

**THE PARACHUTE REGIMENTAL ASSOCIATION**

**Charity Number: 214015**

**Accounts for the Year Ended 31 December 2008**

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**R.H.Q. The Parachute Regiment**  
**Merville Barracks,**  
**Circular Road South,**  
**Colchester,**  
**Essex,**  
**CO2 7UT**

**PATRON:** His Royal Highness The Prince of Wales KG KT GCB OM

**PRESIDENT:** Major General J D Shaw CBE

**MEMBERS OF THE COMMITTEE OF MANAGEMENT:** Lieutenant Colonel J D Handford OBE (Chairman)  
Mr. E.H. Tripp  
Mr. A. Lamont  
Mr. T. Miller  
Mr. D. Mellors  
Mr. S. Meade  
Mr. W.R. Stockwell  
Mr. P. Bryant  
Mr. B. Carter  
Mr. A. Burgess  
Mr. J.J. Wilson  
Mr. W.G. Evans

**CHARITABLE STATUS:** The Association is a registered charity No. 214015

**GOVERNING DOCUMENT:** Constitution dated 20 June 1964, as amended 8 July 1972, 3 July 1978, 9 May 1993, 31 October 1999, 13 May 2000, 8 July 2001, 8 October 2005, 26 January 2008 and 12 October 2008.

**BANKERS:** Barclays Bank plc.,  
101. Victoria Road,  
Aldershot,  
Hampshire.

**INDEPENDENT EXAMINERS:** Bright Brown Limited  
Chartered Accountants,  
Exchange House,  
St. Cross Lane  
Newport,  
Isle of Wight.

**INVESTMENT ADVISERS:** Cazenove Capital Management  
12 Moorgate,  
London.

## **THE PARACHUTE REGIMENTAL ASSOCIATION**

### **COMMITTEE OF MANAGEMENT REPORT FOR THE YEAR ENDED 31 DECEMBER 2008**

The Committee of Management presents its report along with the financial statements of the charity for the year ended 31 December 2008. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and 9 and comply with the charity's trust deed and applicable law.

The legal and administrative information set out on page 1 forms part of this report.

#### **Constitution and Objects**

The Parachute Regimental Association is governed by a Constitution dated 20 June 1964, as amended 8 July 1972, 3 July 1978, 9 May 1993, 31 October 1999, 13 May 2000, 8 July 2001, 8 October 2005, 26 January 2008 and 12 October 2008 and is a registered charity No 214015.

The Objects of the Parachute Regimental Association are:

- 1) To promote the efficiency of the Parachute Regiment and Airborne Forces by fostering esprit de corps and maintaining contact between past and present members thereof.
- 2) To relieve either generally or individually persons who are serving or who have served in the Parachute Regiment and Airborne Forces or the dependants of such persons who are in conditions of need, hardship or distress.
- 3) The commemoration and remembrance of those members of the Parachute Regiment and Airborne Forces who have died while on active service; and the encouragement of public recognition of the sacrifice made by such persons.

#### **Organisation**

The Trustees who have served during the year and since the year end are set out on page 1.

The Chairman of the Committee of Management is a serving officer nominated by the Parachute Regiment; presently this is the Regimental Lieutenant Colonel.

Further members of the Committee of Management comprise of one representative of the following regions: Anglia, London, Midlands, North, North East, North West, South, South East, South West, Wales, and Yorkshire. These representatives are elected by branches of their own region and hold office for three years.

The Association structure comprises of:

- a) The central Association charity (registered number 214015). In support of its charitable activities the central charity offers individual membership to eligible individuals and provides central and regional support for local branches.
- b) 99 local branches which exist to further the purposes of the Association and are separately registered with their respective charity regulator. (PRA members may additionally become members of one or more local branches.) The elected members of the committee of management of the central Association charity also act as Regional Secretaries and provide regional support during the course of the year to branches in their respective region.

## **THE PARACHUTE REGIMENTAL ASSOCIATION**

### **COMMITTEE OF MANAGEMENT REPORT FOR THE YEAR ENDED 31 DECEMBER 2008**

#### **Summary of Main Activities**

The Association and its branches participate in, support, and organise a range of activities which provide a public benefit. These include:

- Public events to raise awareness about the role of the regiment, to encourage public support for the regiment and to assist in recruitment.
- Holding events and reunions for past and present members of the Airborne Force (to assist in promoting esprit de corps).
- Acts of commemoration and remembrance (e.g. Armistice Day, Normandy events, Arnhem events, funerals) which raise public awareness of those who have lost their lives or put themselves at risk in service of the public.
- Maintaining a membership network and encouraging social contact in order to identify those former members and dependants who may be in need from time to time.
- Providing Welfare Officers who visit members and dependants who may be sick, recently bereaved, or find themselves in difficult circumstances.
- Making grants (either individually or to an organisation) to support past and present members of the Airborne Forces and their dependants who are in need.
- Sending parcels and aid to soldiers deployed on operations.
- Supporting Parachute Regiment recruits at Catterick.

