

# COMMONWEALTH WAR GRAVES FOUNDATION

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## **COMMONWEALTH WAR GRAVES FOUNDATION**

ANNUAL REPORT  
FOR THE YEAR ENDED

31 MARCH 2024

CHARITY REGISTRATIONS  
ENGLAND AND WALES 1171947  
SCOTLAND SC051982  
BELGIUM 0689.787.289  
FRANCE 850 666 645 00013

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# COMMONWEALTH WAR GRAVES FOUNDATION

## Financial Statements for the year ended 31 March 2024

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# COMMONWEALTH WAR GRAVES FOUNDATION

## Reference and Administrative Details - Trustees, Executives and Advisors for the year ended 31 March 2024

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<b>Trustees:</b>	Dame Judith Mayhew Jonas DBE (Chair) Mr Gerald Allison (appointed 5 September 2023) Major General Alastair Bruce KStJ OBE VR Mr Julian Evans The Hon Kevan Jones MP Sir Adrian Alastair Montague CBE Captain Jay Singh-Sohal VR Mr Christopher Walsh (appointed 5 September 2023)
<b>Chief Executive:</b>	Claire Horton CBE
<b>Director of the Foundation:</b>	Michele Jennings
<b>Executive Director:</b>	John Grain (resigned May 2023)
<b>Registered Office:</b>	2 Marlow Road, Maidenhead, Berkshire, SL6 7DX
<b>Bankers:</b>	HSBC, The Boulevard, Crawley, West Sussex, RH10 1UT BNP Paribas Fortis, Korte Torhoutstraat 1, 8900 Ieper BNP Paribas, Centre d'Affaires Nord de France Entreprises, 140, Parvis de Rotterdam, 59777 Lille
<b>Auditors:</b>	Buzzacott LLP, 130 Wood Street, London, EC2V 6DL

# COMMONWEALTH WAR GRAVES FOUNDATION

## Trustees' Report for the year ended 31 March 2024

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### A MESSAGE FROM OUR CHAIR

The Commission's charitable arm, the Commonwealth War Graves Foundation continued to expand its activities during the year.

An exciting new project was launched just before Remembrance Day thanks to donor support, our new digital portal, *For Evermore: Stories of the Fallen*. It allows individuals, communities, families, and researchers to contribute stories, photos, and other ephemera of those that the CWGC commemorates. Importantly, this is linked to the CWGC (verified) Casualty Database records, creating a rich repository of information that is available to all.

Our volunteer Speakers and Tour Guides Programme continued to go from strength to strength thanks to generous donations, allowing us to recruit and train volunteers to provide free talks and tours all over the UK. Over the course of the year, we gave 843 talks and tours, engaging over 30,000 people, many of them young people.

This year ten young people participated in our Guides programme, which took place over the summer in Belgium and France. The Guides offer free talks and tours to visitors to some of our most iconic sites, including Tyne Cot cemetery and the Thiepval Memorial.

Membership of the Foundation has continued to grow throughout the year, and we were delighted to welcome members to Head Office for a special day of talks in October.

The Foundation hosted several other successful events throughout the year, including our annual Evening at Brookwood in July. We were joined by close to three hundred guests for an evening of music and commemoration at the beautiful Brookwood military cemetery. Later in the year we celebrated a donation to install new lighting at our Runnymede Air Forces memorial with a well-attended event that coincided with the 70th anniversary of the unveiling of the memorial. We also held our second annual Carol Service in the wonderful candlelit setting of the Royal Military Chapel in London, with guests Gyles Brandreth and Dr Hilary Jones.

As the 80<sup>th</sup> anniversary of D-day and the liberation of Europe approaches, we have plans to engage and educate many more people – especially the young – with the work of the Commonwealth War Graves Commission (CWGC) and the inspiring stories of the men and women we commemorate.

In closing, I would like to record my grateful thanks to my fellow Trustees for their welcome guidance, support, and contributions over the last year.



Dame Judith Mayhew Jonas, DBE

Chair of Trustees

# COMMONWEALTH WAR GRAVES FOUNDATION

## Trustees' Report for the year ended 31 March 2024

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### Introduction

The Trustees present their report and accounts, for the Foundation's sixth operational year, ending on 31 March 2024.

### Structure and Governance

The Commonwealth War Graves Foundation ("the Foundation" or "CWGF") is a Charitable Incorporated Organisation (CIO), governed by its Constitution, as registered on 8 March 2017, and subsequently amended on 6 May 2017. The Foundation is registered with the Charity Commission of England & Wales (charity registration number 1171947). The Foundation has also established and registered branches in: Belgium (enterprise number 0689.789.289), and in France (Siret number 850 666 645 00013), governed under the same constitution. On 6 September 2022, the Foundation registered with the Scottish Charity Regulator (OSCR registration number SC051982).

The Commonwealth War Graves Commission ("the Commission" or "CWGC"), an organisation established by Royal Charter in May 1917, is the sole member of the Foundation. The Foundation is a subsidiary of the Commission. The Commission is not a charity as its purposes are not exclusively charitable.

Members of the Foundation's Board of Trustees are appointed by the Commission; the majority of the Foundation's Trustees are not Commissioners. The Foundation's Chief Executive also serves as the Commission's Director General.

Four Trustee meetings took place during the year.

New Trustees' induction is provided by meetings with the Foundation's Chief Executive alongside meetings with members of the Commission's senior management team.

