

THE CENTRAL AMENITIES FUND

HMS HERON

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 May 2023 to 30 April 2024

Registered Charity No. 1129715

Trustees' Annual Report and Comments

Central Amenities Fund HMS HERON

Charity Registered No:	1129715
Covering the Accounting Year:	1 May 2023 to 30 April 2024
Address:	RNAS Yeovilton Ilchester Somerset BA22 8HT
Governing Document:	Constitution
Object:	Promotion of the Military Efficiency and Operational Effectiveness of the Armed Forces by the provision of leisure activities and domestic facilities to Service personnel and their families serving in the Royal Naval Air Station Yeovilton. In addition, it provides central fund banking facilities for a variety of Service and Approved funds.
Trustee:	Commodore N R Griffin MBE Royal Navy (until 30 August 2023). Captain D Thomas Royal Navy (from 31 August 2023).
Trustee selection method:	Appointed as such by the Naval Secretary.
Bankers:	Barclays Bank King George Street Yeovil
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. The fund struggled to meet some of its objectives in the past year although the community centre, narrow boat, motor home and garage facilities were well used by the Service personnel and their families.
Financial Review:	The fund had increased by £77.9K and was worth £267.8K of which £156K was represented by property and stock. The main factor in this increase was the £104.6K Sodexo gainshare. Without it the CAF would have lost £26.7K with the £10K garage loss being the major reason plus increased spending on grants and sports. Bank, deposit, and cash assets of £431.2K covered the liabilities of £303.7K.

Financial Reserves Policy: The Trustee has considered the level of reserves that is required, appropriate to the charity's needs. This is set at £100K, although it is currently less than that figure. It is held within the Charity Deposit Account. It seeks to provide three months CAF running costs and to be able to replace the narrowboat. 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.

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 building up the free reserves it will provide sufficient resources in the event of adverse conditions. Independent examination of the accounts twice yearly will mitigate the risk of any mismanagement by the 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 leisure 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 their capability to undertake the roles demanded of them 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 *Signed On Original*

Name Captain Duncan Thomas Royal Navy

Appointment Commanding Officer and Sole Managing Trustee

Date 31 May 2024

HMS HERON CENTRAL AMENITIES FUND

Registered Charity No 1129715

BALANCE SHEET

30-Apr-24

Fixed Assets	Notes		30-Apr-23
Property	7	£ 143,463.00	£ 141,655.00
Current Assets			
Stocks	8	£ 12,560.77	£ 15,078.18
Debtors & Prepayments	9/9A	£ 9,046.00	£ 10,782.48
Charities Deposit Account		£ 294,112.68	£ 231,439.67
Bank Accounts		£ 134,179.30	£ 88,669.15
Cash & Floats		£ 2,953.64	£ 5,063.91
		<u>£ 452,852.39</u>	<u>£ 351,033.39</u>
Current Liabilities			
Trade Creditors	10	£ 20,235.52	£ 26,196.45
Tall Trees Creditors	10A	£ 1,363.42	£ 1,564.04
Central Bank for:			
Service Funds	11	£ 121,823.24	£ 92,795.91
Dispersing Funds	11A	£ 27,526.13	£ 23,770.82
Dormant Funds	11B	£ 45,440.46	£ 46,802.22
Approved Funds	11C	£ 87,283.37	£ 84,236.92
		<u>£ 303,672.14</u>	<u>£ 275,366.36</u>
Net Current Assets		£ 149,180.25	£ 75,667.03
Long Term Liability			
Nuffield Trust (Holiday Home)	10B	£ 24,830.00	£ 27,384.00
Total Net Assets		<u><u>£ 267,813.25</u></u>	<u><u>£ 189,938.03</u></u>

