

Charity registration number 206312 (England and Wales)

Charity registration number SC039550 (Scotland)

**RAILWAY BENEVOLENT INSTITUTION**  
**( KNOWN AS THE "RBF" )**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

# RAILWAY BENEVOLENT INSTITUTION ( KNOWN AS THE "RBF") REFERENCE AND ADMINISTRATIVE INFORMATION

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<b>Registered Name</b>	Railway Benevolent Institution Royal Charter Company (RC000430)
<b>Registered Charity Number (England and Wales)</b>	206312
<b>Registered Charity Number (Scotland)</b>	SC039550
<b>Operating Name</b>	Railway Benefit Fund ("RBF")
<b>Registered Address</b>	1st Floor Millennium House 40 Nantwich Road Crewe Cheshire CW2 6AD
<b>Chief Executive &amp; Secretary</b>	Claire Houghton
<b>Honorary Patron</b>	Sir Peter Hendy CBE
<b>President</b>	Pete Waterman OBE
<b>Board Of Management</b>	Tim Shoveller (Chair) Janet Goodland (Vice Chair) Kevin Adlam Ciaran Barr Kay Boyden Michael Cash (from 1 December 2021) Jane English Mark Enright Paula Hayes Ian Jeffrey Frank Johnson John Kennedy Mark Newton (until 14 June 2021) Maggie Simpson OBE Samantha Turner (until 2 May 2022) Emma Wasley (from 1 December 2021)
<b>Auditor</b>	Geens Limited Chartered Accountants 68 Liverpool Road Stoke on Trent ST4 1BG
<b>Investment Advisers</b>	Rathbone Investment Management Port of Liverpool Building, Pier Head Liverpool , L3 1NW

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# **RAILWAY BENEVOLENT INSTITUTION ( KNOWN AS THE "RBF") REFERENCE AND ADMINISTRATIVE INFORMATION**

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## **Bankers**

The Royal Bank of Scotland plc  
62/63 Threadneedle Street  
London  
EC2R 8LA

Allied Irish Banks plc  
40/41 Westmoreland Street  
Dublin 2

## **Honorary Solicitor**

Sara Hollingworth

## **Vice Presidents**

David Allen  
Dominic Booth  
David Cobett ERD, TD  
Richard Goldson OBE  
Nigel Harris  
Tom Harris  
Keith Heller  
Simon Osborne  
Matthew Parris  
Paul Watkinson  
Joe Walsh  
Ivor Warburton  
Alan Whitehouse  
The Rt. Hon. The Lord Snape of Wednesbury

## **Benefits & Services Committee**

Maggie Simpson OBE (Chair)  
Michael Cash  
Jane English  
Mark Enright  
Richard Goldson OBE  
Christopher Henley  
Andrew Litherland  
Janet Goodland (Deputy Chair)  
Kay Boyden

## **Finance & General Purpose Committee**

Frank Johnson (Chair)  
Ciaran Barr  
Janet Goodland  
Samantha Turner

## **Nominations & Remuneration Committee**

Paula Hayes (Chair)  
Janet Goodland  
Tim Shoveller  
Emma Wasley

## **Scottish Management Committee**

Ian Jeffrey (Chair)  
Emma Hall (Secretary)  
Phil McGarry

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**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF")  
REFERENCE AND ADMINISTRATIVE INFORMATION**

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**Scottish Management Committee**

Mark Quinn  
William Welsh  
David Simpson  
Mark Ilderton  
Jim Gray

**Irish Management Committee**

John Kennedy (Chair)  
Ray Kelly (Secretary)  
Tom Devoy  
Bertie Corbett  
Geraldine Finucane  
Jane Cregan  
Monica Purcell  
Peter Cuffe  
Maeve Custy  
Catherine Cahill  
Joseph Walsh  
Anne Elliot  
Jim Meade CEO, Iarnród Éireann  
Rev Gregg Ryan  
Bill Rothwell  
Damien Milton

**Fundraising Committee**

Kev Adlam (Chair)  
Ian Jeffrey  
John Kennedy  
Maggie Simpson OBE  
Noel Dolphin  
Richard Stanton

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# RAILWAY BENEVOLENT INSTITUTION ( KNOWN AS THE "RBF") CONTENTS

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	<b>Page</b>
Board of Management Report	1 - 9
Statement of responsibilities	10
Independent auditor's report	11 - 13
Statement of financial activities	14
Balance sheet	15
Notes to the financial statements	16 - 29

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# **RAILWAY BENEVOLENT INSTITUTION ( KNOWN AS THE "RBF") REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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The Board of Management present their annual report and financial statements for the year ended 31 December 2021.

## **Introduction**

It comes as no surprise that most of 2021 and the prior year were dominated by the coronavirus pandemic, by the tragic loss of life, by the lockdowns and by the economic consequences of large-scale contraction in the UK economy. The early part of 2022 has seen signs of a return to some degree of normality as a result of, amongst other things, the ongoing successful vaccine programme.

The RBF adapted very well to these extraordinary challenges in 2020, both in terms of supporting beneficiaries but also by the way in which the entire team adapted their working practices to be able to provide a seamless service to those in need in the railway family through these exceptionally tough times. This provided a strong foundation for us to tackle the many challenges thrown our way in 2021, which are commented on elsewhere in this report.

## **Constitution and Objectives**

The RBF is the operating name of the Railway Benevolent Institution which is registered charity number 206312 (in England & Wales) and SC039550 (in Scotland). It is governed by Royal Charter granted on the 29th December 1949, as subsequently amended. It is the sole trustee of the organisation's assets. Its objects, as set out in the Royal Charter, are "to relieve aged or disabled or necessitous Railwaymen, their spouses or Children or other relatives or persons who were immediately or partly dependent on them". The expressions "Railwaymen", "Spouses" and "Children" are defined in Clause 2 of the Charter.

The Board adopted the Charity Governance Code in 2018 and reviewed its policies and working practices at that time to ensure that we align and adhere to the optimal charity governance standards detailed within this.

In 2018, the RBF applied to become a registered charity in the Republic of Ireland with the Irish Charity Regulator. Whilst the application has been assessed, this is currently being re-examined by the Board following Britain's departure from the EU.