### Objectives and activities

The objectives of the Foundation are:

- (a) To promote and support the maintenance and upkeep of graves, cemeteries, buildings and memorials for the burial and commemoration of members of the naval, military and armed forces from countries of the Commonwealth who were killed during the First World War or the Second World War anywhere in the world, in particular (but without limitation) through the support of charitable activities undertaken by the Commonwealth War Graves Commission;
- (b) To advance citizenship among the people of the Commonwealth through the commemoration of members of the naval, military, and armed forces from countries of the Commonwealth who were killed during the First World War and the Second World War; and
- (c) To advance the education of the public, especially young people, in the history of the First World War and the Second World War. In particular (but without limitation) through advancing education in the lives of those commemorated by the Commonwealth War Graves Commission and in the history of the cemeteries, buildings and memorials maintained by the Commonwealth War Graves Commission.

# COMMONWEALTH WAR GRAVES FOUNDATION

## Trustees' Report for the year ended 31 March 2024

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The Foundation's strategic objectives are:

- the building of public engagement programmes engaging the wider community in the story of our common sacrifice and shared history initially focussed around sites and war graves in the UK.
- the creation of educational resources and a programme of educational support and activities; and
- the development and sponsorship of internship programmes for youth guides from the Commonwealth, at the Commission's main sites in Belgium and France.

The Trustees confirm that they have referred to the guidance published by the Charity Commission in regard to public benefit when reviewing the Foundation's objectives and planning future activities.

### **Activities and Achievements**

The Foundation made progress in the following areas:

- Grew membership supporter numbers to 1,770.
- Delivered over 843 talks and public tours from trained volunteers in the Speakers & Tour Guides Programme and via CWGC Public Engagement Co-ordinators.
- One cohort of Guides spent three months working at sites in Belgium and France helping with research and providing tours for visitors.
- Two major fundraising events took place: An Evening at Brookwood and the second annual Carol Service at the Royal Guards' Chapel in London.
- The Foundation depends on the support from the Commission, the Commission's volunteers and its own volunteers for their dedication and commitment to the delivery of the charitable activities. In the year, 2,196 volunteers gave their time and energy, an estimated 24,897 hours, with an estimated value of £261.4k.

### **Business Plan 2024-25**

The Foundation's key deliverables in 2024/25 are planned to include:

- Developing new outreach and education programmes in partnership with the CWGC.
- Further improvements in engaging with supporters and growing membership, in order to fund the running costs of the Foundation.
- Repeating major events at Brookwood and the Royal Guards' Chapel and introducing new events including in France and Belgium.
- Installing contactless donation stations in the Visitors Centre in France and the Information Centre in Belgium.

# COMMONWEALTH WAR GRAVES FOUNDATION

## Trustees' Report for the year ended 31 March 2024

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- Further developing income streams from donations, and surpluses from the sale of new and updated merchandise at the Commission's Ieper Information Centre and French Visitor Centre.
- Creating a series of Torch of Liberation commemoration events throughout the United Kingdom, Canada, Normandy and Europe as part of a sustained programme of public engagement to mark the 80<sup>th</sup> anniversary of D-Day and the personal stories of those who lie in the care of CWGC with the engagement of young people including Guides, media coverage and public awareness of CWGC future roles.

### Volunteers' policy

The Foundation encourages, welcomes, and recognises volunteers; educating and informing the wider public on the Commission's work through for Speakers and Tour Guides programme; and supporting core Foundation activity by freely lending their time and skills.

### Remuneration policy for key management personnel

The Foundation's key management comprises the Trustees, the Chief Executive, and the Director of the Foundation; however, Trustees are unpaid, and the Chief Executive and the Director of the Foundation (since July 2023 for the Director) are not remunerated by the Foundation. During the year under review the Foundation reduced the number of employees to three employees (two full-time and one part-time), with recruitment for a third full-time employee ongoing. The Foundation's approach and policy on remuneration follows that of the Commission, which is that remuneration levels are in line with median market pay data for the not-for-profit sector as established from salary survey and benchmark data. Whilst the Foundation was first registered in 2017, intervening events such as the Covid-19 pandemic meant its ability to become established was delayed, and whilst it is building its support from donors and funders, it continues to need back-office support from the CWGC for the foreseeable future.

### Top Risks and Mitigation

The Foundation maintains a register of risks and their mitigation. Risks are categorised as Operational, Reputational, and Financial; mitigation measures are identified for each one. This register is monitored by management and the Trustees to ensure it is kept relevant and up to date.

The top risk under each category is:

Operational: Overcommitment on project activity before funds are received – which is mitigated through business planning, comprehensive project management and KPI measurements.

Reputational: Threat of cyber security breach/hacking/website malfunction - mitigated through staff training, internal IT expertise and resources and clear reporting guidelines.

Financial: Insolvency – mitigated by having a reserves policy, financial controls, and reporting.

### Reserves

The Foundation's unrestricted reserves at 31 March 2024 were £75k. The total restricted balance was granted to the Commission to complete the project work in this financial year 24/25. The Foundation has set reserves target of £48k of unrestricted reserves. This level of reserve is considered sufficient to cover the costs arising on the windup of the Foundation and would:

- Cover the redundancy costs of the Foundation's employees; and
- Make provision for early termination of any other contracts currently in place.

# COMMONWEALTH WAR GRAVES FOUNDATION

## Trustees' Report for the year ended 31 March 2024

At 31 March 2024, available unrestricted reserves of £75.5k are higher than the target of £48k by 56.25% to support the agreed Foundation budget for 2025 and with the £500k loan facility commitment from CWGC, the trustees are comfortable with the level of reserves held.

The £500k loan facility available from CWGC which can be drawn against, this supports any short-term cash issues which includes managing the expenditure of the Foundation. In line with the expectation for 2024, £100k was drawn against the loan. In the short term, there is currently no plan to pay back the loan and the required annual interest has been charged. The loan agreement pay-back period is by 31 March 2027.

