

HAWLEY LAKE SAIL TRAINING CENTRE

c/o 3 RSME REGIMENT
GIBRALTAR BARRACKS
BLACKWATER,
CAMBERLEY, SURREY,
GU17 9LP

Charity registered number: 1149489

Accounts and Trustees' Report for the period from: 01.11.19 to 31.10.20

Principal Accounting Policies

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.

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.

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.

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.

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.

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.

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.

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).

Stocks. Purchased stocks are valued at the lower cost or net realisable value making due allowance for any obsolete or slow-moving items.

Funds Accounting. Funds held by the charity are:

General Purpose/Unrestricted /Designated Funds. These are funds that can be used in accordance with the charitable objects at the discretion of the Board of Trustees. Designated funds are unrestricted funds which have been allocated/earmarked for a particular purpose by the Trustees and are to be declared in the Trustees comments in accordance with Para 12 to these notes stating what they are intended to be used for and when.

Restricted Funds. These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is to be included in the notes to the accounts.

Other Costs. Other costs are those costs not incurred in the undertaking of charitable activity in furtherance of the objects of the charity, i.e. the provision of facilities, recreational programmes or activities in furtherance of military efficiency. They are also costs incurred in the making of grants and donations, in the costs of generating funds, i.e. the costs incurred in trading or fundraising undertaken by the charity, or in governance costs.

Related Party Transactions & Remuneration and Expenses

Whilst the charity has a close working relationship with the Army, there are no transactions with the Army which require disclosure under SORP 2005. The only transactions made by the charity in favour of the unit are wholly attributable to the charitable activities of furthering military efficiency. No expenses have been paid to the trustees.

Analysis of Capital Property

Fixtures, fittings & equipment £

Balance b/f	121,559.01
Purchases	19,856.31
Sales & W/Os	
Depreciation	32,597.82
Balance c/f	108817.50

Total Value of Investments by Category

Value £ 0.00

5. List of Debtors

Date of Debt: 31 October Amount £ 80.90

There are no amounts falling due after more than one year.

List of Creditors

Date of Credit: 31 October 2020 Amount £15,309.69

There are no amounts falling due after more than one year.

Paid Employees

	2019/2020 £	2018/2019 £
Gross wages paid	72468.65	95400.95
Employer's National Insurance paid	1961.73	2445.33
Pension Contributions paid	894.51	922.45
Total staff costs	80106.46	98768.73

Number of employees who were engaged in each of the following activities:

	2019/2020 0	2018/2019
Costs of generating funds		
Charitable activities	13	39
Other		
Total	13	39

No individual employee received a salary of over £60,000.00

Governance Costs

2019/20

Audit or independent examination fee: 0.00

Restricted Funds

Fund Name: **Water-Ski Club**

Purpose of fund: To provide recreational facilities for wakeboarding& water-skiing. To provide capital for replacement of equipment.

Fund Balance B/F	Incoming Resources for period	Outgoing Resources for period	Transfers	Gains and Losses	Fund Balance C/F
£29,174.73	£3075.00	1015.56			£31,234.17

Declarations

- All of the charity's commitments are provided for in the accounts.
- No guarantees have been given to third parties.
- The charity has not received any loans that are outstanding at the year-end and secured on assets.
- The charity has not granted any loans to institutions or companies connected with the charity.
- The charity did not make any ex-gratia payments during the year.
 - Sufficient resources are held in an appropriate form to enable each fund to be applied in accordance with the restrictions imposed.
- The financial activities, assets and liabilities of all the charity's branches or sections have been included.
- The trustees have not changed the year end date or the length of the charity's financial year.
 - The charity has no designated funds.
 - All the charity's operations are continuing operations and there were no operations discontinued or acquired during the year.
 - No funds (unrestricted, designated, restricted or endowment) are in deficit at the balance sheet date.
 - The charity has no intangible assets.

- None of the charity's functional fixed assets have been re-valued during the year and the charity does not have a policy of revaluation of these assets.
- The charity has no subsidiary companies.
 - The charity has no material fixed assets that have not been capitalised and included in the balance sheet.
- No internal transfers have occurred out of restricted/endowment funds.
- All investments held are investment assets in the UK unless otherwise stated.

