

SERGEANTS' MESS, RMB CHIVENOR

England & Wales · Charity number 1130631

Details

Other names SGTS' MESS, RMB CHIVENOR

Status Registered

Legal form Other

Registered 2009-07-21

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

Contact

Address Royal Marines
The Barracks
Chivenor
Barnstaple
EX31 4AZ

Phone 01271857465

Activities

Objects: The charity's object (the object) is 'the promotion of efficiency of the armed forces of the Crown by the provision and support of facilities and activities for the efficiency and well-being of service personnel'.

Activities: to provide and assist service personnel to more effectively perform their roles within the Armed Forces of the Crown by providing and supporting social activities, sporting and adventure training activities and associated facilities.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, Armed Forces/emergency Service Efficiency, Recreation, Other Charitable Purposes
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** ENGLAND AND WALES
- Devon

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2024-09-30 | | - | - | - |
| 2023-09-30 | | - | - | - |
| 2022-09-30 | £158,522 | £154,493 | | - |
| 2021-09-30 | £79,560 | £76,305 | | - |
| 2020-09-30 | £67,486 | £50,801 | | - |
| 2019-09-30 | £81,917 | £77,061 | | - |
| 2018-09-30 | £125,995 | £142,549 | | - |

Trustees

| Name | Role | Appointed |
|----------------|------|------------|
| Trevor Bennett | | 2017-07-01 |

SERGEANTS' MESS, RMB CHIVENOR

England & Wales - Charity number 1130631

Accounts

Commando Logistic
Regiment Royal
Marines
Sergeants' Mess
Fund
Report Ending:

September 30

2022

The Trustee's Annual Report and Accounts for:
Cdo Log Regt RM
Sergeants' Mess Fund
by Lt Col L Metcalfe RM
Charity Number: 1130631

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants' Mess Fund**

Contents

| | Page |
|--|---------|
| Charity Information | 3 |
| Trustee's Report | 4 - 7 |
| Independent Examiner's Report | 8 |
| Statement of Financial Activities (2015) | 9 |
| Statement of Financial Activities | 10 |
| Balance Sheet | 11 |
| Notes to the Accounts | 12 - 17 |

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants' Mess Fund**

REFERENCE AND ADMINISTRATION INFORMATION

Trustee: Lt Col L Metcalfe RM
Commanding Officer & Managing Trustee

Charity No: 1130631

Charity Offices: Headquarters
Commando Logistic Regiment Royal Marines
Royal Marines Barracks
CHIVENOR
Barnstaple
Devon
EX31 4AZ

Independent Examiner: WO2 W McCallum RM
Corps Service Funds Accountant
Navy Command Headquarters
Normandy Building
Whale Island
Portsmouth
PO2 8ER

Bankers: Lloyds Bank PLC
Cross Street
Barnstaple
Devon

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants' Mess Fund**

REPORT OF THE TRUSTEE FOR THE YEAR ENDED 30 SEPTEMBER 2022

The Trustee presents his report along with the financial statements of the Fund for the year ended 30 September 2022. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

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

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

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

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

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

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

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

Objectives and Activities

The Fund exists for the collective benefit of all SNCOs in Royal Marines Barracks Chivenor and the main objective is to provide appropriate social amenities, facilities, and financial support to enhance the military and individual skills of all members.

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

The Fund carries out these objects by:

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

Income to the (Sgts' Mess) Fund is derived from voluntary subscriptions, various grants, and occasional donations. This income is enough to meet the demands of the various activities and assist the organisation to carry out the individual and / or group activities to assist in enhancing Service life within the unit and immediate local area. This has been demonstrated by the varied grants to groups and individuals to pursue activities and in doing so have enhanced military efficiency, improved morale, and enhanced the general welfare of the personnel of the Unit.

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

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

Grant Making Policy

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

Fund (SNCO Mess) meetings are held monthly when it is practically possible where the management committee will consider bids and applications to the Fund. Any bids falling outside the bounds of the Charter are not normally approved unless they are within the spirit of the aim of the Fund Charter. The Fund Charter is reviewed regularly to ensure that the aims and objectives continue to be achieved and management are within the bounds of the regulations laid down.

Financial Review

The turnover to the account has been good and activity at a reasonable level. There has also been a steady flow in the way of income and expenditure within the accounting period. The Fund remains as a going concern with enough funds available for day to day and future activities. The management are working to increase the resources available for the Fund beneficiaries and the management and Treasurer regularly review the account to enhance income streams.

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

Plan

The charitable objectives for the forthcoming year are to:

- Provide the appropriate amenities and facilities for the SNCOs of Royal Marines Barracks Chivenor.
- Make appropriate grants and to maintain and enhance the performance of the members of the Sergeants' Mess and wider unit where appropriate.

Reserves Policy

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

Risk Management

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

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

Investment Policy

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

Trustee's Responsibilities in Relation to the Financial Statements

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

Select suitable accounting policies and apply them consistently.

Make judgements and estimates that are reasonable and prudent.

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

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

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

Approval

This report was approved and signed by the Trustee on:

Date:

.....12 Dec 22.....

Signature:

.....*L Metcalfe*.....

L Metcalfe
Lieutenant Colonel Royal Marines
Commanding Officer

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants Mess Fund**

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS
FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

Respective Responsibilities of Trustee and Examiner

The Fund's Trustee is responsible for the preparation of the accounts. The Fund Trustee considers that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Fund and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

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

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

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

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

Billy McCallum

W McCallum
WO2 RM
Corps Service Funds Accountant

8th December 2022

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants Mess Fund**

STATEMENT OF FINANCIAL ACTIVITIES (SOFA) 2015

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds £ | Prior Funds £ |
|------------------------------------|----------------------------|--------------------------|---------------------|---------------------|
| Income and Endowments from: | | | | |
| Donations and Legacies | 0 | 685 | 685 | 55 |
| Charitable Activities | 135,857 | 21,980 | 157,837 | 79,473 |
| Other Trading Activities | 0 | 0 | 0 | 32 |
| TOTAL | 135,857 | 22,665 | 158,522 | 79,560 |
| Expenditure On: | | | | |
| Raising Funds | 34,041 | 0 | 34,041 | 17,338 |
| Charitable Activities | 95,820 | 21,278 | 117,097 | 56,357 |
| Other | 3,354 | 0 | 3,354 | 2,611 |
| TOTAL | 133,215 | 21,278 | 154,493 | 76,305 |
| Net Gains / Losses on Investments | 0 | 0 | 0 | 0 |
| Net Income / Expenditure | 2,642 | 1,387 | 4,029 | 3,254 |
| Transfers Between Funds | 0 | 0 | 0 | 0 |
| Net Movement in Funds | 2,642 | 1,387 | 4,029 | 3,254 |
| Reconciliation of Funds | | | | |
| Total Funds Brought Forward | 73,467 | 10,401 | 83,868 | |
| Total Funds Carried Forward | 76,109 | 11,788 | 87,897 | |

