

**Service Non Public Funds Final Accounts,
Managing Trustee's Report, Internal Audit
Board Report and Independent Examiner's Report (SORP 2005 compliant)
Regimental Accountant Scheme**

Army Form N1514
(Rev 11/09)

Unit Army Training Centre Pirbright

Address Alexander Barracks, Pirbright, Woking, Surrey GU24 0QQ

In respect of the ATC President of the Regimental Institute

Fund/Charity

Charity Commission/Regulator registered number 1135077

For the period from 01 Feb 2024 To 31 Jan 2025

Managing Trustee(s) during the period:

From	01 Feb 2024	to	31 Jan 2025	Name	Lt Col M Bysshe
From		to		Name	
From		to		Name	

Fund Manager(s) during the period:

From	01 Feb 2024	to	31 Jan 2025	Name	Lt Col I Farrell
From		to		Name	
From		to		Name	
From		to		Name	

Internal Auditor(s) during the period:

From	01 Feb 2024	to	31 Jan 2025	Name	Mrs S Cross
From		to		Name	
From		to		Name	

Associate Auditor(s) during the period:

Associate Auditor	
Associate Auditor	

Regimental Accountant(s) during the period:

From	01 Feb 2024	to	31 Jan 2025	Name	Ms K Porter
From		to		Name	
From		to		Name	
From		to		Name	

Notes to the Accounts (Paras 2 to 12 are to be completed by all funds which have a gross income of £100K or over and those funds already registered with the Charity Regulator, all other funds are to complete Paras 6 and 7 and the declarations at Para 12):

1. Principal Accounting Policies

a. Accounting Convention. The financial statements are prepared under the historical cost convention as modified by the inclusion of investments at market value and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as set out in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP) 2005 (<http://www.charitycommission.gov.uk/investigations/sorp/sorp05docs.asp>)

b. Incoming Resources. Income is recognised in the period in which the charity is entitled to receipt, and the amount can be measured with reasonable certainty. Grants from other agencies including donations and other income from activities are in furtherance of the charity's objects and are part of the general funds of the charity. A restricted fund is only recognised where this is an agreed and explicit condition of the grant or donor.

c. Intangible Income. Due to the close collaborative relationship and the manner in which the charity's activities compliment those of the Army, intangible income, reflected in time and use of premises is not quantifiable or measurable and so is not recognised in the accounts.

d. Resources Expended and Basis of Allocation of Costs. Expenditure is included when incurred or exceptionally where a commitment is made which requires an accrual when payment is to be made in the subsequent accounting period. Similarly, where prepayments are made in recognition of commitments falling due in a subsequent accounting period, the appropriate credit is entered in the accounts and reversed the following year. Grants payable are included in the SOFA when approved by the Managing Trustee. Expenditure is recognised in the period in which it is incurred. The majority of costs are directly attributable to specific activities. Irrecoverable VAT is charged to the activity for which it was incurred.

e. Governance Costs. Governance costs are the costs of professional advice, holding trustee meetings or committee meetings associated with decision making, any fee for audit or independent examination and any fee incurred in the preparation, statutory filing, printing or copying of the annual report and accounts.

f. Capitalisation and Depreciation of Tangible Fixed Assets. All assets having a purchase value of more than £500 are capitalised. The cost of tangible fixed assets are written off by equal annual instalments over their expected useful lives using the following methods of depreciation:

Furniture, fixtures and equipment	-	Straight Line over a period of 2 – 10 years.
Motor vehicles	-	Straight Line over a period of 2 – 10 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 to be provided following the notes on page 14.

g. Fixed Asset Investments. Fixed asset investments are included at market value at the balance sheet date. Any gain or loss on revaluation is shown in the Statement of Financial Activities (SOFA).