Approved on 31 May 2024

Signed On Original

Captain D Thomas RN
Sole Managing Trustee

HMS HERON CENTRAL AMENITIES FUND

STATEMENT OF FINANCIAL ACTIVITIES

		2023-24	2022-23
Income	Notes		
Donations & Grants		£ 114,882.36	£ 11,689.69
Charitable Activities		£ 260,367.89	£ 258,591.82
Other Trading Activities		£ 13,700.49	£ 11,579.01
Investment Income		<u>£ 12,066.98</u>	<u>£ 5,509.09</u>
Total Income	3	<u>£ 401,017.72</u>	<u>£ 287,369.61</u>
Expenditure			
Charitable Activities		<u>£ 323,142.50</u>	<u>£ 286,323.28</u>
Total Expenditure	4	<u>£ 323,142.50</u>	<u>£ 286,323.28</u>
Net Income		£ 77,875.22	£ 1,046.33
Net Movement in Funds		<u>£ 77,875.22</u>	<u>£ 1,046.33</u>
Total Funds brought forward 1 May 23		£ 189,938.03	£ 188,891.70
Net Movement of Funds		£ 77,875.22	£ 1,046.33
Total Funds carried forward 30 Apr 24		<u>£ 267,813.25</u>	<u>£ 189,938.03</u>

HMS HERON CENTRAL AMENITIES FUND

Notes to the Accounts dated 30 April 2024

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.

Incoming resources

- a. Donations are included in the Statement of Financial Activities (SOFA) when the CAF 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 CAF receives no unpaid volunteer help.
- e. Investment income 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 CAF to the expenditure.
- b. Administration costs are incurred by the CAF Manager and her assistant. These costs are not apportioned as their tasks are wide ranging in support of leisure and amenities and include the maintenance of the Central Bank facility for other funds.

Assets

- a. Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £250. They are valued at cost or a reasonable value on receipt. The CAF does not have a policy of revaluation. Depreciation is straight line and over the estimated life of the item.
- b. Investments on a recognised stock exchange are valued at market value at the date of the Balance Sheet or at best estimate of market value.
- c. Stocks are valued at the lower of cost or market value.

Note 2 - Investments

There are none

Note 3 - Income

	<u>Year to April 2024</u>	<u>Previous Year</u>
<i>Voluntary Income</i>		
RNRMC Grant - Amenities/Operational	£ 5,000.00	£ -
Donations - Various	£ 1,152.00	£ 1,499.77
Mess Contributions - WR	£ 2,500.00	£ -
Classic Motor Cars Runway Donation	£ -	£ 5,000.00
Somerset Mil Masons Donation	£ -	£ 3,000.00
Gainshare - Sodexo Final Payment	£ 104,560.43	£ -
Closed Funds	£ 1,669.93	£ -
Crealy Donations	£ -	£ 645.00
RNRMC Grant - JR Xmas Lunch	£ -	£ 1,544.92
	<u>£ 114,882.36</u>	<u>£ 11,689.69</u>
<i>Charitable Activities</i>		
Tall Trees (see Note 15)	£ 90,590.01	£ 78,978.56
Garage (See Note 14)	£ 117,048.76	£ 116,484.79
Narrowboat	£ 30,226.86	£ 30,988.47
Holiday Home	£ 6,282.23	£ 16,178.14
Holiday Home - Reduce NT Liability	£ 2,554.00	£ 2,744.80
Caravan Parking	£ 6,375.69	£ 5,593.93
Sports Income/LeMills	£ 573.82	£ 1,362.17
Family Rooms	£ 2,369.69	£ 3,499.31
Barber's Rent	£ 2,891.75	£ 2,691.65
Misc Income	£ 1,455.08	£ 70.00
	<u>£ 260,367.89</u>	<u>£ 258,591.82</u>
<i>Fund Raising</i>		
Recreational Passes	£ 10,768.49	£ 8,770.00
Dog Passes	£ -	£ 1,060.00
Sub Fund Contributions	£ 2,932.00	£ 1,749.01
	<u>£ 13,700.49</u>	<u>£ 11,579.01</u>
<i>Investment Income</i>		
Interest	£ 12,066.98	£ 5,509.09
Total Income	<u><u>£ 401,017.72</u></u>	<u><u>£ 287,369.61</u></u>

