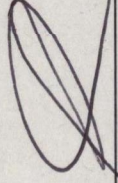


Additional comments:

As per email dated 29/11/22

Signature \_\_\_\_\_



Name

Maj R Smith

Fund Manager (Regimental Accountant Scheme)/Account  
Holder (Audit Board Scheme)

Date: 29/11/22



## **Platt, Alison Maj (Retd) (DCLPA-DSLA-WDSU-JAO)**

**From:** Smith, Ryan Maj (DCLPA-DSLA-PATW-OTSLand-2IC)  
**Sent:** 29 November 2022 14:47  
**To:** Platt, Alison Maj (Retd) (DCLPA-DSLA-WDSU-JAO); Bellringer, Jameela E1 (DCLPA-DSLA-WDSU-JAO-RegtAcctAsst)  
**Subject:** 20221129-PRI FM End of year comments-2IC OTS(L)-O

Ali. Meela,

My FM comments for the 1514 report:

- The investment value has shrunk by £3125.05 (9.75%). This was something we were expecting due to the volatile markets in the wake of the Russia/Ukraine conflict and is not a cause for concern at this point as the money within the investment fund is not needed in any immediate respect. The investment return will continue to be monitored.
- The GPF has grown by £2941.46, an increase of 2.37% (after the investment fund reduction and the depreciation of capital property) – this is an acceptable level of growth for the GPF and I see no reason to alter subscription charges to the fund at this time.
- Two restricted funds have shown significant increase in value (RLC Hockey Club Fund by £22502.29 (232.3%) and RN FSTW Charity by £6422.21 (540%)), this is being looked at to determine if these monies are to be imminently used or if income subscriptions are to be altered.
- The increase on these two restricted funds has significantly bolstered the value of the total funds being carried forward and the next PRI FM must ensure that the use of the restricted funds is fully understood to ensure no false confidence in the spending power of the fund.
- Debtors and creditors are controlled and show excellent improvement from last year.
- Nine new restricted funds have been created. These are active and have assisted the fund in bringing greater clarity to spending.
- The PRI holds a number of restricted funds that are not part of this unit (notably RLC tennis, RLC Orienteering, RLC Hockey and Army Golf). I would encourage the PRI to shed these funds over the coming year to provide clarity to the PRI fund.

I will place a printed copy of this email within the 1514 for convenience.

Kind regards,

*Ryan*

**Major R O Smith | 2IC OTS (L) | PATW | DSLA | DCLPA | Bldg 101 | Worthy Down | WINCHESTER | Hampshire | SO21 2RG | Skype: +443001668941**

[JSP Index](#) | [Queen's Regulations](#)



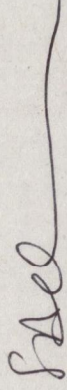
Ref the 1A's comments.

• I endorse paras 1-7 in full.

• Para 8 is a sensitive issue that should be addressed in 2023. Westmoor funds cannot sit dormant indefinitely and should be used for the benefit of DSEA personnel, especially if funds are being used for personnel outside WSTS (73 Syn?).

• Paras 9-11 - disappointing that the FM has not fully adhered to policy. This must be addressed in line with the 1A's comments by 31 Mar 23.

Signature



Name

Lt Col S Allen

Appointment

Managing Trustee CO WDSU

Date: 14 Dec 22



## Internal Auditor's/Audit Board Report

### General

1. There has been an excess of £35,860 income over expenditure for this accounting period. The majority of income being from grants and personal contributions in respect of the SPFs.

### Debtors/Creditors

2. Debtors and creditors are manageable and recoverable.

### SPFs

3. There are several SPFs that have had no movement within this audit period. I recommend that the FM conducts a review of all SPFs to ensure there is a continued requirement or return the funds to the originator and close as necessary.

4. For management purposes the intent is to move the RN Charities and Presentation SPFs within the PRI into a new FSTW Fund made up of all three Services FSTS(A) and FSTW(L).

5. IAW the PACR decision several SPFs that are associated with Corps or HQ Sports will be moved out of Service Charities Fund and transferred to either the Sports Boards or relevant Corps HQs to administer. This direction has been acknowledged and communication has been initiated, much to the surprise of the Regt HQs. I expect confirmation of a transfer within the next 6 months to ensure compliance.

### Investments

6. The current financial market has caused a loss of £3,125.05 on investments.

### Stock On Hand

7. I recommend that the FM conducts a review of shop stock to ensure stock holdings are manageable and that the turnover of stock is appropriate in order to avoid any build-up of dead stock.

### Gainshare

8. There is a considerable amount of Gainshare funding approx 20K that was received in Oct 2019 from Westmoors who relocated to Worthy Down in 2021. The intent is to share this funding for the good and benefit of WD station personnel.