### Financial results for the year ended 31 March 2024

The Foundation's income for the year ended 31 March 2024 was £616k comprising unrestricted income of £504k and £112k of restricted income. Over 75% of unrestricted income, £379k, came from donations, legacies and donated services with the remainder from the Supporters' Scheme, £64k, bank interest of £5k and trading income from retail activities of £56k. Restricted income comprised £110k of donations £72k from the Post Office for three projects, including the Speakers and Tour Guides programme and Stories Portal, £30k from Acre properties for two projects, including Bayeux lighting and £8k for the guides programmes. A grant of £1.6k from The Lawson Trust for the Hawkinge's Heroes project.

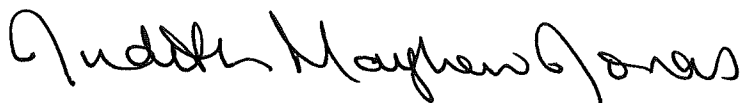
Costs of £594k were incurred. Key expenditure items were grants to CWGC of £127k to support the Speakers and Tour Guides Programme, Stories Portal, Bayeux Lighting, and Guides programmes; staffing costs of £279k; £168k for direct and supporter scheme costs, along with £20k incurred on marketing, web sites costs and professional costs.

The outcome was a surplus of £18k (2023 – deficit of £396k), made up of a £33k unrestricted surplus (2023 – £58k deficit) and a £15k restricted deficit (2023 – deficit of £338k). The surplus is £18k more favourable than the break-even budget.

The intergroup balance (net) between the Foundation and the Commission was £8.6k at the year-end (2023 £ (1.3k)). The balance sheet stock value of £13k comprised gift items, books, maps, and pins. A provision has been made for slow-moving stock. Bank balances at the year-end were £194k (2023 -£82k) all of which was unrestricted.

The 2024/25 budget anticipates a break-even position for the Foundation which will be funded from in year trading.

This report was approved by the Trustees on 10 September 2024 and signed on their behalf by:



Dame Judith Mayhew Jonas DBE

Chair

Date 10th September, 2024



# COMMONWEALTH WAR GRAVES FOUNDATION

## Trustees' Responsibilities Statement for the year ended 31 March 2024

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The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

The Charities Act 2011 requires the Trustees to prepare financial statements for each financial year. The Trustees have to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland. The Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the Trustees are required to:


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

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 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.

### Disclosure of information to auditor

The Trustees confirm that:

- so far as each Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware; and
- the Trustees have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.



Trustees  
Dame Judith Mayhew Jonas DBE

Date: September 2024

# Independent auditor's report to the Trustees of Commonwealth War Graves Foundation

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## Opinion

We have audited the accounts of Commonwealth War Graves Foundation (the 'charity') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies, and the notes to the accounts. 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 accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its income and expenditure 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.

## 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 accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts 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 accounts, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the accounts 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 accounts are authorised for issue.

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

# Independent auditor's report to the Trustees of Commonwealth War Graves Foundation

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## **Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the annual report other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts, or our knowledge obtained in 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 there is a material misstatement in the accounts or a material misstatement of the other information. 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.

## **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 Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the Trustees' annual report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts 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 Trustees**

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

In preparing the accounts, the Trustees 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 Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

# Independent auditor's report to the Trustees of Commonwealth War Graves Foundation

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## Auditor's responsibilities for the audit of the accounts

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the accounts 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 accounts.

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:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities, and skills to identify or recognise non-compliance with applicable laws and regulations;
- we obtained an understanding of the legal and regulatory frameworks that are applicable to the charity and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011) and those that relate to data protection (General Data Protection Regulation).
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to their knowledge of actual, suspected, and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias;
- used data analytics to investigate the rationale behind any significant or unusual transactions;
- tested authorisation controls on expenditure items, ensuring all expenditure was approved in line with the charity's financial procedures.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with

# Independent auditor's report to the Trustees of Commonwealth War Graves Foundation

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laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://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. 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 auditor's 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.



Buzzacott LLP  
Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

Date: 11 October 2024

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# COMMONWEALTH WAR GRAVES FOUNDATION

## Statement of Financial Activities for the year ended 31 March 2024

		Un- restricted Funds 2024	Restricted Funds 2024	Total 2024	Un- restricted Funds 2023	Restricted Funds 2023	Total 2023
	Note	£	£	£	£	£	£
<b>Income from:</b>							
Donations & Legacies	1	378,670	109,961	488,631	238,031	55,000	293,031
<b>Charitable Activities</b>							
Grants receivable	2	-	1,650	1,650	-	-	-
Supporter Scheme Income	3	64,006	-	64,006	56,863	-	56,863
Investment Income	4	5,417	-	5,417	2,561	-	2,561
<b>Other Trading Activities</b>	5	56,419	-	56,419	52,237	-	52,237
<b>Total Income</b>		<u>504,512</u>	<u>111,611</u>	<u>616,123</u>	<u>349,692</u>	<u>55,000</u>	<u>404,692</u>
<b>Expenditure on:</b>							
<b>Raising funds</b>							
Fundraising costs	6	361,389	-	361,389	316,165	-	316,165
<b>Charitable Activities</b>	7	<u>106,440</u>	<u>126,611</u>	<u>233,051</u>	<u>93,264</u>	<u>392,683</u>	<u>485,947</u>
<b>Total expenditure</b>		<u>467,829</u>	<u>126,611</u>	<u>594,440</u>	<u>368,659</u>	<u>392,683</u>	<u>802,111</u>
<b>Net income / (expenditure)</b>		36,683	(15,000)	21,684	(59,737)	(337,683)	(397,420)
Other recognised (losses) and gains	8	(3,659)	-	(3,659)	1,561	-	1,561
<b>Net movement in funds</b>		<u>33,024</u>	<u>(15,000)</u>	<u>18,024</u>	<u>(58,176)</u>	<u>(337,683)</u>	<u>(395,859)</u>
<b>Reconciliation of funds</b>							
Total funds brought forward	14	42,432	15,000	57,432	100,608	352,683	453,291
Net movement in funds	14	<u>33,024</u>	<u>(15,000)</u>	<u>18,024</u>	<u>(58,176)</u>	<u>(337,683)</u>	<u>(395,859)</u>
<b>Total funds carried forward</b>	14	<u>75,456</u>	<u>-</u>	<u>75,456</u>	<u>42,432</u>	<u>15,000</u>	<u>57,432</u>


All the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above.

