

WARDROOM HMS EXCELLENT

England & Wales · Charity number 1129719

Details

Status Registered

Legal form Other

Registered 2009-05-19

Register [View on the Charity Commission register](#)

Contact

Address H M S Excellent
Whale Island
Portsmouth
PO2 8ER

Phone 02392547279

Email wardroomhmsexcellent@outlook.com

Activities

Objects: THE CHARITY'S OBJECT (THE OBJECT) IS THE PROMOTION OF MILITARY EFFICIENCY BY THE PROVISION AND SUPPORT OF MESS, SOCIAL, SPORTING AND OTHER FACILITIES FOR THE EFFICIENCY AND WELL-BEING OF SERVICEMEN AND SERVICEWOMEN.

Activities: Promotion of the military efficiency and operational effectiveness of the armed forces by the provision of mess facilities to commissioned officers serving in Whale Island

Classification

- **How:** Provides Services
- **What:** Other Charitable Purposes
- **Who:** Other Defined Groups

Geography

- Portsmouth City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£189,246	£179,888	-	-
2024-03-31	£195,965	£163,738	-	-
2023-03-31	£235,769	£211,953	-	-
2022-03-31	£128,264	£103,829	-	-
2021-03-31	£70,452	£45,078	-	-

Trustees

Name	Role	Appointed
Craig Woolhead		2025-05-27

WARDROOM HMS EXCELLENT

England & Wales - Charity number 1129719

Accounts

WARDROOM MESS
HMS EXCELLENT

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 April 2024 to 31 March 2025

Registered Charity No. 1129719

Trustee's Annual Report and Comments

Wardroom Mess HMS EXCELLENT

Charity Registered No:	1129719
Covering the Accounting Year:	1 April 2024 to 31 March 2025
Address:	HMS EXCELLENT Whale Island Portsmouth PO2 8ER
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 Whale Island.
Trustee:	Commander S Gale Royal Navy
Trustee selection method:	Appointed as such by the Naval Secretary.
Bankers:	RBS Holts
Independent Examiner:	Marianne 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. Generous subsidies have been provided to functions from the profits made from the bar and other taxable activities.
Financial Review:	The net worth of the mess had increased by £9.5K to £266.6K, this included property and stock totalling £35.5K. Cash bank and deposit assets totalled £222.2K which more than covered the £11.9K liabilities. The main reasons for the increase were due to: - • Military subscription income exceeded the running costs by £19.8K. • Offset by the Christmas Draw subsidy of £2.5K and the £9.3K function subsidies not funded by profits.
Investment Selection Policy:	The Wardroom does not hold any investments.

Financial Reserves Policy:

The Trustee has considered the level of reserves to be retained, appropriate to the charity's needs. This is £50K and is held in deposit and in available bank account holdings. 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. Excess funds will be used for future refurbishment projects.

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 reserves of £10K in a deposit account plus £211K in the current account it would provide sufficient resources in the event of adverse conditions. Quarterly 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

Signed On Original

Name

Commander S Gale Royal Navy.

Appointment

Commanding Officer and Sole Managing Trustee

Date

22 April 2025

HMS EXCELLENT WARDROOM MESS FUND

Registered Charity 1129719

BALANCE SHEET

31-Mar-25

Notes

ASSETS

31-Mar-24

Fixed Assets

Mess Property	7	£ 27,928.00	£ 28,113.00
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Current Assets

Stocks at Cost:	7A	£ 7,567.60	£ 7,415.88
Mess Bills and Function Payments		£ 12,671.65	£ 28,983.55
Misc Debtors and Prepayments	8	£ 8,128.43	£ 2,957.96
Cash		£ 1,049.33	£ 1,078.91
Current Account		£ 211,135.49	£ 199,775.35
Charity Deposit Account		£ 10,000.00	£ 10,000.00
Total Current Assets		<u>£ 250,552.50</u>	<u>£ 250,211.65</u>

LIABILITIES

Creditors	9	£ 11,238.04	£ 11,718.51
CFS Fund		£ -	£ 8,062.30
VAT		£ 637.63	£ 1,402.93
Current Liabilities		<u>£ 11,875.67</u>	<u>£ 21,183.74</u>

Net Current Assets	£ 238,676.83	£ 229,027.91
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Net Assets	<u>£ 266,604.83</u>	<u>£ 257,140.91</u>
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Approved on 22 April 2025

Signed On Original

Commander S Gale Royal Navy

Sole Managing Trustee

HMS EXCELLENT WARDROOM MESS FUND

STATEMENT OF FINANCIAL ACTIVITIES

For Year to 31 Mar 25

	Note	Year to Mar 24
Income		
Donations and Grants	£ 2,500.00	£ 1,461.96
Charitable Activities	£ 180,931.91	£ 184,205.86
Other Trading Activities	£ 5,332.82	£ 9,852.50
Investment Income	£ 480.97	£ 445.21
Total Income	3 <u>£ 189,245.70</u>	<u>£ 195,965.53</u>
Expenditure		
Charitable Activities	£ 177,790.37	£ 154,937.92
Raising Funds	£ 2,020.04	£ 7,723.44
Other	£ 77.21	£ 1,077.37
Total Expenditure	4 <u>£ 179,887.62</u>	<u>£ 163,738.73</u>
Net Income	£ 9,358.08	£ 32,226.80
Previous Year Corrections	£ 105.84	£ (47.66)
Net Movement in Funds	£ 9,358.08	£ 32,226.80
Total Funds Brought Forward	£ 257,140.91	£ 224,961.77
Total Funds Carried Forward	<u>£ 266,604.83</u>	<u>£ 257,140.91</u>

HMS EXCELLENT WARDROOM MESS FUND

Notes to the Accounts dated 31 March 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 2019, 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. 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. Tangible 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. The fund does not have a policy of revaluation. Depreciation is straight line and over the estimated life of the item. Depreciation is not allocated to activity costs.
- b. Stocks are valued at the lower of cost or market value.

Note 2 - Investments - There are none

Note 3 - Income

	<u>Year to Mar 25</u>	<u>Year to Mar 25</u>
<i>Voluntary Income</i>		
Donations& Grants	£ 2,500.00	£ 1,461.96
<i>Charitable Activities</i>		
Mess Subs	£ 85,607.24	£ 90,373.66
Associate Subscriptions	£ 9,017.50	£ 8,690.50
Bar Sales	£ 43,939.76	£ 46,633.98
Mess Functions	£ 42,294.06	£ 38,481.58
Coffee Income	£ 33.35	£ -
Z-Bed Hire	£ 40.00	£ -
Misc Income	<u>£ -</u>	<u>£ 26.14</u>
	£ 180,931.91	£ 184,205.86
<i>Other Trading Activities</i>		
Private Functions	£ 271.40	£ 6,296.84
Private Function Surplus	£ 3,284.32	£ 3,061.01
Shop Sales	<u>£ 1,777.10</u>	<u>£ 494.65</u>
	£ 5,332.82	£ 9,852.50
<i>Investment Income</i>		
Interest	£ 480.97	£ 445.21
Total Income	<u>£ 189,245.70</u>	<u>£ 195,965.53</u>

Note 4 - Expenditure

	<u>Year to Mar 25</u>	<u>Year to Mar 24</u>
<i>Charitable Activities</i>		
<i>Trading</i>		
Cost of Bar Sales & Other Costs	£ 30,808.10	£ 28,158.08
Function Expenditure from Tickets	£ 42,294.06	£ 38,481.58
Function Expenditure from Subsidies	£ 34,853.37	£ 34,785.88
Additional VAT Cost	£ 1,556.10	£ 755.50
Xmas Draw Subsidy	£ 2,505.06	£ 2,780.79
<i>Running Costs</i>		
Performing Rights	£ 2,158.72	£ 2,474.78
Midweek Function	£ 1,271.22	£ -
Mess Guests	£ 963.11	£ 2,106.94
Newspapers & Periodicals	£ 45.00	£ 38.00
Dining Hall Extras	£ 1,014.63	£ -
Coffee/Tea	£ 8,394.29	£ 12,935.81
Coffee Machine Lease	£ 9,856.53	£ 9,178.24
Coffee Machine Maintenance	£ 5,696.89	£ 614.40
Repairs & Renewals	£ 93.97	£ 926.77
TV and Audio	£ 5,571.44	£ 347.76
Donations/Presentations/Leavers Gifts	£ 3,190.19	£ 733.28
Welfare & Sports	£ 1,000.00	£ 1,000.00
Christmas Decorations	£ 306.74	£ -
Insurances	£ 2,066.62	£ 2,074.48
Trophy Hire & Chubb Security	£ 620.83	£ 1,010.55
Internet	£ 720.00	£ 700.00
Misc Expenses	£ 10.44	£ -
<i>Governance Costs</i>		
Accounts and Examination	£ 2,575.00	£ 2,530.00
<i>Support Costs</i>		
Bank Charges	£ 3,736.77	£ 3,612.14
Card Machine	£ 1,528.20	£ 1,365.85
Printing, Postage & Stationery	£ 355.41	£ 142.51
Accounts Training	£ -	£ 187.50
Sage/Tills	£ 5,928.64	£ 5,116.20
Re-Valuation Cost	£ 480.00	£ -
Depreciation	£ 3,789.04	£ 2,880.88
Revalued Property Items	£ 4,400.00	£ -
	<u>£ 177,790.37</u>	<u>£ 154,937.92</u>
<i>Raising Funds</i>		
Private Functions	£ 271.40	£ 6,296.84
Shop Costs	£ 1,748.64	£ 1,426.60
	<u>£ 2,020.04</u>	<u>£ 7,723.44</u>
<i>Other Costs</i>		
Write off (Mess Bills/PAYD)	£ 77.21	£ 1,077.37
Total Expenditure	<u>£ 179,887.62</u>	<u>£ 163,738.73</u>

Note 5 - Paid Employees

- a. There were no paid employees.