The RBF's vision and mission are as follows:

- Our vision: RBF aims to improve the quality of life of current and former railway people in the UK and Ireland through the provision of customised support.
- Our mission: to make RBF the preferred destination for support and advice for current and former railway workers by delivering outstanding value, continuous innovation and an exceptional experience by consistently updating our skills and services.

The Trustees refer to the Charity Commission's public benefit guides and its guidance on the prevention and relief of poverty for the public benefit to inform its decision making and when reviewing how the charity's activities and plans contribute to achieving its aims and objectives.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing documents outlined above, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

# **RAILWAY BENEVOLENT INSTITUTION ( KNOWN AS THE "RBF") REPORT (CONTINUED)**

## **FOR THE YEAR ENDED 31 DECEMBER 2021**

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

#### **a) Board of Management**

The RBF's principal governing body is the Board of Management ("the Board"). It must consist of no fewer than 10 and no more than 20 persons. The Board members who served during the year and up to the date and signature of the financial statements are recorded on the first page. The appointment of all Board Members is by election at the Annual Meeting. All Trustees serve for a term of three years and are eligible for re-election for a maximum of two further terms. The Board elects from its number a Chair and Vice-Chair.

The Board of Management meets a minimum of four times each year. No Member of the Board has any beneficial interest in the company or is permitted to derive any pecuniary advantage from the RBF.

Both prior to and after their appointment all new Board Members are briefed by the Chairman of the Board of Management and/or the Secretary and provided with copies of the Royal Charter, Rules and Bye-laws, the most recent Board minutes and other key documents. Details of any new legislation or other developments are included on the agenda for Board meetings. The Trustees are provided with training as required, including on charity governance.

The day-to-day running of the charity is delegated to the Chief Executive and the key management personnel.

#### **b) Committees**

The Board is empowered to delegate all or any of its powers to Committees. Their composition is set out on the second page.

The Benefits & Services Committee is responsible for granting financial assistance to beneficiaries and monitoring the development of new services. It must consist of no fewer than three and not more than nine members of whom at least two must be Members of the Board of Management, who shall be Chair and Deputy Chair of the Committee. Members of the Committee are appointed by the Board.

The Finance & General Purpose Committee is responsible for overseeing the management of the RBF's investment portfolio within agreed parameters established by the Board and recommending the appointment of investment managers. It also has oversight of the RBF's finances. It must consist of no fewer than three and not more than six members, at least two of whom shall be members of the Board of Management.

The Fundraising Committee was formed in 2021. Its purpose is to support the work of the RBF fundraising team and to monitor progress and delivery against the fundraising strategy. It must consist of no fewer than two trustees and can involve other experts from the across the industry who can bring fundraising and engagement opportunities to the organisation.

The Nominations & Remuneration Committee is responsible for considering the skills and experience required and for providing advice on the appointment of nominated individuals to the Board of Management, all Committees and the Chief Executive of the charity. It must consist of no fewer than two and not more than four members.

The remuneration of key management personnel is set by the Board, with the policy objective of providing appropriate incentives to encourage enhanced performance and of rewarding them fairly and responsibly for their individual contributions to the Charity's success. The appropriateness and relevance of the remuneration policy is reviewed annually, including reference to comparisons with other charities to ensure that the Charity remains sensitive to the broader issues of pay and employment conditions elsewhere.

The Irish Committee is responsible for granting financial assistance in the Republic of Ireland. It consists of no fewer than three members of whom at least one must be a Member of the Board of Management.

# **RAILWAY BENEVOLENT INSTITUTION**

## **( KNOWN AS THE "RBF")**

### **REPORT (CONTINUED)**

#### ***FOR THE YEAR ENDED 31 DECEMBER 2021***

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The Scottish Committee was reconstituted as a liaison committee in 2021. It is responsible for raising awareness and funds within the region of Scotland. Scottish beneficiary awards are made using the due process in place for all RBF awards, via both the mechanism of the Services Team delegated authority and the Benefits and Services Committee.

#### **c) Administration**

The administration of the RBF is overseen by the Chief Executive who also holds the role of secretary. The administrative functions are separated out into services, fundraising, and marketing together with finance and administrative support.

Grant making is overseen by the Benefits & Services Committee, with the services team now making decisions on most grants on a delegated basis which has led to a significant reduction in the time taken for those in hardship to receive assistance.

Processes are in place to ensure that expenditure and performance is monitored, and that appropriate management information is prepared and reviewed regularly by the Board. The systems of internal control are designed to provide reasonable assurances against material misstatement or loss. These include:

- an annual budget approved by the Board;
- regular consideration by the Board of actual and forecast financial results, variances from budget and non-financial performance indicators;
- delegation of day to day management authority;
- identification and management of risks.

All the RBF's governance arrangements are reviewed annually.

#### **Policies**

##### **a) Reserves Policy**

The RBF's reserves policy takes into account the Board's forecast for future income and expenditure, including the potential for fund raising. In formulating the policy the Board determined that reserves are required to provide contingency to ensure continuity in the event of a large variation in the Board's income for any one year equivalent to one year's expenditure and to meet the Board's potential future liabilities in respect of quarterly grants. The Board determined in 2021 that the reserves should be maintained at a minimum amount of £675k (2020: £675k).

At 31 December 2021 the RBF's unrestricted reserves totalled £3,043k (2020: £2,919k).

The Board continues to work on increasing its fundraising activities to bring the income and expenditure account into balance year on year, whilst as far as possible maintaining grant giving at current levels as well as developing its services.

##### **b) Investment Policy**

The RBF's investment policy has been formulated after taking full account of Part II of the Trustee Act 2000 and the advice of our Investment Managers. The policy seeks to achieve the efficient and prudent management of the RBF's investments with the aim of maximising the return on these investments given the agreed risk level.

Investment performance is reviewed by the Finance and General Purpose Committee who report to the Board every quarter and the Investment Managers are required to attend a Board Meeting at least once a year.



**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF")  
REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**c) Risk Management**

The Board reviews the risks to which the RBF is exposed on an annual basis, including a detailed exercise carried out in early 2021. The major financial risk remains volatility in investment markets. Systems have been established to monitor this, including quarterly reports and assessments being provided by our Investment Managers, Rathbones. Our investment strategy allows for an agreed level of risk and volatility given the long-term nature of the investment: it is the underlying trends and performance over time that is important. As a matter of Board policy, no use is made of any financial derivative products. Other key risks identified related to GDPR, cyber security, the current funding shortfall and resource levels.