#### **Achievements and Performance**

In setting the Association's objectives and planning its activities the committee have given consideration to the Charity Commission public benefit guidance.

During the year the Association worked hard to improve its governance. At a Special General meeting in January 2008 members approved an amendment to the Association's constitution which required all branches to register with their respective charity regulator. With the assistance of a Charity Commission officers working on attachment to the Association, other amendments were made to the constitution which clarified and strengthened the constitutional relationship between the central body and its branches. Standard Rules were also drafted to clarify the legal status of the branches and their committee members. Most branches had adopted the Standard Branch Rules and complied with the requirement to register with their regulator by year end. The Association also drafted terms of reference for its executive committee members, terms of reference for its regional secretaries and updated guidance for the branches. The terms of reference will be published in early 2009.

During the year the central association charity also:

- Provided regional support and a monthly newsletter to the 99 Association branches.
- Made grants of £4,913 in support of Airborne Forces Days north and south and the annual airborne memorial dedication service at Hardwick Hall.
- Supported the organisation for National Veterans awareness.
- Provided representation at public acts of commemoration and remembrance at the Cenotaph, Normandy, Arnhem and Rhine Crossing Ceremonies.
- Supported the Parachute Regiment whilst on operations by visiting relations of soldiers and sending welfare parcels to those serving on operations.
- Attended funerals and memorial services of those soldiers Killed in Action.
- Assisted retired airborne soldiers affected by bushfires in Australia
- Attended in support of homecoming parades.

**THE PARACHUTE REGIMENTAL ASSOCIATION**

**COMMITTEE OF MANAGEMENT REPORT FOR THE YEAR ENDED 31 DECEMBER 2008**

**Results for the Financial Year**

Total income for the year amounted to £68,932 (2007 - £101,124). Total resources expended amounted to £98,634 (2007 - £91,816). Total funds to carry forward at 31 December 2008 were £202,195 (2007 - £263,615).

**Investment Policy**

The trustees have the power to invest in such assets as they see fit.

The investments shown are held to generate a source of income to fund the activities of the Parachute Regimental Association.

**Reserves Policy**

The committee have reviewed the charity's present level of reserves. They have considered the present economic climate and risks to charity's income. They are satisfied given the current economic climate these reserves are justified to cover charitable expenditure in future years.

**Risk Management**

The trustees have examined the major risks that the charity faces and believe that the levels of free reserves held, combined with discussion of the issues facing the charity at trustees meetings, will provide sufficient resources in the event of adverse conditions. The trustees confirm that any necessary systems to mitigate risks are put into place.

**Related parties**

Parachute Regimental Association is one of a number of charities connected with the Parachute Regiment and Airborne Forces. A summary of those parties and transactions with them is set out in note 14 to the financial statements.

Signed ..... Chairman of Trustees

Date .....

**INDEPENDENT EXAMINERS REPORT TO THE COMMITTEE OF MANAGEMENT OF  
THE PARACHUTE REGIMENTAL ASSOCIATION FOR THE YEAR ENDED 31 DECEMBER 2008**

I report on the accounts of the Charity for the year ended 31 December 2008, which are set out on pages 6 to 12.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As the charity's trustees you are responsible for the preparation of the accounts; I consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINERS' REPORT**

My examination is carried out under s43 of the Charities Act 1993 and in accordance with the direction given by the Charity Commissioners under subsection (7)(b) of s43. 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 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 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 which 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.