Sergeants' Mess Fund

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2022

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Current Total £ | Previous Total £ |
|---|-------|----------------------------|--------------------------|-----------------------|------------------------|
| INCOMING RESOURCES | | | | | |
| Voluntary Income | 2 | 0 | 685 | 685 | 55 |
| Activities for Generating Funds | 3 | 0 | 0 | 0 | 32 |
| Investment Income | 4 | 0 | 0 | 0 | 0 |
| Incoming Resources Charitable Activities | 5 | 135,857 | 21,980 | 157,837 | 79,473 |
| Other Incoming Resources | 6 | 0 | 0 | 0 | 0 |
| TOTAL INCOMING RESOURCES | | 135,857 | 22,665 | 158,522 | 79,560 |
| RESOURCES EXPENDED | | | | | |
| Investment Management Costs | 7 | 0 | 0 | 0 | 0 |
| Costs of Generating Funds | 8 | 0 | 0 | 0 | 0 |
| Charitable Activities | 9 | 129,480 | 21,058 | 150,537 | 73,099 |
| Governance Costs | 10 | 381 | 0 | 381 | 392 |
| Grants and Donations | 11 | 0 | 220 | 220 | 203 |
| Other Costs | 12 | 3,354 | 0 | 3,354 | 2,611 |
| TOTAL RESOURCES EXPENDED | | 133,215 | 21,278 | 154,493 | 76,305 |
| Net Incoming / Outgoing Resources before Transfers | | 2,642 | 1,387 | 4,029 | 3,254 |
| Gross Transfers between funds | | 0 | 0 | 0 | 0 |
| Net Incoming resources before holding gains and losses | | 2,642 | 1,387 | 4,029 | 3,254 |
| Other recognised gains / (losses) | | | | | |
| Gains (losses) on revaluation on the Charity's fixed assets | | 0 | 0 | 0 | 0 |
| Unrealised gains / losses on investments assets | | 0 | 0 | 0 | 0 |
| Net Movement in Fund | | 2,642 | 1,387 | 4,029 | 3,254 |
| Total Funds from Previous Year | | 73,467 | 10,401 | 83,868 | |
| TOTAL FUNDS CARRIED FORWARD | | 76,109 | 11,788 | 87,897 | |

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

**COMMANDO LOGISTICS ROYAL MARINES
Sergeants' Mess Fund**

BALANCE SHEET AS AT 30 SEPTEMBER 2022

| | Notes | Current Year | Previous Year |
|--|-------|----------------------|----------------------|
| | | £ | £ |
| Fixed Assets | | | |
| Tangible Assets | 13 | <u>3,080</u> | <u>1,361</u> |
| Total Fixed Assets | | <u><u>3,080</u></u> | <u><u>1,361</u></u> |
| Current Assets | | | |
| Stock | | 8,163 | 5,055 |
| Debtors and Pre-Payments | 14 | 5,515 | 6,155 |
| Cash at Bank and in Hand | | 78,805 | 79,872 |
| Total Current Assets | | <u>92,483</u> | <u>91,081</u> |
| Creditors: amounts falling due within one year | 15 | <u>5,146</u> | <u>6,019</u> |
| | | <u><u>5,146</u></u> | <u><u>6,019</u></u> |
| Net Current assets / (liabilities) | | 95,563 | 92,442 |
| Total Assets less current liabilities | | 87,897 | 83,868 |
| Net Assets | | <u>87,897</u> | <u>83,868</u> |
| Funds of the Charity | | | |
| Unrestricted | 16 | 76,109 | 73,467 |
| Restricted | 17 | 11,788 | 10,401 |
| Worth of Fund | | <u><u>87,897</u></u> | <u><u>83,868</u></u> |

Approved by the Managing Trustee on:

.....12 Dec 22..... (Date)

.... L Metcalfe,..... (Signature)

L Metcalfe
Lieutenant Colonel Royal Marines
Managing Trustee

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants' Mess Fund**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

1 ACCOUNTING POLICIES

1.1 Basis of Preparation of Accounts

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

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

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

1.1.1 Fund Structure

General Purpose / Unrestricted / Designated Funds

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

Endowment Funds

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

Restricted Funds

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

1.2 Incoming Resources

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

1.3 Governance, Management and Administration Expenditure

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

1.4 Value Added Tax

The Fund is registered for VAT. The Fund is currently under the VAT Threshold.

1.5 Stock

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

1.6 Investments

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

1.7 Resources Expended

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

1.8 Tangible Fixed Assets Capitalisation and Depreciation

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

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

Assets with a life of more than one year but with a purchase value of below £500 are included within the inventory but the cost is written off in the year it is incurred and is not depreciated over the useful life of the asset. Where the asset is depreciated over a period of more than 10 years, details of the item and period are provided following Note 13.

1.9 Related Party Transactions & Remuneration and Expenses

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

Trustee's Report for the year ended 30 September 2022

| Notes (continued) | Current Year £ | Previous Year £ |
|--|-------------------------------|--------------------------------|
| Incoming Resources: | | |
| 2 Voluntary Income | | |
| Donations | 685 | 55 |
| | <u>685</u> | <u>55</u> |
| 3 Activities for Generating Funds | £ | £ |
| Scratch Card Income | 0 | 32 |
| | <u>0</u> | <u>32</u> |
| 4 Investment Income | £ | £ |
| | <u>0</u> | <u>0</u> |
| 5 Income Resources from Charitable Activity | £ | £ |
| Trading Income | 48,204 | 22,697 |
| CLR Mess Subs | 29,388 | 31,942 |
| Visitors Amenity Charge | 1,929 | 885 |
| Function Ticket Sales (Income) | 8,092 | 1,435 |
| Property Purchases | 3,477 | 0 |
| Raffle Ticket Sales (Income) | 400 | 21 |
| CLR Presentations | 2,395 | 2,739 |
| Contactless Income | 12,290 | 12,686 |
| Grants from External Sources | 30,092 | 4,400 |
| Food & Drink Income | 19,736 | 2,602 |
| CLR Miscellaneous Income | 1,833 | 65 |
| | <u>157,836</u> | <u>79,472</u> |
| 6 Other Income | £ | £ |
| | <u>0</u> | <u>0</u> |

Trustee's Report for the year ended 30 September 2022

| Notes (continued) | Current Year | Previous Year |
|--------------------------------------|-------------------------|--------------------------|
| Resources Expended: | | |
| 7 Investment Management Costs | £ | £ |
| | <u>0</u> | <u>0</u> |
| | £ | £ |
| 8 Cost of Generating Funds | | |
| | <u>0</u> | <u>0</u> |
| 9 Charitable Activities | £ | £ |
| Bar Operating Costs | 34,041 | 17,335 |
| Dining Room Costs | 243 | 162 |
| Entertainment Expenses | 8,759 | 6,622 |
| Food & Drink Costs | 77,040 | 19,702 |
| Transport Costs | 150 | 100 |
| Coffee Machine Costs | 3,156 | 2,829 |
| Function Decoration Costs | 2,427 | 1,146 |
| Equipment Hire | 3,930 | 780 |
| Raffle Expenses | 1,439 | 5,922 |
| CLR Refunds | 3,043 | 6,485 |
| CLR Presentations | 5,140 | 2,708 |
| Contactless Expenses | 17 | 2,929 |
| Additional Staff Costs | 120 | 0 |
| Mess Improvements | 616 | 3,407 |
| Photographs & Framing Costs | 1,240 | 0 |
| CLR Miscellaneous Expenses] | <u>9,176</u> | <u>2,972</u> |
| | <u>150,537</u> | <u>73,099</u> |
| 10 Governance Costs | £ | £ |
| Insurance Premiums | <u>381</u> | <u>392</u> |
| | <u>381</u> | <u>392</u> |