**d) Grant Making Policies**

Grant making is overseen by the Benefits & Services Committee, with the services team making decisions on most grants on a delegated basis. which led to a significant reduction in the time taken for those in hardship to receive assistance. This has reduced the time taken for decisions from 18 days in 2019 to 12 days in 2021.

The criteria for awarding grants, used by the Benefits & Services Committee and the Irish Management Committee, are reviewed by the Board annually. All applications received are carefully vetted by RBF staff. Responsibility for many grant awards is delegated to staff, although all quarterly grants and those that are sensitive or of high value (above £1,500) are considered at Committee Meetings. Quarterly Grants and on-going grants are reviewed at least every two years. A brief description of each type of grant awarded is set out in Note 9 to the Accounts.

# **RAILWAY BENEVOLENT INSTITUTION ( KNOWN AS THE "RBF") REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021**

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## **Review of the Year**

The Covid-19 crisis in 2020 became the catalyst for many charities to re-assess their funding and service provision. RBF was no exception. The changes made provided a strong foundation to allow us not only to providing a full range of services in 2021 but also to make progress on some key strategic initiatives which were encompassed in a new four-year strategy ratified by the Board in December 2020. Embedded within the strategy is a clear commitment to developing services aimed at early detection and intervention across a wide range of provisions, especially for current railway staff. Alongside this is the recognition of a need to develop a targeted marketing strategy to promote the new services and the need for a stronger technology platform to support our long-term ambitions. Good progress was made in 2021 evaluating options allowing implementation, which will continue throughout much of 2022, to commence in early 2022. The Board recognises that engaging and mobilising the support of the wider Rail Industry was and remains a priority. The Board of Management continues to pay due regard to its underlying constitution and guidance issued by the Charity Commission in deciding what activities the charity should undertake.

During 2021, the Board and staff team worked together to devise a three-year Fundraising Strategy. A new Fundraising Sub-Committee, comprised of trustees and external advisors, was established to support the delivery of this. Although some of our traditional income streams were adversely affected by the pandemic, notably from events, the response to our Covid campaigns was very encouraging. This resulted in a noticeable increase in individual donations during 2021. The RBF team astutely judged the mood of the industry when devising fundraising campaigns, including the inaugural Railway Family Week, which raised in excess of £50k. The Christmas campaign of 2021 was the most successful ever in fundraising terms and the team are planning to develop fundraising ideas throughout 2022.

We recognised the changing demands on our services caused by the pandemic, which resulted in some key innovations. A significant one was the RBF Home Schooling Campaign directly in response to the many new challenges caused by lockdown together with an increased awareness of 'technology poverty'. The RBF's resulting campaign which ran for one month in early 2021 resulted in 102 successful applications from current railway employees and total spend of £40k on laptops, printers and tablets. This showcases our determination to be nimble and responsive regardless of the challenges thrown at us.

Whilst there was an operating deficit in 2021, this was anticipated by the Board when approving the budget for the year. In terms of assets, the deficit was more than offset by an increase in the value of the investment portfolio resulting in the total value of the fund being £4.14m at 31 December 2021 (2020: £3.89m).

Despite the operating deficit, the Board of Management is committed to developing its services in line with the strategy and its mission to increase its reach and relevance within the rail industry. It is only through providing contemporary and relevant services to potential beneficiaries that RBF will garner sufficient external support, funding and engagement to allow us to support the wider railway family sustainably.

Although continuing operating deficits at the level seen in 2021 are not sustainable in the long-term, the Board has signalled its readiness to continue to invest in the short-term, with the aim of securing longer-term benefits. Two main areas of agreed investment are the RBF IT infrastructure and the development of early intervention services - projects which the Board consider to be essential to the future success of the charity.

The Board continues to review both income and expenditure carefully and, while willing to support a further operating deficit in 2022, expects to see progress in terms of starting to bridge the gap between income and expenditure in the next two years.

**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF")  
REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**The Financial Results**

For the year ended 31 December 2021 the RBF had net expenditure (i.e. a net deficit) before other recognised gains and losses (i.e. before Investment gains/losses) of £228,824 (2020: £200,558) as set out in the Statement of Financial Activities on page 14.

Total income was £404,636 (2020: £330,364), an increase of £74,272 compared to the previous year. The principal reason for this increase was due to increased individual and corporate donations and fund-raising events.

Total expenditure was £633,460 (2020: £530,922) an increase of £102,538 compared to the previous year, driven by an increase in charitable activities, notably the Home Schooling Fund, and higher marketing with the increased emphasis on events as Covid Restrictions began to ease.

The cost of raising funds totalled £120,902 (2020: £118,232), an increase of £2,670. This includes publicity, fund raising consultancy, event management costs and support costs. A breakdown of the costs of raising funds is set out in Note 6 to the Accounts.

Expenditure on charitable activities totalled £512,558 (2020: £412,690), an increase of £99,868 This includes grant expenditure of £281,202 (2020: £231,695). A brief description of each type of grant is set out in Note 8 to the Accounts.

Governance Costs totalled £37,748 (2020: £26,705). This relates to the general running of the charity and includes external audit, insurance costs, legal advice for trustees and costs associated with constitutional and statutory requirements such as the cost of trustee meetings and preparing the statutory accounts, plus a share of support costs. See Note 10 to the Accounts.

Support Costs are allocated across the RBF's principal activities in line with the SORP and totalled £278,568 (2020: £241,126).

Investment performance in 2021 comprised investment gains of £474,896 (2020: gains of £249,422).

At 31 December 2021 the RBF's Net Assets were £4,138,576 (2020: £3,892,504) including investments of £3,876,668 (2020: £3,770,482) and cash balances of £348,165 (2020: £226,788).

# **RAILWAY BENEVOLENT INSTITUTION ( KNOWN AS THE "RBF") REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021**

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## **Services & Grants**

Expenditure on grants in 2021 was £281k (2020: £231k). The net increase was mainly in relation to the Home-Schooling Fund of £40k (2020: £nil). In line with the Committee's objective, there continued to be a reduction in Quarterly Grants.