# COMMONWEALTH WAR GRAVES FOUNDATION

## Balance Sheet as at 31 March 2024

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £
<b>Current assets</b>							
Stock	10	13,376	-	13,376	12,861	-	12,861
Cash at bank and in hand		194,357	-	194,357	67,902	15,000	82,902
Debtors: amounts falling due within one year	11	17,380	-	17,380	12,214	-	12,214
		<u>225,112</u>	<u>-</u>	<u>225,112</u>	<u>92,977</u>	<u>15,000</u>	<u>107,977</u>
Creditors: amounts falling due within one year	12	(43,492)	-	(43,492)	(50,545)	-	(50,545)
<b>Net current assets</b>		<u>181,620</u>	<u>-</u>	<u>181,620</u>	<u>42,432</u>	<u>15,000</u>	<u>57,432</u>
<b>Total assets less current liabilities</b>		<u>181,620</u>	<u>-</u>	<u>181,620</u>	<u>-</u>	<u>-</u>	<u>-</u>
Creditors: amounts falling due after more than one year	13	(106,164)	-	(106,164)	-	-	-
<b>Total assets less long-term current liabilities</b>		<u>75,456</u>	<u>-</u>	<u>75,456</u>	<u>42,432</u>	<u>15,000</u>	<u>57,432</u>
<b>Net assets</b>		<u><u>75,456</u></u>	<u><u>-</u></u>	<u><u>75,456</u></u>	<u><u>42,432</u></u>	<u><u>15,000</u></u>	<u><u>57,432</u></u>
<b>Funds of the Foundation</b>							
Unrestricted funds	14	75,456	-	75,456	42,432	-	42,432
Restricted funds	14	-	-	-	-	15,000	15,000
		<u>75,456</u>	<u>-</u>	<u>75,456</u>	<u>42,432</u>	<u>15,000</u>	<u>57,432</u>

The financial statements were approved by the Foundation's Trustees on 10 September 2024 and were signed on their behalf by:

  
Chair  
Date 10th September 2024

Dame Judith Mayhew Jonas DBE

  
Chief Executive  
Date 10th September 2024

Claire Horton CBE

Charity Number 1171947

The accompanying accounting policies and notes on pages 16 to 27 form an integral part of these financial statements.

# COMMONWEALTH WAR GRAVES FOUNDATION

## Statement of Cash Flows for the year ended 31 March 2024

	Un- restricted Funds	Restricted Funds	Total	Un- restricted Funds	Restricted Funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
<b>Net cash provided by/ (used in) operating activities</b>						
Net income / (expenditure)	33,024	(15,000)	18,024	(58,176)	(337,683)	(395,859)
(Increase) in inventories	(515)	-	(515)	(923)	-	(923)
Decrease/(increase) in debtors	3,466	-	3,466	(7,345)	-	(7,345)
(Decrease)/ increase in creditors	(8,419)	-	(8,419)	24,548	(1,961)	22,587
(Decrease) in intergroup balance with CWGC	98,898	-	(98,898)	(7,936)	(2,768)	(10,704)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net cash provided by / (used in) operating activities	126,455	(15,000)	111,455	(49,832)	(342,412)	(392,244)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Increase/ (Decrease) in cash</b>	<b>126,455</b>	<b>(15,000)</b>	<b>111,455</b>	<b>(49,832)</b>	<b>(342,412)</b>	<b>(392,244)</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>



# COMMONWEALTH WAR GRAVES FOUNDATION

## Statement of Cash Flows for the year ended 31 March 2024

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### Reconciliation of net cash flow to movement in cash and cash equivalents

#### A Analysis of changes in net debt

	At 1 September 2022 £'000	Cash flows £'000	At 31 August 2023 £'000
Cash and cash equivalents	82,902	111,455	194,357
	82,902	111,455	194,357
Loans falling due after more than one year	-	106,164	106,164
<b>Total</b>	82,902	4,981	88,193

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The charity has financed debt from a loan facility from CWGC. The movement in the net debt of the charity at March 31, 2024, is £106,164 (2023 £nil) and the net cash and cash equivalents after debt at March 31, 2024, £88,193 (2023 £89,902).

# COMMONWEALTH WAR GRAVES FOUNDATION

## Principal Accounting Policies for the year ended 31 March 2024

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The principal accounting policies and judgements used in the preparation of the financial statements are:

### Basis of Accounting

The Trustees' Report and accompanying financial statements have been produced in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP), applicable to entities preparing their financial statements in accordance with FRS102, and applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice (GAAP) including FRS102). The Foundation meets the definition of a public benefit entity under FRS102. The functional currency is sterling.

The Commonwealth War Graves Commission is the sole member of the Commonwealth War Graves Foundation (Registered charity number 1171947). These financial statements are therefore also consolidated in the results of the Commission on a line-by-line basis.