Trustee's Report for the year ended 30 September 2022

| Notes (continued) | Current Year | Previous Year |
|---|-------------------------|--------------------------|
| 11 Grants and Donations | | |
| Grants are only made to groups or individuals within the unit, taking part in a Corps or Unit recognised activity which has been approved at committee level. | | |
| | £ | £ |
| Donations Made from CLR | 220 | 203 |
| | 220 | 203 |
| 12 Other Costs | | £ |
| Property Depreciation | 1,758 | 1,062 |
| TV Licence | 159 | 157 |
| Write Offs | 1,148 | 1,054 |
| Newspaper Purchases | 0 | 169 |
| SKY Subscriptions | 0 | 142 |
| Aquarium Expenditure | 290 | 27 |
| | 3,355 | 2,611 |
| 13 Fixed Assets | | |
| Fixtures, Fittings, Equipment: | | |
| Balance Brought Forward | £1,360.78 | |
| Purchases | £3,476.81 | |
| Sales & Write Offs | £0.00 | |
| Depreciation | £1,757.66 | |
| Balance Carried Forward | £3,079.93 | |
| 14 Analysis of Current Assets | £ | £ |
| Sundry Debtors | 5,515 | 6,155 |
| | 5,515 | 6,155 |
| Analysis of Current Liabilities and Creditors | £ | £ |
| 15 Creditors Under 1 Year | | |
| Sundry Creditors | 5,146 | 6,018 |
| | 5,146 | 6,018 |

Notes (continued)

16 Designated Funds

| Charitable Activities | Carried Forward | Income | Transfers | Expenses | Closing |
|-------------------------------|-----------------|---------------|---------------|---------------|---------------|
| Mess Subs – Drafted | 75 | 0 | 0 | 0 | 75 |
| Mess Televised Sports Fund | 1,242 | 0 | 1,242 | 0 | 0 |
| Xmas Decoration Fund | 12 | 0 | 12 | 0 | 0 |
| Mess Crystal & Silver Fund | 1,105 | 0 | 0 | 0 | 1,105 |
| Mess Garden Fund | 294 | 0 | 294 | 0 | 0 |
| Mess Audio Visual Fund | 481 | 0 | 481 | 0 | 0 |
| CLR VSG Fund | 6 | 0 | 300 | 0 | 306 |
| CLR RSM & CO Dining Out | 147 | 0 | 4,379 | 4,476 | 49 |
| CLR Christmas Ball Fund | 66 | 1,970 | 9,523 | 11,559 | 0 |
| CLR Mess Fund | 29,815 | 29,388 | 27,503 | 4,646 | 27,054 |
| CLR Officers to SNCOs | 1,175 | 0 | 0 | 1,025 | 150 |
| CLR Corps Birthday Fund | 2,431 | 1,883 | 5,000 | 3,714 | 5,601 |
| CLR Summer Ball Fund | 1,738 | 6,935 | 7,500 | 15,828 | 345 |
| Contactless Payment Fund | 57 | 29,688 | 0 | 29,700 | 46 |
| Joint Mess Functions Fund | 1,582 | 0 | 0 | 0 | 1,582 |
| CLR JNCOs' to Sgts' Mess | 2,266 | 0 | 0 | 1,497 | 769 |
| CLR Ajax Bay Fund | 0 | 3,438 | 2,693 | 6,130 | 0 |
| CLR Beer Festival Fund | 5,000 | 0 | 1,853 | 1,147 | 2,000 |
| CLR Functions Fund | 1,358 | 520 | 500 | 1,449 | 930 |
| Mess Staff Functions Fund | 266 | 0 | 0 | 0 | 265 |
| CLR Sports Fund | 837 | 0 | 520 | 317 | 0 |
| CLR Catering Fund | 810 | 0 | 0 | 392 | 419 |
| CLR Ajax bar Refurbishment | 1,895 | 0 | 0 | 0 | 1,895 |
| World Cup Fund | 131 | 0 | 131 | 0 | 0 |
| SRS Regimental Dinner Fund | 227 | 4,650 | 0 | 4,877 | 0 |
| LS Sqn Fund | 19 | 0 | 19 | 0 | 0 |
| Med Squadron Fund | 0 | 2,690 | 0 | 2,591 | 99 |
| CLR Xmas Inliers Dinner | 500 | 0 | 0 | 279 | 221 |
| Band of Brothers | 0 | 985 | 0 | 560 | 426 |
| Joiners & Leavers Fund | 987 | 0 | 0 | 290 | 696 |
| Dog Deposit Fund | 0 | 100 | 0 | 100 | 0 |
| Total Designated Funds | 54,522 | 82,247 | 61,950 | 90,577 | 44,033 |

Notes (continued)

| 17 Restricted Funds | Carried Forward | Income | Transfers | Expenses | Closing |
|----------------------------|------------------------|---------------|------------------|-----------------|----------------|
| CLR Presentation Fund | 2,602 | 2,395 | 0 | 2,580 | 2,417 |
| Mess Improvements Fund | 2,678 | 0 | 0 | 0 | 2,678 |
| Mess Meat Draw Fund | 380 | 400 | 0 | 100 | 680 |
| CLR Top Table Fund | 4,157 | 19,184 | 0 | 18,378 | 4,963 |
| Mess Coffee Fund | 518 | 0 | 0 | 0 | 518 |
| Mess Charity Fund | 68 | 685 | 0 | 220 | 533 |
| | <u>10,403</u> | <u>22,664</u> | <u>0</u> | <u>21,278</u> | <u>11,789</u> |

Restricted Funds Held

| | Purpose |
|------------------------|---|
| CLR Presentation Fund | For the provision of leaving gifts to CLR SNCOs |
| Mess Improvements Fund | Monies set aside for Mess improvements |
| Mess Meat Draw Fund | A Fund to account for the Meat Draw transactions |
| CLR Top Table Fund | A Fund to account for the Top Tables of CLR SNCOs |
| Mess Coffee Fund | To account for the income and expenses of the Coffee Fund |
| Mess Charity Fund | To account for the monies collected for other Charity donations |

SERGEANTS' MESS, RMB CHIVENOR

England & Wales - Charity number 1130631

Accounts

Commando Logistic
Regiment Royal
Marines
Sergeants' Mess
Fund
Report Ending:

September 30

2020

The Trustee's Annual Report and Accounts for:
Cdo Log Regt RM
Sergeants' Mess Fund
by Lt Col R P M Jones RM
Charity Number: 1130631

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants' Mess Fund**

Contents

| | Page |
|--|---------|
| Charity Information | 3 |
| Trustee's Report | 4 - 7 |
| Independent Examiner's Report | 8 |
| Statement of Financial Activities (2015) | 9 |
| Statement of Financial Activities | 10 |
| Balance Sheet | 11 |
| Notes to the Accounts | 12 - 17 |

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants' Mess Fund**

REFERENCE AND ADMINISTRATION INFORMATION

Trustee: Lt Col R P M Jones RM
Commanding Officer & Managing Trustee

Charity No: 1130631

Charity Offices: Headquarters
Commando Logistic Regiment Royal Marines
Royal Marines Barracks
CHIVENOR
Barnstaple
Devon
EX31 4AZ

**Independent
Examiner:** WO2 W McCallum RM
Corps Service Funds Accountant
Navy Command Headquarters
Normandy Building
Whale Island
Portsmouth
PO2 8ER

Bankers: Lloyds Bank PLC
Cross Street
Barnstaple
Devon

COMMANDO LOGISTIC REGIMENT ROYAL MARINES

Sergeants' Mess Fund

REPORT OF THE TRUSTEE FOR THE YEAR ENDED 30 SEPTEMBER 2020

The Trustee presents his report along with the financial statements of the Fund for the year ended 30 September 2020. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

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

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

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

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

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

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

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

Objectives and Activities

The Fund exists for the collective benefit of all SNCOs in Royal Marines Barracks Chivenor and the main objective is to provide appropriate social amenities, facilities and financial support to enhance the military and individual skills of all members.