RBF awarded 265 grants in 2021, reaching more beneficiaries than previous years. The overall total beneficiaries reached was 857. This is an increase of 55% compared to 551 beneficiaries reached in 2020. The success of the Home Schooling and Children's fund grants have contributed to the increase. 75% of all applications received in 2021 were from current railway workers, a significant difference compared to 45% in 2020.

The Child Care Grant, Webb and McIntosh Funds focus on providing regular and one-off grants for the needs of children of current and former employees. There were 154 beneficiaries of the McIntosh Fund which provides Christmas presents for the children of those families who we helped in 2021, a significant increase from 96 in 2020.

The Crewe team continues to work with the Scottish Committee to consider how the take-up of grants in Scotland can be increased, and are identifying how publicity around the Children's Fund and other initiatives can be improved.

## **Fundraising & Marketing**

Fundraising activities during 2021 continued to be disrupted by the pandemic but to a lesser extent than in 2020 and we were able to reintroduce the annual golf day.

We were delighted with the success of the 2021 Railway Family Week and Christmas campaign which built on the foundations laid in the past two years and generated much-needed funds.

## **Acknowledgements**

We acknowledge the generous support we receive from railway companies and supply chain partners.

We would also like to thank those grant awarding bodies who so generously supported the work of RBF during 2021. The Civil Service Insurance Society (CSiS) Charity Fund renewed its grant within the year and we are extremely grateful for their generous £20,000 grant. CSiS supports workers from across the spectrum of public services including the Rail Industry. CSiS continues to take considerable interest in the work of the RBF and has been a consistent source of support and guidance on the Charity's development, particularly in supporting collaboration with other funded charities regarding the provision of services. We would also like to acknowledge the funding received from the Thales Foundation and the Rail Homes Housing Association.

We wish to thank to all our corporate and individual supporters over the year who have donated auction and raffle items and their time to support our events and campaigns. We are grateful to the organisations who have held raffles to benefit us at their annual dinners and award presentations and to those who have invited us to their team meetings, wellbeing days and exhibitions to raise our profile. We are also thankful to those who have supported our annual golf day, our new fundraising initiatives during the year such as Railway Family Week and sponsorship of our Heart of Gold Awards and those who offered their accommodation for meetings.

The Board thanks all those who have given so generously and enabled the RBF to pursue its work. We thank HM The Queen for her donation. Other fundraising income came from the generosity of individuals donating from their salaries and pensions. As always, we received a number of donations from the families, friends and colleagues of former railway staff who passed away during the year, who remember their loved ones by supporting their colleagues across the railway family.

Regular giving has decreased within the year, potentially reflecting the changing demographic of those that provide support via payroll, and emphasising the need to increase regular payroll and standing order giving among younger current staff. Payroll giving is concentrated however in a small number of rail employers including Irish Rail and Merseyrail where a significant proportion of staff provide regular donations to the RBF.

**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF")  
REPORT (CONTINUED)  
*FOR THE YEAR ENDED 31 DECEMBER 2021***

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The Board's overall objective remains securing the charity's future by achieving a minimal funding gap, in order to enable the RBF to continue helping railway people in need. Our aim will be to adopt a dual approach when developing and offering services to current rail employees with an aim to promote financial support and payroll giving in parallel.

The work of RBF is, like most railway organisations, a team effort, and relies on the enthusiasm of its staff and volunteers. Thanks are due to our team in the RBF office at Crewe for their hard work and to the Board of Management, for their on-going support and guidance in ensuring that RBF continues to develop. We must thank the members of our Committees - the Benefits and Services Committee, the Nominations and Governance Committee, the Finance & General Purpose Committee, the Fundraising Committee, the Scottish and Irish Management Committees who give so freely of their time in support of the RBF.

We are extremely grateful for the enthusiastic support from our President, Pete Waterman. Pete has continued to work closely with the RBF team to engage with railway staff and raise the profile of the RBF and thanks are due to the many people providing valuable assistance to these initiatives.

Claire Houghton joined the RBF, in the first lockdown, as CEO in April 2020. Despite the many challenges caused by the pandemic Claire has provided inspirational leadership on the development of the charity's strategy and plans, our detailed re-evaluation of risks and their management, our flexible response to the coronavirus crisis and to expanding the team to cope with the evolution of the business in line with our strategic aims.

The many successes would not have been possible without the hard work and collaborative approach adopted by every member of the RBF team who responded so well to the challenges caused by the pandemic. For the past two years much work was done from home although office attendance was maintained to ensure, amongst other things, that grant requests were responded to in a timely way. More recently there has been a return to the office and hybrid working arrangements are now a key part of the working week for the team. The commitment, ingenuity and flexibility of the team demonstrates that the RBF is in very safe and capable hands. Thanks are also due to those team members who are driving forward the strategic initiatives alongside their day-to-day roles.

# **RAILWAY BENEVOLENT INSTITUTION ( KNOWN AS THE "RBF") REPORT (CONTINUED)**

## **FOR THE YEAR ENDED 31 DECEMBER 2021**

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### **The Year Ahead**

One of our biggest future challenges is to ensure we remain responsive to the needs of current, former and retired rail staff and their families, including the provision of valuable financial support to those in extreme hardship. We are working hard to implement our strategy to transition from a charity primarily providing direct financial assistance to one that reflects a holistic approach to service delivery for those in need; whilst also addressing our funding shortfall.

Our plans in the past two years were clearly affected significantly by the coronavirus pandemic. Our fortunes are also linked closely to those of the wider rail industry which has seen significant changes in franchising arrangements such that train operating companies (TOCs) have moved back under government control with franchise companies operating on management contracts. TOCs have traditionally been an important source of corporate donations for the RBF and it is uncertain how these franchise changes will impact on our corporate income streams.

Despite these challenges, RBF remains committed to its core objective to help the railway family in these unprecedented times through our well-established grant programme and access to advice. Indeed, it is likely that the need for the help and support we are able to provide is greater now than at any stage in contemporary times. The RBF team has adapted and is continuing to provide a full service to beneficiaries while hybrid working from the office and home, and their efforts during this time are greatly appreciated.

It is not possible at this stage to assess accurately the medium-term adverse impacts to many of our traditional income streams, as outlined above. Our reserves are relatively strong however and well in excess of the minimum set out in our reserves policy. The development of a robust and targeted fundraising strategy aims to increase and diversify our income over the next 3-5 years. We are therefore able to continue providing a full service in the short-term, when there may well be an increase in demand for our services, and we are working within the rail industry to achieve this. At the same time the Board recognises the need to tackle the gap between income and expenditure.