Note 4 - Expenditure

Charitable Activities

Operating Costs

Tall Trees (See Note 15)	£ 91,256.82	£ 74,296.88
Narrowboat	£ 24,435.19	£ 18,551.35
Narrowboat Depreciation	£ 5,454.00	£ 5,516.00
Holiday Home	£ 7,500.08	£ 5,757.46
Holiday Home - Depreciation	£ 2,880.00	£ 2,920.00
Garage (See Note 14)	£ 127,164.60	£ 130,326.45
Sports Expenditure	£ 6,272.10	£ 1,152.09
Civ Insurance - Gym	£ 1,317.12	£ 1,567.12
Family Rooms	£ 389.00	£ -
Les Mills Annual Subscription	£ 3,969.07	£ 3,000.00
Insurance	£ 751.12	£ 788.38
Barber DIO	£ 1,752.40	£ 1,695.87
Vending Depreciation	£ -	£ 125.00
Grants	£ 11,191.39	£ 60.00
JR Xmas Lunch	£ 652.40	£ 1,544.92
TV Licences	£ 328.50	£ 477.00
Gifts	£ -	£ 100.00
Governance Costs		
Independent Examination Fees	£ 2,205.00	£ 2,195.00
Support Costs		
Office Salaries	£ 31,514.10	£ 31,812.53
Pensions	£ 1,958.40	£ 1,836.00
Office Administration	£ 1,700.20	£ 1,850.08
Bank Charges	£ -	£ 6.70
Fuel	£ 341.51	£ 180.45
Minor Depreciation	£ 109.50	£ 564.00
	£ 323,142.50	£ 286,323.28
Total Expenditure	<u>£ 323,142.50</u>	<u>£ 286,323.28</u>

Note 5 - Paid Employees

a.	Wages/Salaries:	£	81,509	<i>Previous Year (£100757)</i>
	Employers National Insurance:	£	17,595	<i>Previous Year (£21732)</i>
	Pensions	£	5,763	<i>Previous Year (£8257)</i>
b.	There were 8 employees			
	None earned more than £50,000 pa			

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
- c. The Sole Managing Trustee is also the Sole Managing Trustee of the Wardroom HMS Heron and the WO, SR & SNCO Mess HMS Heron.
- d. The Sole Managing Trustee is also the trustee of the charitable Service funds that use the CAF as their Central Bank (Note 11).

Note 7 - Fixed Assets - Fixtures, Fittings and Equipment

	Narrowboat	Garage	Birds Quarry	Tall Trees	Other	Holiday Home	Total
Value at 1 May 23	£ 27,022.00	£ 47,070.00	£ 38,000.00	£ 1,386.00	£ 97.00	£ 28,080.00	£ 141,655.00
Additions	£ -	£ -	£ -	£ 15,556.25	£ 332.50	£ -	£ 15,888.75
Less Depreciation	£ (5,454.00)	£ (4,626.00)	£ -	£ (1,011.25)	£ (109.50)	£ (2,880.00)	£ (14,080.75)
Value at 30 Apr 24	£ 21,568.00	£ 42,444.00	£ 38,000.00	£ 15,931.00	£ 320.00	£ 25,200.00	£ 143,463.00

Note 8 - Stocks

Garage	£ 7,573.50
Tall Trees Bar Stock	£ 4,987.27
	<u>£ 12,560.77</u>

Note 9 - Miscellaneous Debtors (Payable in less than one year)

Interest - Apr 24	£ 74.00
YMC - Owed by Customers	£ 2,100.00
	<u>£ 2,174.00</u>

Note 9A- Prepayments

Insurance- Garage	£ 783.00
Insurance - Narrowboat	£ 486.00
Insurance - Cornish Charm	£ 199.00
Narrowboat Mooring Fees	£ 3,157.00
TT TV Licence	£ 53.00
Cornish Charm Site Fees	£ 2,194.00
	<u>£ 6,872.00</u>

Note 10 - Creditors (payable in less than one year)

Unidentified Bank Credits	£ 3,358.20
Narrowboat Turnaround	£ 286.17
Prebooked Narrowboat	£ 5,616.75
Prebooked Cornish Charm	£ 791.69
PNIE Examination	£ 940.00
Garage	£ 3,209.66
Berry's Coaches	£ 21.00
HMRC - VAT	£ 3,960.80
HMRC - PAYE	£ 2,051.25
	<u>£ 20,235.52</u>

Note 10A - Tall Trees Creditors

Bar Stocktake	£ 115.00
Bar Purchases	£ 1,063.42
PNIE Examination	£ 185.00
	<u>£ 1,363.42</u>

Note 10B - Long Term Creditor

RNRMC (Nuffield Trust) - Interest in Holiday Home	£ 24,830.00
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Note 11 - Service Funds held by CAF as Central Bank