Note 6 - Trustees and Other Related Parties

- a. No expenses or emoluments had been paid to the Sole Managing Trustee
- b. There were no amounts due to or from the Sole Managing Trustee

Note 7 - Tangible Fixed Assets - Property Account - Fixtures & Fittings

Property Valuation as at 31 Mar 24	£ 28,113.00
Additions	£ 8,004.04
Revalued Nelson's Column	£ (5,000.00)
Revalued Christmas Watercolour	£ 600.00
Depreciation	£ (3,789.04)
Property Valuation at 31 Mar 25	<u>£ 27,928.00</u>

Note 7A - Stocks

Bar Stock	£ 6,083.68
Shop Stock	£ 1,483.92
	<u>£ 6,083.68</u>

Note 8 - Miscellaneous Debtors and Prepayments

WOSR Mess	£ 138.77
COIF - Charities Deposit Interest	£ 37.17
Summer Ball 25 - Prepaid	£ 3,625.00
Trophy Hire 24/25 - Prepaid	£ 532.50
Performing Rights - Prepaid	£ 1,673.15
Chubb Security - Prepaid	£ 281.00
TV Licence - Prepaid	£ 113.00
PCCW Global - Internet Prepaid	£ 120.00
Coffee Lease - Prepaid	£ 135.00
Army Navy Rugby 25 - Prepaid	£ 1,472.84
	<u>£ 8,128.43</u>

Note 9 - Miscellaneous Creditors

Bar Purchases - Green King	£ 1,277.54
BOC Gas	£ 30.45
ATC Fund	£ 1,305.58
Armistice Day Fund	£ 41.21
PAYD	£ 3,932.82
Dry Cleaning	£ 30.13
PETS SLA	£ 75.00
ESS Milk	£ 100.39
ESS Dining Hall Extras	£ 71.08
ESS Midweek Functions	£ 57.30
Sound & Leisure	£ 94.38
HMRC - VAT on Function Subsidy	£ 1,556.10
PNIE	£ 655.00
Nesbits Revaluation Cost	£ 480.00
Summer Ball 25 - Prepaid Tickets	£ 155.84
Christmas Draw	£ 430.00
Card Charges	£ 18.00
Coffee - Liquidline	£ 927.22
	<u>£ 11,238.04</u>

Note 10 - Endowment or Restricted Income Funds

There were none.

Note 11 - Other Information

- 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

- 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 Account

Year to 31 March 2025

					<u>Year to 31 Mar 24</u>	
Sales		£ 43,939.76			£ 46,633.98	
Cost of Sales:		£ 28,039.70			£ 25,445.52	
Gross Profit		£ 15,900.06			£ 21,188.46	
Less: Spillage/Pipecleaning	£1,630.93		£ 2,027.77			
Bar Sundries	<u>£1,137.47</u>		<u>£ 684.79</u>			
		£ 2,768.40			£ 2,712.56	
Net Profit		<u>£ 13,131.66</u>	29.9%		<u>£ 18,475.90</u>	39.6%
Gross Profit to Sales	36.2%			45.4%		
Gross Profit to Cost of All Sales (or average mark up)	56.7%			83.3%		

PN INDEPENDENT EXAMINATIONS

5 Nursery Road
Havant
Hants
PO9 3BG
☎ 07801 064450

The Commanding Officer
HMS Excellent

12 Apr 25

HMS EXCELLENT WARDROOM MESS FUND - EXAMINATION & ACCOUNTS – 31 MAR 25

1. The examination of the Wardroom Mess Fund for the year has been completed satisfactorily and the annual accounts are enclosed. A draft copy of the Trustee's Annual Report (TAR) is also enclosed.
2. After approval by the Commanding Officer, as Sole Managing Trustee, PDF copies of the TAR, IE Certificate and the accounts should be uploaded onto the Charity Commission website.

Accounts

3. The Treasurer, Miss Plaiter, had presented a comprehensive and accurate set of accounts for this year end examination and was readily on hand to answer any questions. In Jun 25 Miss Plaiter will be taking maternity leave but has had the good fortune to train up a stand in to cover this position whilst away. This forward planning is rarely seen in messes and so plaudits to ESS for realising the necessity.
4. The cash had been counted at year end by ESS staff but not by RN verifiers and the last surprise cash count was back in May 24 by the OCLogs. Bar stock was mustered by the Bar Supervisor and a Sub Lt. On the other hand, property had not been independently mustered.
5. The instant access COIF Charities deposit account held £10K earning interest of £481 (4.47%). However, the bank account held £211.1K whilst earning no interest. The committee should consider placing some of its spare reserves in this account to benefit from the 4.47% rate.

Property

6. The non-depreciating artifacts, of which there were only three, had been professionally re-valued as per BRd18 Art 0610 and Charity Commission requirements. The Nelson's Column statuette was valued at £10K which was a reduction from its purchase price, nearly 20 years ago, of £15K. The Christmas watercolour had increased by £0.6K to £1K and the value of the 'Smoke Of Battle' painting had not changed.

7. The depreciating items held totalled £16.8K after additions including garden furniture and then deductions for depreciation.

8. The Trophy Centre items will be fully mustered to determine if the mess committee wish to keep them or return some to the Trophy Centre and if the committee wish to insure these items. BRd18 0706(b) strongly recommends that messes in establishments have insurance.

Mess Subscriptions and Debtors

9. There were no mess members who had debts older than three months. An excellent job by Miss Plaiter with support from the committee. A decision was made not to pursue debts under £1.70, the cost of a stamp needed to chase these members.

10. It is recommended that a minimum price is put on any card sales as anything costing less than a £1 does not show on a mess bill and so does not get charged to the mess member. These small sales that were written off totalled £640 in this year. A substantial amount to ignore!

11. The income from military subscriptions had fallen by £4.8K to £85.6K, which more than covered the running costs of £65.8K. Income from Associate Members' subscriptions had increased marginally to £9K.

Expenditure

12. Costs of note compared to Mar 24 were:

- Midweek functions such as Cheese & Wine evenings cost £1.3K. No Mar 24 costs.
- Dining Hall Extras cost £1K. No Mar 24 comparison.
- TV and Audio totalled £5.6K (£347). Mainly due to the subscription of Sky TV and screen in the bar.
- Gifts had increased by £2.5K to £3.2K.
 - Leavers gifts - £1.3K.
 - Staff gift vouchers at Christmas - £1.1K.
 - Charity Donations - £700.
- Professional re-valuation costs were £480.

Bar

13. The paperwork presented by the Bar Supervisor for the actual quantities mustered did not correspond with the figures in the report generated from the till. It was difficult to see why there was a mismatch. It would assist PNIE if clearer information were provided.

14. There had been issues up to Sep 24 with the selling and cost prices and inaccurate stock musters. These are reported to have been resolved since the new Bar Supervisor took over.

15. The bar sales had fallen by £2.7K to £43.9K making a net profit of £13.1K (29.9%) compared to the previous year figure of £18.5K (39.6%).

16. It is understood that the committee is looking into sourcing a new till system for the bar that will provide the information they require. Such as function pricing tiers, which, surprisingly, the current tills are unable to supply.

Functions/Finances

17. Service messes have a special arrangement with HMRC whereby mess subscriptions paid by Service personnel, which are compulsory and meet the running costs of the mess, are not subject to VAT. However, the trading activities of the mess are subject to VAT and having been taxed the profits can then be used to subsidise functions with no further liability to tax. On the other hand, if subsidies come from subscription income there is an additional VAT bill.

18. The function subsidy at this year-end was £34.9K. Taxable trading income (Associate fees, bar profit, private function profit, and shop profit) totalled £25.5K which meant that £9.3K came from untaxed military mess subscriptions leading to an additional VAT bill to pay of £1.6K.

Summary

19. The net worth of the mess had increased by £9.5K to £266.6K, this included property and stock totalling £35.5K. Cash, bank and deposit assets totalled £222.2K which more than covered the £11.9K liabilities. The main reasons for the increase were due to: -

- Military subscription income exceeded the running costs by £19.8K.
- Offset by the Christmas Draw subsidy of £2.5K and the £9.3K function subsidies not funded by profits.