Statement of Financial Activities as at 31/01/2025

Paxton+

Page 1 of 1

Printed: 30/11/2025

Army Training Regiment (Pirbright)

PRI

	Unrestricted/ Designated/GPF Funds	Restricted Funds	Endowment Funds	Total Funds	Previous Period Total Funds
Incoming Resources					
Voluntary Income	500.00	0.00	0.00	500.00	0.00
Activities for Generating Funds	18,092.08	0.00	0.00	18,092.08	17,860.73
Investment Income	4,684.41	432.76	0.00	5,117.17	5,142.78
Income Resources from Charitable Activities	112,812.06	53,712.29	0.00	166,524.35	187,007.35
Other Incoming Resources	0.00	0.00	0.00	0.00	626.70
Total Incoming Resources	136,088.55	54,145.05	0.00	190,233.60	210,637.56
Resources Expended Cost of Generating Funds					
Investment Management Costs	0.00	0.00	0.00	0.00	0.00
Costs of Generating Funds	0.00	0.00	0.00	0.00	0.00
Charitable Activities	100,028.30	79,890.88	0.00	179,919.18	173,580.56
Governance Costs	4,493.78	401.41	0.00	4,895.19	3,632.51
Grants and Donations	23,480.31	1,518.40	0.00	24,998.71	65,457.99
Other Costs	4,288.50	159.00	0.00	4,447.50	24,004.48
Total Resources Expended	132,290.89	81,969.69	0.00	214,260.58	266,675.54
Net Incoming/Outgoing Resources Before Transfers	3,797.66	-27,824.64	0.00	-24,026.98	-56,037.98
Transfers					
Gross transfers between funds (internal transfers)	0.00	0.00	0.00	0.00	-626.70
Net Incoming resources before holding gains and losses	3,797.66	-27,824.64	0.00	-24,026.98	-56,664.68
Holding Gains/Losses					
Gains on revaluation of the charity's fixed assets	0.00	0.00	0.00	0.00	0.00
Unrealised Gains/Losses on investment assets	-5,330.50	0.00	0.00	-5,330.50	-872.02
Net Movement in Funds	-1,532.84	-27,824.64	0.00	-29,357.48	-57,536.70
Reconciliation of Funds					
Total funds brought forward from previous year	206,567.84	65,954.74	0.00	272,522.58	
Total funds carried forward	205,035.00	38,130.10	0.00	243,165.10	

Army Training Regiment (Pirbright)

January 2025

<u>End of last year</u>		<u>Balance</u>
	<u>Fixed Assets</u>	
9,518.62	Capital Property	5,870.00 ✓
0.00	PROP 59 BTY RA	0.00
0.00	Heritage Assets	0.00
74,363.40	Investments	69,334.00
0.00	INV SWORD	0.00
4,456.10	INVEST 59 BTY RA	4,155.00
88,338.12	Total Fixed Assets	79,359.00
	<u>Current Assets</u>	
128,823.93	Current bank account	119,148.20 ✓ CB ✓
26,634.37	Debtors	2,137.04 ✓
36,414.52	STOCK ON HAND	48,818.61 ✓
191,872.82	Total Current Assets	170,103.85
280,210.94	Total Assets	249,462.85
	<u>Liabilities</u>	
4,007.39	Creditors	10,594.38
3,680.97	VAT control	4,731.04
0.00	VAT payable	0.00
(7,688.36)	Total Liabilities	(15,325.42)
272,522.58	Total Assets Minus Liabilities	234,137.43
	<u>Total Funds</u>	
65,954.74	Total Restricted Funds	29,102.43 ✓
0.00	Total Endowment Funds	0.00
0.00	Total Designated Funds	0.00
206,567.84	Accumulated Trading & GPF	205,035.00
272,522.58	Total Funds	234,137.43

