

PN INDEPENDENT EXAMINATIONS

The Commanding Officer
RNAS Culdrose

16 May 25

THE WARDROOM MESS FUND – EXAMINATION AND ACCOUNTS FOR THE YEAR ENDING 30 APR 25

1. The examination of the Wardroom Mess fund for the year to 30 Apr 25 has been completed satisfactorily. A copy of the accounts and a draft Trustee's Annual Report (TAR) are enclosed.

2. After approval of the accounts and TAR, PDF versions of both, as well as the Certificate of Independent Examination, should be uploaded to the Charity Commission website as part of the process of completing the annual return online. PNIE will provide the PDF copies.

Accounts

3. Mr Creed, the Treasurer, has, provided a comprehensive set of reports required. This was achieved remotely. PNIE received swift responses to email queries.

4. The bar and property were mustered independently. The mess holds no cash, therefore there was no need for an independent count.

5. The mess held £69.3K in a COIF Charity Deposit Account which earned £3K interest. The interest rate at the end of Apr was 4.3%.

Property

6. Non-depreciating property (artwork, artefacts, silver, etc.) was valued at £109.1K. The depreciating property was worth £6.7K after depreciation. Mr. Creed efficiently maintains the register using Sage Accounts.

Mess Debtors

7. There were just two outstanding mess bills, totalling £36. This was an impressive achievement in such a large busy mess.

Subscriptions

8. Military subscription income had increased over the year by £8.3K to £61.3K. This more than covered the running costs of £34.7K.

9. Associate and civilian subscription income had increased slightly nearly £5K.

Bar

10. Bar sales had fallen by £6.4K to £36.5K leading to a net profit of £11.7K (34%). compared to the £12.2K (32%) seen in the previous year. The stock held was valued at £7.7K.

Subsidies/VAT

11. Function subsidies totalled £37.9K compared to £42.7K in the previous year.
12. There will be an additional VAT bill to pay because the function subsidies were part funded from untaxed military subscriptions. This year the trading income (bar profit, shop profit and associate member subscriptions) totalled £16.6K whilst the subsidy on functions was £37.9K. This means the additional VAT bill to pay will be £3.5K. Mr Creed will make an appropriate adjustment on the next VAT Return.
13. The Treasurer had favoured a method which did not account for VAT on functions until year end. This was simple but significantly under reported taxable income and expenditure on VAT Returns in three of the four VAT quarters. This would be unacceptable to HMRC. Therefore, in future, VAT will be actioned at the time of each transaction.

Other Activities

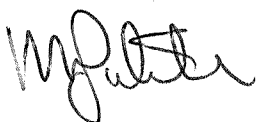
14. The Christmas Draw income received was £14.5K and costs were £14.2K. The small profit will be carried forward into the Dec 25 Draw.

Summary

15. The fund had increased by £5.7K and was worth £234.1K including property and stocks totalling £124.8K. The main reasons were:

- Military subscriptions exceeding running costs by £26.5K.
- Interest received and minor incomes totalling £4.1K.
- Offset by:
- Function subsidies that were not covered by trading profits - £21.3K.
- Additional VAT bill - £3.5K.

16. Bank and deposit assets of £118.8K more than covered the £18.1K in liabilities.



M L Butcher
PN Independent Examinations

Information:

Mess President
Mess Treasurer

WARDROOM MESS

HMS SEAHAWK

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 May 2024 to 30 April 2025

Registered Charity No. 1128507

Trustees' Annual Report and Comments

Wardroom Mess HMS Seahawk

Charity Registered No: 1128507

Covering the Accounting Year: 1 May 2024 to 30 April 2025

Address: RNAS Culdrose
Helston
Cornwall
TR12 7RH

Governing Document: Constitution (Mess Rules)

Object: Promotion of the Military Efficiency and Operational Effectiveness of the Armed Forces by the provision of mess facilities to Commissioned Officers serving in His Majesty's Ship Seahawk.

Trustee: Captain S Irwin Royal Navy. (Until 8 Dec 2024).
Captain J Hall Royal Navy (From 9 Dec 2024).

Trustee selection method: Appointed as such by the Naval Secretary.

Bankers: Lloyds TSB
Market Place
Helston
Cornwall

Independent Examiner: M L Butcher FMAAT
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. The mess put on a full social programme for its members supported by generous subsidies have been provided to functions.

Financial Review: The fund had increased by £5.7K and was worth £234.1K including property and stocks totalling £124.8K. The main reasons were:

- Military subscriptions exceeded running costs by £26.5K.
- Interest received and minor incomes totalling £4.1K.