M L Butcher
PN Independent Examinations

Information:

Mess President

WARDROOM HMS EXCELLENT

England & Wales - Charity number 1129719

Accounts

WARDROOM MESS
HMS EXCELLENT

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 April 2023 to 31 March 2024

Registered Charity No. 1129719

Trustee's Annual Report and Comments

Wardroom Mess HMS EXCELLENT

Charity Registered No:	1129719
Covering the Accounting Year:	1 April 2023 to 31 March 2024
Address:	HMS EXCELLENT Whale Island Portsmouth PO2 8ER
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 Whale Island.
Trustee:	Commander S Gale Royal Navy
Trustee selection method:	Appointed as such by the Naval Secretary.
Bankers:	RBS Holts
Independent Examiner:	Marianne 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. Generous subsidies have been provided to functions from the profits made from the bar and other taxable activities.
Financial Review:	The Wardroom had gained £32.2K over the year, mainly because of the increase in mess subscriptions which more than covered the running costs of the mess, despite having additional VAT on function subsidies. The fund was worth £257.1K of which £35.5K was represented by property and stock. Bank, deposit and cash assets of £210.8K covered £21.2K in liabilities by some margin.
Investment Selection Policy:	The Wardroom does not hold any investments.
Financial Reserves Policy:	The Trustee has considered the level of reserves to be retained, appropriate to the charity's needs. This is £50K and is held in deposit and in available bank accounts. 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. Excess funds will be used for future refurbishment projects.

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 reserves of £10K in a deposit account plus £100K in the current account it would provide sufficient resources in the event of adverse conditions. Quarterly 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	<i>Signed On Original</i>
Name	Commander S Gale Royal Navy.
Appointment	Commanding Officer and Sole Managing Trustee
Date	29 April 2024

HMS EXCELLENT WARDROOM MESS FUND

Registered Charity 1129719

BALANCE SHEET

31-Mar-24

Notes

ASSETS

31-Mar-23

Fixed Assets

Mess Property	7	£ 28,113.00	£ 25,978.00
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Current Assets

Stocks at Cost:	7A	£ 7,415.88	£ 8,238.16
Mess Bills and Function Payments		£ 28,983.55	£ 21,250.67
Misc Debtors and Prepayments	8	£ 2,957.96	£ 6,686.63
Cash		£ 1,078.91	£ 1,385.49
Current Account		£ 199,775.35	£ 177,117.78
Charity Deposit Account		£ 10,000.00	£ 10,000.00
Total Current Assets		<u>£ 250,211.65</u>	<u>£ 224,678.73</u>

LIABILITIES

Creditors	9	£ 11,718.51	£ 20,941.61
CFS Fund		£ 8,062.30	£ 5,740.66
VAT		£ 1,402.93	£ (987.31)
Current Liabilities		<u>£ 21,183.74</u>	<u>£ 25,694.96</u>

Net Current Assets	£ 229,027.91	£ 198,983.77
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Net Assets	<u>£ 257,140.91</u>	<u>£ 224,961.77</u>
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Approved on 29 April 2024

Signed On Original

Commander S Gale Royal Navy

Sole Managing Trustee

HMS EXCELLENT WARDROOM MESS FUND

STATEMENT OF FINANCIAL ACTIVITIES

For year to 31 Mar 24

	Note	Year to Mar 23
Income		
Donations and Grants	£ 1,461.96	£ -
Charitable Activities	£ 184,205.86	£ 200,239.35
Other Trading Activities	£ 9,852.50	£ 35,320.91
Investment Income	£ 445.21	£ 208.93
Total Income	3 <u>£ 195,965.53</u>	<u>£ 235,769.19</u>
Expenditure		
Charitable Activities	£ 154,937.92	£ 178,774.25
Raising Funds	£ 7,723.44	£ 32,511.93
Other	£ 1,077.37	£ 667.41
Total Expenditure	4 <u>£ 163,738.73</u>	<u>£ 211,953.59</u>
Net Income	£ 32,226.80	£ 23,815.60
Previous Year Corrections	£ (47.66)	£ 2,079.65
Net Movement in Funds	£ 32,226.80	£ 23,815.60
Total Funds Brought Forward	£ 224,961.77	£ 199,066.52
Total Funds Carried Forward	<u>£ 257,140.91</u>	<u>£ 224,961.77</u>

HMS EXCELLENT WARDROOM MESS FUND

Notes to the Accounts dated 31 March 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 2019, 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. 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. Tangible 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. The fund does not have a policy of revaluation. Depreciation is 50% initial then six monthly, straight line and over the estimated life of the item. Depreciation is not allocated to activity costs.
- b. Stocks are valued at the lower of cost or market value.

Note 2 - Investments - There are none

Note 3 - Income

	<u>Year to Mar 24</u>	<u>Year to Mar 23</u>
<i>Voluntary Income</i>		
Donations& Grants	£ 1,461.96	£ -
<i>Charitable Activities</i>		
Mess Subs	£ 90,373.66	£ 84,467.46
Associate Subscriptions	£ 8,690.50	£ 6,974.75
Bar Sales	£ 46,633.98	£ 42,681.65
Mess Functions	£ 38,481.58	£ 66,032.86
Misc Income	<u>£ 26.14</u>	<u>£ 82.63</u>
	£ 184,205.86	£ 200,239.35
<i>Other Trading Activities</i>		
Private Functions	£ 6,296.84	£ 32,192.86
Private Function Surplus	£ 3,061.01	£ 2,652.64
Shop Sales	<u>£ 494.65</u>	<u>£ 475.41</u>
	£ 9,852.50	£ 35,320.91
<i>Investment Income</i>		
Interest	£ 445.21	£ 208.93
Total Income	<u>£ 195,965.53</u>	<u>£ 235,769.19</u>

Note 4 - Expenditure

	<u>Year to Mar 24</u>		<u>Year to Mar 23</u>
<i>Charitable Activities</i>			
Trading			
Cost of Bar Sales & Other Costs	£ 28,158.08		£ 32,930.64
Function Expenditure from Tickets	£ 38,481.58		£ 66,032.86
Function Expenditure from Subsidies	£ 34,785.88		£ 29,430.35
Additional VAT Cost	£ 755.50		£ 1,548.87
Xmas Draw Subsidy	£ 2,780.79		£ 2,644.16
Running Costs			
Performing Rights	£ 2,474.78		£ 2,651.94
Mess Guests	£ 2,106.94		£ 542.49
Newspapers & Periodicals	£ 38.00		£ 1,361.30
Coffee/Tea	£ 12,935.81	{	£ 18,067.56
Coffee Machine Lease	£ 9,178.24	{	£ -
Coffee Machine Maintenance	£ 614.40		£ -
Repairs & Renewals	£ 926.77		£ 801.47
TV and Audio	£ 347.76		£ 333.92
Presentations/Leavers Gifts	£ 733.28		£ 799.00
Welfare & Sports	£ 1,000.00		£ 1,000.00
Christmas Decorations	£ -		£ 91.83
Insurances	£ 2,074.48		£ 2,090.78
Trophy Hire & Chubb Security	£ 1,010.55		£ 789.18
Internet	£ 700.00		£ 500.00
Misc Expenses	£ -		£ 334.06
Governance Costs			
Accounts and Examination	£ 2,530.00		£ 2,460.00
Support Costs			
Bank Charges	£ 3,612.14		£ 2,961.96
Card Machine	£ 1,365.85		£ 1,932.56
Printing, Postage & Stationery	£ 142.51		£ 241.92
Accounts Training	£ 187.50		£ -
Sage/Tills	£ 5,116.20		£ 4,573.97
Depreciation	£ 2,880.88		£ 4,653.43
	<u>£ 154,937.92</u>		<u>£ 178,774.25</u>
<i>Raising Funds</i>			
Private Functions	£ 6,296.84		£ 32,192.86
Shop Costs	£ 1,426.60		£ 319.07
	<u>£ 7,723.44</u>		<u>£ 32,511.93</u>
<i>Other Costs</i>			
Write off (Mess Bills/PAYD)	£ 1,077.37		£ 667.41
Total Expenditure	<u>£ 163,738.73</u>		<u>£ 211,953.59</u>

Note 5 - Paid Employees

- a. There were no paid employees.