815 NAS Officers' Fund	£ 2,588.76
815 NAS Welfare Fund	£ 8,609.80
815 NAS SR Fund	£ 70.81
825 NAS Welfare Fund	£ 5,409.21
825 NAS Officers Fund	£ (172.05)
825 NAS Wings Parade	£ 2,962.58
845 NAS Welfare Fund	£ 2,455.87
845 NAS Officers Fund	£ 2,581.66
846 NAS Officers Fund	£ 2,333.68
846 NAS SR Fund	£ 163.48
846 NAS Welfare Fund	£ 6,003.70
846 NAS Wings Parade	£ 940.97
847 NAS Officers Fund	£ 88.63
847 NAS Welfare Fund	£ 718.55
Junglie Cocktail Party	£ 441.44
Black Cats Display Team	£ 7,611.93
CHF Officers Fund	£ 2,368.13
CHF Sports Fund	£ 1,408.47
CHF Welfare Fund	£ 1,726.60
Exercise Rotary Cluster	£ 1,388.30
HMS Heron Field Gun	£ 6,375.17
Yeovilton Gaming Club	£ 522.93
Yeovilton Golf Society	£ 1,751.40
Yeovilton Flying Club	£ (62.60)
Sporting Gun Club	£ 2,708.04
Station Families Day	£ 12,791.90
Volunteer Band	£ 6,004.57
FAA Grass Roots	£ 15,043.04
NAC Sub Aqua Club	£ 5,874.14
RN Motor Cycle Club	£ 854.67
RN Model Aircraft Association	£ 4,687.03
RNRM Sub Aqua	£ 9,033.36
Plumbers Members	£ 6,539.07
	<u>£ 121,823.24</u>

Note 11A - Dispersing Funds held by CAF as Central Bank

Air Engineering & SE NVQ Rewards	£ 17,597.36
RNSAC - GNVQ AWARDS	£ 1,235.80
Charity Grants	£ 4,580.51
Base Support Keys	£ 2,993.32
Key Fobs	£ 1,119.14
	<u>£ 27,526.13</u>

Note 11B - Dormant Funds held by CAF as Central Bank

Heron Gliding Club	<u>£ 45,440.46</u>
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Note 11C - Approved Funds Using the CAF as Central Bank

RNR Air Branch - Warrant Officers	£ 11,192.58
Boxing	£ 592.24
Chaplaincy Outreach	£ 792.59
Cinema	£ 583.65
Coarse Angling Club	£ 3,538.43
Covid Food	£ 1.92
Dog Passes	£ 2,980.79
Dogs in Accommodation	£ 700.00
Exercise White Dagger	£ 500.00
Flag & Captain's	£ 7,088.88
Flight Safety	£ 265.60
HMS Pegasus Commissioning	£ 1,260.84
HMS Pegasus Wardroom (RNR)	£ 2,372.82
HOD's Go Karting	£ 41.49
Base Support Official Funds	£ 1,033.87
JRs' Funds	£ 22.03
JR Committee	£ 1,750.69
JR Refurb Fund	£ 2,302.31
Junglie Dinner	£ 3,649.47
Narrowboat Deposits	£ 1,500.00
FAA Rugby	£ 181.00
FAA Golf Team	£ 389.40
Griff Dinner	£ 1,047.52
VLIS	£ 17,015.57
Oasis Centre	£ 2,800.00
Korean Hospitality	£ 288.85
Guernsey Golf	£ 182.95
Childrens Swimming Club	£ 7,446.00
Puxton & Crealy Tickets	£ 730.82
REME at DE&S	£ 726.93
RM Aircrewmen Dinner Fund	£ 3,224.88
RN Netball	£ 515.36
RNRM Wyndam	£ 2,113.14
Sanctuary Coffee	£ 84.07
Sanctuary Bacon Rolls	£ 753.09
Sanctuary Building Improvements	£ 507.99
WMF Cocktail Party	£ 334.55
WMF HQ Officers	£ 1,600.00
Yeovilteenies PTA	£ 922.86
825 DD	£ 180.00
845 Xmas Fund	£ 4.00
846 MAG	£ 157.12
TT Community	£ 2,130.06
TT Little Acorns	£ 635.41
TT Reserve (Closed Groups)	£ 3.75
TT Youth Club	£ 763.59
TT Youth Forum	£ 223.00
TT Great Oaks	£ 151.26
	<u>£ 87,283.37</u>