### **Conclusion**

Although 2021 was extremely challenging, progress continues to be made in our strategic goals, including the development of service initiatives to complement our traditional grant-giving role and enhancing our IT infrastructure and capabilities.

Our response to the coronavirus crisis, including the Home-Schooling Campaign, serves as a clear reminder that our ongoing challenge remains to develop flexible, sustainable services that meet our ever-changing environment. Our principal purpose remains as ever: to provide responsive, high quality support to the railway's biggest asset, its staff, both in the short term and in due course as we emerge from the pandemic.

The report was approved by the Board of Management.



Tim Shoveller  
**Chairman of the Board**

24 June 2022

**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF")  
STATEMENT OF RESPONSIBILITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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The board of management is responsible for preparing the 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 England and Wales and in Scotland requires the board of management 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 year.

In preparing these financial statements, the board of management is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The board of management is responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) 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.

The trustees 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 and dissemination of financial statements may differ from legislation in other jurisdictions

# **RAILWAY BENEVOLENT INSTITUTION ( KNOWN AS THE "RBF") INDEPENDENT AUDITOR'S REPORT**

## **TO THE BOARD OF MANAGEMENT OF RAILWAY BENEVOLENT INSTITUTION**

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### **Opinion**

We have audited the financial statements of Railway Benevolent Institution (the 'charity') for the year ended 31 December 2021 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the board of management with respect to going concern are described in the relevant sections of this report.

### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The board of management are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.



**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF")  
INDEPENDENT AUDITOR'S REPORT (CONTINUED)  
TO THE BOARD OF MANAGEMENT OF RAILWAY BENEVOLENT INSTITUTION**

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**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 and the Charities Accounts (Scotland) Regulations 2006 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the report; or
- sufficient and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of board of management**

As explained more fully in the statement of responsibilities, the board of management is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the board of management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the board of management are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the board of management either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 145 of the Charities Act 2011 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

As part of our planning process:

- we enquired of management the systems and controls the charity has in place, the areas of the financial statements that are most susceptible to the risk of irregularities and fraud, whether there was any known, suspected or alleged fraud. the charity did not inform us of any known, suspected or alleged fraud.
- We obtained an understanding of the legal and regulatory frameworks applicable to the charity. We determined that the following were most relevant: the Charity SORP. FRS 102, Charities Act 2011, and the Charities and Trustee Investment Act (Scotland) 2005.
- We considered the incentives and opportunities that exist in the charity, including the extent of management bias, which present a potential for irregularities and fraud to be perpetuated, and tailored our risk assessment accordingly.

Using our knowledge of the charity, together with the discussions held with the charity at the planning stage, we formed a conclusion the risk of misstatement due to irregularities including fraud and tailored our procedures according to this risk assessment.

**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF")  
INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

**TO THE BOARD OF MANAGEMENT OF RAILWAY BENEVOLENT INSTITUTION**

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The key procedures we undertook to detect irregularities including fraud during the course of the audit included:

- Identifying and testing journal entries and the overall accounting records, in particular those that were significant and unusual.
- Reviewing the financial statement disclosures and determining whether accounting policies have been appropriately applied.
- Reviewing and challenging the assumptions and judgements used by management in their significant accounting estimates.
- Assessing the extent of compliance, or lack of, with relevant laws and regulations.
- Assessing the validity of the classification of income, expenditure, assets and liabilities between unrestricted and restricted funds.
- Obtaining third party confirmation of material bank balances and investment valuations.
- Documenting and verifying all significant related party balances and transactions.
- Reviewing documentation such as charity board minutes for discussions of irregularities including fraud.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*Geens Limited*

24 June 2022

**Chartered Accountants  
Statutory Auditor**

Geens Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

**RAILWAY BENEVOLENT INSTITUTION**  
**( KNOWN AS THE "RBF" )**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £	Total 2020 £
<b><u>Income and endowments from:</u></b>						
Donations and legacies	3	257,506	161	-	257,667	216,571
Charitable activities	4	55,539	-	-	55,539	23,096
Investments	5	69,204	-	22,226	91,430	80,697
Other income	7	-	-	-	-	10,000
<b>Total income and endowments</b>		<b>382,249</b>	<b>161</b>	<b>22,226</b>	<b>404,636</b>	<b>330,364</b>
<b><u>Expenditure on:</u></b>						
Raising funds	6	114,770	-	6,132	120,902	118,232
Charitable activities	8	512,558	-	-	512,558	412,690
<b>Total expenditure</b>		<b>627,328</b>	<b>-</b>	<b>6,132</b>	<b>633,460</b>	<b>530,922</b>
Net gains/(losses) on investments	13	345,966	-	128,930	474,896	249,422
<b>Net incoming resources before transfers</b>		<b>100,887</b>	<b>161</b>	<b>145,024</b>	<b>246,072</b>	<b>48,864</b>
Gross transfers between funds		22,226	-	(22,226)	-	-
<b>Net movement in funds</b>		<b>123,113</b>	<b>161</b>	<b>122,798</b>	<b>246,072</b>	<b>48,864</b>
Fund balances at 1 January 2021		2,919,562	7,901	965,041	3,892,504	3,843,640
<b>Fund balances at 31 December 2021</b>		<b>3,042,675</b>	<b>8,062</b>	<b>1,087,839</b>	<b>4,138,576</b>	<b>3,892,504</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**RAILWAY BENEVOLENT INSTITUTION**  
**( KNOWN AS THE "RBF" )**  
**BALANCE SHEET**  
**AS AT 31 DECEMBER 2021**

	Notes	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Investments	14		3,876,668		3,770,482
<b>Current assets</b>					
Debtors	15		19,512		11,180
Cash at bank and in hand			348,165		226,788
			367,677		237,968
<b>Creditors: amounts falling due within one year</b>	16		(105,769)		(115,946)
Net current assets			261,908		122,022
<b>Total assets less current liabilities</b>			4,138,576		3,892,504
<b>Capital funds</b>					
Endowment funds - general	18		1,087,839		965,041
<b>Income funds</b>					
Restricted funds	21		8,062		7,901
<u>Unrestricted funds</u>					
Designated funds	20		68,149		88,094
General unrestricted funds			2,974,526		2,831,468
			3,042,675		2,919,562
			4,138,576		3,892,504

The financial statements were approved by the Board of Management on 24 June 2022

Tim Shoveller  
**Chairman of the Board**



Frank Johnson  
**Trustee**



# **RAILWAY BENEVOLENT INSTITUTION ( KNOWN AS THE "RBF") NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021**

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## **1 Accounting policies**

### **Charity information**

Railway Benevolent Institution is an incorporated charity, (Charity No.206312), registered in England & Wales and is also registered in Scotland (Charity No. SC039550). The charity's registered address and principal place of business is 1st Floor, Millennium House, 40 Nantwich Road, Crewe, CW2 6AD.

### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, or transaction value unless otherwise stated in the relevant accounts policy note. The principal accounting policies adopted are set out below.

### **1.2 Going concern**

At the time of approving the financial statements, the board of management has a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the board of management continues to adopt the going concern basis of accounting in preparing the financial statements.

### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the board of management in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF")  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**1 Accounting policies**

**(Continued)**

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from other sources is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of the charity's activities.

**1.5 Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities.

The cost of Raising Funds include costs of generating voluntary income, fund raising trading and investment fees, plus a share of support costs. The costs of generating voluntary income do not include the costs of disseminating information in support of the charitable activities.

Charitable Activities comprise grants made plus a share of support costs. All grants are paid in accordance with the RBF'S Royal Charter, Rules and Bye-laws. Grants are accounted for only when paid with the exception of Quarterly Grants which are accrued to the end of the year and pledges made in respect of Single Benevolent Grants which are dependent on specific conditions which fall outside the control of the charity. No provision is included in respect of Quarterly Grants or Residential Care Grants for future years.

Governance costs are those associated with the governance arrangements of the charity which relate to the general running of the charity. This includes internal and external audit, insurance costs, legal advice for trustees and costs associated with constitutional and statutory requirements such as the cost of trustee meetings and preparing the statutory accounts, plus a share of support costs.

Support costs are those costs incurred in the support of the fund raising, governance and charitable activities which cannot be directly attributed. They have been attributed to activities as described in the notes to the financial statements.

**1.6 Tangible fixed assets**

Tangible fixed assets costing more than £5,000, are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	3 Years straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF")  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**1 Accounting policies (Continued)**

**1.7 Fixed asset investments**

Investments are stated at market value. Realised gains and losses are calculated as the difference between sales proceeds and their market value at the start of the year, or subsequent cost on purchase. Unrealised gains and losses represent the movement in market value during the year. Realised and unrealised gains and losses are combined in the appropriate section of the SOFA.

**1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.9 Financial instruments**

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**1.12 Foreign exchange**

Transactions in currencies other than pounds sterling are recorded at the rates of exchange prevailing at the dates of the transactions. At each reporting end date, monetary assets and liabilities that are denominated in foreign currencies are retranslated at the rates prevailing on the reporting end date. Gains and losses arising on translation are included in net income/(expenditure) for the period.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the board of management is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

At the year end there were no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF")  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**3 Donations and legacies**

	Unrestricted funds	Restricted funds	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Donations and gifts	257,506	161	257,667	216,571
<b>Donations and gifts</b>				
Regular Giving	82,411	-	82,411	85,814
Individuals	63,619	-	63,619	47,600
Civil Service Insurance Society	20,000	-	20,000	30,000
Railway Companies	44,705	-	44,705	10,816
Other businesses and charitable bodies	16,874	-	16,874	17,154
Legacies	18,603	-	18,603	14,220
Gift Aid	11,294	161	11,455	10,967
	<u>257,506</u>	<u>161</u>	<u>257,667</u>	<u>216,571</u>

Regular Giving comprises regular payments made by current employees of railway companies through their company payroll and by former railway employees through the pensions payroll system or by standing order.

Individual donations includes generous donations from the families, friends and colleagues of former railway staff who have passed away and monies by collections made at Railway Staff Clubs, at BTPF branches, and a donation from HM The Queen.

**4 Charitable activities**

	Charitable Income 2021	Charitable Income 2020
	£	£
Fund-raising events and awards	55,539	23,096
	<u>55,539</u>	<u>23,096</u>



**RAILWAY BENEVOLENT INSTITUTION**  
**( KNOWN AS THE "RBF" )**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**5 Investments**

	Unrestricted funds	Endowment funds general	Total	Total
	2021 £	2021 £	2021 £	2020 £
Income from listed investments	69,022	22,226	91,248	80,640
Interest receivable	182	-	182	57
	<u>69,204</u>	<u>22,226</u>	<u>91,430</u>	<u>80,697</u>
<b>For the year ended 31 December 2020</b>	<u><u>61,620</u></u>	<u><u>19,077</u></u>		<u><u>80,697</u></u>

**6 Raising funds**

	Unrestricted funds	Endowment funds	Total	Total
	2021 £	2021 £	2021 £	2020 £
<u>Fundraising and publicity</u>				
Staging fundraising events	7,460	-	7,460	5,737
Support costs	84,960	-	84,960	86,836
	<u>92,420</u>	<u>-</u>	<u>92,420</u>	<u>92,573</u>
Investment management costs	22,350	6,132	28,482	25,659
	<u>114,770</u>	<u>6,132</u>	<u>120,902</u>	<u>118,232</u>
<b>For the year ended 31 December 2020</b>				
Fundraising and publicity	92,573	-		92,573
Investment management	20,078	5,581		25,659
	<u>112,651</u>	<u>5,581</u>		<u>118,232</u>

**RAILWAY BENEVOLENT INSTITUTION**  
**( KNOWN AS THE "RBF" )**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**7 Other income**

	<b>Total</b>	Unrestricted funds
	<b>2021</b>	2020
	£	£
Other income	-	10,000
	<u>          </u>	<u>          </u>

**8 Charitable activities**

	<b>Charitable Expenditure</b>	<b>Charitable Expenditure</b>
	<b>2021</b>	<b>2020</b>
	£	£
Grant funding of activities (see note 9)	281,202	231,695
Share of support costs (see note 10)	193,608	154,290
Share of governance costs (see note 10)	37,748	26,705
	<u>          </u>	<u>          </u>
	<u>512,558</u>	<u>412,690</u>

**9 Grants payable**

	<b>Charitable Expenditure</b>	Charitable Expenditure
	<b>2021</b>	2020
	£	£
Grants to institutions:		
Quarterly Grants	36,399	55,200
Single Benevolent Grants	155,756	144,479
Webb Fund Grants	24,694	25,703
Child Care Grants	200	800
Children's Fund (Other Charitable Grants)	8,810	1,420
Discretionary Grants (Other Charitable Grants)	800	4,093
Emergency Grants	1,630	-
Citizens Advice/Legal referrals	1,620	-
Home Schooling Fund	39,795	-
Partnerships	5,640	-
Other Grants	5,858	-
	<u>          </u>	<u>          </u>
	<u>281,202</u>	<u>231,695</u>

**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF")  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

---

**9 Grants payable**

**(Continued)**

**Quarterly Grants**

An annual monetary grant (paid quarterly) where a continuing need is identified. Quarterly grants are being phased out.