Note 6 - Trustees and Other Related Parties

- a. No expenses or emoluments had been paid to the Sole Managing Trustee
- b. There were no amounts due to or from the Sole Managing Trustee

Note 7 - Tangible Fixed Assets - Property Account - Fixtures & Fittings

Property Valuation as at 31 Mar 23	£ 25,978.00
Additions	£ 5,015.88
Depreciation	£ (2,880.88)
Property Valuation at 31 Mar 24	<u>£ 28,113.00</u>

Note 7A - Stocks

Bar Stock	£ 5,986.79
Shop Stock	£ 1,429.09
	<u>£ 5,986.79</u>

Note 8 - Miscellaneous Debtors and Prepayments

WOSR Mess	£ 253.96
COIF - Charities Deposit Interest	£ 45.00
Performing Rights Prepaid	£ 1,601.00
Chubb Prepaid	£ 263.00
TV Licence Prepaid	£ 106.00
PCCW Global - Internet Prepaid	£ 120.00
Coffee Lease Prepaid	£ 519.00
Function - Psychic Night Apr 24 Deposit Prepaid	£ 50.00
	<u>£ 2,957.96</u>

Note 9 - Miscellaneous Creditors

Bar Purchases - Green King	£ 544.43
BOC Gas	£ 16.20
ATC Fund	£ 445.58
Armistice Day Fund	£ 41.21
PAYD	£ 6,928.09
Dry Cleaning	£ 149.61
PETS SLA	£ 75.00
Army & Navy Rugby	£ 1,455.50
HMRC - VAT on Function Subsidy	£ 755.50
PNIE	£ 640.00
Christmas Draw	£ 20.00
Card Charges	£ 79.80
Coffee - Liquidline	£ 567.59
	<u>£ 11,718.51</u>

Note 10 - Endowment or Restricted Income Funds

There were none.

Note 11 - Other Information

- 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

- 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 Account

Year to 31 March 2024

						<u>Year to 31 Mar 23</u>	
Sales		£ 46,633.98				£ 42,681.65	
Cost of Sales:		<u>£ 25,445.52</u>				<u>£ 31,347.38</u>	
Gross Profit		£ 21,188.46				£ 11,334.27	
Less: Spillage/Pipecleaning	£2,027.77			£ 785.93			
Bar Sundries	<u>£ 684.79</u>			<u>£ 797.33</u>			
		<u>£ 2,712.56</u>				<u>£ 1,583.26</u>	
Net Profit		<u>£ 18,475.90</u>	39.6%			<u>£ 9,751.01</u>	22.8%
Gross Profit to Sales	45.4%			26.6%			
Gross Profit to Cost of All Sales (or average mark up)	83.3%			36.2%			

PN INDEPENDENT EXAMINATIONS

5 Nursery Road
Havant
Hants
PO9 3BG
☎ 07801 064450

The Commanding Officer
HMS Excellent

19 Apr 24

HMS EXCELLENT WARDROOM MESS FUND - EXAMINATION & ACCOUNTS – 31 MAR 24

1. The examination of the Wardroom Mess Fund for the year has been completed satisfactorily. A draft copy of the Trustee's Annual Report (TAR) is also enclosed.
2. After approval by the Commanding Officer, as sole managing trustee, PDF copies of the TAR, IE Certificate and the accounts should be uploaded onto the Charity Commission website.

Accounts

3. The mess accounts were well presented, again remotely by Miss Plaiter, the Treasurer, with a full range of supporting documentation forwarded to PNIE by email and post. Cash, stock and property had been independently mustered at the end of the year but there had been no surprise counts of cash.
4. Property was worth £28.1K after depreciation.
5. The CCLA Charity Deposit Account held £10K as it had done for many years. This had earned £445 in interest. (5.1%). By not moving surplus funds from the bank account into this fund, an easy source of income is being missed.

Debtors/Subscriptions

6. The mess debtors continued to be closely monitored by Miss Plaiter with support from the committee. The committee decided to write off bad debts totalling £1.1K, including outstanding HMS Nelson mess bills that were proving difficult to recover due to the age of the debts. After this action there were no significant outstanding mess bills older than three months old.
7. Military mess subscriptions income had increased by £5.9K over the year to £90.4K. This total more than covered the running costs of £51.1K. Civilian, associate and non-serving short term subscriptions totalled £8.7K (previous year £7K).

Bar

8. Bar sales had increased by £3.9K to £46.6K leading to net profit of £18.5K (39%) compared to £9.7K (23%) at this time last year.

9. Mr Cairns, the Bar Supervisor managed the bar very well, in addition to supervising the WOSR Mess bar.

Subsidies and VAT

10. Function subsidies this year totalled £34.8K compared to £29.4K in the previous year.

11. Service messes have a special arrangement with HMRC whereby mess subscriptions paid by Service personnel, which are compulsory and meet the running costs of their mess, are not subject to VAT. However, the trading activities of the mess are subject to VAT and having been taxed the profits can then be used to subsidise functions with no further liability to tax. On the other hand, if subsidies come from subscription income there is an additional VAT bill.

12. In this year function subsidies of £34.8K exceeded taxed profits of £30.2K (i.e. bar profit, private function surplus and associate fees). As a result, an additional VAT bill of £0.8K was due on the £4.5K taken from untaxed subscriptions.

13. The Christmas Draw was subsidised by £2.8K.

Financial Situation

14. The Wardroom had gained £32.2K over the year, mainly as a result of the increase in mess subscriptions which more than covered the running costs of the mess, despite having additional VAT on function subsidies.

18. The fund was worth £257.1K of which £35.5K was represented by property and stock. Bank, deposit and cash assets of £210.8K covered £21.2K in liabilities by some margin. Moving some of the available money into the charity deposit account is recommended to benefit from the good rate of interest.

Summary

19. The mess was in a good financial position and could afford to spend on refurbishments and improvements to benefit mess members and encourage increased usage of the mess.

M L Butcher
PN Independent Examinations

Information:

Mess President

WARDROOM HMS EXCELLENT

England & Wales - Charity number 1129719

Accounts

WARDROOM MESS

HMS EXCELLENT

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 April 2022 to 31 March 2023

Registered Charity No. 1129719

Trustee's Annual Report and Comments

Wardroom Mess HMS EXCELLENT

Charity Registered No:	1129719
Covering the Accounting Year:	1 April 2022 to 31 March 2023
Address:	HMS EXCELLENT Whale Island Portsmouth PO2 8ER
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 Whale Island.
Trustee:	Commander S J L Turnbull Royal Navy (until 2 October 22) Commander S Gale Royal Navy (from 3 October 22)
Trustee selection method:	Appointed as such by the Naval Secretary.
Bankers:	RBS Holts
Independent Examiner:	Marianne 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. In normal years the mess would put on a full social programme for its members. Generous subsidies would have been provided to functions from the profits made from the bar and other taxable activities.
Financial Review:	Mess finances were sound with bank, cash, and deposit assets of £188.5K easily covering liabilities of £25.7K. Overall, the fund had gained £25.9K. The mess fund held net assets of £225K.
Investment Selection Policy:	The Wardroom does not hold any investments.
Financial Reserves Policy:	The Trustee has considered the level of reserves to be retained, appropriate to the charity's needs. This is considered to be £50K and is held in deposit and in available bank accounts. 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. Excess funds will be used for future refurbishment projects.

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 reserves of £10K in a deposit account plus £100K in the current account it would provide sufficient resources in the event of adverse conditions. Quarterly 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 *Signed on Original*

Name Commander S Gale Royal Navy.

Appointment Commanding Officer and Sole Managing Trustee

Date 29 April 2023

Independent Examiner's Report to the Trustee of the Wardroom HMS Excellent. (Charity Registration No 1129719)

I report on the accounts of the Charity for the year ended 31 March 2023 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

M L Butcher FMAAT
5 Nursery Road
Havant
Hants PO9 3BG

29 April 2023

HMS EXCELLENT WARDROOM MESS FUND

Registered Charity 1129719

BALANCE SHEET

31-Mar-23

		Notes			31-Mar-22
<u>ASSETS</u>					
<u>Fixed Assets</u>					
Mess Property	7		£ 25,978.00		£ 26,532.00
<u>Current Assets</u>					
Stocks at Cost:	7A	£ 8,238.16		£ 6,489.96	
Messbills and Function payments		£ 21,250.67		£ 32,620.46	
Misc debtors and prepayments	8	£ 6,686.63		£ 1,343.76	
Cash		£ 1,385.49		£ 4,368.88	
Current Account		£ 177,117.78		£ 147,354.20	
Charity Deposit Account		£ 10,000.00		£ 10,000.00	
Total Current Assets		<u>£ 224,678.73</u>		<u>£ 202,177.26</u>	
<u>LIABILITIES</u>					
Creditors	9/9A	£ 20,941.61		£ 20,264.20	
Central Bank for other Funds:					
CFS Fund		£ 5,740.66		£ 8,763.30	
LLS Fund		£ -		£ 577.58	
VAT		£ (987.31)		£ 37.66	
Current Liabilities		<u>£ 25,694.96</u>		<u>£ 29,642.74</u>	
Net Current Assets			£ 198,983.77		£ 172,534.52
Net Assets			<u>£ 224,961.77</u>		<u>£ 199,066.52</u>