### Going Concern

The financial statements have been prepared on a going concern basis. The Foundation's financial statements are in a net asset position of £75.5k at 31 March 2024 (2023 - £57.4k). The net intergroup balance has moved to £8.6k owed to the Foundation from the Commission (2023 -£1.3k owed to the Commission). The Foundation currently has cash balances of £194k (2023 -£82k) which, together with drawing down on the loan throughout the year if required, will cover activities and general running costs in 2024-25 and specifically to cover the 12 months from the signing of these accounts to September 2025. The Foundation expects its membership, donations, and other income to both continue and grow over the medium term, as the charity increases its ability to both identify and attract new sources of grant and charitable funding.

Trustees have approved a budget for 2024/25 with forecast income of £808.3k, split between £418.3k unrestricted and £390k restricted. Budgeted costs include grants to the Commission of £390k, employment costs of £236.8k and direct & running costs of £180.8k, resulting in a small forecast surplus for the year of £0.7k.

As required, the Foundation can also draw down additional cash from the Commission's agreed loan facility of £500k which was extended in 2023 until March 2025 and £100k was drawn down in April 2023. The repayment date for loan balances is by 31 March 2027. On this basis, the Foundation is considered to be a going concern for a period of at least 12 months from the date of approval of these financial statements.

### Fund accounting

The Foundation holds unrestricted and restricted funds.

Unrestricted income funds comprise those funds which the Trustees are free to use at their discretion in furtherance of the objectives of the Foundation.

Restricted funds are subject to specific restrictions imposed by the donors.

### Income recognition

Income is recognised once the Foundation has entitlement to the income, it is probable that the income will be received, and the amount can be measured reliably.

### Donations and Legacies

Donations received are recognised once the Foundation has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably. Legacies are included

# COMMONWEALTH WAR GRAVES FOUNDATION

## **Principal Accounting Policies for the year ended 31 March 2024**

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in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity. Entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably.

### **Supporter membership scheme income**

Income from the supporters' membership scheme is treated and recognised as a donation when the amount of income receivable can be measured reliably.

### **Donated services, facilities, and goods**

The Foundation receives services, facilities, and goods free of charge in support of its finance, human resources, legal, management and operational activities including marketing activities. The value of these is recognised as donated services.

Donated services and facilities received free of charge are shown as donations in kind and recognised in income with an equivalent amount recognised as an expense under charitable costs. The valuation attributed to these donations is as follows: the Foundation has been allocated 5% of the running costs of both the Ieper Information Centre and the Beaurains Visitor Centre, 0.5% of CWGC's total applicable back-office support costs and 100% of the staff costs for the dedicated finance and 50% for social media support.

Donations of book stocks from the Commission are recognised in the period that they are received.

### **Grant Funding**

Funding from organisations supporting the Foundation's objectives is treated as restricted funds and shown separately in the statement of financial activities where this is mandated by the grant agreements. The full income is recognised in the year in which the Foundation becomes fully entitled to receive it.

### **Recognition of expenditure**

All expenditure is accounted for in the statement of financial activities on an accruals basis.

### **Classification of expenditure**

The Foundation's expenditure is analysed between fundraising costs and charitable activities.

### **Expenditure on raising funds**

Expenditure on raising funds includes the costs to manage the supporter scheme, marketing, and promotion costs to raise income, other direct costs attributable to raising funds including a portion of the donated in-kind support cost from the CWGC. The resources expended on raising funds include 75% of staff costs for those individuals responsible for fundraising. The cost of donations in-kind costs includes administrative support, finance support and other donated costs. These three cost areas are allocated between expenditure on raising funds and expenditure on charitable activities. The following proportion of the donations in kind are allocated to expenditure on raising funds; Administrative support 75%, finance support 50%, other costs 50%.

### **Expenditure on charitable activities**

Expenditure on charitable activities includes: all expenditure relating to the charitable activities of the Foundation; resources expended on managing and administering the charity the direct cost of delivering the charitable activities; grants payable; and a portion of the donated in-kind support cost from the CWGC. The costs of donations in-kind are apportioned across expenditure on raising funds and expenditure on charitable activities. Donations in kind costs include administrative support, finance support and other donated costs.

# COMMONWEALTH WAR GRAVES FOUNDATION

## **Principal Accounting Policies for the year ended 31 March 2024**

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These three cost areas are allocated between expenditure on raising funds and expenditure on charitable activities. The following proportion of the donations in kind are allocated to expenditure on charitable activities; Administrative support 25%, finance supports 50% and other costs 50%.

Charitable activities are currently associated with two activities: Advancing public education on First and Second world wars and promoting and supporting activities undertaken by CWGC. The total cost of the expenditure on charitable activities is apportioned 50:50 to these activities.

### **Governance costs**

Governance costs represent direct expenditure incurred by, or on behalf of, the Foundation, for external audit and legal costs.

### **Other recognised Gain/losses**

The expenditure within other gains and losses relates to exchange differences.

### **Inventory**

Cost for the stock of merchandise is included in current assets. Merchandise, directly purchased by the Foundation's Belgian and French branches, is valued at cost. Merchandise at head office for on-line sales is valued at cost. The Commission's historic stock of books and maps has been donated to the Foundation free of charge.

### **Provisions**

Provisions for future liabilities are recognised if there is a legal or constructive financial obligation that can be readily estimated and for which there is a reasonable expectation that payment will be made.

### **Foreign currencies**

Transactions in foreign currencies are translated at the monthly average exchange rate. Currency balances at the year-end are translated at the year-end rate. The net exchange loss was £3.6k (2022 – gain of £1.6k).

### **Operating leases**

The Foundation currently has no operating leases. Rent is not currently charged for Foundation engagement activities conducted at Commission locations, i.e., the Ieper Information Centre and French Visitor Centre. The use of the Information and Visitor Centres is donated in kind by the Commission and is accounted for under donations and expenditure in kind.

