

WARDROOM MESS

HMS SULTAN

ANNUAL REPORT AND FINANCIAL STATEMENTS

For Period

1 April 2020 to 31 March 2021

Registered Charity No. 1136779

Trustees' Annual Report and Comments

Wardroom Mess HMS SULTAN

Charity Registered No:	1136779
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 Commissioned Officers serving in the Her Majesty's Ship Sultan.
Trustee:	Captain John 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 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. In the past year the mess has 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 fund had grown by £4.9K to £191K including property worth £67.7K. The main reason for the increase was that income from associate members was not required for function subsidies. Current bank, savings and cash assets of £108.7K more than covered the liabilities of £4.3K.
Investment Selection Policy:	All investments had matured. The committee does not wish to place its reserves in any stock market based investments, preferring to leave some of its reserves in deposit accounts.

Financial Reserves Policy: The Trustee has considered the level of reserves to retain, appropriate to the charity's needs. These are set at £30K which is held in the bank 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 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 John Voyce OBE BEng, MSc, MA, CEng, MCIPD, FIMarEST, Royal Navy

Appointment Commanding Officer and sole Managing Trustee

Date 29 May 2021

Independent Examiner's Report to the Trustee of HMS Sultan Wardroom Mess Fund.

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

29 May 2021

HMS SULTAN WARDROOM MESS FUND

Registered Charity 1136779

BALANCE SHEET

31-Mar-21

Note

ASSETS

			31-Mar-20
<u>Fixed Assets</u>			
Mess Property	7	£ 67,732.02	£ 69,703.05
<u>Current Assets</u>			
Stocks at Cost:	7A	£ 5,110.72	£ 9,903.65
Mess Bills		£ 10,571.65	£ 16,117.93
Other Debtors	8	£ 3,071.40	£ 5,032.05
Cash		£ 2,939.78	£ 4,616.69
Current Account		£ 105,013.31	£ 84,927.61
Charity Deposit Account		£ 783.76	£ 782.83
Total Current Assets		<u>£ 127,490.62</u>	<u>£ 121,380.76</u>

LIABILITIES

Creditors	9/9A	£ 2,577.83	£ 2,726.84
Central Bank for other Funds:			
Quart Club		£ 89.03	£ 884.03
Quart Club Charity Account		£ 185.16	£ 585.16
Charity Chest		£ 1,274.83	£ 614.11
VAT		£ 207.57	£ 258.32
Current Liabilities		<u>£ 4,334.42</u>	<u>£ 5,068.46</u>
Net Current Assets		£ 123,156.20	£ 116,312.30
Net Assets		<u><u>£ 190,888.22</u></u>	<u><u>£ 186,015.35</u></u>

Approved on 29 May 2021

Signed on Original

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

HMS SULTAN WARDROOM MESS FUND

STATEMENT OF FINANCIAL ACTIVITIES

For year to 31 Mar 21

	Note	<u>2020/21</u>	<u>2019/20</u>
Income			
Voluntary Income		£ -	£ 500.00
Charitable activities		£ 65,648.21	£ 178,466.03
Investment Income		£ 0.95	£ 125.91
Total Income	3	<u>£ 65,649.16</u>	<u>£ 179,091.94</u>
Expenditure			
Charitable Activities		<u>£ 60,776.29</u>	<u>£ 201,343.08</u>
Total Expenditure	4	<u>£ 60,776.29</u>	<u>£ 201,343.08</u>
Net income/(expenditure)		£ 4,872.87	£ (22,251.14)
Total Funds Brought Forward		£ 186,015.35	£ 208,266.49
Total Funds Carried Forward		<u>£ 190,888.22</u>	<u>£ 186,015.35</u>

HMS SULTAN WARDROOM MESS FUND

Notes to the Accounts dated 31 March 2021

Note 1 - Accounting policies

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

Incoming resources

- a. Donations are included in the Statement of Financial Activities (SOFA) when the fund 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 fund receives no unpaid volunteer help.
- e. Interest 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 fund to the expenditure.

Assets

- a. Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £100. They are valued at cost or a reasonable value on receipt. The fund has its non depreciating property professionally valued periodically. That valuation is at replacement cost.
- b. Depreciation is 50% initial then six monthly, straight line and over the estimated life of the item.
- c. Depreciation is not allocated to activity costs.
- d. Stocks are valued at the lower of cost or market value.

Note 3 - Income

	<u>2020/21</u>	<u>2019/20</u>
<i>Voluntary Income</i>		
Donations/Grants	£ -	£ 500.00
<i>Charitable Activities</i>		
Mess Subs	£ 29,359.19	£ 36,705.79
Associate Subscriptions	£ 8,205.57	£ 12,768.62
Bar Sales	£ 27,661.46	£ 74,324.65
Functions Income	£ 398.09	£ 53,991.65
Cummerbunds/Misc Income	<u>£ 23.90</u>	<u>£ 675.32</u>
	£ 65,648.21	£ 178,466.03
<i>Investment Income</i>		
Interest & Dividends	£ 0.95	£ 125.91
Total Income	<u>£ 65,649.16</u>	<u>£ 179,091.94</u>

