

CENTRAL AMENITIES FUND

HMS SULTAN

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 April 2020 to 31 March 2021

Registered Charity No. 1130481

Trustees' Annual Report and Comments

Central Amenities Fund HMS SULTAN

Charity Registered No:	1130481
Covering the Accounting Year:	1 April 2020 to 31 March 2021
Address:	HMS SULTAN Military Road Gosport PO12 3BY
Governing Document:	Constitution (Mess Rules)
Object:	The primary aim of the CAF is to promote the welfare and military efficiency of Naval and other Service personnel serving in HMS Sultan. This is interpreted as to “improve the wellbeing (both morale and physical) and efficiency of establishment personnel through the provisions of services, amenities and activities that are not within the remit of Crown or employer requirements”.
Trustee:	Captain J Voyce OBE BEng MSc MA CEng MCIPD FIMarEST Royal Navy
Trustee selection method:	Appointed as such by the Naval Secretary.
Bankers	Lloyds TSB High Street Gosport Hants
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. The fund continues to meet its object in particular by the provision of leisure and sporting activities. The fund continues to act as a central bank and support for many charitable and non-charitable funds operating in HMS Sultan.
Financial Review:	Despite the activities being more than halved as a result of the Covid 19 lockdowns, the fund had gained £18.8K in the year. This was mainly because it had no salary costs and there had been had been no major capital project. However, £35K has been set aside as a fund to replace the Lodge when it comes to the end of its life, although this is some way off. In addition, £5K had been set aside for other projects. The CAF was worth £316.2K, of which £52K was represented by the value of the lodge. It has £410K in bank accounts but £199K of this belonged to various Service and other funds.

Investment Selection Policy.	No investments were held.
Financial Reserves Policy:	The Trustee has considered the level of reserves needed appropriate to the charity's needs. These are considered to be the £250K held in a 95 day deposit account. The Trustee aims to ensure that the charity will be able to fulfil its charitable objectives even if there is a temporary shortfall in income and unexpected expenditure. In addition, the Trustee seeks to have funds available for major capital projects. The Trustee will endeavour not to set aside funds unnecessarily.
Grant Policy:	Grants may be made to mess members to assist with the personal contributions to sporting, adventurous training or other activities.
Risk Assessment:	The Trustee reviews the major risks to which the charity is exposed, and systems have been established to manage those risks and believes that by maintaining the free reserves stated it would provide sufficient resources in the event of adverse conditions. Half yearly independent examination of the accounts will mitigate the risk of any mismanagement by the mess committee.
Public Benefit Statement	<p>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.</p> <p>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.</p>

Declaration:

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

Signed on Original

Name	Captain J Voyce OBE BEng MSc MA CEng MCIPD FIMarEST Royal Navy
Appointment	Commanding Officer and sole Managing Trustee
Date	12 May 2021

Independent Examiner's Report to the Trustee of the Warrant Officers', Senior Ratings' and Senior Non Commissioned Officers' Mess HMS Sultan.

I report on the accounts of the Charity for the year ended 31 March 2021 which are set out in pages 1 to 6 and accompanying notes.

Respective responsibilities of trustees and examiner

The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers that an audit is not required for this year under section 144(2) of the Charities Act 2011 (The Charities Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a licenced accountant regulated by the Association of Accounting Technicians.

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

12 May 2021

HMS SULTAN CENTRAL AMENITIES FUND

Registered Charity No 1130481

BALANCE SHEET

31 March 2021

Fixed Assets

31 March 2020

Property	7	£ 52,141.00	£ 55,341.00
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Current Assets

Stocks		£ 4,400.71	£ 3,092.49
Debtors & Prepayments	8	£ 19,104.89	£ 10,601.35
95 Day Deposit Account		£ 342,873.35	£ 250,713.53
32 Day Deposit Account		£ -	£ 41,221.54
Bank		£ 68,522.24	£ 136,809.47
Cash		£ 28,568.91	£ 25,252.32
		<u>£ 463,470.10</u>	<u>£ 467,690.70</u>

Current Liabilities

Creditors	9	£ 15,465.42	£ 35,924.38
Charitable Funds	10	£ 64,681.62	£ 65,795.10
Non Charitable Funds	11/11A	£ 119,277.85	£ 123,935.21
		<u>£ 199,424.89</u>	<u>£ 225,654.69</u>

Net Current Assets(Liabilities)	£ 264,045.21	£ 242,036.01
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Total Net Assets

<u>£ 316,186.21</u>	<u>£ 297,377.01</u>
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Represented by