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

The Fund carries out these objects by:

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

Income to the (Sgts' Mess) Fund is derived from voluntary subscriptions, various grants and occasional donations. This income is enough to meet the demands of the various activities and assist the organisation to carry out the individual and / or group activities to assist in enhancing Service life within the unit and immediate local area. This has been demonstrated by the varied grants to groups and individuals to pursue activities and in doing so have enhanced military efficiency, improved morale and enhanced the general welfare of the personnel of the Unit.

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

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

Grant Making Policy

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

Fund (SNCO Mess) meetings are held monthly when it is practically possible where the management committee will consider bids and applications to the Fund. Any bids falling outside the bounds of the Charter are not normally approved unless they are within the spirit of the aim of the Fund Charter. The Fund Charter is reviewed regularly to ensure that the aims and objectives continue to be achieved and management are within the bounds of the regulations laid down.

Financial Review

The turnover to the account has been good and activity at a reasonable level. There has also been a steady flow in the way of income and expenditure within the accounting period. The Fund remains as a going concern with enough funds available for day to day and future activities. The management are working to increase the resources available for the Fund beneficiaries and the management and Treasurer regularly review the account to enhance income streams.

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

Plan

The charitable objectives for the forthcoming year are to:

- Provide the appropriate amenities and facilities for the SNCOs of Royal Marines Barracks Chivenor.
- Make appropriate grants and to maintain and enhance the performance of the members of the Sergeants' Mess and wider unit where appropriate.

Reserves Policy

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

Risk Management

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

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

Investment Policy

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

Trustee's Responsibilities in Relation to the Financial Statements

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

Select suitable accounting policies and apply them consistently.

Make judgements and estimates that are reasonable and prudent.

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

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

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

Approval

This report was approved and signed by the Trustee on:

Date:

15th December 2020

Signature:

R P M Jones

R P M Jones
Lieutenant Colonel Royal Marines
Commanding Officer

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants Mess Fund**

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

Respective Responsibilities of Trustee and Examiner

The Fund's Trustee is responsible for the preparation of the accounts. The Fund Trustee considers that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Fund and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

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

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

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

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

Billy McCallum

W McCallum
WO2 RM
Corps Service Funds Accountant

15th December 2020

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants Mess Fund**

STATEMENT OF FINANCIAL ACTIVITIES (SOFA) 2015

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds £ | Prior Funds £ |
|------------------------------------|----------------------------|--------------------------|---------------------|---------------------|
| Income and Endowments from: | | | | |
| Donations and Legacies | 0 | 145 | 145 | 1,435 |
| Charitable Activities | 61,915 | 5,165 | 67,080 | 79,434 |
| Other Trading Activities | 261 | 0 | 261 | 1,048 |
| TOTAL | 62,176 | 5,310 | 67,486 | 81,917 |
| Expenditure On: | | | | |
| Raising Funds | 13,422 | 0 | 13,422 | 22,736 |
| Charitable Activities | 30,452 | 3,979 | 34,431 | 50,559 |
| Other | 2,948 | 0 | 2,948 | 3,567 |
| TOTAL | 46,822 | 3,979 | 50,801 | 77,061 |
| Net Gains / Losses on Investments | 0 | 0 | 0 | 0 |
| Net Income / Expenditure | 15,353 | 1,331 | 16,685 | 4,856 |
| Transfers Between Funds | 0 | 0 | 0 | 0 |
| Net Movement in Funds | 15,353 | 1,331 | 16,685 | 4,856 |
| Reconciliation of Funds | | | | |
| Total Funds Brought Forward | 60,875 | 3,054 | 63,929 | |
| Total Funds Carried Forward | 76,228 | 4,386 | 80,614 | |

COMMANDO LOGISTIC REGIMENT ROYAL MARINES

Sergeants' Mess Fund

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2020

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Current Total £ | Previous Total £ |
|---|-------|----------------------------|--------------------------|-----------------------|------------------------|
| INCOMING RESOURCES | | | | | |
| Voluntary Income | 2 | 0 | 145 | 145 | 1,435 |
| Activities for Generating Funds | 3 | 260 | 0 | 260 | 1,048 |
| Investment Income | 4 | 0 | 0 | 0 | 0 |
| Incoming Resources Charitable Activities | 5 | 61,915 | 5,165 | 67,080 | 79,434 |
| Other Incoming Resources | 6 | 0 | 0 | 0 | 0 |
| TOTAL INCOMING RESOURCES | | 62,176 | 5,310 | 67,486 | 81,917 |
| RESOURCES EXPENDED | | | | | |
| Investment Management Costs | 7 | 0 | 0 | 0 | 0 |
| Costs of Generating Funds | 8 | 39 | 0 | 39 | 60 |
| Charitable Activities | 9 | 43,212 | 3,574 | 46,786 | 71,864 |
| Governance Costs | 10 | 534 | 0 | 534 | 473 |
| Grants and Donations | 11 | 90 | 404 | 494 | 1,097 |
| Other Costs | 12 | 2,948 | 0 | 2,948 | 3,567 |
| TOTAL RESOURCES EXPENDED | | 46,822 | 3,979 | 50,801 | 77,061 |
| Net Incoming / Outgoing Resources before Transfers | | 15,353 | 1,331 | 16,685 | 4,856 |
| Gross Transfers between funds | | 0 | 0 | 0 | 0 |
| Net Incoming resources before holding gains and losses | | 15,353 | 1,331 | 16,685 | 4,856 |
| Other recognised gains / (losses) | | | | | |
| Gains (losses) on revaluation on the Charity's fixed assets | | 0 | 0 | 0 | 0 |
| Unrealised gains / losses on investments assets | | 0 | 0 | 0 | 0 |
| Net Movement in Fund | | 15,353 | 1,331 | 16,685 | 4,856 |
| Total Funds from Previous Year | | 60,875 | 3,054 | 63,929 | |
| TOTAL FUNDS CARRIED FORWARD | | 76,228 | 4,386 | 80,614 | |

