

***WARRANT OFFICERS', SENIOR RATINGS' AND  
SENIOR NON COMMISSIONED OFFICERS' MESS  
HMS SULTAN***

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For Period**

**1 April 2020 to 31 March 2021**

**Registered Charity No. 1136778**

## **Trustees' Annual Report and Comments**

### **Warrant Officers', Senior Ratings' and Senior Non Commissioned Officers' Mess HMS SULTAN**

Charity Registered No:	1136778
Covering the Accounting Year:	1 April 2020 to 31 March 2021
Address:	HMS SULTAN Military Road Gosport PO12 3BY
Governing Document:	Constitution (Mess Rules)
Objectives:	Promotion of the Military Efficiency and Operational Effectiveness of the Armed Forces by the provision of mess facilities to Warrant Officers, Senior Ratings and Senior Non Commissioned Officers serving in HMS Sultan.
Trustee:	Captain J Voyce OBE BEng MSc MA CEng MCIPD FIMarEST Royal Navy
Trustee selection method:	Appointed as such by the Naval Secretary.
Bankers	Lloyds TSB High Street Gosport Hants
Independent Examiner:	Marianne Butcher FMAAT 5 Nursery Road Havant Hants PO9 3BG
Activities and Achievements	To have resources available for expenditure on improvements to the quality of life, and the engenderment of esprit de corps. But for Covid 19, the mess would have put on a full social programme for its members. Generous subsidies would have been provided to functions mainly from the profits made from the bar and other taxable activities
Financial Review:	The value of the mess fund increased by £4.5K to £50.5K, of which £18.5K was represented by property and stock. Bank and cash assets of £47K more than covered liabilities of £19K. The mess fund had increased because income from associate members had not been required for function subsidies. Although there will the temptation to spend heavily on subsidies when the mess returns to "normality", the committee will learn from the £30K loss made in 2018-19 and aim to subsidise from the profits from trading activities rather than eat into the fund's reserves.

Investment Selection Policy.	No investments were held.
Financial Reserves Policy:	The Trustee has considered the level of reserves to retain, appropriate to the charity's needs. This may be considered to be £24K held in the current account. The Trustee aims to ensure that the charity will be able to fulfil its charitable objectives even if there is a temporary shortfall in income and unexpected expenditure. The Trustee will endeavour not to set aside funds unnecessarily.
Grant Policy:	Grants may be made to mess members to assist with the personal contributions to sporting, adventurous training or other activities.
Risk Assessment:	The Trustee reviews the major risks to which the charity is exposed, and systems have been established to manage those risks and believes that by maintaining the free reserves stated it would provide sufficient resources in the event of adverse conditions. Half yearly independent examination of the accounts will mitigate the risk of any mismanagement by the mess committee.
Public Benefit Statement	<p>This fund provides public benefit by assisting Service personnel to more effectively perform their roles within the Armed Forces of the Crown. It does this by providing and supporting mess facilities and social activities. This assistance enables Service personnel to face the challenges and danger associated with military service by developing and maintaining teamwork, spirit and attitude, and morale. As a result the fund promotes the efficiency of the Armed Forces of the Crown by enhancing the Royal Navy's and Royal Marines' capability to undertake the roles demanded of it including the defence of the United Kingdom and its interests.</p> <p>I confirm that have paid due regard to the Charity Commission of England and Wales's guidance on public benefit when deciding what activities the charity should undertake.</p>

Declaration:

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

Signature *Signed on Original*

Name Captain John Voyce OBE BEng MSc MA CEng MCIPD FIMarEST RN

Appointment Commanding Officer and sole Managing Trustee

Date 10 May 2021

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

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

### **Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustee for any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than in any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Signed on Original*

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

10 May 2021

# HMS SULTAN WOs, SRs & SNCOs MESS FUND

## BALANCE SHEET

31-Mar-21

31-Mar-20

<i>Fixed Assets</i>	<i>Note</i>		
Property	7	£ 14,721.00	£ 20,322.00
<i>Current Assets</i>			
Stocks	8	£ 3,794.20	£ 6,481.78
Mess Bills		£ 1,863.40	£ 934.72
Misc Debtors & Prepayments	9	£ 1,845.00	£ 13,769.52
Cash & Floats		£ 2,041.21	£ 2,916.42
Current Accounts		<u>£ 45,032.62</u>	<u>£ 39,167.06</u>
		£ 54,576.43	£ 63,269.50
<i>Liabilities</i>			
Creditors	10	<u>£ 18,823.33</u>	<u>£ 37,594.54</u>
Net current assets		<u>£ 35,753.10</u>	<u>£ 25,674.96</u>
Net Assets		<u><u>£ 50,474.10</u></u>	<u><u>£ 45,996.96</u></u>