Note 12 - Endowment or Restricted Income Funds

None held

Note 13 - Other Information

- a. The CAF does not have any material commitments not provided for in the accounts
- b. The CAF has not given any guarantees to any third party that could be called on at the year end.
- c. The CAF has not granted any loans.
- d. The CAF 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 CAF's financial year
- b. The CAF has no designated funds.
- c. All the CAF's operations are continuing operations and no operations were discontinued during the year.
- d. The CAF has no intangible assets (other than office and community centre space provided by the Ministry of Defence)
- e. There were no interfund loans outstanding at the balance sheet date.
- f. None of the CAF's functional assets have been revalued during the year and the CAF does not have a policy of revaluation of these assets.
- g. The CAF has no material fixed assets which have not been capitalised and included in the Balance Sheet.

Note 14 - Yeovilton Motor Centre Trading Account for Year to 30 Apr 24

			Previous Year
Total Sales	£ 117,048.76		£ 116,484.79
Cost of Sales	<u>£ (61,330.89)</u>		<u>£ (56,828.10)</u>
Gross Profit	£ 55,717.87		£ 59,656.69
Less:			
Wages	£ 58,131.94	£ 66,509.25	
Insurance	£ 3,075.77	£ 2,478.10	
Garage Depreciation	<u>£ 4,626.00</u>	<u>£ 4,511.00</u>	
	£ (65,833.71)		£ (73,498.35)
Net Loss	<u>£ (10,115.84)</u>		<u>£ (13,841.66)</u>
Gross Profit/Sales	48%	51%	
Net Loss/Sales	-9%	-12%	

Note 15 - Tall Trees - 12 months to 30 Apr 24 (includes bar trading - Note 15A)

Previous Year

Income			
RNRMC Grant - Garden Furniture	£ 2,100.00	£ 600.00	
Bar Sales	£ 80,849.99	£ 71,076.43	
Gaming Machines	£ 571.32	£ 390.62	
Pool Table	£ 690.00	£ 368.00	
Juke Box	£ 925.36	£ 511.85	
Room Hire	£ 5,453.34	£ 5,736.71	
Events	£ -	£ 147.95	
Miscellaneous	£ -	£ 147.00	
	£ 90,590.01		£ 78,978.56
Expenditure			
Bar Expenses	£ 74,928.35	£ 66,026.57	
Events	£ 3,556.64	£ 295.38	
Repairs & Renewals	£ 2,789.29	£ 509.97	
Insurance	£ 1,116.45	£ 1,157.78	
Performing Rights	£ 4,533.61	£ 726.63	
TV	£ 40.09	£ 2,980.45	
Juke Box	£ 210.00	£ -	
Grants	£ -	£ 571.94	
Cleaning	£ 27.50	£ -	
Office and Miscellaneous	£ 3,043.64	£ 2,028.16	
	£ 90,245.57		£ 74,296.88
Less Examination	£ 365.00		£ 355.00
Less Depreciation	£ 1,011.25		£ 340.00
Net Gain/Loss	£ (1,031.81)		£ 3,986.68

Note 15A - Tall Trees Bar Trading Account - 12 months to 30 Apr 24

Previous Year

Total Sales	£ 80,849.99	£ 71,076.43
Cost of Sales	£ (37,029.75)	£ (33,852.36)
Gross Profit	£ 43,820.24	£ 37,224.07
Less: Bar Trading Costs		
Wages & Employers NI	£ 33,882.51	£ 29,309.24
Stock Muster	£ 455.00	£ 440.00
Pipecleaning	£ 1,036.19	£ 1,052.05
Wastage/Out of Date	£ 484.24	£ 494.42
Free/Comp Drinks	£ 261.42	£ 34.42
Bar Sundries	£ 1,779.24	£ 844.08
	£ (37,898.60)	£ (32,174.21)
Net Bar Trading Profit	£ 5,921.64	£ 5,049.86
Gross Profit/Sales 54%		
Gross Profit/Cost of Sales 118%		
(or average mark up)		
Net Profit/Sales 7%		

**Independent Examiner's Report to the Central Amenities Fund Mess HMS Heron.
Registered Charity No 1129715.**

I report to the trustee on my examination of the accounts of the Central Amenities Fund HMS Heron for the year ended 30 April 24

Respective responsibilities of trustees and examiner

As the charity's trustee is responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a licenced member of the Association of Accounting Technicians.

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.

Signed On Original

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

31 May 2024