Approved on 29 April 2023

Signed on Original

Commander S Gale Royal Navy

Sole Managing Trustee

HMS EXCELLENT WARDROOM MESS FUND

STATEMENT OF FINANCIAL ACTIVITIES

For year to 31 Mar 23

	Note	Year to Mar 22
Income		
Donations and Grants	£ -	£ 773.00
Charitable activities	£ 200,239.35	£ 105,875.76
Other Trading Activities	£ 35,320.91	£ 21,611.03
Investment Income	£ 208.93	£ 4.24
Total Income	3 £ 235,769.19	£ 128,264.03
Expenditure		
Charitable Activities	£ 178,774.25	£ 85,923.05
Raising Funds	£ 32,511.93	£ 17,824.00
Other	£ 667.41	£ 81.45
Total Expenditure	4 £ 211,953.59	£ 103,828.50
Net incoming/(outgoing) resources	£ 23,815.60	£ 24,435.53
Previous Year Corrections	£ 2,079.65	£ -
Net movement in Funds	£ 23,815.60	£ 24,435.53
Total Funds Brought Forward	£ 199,066.52	£ 174,630.99
Total Funds Carried Forward	£ 224,961.77	£ 199,066.52

HMS EXCELLENT WARDROOM MESS FUND

Notes to the Accounts dated 31 March 2023

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. 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. Tangible 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. The fund does not have a policy of revaluation. Depreciation is 50% initial then six monthly, straight line and over the estimated life of the item. Depreciation is not allocated to activity costs.
- b. Stocks are valued at the lower of cost or market value.

Note 2 - Investments - There are none

Note 3 - Income

	<u>Year to Mar 23</u>	<u>Year to Mar 22</u>
<i>Voluntary Income</i>		
Donations& Grants	£ -	£ 773.00
<i>Charitable Activities</i>		
Mess Subs	£ 84,467.46	£ 69,039.76
Associate Subscriptions	£ 6,974.75	£ 6,157.50
Bar Sales	£ 42,681.65	£ 21,667.01
Mess Functions	£ 66,032.86	£ 8,686.09
Misc income	<u>£ 82.63</u>	<u>£ 325.40</u>
	£ 200,239.35	£ 105,875.76
<i>Other Trading Activities</i>		
Private Functions	£ 32,192.86	£ 16,868.45
Private Function Surplus	£ 2,652.64	£ 3,741.88
Shop Sales	<u>£ 475.41</u>	<u>£ 1,000.70</u>
	£ 35,320.91	£ 21,611.03
<i>Investment Income</i>		
Interest	£ 208.93	£ 4.24
Total Income	<u>£ 235,769.19</u>	<u>£ 128,264.03</u>

Note 4 - Expenditure

	<u>Year to Mar 23</u>	<u>Year to Mar 22</u>
<i>Charitable Activities</i>		
Trading		
Cost of Bar sales & other costs	£ 32,930.64	£ 17,784.58
Function Expenditure from Tickets	£ 66,032.86	£ 8,686.09
Function Expenditure from Subsidies	£ 29,430.35	£ 5,599.30
Additional VAT Cost	£ 1,548.87	£ -
Free Entry Functions	£ -	£ 96.36
Xmas Draw Subsidy	£ 2,644.16	£ 2,735.44
Running Costs		
Performing Rights	£ 2,651.94	£ 1,400.00
Dining Hall Extras	£ -	£ 4.00
Mess Guests	£ 542.49	£ 348.82
Newspapers & Periodicals	£ 1,361.30	£ 1,736.15
Coffee	£ 18,067.56	£ 13,670.89
Refurbishments	£ -	£ 11,053.94
Repairs & Renewals	£ 801.47	£ 698.23
TV and Audio	£ 333.92	£ 305.25
Presentations/Leavers Gifts	£ 799.00	£ 1,316.11
Welfare & Sports	£ 1,000.00	£ 1,000.00
Christmas Decorations	£ 91.83	£ 720.76
Insurances & Security	£ 2,090.78	£ 2,349.98
Trophy Hire	£ 789.18	£ 305.50
Internet	£ 500.00	£ 683.00
Grant	£ -	£ 500.00
Misc Expenses	£ 334.06	£ 117.95
Governance Costs		
Accounts and examination	£ 2,460.00	£ 2,410.00
Support Costs		
Bank charges	£ 2,961.96	£ 2,131.54
Card Machine	£ 1,932.56	£ 1,613.45
Printing, Postage & Stationery	£ 241.92	£ 289.92
Sage/Tills	£ 4,573.97	£ 3,562.80
Depreciation	£ 4,653.43	£ 4,802.99
	<u>£ 178,774.25</u>	<u>£ 85,923.05</u>
<i>Raising Funds</i>		
Private Functions	£ 32,192.86	£ 16,868.45
Shop Costs	£ 319.07	£ 955.55
	<u>£ 32,511.93</u>	<u>£ 17,824.00</u>
<i>Other Costs</i>		
Write off (Mess Bills/PAYD/Bistro)	£ 667.41	£ 81.45
Total Expenditure	<u>£ 211,953.59</u>	<u>£ 103,828.50</u>

Note 5 - Paid Employees

- a. There were no paid employees.

Note 6 - Trustees and Other Related Parties

- a. No expenses or emoluments had been paid to the Sole Managing Trustee
- b. There were no amounts due to or from the Sole Managing Trustee

Note 7 - Tangible Fixed Assets - Property Account - Fixtures & Fittings

Property Valuation as at 31 Mar 22	£ 26,532.00
Additions	£ 4,099.43
Depreciation	£ (4,653.43)
Property Valuation at 31 Mar 23	<u>£ 25,978.00</u>

Note 7A - Stocks

Bar Stock	£ 7,406.97
Shop Stock	£ 831.19
	<u>£ 7,406.97</u>

Note 8 - Miscellaneous Debtors and Prepayments

HMS Nelson Wardroom	£ 283.63
COIF - Charities Deposit Interest - Mar 23	£ 33.00
Performing Rights	£ 1,463.00
Chubb Prepaid	£ 205.00
TV Licence prepaid	£ 106.00
PCCW Global - Internet	£ 100.00
Coffee Lease	£ 519.00
Private Functions - Money Owed	£ 3,977.00
	<u>£ 6,686.63</u>

Note 9 - Trade Creditors

Bookers	£ (170.56)
ESS - Non Mess	£ (1,033.64)
Liquidline	£ 604.68
	<u>£ (599.52)</u>

Note 9A - Miscellaneous Creditors

D94/D95 Accommodation Repayments	£ 8,542.29
Bar Purchases - Greenking	£ 572.51
BOC Gas	£ 7.30
HMS Nelson Wardroom	£ 1,714.44
ATC Fund	£ 445.58
Armistice Day Fund	£ 41.21
PAYD	£ 4,990.17
Dry Cleaning	£ 93.16
PRS/PPL (estimated)	£ 2,174.39
Functions	£ 28.00
PNIE	£ 630.00
Additional VAT on Mess Functions	£ 1,548.87
Card Charges	£ 18.00
Coffee - Liquidline	£ 735.21
	<u>£ 21,541.13</u>

Note 10 - Endowment or Restricted Income Funds

There were none.

Note 11 - Other Information

- 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

- 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 Account

Year to 31 March 2023

Year to 31 Mar 22

Sales		£ 42,681.65		£ 21,667.01
Cost of Sales:		<u>£ 31,347.38</u>		<u>£ 16,388.83</u>
Gross Profit		£ 11,334.27		£ 5,278.18
Less: Spillage/Pipecleaning	£ 785.93		£ 496.07	
Bar Sundries	<u>£ 797.33</u>		<u>£ 899.68</u>	
		<u>£ 1,583.26</u>		<u>£ 1,395.75</u>
Net Profit		<u>£ 9,751.01</u>		<u>£ 3,882.43</u>
Gross Profit to Sales	26.6%		24.4%	
Gross Profit to Cost of All Sales	36.2%		32.2%	
(or average mark up)				

WARDROOM MESS

HMS EXCELLENT

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 April 2022 to 31 March 2023

Registered Charity No. 1129719

Trustee's Annual Report and Comments

Wardroom Mess HMS EXCELLENT

Charity Registered No:	1129719
Covering the Accounting Year:	1 April 2022 to 31 March 2023
Address:	HMS EXCELLENT Whale Island Portsmouth PO2 8ER
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 Whale Island.
Trustee:	Commander S J L Turnbull Royal Navy (until 2 October 22) Commander S Gale Royal Navy (from 3 October 22)
Trustee selection method:	Appointed as such by the Naval Secretary.
Bankers:	RBS Holts
Independent Examiner:	Marianne 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. In normal years the mess would put on a full social programme for its members. Generous subsidies would have been provided to functions from the profits made from the bar and other taxable activities.
Financial Review:	Mess finances were sound with bank, cash, and deposit assets of £188.5K easily covering liabilities of £25.7K. Overall, the fund had gained £25.9K. The mess fund held net assets of £225K.
Investment Selection Policy:	The Wardroom does not hold any investments.
Financial Reserves Policy:	The Trustee has considered the level of reserves to be retained, appropriate to the charity's needs. This is considered to be £50K and is held in deposit and in available bank accounts. 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. Excess funds will be used for future refurbishment projects.