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

COMMANDO LOGISTICS ROYAL MARINES
Sergeants' Mess Fund

BALANCE SHEET AS AT 30 SEPTEMBER 2020

| | Notes | 2020 | 2019 |
|--|-------|---------------|---------------|
| | | £ | £ |
| Fixed Assets | | | |
| Tangible Assets | 13 | 2,423 | 3,603 |
| Total Fixed Assets | | <u>2,423</u> | <u>3,603</u> |
| Current Assets | | | |
| Stock | | 4,788 | 4,690 |
| Debtors and Pre-Payments | 14 | 3,085 | 3,824 |
| Cash at Bank and in Hand | | 75,039 | 57,884 |
| Total Current Assets | | <u>82,912</u> | <u>66,398</u> |
| Creditors: amounts falling due within one year | 15 | <u>1,508</u> | <u>6,072</u> |
| | | <u>1,508</u> | <u>6,072</u> |
| Net Current assets / (liabilities) | | 85,335 | 70,001 |
| Total Assets less current liabilities | | 80,614 | 63,929 |
| Net Assets | | <u>80,614</u> | <u>63,929</u> |
| Funds of the Charity | | | |
| Unrestricted | 16 | 76,228 | 60,875 |
| Restricted | 17 | 4,386 | 3,054 |
| Worth of Fund | | <u>80,614</u> | <u>63,929</u> |

Approved by the Managing Trustee on:

15 Dec 2020 (Date)

R P M Jones (Signature)

R P M Jones
Lieutenant Colonel Royal Marines
Managing Trustee

COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants' Mess Fund

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020

1 ACCOUNTING POLICIES

1.1 Basis of Preparation of Accounts

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

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

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

1.1.1 Fund Structure

General Purpose / Unrestricted / Designated Funds

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

Endowment Funds

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

Restricted Funds

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

1.2 Incoming Resources

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

1.3 Governance, Management and Administration Expenditure

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

1.4 Value Added Tax

The Fund is registered for VAT. The Fund is currently under the VAT Threshold.

1.5 Stock

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

1.6 Investments

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

1.7 Resources Expended

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

1.8 Tangible Fixed Assets Capitalisation and Depreciation

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

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

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

1.9 Related Party Transactions & Remuneration and Expenses

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

| Notes (continued) | 2020 | 2019 |
|--|---------------|---------------|
| | £ | £ |
| 2 Voluntary Income | | |
| Donations | 145 | 1,435 |
| | <u>145</u> | <u>1,435</u> |
| 3 Activities for Generating Funds | £ | £ |
| Gaming Machine Income | 78 | 408 |
| Mess Income | 182 | 640 |
| | <u>260</u> | <u>1,048</u> |
| 4 Investment Income | £ | £ |
| | <u>0</u> | <u>0</u> |
| 5 Income Resources from Charitable Activity | £ | £ |
| Trading Income | 17,718 | 29,879 |
| CLR Mess Subs | 32,859 | 29,446 |
| Visitors Amenity Charge | 1,563 | 2,199 |
| Function Ticket Sales (Income) | 4,199 | 5,919 |
| Raffle Ticket Sales (Income) | 0 | 856 |
| CLR Presentations | 2,565 | 2,746 |
| Over Bank Income | 590 | 851 |
| Grants from External Sources | 5,336 | 5,862 |
| Food & Drink Income | 1,280 | 1,293 |
| CLR Miscellaneous Income | 970 | 383 |
| | <u>67,080</u> | <u>79,434</u> |
| 6 Other Income | £ | £ |
| | <u>0</u> | <u>0</u> |

| Notes (continued) | 2020 | 2019 |
|--------------------------------------|---------------|---------------|
| 7 Investment Management Costs | £ | £ |
| | <u>0</u> | <u>0</u> |
| | £ | £ |
| 8 Cost of Generating Funds | | |
| Scratch Card Machine Charges | 0 | (110) |
| Gaming Machine Charges | 39 | 170 |
| | <u>39</u> | <u>60</u> |
| 9 Charitable Activities | £ | £ |
| Bar Operating Costs | 13,383 | 22,677 |
| Dining Room Costs | 166 | 347 |
| Entertainment Expenses | 4,563 | 8,032 |
| Food & Drink Costs | 12,680 | 21,860 |
| Transport Costs | 578 | 397 |
| Coffee Machine Costs | 2,937 | 2,807 |
| Function Decoration Costs | 443 | 1,824 |
| Equipment Hire | 715 | 36 |
| Raffle Expenses | 1,826 | 3,704 |
| CLR Refunds | 978 | 701 |
| CLR Presentations | 3,572 | 4,009 |
| Additional Staff Costs | 222 | 0 |
| Under-bank Costs | 842 | 997 |
| Mess Improvements | 806 | 1,481 |
| Photographs & Framing Costs | 223 | 350 |
| CLR Miscellaneous Expenses | 2,851 | 2,642 |
| | <u>46,785</u> | <u>71,864</u> |
| 10 Governance Costs | £ | £ |
| Insurance Premiums | 534 | 473 |
| | <u>534</u> | <u>473</u> |

Notes (continued)**2020****2019****11 Grants and Donations**

Grants are only made to groups or individuals within the unit, taking part in a Corps or Unit recognised activity which has been approved at committee level.

| | £ | £ |
|-------------------------|------------|--------------|
| Donations Made from CLR | <u>494</u> | <u>1,097</u> |
| | <u>494</u> | <u>1,097</u> |

12 Other Costs

| | | £ |
|--------------------------|--------------|--------------|
| Cleaning Products | 0 | 109 |
| Property Depreciation | 1,180 | 1,456 |
| Garrison PMC Expenditure | 27 | 0 |
| Internet Expenses | 57 | 107 |
| TV Licence | 154 | 150 |
| Write Offs | 575 | 589 |
| Newspaper Purchases | 724 | 1,065 |
| SKY Subscriptions | 198 | 0 |
| Aquarium Expenditure | <u>32</u> | <u>89</u> |
| | <u>2,947</u> | <u>3,565</u> |

13 Fixed Assets

Fixtures, Fittings, Equipment:

| | |
|-------------------------|-------------------------|
| Balance Brought Forward | £3,602.86 |
| Purchases | £0.00 |
| Sales & Write Offs | £0.00 |
| Depreciation | <u>£1,179.78</u> |
| Balance Carried Forward | <u>£2,423.08</u> |

14 Analysis of Current Assets

| | £ | £ |
|----------------|--------------|--------------|
| Sundry Debtors | <u>3,085</u> | <u>3,824</u> |
| | <u>3,085</u> | <u>3,824</u> |

Analysis of Current Liabilities and Creditors**15 Creditors under 1 year**

| | £ | £ |
|------------------|--------------|--------------|
| Sundry Creditors | <u>1,508</u> | <u>3,637</u> |
| | <u>1,508</u> | <u>3,637</u> |

Notes (continued)

