

***WARDROOM MESS***

***HMS SULTAN***

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For Period**

**1 April 2024 to 31 March 2025**

**Registered Charity No. 1136779**

## Trustees' Annual Report and Comments

Wardroom Mess HMS SULTAN

Charity Registered No: 1136779

Covering the Accounting Year: 1 April 2024 to 31 March 2025

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 Commissioned Officers serving in the Her Majesty's Ship Sultan.

Trustee: Captain M Hamilton 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. Subsidies have been provided to functions, from the profits made from the bar and other taxable activities.

Financial Review: The mess fund had increased by £17.9K over the year and was worth £211.3K. This included property and stocks valued at £78.5K. The main reasons for the increase were:

- An amount of £14.7K which was added back to the accounts. This was thought to have been an unspent grant liability in the 2024 accounts but was actually spent in 2022 as part of the massive mess refurbishment.
- Heineken share profit of £1K.
- Trading profits exceeding function subsidy by £10.4K

Offset by

- Running costs exceeding subscription income by £8.3K.

The cash, bank, and deposit assets of £127.9K more than covered the liabilities of £12K.

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, albeit no significant amounts are currently held on deposit.

Financial Reserves Policy: The Trustee has considered the level of reserves to retain, appropriate to the charity's needs. These are set at £100K 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 perform their roles more effectively 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 M Hamilton Royal Navy

Appointment

Commanding Officer and Sole Managing Trustee

Date

20 May 2025



# HMS SULTAN WARDROOM MESS FUND

Registered Charity 1136779

## BALANCE SHEET

31-Mar-25

	Note		31-Mar-24
<b>ASSETS</b>			
<b>Fixed Assets</b>			
Mess Property	6	£ 71,102.76	£ 75,003.40
<b>Current Assets</b>			
Stocks at Cost:	6A	£ 7,445.74	£ 7,202.01
Mess Bills		£ 12,018.80	£ 11,481.66
Other Debtors	7	£ 4,805.96	£ 4,678.50
VAT		£ -	£ 1,075.21
Cash		£ 981.78	£ 1,689.90
Current Account		£ 126,076.40	£ 112,982.34
Charity Deposit Account		£ 858.26	£ 815.66
Total Current Assets		<u>£ 152,186.94</u>	<u>£ 139,925.28</u>
<b>LIABILITIES</b>			
Creditors	8/8A	£ 9,795.12	£ 19,938.72
Central Bank For Other Funds:			
Quart Club		£ 645.53	£ 610.11
Quart Club Charity Account		£ 185.16	£ 185.16
Charity Chest		£ 685.29	£ 770.45
VAT		£ 668.70	£ -
Current Liabilities		<u>£ 11,979.80</u>	<u>£ 21,504.44</u>
Net Current Assets		£ 140,207.14	£ 118,420.84
Net Assets		<u><b>£ 211,309.90</b></u>	<u><b>£ 193,424.24</b></u>

Approved on 20 May 2025

*Signed On Original*

Captain M Hamilton Royal Navy  
Sole Managing Trustee

# HMS SULTAN WARDROOM MESS FUND

## STATEMENT OF FINANCIAL ACTIVITIES

For Year to 31 Mar 25

	Note	<u>2024/25</u>	<u>2023/24</u>
<b>Income</b>			
Voluntary Income		£ 1,000.00	£ 79,780.91
Charitable Activities		£ 155,617.63	£ 166,712.05
Investment Income		<u>£ 41.60</u>	<u>£ 34.17</u>
Total Income	2	<u>£ 156,659.23</u>	<u>£ 246,527.13</u>
<b>Expenditure</b>			
Charitable Activities		<u>£ 153,475.31</u>	<u>£ 256,966.57</u>
Total Expenditure	3	<u>£ 153,475.31</u>	<u>£ 256,966.57</u>
Net Income (Expenditure)		£ 3,183.92	£ (10,439.44)
Previous Year Correction		£ 14,701.74	£ -
Total Funds Brought Forward		£ 193,424.24	£ 203,863.68
Total Funds Carried Forward		<u>£ 211,309.90</u>	<u>£ 193,424.24</u>

## HMS SULTAN WARDROOM MESS FUND

### Notes to the Accounts dated 31 March 2025

#### 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 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

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 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 2 - Income

	<u>2024/25</u>	<u>2023/24</u>
<i>Voluntary Income</i>		
RNRMC Grant - Mess Refurbishment	£ -	£ 79,780.91
Heineken Profit Share	£ 1,000.00	£ -
<i>Charitable Activities</i>		
Mess Subs	£ 43,848.33	£ 39,401.53
Associate Subscriptions	£ 8,489.38	£ 8,330.15
Bar Sales	£ 62,446.45	£ 61,481.56
Functions Income	£ 40,788.47	£ 57,467.48
Cummerbunds/Misc Income	<u>£ 45.00</u>	<u>£ 31.33</u>
	£ 155,617.63	£ 166,712.05
<i>Investment Income</i>		
Interest & Dividends	£ 41.60	£ 34.17
<b>Total Income</b>	<u><u>£ 156,659.23</u></u>	<u><u>£ 246,527.13</u></u>