General Fund	£ 276,186.21	£ 267,377.01
Lodge Replacement Fund (Designated)	£ 35,000.00	£ 25,000.00
Projects Fund (Designated)	£ 5,000.00	£ 5,000.00
	<u>£ 316,186.21</u>	<u>£ 297,377.01</u>

Approved on 12 May 2021

Signed on Original

Captain J Voyce OBE BEng MSc MA Ceng MCIPD FIMarest Royal Navy
Sole Managing Trustee

HMS SULTAN CENTRAL AMENITIES 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 (FRS 102) 2019 and the provisions of the Charities Act 2011. Significant policies adopted are:

Income

- 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. These costs are not apportioned as his 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 £50. They are valued at cost or a reasonable value on receipt. The CAF does not have a policy of revaluation. Depreciation is annual, straight line and over the estimated life of the item. The Lodge is depreciated at 5% per annum.
- 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

None currently held.

HMS SULTAN CENTRAL AMENITIES FUND

STATEMENT OF FINANCIAL ACTIVITIES

for 12 months to 31 March 2021

			<i>Previous Year</i>
Income			
Donations		£ 2,555.95	£ 26,481.12
Charitable Activities		£ 8,445.16	£ 49,221.94
Other Trading Activities		£ 36,201.00	£ 36,594.00
Investment Income		£ 1,032.04	£ 2,140.65
Total Income	3	<u>£ 48,234.15</u>	<u>£ 114,437.71</u>
Expenditure			
Charitable Activities		£ 26,943.35	£ 61,900.97
Raising Funds		<u>£ 2,481.60</u>	<u>£ 1,212.97</u>
Total Expenditure	4	<u>£ 29,424.95</u>	<u>£ 63,113.94</u>
Net income/(expenditure)		£ 18,809.20	£ 51,323.77
Total Funds brought forward 1 Apr 20		£ 297,377.01	£ 246,053.24
Net Movement of Funds		£ 18,809.20	£ 51,323.77
Total Funds carried forward 31 Mar 21		<u>£ 316,186.21</u>	<u>£ 297,377.01</u>

Note 3 - Income

			<u>Previous Year</u>
<u>Donations</u>			
Grants & Donations	£ 27.00		£ 7,637.49
Gainshare/Excess Income	£ 8.95		£ 11,787.63
Unpresented Cheque	£ -		£ 3,840.00
Mess Contributions	<u>£ 2,520.00</u>		<u>£ 3,216.00</u>
		£ 2,555.95	£ 26,481.12
<u>Charitable Activities</u>			
Lodge	£ 5,262.00		£ 10,703.50
Pool & Snooker	£ -		£ 873.13
Laundry	£ -		£ -
Jet Wash	£ 2,545.00		£ 2,540.85
Crested Goods & Resale items	£ 533.00		£ 1,796.50
Bonfire Night	£ -		£ 32,747.65
Sports & Activities Fund	£ 80.00		£ -
Misc	<u>£ 25.16</u>		<u>£ 560.31</u>
		£ 8,445.16	£ 49,221.94
<u>Other Trading Activities</u>			
Caravan parking		£ 36,201.00	£ 36,594.00
<u>Investment Income</u>			
Interest		<u>£ 1,032.04</u>	<u>£ 2,140.65</u>
Total Income		<u><u>£ 48,234.15</u></u>	<u><u>£ 114,437.71</u></u>

Note 4 - Expenditure

			<u>Previous Year</u>
<u>Charitable Activities</u>			
Operating Costs			
Lodge	£ 7,398.57		£ 8,863.86
Grants	£ 1,280.15		£ 10,130.29
Sports & Activities	£ 1,238.88		£ 2,639.63
Repairs & Renewals	£ -		£ 360.00
Bonfire Night	£ -		£ 20,126.83
Christmas	£ 3,137.64		£ 4,173.04
Jet wash	£ 3,600.00		£ 3,600.00
Meal Tokens	£ 459.44		£ 1,949.58
Insurance	£ 1,693.90		£ 1,672.59
Sky TV - Bar	£ 153.50		£ 150.50
Crested Items & Resale items	£ 916.88		£ 802.70
Trophy Hire	£ 191.17		£ 191.17
Misc	£ -		£ 36.76
Support Costs			
Examination and Accounts	£ 1,620.00		£ 2,680.00
Office Expenses	£ 1,193.37		£ 918.18
Bank Charges	£ 859.85		£ 405.84
Depreciation & Write offs	<u>£ 3,200.00</u>		<u>£ 3,200.00</u>
		£ 26,943.35	£ 61,900.97
<u>Raising Funds</u>			
Caravan Parking		<u>£ 2,481.60</u>	<u>£ 1,212.97</u>
Total Expenditure		<u><u>£ 29,424.95</u></u>	<u><u>£ 63,113.94</u></u>

Note 5 - Paid Employees

The fund has no paid employees.