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 reserves of £10K in a deposit account plus £100K in the current account it would provide sufficient resources in the event of adverse conditions. Quarterly 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 *Signed on Original*

Name Commander S Gale Royal Navy.

Appointment Commanding Officer and Sole Managing Trustee

Date 29 April 2023

Independent Examiner's Report to the Trustee of the Wardroom HMS Excellent. (Charity Registration No 1129719)

I report on the accounts of the Charity for the year ended 31 March 2023 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

M L Butcher FMAAT
5 Nursery Road
Havant
Hants PO9 3BG

29 April 2023

WARDROOM HMS EXCELLENT

England & Wales - Charity number 1129719

Accounts

WARDROOM MESS

HMS EXCELLENT

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 April 2021 to 31 March 2022

Registered Charity No. 1129719

Trustee's Annual Report and Comments

Wardroom Mess HMS EXCELLENT

Charity Registered No:	1129719
Covering the Accounting Year:	1 April 2021 to 31 March 2022
Address:	HMS EXCELLENT Whale Island Portsmouth PO2 8ER
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 Whale Island.
Trustee:	Commander S J L Turnbull Royal Navy
Trustee selection method:	Appointed as such by the Naval Secretary.
Bankers:	RBS Holts
Independent Examiner:	Peter 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. In normal years the mess would put on a full social programme for its members. Generous subsidies would have been provided to functions from the profits made from the bar and other taxable activities
Financial Review:	The Wardroom fund increased by £24.4K over the year largely because military mess subscription income exceeded running and support costs by £18K. (These costs included the Magazine Bar refurbishment,) In addition subscription income of £6.2K from associate members was not required for function subsidies. The Wardroom was worth £199K of which £33K was represented by property and stock. Bank and deposit balances totalled £157.4K which easily covered liabilities of £30K. The committee intends to use its accumulated reserves to fund a rolling programme of refurbishments and improvements in the coming years.

Investment Selection Policy: The Wardroom does not hold any investments.

Financial Reserves Policy: The Trustee has considered the level of reserves to be retained, appropriate to the charity's needs. This is considered to be £50K and is held in deposit and in available bank accounts. 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. Excess funds will be used for future refurbishment projects.

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. Quarterly 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 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 Commander S J L Turnbull Royal Navy.

Appointment Commanding Officer and sole Managing Trustee

Date 29 April 2022

Independent Examiner's Report to the Trustee of the Wardroom HMS Excellent.

I report on the accounts of the Charity for the year ended 31 March 2022 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

29 April 2022

HMS EXCELLENT WARDROOM MESS FUND

Registered Charity 1129719

BALANCE SHEET

31-Mar-22

	Notes		31-Mar-21
ASSETS			
<u>Fixed Assets</u>			
Mess Property	7	£ 26,532.00	£ 25,348.00
<u>Current Assets</u>			
Stocks at Cost:	7A	£ 6,489.96	£ 6,560.73
Messbills and Function payments		£ 32,620.46	£ 11,566.66
Misc debtors and prepayments	8	£ 1,343.76	£ 726.10
Cash		£ 4,368.88	£ 3,567.42
Current Account		£ 147,354.20	£ 138,050.28
Charity Deposit Account		£ 10,000.00	£ 10,000.00
Total Current Assets		<u>£ 202,177.26</u>	<u>£ 170,471.19</u>
 <u>LIABILITIES</u>			
Creditors	9/9A	£ 20,264.20	£ 18,292.16
Central Bank for other Funds:			
CFS Fund		£ 8,763.30	£ 2,137.78
LLS Fund		£ 577.58	£ 491.78
VAT		£ 37.66	£ 266.48
Current Liabilities		<u>£ 29,642.74</u>	<u>£ 21,188.20</u>
Net Current Assets		£ 172,534.52	£ 149,282.99
Net Assets		<u>£ 199,066.52</u>	<u>£ 174,630.99</u>
Provision:			
Magazine Bar Refurbishment		£ -	£ 13,711.94
Net Assets less provision		<u>£ 199,066.52</u>	<u>£ 160,919.05</u>

Approved on 29 April 2022

Signed on Original

Commander S J L Turnbull Royal Navy

Sole Managing Trustee

HMS EXCELLENT WARDROOM MESS FUND

STATEMENT OF FINANCIAL ACTIVITIES

For year to 31 Mar 22

	Note	Year to Mar 21
Income		
Donations and Grants	£ 773.00	£ 2,575.00
Charitable activities	£ 105,875.76	£ 67,079.73
Other Trading Activities	£ 21,611.03	£ 784.98
Investment Income	£ 4.24	£ 11.88
Total Income	3 £ 128,264.03	£ 70,451.59
Expenditure		
Charitable Activities	£ 85,923.05	£ 44,061.46
Raising Funds	£ 17,824.00	£ 731.62
Other	£ 81.45	£ 285.16
Total Expenditure	4 £ 103,828.50	£ 45,078.24
Net incoming/(outgoing) resources	£ 24,435.53	£ 25,373.35
Less Previous Year Corrections	£ -	£ (344.00)
Net movement in Funds	£ 24,435.53	£ 25,029.35
Total Funds Brought Forward	£ 174,630.99	£ 149,601.64
Total Funds Carried Forward	£ 199,066.52	£ 174,630.99

HMS EXCELLENT WARDROOM MESS FUND

Notes to the Accounts dated 31 March 2022

Note 1 - Accounting policies

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 2019 and the provisions of the Charities Act 2011. Significant policies adopted are:

Incoming resources

- 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.
- Incoming resources from fund raising are reported gross in the SOFA
- Intangible income is not included in the accounts.
- The fund receives no unpaid volunteer help.
- Interest is included in the accounts when receivable.

Expenditure and liabilities

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

Assets

- Tangible 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. The fund does not have a policy of revaluation. Depreciation is 50% initial then six monthly, straight line and over the estimated life of the item. Depreciation is not allocated to activity costs.
- Stocks are valued at the lower of cost or market value.

Note 2 - Investments - There are none

Note 3 - Income

	<u>Year to Mar 22</u>	<u>Year to Mar 21</u>
<i>Voluntary Income</i>		
Donations& Grants	£ 773.00	£ 2,575.00
<i>Charitable Activities</i>		
Mess Subs	£ 69,039.76	£ 55,484.50
Associate Subscriptions	£ 6,157.50	£ 4,462.50
Bar Sales	£ 21,667.01	£ 6,941.73
Mess Functions	£ 8,686.09	£ -
Coffee	£ -	£ 176.00
Misc income	£ 325.40	£ 15.00
	£ 105,875.76	£ 67,079.73
<i>Other Trading Activities</i>		
Private Functions	£ 16,868.45	£ -
Private Function Surplus	£ 3,741.88	£ -
Shop Sales	£ 1,000.70	£ 784.98
	£ 21,611.03	£ 784.98
<i>Investment Income</i>		
Interest	£ 4.24	£ 11.88
Total Income	<u>£ 128,264.03</u>	<u>£ 70,451.59</u>

Note 4 - Expenditure

	<u>Year to Mar 22</u>	<u>Year to Mar 21</u>
<i>Charitable Activities</i>		
<i>Trading</i>		
Cost of Bar sales & other costs	£ 17,784.58	£ 6,215.50
Function Expenditure from Tickets	£ 8,686.09	£ -
Function Expenditure from Subsidies	£ 5,599.30	£ -
Free Entry Functions	£ 96.36	£ 17.66
Xmas Draw Subsidy	£ 2,735.44	£ 2,797.78
<i>Running Costs</i>		
Performing Rights	£ 1,400.00	£ 1,304.00
Dining Hall Extras	£ 4.00	£ 55.99
Mess Guests	£ 348.82	£ 602.88
Newspapers & Periodicals	£ 1,736.15	£ 649.85
Coffee	£ 13,670.89	£ 11,528.83
Refurbishments	£ 11,053.94	£ 400.00
Repairs & Renewals	£ 698.23	£ 723.58
TV and Audio	£ 305.25	£ 416.26
Presentations/Leavers Gifts	£ 1,316.11	£ 791.11
Welfare & Sports	£ 1,000.00	£ 1,000.00
Christmas Decorations	£ 720.76	£ 599.98
Insurances & Security	£ 2,349.98	£ 2,342.48
Trophy Hire	£ 305.50	£ 555.00
Internet	£ 683.00	£ 417.00
Grant	£ 500.00	£ -
Misc Expenses	£ 117.95	£ -
<i>Governance Costs</i>		
Accounts and examination	£ 2,410.00	£ 2,290.00
<i>Support Costs</i>		
Bank charges	£ 2,131.54	£ 1,511.64
Card Machine	£ 1,613.45	£ 1,510.07
Printing, Postage & Stationery	£ 289.92	£ 234.57
Sage/Tills	£ 3,562.80	£ 3,352.28
Depreciation	£ 4,802.99	£ 4,745.00
	£ 85,923.05	£ 44,061.46
<i>Raising Funds</i>		
Private Functions	£ 16,868.45	£ -
Shop Costs	£ 955.55	£ 731.62
	£ 17,824.00	£ 731.62
<i>Other Costs</i>		
Write off (Mess Bills/PAYD/Bistro)	£ 81.45	£ 285.16
Total Expenditure	<u>£ 103,828.50</u>	<u>£ 45,078.24</u>

Note 5 - Paid Employees

- a. There were no paid employees.

