



# **RCC PILOTAGE FOUNDATION**

**Registered number: 05424369**

**Charity number: 1109561**

## **TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30th SEPTEMBER 2021**

# **RCC Pilotage Foundation**

**(A company limited by guarantee)**

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## **RCC Pilotage Foundation**

**(A company limited by guarantee)**

### **Reference and administrative details of the Foundation, its trustees and advisers for the year ended 30 September 2021**

#### **Trustees**

N J Wollen DL, Chairman  
A C F Fawcett, Treasurer  
P M A Bryans  
G A Harrison-Hall  
J H Spinlove (appointed 21 May 2021)

#### **Secretary**

G W S Graham

#### **Charity registered number**

1109561

#### **Company registered number**

05424369

#### **Registered office**

c/o Kreston Reeves LLP, Springfield House, Springfield Road, Horsham, West Sussex RH12 2RG

#### **Bankers**

TSB Bank plc, 9 West Street, Bridport, Dorset, DT6 3QL

#### **Independent examiner**

Kreston Reeves LLP, Springfield House, Springfield Road, Horsham, West Sussex, RH12 2RG

#### **Investment managers**

Sarasin & Partners LLP, Juxon House, 100 St Paul's Churchyard, London EC3M 8BU

## **RCC Pilotage Foundation**

**(A company limited by guarantee)**

### **Trustees' report for the year ended 30 September 2021**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of the RCC Pilotage Foundation ('the Foundation') for the year ended 30 September 2021.

The Trustees confirm that the annual report and financial statements of the Foundation comply with the Charities Act 2011, the Companies Act 2006, the requirements of the Foundation's governing document, and the provisions of the Statement of Recommended Practice (SORP) (FRS 102) "Accounting and Reporting by Charities" effective 1 January 2019.

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

The Foundation is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 30 September 2005 and is a registered charity number 1109561. The Trustees approved revised Articles of Association on 15 January 2020.

The management of the Foundation is the responsibility of the directors, who are also the Trustees and are appointed or approved by the Committee of the Royal Cruising Club.

### **Objectives and activities**

The principal object of the Foundation is to advance the education of the public in the science and practice of navigation.

The Foundation achieves its objectives through the publication of a range of pilotage books and periodic revisions thereof, and also by the provision of navigational information on the Foundation's website. Some of the books published are not commercially viable and would not otherwise be produced, while most of the information available on the website is provided free of charge.

### **Public benefit**

The Foundation operates for the public benefit under the charitable purpose as defined in the Charities Act 2011: "the advancement of education". The Trustees confirm that they have complied with their duty in Section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

### **Achievements and performance**

The Foundation's performance in the financial year to Sept 2021 was significantly impacted by the Covid pandemic. Sales of all publications were substantially down on previous years with a corresponding effect on the Foundation's royalty income, although project costs also reduced as there was a general slowing down in the preparation of new editions and titles for publication.

Notwithstanding, the new title *Rites of Passage* as well as new editions of *Mediterranean Spain* and *Atlantic Islands* were published during the year together with an updated edition of the *Southern California Channel Islands* self-publication while some progress was made in the preparation of a number of new editions for publication in future years.

**Trustees' report  
for the year ended 30 September 2021 (continued)**

**Reserves policy**

It is the policy of the Foundation to maintain a minimum reserve of £200,000, which is equivalent to approximately 2 years' expenditure.

**Financial performance**

The net income for the year was £2,961 (2020 – £6,415) before net realised and unrealised investment gains of £43,537 (2020 – £17,115). The reserves of the Foundation increased at the end of the year by £46,498 (2020 – £23,530).

**Trustees' responsibilities statement**


The Trustees, who are also directors of the Foundation for the purposes of company law, are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Foundation and of the incoming resources and application of resources, including the income and expenditure, of the Foundation 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;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Foundation will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Foundation and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Foundation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 13 January 2022 and signed on their behalf by:



**N J Wollen, Chairman**

## **RCC Pilotage Foundation**

**(A company limited by guarantee)**

### **Independent examiner's report for the year ended 30 September 2021**

#### **Independent examiner's report to the Trustees of the RCC Pilotage Foundation ('the Foundation')**

I report on the financial statements of the Foundation for the year ended 30 September 2021 which are set out on pages 6 to 14.