Additional comments:

None

HLSTC Manager:

Signature:



Name: Paul Rivington

Date: 25th November 2021

Trustee's Annual Report and Comments:

Charity name and Charity Commission/Regulator registered number:

HAWLEY LAKE SAIL TRAINING CENTRE Registered No 1149489

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Description of the charity's trusts

Governing Document:

MEMORANDUM OF ASSOCIATION OF HAWLEY LAKE SAIL TRAINING CENTRE - 3rd
AUGUST 2012

Objects of the Charity:

The promotion of the efficiency of the Armed Forces of the Crown by the provision of facilities for the sport of sailing and other water sports.

The promotion of community participation in healthy recreation by the provision of facilities for the sport of sailing and other water sports.

The advancement of education and training by the provision of facilities for the sport of sailing and other water sports.

Trustee selection method:

Five Elected Trustees

Trustee induction and training Initial Brief by HLSTC Manager/Chair of Trustees

Summary of main activities in relation to the Charity's objects:

Providing Military Membership and equipment to 3 RSME Regt and other Military Units to use in their own free time. Providing Membership to Civilians

Providing RYA courses in Sailing, Powerboating, Windsurfing, Kayaking to achieve recognised qualifications, for Military and Civilians.

Providing Activity Days/Weeks for Military Units (Cadets and Adults) in the Local and Regional Areas

Providing Activity Watersports days for Local Schools and other Youth Organisations Providing membership for Local Groups and Individual members.

Summary of main achievements of the Charity during the year:

The Covid-19 pandemic had a serious impact of the majority of the 2019/20 Financial Year.

For the periods of national 'lockdown' the Club and Training activities ceased.

When restrictions were relaxed, HLSTC was only able operate at a much reduced capacity.

The group bookings, such as schools and Army Cadet units were unable to engage in their usual activities and we would have been unable to accommodate them, even if they had.

However, within the limitations imposed, we were able to run a programme of courses. Supported by the furlough scheme and business grants, HLSTC was able to remain viable despite the situation.

Financial Review

HLSTC Unrestricted fund is now worth £128,234 compared to £134,756 at the end of the previous year, a decrease of £6,522.

HLSTC Water-Ski Fund is now worth £31,234 compared to £29,175 the previous year, an increase of £2,059.

Membership Fee Income received £47,302, compared to £54,702 the previous year, a decrease of £7,400.

Course Fee Income received £49,754 compared to £66,997 the previous year, a decrease of £17,243.

Income received for Activities by Groups (Schools/Cadets/Civilian/Military) was £870 compared to £35,343 the previous year, a decrease of £34,473. This decrease was due to no Groups attending the Centre as in previous years.

HMRC job retention and local authority grants amounted to £23,113.

Trustee during the report year.

LtCol C James
Maj A Rollinston
Mr S Davis

Mrs J Colson
Mrs L Rawlings
Mr R Jones

Serious Incidents: None

Public Benefit Statement:

HLSTC 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 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, skills, fitness, confidence, character, spirit, attitude, and morale. As a result, HLSTC 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.

HLSTC provides public benefit by promoting participation in healthy recreation by providing facilities for sailing and other watersports.

HLSTC provides public benefit by educating and training, in particular for young people, in the sport of sailing and other watersports.

(It is confirmed that due regard has been paid to the Charity Commission of England and Wales's guidance on public benefit when deciding what activities the charity should undertake.)

This report is accepted by the Trustees:

Signature:

Date: 25th

A handwritten signature in black ink, appearing to read 'Stephen Davis', with a horizontal line drawn underneath it.

November 2021

Name: Stephen Davis

Capacity: Trustee - Chair

Independent examiner's report to the trustees of Hawley Lake Sail Training Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2020.

Responsibilities and basis of report

As the trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent examiner's statement - matter of concern identified

I have completed my examination. I have identified matters of concern that give me reasonable cause to believe that the accounts prepared for the Company are not fully compliant with the accounting requirements of section 396 of the 2006 Act and have not been prepared fully in accordance with the methods and principles of the Charities SORP. Instead of a Statement of Financial Activities incorporating an income and expenditure account, only a profit and loss account has been prepared. In neither the profit and loss account nor the balance sheet are the funds specifically analysed between unrestricted and restricted funds, however, notes in the Trustees' Report do identify that the fund described as 'Ski members equity' in the balance sheet is indeed restricted, and amount to £31,234 at the year end.