### Property

9. PRI Committee Mtg: It is noted that there have not been any minutes from a PRI Committee Mtg for this audit period. As per policy the Managing Trustee is to convene a committee meeting at least six monthly. Voting powers and financial authorisation limits for OIC PRI are to be recorded in USOs. Any spending above the set OIC PRI limit must be discussed and voted for by the unit committee. The FM is to adhere to the Policy and provide minutes and organise mtgs forthwith.

### Property

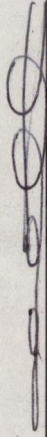
10. The Board conducted a check of the Property and found that the Register had not been updated for



some time. I recommend a 100% review of Property and that the Property Book is updated with locations and photos taken to ensure there is adequate insurance cover. The FM is to action the Audit Board findings and conduct 100% Property check by NLT 31 Jan 23.

11. I recommend that the FM provides a 2 year financial plan, to encourage income generation and manage spending by NLT 31 Mar 23.

Date: 10/12/22

Signature	<u></u>
Name	<u>A M Platt C2 (MSF)</u>
Appointment	<u>JSAO</u>



**Statement of Financial Activities as at 31/10/2022**

Paxton+

Page 1 of 1

Printed: 07/11/2022

**WORTHY DOWN SUPPORT UNIT**

**PRI**

	Unrestricted/ Designated/GPF Funds	Restricted Funds	Endowment Funds	Total Funds	Previous Period Total Funds
<b>Incoming Resources</b>					
Voluntary Income	0.00	5,176.69	0.00	5,176.69	7,680.46
Activities for Generating Funds	886.50	0.00	0.00	886.50	598.00
Investment Income	141.26	0.00	0.00	141.26	208.13
Income Resources from Charitable Activities	68,628.95	49,174.50	0.00	117,803.45	75,513.12
Other Incoming Resources	438.58	74,337.58	0.00	74,776.16	38,210.13
<b>Total Incoming Resources</b>	<b>70,095.29</b>	<b>128,688.77</b>	<b>0.00</b>	<b>198,784.06</b>	<b>122,209.84</b>
<b>Resources Expended Cost of Generating Funds</b>					
Investment Management Costs	0.00	0.00	0.00	0.00	0.00
Costs of Generating Funds	0.00	0.00	0.00	0.00	0.00
Charitable Activities	57,804.14	27,861.87	0.00	85,666.01	50,933.27
Governance Costs	437.98	586.41	0.00	1,024.39	940.57
Grants and Donations	4,642.57	69.00	0.00	4,711.57	5,532.50
Other Costs	1,144.09	70,377.64	0.00	71,521.73	44,143.56
<b>Total Resources Expended</b>	<b>64,028.78</b>	<b>98,894.92</b>	<b>0.00</b>	<b>162,923.70</b>	<b>101,549.90</b>
<b>Net Incoming/Outgoing Resources Before Transfers</b>	<b>6,066.51</b>	<b>29,793.85</b>	<b>0.00</b>	<b>35,860.36</b>	<b>20,659.94</b>
<b>Transfers</b>					
Gross transfers between funds (internal transfers)	0.00	0.00	0.00	0.00	0.00
<b>Net Incoming resources before holding gains and losses</b>	<b>6,066.51</b>	<b>29,793.85</b>	<b>0.00</b>	<b>35,860.36</b>	<b>20,659.94</b>
<b>Holding Gains/Losses</b>					
Gains on revaluation of the charity's fixed assets	0.00	0.00	0.00	0.00	0.00
Unrealised Gains/Losses on investment assets	-3,125.05	0.00	0.00	-3,125.05	5,961.44
<b>Net Movement in Funds</b>	<b>2,941.46</b>	<b>29,793.85</b>	<b>0.00</b>	<b>32,735.31</b>	<b>26,621.38</b>
<b>Reconciliation of Funds</b>					
<b>Total funds brought forward from previous year</b>	<b>124,172.15</b>	<b>102,494.99</b>	<b>0.00</b>	<b>226,667.14</b>	
<b>Total funds carried forward</b>	<b>127,113.61</b>	<b>132,288.84</b>	<b>0.00</b>	<b>259,402.45</b>	



## WORTHY DOWN SUPPORT UNIT

October 2022

End of last yearBalanceFixed Assets

2,954.06	Capital Property	2,040.47
81,025.33	Wealth Investment Fund	77,900.28

83,979.39	Total Fixed Assets	79,940.75
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Current Assets

114,596.77	Current bank account	152,864.95
3,584.52	Debtors	230.67
22,661.30	Stock On Hand	24,893.64
1,611.60	RN Presentation	1,611.60
1,410.00	Rifles Band Stock	0.00
143,864.19	Total Current Assets	179,600.86

227,843.58	Total Assets	259,541.61
------------	--------------	------------

Liabilities

1,176.44	Creditors	139.16
0.00	Not To Be Used	0.00
0.00	Not To Be Used	0.00

(1,176.44)	Total Liabilities	(139.16)
------------	-------------------	----------

226,667.14	Total Assets Minus Liabilities	259,402.45
------------	--------------------------------	------------