End of last yearBalance

Funds Analysis

Designated Funds

0.00

0.00

Restricted Funds

891.41	HQ GYM STAFF	495.35
0.00	SHOOTING	0.00
250.00	JOOC PF 1 ATR	200.00
1,000.00	JOOC PF 2 ATR	804.26
0.00	FOOTBALL	0.00
94.00	GOLF SOCIETY	574.00
0.00	JOOC PF - HQ REGT	0.20
7,086.56	59 BTY RA	3,196.42
2,530.74	96 SQN RLC	1,927.22
1,372.47	CHAVASSE COY	1,301.48
1,452.54	JACKSON COY	705.53
2,227.81	28 SQN RE	0.00
1,608.77	1 SQN	1,167.79
0.00	TRIATHLON	0.00
0.00	ORIENTEERING	0.00
1,040.16	108 SQN	1,077.70
1,594.79	CAEN SQN	1,039.63
0.00	JIU-JITSU	0.00
26.60	CHURCH FUND	143.79
10,497.34	EX TIGER WINTER ALPINE	1,937.04
462.68	AGA SE	662.05
0.00	BOXING GRANTS	1,564.79
0.00	AGC GRANTS	0.00
0.00	ITG SAAM	0.00
26.09	NORMANDY	26.09
0.00	ASSESS CENTRE (P)	0.00
2,550.08	KOHIMA COY	2,530.15
1,771.57	ATC(P) HQ REGT	1,721.57
1,627.20	ATC(P) RHQ 1 ATR	1,377.49
1,048.30	ATC(P) RHQ 2 ATR	375.58
0.00	1 ATR ARITC	1,000.00
0.00	2 ATR ARITC	1,000.00
5,197.77	PIRBRIGHT STATION	2,336.72
2,063.90	WELFARE FUND	1,937.58
4,090.82	COMMUNITY COVENANT	0.00
11,355.75	JUBILEE CENTRE - NAAFI FUND	0.00
4,087.39	WELFARE HOUSE - NAAFI FUND	0.00
0.00	R & C setup	0.00
65,954.74		29,102.43 /

Endowment Funds

0.00

0.00

Trading and General Purpose Funds

Army Training Regiment (Pirbright)

<u>End of last year</u>		<u>Balance</u>
4,060.92	Trading surplus	5,642.18
0.00	Non Primary Purpose trading surplus	0.00
(66,370.21)	General Purpose Fund surplus	(7,175.02)
(62,309.29)	Trading & GPF surplus	(1,532.84)
268,877.13	Balance at last balance sheet	206,567.84
206,567.84	Accumulated Trading & GPF	205,035.00
272,522.58	Grand total	234,137.43 ✓

Signature of A/C Holder/Fund Manager



Date 26 FEBRUARY 25 ✓

Signature of Managing Trustee



Date 16 Mar 25

Comd/SO2 SPS – Independent Examiner’s Report on the Accounts, and Comments

Respective Responsibilities of Trustees and Examiner

The Charity’s Trustees are responsible for the preparation of the accounts. The Charity’s Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- a. Examine the accounts (under section 43(3)(a) of the Act).
- b. Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act).
- c. State whether particular 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 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 the trustees 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

In connection with my examination, no matter has come to my attention (other than that disclosed overleaf*):

- a. Which gives me reasonable cause to believe that in any material respect the requirements:
 - (1) To keep accounting records in accordance with section 41 of the 1993 Act:
 - (2) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act:have not been met.
- b. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Delete as applicable.

Internal Auditor's/Audit Board Report

1. I have examined the books of account and records from which the final accounts were prepared and have obtained all the information and explanations that were necessary for the purpose of my internal audit.
2. I certify that end of period checks has been conducted in accordance with Service Funds Regulations.
3. Subject to the observations given below I am satisfied that proper books of account have been kept and that the final accounts give a true and fair view of the results of transactions over the period and of the state of the Fund's affairs as at the date of the balance sheet. Subject also to my observations I am satisfied that cash and bank balances and stocks on hand have been properly checked at prescribed intervals and that adequate insurance exists.
4. I have stamped and signed the original books of account and the original records I have checked. All vouchers relating to this account period have been cancelled.
5. I have made the following observations whilst carrying out the internal audit:
 - a. Previous observations have been actioned.