**Single Benevolent Grants**

One off grant of up to £3,000 to alleviate financial hardship. This grant can support, but not limited to, costs relating to priority debts, financial hardship, white goods and household items, funeral costs, and costs of disability equipment.

**Webb Fund Grants**

These grants continue the work of the Webb Orphans Fund which was transferred into the RBF during 2002. They are quarterly payments to assist the parents of dependent children where a continuing need has been identified.

**Child Care Grants**

A grant for child related expenses such as disability equipment, clothing and furniture.

**Other Charitable Grants (Family Support Fund & Discretionary Grants) - £9,610 (2020: £5,513)**

**1) Children's Fund - £8,810 (2020: £1,420)**

Children's Fund is a small grants programme (up to £300) that provides support to current railway staff with dependent children where the annual gross household income does not exceed £40,000. This fund can support with child related expenses e.g., school trips, children's activities, clubs, school uniform. The Children's Fund was rebranded from the previous Family Support Fund.

**2) Discretionary Grants - £800 (2020: £4,093)**

A one-off discretionary grant with a maximum award of £400 accessible to former quarterly grant recipients and SBG applicants once they have reached their maximum award limit. Discretionary grants can also be paid if an SBG has not met full need.

**3) MacIntosh Grants**

A one-off voucher of £40 per child at Christmas for applicants with dependent children who have accessed RBF support through other grant schemes within the year.

**Emergency Grants**

A small one-off grant of £250 to those that require short term immediate assistance for expenses such as electricity or food.

**Citizens Advice/Legal referrals.**

A partnership with Citizens Advice (CA) to offer free, confidential advice for debt, benefits and budgeting. The team will make a referral to CA who will then contact the client to help with further support. Legal referrals will be made to Law Express to offer legal advice.

**Home Schooling Fund**

A campaign that launched from January to February 2021 in response to the lockdown in the UK. This fund helped families where children were being home schooled during lockdown. The fund helped to provide laptops, printers or tablets to those in need.

**Partnerships**

Law Express - maintain RBF legal Advice app and access to legal specialists through their helpline.  
Citizens Advice Manchester - referrals to debt specialists offering support listed above.

**RAILWAY BENEVOLENT INSTITUTION**  
**( KNOWN AS THE "RBF" )**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**10 Support costs**

	<b>Support costs</b>	<b>Governance costs</b>	<b>Total</b>	<b>Support costs</b>	<b>Governance costs</b>	<b>Total</b>
	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2020</b>	<b>2020</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff costs	196,965	21,410	218,375	178,303	12,583	190,886
Information technology	14,575	1,619	16,194	15,694	1,744	17,438
Marketing	48,932	-	48,932	26,964	-	26,964
Other costs	18,096	4,252	22,348	20,165	1,677	21,842
Audit Fees	-	4,740	4,740	-	4,987	4,987
Accountancy	-	1,140	1,140	-	1,158	1,158
Insurance	-	2,572	2,572	-	1,786	1,786
Other direct costs	-	2,015	2,015	-	2,770	2,770
	<u>278,568</u>	<u>37,748</u>	<u>316,316</u>	<u>241,126</u>	<u>26,705</u>	<u>267,831</u>
Analysed between						
Fundraising	84,960	-	84,960	86,836	-	86,836
Charitable activities	193,608	37,748	231,356	154,290	26,705	180,995
	<u>278,568</u>	<u>37,748</u>	<u>316,316</u>	<u>241,126</u>	<u>26,705</u>	<u>267,831</u>

**11 Board Of Management**

Neither Board Members or any persons connected with them received any remuneration during the year (2020: £nil). The aggregate amount of expenses reimbursed to one (2020: one) Board Member(s) during the year amounted to £62 (2020: £189).

**12 Employees**

The average monthly number of employees during the year was:

	<b>2021</b>	<b>2020</b>
	<b>Number</b>	<b>Number</b>
Management and administration	8	8
<b>Employment costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	192,744	170,640
Social security costs	13,890	11,881
Other pension costs	11,741	8,365
	<u>218,375</u>	<u>190,886</u>

**RAILWAY BENEVOLENT INSTITUTION**  
**( KNOWN AS THE "RBF" )**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**12 Employees**

**(Continued)**

The Key Management Personnel are the members of the Senior Management Team. The Senior Management Team was officially formed in December 2021, took effect from January 2022 and consists of the Chief Executive, Finance Manager, Fundraising Manager and Welfare Services Manager. In the year 2020, the Senior Management Team only consisted of the Chief Executive.

The total employee benefits of the key management personnel of the charity was £54,069 (2020: £38,958). These figures only consist of the Chief Executive as the others in the Senior Management Team did not start until January 2022.

There were no employees whose annual remuneration was more than £60,000.

