

Hamworthy Barracks Unit Institute Fund (UIF) Report Ending:

21

The Trustee's Annual Report and Accounts for:
Hamworthy Barracks Unit Institute Fund (UIF)
by The Commanding Officer, Hamworthy Barracks
Charity Number: 1128739

HAMWORTHY BARRACKS
Unit Institute Fund (UIF)
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HAMWORTHY BARRACKS

Unit Institute Fund (UIF)

REFERENCE AND ADMINISTRATION INFORMATION

Trustee:	Lt Col Royal Marines Commanding Officer
Charity No:	1128739
Charity Offices:	Headquarters Royal Marines Poole Hamworthy POOLE Dorset BH14 5NQ
Independent Examiner:	WO2 W McCallum RM Corps Service Funds Accountant Navy Command Headquarters Normandy Building Whale Island Portsmouth PO2 8ER
Bankers:	Holt's Bank Farnborough Dorset

**HAMWORTHY BARRACKS
Unit Institute Fund (UIF)**

REPORT OF THE TRUSTEE FOR THE YEAR ENDED 30 APRIL 2021

The Trustee presents his report along with the financial statements of the Fund for the year ended 30 April 2021. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the Fund's Trust Deed, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

In preparing the financial statements the Trustee should follow best practise and:

- Ensure that the accounting policies are applied consistently.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Fund will continue to operate.
- Ensure that proper accounting records are kept which disclose with reasonable accuracy the position of the Charitable Fund.
- Take reasonable steps to safeguard the assets of the Fund.
- Take reasonable steps for the prevention and detection of fraud and any other irregularities.
- Disclose and explain fully any departures from the financial statements.

The Unit Institute Fund (UIF) of Royal Marines Poole was created to provide amenities, entertainment and facilities for the personnel within the unit that is not otherwise provided for by the public purse and to promote military efficiency and well-being. The Commanding Officer of Royal Marines Poole is the sole Managing Trustee in line with current service regulations. The Trustee is selected by appointment from within the Royal Marines and will generally change at regular intervals. Trustees are inducted by appointment and will have received training in account management in accordance with Service Fund Regulations and whose duties are laid down in Queens Regulations.

The Trustee has delegated the day to day running of the account to nominated representatives (*The Supervising Officer & Treasurer*) from within the unit organisation. Committee (UIF) meetings are held on a frequent basis and have been structured to provide a wide representation of members to represent the best interests of the Fund. However, all decisions are recorded and approved by the Trustee as laid down within the Charter.

The management have considered the major risks to which the Fund is exposed. These risks are continually reviewed and the management have established systems and procedures to manage them. The Trustee considers, by reviewing the accounts monthly, the management can manage and review the income over expenditure.

Objectives and Activities

The Fund exists for the collective benefit of all personnel in Royal Marines Poole and the main objective is to provide the appropriate facilities to enhance the military and individual skills of all its personnel, with emphasis on the junior ranks within the unit.

The objects of the Fund are for the promotion of efficiency of the Armed Forces of the Crown by the provision and support of facilities and activities for the efficiency and well-being of service personnel.

The Fund carries out these objects by:

Providing and assisting personnel to more effectively perform their roles within the Armed Forces of the Crown by providing and supporting amenity facilities: the UIF Shop and associated facilities. This assistance enables Service personnel to face the challenges and danger associated with military service by developing and maintaining their teamwork, skills, fitness, confidence, character, spirit, attitude and morale. As a result, the Fund promotes the efficiency of the Armed Forces of the Crown by enhancing the capability of the Royal Marines and wider Services to undertake the roles demanded of it; including the defence of the United Kingdom and its interests.

Income to the Fund is derived from shop income, various grants and occasional donations. This income is sufficient to meet the demands of the various activities and assist the organisation to carry out the individual and / or group activities to assist in team building. This has been demonstrated by the varied grants to groups and individuals to pursue activities and in doing so have enhanced military efficiency, improved moral and enhanced the general welfare of the beneficiaries of the Fund.

In making those grants the management has considered the impact on the Fund accounts, and where necessary has designated the amounts shown in the accounts to be carried over to the following year which represent the amounts allocated but not yet spent.

