

WARDROOM MESS

HMS SEAHAWK

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 May 2020 to 30 April 2021

Registered Charity No. 1128507

Trustees' Annual Report and Comments

Wardroom Mess HMS SEAHAWK

Charity Registered No:	1128507
Covering the Accounting Year:	1 May 2020 to 30 April 2021
Address:	RNAS Culdrose Helston Cornwall TR12 7RH
Governing Document:	Constitution (Mess Rules)
Objectives:	Promotion of the Military Efficiency and Operational Effectiveness of the Armed Forces by the provision of mess facilities to Commissioned Officers serving in the Her Majesty's Ship Seahawk.
Trustee:	Captain S Finn Royal Navy
Trustee selection method:	Appointed as such by the Naval Secretary.
Bankers:	Lloyds TSB Market Place Helston Cornwall
Independent Examiner:	P A Nicholls MBE MAAT 5 Nursery Road Havant Hants PO9 3BG
Activities and Achievements:	To have resources available for expenditure on improvements to the quality of life, and the engenderment of esprit de corps. But for Covid-19 the mess would have put on a full social programme for its members. Generous subsidies would have been provided to functions, mainly from the monthly entertainment levy.
Financial Review:	The worth of the mess increased by £15K to £184.8K. Of this figure, £72K was represented by property and stock. Bank and deposit accounts easily covered liabilities of £12.4K. There were two main reasons for the increase in assets: • The RNRMC grant added £7K to property assets. • Subscription income exceeded running costs by £7.3K.
Investment Selection Policy:	No investments are held.

Financial Reserves Policy:	The Trustee has considered the level of reserves that is required appropriate to the charity's needs. This is set at £90K and is held in a deposit account. The Trustee aims to ensure that the charity will be able to fulfil its charitable objectives even if there is a temporary shortfall in income and unexpected expenditure. The Trustee will endeavour not to set aside funds unnecessarily.
Grant Policy:	Grants may be made to mess members to assist with the personal contributions to sporting, adventurous training or other activities.
Risk Assessment:	The Trustee reviews the major risks to which the charity is exposed, and systems have been established to manage those risks and believes that by maintaining the free reserves stated it would provide sufficient resources in the event of adverse conditions. Half yearly independent examination of the accounts will mitigate the risk of any mismanagement by the mess committee.
Public Benefit Statement	This fund provides public benefit by assisting Service personnel to more effectively perform their roles within the Armed Forces of the Crown. It does this by providing and supporting mess facilities and social activities. This assistance enables Service personnel to face the challenges and danger associated with military service by developing and maintaining teamwork, spirit and attitude, and morale. As a result the fund promotes the efficiency of the Armed Forces of the Crown by enhancing the Royal Navy's and Royal Marines' capability to undertake the roles demanded of it including the defence of the United Kingdom and its interests. I confirm that have paid due regard to the Charity Commission of England and Wales's guidance on public benefit when deciding what activities the charity should undertake.

Declaration:

I declare, in my capacity of Charity Trustee, that I have approved the above report.

Signature *Signed on Original*

Name Captain S Finn Royal Navy.

Appointment Commanding Officer and sole Managing Trustee

Date 4 June 2021

Independent Examiner's Report to the Trustee of the Wardroom HMS Seahawk

I report on the accounts of the Charity for the year ended 30 April 2021 which are set out in pages 1 to 6 and accompanying notes.

Respective responsibilities of trustees and examiner

The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers that an audit is not required for this year under section 144(2) of the Charities Act 2011 (The Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustee for any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than in any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I 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 on Original

P A Nicholls MBE MAAT
5 Nursery Road
Havant
Hants PO9 3BG

4 June 2021

RNAS CULDROSE WARDROOM MESS FUND

REGISTERED CHARITY No 1128507

BALANCE SHEET

30-Apr-21

Note

ASSETS

30-Apr-20

Fixed Assets

Mess Property	7	£ 64,296.35	£ 60,219.57
---------------	---	-------------	-------------

Current Assets

Stocks at Cost:	7A	£ 7,731.85	£ 10,151.41
Messbills & Function Payments Due		£ 8,449.57	£ 12,599.20
Misc Debts & Prepayments	8	£ 587.37	£ 1,087.06
Charity Deposit Account		£ 90,495.85	£ 80,431.09
Bank Accounts		£ 25,669.28	£ 19,667.38
Cash & Floats		£ 53.75	£ 587.93
Total Current Assets		<u>£ 132,987.67</u>	<u>£ 124,524.07</u>

LIABILITIES

Creditors	9	£ 3,454.35	£ 4,096.36
Squadron & Other Funds	10	£ 8,761.60	£ 9,577.92
Charity Chest		£ 181.10	£ 179.10
VAT		£ 54.69	£ 1,113.16
Current Liabilities		<u>£ 12,451.74</u>	<u>£ 14,966.54</u>

Net Current Assets	£ 120,535.93	£ 109,557.53
--------------------	--------------	--------------

Net Assets	<u><u>£ 184,832.28</u></u>	<u><u>£ 169,777.10</u></u>
------------	----------------------------	----------------------------