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. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

#### **Responsibilities and basis of report**

As the charity trustees of the foundation and also its directors for the purposes of company law you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the foundation are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your foundation's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) the accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

**RCC Pilotage Foundation**

**(A company limited by guarantee)**

**Independent examiner's report  
for the year ended 30 September 2021 (continued)**

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *Kreston Reeves LLP*

Dated: *13/01/2022*

J Peach FCA

**Kreston Reeves LLP**

Chartered Accountants

Springfield House  
Springfield Road  
Horsham  
West Sussex  
RH12 2RG

# RCC Pilotage Foundation

(A company limited by guarantee)

## Statement of financial activities incorporating income and expenditure account for the year ended 30 September 2021

	Unrestricted funds 2021 Note	Unrestricted funds 2020
	£	£
<b>Income from:</b>		
Donations	-	2,880
Charitable activities:		
Imray royalties	26,922	37,339
Bloomsbury royalties	3,981	6,220
Investments	15,615	16,289
Direct sales and other income	1,072	1,067
<b>Total income</b>	<b>47,590</b>	<b>63,795</b>
<b>Expenditure on:</b>		
Raising funds:		
Investment management fees	4,065	3,689
Charitable activities:		
Project costs	2 14,601	29,471
Authors' supplement payment	2,100	2,450
Support and governance costs	3 23,863	21,770
<b>Total expenditure</b>	<b>44,629</b>	<b>57,380</b>
<b>Net income before investment gains</b>	<b>2,961</b>	<b>6,415</b>
Realised gains on disposal of investments	-	7
Unrealised gains on revaluation of investments	43,537	17,108
<b>Net movement of funds after investment gains</b>	<b>46,498</b>	<b>23,530</b>
<b>Reconciliation of funds:</b>		
Total funds brought forward	554,726	531,196
<b>Total funds carried forward</b>	<b>601,224</b>	<b>554,726</b>

All activities relate to continuing operations.

The notes on pages 9 to 14 form part of these financial statements.

**RCC Pilotage Foundation****(A company limited by guarantee)****Balance sheet  
at 30 September 2021**

	Note	£	2021 £	£	2020 £
<b>Fixed assets</b>					
Investments	6		574,313		534,737
<b>Current assets</b>					
Prepayments		960		1,920	
Cash at bank and in hand		<u>34,598</u>		<u>26,604</u>	
		35,558		28,524	
<b>Creditors:</b> amounts falling due within one year	7	<u>(8,647)</u>		<u>(8,535)</u>	
<b>Net current assets</b>			<u>26,911</u>		<u>19,989</u>
<b>Net assets</b>			<u>601,224</u>		<u>554,726</u>
<b>Charity Funds</b>					
Unrestricted funds	8		<u>601,224</u>		<u>554,726</u>
<b>Total funds</b>			<u>601,224</u>		<u>554,726</u>

The company's financial statements have been prepared in accordance with the provisions applicable to Companies subject to the small companies' regime.

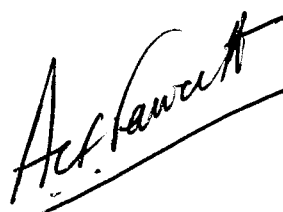
The Trustees consider that the Foundation is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the Foundation to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved by the Trustees on 13 January 2022 and signed on their behalf, by:



**N J Wollen DL, Chairman**



**A C F Fawcett FCA, Treasurer**

The notes on pages 9 to 14 form part of these financial statements.