The activities of the Fund, in the form of social events, are accounted for by means of Designated and where necessary via Restricted Funds. The management find that by using these funds to analyse the income and expenditure, it can control the various projects within the Fund more easily and enable current and future charitable objects. The summary of income and expenditure relating to the various Funds can be found at Notes 16 & 17.

Grant Making Policy

The policy of the Trustee is to manage the Fund's affairs with prudence, taking into consideration the long term, as well as a short-term view of the Fund whilst expending the income in accordance with the purpose laid down in the Fund's Charter. Grants to groups and individuals are made within the bounds of the Charter.

Fund (UIF) meetings are held monthly when it is practically possible where the management committee will consider bids and applications to the Fund. Any bids falling outside the bounds of the Charter are not normally approved unless they are within the spirit of the aim of the Fund Charter.

The Fund Charter is reviewed regularly to ensure that the aims and objectives continue to be achieved and management are within the bounds of the regulations laid down.

Financial Review

The turnover to the account is high and activity is very good, there has been a steady income and expenditure flow within the accounting period and the Fund is operating as a going concern with sufficient funds available for the day to day and future activities.

The Trustee is generally satisfied with the performance of the Fund over the last accounting period and considers that expenditure has been within the Charter of the Fund.

Plan

The charitable objectives for the forthcoming year are to:

- Provide the appropriate amenity facilities for the personnel of the unit.
- Make appropriate grants and to maintain and enhance the performance of the personnel within the unit, and wider Service where appropriate.

Reserves Policy

The Trustee's policy is to maintain a sufficient level of reserves to provide a stable base for the Fund's continuing activities. General reserves are normally only maintained at a level which is sufficient to meet the running costs of the Fund and to make grants in accordance with the Fund's objectives on a regular basis.

Risk Management

The Trustee's view is that a good level of reserves and the low administrative costs of the Fund mean that its exposure to risk is very limited. The Trustee, as a matter of principle, does not accept any obligations on behalf of the Fund without having the funds immediately available to meet those obligations.

The internal checks and controls governed by Service regulations and the Independent Examination ensure that regular and random checks are applied to the Fund to safeguard its assets and grant making policy. Any recommendations highlighted during the Independent Examination, to improve objectives or governance, are implemented for the benefit of management and the personnel within the unit.

Investment Policy

The Trustee has the power to invest in such assets as he sees fit within the restrictions of the Investment policy laid down in Service Fund Regulations Chapter 8. The Trustee's aim is to invest all funds surplus to immediate requirements in interest bearing accounts to maximise the returns. However, due to the financial position of the Fund now it does not have sufficient funds to invest.

Trustee's Responsibilities in Relation to the Financial Statements

The law applicable to charities in England and Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the Fund's financial activities during the year and its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustee should follow best practice and:

Select suitable accounting policies and apply them consistently.

Make judgements and estimates that are reasonable and prudent.

State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and;

Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Fund will continue to operate.

The Managing Trustee is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Fund and which enable him to ensure that the financial statements comply with the Charities Act 2011, the Fund (Accounts and Reports) Regulations and the provision of the Governing Document. The Trustee is responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved and signed by the Trustee on:

Date:

.....

Signature:

.....

Lieutenant Colonel Royal Marines
Commanding Officer

**HAMWORTHY BARRACKS
Unit Institute Fund (UIF)**

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS
FOR THE PERIOD ENDED 30 APRIL 2021**

Respective Responsibilities of Trustee and Examiner

The Fund's Trustee is responsible for the preparation of the accounts. The Fund Trustee considers that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. However, an auditor: Gibson Whitter will carry out an audit and submit it to the Charity Commission.