Note 6 - Trustees and Other Related Parties

- a. No expenses or emoluments have been paid to the Sole Managing Trustee
- b. There are no amounts due to or from the Sole Managing Trustee
- c. The sole Managing Trustee is also the sole Managing Trustee of the Wardroom HMS Sultan and the WO, SR & SNCO Mess HMS Sultan. These funds pay contributions to the CAF. He is also the trustee of the charitable funds that use the CAF as their bank. (Note 10)

Note 7 - Fixed Assets - Fixtures, Fittings and Equipment

Total value at beginning of year	£ 55,341.00
Less Depreciation	<u>£ (3,200.00)</u>
Value at 31 March 2021	<u>£ 52,141.00</u>

Note 8 - Miscellaneous Debtors

Interest Accrued	£ 46.00
ESS - Sky and BT TV	£ 2,789.56
Army Navy	£ 66.95
Yacht Club	£ 8,688.38
Lodge Prepaid	£ 2,658.00
TV Licence Prepaid	£ 92.00
Insurance Prepaid	£ 282.00
CO's Fund (TVs)	<u>£ 4,482.00</u>
	<u>£ 19,104.89</u>

Note 9 - Creditors (payable in less than one year)

RNRMC Grant Families Day	£ 3,153.42
Caravan Parking Prepaid	£ 8,824.00
Lodge Hires Prepaid	£ 2,678.00
Accounts Examination	<u>£ 810.00</u>
	<u>£ 15,465.42</u>

Note 10 Service Funds using the Central Amenities Fund as a Bank

Boxing Fund	£ 3,773.33
Churches	£ 1,599.44
Cinema Club	£ 1,439.28
D Mar E Prize	£ 5,104.66
Field Gun	£ 3,907.06
Golf Society	£ 188.78
Haven	£ 4,949.72
IO Mess	£ 5,756.07
LH Mess	£ 1,082.73
Lo Cost racing	£ 99.10
Music Club	£ 2,351.92
Radio Contol	£ 385.96
RNAESS	£ 2,534.73
Sports Club	£ 6,705.23
Steam Lorry	£ 3,552.38
Sultan Car Repair Club	£ 5,987.24
Theatre	£ 11,898.83
Volunteer Band	£ 2,530.75
War Gaming Club	<u>£ 834.41</u>
	<u>£ 64,681.62</u>

Note 11 Approved Funds Using the Central Amenities Fund as a Bank

Alston Memorial fund	£ 3,697.85
AEO Dinner	£ 2,049.22
Aviation Society Visits	£ 645.13
Air Museum	£ 228.00
BZ Fund	£ 1,319.00
Community Fund	£ 7,821.08
CNEO Dinner	£ 1,301.67
Centurion Association	£ 5,566.63
Centurion (Charity)	£ 1,255.26
Charity Chest	£ 10,405.67
Garage Deposits	£ 1,100.00
Golf Champs 14	£ 222.02
Imarest Fund	£ 368.00
Nuclear Entertainments Fund	£ 1,681.80
Refurbishment (Bar)	£ 362.79
Sick Bay Fund	£ 1,588.70
Summer Show	£ 37,353.35
TM Conference	£ 2,124.74
Tiered Seating	£ 3,455.72
Wives Club	£ 74.14
RN Engineers Open	£ 651.33
RN Engineering Challenge	£ 26,672.86
TV Deposits	£ 300.00
764 Tea Boat	£ 246.06
	<u>£ 110,491.02</u>

Note 11A Temporary & Dispersing Funds

Grass Roots	£ 2,722.95
RNRMC Grants	£ 3,393.86
SM Remembrance	£ 2,670.02
	<u>£ 8,786.83</u>

Note 12 - Endowment or Restricted Income Funds - None held**Note 13 - Other Information**

- The CAF does not have any material commitments not provided for in the accounts
- The CAF has not given any guarantees to any third party that could be called on at the year end.
- The CAF has not granted any loans.
- The CAF 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 CAF's financial year.
- The CAF does has two designated funds.
- All the CAF's operations are continuing operations and there were no operations discontinued or acquired during the year.
- The CAF has no intangible assets (other than office space provided by MOD)
- There were no interfund loans outstanding at the balance sheet date.
- 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.
- The CAF has no material fixed assets which have not been capitalised and included in the Balance Sheet.