

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

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 April 2022 to 31 March 2023

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 2022 to 31 March 2023
Address:	HMS SULTAN Military Road Gosport PO12 3BY
Governing Document:	Constitution (Mess Rules)
Object:	Promotion of the Military Efficiency and Operational Effectiveness of the Armed Forces by the provision of mess facilities to Warrant Officers, Senior Ratings and Senior Non-Commissioned Officers serving in HMS Sultan.
Trustee:	Captain J Voyce OBE Royal Navy (until 27 Jun 22). Captain J Deakin OBE Royal Navy (from 28 Jun 22).
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. The mess put on a full social programme for its members. Generous subsidies have been provided to functions mainly from the profits made from the bar and other taxable activities.
Financial Review:	The mess had decreased by £5.8K and was now worth £70.3K, including property and stocks totalling £29.8K. Bank and cash assets of £25.8K covered the liabilities of £10.6K. The function subsidy was £41.4K against trading income of just £13.4K. As this level of subsidy is unsustainable, subsidy policy will be reviewed. The last two years helped reduce the additional VAT bill of £4.7K, that would have been due on the £28.1K taken from untaxed subscriptions, to £3K.
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 is considered to be the £22K 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: This fund provides public benefit by assisting Service personnel to more effectively perform their roles within the Armed Forces of the Crown. It does this by providing and supporting mess facilities and social activities. This assistance enables Service personnel to face the challenges and danger associated with military service by developing and maintaining teamwork, spirit and attitude, and morale. As a result, the fund promotes the efficiency of the Armed Forces of the Crown by enhancing the Royal Navy's and Royal Marines' capability to undertake the roles demanded of it including the defence of the United Kingdom and its interests.

I confirm that I have paid due regard to the Charity Commission of England and Wales's guidance on public benefit when deciding what activities, the charity should undertake.

Declaration:

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

Signature *Signed on Original*

Name Captain J Deakin OBE Royal Navy

Appointment Commanding Officer and sole Managing Trustee

Date 25 May 2023

**Independent Examiner's Report to the Trustee of the Warrant Officers', Senior Ratings' and Senior Non-Commissioned Officers' Mess HMS Sultan.
Registered Charity No. 1136778**

I report to the trustees on my examination of the accounts of the WOSR&SNCO Mess HMS Sultan Trust (the Trust) for the year ended 31 March 2023.

Respective responsibilities of trustees and examiner

As the charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination; I confirm that 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 no concerns and 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

25 May 2023

HMS SULTAN WOs, SRs & SNCOs MESS FUND

BALANCE SHEET

31-Mar-23

31-Mar-22

<i>Fixed Assets</i>	<i>Note</i>		
Property	7	£ 19,888.00	£ 13,881.00
<i>Current Assets</i>			
Stocks	8	£ 9,955.00	£ 5,513.21
Mess Bills		£ 20,595.54	£ 4,663.35
Misc Debtors & Prepayments	9	£ 4,614.85	£ 8,846.27
Cash& Floats		£ 3,485.47	£ 3,644.10
Current Account		<u>£ 22,329.94</u>	<u>£ 57,683.34</u>
		£ 60,980.80	£ 80,350.27
<i>Liabilities</i>			
Creditors	10	<u>£ 10,573.17</u>	<u>£ 18,166.44</u>
Net current assets		<u>£ 50,407.63</u>	<u>£ 62,183.83</u>
Net Assets		<u><u>£ 70,295.63</u></u>	<u><u>£ 76,064.83</u></u>