It is my responsibility to:

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Fund 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 the Trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

Your attention is drawn to the fact that the Fund has prepared the accounts (financial statements) in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In connection with my examination, no matter has come to my attention:

which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 130 of the 2011 Act, and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Billy McCallum
2021
W McCallum
WO2 RM

10th June

Corps Service Funds Accountant

HAMWORTHY BARRACKS
Unit Institute Fund (UIF)

STATEMENT OF FINANCIAL ACTIVITIES (SOFA) 2015

	Unrestricted Funds £	Restricted Funds £	Total Funds £	Prior Funds £
Income and Endowments from:				
Donations and Legacies	14,062	122,516	136,577	156,515
Charitable Activities	(28)	(271)	(299)	0
Investments	93	0	93	695
TOTAL	14,127	122,245	136,372	157,210
Expenditure On:				
Charitable Activities	7,360	94,254	101,614	116,735
Other	3,465	11,338	14,802	18,456
TOTAL	10,824	105,592	116,416	135,191
Net Gains / Losses on Investments	0	0	0	0
Net Income / Expenditure	3,303	16,653	19,956	22,019
Transfers Between Funds	0	0	0	0
Net Movement in Funds	3,303	16,653	19,956	22,019
Reconciliation of Funds				
Total Funds Brought Forward	181,582	132,582	314,582	
Total Funds Carried Forward	188,281	149,313	337,594	

HAMWORTHY BARRACKS
Unit Institute Fund (UIF)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Prior Total £
INCOMING RESOURCES					
Voluntary Income	2	14,062	122,516	136,577	156,515
Activities for Generating Funds	3	0	0	0	0
Investment Income	4	93	0	93	695
Incoming Resources Charitable Activities	5	(27)	(271)	(299)	0
Other Incoming Resources	6	0	0	0	0
TOTAL INCOMING RESOURCES		14,127	122,245	136,373	157,210
RESOURCES EXPENDED					
Investment Management Costs	7	0	0	0	0
Costs of Generating Funds	8	0	0	0	0
Charitable Activities	9	10	54,139	54,149	71,830
Governance Costs	10	0	0	0	1,513
Grants and Donations	11	7,350	40,115	47,465	43,392
Other Costs	12	3,465	11,338	14,802	18,456
TOTAL RESOURCES EXPENDED		10,824	105,592	116,416	135,191
Net Incoming / Outgoing Resources before Transfers		3,303	16,653	19,956	22,019
Gross Transfers between funds		0	0	0	0
Net Incoming resources before holding gains and losses		3,303	16,653	19,956	22,019
Other recognised gains / (losses)					
Gains (losses) on revaluation on the Charity's fixed assets		0	0	0	0
Unrealised gains/losses on investments assets		0	0	0	0
Net Movement in Fund		3,303	16,653	19,956	22,019
Total Funds from Previous Year		181,582	132,660	314,242	
TOTAL FUNDS CARRIED FORWARD		188,281	149,313	337,294	

The notes on pages 12 - 17 form part of these financial statements.

HAMWORTHY BARRACKS
Unit Institute Fund (UIF)

BALANCE SHEET AS AT 30 APRIL 2021

	Notes	Current Year £	Previous Year £
Fixed Assets			
Tangible Assets	13	0	0
Total Fixed Assets		<u>0</u>	<u>0</u>
Current Assets			
Stock (Shop)		0	0
Debtors	14	0	0
Cash at Bank and in Hand		<u>337,594</u>	<u>317,638</u>
Total Current Assets		<u>337,594</u>	<u>317,638</u>
Liabilities			
Creditors: amounts falling due over one year	15	<u>0</u>	<u>1,270</u>
		<u>0</u>	<u>1,270</u>
Net Current Assets / (Liabilities)		337,594	318,908
Total Assets less Current Liabilities		337,594	314,242
Net Assets		<u>337,594</u>	<u>314,242</u>
Funds of the Charity			
Unrestricted	16	188,281	181,582
Restricted	17	<u>149,313</u>	<u>132,660</u>
Worth of Fund		<u>337,594</u>	<u>314,242</u>

Approved by the Managing Trustee on:

.....(Date)

.....(Signature)

Lieutenant Colonel Royal Marines

Managing Trustee

**HAMWORTHY BARRACKS
Unit Institute Fund (UIF)**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2021

1 ACCOUNTING POLICIES

1.1 Basis of Preparation of Accounts

The accounts are prepared under the historical cost convention modified by the inclusion of fixed asset investments at market value. The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2005 and applicable accounting standards.

The accounts include the results of the Fund's operations which are described in the Trustee's Report all of which are continuing. In addition, the accounts are subject to the current regulations as stated in the following Service Books of Reference:

- Queens Regulations for the Army.
- BR 1283 Royal Marines Instructions.
- Army Code 60450 Service Funds Regulations.