Approved on 4 June 2021

Signed on Original

Captain S Finn Royal Navy
Sole Managing Trustee

RNAS CULDROSE WARDROOM MESS FUND

STATEMENT OF FINANCIAL ACTIVITIES

For year to 30 Apr 21

	Note	<u>Year to Apr 21</u>	<u>Year to Apr 20</u>
Income			
Grants In		£ 6,956.00	£ -
Charitable Activities		£ 46,283.12	£ 149,858.48
Investment Income		<u>£ 64.76</u>	<u>£ 320.37</u>
Total Income	3	<u>£ 53,303.88</u>	<u>£ 150,178.85</u>
Expenditure			
Charitable Activities		£ 38,248.70	£ 139,382.00
Total Expenditure	4	<u>£ 38,248.70</u>	<u>£ 139,382.00</u>
Net Income/(Expenditure)		£ 15,055.18	£ 10,796.85
Total Funds Brought Forward		£ 169,777.10	£ 157,663.25
Previous Year Bar Correction		£ -	£ 1,317.00
Total Funds Carried Forward		<u>£ 184,832.28</u>	<u>£ 169,777.10</u>

RNAS CULDROSE WARDROOM MESS FUND

Notes to the Accounts dated 30 April 2021

Note 1 - Accounting policies

a. The financial statements are prepared under the historic cost convention (as modified by the revaluation of fixed asset investments) and in accordance with applicable accounting standards: Charities Statement of Recommended Practice (FRS 102) effective 1 January 2019 and the provisions of the Charities Act 2011. Significant policies adopted are:

Incoming resources

- a. Donations are included in the Statement of Financial Activities (SOFA) when the fund becomes entitled to the donation or grant and it is reasonably certain that it will be received.
- b. Incoming resources from fund raising are reported gross in the SOFA
- c. Intangible income is not included in the accounts.
- d. The fund receives no unpaid volunteer help.
- e. Interest is included in the accounts when receivable.

Expenditure and liabilities

- a. Liabilities are recognised as soon as there is a legal or constructive obligation committing the fund to the expenditure.

Assets

- a. Paintings, furniture, works of art, silver and books were valued 2011.
- b. Depreciating fixed assets are capitalised if they can be used for more than one year and cost at least £50. They are valued at cost or a reasonable value on receipt. Depreciation is straight line over the estimated life of the item. Depreciation is not allocated to activity costs as the use is varied.
- c. Stocks are valued at the lower of cost or market value.

Note 2 - Investments

No longer held.

Note 3 - Income

	<u>Year to Apr 21</u>	<u>Year to Apr 20</u>
<u>Voluntary Income</u>		
Grants	£ 6,956.00	£ -
<u>Charitable Activities</u>		
Mess Subscriptions	£ 29,781.46	£ 35,555.61
Entertainment Levy	£ -	£ 24,596.95
Associate Subscriptions	£ 2,933.85	£ 3,242.51
Function Income	£ 1,062.01	£ 50,121.16
Bouncy Castle/Popcorn/Candy Floss	£ -	£ 44.72
Bar Sales	£ 12,139.35	£ 35,659.54
Admin Charges	£ 200.00	£ 180.00
Cufflinks/Enterprise	£ 149.01	£ 447.73
Misc income	£ 17.44	£ 10.26
	<u>£ 46,283.12</u>	<u>£ 149,858.48</u>
<u>Investment Income</u>		
Bank Interest	£ 64.76	£ 320.37
Total Income	<u><u>£ 53,303.88</u></u>	<u><u>£ 150,178.85</u></u>

Note 4 - Expenditure

	<u>Year to Apr 21</u>	<u>Year to Apr 20</u>
<u>Charitable Activities</u>		
Operating Costs		
Function expenses from tickets	£ 1,062.01	£ 50,121.16
Functions expenses from subsidy	£ -	£ 27,503.02
Bar Expenses	£ 10,447.20	£ 29,111.78
TV and Video	£ 4,169.80	£ 4,962.79
Running Costs		
Coffee	£ 4,957.27	£ 6,400.22
Biscuits	£ 1,476.00	£ 882.00
Milk	£ 898.08	£ 1,637.30
Insurances	£ 1,332.40	£ 1,432.16
Trophy Hire	£ 294.26	£ 282.87
Mess Guest/Entertainment	£ 1,440.42	£ 727.26
Mess Flowers	£ 15.00	£ 68.79
Grants/Donations	£ -	£ 210.77
Performing Rights Society/PPL	£ 636.43	£ 1,325.59
Repairs & Renewals	£ 3,370.39	£ 1,040.89
Christmas	£ 812.01	£ 1,096.93
Play Equipment	£ 114.00	£ -
Bouncy Castle/Popcorn/Candy Floss	£ -	£ 202.04
Newspapers & Periodicals	£ -	£ 2,204.50
Postage/telephone	£ 109.28	£ 84.12
Leaving Gifts/Flowers	£ 197.30	£ 977.40
Cufflinks/Enterprise	£ -	£ 483.43
RCYC Membership	£ 274.75	£ 358.00
Family/VIP Sundries	£ 15.99	£ -
Misc Expenses	£ 179.23	£ 279.75
Governance Costs		
Examination of Accounts	£ 1,260.00	£ 1,250.00
Support Costs		
Office Costs	£ 194.00	£ 489.52
BACS/Bank Charges	£ 1,622.91	£ 1,259.17
Mess Bill write off	£ -	£ 9.19
Property depreciation	£ 3,369.97	£ 4,981.35
	<u>£ 38,248.70</u>	<u>£ 139,382.00</u>
Total Expenditure	<u>£ 38,248.70</u>	<u>£ 139,382.00</u>

Note 5 - Paid Employees

- a. There were no paid employees.

