's statement

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.



P A Nicholls MBE MAAT
Service Fund Examiner
HMS Nelson

24 March 2013