1.1.1 Fund Structure

General Purpose / Unrestricted / Designated Funds

These are funds that can be used in accordance with the charitable objects at the discretion of the Managing Trustee. Designated funds are unrestricted funds which have been allocated / earmarked for a purpose by the Managing Trustee and committee and are to be declared in the Managing Trustee's comments in accordance with these notes stating what they are intended to be used for and when.

Endowment Funds

Endowment funds are those investments and other gifts accepted by the unit, the capital sum or property being held in perpetuity and the income only being available for charitable use.

Restricted Funds

These are funds that can only be used for restricted purposes within the objects of the Fund. Restrictions arise when specified by the donor or when funds are raised for restricted purposes. Further explanation of the nature and purpose of each fund is to be included in the notes to the accounts.

1.2 Incoming Resources

All incoming resources are recognised once the Fund has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

1.3 Governance, Management and Administration Expenditure

Expenditure on management and administration of the Fund includes all expenditure not directly related to the charitable activity. There are no costs for renting and running the office premises or staff salaries of military personnel, these are absorbed by the MOD.

1.4 Value Added Tax

The Fund is registered for VAT.

1.5 Stock

Stock is valued at the lower of cost and net realisable value.

1.6 Investments

Investment income from dividends and interest is brought into account in the year of receipt. Investments when held are reported at market value and a provision is made for unrealised gains or losses each year.

1.7 Resources Expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Fund to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

1.8 Tangible Fixed Assets Capitalisation and Depreciation

All assets having a purchase value of more than £500 are capitalised. The cost of tangible fixed assets is written off by equal annual instalments over their expected useful lives using the following methods of depreciation.

Depreciation is charged on furniture, fixtures and equipment which are written off as a straight-line basis over their estimated useful life of 2 - 4 years.

Assets with a life of more than one year but with a purchase value of below £500 are included within the inventory but the cost is written off in the year it is incurred and is not depreciated over the useful life of the asset. Where the asset is depreciated over a period of more than 10 years, details of the item and period are provided following note 12.

1.9 Related Party Transactions & Remuneration and Expenses

Whilst the Fund has a close working relationship with the Royal Marines, there are no transactions which require disclosure under SORP 2005. The only transactions made by the Fund in favour of the unit are wholly attributable to the charitable activities of furthering military efficiency. The Managing Trustee is an officer or equivalent and fulfils the role as Trustee in accordance with the applicable laws and regulations. No expenses have been paid to the Trustee. If expenses have been paid to the Trustee these are disclosed under the Managing Trustee's comments.

Trustee's Report for the year ended 30 April 2021

Notes (continued)		Current Year	Previous Year
2	Voluntary Income	£	£
	Other Donations / Grants	19,227	25,990
	SBSA Donations	93,736	82,056
	RMCTF / RNRMC Grants	9,025	14,522
	Personal Contributions	14,589	33,948
		<u>136,577</u>	<u>156,516</u>
3	Activities for Generating Funds	£	£
		<u>0</u>	<u>0</u>
4	Investment Income	£	£
	Bank Current A/C Interest	93	695
		<u>93</u>	<u>695</u>
5	Income Resources from Charitable Activity	h	£
	Property Purchase	299	0
		<u>299</u>	<u>0</u>
6	Other Income	£	£
		<u>0</u>	<u>0</u>
7	Investment Management Costs	£	£
		<u>0</u>	<u>0</u>
8	Cost of Generating Funds	£	£
		<u>0</u>	<u>0</u>