**Roy Barton**  
**Chartered Accountant**  
**Bright Brown Limited**  
**Exchange House, St. Cross Lane, Newport I.W.**  
**Date:**

## THE PARACHUTE REGIMENTAL ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2008

	Unrestricted Funds 2008	Unrestricted Funds 2007
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income		
- Donations and legacies (note 3)	9,577	39,449
- Subscriptions (note 4)	5,992	5,987
Investment income (note 5)	9,691	12,476
Other incoming resources (note 6)	43,672	43,212
<b>Total incoming resources</b>	<b>68,932</b>	<b>101,124</b>
<b>Resources expended</b>		
Cost of generating funds (note 7)	2,664	1,564
Charitable activities (note 7)	79,285	81,251
Governance (note 7)	16,685	9,001
<b>Total resources expended</b>	<b>98,634</b>	<b>91,816</b>
<b>Net incoming / (outgoing) resources before other gains and losses</b>	<b>(29,702)</b>	<b>9,308</b>
<b>Other gains and losses</b>		
Profit on disposal of investment assets	-	492
Gains/(losses) on investment assets (note 9)	(31,718)	1,395
<b>Net movement in funds</b>	<b>(61,420)</b>	<b>11,195</b>
<b>Reconciliation of funds</b>		
Total funds brought forward	263,615	252,420
<b>Total funds carried forward</b>	<b>202,195</b>	<b>263,615</b>

The notes on pages 8 to 12 form part of these accounts

All of the above operations are classed as continuing.

## THE PARACHUTE REGIMENTAL ASSOCIATION

## BALANCE SHEET AS AT 31 DECEMBER 2008

	2008		2007	
	£	£	£	£
<b>Fixed assets</b>				
Tangible fixed assets (note 8)		1,189		2,310
Investments (note 9)		<u>202,537</u>		<u>234,255</u>
		203,726		236,565
<b>Current assets</b>				
Debtors (note 10)		-		50
Cash at bank and in hand		<u>9,159</u>		<u>27,911</u>
		9,159		27,961
<b>Creditors: amounts falling due within one year (note 11)</b>		<u>(10,690)</u>		<u>(911)</u>
<b>Net current assets</b>		(1,531)		27,050
<b>Net assets</b>		<u><u>202,195</u></u>		<u><u>263,615</u></u>
<b>Funds (note 12)</b>				
Unrestricted		202,195		263,615
		<u><u>202,195</u></u>		<u><u>263,615</u></u>

Approved by the Committee of Management on ..... and signed on its behalf by:

..... Member of the Committee of Management

The notes on pages 8 to 12 form part of these accounts

## THE PARACHUTE REGIMENTAL ASSOCIATION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2008

**1. Accounting policies**a) Basis of accounting

The accounts are prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at their market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2002). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting And Reporting By Charities" (SORP 2005) issued in February 2005.

b) Donations

Donations include all voluntary income, including income from fundraising events, from whatever source. All voluntary income is accounted for as income at the time of receipt.

c) Life membership fund

With effect from 1 January 1995 this policy was discontinued and Life Membership Subscriptions are treated as income on receipt. From that date, the Life Membership Fund was merged with the General Fund. Life Membership Subscriptions are neither designated nor restricted income.

d) Investment assets and income

Investment assets are shown in the accounts at market value. Income from investment assets is accounted for at the time of receipt.

e) Intangible income

Intangible income, which comprises donated services, is included in income at a valuation which is an estimate of the financial cost borne by the donor.

f) Resources expended

Expenditure is recognised when incurred. Expenses have been allocated between fundraising activities, charitable activities and governance costs. Personnel costs are apportioned between activities based on an estimate of the time spent on each category.

g) Tangible fixed assets and depreciation

All assets costing more than £50 are capitalised and included in the financial statements at historic cost less accumulated depreciation.

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

Office equipment - 33% straight line

## THE PARACHUTE REGIMENTAL ASSOCIATION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2008

**2. Fund accounting**

The charity's general funds consist of funds which the trustees are free to use in accordance with the charitable objects.

	2008 £	2007 £
<b>3. Donations and legacies</b>		
Donations	9,077	5,794
Legacy	500	33,655
	<u>9,577</u>	<u>39,449</u>

The legacy referred to above was bequeathed to the Charity by R H Bryant.

**4. Subscriptions**

Branch subscriptions	4,650	5,070
Life membership	1,342	917
	<u>5,992</u>	<u>5,987</u>

**5. Investment income**

Dividend from the Growth and Income Funds for Charities	9,503	12,263
Bank deposit interest	188	213
	<u>9,691</u>	<u>12,476</u>

**6. Other incoming resources**

Intangible income		
Rent	1,053	1,053
Salaries	42,499	42,039
Heat and light	120	120
	<u>43,672</u>	<u>43,212</u>

These costs are borne by the Ministry of Defence in connection with staff seconded to and accommodation made available to the Association without charge.