# RCC Pilotage Foundation

(A company limited by guarantee)

## Cash flow statement for the year ended 30 September 2021

	2021 £	2020 £
<b>Net movement of funds as reported in the Statement of Financial Activities</b>	<b>46,498</b>	<b>23,530</b>
Adjustments for:		
Realised gains on investments	-	(7)
Unrealised gains on investments	(43,537)	(17,108)
Decrease/(increase) in debtors and prepayments	960	(1,651)
Increase/(decrease) in creditors	112	(2,333)
<b>Net cash used in operating activities</b>	<b>4,033</b>	<b>2,431</b>
Cashflows from investing activities:		
Investment management fees	3,961	3,681
<b>Cash generated during the period</b>	<b>7,994</b>	<b>6,112</b>
Cash at 1 October 2020	26,604	20,492
Cash at 30 September 2021	34,598	26,604
<b>Increase in cash during the period</b>	<b>7,994</b>	<b>6,112</b>

# **RCC Pilotage Foundation**

**(A company limited by guarantee)**

## **Notes to the financial statements for the year ended 30 September 2021**

### **1. Accounting policies**

#### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with 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), the Statement of Recommended Practice (SORP) (FRS102) (effective 1 January 2019) and the Companies Act 2006.

RCC Pilotage Foundation meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

The financial statements are presented in sterling and rounded to the nearest £1.

#### **1.2 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Foundation.

#### **1.3 Income**

All income is 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.

#### **1.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified under headings that aggregate all costs related to a category.

Charitable activities and Governance costs are costs incurred on the Foundation's educational operations, including support costs and costs relating to the governance of the Foundation apportioned to charitable activities.

All resources expended are inclusive of irrecoverable VAT.

#### **1.5 Pension**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

## Notes to the financial statements for the year ended 30 September 2021

### 1.6 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at market value at the balance sheet date. Fair value in this case is the market rate recognised on the stock exchange. Investment gains and losses, whether realised or unrealised, are shown on the Statement of financial activities incorporating income and expenditure account.

### 1.7 Financial instruments

The Foundation only 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### 1.8 General information

RCC Pilotage Foundation is a charitable company limited by guarantee incorporated in England and Wales, registration number 05424369, and is a registered charity number 1109561. The registered office is c/o Kreston Reeves LLP, Springfield House, Springfield Road, Horsham, West Sussex RH12 2RG.

## 2 Project costs

	2021 £	2020 £
Atlantic Islands	6,334	250
Imray Explore	5,000	-
Mediterranean Spain	2,424	2,333
Southern California Channel Islands	500	-
Rites of Passage	61	350
Chile	59	414
Arctic & Northern Waters	39	5,000
Corsica & North Sardinia	-	7,042
Norway	-	2,705
Balearics	-	2,692
Atlantic France	-	2,667
Germany & Denmark	-	2,500
Scilly Isles	-	1,564
North Africa	-	1,539
Other	184	415
<b>Total project costs</b>	<b>14,601</b>	<b>29,471</b>

# RCC Pilotage Foundation

(A company limited by guarantee)

## Notes to the financial statements for the year ended 30 September 2021

### 3. Support and governance costs

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Salary costs	15,000	12,000
Pension costs	450	450
Travel and subsistence	675	1,793
Office expenses	1,841	2,627
Marketing costs	1,938	1,247
IT costs	2,369	2,213
Governance – independent examiner fees	1,590	1,440
	<u>23,863</u>	<u>21,770</u>

### 4. Trustees' remuneration and expenses

During the year, one (2020 – no) Trustee received remuneration of £350 (2020 – nil). Five (2020 - 4) Trustees received reimbursement of expenses for travel, subsistence and project costs, amounting to £915 in the current year (2020 - £668).

### 5. Staff costs

Staff costs were as follows:

	2021 £	2020 £
Salaries and pensions	<u>15,450</u>	<u>12,450</u>

	2021	2020
The number of persons employed by the Foundation during the year:	1	1

**Notes to the financial statements  
for the year ended 30 September 2021**

**6. Fixed asset investments**

	<b>Listed securities £</b>	<b>Cash deposits £</b>	<b>Total £</b>
<b>Market value</b>			
At 1 October 2020	509,737	25,000	534,737
Investment management fees paid	(3,961)	-	(3,961)
Realised and unrealised gains	<u>43,537</u>	<u>-</u>	<u>43,537</u>
At 30 September 2021	<u>549,313</u>	<u>25,000</u>	<u>574,313</u>
<b>Historical cost</b>	<u>456,089</u>	<u>25,000</u>	<u>481,089</u>

No transfers were made during the year.