Approved on 25 May 2023

Signed on Original

Captain J Deakin OBE Royal Navy
Sole Managing Trustee

HMS SULTAN WOs, SRs & SNCOs MESS FUND

STATEMENT OF FINANCIAL ACTIVITIES

For year ended 31 Mar 23

Income	<i>Notes</i>	<i>Previous Year</i>
Voluntary Income	£ 10,365.34	£ 3,606.66
Charitable Activities	£ 185,170.52	£ 112,630.75
Other Trading Activities	£ 13,987.85	£ 4,776.17
Total Income	3 <u>£ 209,523.71</u>	<u>£ 121,013.58</u>
Expenditure		
Fund Raising	£ 11,464.89	£ 4,174.02
Charitable Activities	£ 203,828.02	£ 91,248.83
Total Expenditure	4 <u>£ 215,292.91</u>	<u>£ 95,422.85</u>
Net income/(expenditure)	£ (5,769.20)	£ 25,590.73
Total funds brought forward	£ 76,064.83	£ 50,474.10
Total funds carried forward	<u>£ 70,295.63</u>	<u>£ 76,064.83</u>

HMS SULTAN WOs, SRs & SNCOs MESS

NOTES TO THE ACCOUNTS

Note 1 - Accounting policies

a. The financial statements are prepared under the historic cost convention (as modified by the revaluation of fixed asset investments) and in accordance with applicable accounting standards: Charities Statement of Recommended Practice. UK Accounting Standards and the Charities Acts.

Income

- a. Donations are included in the Statement of Financial Activities (SOFA) when the 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

2022-23

2021-22

Note 3 - Income

Voluntary Income

RNRMC Grant - Garden Project	£ 10,345.34		£ 3,606.66	
Donation	£ 20.00		£ -	
		£ 10,365.34		£ 3,606.66

Charitable Activities

Mess Subscriptions	£ 60,400.23		£ 47,067.85	
Associate/Civilian Subscriptions	£ 5,417.60		£ 5,845.50	
Short Stay charges	£ 8,138.10		£ 3,708.07	
Family Cabin Income	£ 444.38		£ 240.00	
Bar Sales	£ 81,741.36		£ 45,308.36	
Portsmouth FC Tickets	£ 845.00		£ -	
Mess Socials	£ 1,240.04		£ -	
Mess Functions	£ 26,943.81		£ 10,460.97	
		£ 185,170.52		£ 112,630.75

Other Trading Activities

Private Functions	£ 11,464.89		£ 4,298.74	
Private Function Levy	£ 2,364.63		£ 313.00	
Miscellaneous	£ 158.33		£ 93.88	
Commissions	£ -		£ 70.55	
		£ 13,987.85		£ 4,776.17

Total Income		<u>£ 209,523.71</u>		<u>£ 121,013.58</u>
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Note 4 - Expenditure

	<u>2022-23</u>	<u>2021-22</u>
<i>Raising Funds</i>		
Private Functions	£ 11,464.89	£ 4,174.02
<i>Charitable Activities</i>		
Garden Project (Grant Funded)	£ 15,445.78	£ 3,606.66
Trading Costs		
Entertainment & Functions (from tickets)	£ 26,943.81	£ 10,460.97
Function Subsidies	£ 41,444.89	£ 7,690.10
Portsmouth FC Tickets	£ 3,467.00	£ 626.00
Bar Costs	£ 76,129.78	£ 38,135.01
Xmas Raffle Subsidy	£ 1,248.93	£ 915.76
Additional VAT on Subsidies	£ 3,036.89	£ -
Family Cabins	£ 609.16	£ 613.93
Mess Running Costs		
PRS/PPL	£ 2,018.75	£ 1,321.35
Mess Guests	£ 508.74	£ 417.09
Mess Socials	£ 1,248.08	£ -
TV Video & Audio	£ 6,327.87	£ 5,979.53
Newspapers	£ 1,458.50	£ 1,527.55
Coffee	£ 8,394.94	£ 7,455.59
Insurance	£ 2,336.93	£ 2,320.98
Trophy Hire	£ 85.50	£ 42.50
Snooker	£ 80.00	£ -
Flowers & Presentations	£ 1,222.50	£ 1,328.45
CAF Sports Contribution	£ 1,200.00	£ 1,200.00
Committee Meeting costs	£ 472.50	£ 116.29
Committee Meeting Post Bar drinks	£ -	£ 26.52
Working Breakfast	£ 42.02	£ 18.47
Fish Tanks and Ponds	£ 138.95	£ 323.65
Dining Hall Extras	£ 95.10	£ -
Repairs & Renewals	£ 806.33	£ 507.12
Mess Improvements	£ -	£ 410.04
Cummerbunds/Polo Shirts	£ -	£ 30.00
Cleaning	£ 120.00	£ -
Miscellaneous Expenses	£ 12.73	£ 84.73
Governance Costs		
Account Examination	£ 1,240.00	£ 1,210.00
Support Costs		
Postage, Printing & Stationery	£ 227.99	£ 207.14
BACS	£ 1,417.47	£ 2,347.86
Bank & Card Charges	£ 2,108.43	£ 719.72
Mess Bill Write Off	£ 2,059.24	£ -
Depreciation & Disposal	£ 1,879.21	£ 1,605.82
	<u>£ 203,828.02</u>	<u>£ 91,248.83</u>
Total Expenditure	<u><u>£ 215,292.91</u></u>	<u><u>£ 95,422.85</u></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 22	£ 13,881.00
Additions	£ 7,886.21
Depreciation	<u>£ (1,879.21)</u>
Property Valuation at 31 Mar 23	<u>£ 19,888.00</u>