**Note 3 - Expenditure**2024/252023/24*Charitable Activities*

## Trading Costs

Function Subsidies	£ 11,388.98	£ 18,425.16
Function Expenditure from Tickets	£ 40,788.47	£ 57,467.48
Bar Purchases	£ 49,131.07	£ 54,628.37

## Mess Running Costs

Grants Out	£ 650.00	£ 675.00
Mess Guests	£ 1,177.62	£ 1,354.23
Mess Events and Hospitality	£ 1,194.93	£ -
Coffee & Condiments	£ 12,926.55	£ 10,343.75
Newspapers & Periodicals	£ 1,064.10	£ 3,035.11
Welfare Fund	£ 1,200.00	£ 1,200.00
TV and Audio	£ 7,432.27	£ 7,563.71
Presentations/Leavers Gifts	£ 628.50	£ 883.40
Performing Rights	£ 2,541.49	£ 2,308.42
Repairs & Renewals	£ 3,274.28	£ 4,643.78
Insurances	£ 2,047.51	£ 2,012.33
Trophy Hire	£ 473.33	£ 473.33
Cleaning & Laundry	£ 102.48	£ 321.46
Refurbishment - Garden	£ 2,986.49	£ -
Sauna & Sports Equipment	£ 436.36	£ 520.96
RNRMC Returned Grant	£ -	£ 51,986.84
Various Mess Areas - Refurbishment	£ -	£ 27,794.07
Mess Bill Write Off	£ 1,049.14	£ 2,500.30

## Governance Costs

Accounts Examination	£ 1,295.00	£ 1,270.00
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## Support Costs

BACs, Credit Card Charges	£ 5,077.27	£ 3,518.24
EPOS Now - Bar Till Training	£ 406.80	£ -
EPOS Now - Bar Till Contractual Fines	£ 1,197.40	£ -
Office Costs	£ 864.63	£ 920.22
Depreciation	£ 4,140.64	£ 3,120.41

£ 153,475.31

£ 256,966.57

## Total Expenditure

£ 153,475.31£ 256,966.57**Note 4 - Paid Employees**

- a. There were no paid employees.

**Note 5 - 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 6 - Tangible Fixed Assets - Property Account - Fixtures & Fittings**

Property Valuation as at 31 Mar 24	£ 75,003.40
Additions	£ 240.00
Depreciation	£ (4,140.64)
Property Valuation at 31 Mar 25	<u>£ 71,102.76</u>

**Note 6A - Stocks**

Bar Stock	£ 7,145.74
Maritime Prints & Merchandise	£ 300.00
Total	<u>£ 7,445.74</u>



**Note 7 - Miscellaneous Debtors and Prepayments**

CCLA COIF Interest - Estimate	£ 9.00
Prepaid PRS/PPL	£ 2,664.70
Prepaid Insurance	£ 2,047.51
Prepaid TV Licence	£ 84.75
	<u>£ 4,805.96</u>

**Note 8 - Creditors**

Independent Examination	£ 655.00
Crown Accommodation	£ 1,575.69
Prepaid Christmas Draw	£ 214.38
PAYD	£ 0.01
Garage Deposits	£ 881.73
Joining Barrel	£ 1,091.34
	<u>£ 4,418.15</u>

**Note 8A - Trade Creditors**

BOC	£ 263.87
Tolchards	£ 2,430.18
Majestic Wines	£ 611.80
ESS	£ 2,071.12
	<u>£ 5,376.97</u>

**Note 9 - Endowment or Restricted Income Funds**      There are none

**Note 10 - 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 25

			<u>Previous Year</u>
Sales	£ 57,047.36		£ 51,994.12
Sales at Cost	£ 5,399.09		£ 9,487.44
	£ 62,446.45		£ 61,481.56
Less Cost of Sales:	£ 46,071.07		£ 51,482.27
Gross Profit	£ 16,375.38		£ 9,999.29
Less: Pipe Cleaning/OOD	£ 621.10	£ 906.88	
EPOS Till Charges	£ 606.83	£ 660.00	
Sundries	£ 1,832.07	£ 45.40	
	£ 3,060.00		£ 1,612.28
Net Profit	23.3% <u>£ 13,315.38</u>	16.1% <u>£ 8,387.01</u>	
Gross Profit to All Sales	26%	16%	
Gross Profit to Sales	29%	19%	
Gross Profit to Cost of Sales (i.e. average mark up)	40%	24%	

## QUART CLUB

31-Mar-25

### BALANCE SHEET

#### ASSETS

##### Current Assets

Bank Account (Wardroom)	£ 645.53	£ 610.11
Charity Account	£ 185.16	£ 185.16
Cash - Estimate	£ 70.00	£ 70.00
Total Current Assets	<u>£ 900.69</u>	<u>£ 865.27</u>

#### LIABILITIES

None Known	£ -	£ -
Net Assets	<u>£ 900.69</u>	<u>£ 865.27</u>

**Independent Examiner's Report to the Trustees of the Wardroom Mess HMS Sultan.  
Registered Charity No. 1136779.**

I report to the trustees on my examination of the accounts of the Wardroom HMS Sultan for the year ended 31 March 2024.

**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 Charity'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 2024