**Investments at market value comprise:**

	<b>UK £</b>	<b>Overseas £</b>	<b>2021 £</b>
Listed investments	202,696	346,617	549,313
Cash deposits	<u>25,000</u>	<u>-</u>	<u>25,000</u>
Total market value	<u>227,696</u>	<u>346,617</u>	<u>574,313</u>

	<b>Listed securities £</b>	<b>Cash deposits £</b>	<b>Total £</b>
<b>Market value</b>			
At 1 October 2019	496,303	25,000	521,303
Investment management fees paid	(3,681)	-	(3,681)
Realised and unrealised gains	<u>17,115</u>	<u>-</u>	<u>17,115</u>
At 30 September 2020	<u>509,737</u>	<u>25,000</u>	<u>534,737</u>
<b>Historical cost</b>	<u>456,089</u>	<u>25,000</u>	<u>481,089</u>

No transfers were made during the year.

**Investments at market value comprise:**

	<b>UK £</b>	<b>Overseas £</b>	<b>2020 £</b>
Listed investments	194,210	315,527	509,737
Cash deposits	<u>25,000</u>	<u>-</u>	<u>25,000</u>
Total market value	<u>219,210</u>	<u>315,527</u>	<u>534,737</u>

**RCC Pilotage Foundation****(A company limited by guarantee)****Notes to the financial statements  
for the year ended 30 September 2021****7. Creditors: Amounts falling due within one year**

	2021 £	2020 £
Other taxation and social security	257	75
Other creditors	3,493	2,965
Accruals	2,739	2,485
Deferred income	2,158	3,010
	<u>8,647</u>	<u>8,535</u>

Deferred income represents income received in advance for royalties receivable on the sale of books in future periods.

**8. Statement of funds – Current year**

	Brought forward £	Income £	Expenditure £	Gains £	Carried forward £
<b>Unrestricted funds</b>					
General funds	554,726	47,590	(44,629)	43,537	601,224
	<u>554,726</u>	<u>47,590</u>	<u>(44,629)</u>	<u>43,537</u>	<u>601,224</u>

**Summary of funds**

	Brought Forward £	Income £	Expenditure £	Gains £	Carried Forward £
General funds	<u>554,726</u>	<u>47,590</u>	<u>(44,629)</u>	<u>43,537</u>	<u>601,224</u>

# RCC Pilotage Foundation

(A company limited by guarantee)

## Notes to the financial statements for the year ended 30 September 2021

### 8. Statement of funds – Prior year

	Brought forward £	Income £	Expenditure £	Gains £	Carried forward £
<b>Unrestricted funds</b>					
General funds	531,196	63,795	(57,380)	17,115	554,726
	<b>531,196</b>	<b>63,795</b>	<b>(57,380)</b>	<b>17,115</b>	<b>554,726</b>

### Summary of funds

	Brought Forward £	Income £	Expenditure £	Gains £	Carried Forward £
General funds	<u>531,196</u>	<u>63,795</u>	<u>(57,380)</u>	<u>17,115</u>	<u>554,726</u>

### 9. Related party transactions

During the year, fees amounting to £350 were paid to Mr N Wollen (Chairman) for work in respect of The Baltic Sea and Approaches Pilot (2020 – nil). These fees were set on an arm's length basis.

### 10. Financial instruments

	2021 £	2020 £
Financial assets measured at amortised cost	<u>960</u>	1,920
Financial liabilities measured at amortised cost	<u>3,750</u>	3,040

Financial assets measured at amortised cost comprise prepayments.

Financial liabilities measured at amortised cost comprise other creditors and other taxation and social security as detailed in note 7.