I confirm that no other matters have come to my attention in connection with the examination giving me reasonable cause to believe that in any material respect:

- accounting records were not kept in accordance with section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- except for the matter of concern noted above the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; and
- except for the matter of concern noted above the accounts have not been prepared in accordance with the methods and principles of Charities SORP (FRS 102)

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

S N Casey FCA

6 December 2021

Wild Acre
Old Green Lane
Camberley
GU15 4LG

HLSTC ACCOUNTS

Hawley Lake Sail Training Centre

Profit & Loss

Accrual Basis

November 2019 through October 2020

**Ordinary
Income/Expense
Income**

4000 · Training Courses Civilian	
4001 · Sailing Adult	5,214.17
4002 · Sailing Youth	41,864.93
4005 · Kayak Adult	626.43
4006 · Kayak Youth	350.01
4000 · Training Courses Civilian...	-1,725.73
Total 4000 · Training Courses Civ...	46,329.81
4020 · Training Courses Military	-139.34
4030 · Instructor Courses 4032 · Dinghy	0.00
Total 4030 · Instructor Courses	0.00
4040 · Private Tuition	3,562.93
4050 · Group Activities Civilians	0.00
4052 · Organisations	
4055 · Parties	38.33
Total 4050 · Group Activities Civil...	38.33
4060 · Group Activities Military 4061 · Adults	785.50
4062 · Cadets	0.00
Total 4060 · Group Activities Milit...	785.50
4070 · Clubhouse and Facilities H... 4071 · Civilian Facilities Hire	45.83
Total 4070 · Clubhouse and Facili...	45.83
4150 · Membership Civilian 4151 · Adult	14,951.00
4152 · Junior	1,071.70
4153 · Group Adult	2,750.00
4154 · Group Junior	688.00
4155 · Associate	150.00
4156 · Student	190.00
4157 · Senior Individual	2,086.00
4158 · Senior Family	650.00
4150 · Membership Civilian - Ot...	-946.00
Total 4150 · Membership Civilian	21,590.70
4160 · Membership Military 4162 · Adult	750.00
4163 · Military Minley	500.00
4164 · Group Junior	1,072.00
4165 · Group Adult	405.00
Total 4160 · Membership Military	2,727.00

4170 • Passes	
Civilian 4171 •	5,331.00
Dinghy Adult	
4172 • Dinghy Junior	2,688.00
4173 • Dinghy Student	73.00
4175 • Kayak Junior	170.00
4178 • Wakeboard Adult	1100.00
4170 • Passes Civilian - Other	535.00
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Total 4170 • Passes Civilian	9,897.00

4180 · Passes	
Military 4181 ·	95.00
Dinghy Adult	
Total 4180 · Passes Military	95.00
4190 · Compound Fees	
4188 · Kayak/ Paddleboard	51.00
Stor...	
4189 · Wakeboard Eqpt	190.00
4191 · Junior	360.00
4192 · Single Hander	2,775.00
4193 · Small less than 14 ft	3,191.00
4194 · Closed Storage Unit	1,095.00
4195 · Large 14 ft and over	2,899.00
4196 · Open Storage Unit	294.00
4190 · Compound Fees -	471.50
Other	
Total 4190 · Compound Fees	11,326.50
4198 · Joining Fees	196.00
4199 · Duty Fees	2,570.01
4203 · Sale of Nil Value Eqpt	333.33
4204 · Abandoned Boat Storage	65.00
F...	
4210 · Waterski Tow Fees	2791.00
4300 · HMRC Job Retention	11,113.41
Recei...	
7010 · Donations	15.00
7015 · Grants	12,000.00
Total Income	125,343.01
Gross Profit	125,343.01
Expense	
6041 · Secure Trading Card	1,353.35
Char...	
6042 · Payroll Manager Rental	144.00
6043 · Quickbooks	506.00
Subscription	
6240 · Depreciation Expense	12,741.51
6281 · Waterski Expenses	1831.56
6480 · Health and Safety	
6481 · Clubhouse Cleaning	29.64
6480 · Health and Safety -	1,046.76
Other	
Total 6480 · Health and Safety	1,076.40
6490 · Office	
Expense 6491 ·	319.42
Office Stationery	
6492 · Office Eqpt IT	334.75
Total 6490 · Office Expense	654.17
6610 · Staff Costs	
6611 · Contracted Salaries	39,400.64
6612 · Bonus Payments	1300.00
6613 · Casual Salaries	18,720.88
6614 · Employers National	1,961.73
Insur...	
6615 · OOD Salaries	1,367.00
6616 · Pensions	894.51
6618 · Staff PPE	8.32
6620 · Freelance Costs	850.88
6624 · Job Retention	11,829.25
Payments	
6625 · Holiday Payments	4,773.25
Total 6610 · Staff Costs	81,106.46
6650 · Postage and Delivery	262.96
6680 · Publications	554.10
6681 · Certificates	700.00
6690 · Reconciliation	0.00