Approved on 10 May 2021

*Signed on Original*

Captain John Voyce OBE BEng MSc MA CEng MCIPD FIMarEST RN  
Sole Managing Trustee

# HMS SULTAN WOs, SRs & SNCOs MESS FUND

## STATEMENT OF FINANCIAL ACTIVITIES

For year ended 31 Mar 21

<b>Income</b>	<i>Notes</i>	<u>2020-21</u>	<u>2019-20</u>
Voluntary Income		£ 11,710.00	£ 31,114.20
Charitable Activities		£ 50,048.62	£ 196,018.23
Other Trading Activities		£ 776.71	£ 25,985.60
Total Income	3	<u>£ 62,535.33</u>	<u>£ 253,118.03</u>
<b>Expenditure</b>			
Fund Raising		£ 208.33	£ 22,729.40
Charitable Activities		£ 57,849.86	£ 261,178.08
Total Expenditure	4	<u>£ 58,058.19</u>	<u>£ 283,907.48</u>
Net income/(expenditure)		£ 4,477.14	£ (30,789.45)
Previous Year Correction		£ -	£ (414.29)
Total funds brought forward		£ 45,996.96	£ 77,200.70
Total funds carried forward		<u>£ 50,474.10</u>	<u>£ 45,996.96</u>

# HMS SULTAN WO's, SRs & SNCOs MESS

## NOTES TO THE ACCOUNTS

### Note 1 - Accounting policies

a. The financial statements are prepared under the historic cost convention and in accordance with applicable accounting standards: Charities Statement of Recommended Practice (FRS 102) 1 January 2019 and the provisions of the Charities Act 2011. Significant policies adopted are:

#### Income

- a. Donations are included in the Statement of Financial Activities (SOFA) when the mess becomes entitled to the donation or grant and it is reasonably certain that it will be received.
- b. Incoming resources from fund raising are reported gross in the SOFA
- c. Intangible income is not included in the accounts.
- d. The mess receives no unpaid volunteer help.
- e. Investment income is included in the accounts when receivable.

#### Expenditure and liabilities

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

#### Assets

- a. Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £50. They are valued at cost or a reasonable value on receipt. The Mess does not have a policy of revaluation. Depreciation is 50% initial then straight line and over the estimated life of the item, normally 25% annually.
- b. Stocks are valued at the lower of cost or market value.

### Note 2 - Investments

The mess has no investments

2020-21

2019-20

### Note 3 - Income

#### Voluntary Income

RNRMC Grant - Garden Project	£ 11,710.00	£ 31,114.20
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#### Charitable Activities

Mess Subscriptions	£ 30,429.54	£ 55,882.93
Associate/Civilian Subscriptions	£ 6,073.38	£ 6,305.64
Short Stay charges	£ 2,865.05	£ 3,393.00
Family Cabin Income	£ 14.23	£ 815.93
Bar Sales	£ 10,288.67	£ 90,117.73
Mess Functions	£ 377.75	£ 37,912.00
Portsmouth FC Tickets	£ -	£ 1,591.00
	<u>£ 50,048.62</u>	<u>£ 196,018.23</u>

#### Other Trading Activities

Private Functions	£ 208.33	£ 22,729.40
Int Courses Contributions	£ 424.00	£ 156.00
Private Function Levy	£ -	£ 2,797.60
Cummerbund/Polos/Cups	£ 51.67	£ 126.50
Miscellaneous	£ 92.71	£ 48.10
Commissions	£ 0.00	£ 128.00
	<u>£ 776.71</u>	<u>£ 25,985.60</u>

Total Income	<u><u>£ 62,535.33</u></u>	<u><u>£ 253,118.03</u></u>
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## Note 4 - Expenditure