Note 6 - Trustees and Other Related Parties

- a. No expenses or emoluments have been paid to the sole Managing Trustee
- b. There are no amounts due to or from the sole Managing Trustee

Note 7 - Tangible Fixed Assets - Property Account

Depreciating Property	
As at 30 Apr 20	£ 13,460.23
Additions	£ 7,446.75
Depreciation	£ (3,369.97)
As at 30 Apr 21	<u>£ 17,537.01</u>
Non Depreciating Property	
As at 30 Apr 20	<u>£ 46,759.34</u>
As at 30 Apr 21	<u>£ 46,759.34</u>

Note 7A - Stocks

Bar/Cellar	<u>£ 7,731.85</u>
	<u>£ 7,731.85</u>

Note 8 - Prepayments, Misc Debtors

Insurance prepaid	£ 277.00
PAYD	£ 59.37
TV Licence	£ 118.00
PRS/PPL	£ 133.00
	<u>£ 587.37</u>

Note 9 - Creditors

Siemens - Coffee	£ 1,296.00
Select Vending - Coffee	£ 238.12
LWC Cornwall - Bar	£ 689.99
BOC	£ 24.84
ROSPA inspection	£ 114.00
Trophy Hire	£ 21.00
Sky	£ 410.40
PNIE	£ 660.00
	<u>£ 3,454.35</u>

Note 10 - Held for Other Funds

Civilian Accom	£ 103.42
Exchange Service/Entitled Overseas Accom	£ 199.96
736 NAS	£ 67.50
814 NAS	£ 400.00
820M NAS	£ 645.00
ATC Social Fund	£ 115.00
Plumbers Union	£ 90.00
NET Accommodation	£ 184.80
HoDs Fund	£ 700.77
Christmas Draw	<u>£ 6,255.15</u>
	<u>£ 8,761.60</u>

Note 11 - Declarations

- The fund does not have any material commitments not provided for in the accounts
- The fund has not given any guarantees to any third party that could be called on at the year end.
- The fund has not granted any loans.
- The fund did not make any ex gratia payments during the year.

Declarations

- a. The Trustee has not changed the year end date nor the length of the fund's financial year
- b. All the fund's operations are continuing operations and there were no discontinued operations.
- c. No funds are in deficit.
- d. The fund has no marketable intangible assets
- e. There were no interfund loans outstanding at the balance sheet date.
- f. None of the funds functional assets have been revalued during the year and the fund does not have a policy of revaluation of these assets.
- g. The fund has no material fixed assets which have not been capitalised and included in the Balance Sheet.

Bar Trading for year ended 30 Apr 21

			<i>Previous Year</i>
Sales	£ 10,835.72		£ 32,033.39
Sales at Cost	<u>£ 1,303.63</u>		<u>£ 3,626.15</u>
	£ 12,139.35		35,659.54
Opening Stock	£ 9,992.05	£ 9,974.45	
Purchases	<u>£ 6,601.12</u>	<u>£ 26,515.20</u>	
	£ 16,593.17	£ 36,489.65	
less Closing Stock	<u>£ (7,731.85)</u>	<u>£ (9,992.05)</u>	
Cost of Sales	<u>£8,861.32</u>	<u>£26,497.60</u>	
Gross profit	£ 3,278.03 27%	9,161.94 26%	
less			
Bar Equipment	£ 577.00	£ 986.49	
Spillage & Ullage	£ 178.89	£ 1,260.82	
Stock Write Off	<u>£ 829.99</u>	<u>£ 366.87</u>	
	<u>£ 1,585.88</u>	<u>£ 2,614.18</u>	
Net Profit	<u>£ 1,692.15</u> 16%	<u>£ 6,547.76</u> 20%	

Independent Examiner's Report to the Trustee of the Wardroom HMS Seahawk I report on the accounts of the Charity for the year ended 30 April 2021 which are set out in pages 1 to 6 and accompanying notes. Respective responsibilities of trustees and examiner The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers that an audit is not required for this year under section 144(2) of the Charities Act 2011 (The Charities Act) and that an independent examination is needed. It is my responsibility to: • examine the accounts under section 145 of the 2011 Act; • to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the Charities Act, and • to state whether particular matters have come to my attention. Basis of independent examiner's report My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustee for any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below. Independent examiner's statement In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect: • The accounting records were not kept in accordance with section 130 of the Charities Act; or • The accounts did not accord with the accounting records; or • The accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than in any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination. I 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.