Note 8 - Stocks

Bar	£ 9,955.00
	<u>£ 9,955.00</u>

Note 9 - Miscellaneous Debtors and Prepayments

HMRC - VAT	£ 3,433.85
TV Licence prepaid	£ 66.00
Trophy Hire	£ 43.00
Insurance prepaid	<u>£ 1,072.00</u>
	<u>£ 4,614.85</u>

Note 10 - Creditors falling due within one year

Amazon	£ (24.94)
ESS	£ 3,590.24
Additional VAT on Function Subsidies	£ 3,036.89
Private Function	£ 250.00
OAP Party	£ 816.32
Mess Charity	£ 831.81
Meat Raffle	£ 1,442.85
Account Examination	<u>£ 630.00</u>
	<u>£ 10,573.17</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

- a. The Trustee has not changed the year end date nor the length of the financial year.
- b. All the fund's operations are continuing operations and there were no operations discontinued or acquired during the year
- c. The fund has no marketable intangible assets
- d. There were no interfund loans outstanding at the balance sheet date.
- e. 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.
- f. 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 23	Year to 31 Mar 22
Sales	£ 72,842.37	£ 43,848.34
Sales at cost	£ 8,898.99	£ 1,460.02
	<u>£ 81,741.36</u>	<u>£ 45,308.36</u>
Total Cost of Sales	<u>£ 70,359.86</u>	<u>£ 34,907.88</u>
Gross Profit	£ 11,381.50	£ 10,400.48
Gross profit to sales (excl at cost)	15.6%	23.7%
Gross profit to all sales	13.9%	23.0%
Gross profit to cost of sales (ie av mark up)	16.2%	29.8%
Bar Expenses:		
Ullage & Pipe Cleaning	£ 1,017.15 1.4%	£ 1,047.80 3.0%
Bar Training	£ 360.00	£ -
Bar Sundries	<u>£ 4,424.03</u>	<u>£ 2,179.33</u>
Total Bar Expenses	<u>£ 5,801.18</u>	<u>£ 3,227.13</u>
Net Profit	7% <u><u>£ 5,580.32</u></u>	16% <u><u>£ 7,173.35</u></u>

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Registered Charity No. 1136778

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Trustee selection method:	Appointed as such by the Naval Secretary.
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I confirm that I have paid due regard to the Charity Commission of England and Wales's guidance on public benefit when deciding what activities, the charity should undertake.

Declaration:

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

Signature *Signed on Original*

Name Captain J Deakin OBE Royal Navy

Appointment Commanding Officer and sole Managing Trustee

Date 25 May 2023

**Independent Examiner's Report to the Trustee of the Warrant Officers', Senior Ratings' and Senior Non-Commissioned Officers' Mess HMS Sultan.
Registered Charity No. 1136778**

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

25 May 2023