### **Value Added Tax (VAT)**

The Foundation's trading activities have not yet reached the VAT thresholds in the UK, France, or Belgium and therefore it is not currently required to register for VAT.

### **Restricted funds**

The Foundation's financial statements include restricted funds for grant activities.

# COMMONWEALTH WAR GRAVES FOUNDATION

## **Principal Accounting Policies for the year ended 31 March 2024**

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### **Significant estimates and judgements**

#### **Estimates**

Where contractual revenue cannot be allocated with certainty, but is related to the current financial period, an estimate of the income is booked within the financial statements based on the anticipated completion value. Costs are allocated on an accruals basis for costs incurred within the current financial period.

#### **Judgements**

Membership income is recognised in the month it is received rather than being amortised over the twelve-month subscription period. This revenue recognition approach has been adopted because the membership fee is in substance a donation and no substantive benefits accrue to members and no refunds are made.

# COMMONWEALTH WAR GRAVES FOUNDATION

## Notes to the Financial Statements for the year ended 31 March 2024

### 1 Income from Donations

#### Donations – Unrestricted

	2024	2023
	£	£
Donations & CWGF legacies received	125,872	79,710
Legacies – received at Head Office	128,560	46,916
Donations - Belgium, Ieper Information Centre	5,159	1,602
Donations - France, Beaurains Visitor Centre	4,466	3,999
Gift Aid - Claims from donations	1,958	920
Donations in kind - valued cost for services from CWGC	112,655	104,884
	<u>378,670</u>	<u>238,031</u>

Donations include fundraising from Trustees' engagement activities, legacies received, amounts received from events together with donations received directly by the Foundation at Commission locations and those made via the website.

#### Donations – Restricted

	2024	2023
	£	£
Post Office – Speakers programme	20,000	-
Post Office – Heritage trails	2,000	-
Post Office – Stories portal	49,997	-
Hugh M Tarbutton Jr – Guides programme	7,964	-
Acre Properties – Tanzanian Oral Histories project	5,000	-
Acre Properties - Bayeux Lighting	25,000	-
Runnymede Memorial Lighting project	-	50,000
Princess Anne's Trust – Speakers programme	-	5,000
	<u>109,961</u>	<u>55,000</u>

Donation of £72k was received from the Post Office to support the Speakers, Heritage trails and Stories portal programmes. £8k (\$10k) was donated by Hugh M Tarbutton Jr to continue with Guides support. Acre properties provided funds for lighting at the Bayeux cemetery and for the Oral Histories project. All donations were granted by the Foundation to the Commission for the work to be completed.

# COMMONWEALTH WAR GRAVES FOUNDATION

## Notes to the Financial Statements for the year ended 31 March 2024

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### 2 Income from Grant Funding - Restricted

	2024	2023
	£	£
The Lawon Trust - Highlighting Hawkinge's Heroes	1,650	-
	<u>1,650</u>	<u>-</u>
Grant income was received to promote the story of the Battle of Britain airmen Hawkinge's Heroes		

### 3 Income - Membership Scheme and Sponsorship – Unrestricted

	2024	2023
	£	£
Standard donation membership	59,257	50,367
Standard donation membership – Gift Aid	4,249	4,896
Sponsorship – Carol Service	-	1,000
Sponsorship – An Evening at Brookwood	500	600
	<u>64,006</u>	<u>56,863</u>

Standard membership increased in 2024 to 1,779 members, (2023 – 1,570). 1,023 (2023 – 983) renewed their membership for a further 12 months, a renewal rate of 80%.

### 4 Investment Income

	2024	2023
	£	£
Bank Interest	5,417	2,561
	<u>5,417</u>	<u>2,561</u>

# COMMONWEALTH WAR GRAVES FOUNDATION

## Notes to the Financial Statements for the year ended 31 March 2024

### 5 Income from other trading activities - Unrestricted

	2024	2023
	£	£
Ticket Sales Events	10,017	21,294
Merchandise sales	12,140	13,941
Books and printed matter sales	18,742	9,247
Sale of wreaths	9,687	3,901
Tour & Coach Reservation Fees - Beaurains Visitor Centre	2,925	1,823
School & University Visits - Beaurains Visitor Centre	2,908	2,031
	<u>56,419</u>	<u>52,237</u>

Two major fundraising events took place: An Evening at Brookwood and the second annual Carol Service at the Royal Guards' Chapel in London.

### 6 Expenditure on Raising Funds

Raising Funds	Staff/ recharge costs	Other Direct costs	Total 2024	Staff/ recharge costs	Other Direct costs	Total 2023
	£	£	£	£	£	£
Fundraising costs	188,010	173,379	361,389	206,180	109,985	316,165
	<u>188,010</u>	<u>173,379</u>	<u>361,389</u>	<u>206,180</u>	<u>109,985</u>	<u>316,165</u>

Fundraising reduced slightly in 2024 due the Corporate Fundraising Manager's resignation whilst the newly recruited Director of Fundraising promoted the strategy and settled in post. Continued support was provided from the admin staff working with the Foundation for fundraising at events.



# COMMONWEALTH WAR GRAVES FOUNDATION

## Notes to the Financial Statements for the year ended 31 March 2024

### 7 Expenditure - Charitable Activities

	Un- restricted	Restricted	2024 Total	Un- restricted	Restricted	2023 Total
	£	£	£	£	£	£
Advancing public education on First and Second world wars	53,220	126,611	179,831	46,632	392,683	439,315
Promoting and supporting activities undertaken by CWGC	53,220	-	53,220	46,632	-	46,632
	<u>106,440</u>	<u>126,611</u>	<u>233,051</u>	<u>93,264</u>	<u>392,683</u>	<u>485,947</u>

Restricted charitable activities costs comprise: the activities funded by the Post Office for the Speakers and Tour Guides Programmes, Heritage trails and Stories Portal, totalling £72k, together with £30k from Acre properties for the Tanzanian Oral histories project and the Bayeux lighting and £8k for Highlighting Hawkinge's Heroes project. The Guides programme income from 2019 was expensed in year, totalling £15k. All such costs are grants to CWGC.