Management.

Signature _____

Name Mrs S Cross

Date: _____

Appointment RAO ATC / Internal Auditor

Internal Auditor's/Audit Board Report

1. I have examined the books of account and records from which the final accounts were prepared and have obtained all the information and explanations that were necessary for the purpose of my internal audit.
2. I certify that end of period checks has been conducted in accordance with Service Funds Regulations.
3. Subject to the observations given below I am satisfied that proper books of account have been kept and that the final accounts give a true and fair view of the results of transactions over the period and of the state of the Fund's affairs as at the date of the balance sheet. Subject also to my observations I am satisfied that cash and bank balances and stocks on hand have been properly checked at prescribed intervals and that adequate insurance exists.
4. I have stamped and signed the original books of account and the original records I have checked. All vouchers relating to this account period have been cancelled.
5. I have made the following observations whilst carrying out the internal audit:
 - a. Previous observations have been actioned.

Management. The PRI fund has been managed throughout this audit period in accordance with Service Charity Fund Regulations. There has been a designated Fund Manager, Senior Fund Manager and Managing Trustee throughout the year. All Fund Manager checks have been completed, including a self-assessment in August 2024.

Overall Worth of the Fund. The fund has gone down by £29,357.48 this audit period compared to last year. A financial plan is being generated by the Fund Manager to ensure the next FY is more coherent with the income vs expenditure. ✓

Fund Managers' Monthly Checks. During the 12-month period, the Fund Manager has completed their checks. The paperwork has been drawn up and the IA ensures the Fund Manager goes through the accounts, including creditors and debtors for full oversight of the fund. Wet signatures are still obtained, and the records are held with the IA.

Capital Property. The annual depreciation of £3,648.62 has been completed, leaving capital property sat at £5,870.00. This year we sold the marquee and 2 minibuses as they were operating at a loss and being subsidized by the PRI GPF. As the minibuses had a grant when initially purchased, the sale of the buses went back to them at the value of £4,600.00.

Income over Expenditure. The fund has spent £1,532.84.00 over their income. This is due to the fund adjusting to the new shop stock ordering process. As the location for the shop has moved, they are able to hold more stock. At the time of running the accounts, there was more stock than sales but over the course of the next FY, this will balance out.

Restricted Purpose Funds. There are many unused restricted funds in the PRI which have been un-used for years but we do not know to how remove them from the trial balance and I&E report. *

Licences. There are 3 TV licences that go through PRI which are for WRVS, SDW and the PRI Camp each £169.50, (£508.50 in total) which are paid for via direct debit. ✓

Income and Expenditure (Percentage Profit Calculator). The shop is currently running at 8.18% profit. A big overhaul has been undertaken in the shop to ensure the correct items are stocked and sold at the right

price. The shop has been relocated to the new Welfare Centre and is generating more profit than previous years. ✓

Debtors. The total amount of debtors is £2,137.04 which agrees with the trial balance and the balance sheet, however, on the Sales Account Balance there is an extra line for Deleted Members showing a figure of £4,356.92. I am unsure why this has appeared and does not contribute to any other figures on the account. A debtors list has been provided to support this.

There are only 2 debtors on the account which at the time of printing the end of year paperwork was waiting for the receipts. These have now been cleared.

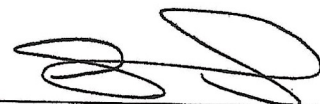
The current debt is 0.86% of the total assets. ✓

Creditors. The total amount of creditors is £10,594.38 which agrees with the trial balance and the balance sheet, however, on the Purchase Account Balance sheet there is an extra line for Deleted Creditors showing a figure of £7,303.80. I am unsure why this has appeared and does not contribute to any other figures on the account. A creditors list has been provided to support this.

From the creditors on the list HMRC, Nest and Streamline are linked to wages for the employee and shop sales. These are reconciled monthly and quarterly and there is nothing to worry about. The HQ Dinner night and Richards Tchuwah have been cleared.