16 Designated Funds

| Charitable Activities | Bal b/fwd | Income | Transfers | Expenses | Closing |
|-------------------------------|------------------|---------------|------------------|-----------------|----------------|
| Mess Subs – Drafted | 75 | 0 | 0 | 0 | 75 |
| Mess Televised Sports Fund | 1,242 | 0 | 0 | 0 | 1,242 |
| Xmas Decoration Fund | 12 | 0 | 0 | 0 | 12 |
| Mess Crystal & Silver Fund | 1,105 | 0 | 0 | 0 | 1,105 |
| Mess Garden Fund | 294 | 0 | 0 | 0 | 294 |
| Mess Audio Visual Fund | 691 | 0 | 0 | 0 | 691 |
| CLR VSG Fund | 0 | 0 | 210 | 204 | 7 |
| CLR RSM & CO Dining Out | 0 | 205 | 900 | 958 | 147 |
| CLR Christmas Ball Fund | 0 | 2,083 | 5,302 | 7,385 | 0 |
| CLR Mess Fund | 24,125 | 32,859 | 16,158 | 1,458 | 39,368 |
| CLR Officers to SNCOs | 1,421 | 0 | 0 | 1,246 | 175 |
| CLR Corps Birthday Fund | 0 | 1,897 | 5,000 | 4,178 | 2,719 |
| CLR Summer Ball Fund | 2,293 | 0 | 2,093 | 200 | 0 |
| Bar Sales Overpayments | 252 | 590 | 0 | 842 | 0 |
| Mess Functions Fund | 709 | 660 | 2,100 | 2,300 | 1,169 |
| CLR JNCOs' to Sgts' Mess | 469 | 0 | 600 | 1,070 | 0 |
| CLR Ajax Bay Fund | 1,438 | 0 | 675 | 762 | 0 |
| CLR Beer Festival Fund | 532 | 729 | 3,739 | 0 | 5,000 |
| CLR Functions Fund | 1,594 | 75 | 0 | 311 | 1,358 |
| Mess Staff Functions Fund | 514 | 0 | 0 | 249 | 266 |
| CLR Sports Fund | 837 | 0 | 0 | 0 | 837 |
| CLR Catering Fund | 154 | 0 | 1,000 | 271 | 883 |
| CLR Ajax bar Refurbishment | 2,805 | 0 | 0 | 760 | 2,045 |
| World Cup Fund | 131 | 0 | 0 | 0 | 131 |
| SRS Regimental Dinner Fund | 0 | 3,336 | 0 | 3,109 | 227 |
| Minor Functions | 0 | 200 | 675 | 771 | 104 |
| Total Designated Funds | 40,693 | 42,634 | 38,452 | 26,074 | 57,855 |

Notes (continued)

| 17 Restricted Funds | Bal b/fwd | Income | Transfers | Expenses | Closing |
|----------------------------|------------------|---------------|------------------|-----------------|----------------|
| CLR Presentation Fund | 1,744 | 2,565 | 0 | 2,584 | 1,725 |
| Mess Improvements Fund | 657 | 0 | 0 | 39 | 619 |
| Mess Meat Draw Fund | 380 | 0 | 0 | 0 | 380 |
| CLR Top Table Fund | 0 | 2,600 | 0 | 951 | 1,649 |
| Mess Charity Fund | 272 | 145 | 0 | 404 | 13 |
| | <u>3,053</u> | <u>5,310</u> | <u>0</u> | <u>3,978</u> | <u>4,386</u> |

Restricted Funds Held

| | Purpose |
|------------------------|---|
| CLR Presentation Fund | For the provision of leaving gifts to CLR SNCOs |
| Mess Improvements Fund | Monies set aside for Mess improvements |
| Mess Meat Draw Fund | A Fund to account for the Meat Draw transactions |
| CLR Top Table Fund | A Fund to account for the Top Tables of CLR SNCOs |
| Mess Charity Fund | To account for the monies collected for other Charity donations |

SERGEANTS' MESS, RMB CHIVENOR

England & Wales - Charity number 1130631

Accounts

Commando Logistic
Regiment Royal
Marines
Sergeants' Mess
Fund
Report Ending:

September 30

2020

The Trustee's Annual Report and Accounts for:
Cdo Log Regt RM
Sergeants' Mess Fund
by Lt Col R P M Jones RM
Charity Number: 1130631

COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants' Mess Fund

Contents

| | Page |
|--|---------|
| Charity Information | 3 |
| Trustee's Report | 4 - 7 |
| Independent Examiner's Report | 8 |
| Statement of Financial Activities (2015) | 9 |
| Statement of Financial Activities | 10 |
| Balance Sheet | 11 |
| Notes to the Accounts | 12 - 17 |

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants' Mess Fund**

REFERENCE AND ADMINISTRATION INFORMATION

Trustee: Lt Col R P M Jones RM
Commanding Officer & Managing Trustee

Charity No: 1130631

Charity Offices: Headquarters
Commando Logistic Regiment Royal Marines
Royal Marines Barracks
CHIVENOR
Barnstaple
Devon
EX31 4AZ

**Independent
Examiner:** WO2 W McCallum RM
Corps Service Funds Accountant
Navy Command Headquarters
Normandy Building
Whale Island
Portsmouth
PO2 8ER

Bankers: Lloyds Bank PLC
Cross Street
Barnstaple
Devon

COMMANDO LOGISTIC REGIMENT ROYAL MARINES

Sergeants' Mess Fund

REPORT OF THE TRUSTEE FOR THE YEAR ENDED 30 SEPTEMBER 2020

The Trustee presents his report along with the financial statements of the Fund for the year ended 30 September 2020. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

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

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

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

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

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

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

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

Objectives and Activities

The Fund exists for the collective benefit of all SNCOs in Royal Marines Barracks Chivenor and the main objective is to provide appropriate social amenities, facilities and financial support to enhance the military and individual skills of all members.

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

The Fund carries out these objects by:

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

Income to the (Sgts' Mess) Fund is derived from voluntary subscriptions, various grants and occasional donations. This income is enough to meet the demands of the various activities and assist the organisation to carry out the individual and / or group activities to assist in enhancing Service life within the unit and immediate local area. This has been demonstrated by the varied grants to groups and individuals to pursue activities and in doing so have enhanced military efficiency, improved morale and enhanced the general welfare of the personnel of the Unit.

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

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

Grant Making Policy

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

Fund (SNCO Mess) meetings are held monthly when it is practically possible where the management committee will consider bids and applications to the Fund. Any bids falling outside the bounds of the Charter are not normally approved unless they are within the spirit of the aim of the Fund Charter. The Fund Charter is reviewed regularly to ensure that the aims and objectives continue to be achieved and management are within the bounds of the regulations laid down.

Financial Review

The turnover to the account has been good and activity at a reasonable level. There has also been a steady flow in the way of income and expenditure within the accounting period. The Fund remains as a going concern with enough funds available for day to day and future activities. The management are working to increase the resources available for the Fund beneficiaries and the management and Treasurer regularly review the account to enhance income streams.

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

Plan

The charitable objectives for the forthcoming year are to:

- Provide the appropriate amenities and facilities for the SNCOs of Royal Marines Barracks Chivenor.
- Make appropriate grants and to maintain and enhance the performance of the members of the Sergeants' Mess and wider unit where appropriate.

Reserves Policy

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

Risk Management

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

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

Investment Policy

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

Trustee's Responsibilities in Relation to the Financial Statements

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

Select suitable accounting policies and apply them consistently.

Make judgements and estimates that are reasonable and prudent.