Note 6 - Trustees and Other Related Parties

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

Note 7 - Tangible Fixed Assets - Property Account - Fixtures & Fittings

Property Valuation as at 31 Mar 21	£ 25,348.00
Additions	£ 5,986.99
Depreciation	£ (4,802.99)
Property Valuation at 31 Mar 22	<u>£ 26,532.00</u>

Note 7A - Stocks

Bar Stock	£ 5,339.70
Shop Stock	£ 1,150.26
	<u>£ 6,489.96</u>

Note 8 - Miscellaneous Debtors and Prepayments

HMS Nelson Wardroom	£ 134.24
Accounting Wifi Prepaid	£ 100.00
Sage Prepaid	£ 565.00
Chubb Prepaid	£ 227.00
TV Licence prepaid	£ 106.00
Bookers Refund	£ 151.53
Amazon Refund	£ 59.99
	<u>£ 1,343.76</u>

Note 9 - Trade Creditors

ESS - Mess	£ 633.68
ESS - PAYD	£ 4,989.98
ESS -Private Functions	£ 1,270.99
Greene King	£ 1,091.61
Metzendorff	£ 888.59
Liquidline	£ 574.33
Bookers	£ 28.98
	<u>£ 9,478.16</u>

Note 9A - Miscellaneous Creditors

D94/D95 Accommodation Repayments	£ 5,909.55
BOC Gas	£ 24.15
Christmas Draw	£ 199.00
ATC Fund	£ 1,750.58
Armistice Day Fund	£ 41.21
PAYD	£ 107.58
Dry Cleaning	£ 201.97
PRS/PPL (estimated)	£ 1,600.00
Newspapers	£ 202.00
Xmas Lunch Refund	£ 39.00
PNIE	£ 610.00
Card Charges	£ 90.00
Bank Charges	£ 11.00
	<u>£ 10,786.04</u>

Note 10 - Endowment or Restricted Income Funds

There were none.

Note 11 - Other Information

- 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

- 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 Account

Year to 31 March 2022

				<u>Year to 31 Mar 21</u>	
Sales		£ 21,667.01		£ 6,941.73	
Cost of Sales:		<u>£ 16,388.83</u>		<u>£ 5,442.46</u>	
Gross Profit		£ 5,278.18		£ 1,499.27	
Less: Spillage/Pipecleaning	£ 496.07	3.0%		£ 98.67	1.8%
Covid write off	£ -			£ 350.00	
Bar Sundries	<u>£ 899.68</u>			<u>£ 324.37</u>	
		<u>£ 1,395.75</u>		<u>£ 773.04</u>	
Net Profit		<u>£ 3,882.43</u>		<u>£ 726.23</u>	
Gross Profit to Sales	24.4%			21.6%	
Gross Profit to Cost of All Sales (or average mark up)	32.2%			27.5%	

Independent Examiner's Report to the Trustee of the Wardroom HMS Excellent.

I report on the accounts of the Charity for the year ended 31 March 2022 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
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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.

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

29 May 2022

WARDROOM HMS EXCELLENT

England & Wales - Charity number 1129719

Accounts

WARDROOM MESS

HMS EXCELLENT

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 April 2020 to 31 March 2021

Registered Charity No. 1129719

Trustees' Annual Report and Comments

Wardroom Mess HMS EXCELLENT

Charity Registered No:	1129719
Covering the Accounting Year:	1 April 2020 to 31 March 2021
Address:	HMS EXCELLENT Whale Island Portsmouth PO2 8ER
Governing Document:	Constitution (Mess Rules)
Objective:	Promotion of the Military Efficiency and Operational Effectiveness of the Armed Forces by the provision of mess facilities to Commissioned Officers serving in Whale Island.
Trustee:	Commander S Turnbull Royal Navy
Trustee selection method:	Appointed as such by the Naval Secretary.
Bankers	RBS Holts
Independent Examiner:	Peter 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. In normal years the mess would put on a full social programme for its members. Generous subsidies would have been provided to functions from the profits made from the bar and other taxable activities
Financial Review:	The mess fund increased by £25K over the year largely because: • Military subscription income exceeded running costs by £20K. • Associate member fee income of £4.5K was not required for function subsidies. The Wardroom was worth £174.6K of which £32K was represented by property and stock. Bank and deposit balances totalling £148K easily covered liabilities of £21K. The committee had set aside £13.7K for the Magazine Bar refurbishment in 2021/22 and will not be asking the RNRMC for a grant. It intends to use its accumulated reserves to fund a rolling programme of refurbishments and improvements in the coming years.

Investment Selection Policy.	The Wardroom does not hold any investments.
Financial Reserves Policy:	The Trustee has considered the level of reserves to be retained, appropriate to the charity's needs. This is considered to be £50K and is held in deposit and in available bank accounts. 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. Excess funds will be used for future refurbishment projects.
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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

Commander S Turnbull Royal Navy.

Appointment

Commanding Officer and sole Managing Trustee

Date

29 May 2021

Independent Examiner's Report to the Trustee of the Wardroom HMS Excellent.

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Respective responsibilities of trustees and examiner

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Signed on Original

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

29 May 2021

HMS EXCELLENT WARDROOM MESS FUND

Registered Charity 1129719

BALANCE SHEET

31-Mar-21

	Notes		31-Mar-20
ASSETS			
<u>Fixed Assets</u>			
Mess Property	7	£ 25,348.00	£ 27,638.00
<u>Current Assets</u>			
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Messbills and Function payments		£ 11,566.66	£ 31,936.67
Misc debtors and prepayments	8	£ 726.10	£ 1,686.90
Cash		£ 3,567.42	£ 5,470.48
Current Account		£ 138,050.28	£ 83,384.88
Charity Deposit Account		£ 10,000.00	£ 10,000.00
Total Current Assets		<u>£ 170,471.19</u>	<u>£ 142,188.58</u>
 LIABILITIES			
Creditors	9/9A	£ 18,292.16	£ 16,976.76
Central Bank for other Funds:			
CFS Fund		£ 2,137.78	£ 1,528.82
LLS Fund		£ 491.78	£ 1,326.20
VAT		£ 266.48	£ 393.16
Current Liabilities		<u>£ 21,188.20</u>	<u>£ 20,224.94</u>
Net Current Assets		£ 149,282.99	£ 121,963.64
Net Assets		<u>£ 174,630.99</u>	<u>£ 149,601.64</u>
Provision:			
Magazine Bar Refurbishment		£ 13,711.94	
Net Assets less provision		<u>£ 160,919.05</u>	

Approved on 29 May 2021

Signed on Original

Commander S Turnbull Royal Navy

Sole Managing Trustee

HMS EXCELLENT WARDROOM MESS FUND

STATEMENT OF FINANCIAL ACTIVITIES

For year to 31 Mar 21

	Note	Year to Mar 20
Income		
Donations and Grants	£ 2,575.00	£ 2,123.00
Charitable activities	£ 67,079.73	£ 215,464.34
Other Trading Activities	£ 784.98	£ 8,368.28
Investment Income	£ 11.88	£ 61.53
Total Income	3 £ 70,451.59	£ 226,017.15
Expenditure		
Charitable Activities	£ 44,061.46	£ 177,631.61
Raising Funds	£ 731.62	£ 2,934.53
Other	£ 285.16	£ 2,813.81
Total Expenditure	4 £ 45,078.24	£ 183,379.95
Net incoming/(outgoing) resources	£ 25,373.35	£ 42,637.20
Less Previous Year Corrections	£ (344.00)	£ (2,837.31)
Net movement in Funds	£ 25,029.35	£ 39,799.89
Total Funds Brought Forward	£ 149,601.64	£ 109,801.75
Total Funds Carried Forward	£ 174,630.99	£ 149,601.64

HMS EXCELLENT WARDROOM MESS FUND

Notes to the Accounts dated 31 March 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 2019 (FRS 102) 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. Tangible 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. The fund does not have a policy of revaluation. Depreciation is 50% initial then six monthly, straight line and over the estimated life of the item. Depreciation is not allocated to activity costs.
- b. Stocks are valued at the lower of cost or market value.