Overall Comments. The account is running well and being closely managed by the fund manager. We are closing down the investments and moving the money to a high interest account in the coming weeks so should see less loss against the total income vs expenditure next year. ✓

Signature



Name Mrs S Cross

Date: 2 APRIL 2025

Appointment RAO ATC / Internal Auditor

Managing Trustee's Annual Report and Comments:

UnitArmy Training Centre Pirbright.....

Address.....Alexander Barracks, Pirbright, Woking, Surrey GU24 0QQ.....

Charity name and Charity Commission/Regulator registered number.....PRI....1135077

Description of the charity's trusts

This should include:

- a. Details, including date if known of the charity's governing document (e.g. trust deed, will, constitution etc); and
- b. A brief explanation of the charity's objects.

Where applicable, you may choose to give details of any specific investment powers of the charity.

Governing Document (e.g. Trust Deed, Constitution)	Governing Document adopted into each mess and signed by HoE
Objects of the Charity	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.

Explain briefly how trustees are elected or appointed and details of any induction and trustee training attended.

Trustee selection method	Tied by appointment, Managing Trustee of Central Bank (HoE)
Trustee induction and training	CO Des Course and personal briefing by Regimental Accountant and RAO

Explain about what the charity is trying to do and how it is going about it. You are only required to provide a brief summary of the main activities and achievements of the charity during the year in relation to its objects.

Summary of main activities in relation to the Charity's objects	The Charity provides support to social, sporting, and recreational events designed to improve quality of life of all members of the Army Training Centre Pirbright and their immediate families.
Summary of main achievements of the Charity during the year	The Charity supports numerous sporting and recreational events as well as providing grants towards adventure training and sports. The charity also provides some support to Welfare. This year the PRI has supported grants given to a golf tour, Commando Speed March, Jiu Jitsu, Cycling and numerous smaller cohesion events.

Provide a brief review of the financial position of the charity. This should include the principal types of income.

Financial Review	The Charity's main source of income are membership subscriptions, trading grants and investment income.
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The Managing Trustee should give in their report a description of the following policies:

- For the selection of investments for the charity.
- For determining the level of income reserves held, stating and explaining the level of reserves held.
- Where grants are made by the charity, the selection of individuals and institutions who are to receive grants out of the assets of the charity.

Financial reserves policy	The policy is to retain sufficient reserves to cover known commitments for 12 months.
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Investment's selection policy and performance of those investments.	Treasury Investments, Stocks and Shares (as advised by an independent professional broker) and high interest deposit accounts in line with SFR.
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Provide the name of all trustees/the Managing Trustee(s) during the report year.

Managing Trustee's name/trustees' names	Lt Col M Bysshe
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Serious Incidents	There were no serious incidents during the year.
Public Benefit Statement	<p>This fund provides public benefit by assisting service personnel to perform their roles more effectively within the Armed Forces of the Crown. It does this by providing and supporting sporting and adventure training activities. This assistance enables service personnel to face the challenges and danger associated with military service by developing and maintaining teamwork; <i>skills; fitness; confidence, character, spirit and attitude; and morale*</i>. As a result, the fund promotes the efficiency of the Armed Forces of the Crown by enhancing the British Army's capability to undertake the roles demanded of it including the defence of the United Kingdom and its interests.</p> <p>(I confirm that I have paid due regard to the Charity Commission of England and Wales's guidance on public benefit when deciding what activities, the charity should undertake.)</p>

*Delete as appropriate.

** replace with wording appropriate to activities of fund e.g. '*providing and supporting mess facilities and social activities*'; or '*providing and supporting sporting and adventure training activities*.'

Additional comments (include any declarations which were not correct (Pg 12/13)):

I am content with the accuracy of the PFI fund and the actions
of the fund manager.

Signature  ✓

Name Lt Col M Bysshe

Appointment Managing Trustee

Date: 14 Mar 25