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

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

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

Approval

This report was approved and signed by the Trustee on:

Date:

15th December 2020

Signature:

R P M Jones

R P M Jones
Lieutenant Colonel Royal Marines
Commanding Officer

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants Mess Fund**

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

Respective Responsibilities of Trustee and Examiner

The Fund's Trustee is responsible for the preparation of the accounts. The Fund Trustee considers that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Fund and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

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

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

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

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

Billy McCallum

W McCallum
WO2 RM
Corps Service Funds Accountant

15th December 2020

**COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants Mess Fund**

STATEMENT OF FINANCIAL ACTIVITIES (SOFA) 2015

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds £ | Prior Funds £ |
|------------------------------------|----------------------------|--------------------------|---------------------|---------------------|
| Income and Endowments from: | | | | |
| Donations and Legacies | 0 | 145 | 145 | 1,435 |
| Charitable Activities | 61,915 | 5,165 | 67,080 | 79,434 |
| Other Trading Activities | 261 | 0 | 261 | 1,048 |
| TOTAL | 62,176 | 5,310 | 67,486 | 81,917 |
| Expenditure On: | | | | |
| Raising Funds | 13,422 | 0 | 13,422 | 22,736 |
| Charitable Activities | 30,452 | 3,979 | 34,431 | 50,559 |
| Other | 2,948 | 0 | 2,948 | 3,567 |
| TOTAL | 46,822 | 3,979 | 50,801 | 77,061 |
| Net Gains / Losses on Investments | 0 | 0 | 0 | 0 |
| Net Income / Expenditure | 15,353 | 1,331 | 16,685 | 4,856 |
| Transfers Between Funds | 0 | 0 | 0 | 0 |
| Net Movement in Funds | 15,353 | 1,331 | 16,685 | 4,856 |
| Reconciliation of Funds | | | | |
| Total Funds Brought Forward | 60,875 | 3,054 | 63,929 | |
| Total Funds Carried Forward | 76,228 | 4,386 | 80,614 | |

COMMANDO LOGISTIC REGIMENT ROYAL MARINES

Sergeants' Mess Fund

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2020

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Current Total £ | Previous Total £ |
|---|-------|----------------------------|--------------------------|-----------------------|------------------------|
| INCOMING RESOURCES | | | | | |
| Voluntary Income | 2 | 0 | 145 | 145 | 1,435 |
| Activities for Generating Funds | 3 | 260 | 0 | 260 | 1,048 |
| Investment Income | 4 | 0 | 0 | 0 | 0 |
| Incoming Resources Charitable Activities | 5 | 61,915 | 5,165 | 67,080 | 79,434 |
| Other Incoming Resources | 6 | 0 | 0 | 0 | 0 |
| TOTAL INCOMING RESOURCES | | 62,176 | 5,310 | 67,486 | 81,917 |
| RESOURCES EXPENDED | | | | | |
| Investment Management Costs | 7 | 0 | 0 | 0 | 0 |
| Costs of Generating Funds | 8 | 39 | 0 | 39 | 60 |
| Charitable Activities | 9 | 43,212 | 3,574 | 46,786 | 71,864 |
| Governance Costs | 10 | 534 | 0 | 534 | 473 |
| Grants and Donations | 11 | 90 | 404 | 494 | 1,097 |
| Other Costs | 12 | 2,948 | 0 | 2,948 | 3,567 |
| TOTAL RESOURCES EXPENDED | | 46,822 | 3,979 | 50,801 | 77,061 |
| Net Incoming / Outgoing Resources before Transfers | | 15,353 | 1,331 | 16,685 | 4,856 |
| Gross Transfers between funds | | 0 | 0 | 0 | 0 |
| Net Incoming resources before holding gains and losses | | 15,353 | 1,331 | 16,685 | 4,856 |
| Other recognised gains / (losses) | | | | | |
| Gains (losses) on revaluation on the Charity's fixed assets | | 0 | 0 | 0 | 0 |
| Unrealised gains / losses on investments assets | | 0 | 0 | 0 | 0 |
| Net Movement in Fund | | 15,353 | 1,331 | 16,685 | 4,856 |
| Total Funds from Previous Year | | 60,875 | 3,054 | 63,929 | |
| TOTAL FUNDS CARRIED FORWARD | | 76,228 | 4,386 | 80,614 | |

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

**COMMANDO LOGISTICS ROYAL MARINES
Sergeants' Mess Fund**

BALANCE SHEET AS AT 30 SEPTEMBER 2020

| | Notes | 2020 | 2019 |
|--|-------|---------------|---------------|
| | | £ | £ |
| Fixed Assets | | | |
| Tangible Assets | 13 | 2,423 | 3,603 |
| Total Fixed Assets | | <u>2,423</u> | <u>3,603</u> |
| Current Assets | | | |
| Stock | | 4,788 | 4,690 |
| Debtors and Pre-Payments | 14 | 3,085 | 3,824 |
| Cash at Bank and in Hand | | 75,039 | 57,884 |
| Total Current Assets | | <u>82,912</u> | <u>66,398</u> |
| Creditors: amounts falling due within one year | 15 | <u>1,508</u> | <u>6,072</u> |
| | | <u>1,508</u> | <u>6,072</u> |
| Net Current assets / (liabilities) | | 85,335 | 70,001 |
| Total Assets less current liabilities | | 80,614 | 63,929 |
| Net Assets | | <u>80,614</u> | <u>63,929</u> |
| Funds of the Charity | | | |
| Unrestricted | 16 | 76,228 | 60,875 |
| Restricted | 17 | 4,386 | 3,054 |
| Worth of Fund | | <u>80,614</u> | <u>63,929</u> |

Approved by the Managing Trustee on:

15 Dec 2020 (Date)

R P M Jones (Signature)

R P M Jones
Lieutenant Colonel Royal Marines
Managing Trustee

COMMANDO LOGISTIC REGIMENT ROYAL MARINES
Sergeants' Mess Fund

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020

1 ACCOUNTING POLICIES

1.1 Basis of Preparation of Accounts

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

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

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

1.1.1 Fund Structure

General Purpose / Unrestricted / Designated Funds

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

Endowment Funds

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

Restricted Funds

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

1.2 Incoming Resources

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

1.3 Governance, Management and Administration Expenditure

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

1.4 Value Added Tax

The Fund is registered for VAT. The Fund is currently under the VAT Threshold.

1.5 Stock

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

1.6 Investments

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

1.7 Resources Expended

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

1.8 Tangible Fixed Assets Capitalisation and Depreciation

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

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

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

1.9 Related Party Transactions & Remuneration and Expenses

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

| Notes (continued) | 2020 | 2019 |
|--|---------------|---------------|
| | £ | £ |
| 2 Voluntary Income | | |
| Donations | 145 | 1,435 |
| | <u>145</u> | <u>1,435</u> |
| 3 Activities for Generating Funds | £ | £ |
| Gaming Machine Income | 78 | 408 |
| Mess Income | 182 | 640 |
| | <u>260</u> | <u>1,048</u> |
| 4 Investment Income | £ | £ |
| | <u>0</u> | <u>0</u> |
| 5 Income Resources from Charitable Activity | £ | £ |
| Trading Income | 17,718 | 29,879 |
| CLR Mess Subs | 32,859 | 29,446 |
| Visitors Amenity Charge | 1,563 | 2,199 |
| Function Ticket Sales (Income) | 4,199 | 5,919 |
| Raffle Ticket Sales (Income) | 0 | 856 |
| CLR Presentations | 2,565 | 2,746 |
| Over Bank Income | 590 | 851 |
| Grants from External Sources | 5,336 | 5,862 |
| Food & Drink Income | 1,280 | 1,293 |
| CLR Miscellaneous Income | 970 | 383 |
| | <u>67,080</u> | <u>79,434</u> |
| 6 Other Income | £ | £ |
| | <u>0</u> | <u>0</u> |