Discrepanci...

6720 · Repairs and Maintenance	
6721 · Dinghies and Eqpt	2,063.95
6722 · Powerboats	274.88
6723 · Powerboat Fuel	607.12
6729 · Cleaning Supplies	27.48
6730 · Site	1,456.58
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Total 6720 · Repairs and Maintenance...	4,430.01
6810 · Telephone	
6811 · Internet Fees	919.98
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Total 6810 · Telephone	919.98
6815 · Registration Fees	
6816 · AAL	715.00
6818 · Companies House	13.00
6819 · Premises Licence	70.00
	<hr/>
Total 6815 · Registration Fees	798.00
6822 · New Project Costs	11.66
6824 · Site Improvements	1,255.61
6825 · Rent and Rates	
6826 · DIO Lease Fees	3,333.33
6827 · DIO-SD-TRG Licence	8,242.16
6828 · Hart District Council	330.00
6825 · Rent and Rates - Other	0.00
	<hr/>
Total 6825 · Rent and Rates	11,905.49
6830 · Insurance	1,206.94
6831 · Marketing and Promotions	1,039.68
6845 · TV Licence	154.50
6860 · Utilities	
6861 · Electricity	5,062.28
6862 · LPG	351.33
6863 · Water and Sewerage	676.55
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Total 6860 · Utilities	6,090.16
6981 · Expendable Property	479.15
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Total Expense	129,221.69
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Net Ordinary Income	-3,878.68
Other Income/Expense	
Other Income	
7020 · Interest Income	
7021 · Bank	52.60
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Total 7020 · Interest Income	52.60
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Total Other Income	52.60
Other Expense	
6840 · Bad Debts	636.25
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Total Other Expense	636.25
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Net Other Income	-583.65
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Profit for the Year	-4,462.33
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Hawley Lake Sail Training Centre