Support service costs of £112,655 (2023-£104,884) and governance costs of £6,474 (2023 – £5,723) have been apportioned between fundraising costs and charitable activities expenditure based on the income split of 82% relating to unrestricted income and 18% relating to restricted income and for other costs and a 50% 50% split for staff costs to the Foundation's two principal charitable activities and objectives.

### 8 Other recognised (losses) / gains

	2024	2023
	£	£
Exchange (loss)/ gain on balance sheet revaluation	(3,659)	1,561
	<u>(3,659)</u>	<u>1,561</u>

### 9 Governance costs

	2024	2023
	£	£
Fees payable to the Foundation's auditor for the audit of the Foundation's financial statements	5,580	5,430
Fees payable for professional fees for branches in Belgium and France	894	293
	<u>6,474</u>	<u>5,723</u>

# COMMONWEALTH WAR GRAVES FOUNDATION

## Notes to the Financial Statements for the year ended 31 March 2024

### 10 Stock of Merchandise

	2024	2023
	£	£
Books and maps	3,177	5,104
Merchandise - stationery, badges, and pins	10,199	7,757
	<u>13,376</u>	<u>12,861</u>

The slow-moving stock provision normally provides for any stock which, based on historic sales volumes, may not be sold within the twelve months following the end of the year. The provision at 31 March 2024 remains at 50% of the stock value.

### 11 Debtors: amounts falling due within one year

	2024	2023
	£	£
Prepayments	2,617	2,748
Accrued donations	6,130	9,466
Intergroup balance owed from Commonwealth War Graves Commission	8,632	-
	<u>17,380</u>	<u>12,214</u>

Prepayments relate to sales service costs at Ieper and Beaurains plus event and social media costs at Head Office. Accrued income includes Beaurain's visitor centre £1.8k, PayPal income of £0.9k, Stripe income £3.3k and £0.1k Go-cardless income. The intergroup balance at March 24 is owed to the Foundation of £8.6k, this balance does not bear interest.

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

	2024	2023
	£	£
Deferred income	-	175
Trade creditors	16,773	4,584
Accruals	17,073	18,291
Other creditors	9,646	26,129
Intergroup balance owed to Commonwealth War Graves Commission	-	1,366
	<u>43,492</u>	<u>50,545</u>

# COMMONWEALTH WAR GRAVES FOUNDATION

## Notes to the Financial Statements for the year ended 31 March 2024

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The trade creditors increase relates to EasyPay payment machines and the accrual increase relates to digital costs. Other creditors include a decrease in the holiday pay accrual due to the Director of the Foundation not being funded directly by the Foundation since July 2023. The intergroup balance does not bear interest, in 2024 this balance moved from a small amount owed by the Foundation to an amount owed to the Foundation.

### 13 Creditors: amounts falling due after more than one year

	2024	2023
	£	£
Intergroup balance owed to Commonwealth War Graves Commission	100,000	-
Interest	6,164	-
	<u>106,164</u>	<u>-</u>

The Foundation has an unsecured draw down facility of a total principal amount not exceeding £500k from the Commission available until 31 March 2025 and fully repayable by 31 March 2027. The loan balance bears interest at the rate of 1.5% above the Bank of England base rate. £100k was drawn down in April 2023 and incurred interest of £6.1k.

### 14 Retained funds

	2024	2023
	£	£
Unrestricted fund	75,456	42,432
Restricted funds	-	15,000
	<u>75,456</u>	<u>57,432</u>

# COMMONWEALTH WAR GRAVES FOUNDATION

## Notes to the Financial Statements for the year ended 31 March 2024

	Brought forward 01-Apr-23	Income	Expenditure	Carried forward 31-Mar-24
2023/24	£	£	£	£
<b>Restricted funds</b>				
Guides (Interns)	15,000	-	(15,000)	-
Post Office – Speakers and Tour Guides Programmes	-	20,000	(20,000)	-
Post Office - Heritage trails	-	2,000	(2,000)	-
Post Office – Stories portal	-	49,997	(49,997)	-
Lawson Trust – Highlighting Hawkinge’s Heroes	-	1,650	(1,650)	-
Donation – Guides programme	-	7,964	(7,964)	-
Acre properties – Tanzanian Oral histories project	-	5,000	(5,000)	-
Acre properties – Bayeux lighting	-	25,000	(25,000)	-
<b>Total restricted funds</b>	<b>15,000</b>	<b>111,611</b>	<b>(126,611)</b>	<b>-</b>
<b>Unrestricted funds</b>	<b>42,432</b>	<b>504,512</b>	<b>(471,488)</b>	<b>75,456</b>
<b>Total funds</b>	<b>57,432</b>	<b>616,123</b>	<b>(598,099)</b>	<b>75,456</b>

Grants and Donations awarded to the Foundation for specific projects are treated as restricted in line with the contract.

In 2023/24 there was £112k of restricted income in respect of seven projects. This consisted of restricted donations: £72k from the Post Office to support three Speakers Programmes, £8k from a doner for the Guides Programme, 2k grant from the Lawson Trust for highlighting Hawkinge's Heroes and £40k from Acre properties which £5k was for the Tanzanian Oral Histories project and £25k for the Bayeux cemetery lighting.