Note 4 Expenditure

	<u>2020/21</u>	<u>2019/20</u>
<i>Voluntary Expenditure</i>		
Grants/Donations Out	£ -	£ 500.00
<i>Charitable Activities</i>		
Trading Costs		
Function Subsidies	£ 3,494.81	£ 15,719.23
Function Expenditure from Tickets	£ 398.09	£ 53,991.65
Cost of Bar Sales & other bar costs	£ 22,868.08	£ 65,062.94
Bar Till expenses, e.g Training	£ 708.78	£ 671.00
Mess Running Costs		
Mess Guests	£ 3.21	£ 430.46
Coffee & Condiments	£ 7,385.60	£ 8,752.96
Newspapers & Periodicals	£ 3,224.18	£ 6,500.29
Welfare Fund	£ 1,200.00	£ 1,200.00
TV and Audio	£ 4,355.17	£ 6,804.44
Presentations/Leavers Gifts	£ 350.91	£ 666.41
Performing Rights	£ 2,451.68	£ 2,389.66
Repairs & Renewals	£ 2,241.40	£ 5,093.03
Insurances	£ 2,538.37	£ 2,538.37
Trophy Hire	£ 473.33	£ 473.33
Cleaning & Laundry	£ 242.67	£ 214.12
Floral Arrangements	£ 74.93	£ 858.20
Sauna & Sports Equipment	£ 400.00	£ 336.96
Internet Suite & BT	£ 190.06	£ -
Icarus Bar Refurbishment 2019	£ 2,779.00	£ 22,246.77
Governance Costs		
Accounts Examination	£ 1,180.00	£ 1,080.00
Support Costs		
BACs and Credit Card charges	£ 1,268.42	£ 2,157.58
Office Costs	£ 686.41	£ 939.96
Depreciation	<u>£ 2,261.19</u>	<u>£ 2,715.72</u>
	£ 60,776.29	£ 200,843.08
 Total Expenditure	 <u>£ 60,776.29</u>	 <u>£ 201,343.08</u>

Note 5 - Paid Employees

- a. There were no paid employees.

Note 6 - Trustees and Other Related Parties

- a. No expenses or emoluments have been paid to the sole Managing Trustee
b. There were no amounts due to or from the sole Managing Trustee

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

Property Valuation as at 31 Mar 20	£ 69,703.05
Additions	£ 290.16
Write Off Adjustments	£ (247.80)
Depreciation	<u>£ (2,013.39)</u>
Property Valuation at 31 Mar 21	<u>£ 67,732.02</u>

Note 7A - Stocks

Bar Stock	£ 5,010.72
Maritime Prints	£ 100.00
Total	<u>£ 5,110.72</u>

Note 8 - Miscellaneous Debtors and Prepayments

Pre Paid Insurance	£ 2,508.53
Pre Paid Easter Draw	£ 404.35
ESS - PAYD	£ 79.52
TV Licence prepaid	£ 79.00
	<u>£ 3,071.40</u>

Note 9 - Creditors

Independent Examination	£ 590.00
Laundry	£ 1.50
Joining Barrel	£ 1,336.83
	<u>£ 1,928.33</u>

Note 9A -Trade Creditors

BOC	£ 67.89
Crown Accommodation	£ 39.41
ESS	£ 542.20
Creditors	<u>£ 649.50</u>

Note 10 - Endowment or Restricted Income Funds There are none

Note 11 - 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 fund's financial year were closed during the year.
- b. All the fund's operations are continuing operations and there were no discontinued operations.
- c. No funds are in deficit.
- d. The fund has no marketable intangible assets
- 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

HMS SULTAN WARDROOM MESS FUND

Bar Trading Account for year ended 31 Mar 21

				<u>Previous Year</u>
Sales (at a profit)		£ 26,736.64		£ 69,050.25
Sales at Cost		£ 924.82		£ 5,274.40
		<u>£ 27,661.46</u>		<u>£ 74,324.65</u>
Less Cost of Sales:		<u>£ 21,313.08</u>		<u>£ 62,401.29</u>
Gross Profit		£ 6,348.38		£ 11,923.36
Less: Pipecleaning/OOD	£ 152.59	0.7%	£ 854.97	1.4%
Written Off due to Covid	£ 543.26		£ -	
Sundries	£ 42.44		£ 460.36	
Gas	<u>£ 800.51</u>		<u>£ 1,346.32</u>	
		<u>£ 1,538.80</u>		<u>£ 2,661.65</u>
Net Profit		18.0% <u>£ 4,809.58</u>		13.4% <u>£ 9,261.71</u>
Gross Profit to All Sales	23.0%		16.0%	
Gross Profit to Sales (made at a profit)	23.7%		17.3%	
Gross Profit to Cost of the Sales (made at a profit) (i.e. average mark up)	31.1%		20.9%	

QUART CLUB

31-Mar-21

BALANCE SHEET

ASSETS

Current Assets

Bank Account (Wardroom)	£ 89.03	£ 884.03
Charity Account	£ 185.16	£ 585.16
Cash	£ 0.24	£ 300.24
Stock	<u>£ 137.82</u>	<u>£ 137.82</u>
Total Current Assets	<u>£ 412.25</u>	<u>£ 1,907.25</u>

LIABILITIES

None Known	£ -	£ -
Net Assets	<u>£ 412.25</u>	<u>£ 1,907.25</u>