Total Funds

102,494.99	Total Restricted Funds	132,288.84
0.00	Total Endowment Funds	0.00
0.00	Total Designated Funds	0.00
124,172.15	Accumulated Trading & GPF	127,113.61
226,667.14	Total Funds	259,402.45



## WORTHY DOWN SUPPORT UNIT

End of last yearBalance

## Funds Analysis

## Designated Funds

0.00

0.00

## Restricted Funds

6,990.24	RLC Tennis Club Fund	5,663.24
5,377.00	RLC Orienteering Fund	6,352.92
368.55	85 SQN Fund	985.17
17,011.91	RLC Hockey Club Fund	39,514.20
936.51	LE QM Assoc Fund	325.79
0.00	DSLA Dinner Night	0.00
889.90	WDSA	619.90
28,998.08	WD Gain/Welfare Fund	25,898.15
2,060.75	CO's Welfare Fund	2,950.56
61.90	AGC CO WDSB	61.90
1,816.80	Sword Fund	1,816.80
493.44	PATW VQ Fund	281.41
831.53	PATW VQ Fund (RAF)	831.53
0.00	Rifles Band and Bugles PRI	0.00
0.00	Comdt HQ DCLPA	0.00
7,210.26	NS Welfare	6,457.35
1,457.80	RN FSTW Charity	7,880.01
1,121.90	Hd RN Training	1,386.00
3,396.82	DSL Prize Fund	5,341.52
4,429.40	DSL	1,642.80
4,420.97	Rifles Band and Bugles	3,302.17
273.63	Rifles Band Presentation Fund	273.63
1,891.90	RAF Gliding	0.00
3,035.70	WD Fest / Jubilee Party	0.00
8,866.00	Trainee lived exp - RAF CF	7,637.36
30.00	WDSpBr QM Dept	0.00
0.00	Ex Knees Bend	0.00
0.00	TRI SKI	3,727.59
0.00	AGA - Army Golf Assoc	335.39
0.00	Army Photographers	1,816.40
0.00	Pavilion	1,029.16
0.00	SAMF Challenge	207.67
0.00	Boxing	440.00
0.00	Cinema Fund	3,602.27
0.00	PATW SIPAC Sqn	236.00
0.00	Top Table	645.00
524.00	WDSU Pres / Events	1,026.95

102,494.99

132,288.84

## Endowment Funds

0.00

0.00

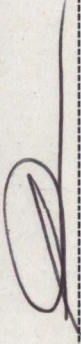
## Trading and General Purpose Funds



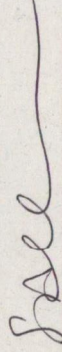
## WORTHY DOWN SUPPORT UNIT

<u>End of last year</u>		<u>Balance</u>
7,852.85	Trading surplus	6,799.08
0.00	Non Primary Purpose trading surplus	0.00
6,855.52	General Purpose Fund surplus	(3,857.62)
		-----
14,708.37	Trading & GPF surplus	
109,463.78	Balance at last balance sheet	
		-----
124,172.15	Accumulated Trading & GPF	2,941.46
		-----
226,667.14	Grand total	124,172.15
		-----
		127,113.61
		-----
		259,402.45
		-----

Signature of A/C Holder/Fund Manager

Date 29/11/22

Signature of Managing Trustee

Date 14 Dec 22



OFFICIAL-SENSITIVE

**Comd/SO2 SPS – Independent Examiner's Report on the Accounts, and Comments**

Disclosure Section (Only to be completed if the examiner needs to highlight material problems/discrepancies)

Give here brief details of any items that the examiner wishes to disclose

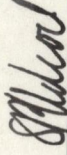
Nil

Comd/SO2 SPS Comments – Worthy Down Sp Unit PRI CC 1126113

1. I have examined the AB 397 balances and compared them with the AF N1514 balances to ensure they agree.
2. The operation and structure of the Charity is understood.
3. In the compilation of this Report, I have referred to the unit's annual G1A.
4. I have examined the PAXTON/AB 397 balances at the end of the Audit Period.
5. During the unit's annual assurance visit an appropriate level of sampling was conducted on all accounting records and subsidiary books.
6. The Final Accounts, and G1A report, have revealed no unusual items, unexpected fluctuations or inconsistencies. The assets and liabilities are consistent with the type of activities that the charity operates.
7. The Fund operates on the accrual's basis conforming with s.42(1).
8. The accounting policies are consistent in application and appropriate to the activities of the Charity.
9. There has been no event that has had an adverse impact on the worth of the charity subsequent to this Report. No Restricted Funds are Overspent.
10. This check is not applicable to this Fund.
11. Nothing further to report.
12. There has been no deliberate act of misconduct in the administration of the charity.
13. Fund Manager, Managing Trustee and Internal Auditors comments are noted.

No further comments

Independent Examiner's Signature



Name

Maj S Adcock

Date: 12/7/23

Appointment

SO2 SPS 11 SFA Bde AND HQ SE

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