Balance Sheet - Previous Year

Comparison

As of 31 October 2020

	31 Oct 20	31 Oct 19	£ Change	% Change
ASSETS				
Fixed Assets				
1500 · Furniture and Fixtures	124.00	124.00	0.00	0.0%
1510 · Portable Buildings				
1511 · Cost	107,192.00	107,192.00	0.00	0.0%
1512 · Depreciation	-7,147.00	0.00	-7,147.00	-100.0%
Total 1510 · Portable Buildings	100,045.00	107,192.00	-7,147.00	-
				6.7%
1530 · Club Dinghies				
1531 · Cost	10,943.75	10,943.75	0.00	0.0%
1532 · Depreciation	-14,062.75	-11,854.75	-2,208.00	-18.6%
1530 · Club Dinghies - Other	7,439.00	7,439.00	0.00	0.0%
Total 1530 · Club Dinghies	4,320.00	6,528.00	-	-
			2,208.00	33.8%
1540 · Club Kayaks and Canoes				
1542 · Depreciation	-1,600.00	-1,600.00	0.00	0.0%
1540 · Club Kayaks and Canoes - ...	1,600.00	1,600.00	0.00	0.0%
Total 1540 · Club Kayaks and Canoes	0.00	0.00	0.00	0.0%
1555 · Club Stand Up Paddleboards				
1556 · Cost	3,172.76	3,172.76	0.00	0.0%
1557 · Depreciation	-1,769.76	-343.75	-1,426.01	-414.8%
Total 1555 · Club Stand Up Paddleb...	1,403.00	2,829.01	-	-
			1,426.01	50.4%
1560 · Club Powerboats				
1562 · Depreciation	-5,460.00	-4,095.00	-1,365.00	-33.3%
1560 · Club Powerboats - Other	7,650.00	7,650.00	0.00	0.0%
Total 1560 · Club Powerboats	2,190.00	3,555.00	-	-
			1,365.00	38.4%
1566 · Miscellaneous Assets				
1568 · Depreciation	-466.00	-349.50	-116.50	-33.3%
1566 · Miscellaneous Assets - Other	582.50	582.50	0.00	0.0%
Total 1566 · Miscellaneous Assets	116.50	233.00	-	-
			116.50	50.0%
1590 · Clubhouse and Bar				
1591 · Cost	1,745.31	1,745.31	0.00	0.0%
1592 · Depreciation	-2,092.31	-1,613.31	-479.00	-29.7%
1590 · Clubhouse and Bar - Other	966.00	966.00	0.00	0.0%
Total 1590 · Clubhouse and Bar	619.00	1,098.00	-	-
			479.00	43.6%
Total Fixed Assets	108,817.50	121,559.01	-	-
			12,741.51	10.5%
Current Assets				
Other Current Assets				
1310 · Prepaid Insurance	5,034.60	0.00	5,034.60	100.0%
1315 · Sport England Grant	2,000.00	0.00	2,000.00	100.0%
1320 · Job Retention Payments du...	765.36	0.00	765.36	100.0%
Total Other Current Assets	7,799.96	0.00	7,799.96	100.0%
Accounts Receivable				
1100 · Accounts Receivable	-57.89	3,072.50	-	-

			3,130.3 9	101.9%
Total Accounts Receivable 57.89	-	3,072.5 0	- 3,130.3 9	- 101.9%
Cash at bank and in hand				
1000 • Current Account	8,000.00	8,000.00	0.00	0.0%
1010 • Hawley Lake Sailing club	236.26	1,051.02	- 814.7 6	- 77.5%
1020 • Savings Account	56,855.39	46,163.52	10,691.8 7	23.2%
1030 • Cash	755.08	902.12	- 147.0 4	- 16.3%
Total Cash at bank and in hand	65,846.73	56,116.66	9,730.0 7	17.3%
Total Current Assets	73,588.80	59,189.16	14,399.6 4	24.3%

	31 Oct 20	31 Oct 19	£ Change	% Change
Current Liabilities Accounts Payable				
2000 · Accounts Payable	15,331.70	15,126.90	204.80	1.4%
Total Accounts Payable	15,331.70	15,126.90	204.80	1.4%
Other Current Liabilities VAT Adj				
	-0.09	-0.09	0.00	0.0%
2010 · Pension	332.41	216.29	116.12	53.7%
2400 · Payroll Liabilities	1,500.41	1,474.12	26.29	1.8%
2405 · Bonus Payments	1,000.00	0.00	1,000.00	100.0%
2410 · Accrued Holidays	4,773.25	0.00	4,773.25	100.0%
Total Other Current Liabilities	7,605.98	1,690.32	5,915.66	350.0%
Total Current Liabilities	22,937.68	16,817.22	6,120.46	36.4%
NET CURRENT ASSETS	50,651.12	42,371.94	8,279.18	19.5%
TOTAL ASSETS LESS CURRENT LIABILITIES	159,468.62	163,930.95	-4,462.33	-2.7%
NET ASSETS	159,468.62	163,930.95	-4,462.33	-2.7%
Capital and Reserves 3200 · Members Equity				
3201 · Ski Members Equity	132,696.78	143,330.58	-10,633.80	-7.4%
Profit for the Year	31,234.17	29,174.73	2,059.44	7.1%
	-4,462.33	-8,574.36	4,112.03	48.0%
Shareholder funds	159,468.62	163,930.95	-4,462.33	-2.7%