	Brought forward 01-Apr-22	Income	Expenditure	Carried forward 31-Mar-23
2022/23	£	£	£	£
<b>Restricted funds</b>				
Interns	15,000	-	-	15,000
Annington Homes	289,008	-	(289,008)	-
MacRoberts Trust – Speakers Programme	48,675	-	(48,675)	-
Kantor – Speakers Programme	-	50,000	(50,000)	-
MacRoberts Trust - Speakers Programme	-	5,000	(5,000)	-
<b>Total restricted funds</b>	<b>352,683</b>	<b>55,000</b>	<b>(392,683)</b>	<b>15,000</b>
<b>Unrestricted funds</b>	<b>100,608</b>	<b>349,692</b>	<b>(407,867)</b>	<b>42,432</b>
<b>Total funds</b>	<b>453,291</b>	<b>404,692</b>	<b>(800,550)</b>	<b>57,432</b>

# COMMONWEALTH WAR GRAVES FOUNDATION

## Notes to the Financial Statements for the year ended 31 March 2024

### Analysis of net assets/(liabilities) between funds

	Unrestricted funds	Restricted funds	Total 2024
	£	£	£
<b>Fund balances at 31 March 2024 are represented by:</b>			
Stock	13,376	-	13,376
Cash at bank and in hand	194,357	-	194,357
Debtors amounts falling due within one year	17,380	-	17,380
Creditors amounts falling due within one year	(43,492)	-	(43,492)
<b>Total</b>	<b>181,620</b>	<b>-</b>	<b>181,620</b>
Creditors amounts falling due after more than one year	(106,164)	-	(106,164)
<b>Total funds carried forward</b>	<b>75,456</b>	<b>-</b>	<b>75,456</b>

	Unrestricted funds	Restricted funds	Total 2022
	£	£	£
<b>Fund balances at 31 March 2023 are represented by:</b>			
Stock	12,861	-	12,861
Cash at bank and in hand	67,902	15,000	82,902
Debtors amounts falling due within one year	12,214	-	12,214
Creditors amounts falling due within one year	(50,545)	-	(50,545)
<b>Total</b>	<b>42,432</b>	<b>15,000</b>	<b>57,432</b>
Creditors amounts falling due after more than one year	-	-	-
<b>Total funds carried forward</b>	<b>42,432</b>	<b>15,000</b>	<b>57,432</b>

# COMMONWEALTH WAR GRAVES FOUNDATION

## Notes to the Financial Statements for the year ended 31 March 2024

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### 14 Staff Costs

For the 2023/24 financial year, the Foundation had three employees at 31 March 2024. The Executive Director left at the end of June 2023 and the Director of the Foundation transferred to the Commonwealth War Graves Commission in July 2023.

No employees earned over £60,000 during the year (2023: 1).

The total remuneration cost of key management personnel was £53,780 (2023: £116,354) which comprises salary costs and employer's national insurance and pension contributions. Key management personnel comprise the Trustees and the Chief Executive, none of whom receive remuneration from the Foundation, and the Director of the Foundation and the Executive Director who contracted directly with the Foundation for part of the financial year.

	2024	2023
	£	£
Wages and salaries	160,445	159,950
Social security costs	16,547	16,768
Pension – defined contribution scheme	13,807	18,182
Staff - donated support services from CWGC	88,907	79,723
	<u>279,706</u>	<u>274,623</u>

# COMMONWEALTH WAR GRAVES FOUNDATION

## Notes to the Financial Statements for the year ended 31 March 2024

### 15 Support services and facility costs

#### Donations in kind 2023/24

	Finance	Legal	Marketing	Mgt	HR and Ops	Total 2022
	£	£	£	£	£	£
Support	71,528	3,788	20,760	1,542	1,670	99,287
Facilities	3,368	-	-	-	-	13,368
	<u>84,896</u>	<u>3,788</u>	<u>20,760</u>	<u>1,542</u>	<u>1,670</u>	<u>112,655</u>

#### Donations in kind 2022/23

	Finance	Legal	Marketing	Mgt	HR and Ops	Total 2022
	£	£	£	£	£	£
Support	66,354	3,607	23,397	1,747	1,671	96,776
Facilities	8,108	-	-	-	-	8,108
	<u>74,462</u>	<u>3,607</u>	<u>23,397</u>	<u>1,747</u>	<u>1,671</u>	<u>104,884</u>

# COMMONWEALTH WAR GRAVES FOUNDATION

## Notes to the Financial Statements for the year ended 31 March 2024

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### 16 Related party transactions

The ultimate parent company and controlling party of the Foundation is the Commonwealth War Graves Commission. Consolidated accounts for the group are available on the Commission's website.

The Commonwealth War Graves Foundation has as its sole member the Commonwealth War Graves Commission. Material transactions with the Commission comprised:

- The Commonwealth War Graves Foundation is owed by the Commonwealth War Graves Commission £8.8k (2023 – (£1.3k)) at the year-end. The previous year the Foundation owed the Commission.
- Back-office support and services donated by the Commission to the Foundation free of charge, whilst the Foundation continued to establish itself, were valued at £113k (2023 – £105k).
- In 2024 three Trustees have Foundation memberships, amount received £112, one of the Trustees had paid in advance in the previous financial year and in year one of the trustees paid for two years (2022 £138).
- In 2024 £76k was received by the Foundation from the Commission for legacies less direct costs received directly from the public who are happy to support the Foundation (2023 – £45k).
- A donation was made by one Trustee of £5,000 in November 2023 for the CWGF Carol Service, plus a general donation of £28 in July 2023 by another Trustee.
- Expenses of £190 were reimbursed to one Trustee during the year for attending two Trustee meetings at Head Office, Maidenhead (2023 – £80).

### 17 Post Balance Sheet Events

There are no balance sheet events to disclose.