Offset by:

- Function subsidies that were not covered by trading profits - £21.3K.
- Additional VAT bill - £3.5K.

Bank and deposit assets of £118.8K more than covered the £18.1K in liabilities.

Investment Selection Policy: No investments are held.

Financial Reserves Policy: The Trustee has considered the level of reserves appropriate to the charity's needs. This is set at £60K-£70K 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 perform their roles more effectively 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 I 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



Name Captain J Hall Royal Navy.

Appointment Commanding Officer and Sole Managing Trustee

Date 20 June 2025

RNAS CULDROSE WARDROOM MESS FUND

REGISTERED CHARITY No 1128507

BALANCE SHEET

30-Apr-25

Note

ASSETS

30-Apr-24

<u>Fixed Assets</u>				
Mess Property	7		£ 115,800.34	£ 117,394.62
<u>Current Assets</u>				
Stocks at Cost:	7A	£ 8,607.99		£ 6,821.53
Mess Bills & Function Payments Due		£ 7,185.83		£ 12,466.64
Misc Debts & Prepayments	8	£ 1,785.57		£ 1,489.00
Charity Deposit Account		£ 68,127.67		£ 65,077.87
Bank Accounts		£ 50,701.52		£ 41,841.17
Total Current Assets		<u>£ 136,408.58</u>		<u>£ 127,696.21</u>

LIABILITIES

Creditors	9	£ 6,766.08		£ 7,176.70
Squadron & Other Funds	10	£ 10,936.71		£ 8,602.00
Charity Chest		£ 145.80		£ 331.50
VAT		£ 271.93		£ 627.99
Current Liabilities		<u>£ 18,120.52</u>		<u>£ 16,738.19</u>
Net Current Assets			£ 118,288.06	£ 110,958.02
Net Assets			<u><u>£ 234,088.40</u></u>	<u><u>£ 228,352.64</u></u>

Approved on 20 June 2025

Captain J Hall Royal Navy
Sole Managing Trustee



RNAS CULDROSE WARDROOM MESS FUND

STATEMENT OF FINANCIAL ACTIVITIES

For Year to 30 Apr 25

	Note	Previous Year
Income		
Charitable Activities	£ 177,319.41	£ 180,883.21
Investment Income	<u>£ 3,012.04</u>	<u>£ 3,043.25</u>
Total Income	3 <u>£ 180,331.45</u>	<u>£ 183,926.46</u>
Expenditure		
Charitable Activities	£ 174,595.69	£ 185,736.71
Total Expenditure	4 <u>£ 174,595.69</u>	<u>£ 185,736.71</u>
Net Expenditure	£ 5,735.76	£ (1,810.25)
Total Funds Brought Forward	£ 228,352.64	£ 230,162.89
Total Funds Carried Forward	<u>£ 234,088.40</u>	<u>£ 228,352.64</u>

RNAS CULDROSE WARDROOM MESS FUND

Notes to the Accounts dated 30 April 2025

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, UK Accounting Standards and the Charities Acts.

Income

- 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. Income resources from fund raising is 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 re-valued 2023
- 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

None Held

Note 3 - Income

Prevoius Year

Charitable Activities

Mess Subscriptions	£ 61,271.75	£ 52,993.06
Associate Subscriptions	£ 4,963.14	£ 4,592.61
Function Income	£ 72,632.27	£ 77,550.22
Bar Sales	£ 36,473.67	£ 42,851.98
Enterprise Sales	£ 896.99	£ 2,450.34
Admin Charges	£ 265.00	£ 130.00
Bank Compensation	£ 74.63	£ -
Dog Deposits & Waste	£ 741.96	£ 315.00
	£ 177,319.41	£ 180,883.21

Investment Income

Bank Interest	£ 3,012.04	£ 3,043.25
Total Income	£ 180,331.45	£ 183,926.46

Note 4 - Expenditure

Previous Year

Charitable Activities

Operating Costs

Function Expenses from Tickets	£ 72,632.27	£ 77,550.22
Functions Expenses from Subsidy	£ 37,923.72	£ 42,746.21
Bar Expenses	£ 24,937.17	£ 30,655.01
Enterprise Purchases	£ 825.55	£ 2,450.34
Additional VAT on Subsidy	£ 3,546.44	£ 4,326.11