## THE PARACHUTE REGIMENTAL ASSOCIATION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2008

## 7. Expenditure

	Generating Funds £	Charity activities £	Govern- ance £	Total 2008 £	Total 2007 £
Newsletter costs	-	3,250	-	3,250	4,909
Donations	-	738	-	738	399
Salaries and NIC	-	45,801	2,000	47,801	47,603
Rent	-	1,053	-	1,053	1,053
Heat and light	-	120	-	120	120
Postage	-	4,738	1,000	5,738	6,995
Printing and Stationery	-	993	-	993	400
Advertising	2,664	-	-	2,664	1,564
Insurance	-	2,112	-	2,112	2,189
Travelling expenses	-	7,564	-	7,564	5,854
Commemorations	-	6,401	-	6,401	5,740
Grants	-	4,913	-	4,913	5,100
Delegate conference and committee meetings	-	-	4,885	4,885	5,384
SGM costs:					
Venue costs	-	-	2,381	2,381	-
Postage	-	-	5,535	5,535	-
Travelling	-	-	458	458	-
Computer expenses	-	147	-	147	1,068
Independent examination fee	-	-	426	426	617
Sundries	-	23	-	23	3
Depreciation	-	1,121	-	1,121	2,549
Repairs and renewals	-	311	-	311	269
	<u>2,664</u>	<u>79,285</u>	<u>16,685</u>	<u>98,634</u>	<u>91,816</u>

No employee earned £50,000 p.a. or above

The average number of employees, analysed by function, was:

Management and administration	<u>3</u>	<u>3</u>
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None of the Trustees received any remuneration during the year.

## 8. Tangible fixed assets

	Computer Equipment £	Total £
Cost		
At 1 January 2007	19,620	19,620
Additions	-	-
Disposals	-	-
At 31 December 2007	<u>19,620</u>	<u>19,620</u>
Depreciation		
At 1 January 2007	17,310	17,310
Charge for Year	1,121	1,121
On Disposals	-	-
At 31 December 2007	<u>18,431</u>	<u>18,431</u>
Net Book Value at 31 December 2008	<u>1,189</u>	<u>1,189</u>
Net Book Value at 31 December 2007	<u>2,310</u>	<u>2,310</u>

All of the charity's assets are held in direct furtherance of the charity's objects.

## THE PARACHUTE REGIMENTAL ASSOCIATION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2008

<b>9. Fixed asset investments</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Quoted investments		
Units in the Growth Fund for Charities and the Income Fund for Charities		
Market value at 1 January	234,255	242,368
Disposals	-	(9,508)
Net unrealised investment gains/(losses)	<u>(31,718)</u>	<u>1,395</u>
Market value at 31 December	<u>202,537</u>	<u>234,255</u>
Historical cost at 1 November 1997	<u>212,787</u>	<u>212,787</u>
 <b>10. Debtors</b>		
Sundry debtors and prepaid expenses	<u>-</u>	<u>50</u>
	<u>-</u>	<u>50</u>
 <b>11. Creditors: amounts falling due within one year</b>		
Accruals	690	911
Other creditors	<u>10,000</u>	<u>-</u>
	<u>10,690</u>	<u>911</u>
 <b>12. Funds</b>		
	<b>General Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Tangible fixed assets	1,189	1,189
Investments	202,537	202,537
Current assets	9,159	9,159
Liabilities	<u>(10,690)</u>	<u>(10,690)</u>
	<u>202,195</u>	<u>202,195</u>

The fund policies are detailed in note 2.

**13. Associated Charities**

The Parachute Regimental Association is one of a number of charities connected with the Parachute Regiment and Airborne Forces. During the year The Parachute Regiment Central Fund made a loan of £10,000 to The Parachute Regimental Association. This loan remained outstanding at the year end.

## THE PARACHUTE REGIMENTAL ASSOCIATION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2008

## 14. Related party transactions

During the year members of the Committee of Management received reimbursement for travel, and other expenditure, as set out below:

	2008	2007
	£	£
Mr.L.G. Williams	151	178
Mr. D. Mellors	-	612
Mr. E. Tripp	189	212
Mr. W.R. Stockwell	1,163	534
Mr. P. Bryant	273	-
Mr. B. Carter	1,233	828
Mr. A. Burgess	442	-
Mr. J.J. Wilson	652	347
Mr. W.G. Evans	913	163
	<u>5,017</u>	<u>2,874</u>