**13 Net gains/(losses) on investments**

	Unrestricted funds	Endowment funds	Total	Total
	2021 £	2021 £	2021 £	2020 £
Gain/(loss) on investments	345,966	128,930	474,896	249,422
<b>For the year ended 31 December 2020</b>	<u>187,653</u>	<u>61,769</u>		<u>249,422</u>

**14 Fixed asset investments**

	Listed investments £
<b>Cost or valuation</b>	
At 1 January 2021	3,770,482
Additions	399,839
Realised gain/(loss)	82,925
Unrealised gain/(loss)	391,971
Disposals	(768,549)
At 31 December 2021	<u>3,876,668</u>
<b>Carrying amount</b>	
At 31 December 2021	<u>3,876,668</u>
At 31 December 2020	<u>3,770,482</u>

**RAILWAY BENEVOLENT INSTITUTION**  
**( KNOWN AS THE "RBF" )**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

<b>15 Debtors</b>		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>			
Trade debtors		10,094	3,109
Prepayments and accrued income		9,418	8,071
		<u>19,512</u>	<u>11,180</u>
		<u><u>19,512</u></u>	<u><u>11,180</u></u>
<b>16 Creditors: amounts falling due within one year</b>		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	<b>Notes</b>		
Deferred income	<b>17</b>	8,425	15,557
Trade creditors		6,369	4,450
Accruals for grants payable		73,737	78,829
Accruals		17,238	17,110
		<u>105,769</u>	<u>115,946</u>
		<u><u>105,769</u></u>	<u><u>115,946</u></u>
<b>17 Deferred income</b>		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
Other deferred income		8,425	15,557
		<u>8,425</u>	<u>15,557</u>
		<u><u>8,425</u></u>	<u><u>15,557</u></u>

**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF" )  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**18 Endowment funds**

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Balance at 1 January 2020		Movement in funds				Movement in funds				Balance at 31 December 2021		
	£	£	Incoming resources	Resources expended	Transfers	Revaluations gains and losses	Balance at 1 January 2021	Incoming resources	Resources expended	Transfers	Revaluations gains and losses	£	£
<b>Permanent endowments</b>													
Webb Fund	776,471	16,298	16,298	(4,768)	(16,298)	52,772	824,475	18,989	(5,238)	(18,989)	110,150	929,387	
Proprietary Annuities Fund	89,445	1,877	1,877	(549)	(1,877)	6,079	94,975	2,187	(603)	(2,187)	12,689	107,060	
Langton Home Fund	33,276	699	699	(205)	(699)	2,262	35,334	814	(225)	(814)	4,721	39,830	
General Webster Wright Fund	9,661	203	203	(59)	(203)	656	10,258	236	(65)	(236)	1,370	11,563	
	908,853	19,077	19,077	(5,581)	(19,077)	61,769	965,041	22,226	(6,132)	(22,226)	128,930	1,087,839	

**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF" )  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**18 Endowment funds**

**(Continued)**

The permanent endowment known as the Webb Fund is that portion of the net assets of the Webb Orphan's Fund which originated from monies bequeathed to the Fund at its inception in 1906 by Francis William Webb, a former Chief Mechanical Engineer of the London and Western Railway Company. The Webb Orphans' Fund was transferred to the RBF on 1st July 2002. No restrictions were placed on the use of the income from the Webb Fund by the Commissioners, but since its transfer the RBF's Board of Management has continued to use the income in support of children of railway families who are in need.

The Proprietary Annuities Fund is a separately registered Scheme, the Trustee of which is the Institution. There are no restrictions on the use of income deriving from this Fund within the objects of the RBF, but as in previous years the income has been used to provide quarterly grants.

The Langton Home Fund is a separately registered charity (No. 234581) , of which the RBF was appointed the Trustee by the Charity Commissioners on 5 January 1972. Income from this fund must be used in support of children " whose fathers have been killed or permanently disabled whilst working on the railway" , or failing that in support of any other children who are in need.

The General Webster Wright Fund originates from a donation made by the London and North Eastern Railway in 1942. The income from this fund must be used for the general care and educational assistance of children of railwaymen.

Income from the Webb Fund and Proprietary Annuities Fund which is not restricted has been transferred to unrestricted.

**19 Retirement benefit schemes**

**Defined contribution schemes**

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.



**RAILWAY BENEVOLENT INSTITUTION  
( KNOWN AS THE "RBF" )  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**20 Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 January 2020		Movement in funds			Movement in funds			Balance at 31 December 2021	
	£	£	Incoming resources	Resources expended	Revaluations, gains and losses	Incoming resources	Resources expended	Revaluations, gains and losses	£	£
St Christopher's Fund	60,400	1,252	1,252	(4,892)	3,783	1,432	(1,000)	-	7,174	68,149
The Sheppard Education Fund	25,431	527	527	-	1,593	651	-	(31,467)	3,265	-
	85,831	1,779	1,779	(4,892)	5,376	2,083	(1,000)	(31,467)	10,439	68,149

The St Christopher's Fund has been designated by the Board of Management for the benefit of dependent children. It was formed from the JS Forbes, LM Appeal Committee and G Bass Funds previously associated with St Christopher's Railway Orphanage to provide for the care and maintenance of children (including educational needs) and from legacies made by E Little and LA Maffey in 1994/95 where the donors expressed a preference for the monies to be used for the benefit of children.

The Sheppard Education Fund was created following the transfer of all the remaining assets of the Sheppard Education and Training Trust to the RBF on 21st April 2011 on the understanding that the funds and any associated income will be used for the relief of necessitous Railwaymen, their spouses or children and for the promotion of education and training for the public benefit. Allen Sheppard (subsequently Lord Sheppard of Didgemere) was a Non-executive Director of the BRB for many years and subsequently Chairman of GB Railways. Funds of £31,467 were transferred from The Sheppard Education Fund to General Reserves to cover the Home-Schooling Grants of £39,795 during the year. The other £8,328 were expended from General Reserve.

**RAILWAY BENEVOLENT INSTITUTION**  
**( KNOWN AS THE "RBF" )**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**21 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2020	Movement in funds	Balance at 1 January 2021	Movement in funds	Balance at 31 December 2021
	£	Incoming resources	£	Incoming resources	£
Carers Support Fund	7,901	-	7,901	161	8,062

**Carer's Support Fund**

A fund in partnership with other charities to launch a carers helpline in 2019.

**22 Analysis of net assets between funds**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £	Total 2020 £
Fund balances at 31 December 2021 are represented by:					
Investments	2,788,829	-	1,087,839	3,876,668	3,770,482
Current assets/(liabilities)	253,846	8,062	-	261,908	122,022
	<u>3,042,675</u>	<u>8,062</u>	<u>1,087,839</u>	<u>4,138,576</u>	<u>3,892,504</u>

**23 Operating lease commitments**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	8,400	8,400
Between two and five years	16,800	-
	<u>25,200</u>	<u>8,400</u>

**24 Related party transactions**

There were no disclosable related party transactions during the year (2020 - none).