Trustee's Report for the year ended 30 April 2021

Notes (continued)		Current Year	Previous Year
9	Charitable Activities	£	£
	Monthly Card Machine Costs	0	2
	Entertainment	36,652	62,412
	UIF Gifts	17,497	9,415
		<u>54,149</u>	<u>71,829</u>
10	Governance Costs	£	£
	Insurance Premium	0	1,513
		<u>0</u>	<u>1,513</u>
11	Grants and Donations		
	Grants are only made to groups or individuals within the unit, taking part in a Corps or Unit recognised activity which have been approved at committee level.		
		£	£
	Grants to Individual Ranks	8,749	7,115
	Grants to Adventure Training	0	7,150
	Grants to Outside Agencies	0	405
	Grants for Entertainment	3,280	12,083
	Grants to Groups	6,557	1,613
	Grants to Departments	17,204	13,155
	Course Costs	11,675	1,870
		<u>47,465</u>	<u>43,391</u>
12	Other Costs	£	£
	TV Licence	946	1,237
	Equipment Repairs	1,553	5,901
	Property Depreciation	200	0
	Miscellaneous Expenditure	5,666	542
	Gas & Electric	3,953	4,421
	DIO Rental	2,484	6,354
		<u>14,802</u>	<u>18,455</u>

Notes (continued)

13 Fixed Assets

Fixtures, Fittings and Equipment:

Balance Brought Forward	£0.00
Purchases	£0.00
Sales & Write Offs	£0.00
Depreciation	£0.00
Balance Carried Forward	£0.00

14 Analysis of Current Assets

Pre-Payments	£	£
Sundry Debtors		
	<u>0</u>	<u>0</u>

Analysis of Current Liabilities and Creditors

15 Creditors Under 1 Year

Sundry Creditors	£	£
	<u>0</u>	<u>3,403</u>
	<u>0</u>	<u>3,403</u>

16 Designated Funds

Charitable Activities	Brought Forward	Income	Transfers	Expenses	Closing
Sports Fund	6,179	302	0	3,349	3,132
PAYD Gainshare Fund	10,171	0	0	0	10,171
Total Designated Funds	<u>16,350</u>	<u>302</u>	<u>0</u>	<u>3,349</u>	<u>13,303</u>

Notes (continued)

17	Restricted Funds	Brought Forward	Income	Transfers	Expenses	Closing
	Morale & Performance Awards Fund	13	0	0	0	13
	Command Fund	89,718	70,004	0	58,215	101,506
	Deployed Families Fund	2,450	1,500	0	3,341	609
	Water Sports Fund	3,983	0	0	0	3,983
	Frog Golf Society Fund	1,449	21,633	0	13,460	9,622
	Frog Angling Club Fund	30	0	0	30	0
	Families Day Fund	7,042	0	0	0	7,042
	Fireworks Display Fund	461	0	0	0	461
	Unit Function Fund	5,525	0	0	0	5,525
	Chaplaincy Fund	2,260	(18)	0	507	1,734
	Diocese of Salisbury Fund	1,455	5,441	0	5,441	1,455
	Specialist Welfare Fund	86	4,824	0	4,824	86
	STFA House Fund	13,198	6,039	0	9,256	9,982
	Sports Audio & Visual Fund	218	0	0	0	0
	Army v Navy Fund	238	0	0	0	238
	Lympstone / Poole Fund	77	0	0	0	77
	Sqn Painting Fund	4,457	12,822	0	10,300	6,979
	Total Restricted Funds	132,660	122,245	0	105,592	149,313
	Restricted Funds Held	Purpose				
	Morale & Performance Awards Fund	Monies for Morale & Performance awards				
	Command Fund	To account for the Command Fund income and expenditure				
	Water Sports Fund	To account for the Water Sports Fund income and expenditure				
	Frog Golf Society Fund	To account for the Golf Society income and expenditure				
	Frog Angling Club Fund	To account for the Angling Club income and expenditure				
	Families Day Fund	To account for the Families Day income and expenditure				
	Fireworks Display Fund	To account for the Fireworks Display income and expenditure				
	Unit Function Fund	To account for any Unit functions held				
	Chaplain's Fund	To account for the Chaplaincy Fund income and expenditure				
	Diocese of Salisbury Fund	To account for the Fund income and expenditure				
	Specialist Welfare Fund	To account for the Specialist Welfare Fund income and expenditure				
	STFA House Fund	To account for the STFA House income and expenditure				
	Sports Audio & Visual Fund	To account for the Fund income and expenditure				
	Unit AT Package Fund	To account for the Unit AT income and expenditure				
	Army v Navy Fund	To account for the Army v Navy Game income and expenditure				
	Sqn Painting Fund	Monies specifically for Sqn paintings				