| Notes (continued) | 2020 | 2019 |
|--------------------------------------|---------------|---------------|
| 7 Investment Management Costs | £ | £ |
| | <u>0</u> | <u>0</u> |
| | £ | £ |
| 8 Cost of Generating Funds | | |
| Scratch Card Machine Charges | 0 | (110) |
| Gaming Machine Charges | <u>39</u> | <u>170</u> |
| | <u>39</u> | <u>60</u> |
| 9 Charitable Activities | £ | £ |
| Bar Operating Costs | 13,383 | 22,677 |
| Dining Room Costs | 166 | 347 |
| Entertainment Expenses | 4,563 | 8,032 |
| Food & Drink Costs | 12,680 | 21,860 |
| Transport Costs | 578 | 397 |
| Coffee Machine Costs | 2,937 | 2,807 |
| Function Decoration Costs | 443 | 1,824 |
| Equipment Hire | 715 | 36 |
| Raffle Expenses | 1,826 | 3,704 |
| CLR Refunds | 978 | 701 |
| CLR Presentations | 3,572 | 4,009 |
| Additional Staff Costs | 222 | 0 |
| Under-bank Costs | 842 | 997 |
| Mess Improvements | 806 | 1,481 |
| Photographs & Framing Costs | 223 | 350 |
| CLR Miscellaneous Expenses | <u>2,851</u> | <u>2,642</u> |
| | <u>46,785</u> | <u>71,864</u> |
| 10 Governance Costs | £ | £ |
| Insurance Premiums | <u>534</u> | <u>473</u> |
| | <u>534</u> | <u>473</u> |

Notes (continued)**2020****2019****11 Grants and Donations**

Grants are only made to groups or individuals within the unit, taking part in a Corps or Unit recognised activity which has been approved at committee level.

| | £ | £ |
|-------------------------|------------|--------------|
| Donations Made from CLR | <u>494</u> | <u>1,097</u> |
| | <u>494</u> | <u>1,097</u> |

12 Other Costs

| | | £ |
|--------------------------|--------------|--------------|
| Cleaning Products | 0 | 109 |
| Property Depreciation | 1,180 | 1,456 |
| Garrison PMC Expenditure | 27 | 0 |
| Internet Expenses | 57 | 107 |
| TV Licence | 154 | 150 |
| Write Offs | 575 | 589 |
| Newspaper Purchases | 724 | 1,065 |
| SKY Subscriptions | 198 | 0 |
| Aquarium Expenditure | <u>32</u> | <u>89</u> |
| | <u>2,947</u> | <u>3,565</u> |

13 Fixed Assets

Fixtures, Fittings, Equipment:

| | |
|-------------------------|-------------------------|
| Balance Brought Forward | £3,602.86 |
| Purchases | £0.00 |
| Sales & Write Offs | £0.00 |
| Depreciation | <u>£1,179.78</u> |
| Balance Carried Forward | <u>£2,423.08</u> |

14 Analysis of Current Assets

| | £ | £ |
|----------------|--------------|--------------|
| Sundry Debtors | <u>3,085</u> | <u>3,824</u> |
| | <u>3,085</u> | <u>3,824</u> |

Analysis of Current Liabilities and Creditors**15 Creditors under 1 year**

| | £ | £ |
|------------------|--------------|--------------|
| Sundry Creditors | <u>1,508</u> | <u>3,637</u> |
| | <u>1,508</u> | <u>3,637</u> |

Notes (continued)

16 Designated Funds

| Charitable Activities | Bal b/fwd | Income | Transfers | Expenses | Closing |
|-------------------------------|------------------|---------------|------------------|-----------------|----------------|
| Mess Subs – Drafted | 75 | 0 | 0 | 0 | 75 |
| Mess Televised Sports Fund | 1,242 | 0 | 0 | 0 | 1,242 |
| Xmas Decoration Fund | 12 | 0 | 0 | 0 | 12 |
| Mess Crystal & Silver Fund | 1,105 | 0 | 0 | 0 | 1,105 |
| Mess Garden Fund | 294 | 0 | 0 | 0 | 294 |
| Mess Audio Visual Fund | 691 | 0 | 0 | 0 | 691 |
| CLR VSG Fund | 0 | 0 | 210 | 204 | 7 |
| CLR RSM & CO Dining Out | 0 | 205 | 900 | 958 | 147 |
| CLR Christmas Ball Fund | 0 | 2,083 | 5,302 | 7,385 | 0 |
| CLR Mess Fund | 24,125 | 32,859 | 16,158 | 1,458 | 39,368 |
| CLR Officers to SNCOs | 1,421 | 0 | 0 | 1,246 | 175 |
| CLR Corps Birthday Fund | 0 | 1,897 | 5,000 | 4,178 | 2,719 |
| CLR Summer Ball Fund | 2,293 | 0 | 2,093 | 200 | 0 |
| Bar Sales Overpayments | 252 | 590 | 0 | 842 | 0 |
| Mess Functions Fund | 709 | 660 | 2,100 | 2,300 | 1,169 |
| CLR JNCOs' to Sgts' Mess | 469 | 0 | 600 | 1,070 | 0 |
| CLR Ajax Bay Fund | 1,438 | 0 | 675 | 762 | 0 |
| CLR Beer Festival Fund | 532 | 729 | 3,739 | 0 | 5,000 |
| CLR Functions Fund | 1,594 | 75 | 0 | 311 | 1,358 |
| Mess Staff Functions Fund | 514 | 0 | 0 | 249 | 266 |
| CLR Sports Fund | 837 | 0 | 0 | 0 | 837 |
| CLR Catering Fund | 154 | 0 | 1,000 | 271 | 883 |
| CLR Ajax bar Refurbishment | 2,805 | 0 | 0 | 760 | 2,045 |
| World Cup Fund | 131 | 0 | 0 | 0 | 131 |
| SRS Regimental Dinner Fund | 0 | 3,336 | 0 | 3,109 | 227 |
| Minor Functions | 0 | 200 | 675 | 771 | 104 |
| Total Designated Funds | 40,693 | 42,634 | 38,452 | 26,074 | 57,855 |

Notes (continued)

| 17 Restricted Funds | Bal b/fwd | Income | Transfers | Expenses | Closing |
|----------------------------|------------------|---------------|------------------|-----------------|----------------|
| CLR Presentation Fund | 1,744 | 2,565 | 0 | 2,584 | 1,725 |
| Mess Improvements Fund | 657 | 0 | 0 | 39 | 619 |
| Mess Meat Draw Fund | 380 | 0 | 0 | 0 | 380 |
| CLR Top Table Fund | 0 | 2,600 | 0 | 951 | 1,649 |
| Mess Charity Fund | 272 | 145 | 0 | 404 | 13 |
| | <u>3,053</u> | <u>5,310</u> | <u>0</u> | <u>3,978</u> | <u>4,386</u> |

Restricted Funds Held

| | Purpose |
|------------------------|---|
| CLR Presentation Fund | For the provision of leaving gifts to CLR SNCOs |
| Mess Improvements Fund | Monies set aside for Mess improvements |
| Mess Meat Draw Fund | A Fund to account for the Meat Draw transactions |
| CLR Top Table Fund | A Fund to account for the Top Tables of CLR SNCOs |
| Mess Charity Fund | To account for the monies collected for other Charity donations |