	<u>2020-21</u>	<u>2019-20</u>
<i>Raising Funds</i>		
Private Functions	£ 208.33	£ 22,729.40
<i>Charitable Activities</i>		
Garden Project (Grant Funded)	£ 11,710.00	£ 41,556.00
Trading Costs		
Entertainment & Functions (from tickets)	£ 377.75	£ 37,912.00
Function Subsidies	£ 138.91	£ 54,387.69
Additional VAT on Subsidies	£ -	£ 5,172.34
Function Sundries	£ -	£ 236.50
Portsmouth FC Tickets	£ 850.50	£ 1,591.00
Bar Costs	£ 12,115.88	£ 75,867.34
Xmas Raffle	£ 809.53	£ -
Meat Raffle	£ 899.60	£ -
Family Cabins	£ 36.00	£ 1,114.73
Mess Running Costs		
PRS/PPL	£ 2,343.00	£ 2,182.24
Mess Guests	£ 222.79	£ 807.97
TV Video & Audio	£ 4,479.69	£ 6,609.93
Newspapers	£ 1,262.10	£ 1,904.70
Coffee	£ 4,988.69	£ 4,636.92
Insurance	£ 2,433.98	£ 2,207.92
Trophy Hire	£ 85.50	£ 85.50
Grants	£ -	£ 1,671.68
Flowers & Presentations	£ 740.76	£ 1,879.47
CAF Sports Contribution	£ 1,200.00	£ 1,200.00
Committee Meeting costs	£ 7.63	£ -
Committee Meeting Post Bar drinks	£ -	£ 413.71
Working Breakfast	£ 8.18	£ 302.12
Fish Tanks and Ponds	£ 13.99	£ 791.20
Repairs & Renewals	£ 1,052.91	£ 2,772.84
Mess Improvements	£ 204.51	£ 1,868.13
Cummerbunds/Polo Shirts	£ 1,281.32	£ 394.00
Darts	£ -	£ 100.00
Snooker	£ -	£ 240.00
Miscellaneous Expenses	£ 168.74	£ 102.91
Governance Costs		
Account Examination	£ 1,180.00	£ 1,070.00
Support Costs		
Postage, Printing & Stationery	£ 155.18	£ 322.89
BACS	£ 1,586.31	£ 1,297.92
Bank & Card Charges	£ 998.61	£ 1,100.08
Mess Bill Write Off	£ -	£ 36.61
Depreciation & Disposal	£ 6,497.80	£ 9,341.74
	£ 57,849.86	£ 261,178.08
Total Expenditure	<u>£ 58,058.19</u>	<u>£ 283,907.48</u>

## Note 5 - Paid Employees

There were no employees paid by the fund.



**Note 6 - Trustees and Other Related Parties**

- a. No expenses or emoluments have been paid to the sole Managing Trustee
- b. There are currently no related party transactions.
- c. There are no amounts due to or from the sole Managing Trustee

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

Property Valuation as at 1 Apr 20	£ 20,322.00
Additions	£ 896.80
Depreciation	£ (6,497.80)
Property Valuation at 31 Mar 21	<u>£ 14,721.00</u>

**Note 8 - Stocks**

Bar	£ 3,794.20
	<u>£ 3,794.20</u>

**Note 9 - Miscellaneous Debtors and Prepayments**

Bottomline - Wardroom share x 6 months	£ 726.00
TV Licence prepaid	£ 65.00
Insurance prepaid	£ 1,054.00
	<u>£ 1,845.00</u>

**Note 10- Creditors falling due within one year**

Garden Project - 2020/21 Phase 2	£ 13,952.00
Mess Bills in Credit	£ 2,570.90
Bank Charges	£ 26.28
OAP Party	£ 337.06
Mess Charity	£ 891.81
Crown Bedding Bundle	£ 22.20
Account Examination	£ 590.00
HMRC - VAT	£ 433.08
	<u>£ 18,823.33</u>

**Note 11** - There are no restricted or designated funds.

**Note 12 - Other Information**

- a. The fund does not have any material commitments not provided for in the accounts
- b. The fund has not given any guarantees to any third party that could be called on at the year end.
- c. The fund has not granted any loans.
- d. The fund did not make any ex gratia payments during the year.

## Declarations

- The Trustee has not changed the year end date nor the length of the financial year.
- All the fund's operations are continuing operations and there were no operations discontinued or acquired during the year
- The fund has no marketable intangible assets
- There were no interfund loans outstanding at the balance sheet date.
- None of the funds functional assets have been revalued during the year and the fund does not have a policy of revaluation of these assets.
- The fund has no material fixed assets which have not been capitalised and included in the Balance Sheet.

## Bar Trading Account

	Year to 31 Mar 21	Year to 31 Mar 20
Sales	£ 7,482.22	£ 84,933.71
Sales at cost	£ 2,806.45	£ 5,184.02
	<u>£ 10,288.67</u>	<u>£ 90,117.73</u>
Total Cost of Sales	£ 7,782.48	£ 69,436.73
<b>Gross Profit</b>	£ 2,506.19	£ 20,681.00
Gross profit to sales (excl at cost)	33.5%	24.3%
Gross profit to all sales	24.4%	22.9%
Gross profit to cost of sales (ie av mark up)	32.2%	29.8%
<b>Bar Expenses:</b>		
Ullage & Pipe Cleaning	£ 159.76 2.1%	£ 2,514.18 3.6%
Wastage due to COVID-19	£ 2,044.58	£ 911.60
Bar Sundries	<u>£ 2,129.06</u>	<u>£ 3,004.83</u>
<b>Total Bar Expenses</b>	<u>£ 4,333.40</u>	<u>£ 6,430.61</u>
<b>Net Profit</b>	-18% <u><u>£ (1,827.21)</u></u>	16% <u><u>£ 14,250.39</u></u>