Note 2 - Investments - There are none

Note 3 - Income

	<u>Year to Mar 21</u>	<u>Year to Mar 20</u>
<i>Voluntary Income</i>		
Donations& Grants	£ 2,575.00	£ 2,123.00
<i>Charitable Activities</i>		
Mess Subs	£ 55,484.50	£ 92,933.50
Associate Subscriptions	£ 4,462.50	£ 7,933.75
Bar Sales	£ 6,941.73	£ 57,668.88
Mess Functions	£ -	£ 55,605.81
Coffee	£ 176.00	£ 608.00
Misc income	£ 15.00	£ 714.40
	<u>£ 67,079.73</u>	<u>£ 215,464.34</u>
<i>Other Trading Activities</i>		
Private Functions	£ -	£ 2,926.58
Private Function Surplus	£ -	£ 4,679.37
Shop Sales	£ 784.98	£ 762.33
	<u>£ 784.98</u>	<u>£ 8,368.28</u>
<i>Investment Income</i>		
Interest	£ 11.88	£ 61.53
Total Income	<u><u>£ 70,451.59</u></u>	<u><u>£ 226,017.15</u></u>

Note 4 Expenditure

	<u>Year to Mar 21</u>	<u>Year to Mar 20</u>
<i>Charitable Activities</i>		
<i>Trading</i>		
Cost of Bar sales & other costs	£ 6,215.50	£ 41,181.55
Function Expenditure from Tickets	£ -	£ 55,605.81
Function Expenditure from Subsidies	£ -	£ 14,003.05
Function Expenditure from Grants	£ -	£ 2,000.00
Free Entry Functions	£ 17.66	£ -
Committee Free Tickets	£ -	£ 227.50
Xmas Draw Subsidy	£ 2,797.78	£ 379.39
<i>Running Costs</i>		
Performing Rights	£ 1,304.00	£ 1,827.28
Dining Hall Extras	£ 55.99	£ 2,014.73
Mess Guests	£ 602.88	£ 1,064.17
Newspapers & Periodicals	£ 649.85	£ 5,629.30
Coffee	£ 11,528.83	£ 21,095.57
Refurbishments	£ 400.00	£ -
Repairs & Renewals	£ 723.58	£ 1,045.01
TV and Audio	£ 416.26	£ 408.83
Presentations/Leavers Gifts	£ 791.11	£ 376.46
Welfare & Sports	£ 1,000.00	£ 1,000.00
Christmas Decorations	£ 599.98	£ 2,178.31
Insurances & Security	£ 2,342.48	£ 2,330.49
Trophy Hire	£ 555.00	£ 555.04
Internet	£ 417.00	£ 600.00
Napkins	£ -	£ 793.35
Misc Expenses	£ -	£ 220.10
<i>Governance Costs</i>		
Accounts and examination	£ 2,290.00	£ 2,267.00
<i>Support Costs</i>		
Bank charges	£ 1,511.64	£ 3,111.48
Card Machine	£ 1,510.07	£ 1,828.03
Swipe Cards	£ -	£ 199.20
Printing, Postage & Stationery	£ 234.57	£ 349.57
Sage/Tills	£ 3,352.28	£ 2,451.69
Depreciation	£ 4,745.00	£ 12,888.70
	£ 44,061.46	£ 177,631.61
<i>Raising Funds</i>		
Private Functions	£ -	£ 2,926.58
Shop Costs	£ 731.62	£ 7.95
	£ 731.62	£ 2,934.53
<i>Other Costs</i>		
Bad Debts	£ -	£ 1,641.00
Write off (Mess Bills/PAYD/Bistro)	£ 285.16	£ 1,172.81
	£ 285.16	£ 2,813.81
Total Expenditure	£ 45,078.24	£ 183,379.95

Note 5 - Paid Employees

- a. There were no paid employees.

Note 6 - Trustees and Other Related Parties

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

Note 7 - Tangible Fixed Assets - Property Account - Fixtures & Fittings

Property Valuation as at 31 Mar 20	£ 27,638.00
Additions	£ 2,455.00
Depreciation	£ (4,745.00)
Property Valuation at 31 Mar 21	<u>£ 25,348.00</u>

Note 7A - Stocks

Bar Stock	£ 5,625.25
Shop Stock	£ 935.48
	<u>£ 5,625.25</u>

Note 8 - Miscellaneous Debtors and Prepayments

HMS Nelson Wardroom	£ 2.10
Accounting Wifi Prepaid	£ 83.00
Sage Prepaid	£ 641.00
	<u>£ 726.10</u>

Note 9 - Trade Creditors

ESS - Mess	£ 347.52
ESS - PAYD	£ 101.71
	<u>£ 449.23</u>

Note 9A - Miscellaneous Creditors

D94/D95 Accommodation Repayments	£ 14,618.30
BOC Gas	£ 17.65
Christmas Draw	£ 120.00
RNRMC Grant	£ 773.00
ATC Fund	£ 1,075.58
Armistice Day Fund	£ 41.21
PRS/PPL (estimated)	£ 200.00
PNIE	£ 590.00
Card Charges	£ 70.79
Bank Charges	£ 11.00
Suspense - Unknown Receipt	£ 125.40
Suspense - Duplicate Payment	£ 200.00
	<u>£ 17,842.93</u>

Note 10 - Endowment or Restricted Income Funds

There were none.

Note 11 - Other Information

- 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

- 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 Account

Year to 31 March 2021

			<u>Year to 31 Mar 20</u>
Sales	£ 6,941.73		£ 57,668.88
Cost of Sales:	£ 5,442.46		£ 37,919.35
Gross Profit	£ 1,499.27		£ 19,749.53
Less: Spillage/Pipecleaning	£ 98.67 1.8%	£ 1,339.56 3.5%	
Covid write off	£ 350.00	£ -	
Bar Sundries	£ 324.37	£ 1,922.64	
	£ 773.04		£ 3,262.20
Net Profit	£ 726.23		£ 16,487.33
Gross Profit to Sales	21.6%	34.2%	
Gross Profit to Cost of All Sales (or average mark up)	27.5%	52.1%	

PN INDEPENDENT EXAMINATIONS

5 Nursery Road
Havant
Hants
PO9 3BG
☎ 07801 064450

The Commanding Officer
HMS Excellent

30 Apr 21

HMS EXCELLENT WARDROOM MESS FUND - EXAMINATION & ACCOUNTS – 31 MAR 21

1. The examination of the Wardroom Mess Fund for the year has been completed. A draft copy of the Trustee's Annual Report (TAR) is also enclosed.
2. After approval by the Commanding Officer, as sole managing trustee, PDF copies of the TAR and the accounts should be uploaded onto the Charity Commission website.
3. On this occasion PNIE was able to visit the Wardroom and, as usual, the accounts were neatly and accurately presented for examination. Staff had mustered cash, bar stock and property and there had been independent checks by RN Verifiers. The fund had two bank accounts with the main account being with RBS Holts. However, closing the Lloyds account and avoiding its bank charges had proved difficult as all the signatories had left the mess.
4. The Treasurer monitors outstanding mess bills and contacts late payers. However, there were four former members who had not responded to her hasteners and therefore recovery should be escalated up to committee level to chase up. (Mess numbers 174, 958, 967 and 983.) In addition, there were nine associate members who had not paid their mess bills, albeit these were mostly made up of annual subscriptions. It remains to be seen if these members return to the mess after lockdown.
5. The subscription rate dropped from £15 to £10 in Jun 20 and remained at that rate throughout the year. Hence it was no surprise that subscription income fell from £92.9K to £55.5K. Similarly income from associate members' subscriptions fell from £7.9K to £4.5K.
6. The Covid restrictions meant that the mess was little used for much of the year and some of the facilities offered to members were scaled back. These included:
 - Newspapers and magazines were stopped in Jun 20 saving £5K.
 - Coffee costs fell by £9.6K to £11.5K.
 - Dining Hall extras ceased, saving £2K.
 - Christmas decoration costs fell by £1.5K.
7. Despite the reduction in expenditure and the reduction in income from military subscriptions, income from the latter still exceeded running costs by £20K. In addition, the fee income from associate members, which would normally help to fund function subsidies, was not required on this occasion.

8. As the mess had not been able to put on functions, the committee increased the level of subsidy to the Christmas Draw. This subsidy was £2.8K, which represented nearly half the cost of prizes.

9. Unsurprisingly bar sales fell to £6.9K which was 12% of the £57.7K seen in the previous year. Net bar profit was just £726 compared to the previous year's £16.5K. Of course, bar profit is normally used to subsidise functions but there were no functions in the year.

Summary

10. The mess fund increased by £25K over the year largely because:

- Military mess subscription income exceeded running costs by £20K.
- Subscription income of £4.5K from associate members was not required for function subsidies.

11. The Wardroom was worth £174.6K of which £32K was represented by property and stock. Bank and deposit balances totalling £148K easily covered liabilities of £21K.

12. The committee had set aside £13.7K for the Magazine Bar refurbishment in 2021/22 and will not be asking the RNRMC for a grant. It intends to use its accumulated reserves to fund a rolling programme of refurbishments and improvements in the coming years.

P A Nicholls
PN Independent Examinations

Information:

Mess President