Running Costs

Coffee	£ 4,138.01	£ 4,919.44
Biscuits	£ 1,891.76	£ 1,030.99
Milk	£ 655.49	£ 738.58
TV and Video	£ 7,283.98	£ 7,234.12
Dining Hall Extras	£ 1,178.18	£ 742.00
Insurances	£ 1,027.76	£ 961.20
Trophy Hire	£ 176.79	£ 253.61
Mess Guests	£ 1,752.59	£ 84.21
Entertainment by Mess	£ 3,784.14	£ -
Grants/Donations	£ 550.00	£ 1,500.00
Performing Rights Society/PPL	£ 1,187.92	£ 1,062.21
Repairs & Renewals	£ 3,894.04	£ 1,812.40
Dog Bin Expenditure	£ -	£ 614.00
Bouncy Castle/Popcorn/Candy Floss	£ 190.16	£ 349.01
Newspapers & Periodicals	£ 90.98	£ 54.99
Postage/Telephone	£ 144.00	£ 102.80
Leaving Gifts/Flowers	£ 480.00	£ 40.00
RCYC Membership	£ 450.00	£ 410.00
Travel	£ 31.20	£ 24.99
Misc Expenses	£ -	£ 45.47

Governance Costs

Examination of Accounts	£ 1,275.00	£ 1,320.00
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Support Costs

Office Costs	£ 336.44	£ 137.94
BACS/Bank/SumUp Charges	£ 2,208.83	£ 2,099.43
Property Depreciation	£ 2,003.27	£ 2,471.43

£ 174,595.69

£ 185,736.71

Total Expenditure

£ 174,595.69

£ 185,736.71

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 24	£ 8,335.22
Addition	£ 408.99
Depreciation/Disposals	£ (2,003.27)
As at 30 Apr 25	£ 6,740.94

Non Depreciating Property

As at 30 Apr 25	£ 109,059.32
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£ 115,800.34

Note 7A - Stocks

Shop Stock - Enterprise	£ 835.06
Postage Stamps	£ 79.20
Bar/Cellar	£ 7,693.73
	<u>£ 8,607.99</u>

Note 8 - Prepayments, Misc Debtors

PAYD	£ 125.33
CCLA Interest	£ 242.24
Summer BBQ Prepaid	£ 450.00
Insurance Prepaid	£ 216.00
TV Licence Prepaid	£ 127.00
Trophy Hire Prepaid	£ 18.00
PRS/PPL Prepaid	£ 607.00
	<u>£ 1,785.57</u>

Note 9 - Creditors

ESS	£ 475.48
LWC	£ 1,583.70
BOC	£ 105.06
Sky	£ 410.40
HMRC - Additional VAT on Function Subsidies	£ 3,546.44
PNIE	£ 645.00
	<u>£ 6,766.08</u>

Note 10 - Held for Other Funds

Civilian Accom	£ 524.17
Exchange Service/Entitled Overseas Accom	£ 16.10
750 NAS	£ 444.75
814 NAS	£ 570.00
820M NAS	£ 440.00
824 Fund	£ 692.50
NET Accom	£ 565.71
ATC Social Fund	£ 120.00
Plumbers Union	£ 155.00
HoDs Fund	£ 3,518.39
Christmas Draw	£ 3,890.09
	<u>£ 10,936.71</u>

Note 11 - Declarations

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

Declarations

- The Trustee has not changed the year end date nor the length of the fund's financial year
- All the fund's operations are continuing operations and there were no discontinued operations.
- No funds are in deficit.
- The fund has no marketable intangible assets
- There were no interfund loans outstanding at the balance sheet date.
- 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.
- 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 25

			<i>Previous Year</i>
Sales	£ 33,909.32		£ 38,043.25
Sales at Cost	<u>£ 2,564.35</u>		<u>£ 4,808.73</u>
	£ 36,473.67		42,851.98
Opening Stock	£ 6,001.48	£ 5,788.75	
Purchases	<u>£ 24,885.20</u>	<u>£ 29,059.85</u>	
	£ 30,886.68	£ 34,848.60	
Less Closing Stock	<u>£ (7,693.73)</u>	<u>£ (6,001.48)</u>	
Cost of Sales	<u>£23,192.95</u>		<u>£28,847.12</u>
Gross Profit	£ 13,280.72 36%		14,004.86 33%
Less			
Bar Equipment	£ 1,159.65	£ 1,271.31	
Spillage & Ullage	<u>£ 459.46</u>	<u>£ 536.58</u>	
	<u>£ 1,619.11</u>		<u>£ 1,807.89</u>
Net Profit	<u>£ 11,661.61 34%</u>		<u>£ 12,196.97 32%</u>

Independent Examiner's Report to the Trustee of the HMS Seahawk Wardroom Mess.
(Charity Registration No 1128507)

I report to the trustee on my examination of the accounts of the Charity for the year ended 30 April 2025.

Responsibilities and basis report

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.

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination; I confirm that 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 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.



20 June 2025