

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: 01.11.20 to 31.10.21

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.

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	108,817.50
Purchases	3,341.73
Sales & W/Os	
Depreciation	14,772.50
Balance c/f	97,386.73

Total Value of Investments by Category

Value £ 0.00

5. List of Debtors

Date of Debt: 31 October 2021 Amount £1,880.80

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

List of Creditors

Date of Credit: 31 October 2021 Amount £1,093.02

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

Paid Employees

	2020/2021	2019/2020
	£	£
Gross wages paid	94,537.09	78,250.22
Employer's National Insurance paid	462.69	1,961.73
Pension Contributions paid	865.32	894.51
Total staff costs	95,865.10	81,106.46

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

	2020/21	2019/20
Costs of generating funds		
Charitable activities	14	13
Other		
Total	14	13

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

Governance Costs

2020/21

Audit or independent examination fee: 0.00

Restricted Funds

There are no restricted funds.

Note: The HLSTC Water-Ski Fund has been combined into HLSTC unrestricted fund.

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:

A handwritten signature in black ink, appearing to be 'Paul Rivington', written in a cursive style.

Name: Paul Rivington

Date: 5th August, 2022

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
(amended by ordinary resolution of the members passed by way of written resolution on 6 February 2020)

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 year was a period of cautious recovery from the impact of the Covid pandemic, but we were able to increase our course bookings and increase the membership – albeit with some hesitancy.

The sad and sudden death of our popular Office Manager/Accountant Wendy Cooper, necessitated a change of accounting and administrative functions, all of which were conducted efficiently, and the trustees are grateful to all staff involved.

With a view to the future, a post Covid strategy was developed with a view to replacing and upgrading some of the Club facilities.

The furlough scheme and business grants continued to be of great support in enabling the Club to develop its full programme of courses.

Financial Review

HLSTC Unrestricted fund is now worth £188,611 compared to £128,234 at the end of the previous year, an increase of £60,377 which in part is due to reclassifying the waterski reserve into general club reserves.

Membership Fee Income received, £46,555, compared to £47,302 the previous year, a decrease of £747.

Course Fee Income received £98,907 compared to the previous year, £49,754 an increase of £49,153.

Income received for Activities by Groups (Schools/Cadets/Civilian/Military) was £15,099 compared to £870 the previous year, an increase of £14,229.

HMRC job retention and local authority grants amounted to £25,606.

Trustees during the report year.

Lt Col C James (resigned 27/4/21)

Mr S Davis

Mrs J Colson

Mrs L Rawlings

Mr R Jones

Mr M Lysaght (appointed 27/4/21)

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:

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

Signature:

Date: 5th August 2022

Name: Stephen Davis

Capacity: Trustee - Chair

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS OF
HAWLEY LAKE SAIL TRAINING CENTRE
FOR YEAR TO 30 SEPTEMBER 2021

The charity trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required under section 144 of the Charities Act 2011 and that an independent examination is needed. It is my responsibility to:

- Examine the accounts under section 144 of the Charities Act,
- To follow the applicable directions given by the Charity Commission
- To state whether any particular matters have come to my attention

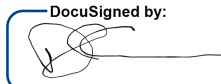
My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees. 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.

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

- Accounting records were not kept in accordance with section 130 of the Charities Act or
- The accounts do not accord with the accounting records

I note that the accounts have been prepared on the basis of a Profit and Loss presentation rather than a Statement of Financial Activities, but I do not feel that this will provide a misleading representation of the results for the period. I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

DocuSigned by:

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Name David Cooper

Date 8/25/2022

Hawley Lake Sail Training Centre

Profit and Loss Comparison

November 2020 - October 2021

	Nov 2020 - Oct 2021	Nov 2019 - Oct 2020
Income		
4000 Training Courses	-204.42	-1,725.73
4001 Sailing Adult	20,733.37	5,214.17
4002 Sailing Youth	71,917.55	41,864.93
4005 Kayak Adult	1,915.01	626.43
4006 Kayak Youth	621.00	350.01
4007 Powerboat Adult	191.66	
4009 First Aid	75.00	
Total 4000 Training Courses	£ 95,249.17	£ 46,329.81
 4020 Training Courses Military		-139.34
4030 Instructor Courses		
4031 Assistant	191.67	
4032 Dinghy	750.00	0.00
Total 4030 Instructor Courses	£ 941.67	£ 0.00
 4040 Private Tuition	2,716.54	3,562.93
 4050 Group Activities	10,594.74	
4051 Schools/ Colleges	2,170.01	
4052 Organisations	422.50	0.00
4055 Parties	972.91	38.33
Total 4050 Group Activities	£ 14,160.16	£ 38.33
4060 Group Activities Military		
4061 Adults	215.00	785.50
4062 Cadets		0.00
Total 4060 Group Activities Military	£ 215.00	£ 785.50
 4070 Clubhouse and Facilities Hire		45.83
4072 Military Clubhouse Hire	586.67	
4075 Equipment Hire	137.50	
Total 4070 Clubhouse and Facilities Hire	£ 724.17	£ 45.83
 4150 Membership Civilian	-1,742.89	-946.00
4151 Adult	15,147.13	14,951.00
4152 Junior	1,342.95	1,071.70
4153 Group Adult	2,458.00	2,750.00
4154 Group Junior	374.00	688.00
4155 Associate	177.50	150.00
4156 Student	19.00	190.00
4157 Senior Individual	1,821.00	2,086.00
4158 Senior Family	688.00	650.00
Total 4150 Membership Civilian	£ 20,284.69	£ 21,590.70

	Nov 2020 - Oct 2021	Nov 2019 - Oct 2020
4160 Membership Military	-176.30	
4162 Adult	1,177.00	750.00
4163 Military Minley	10.00	500.00
4164 Group Junior	730.00	1,072.00
4165 Group Adult	345.00	405.00
Total 4160 Membership Military	£ 2,085.70	£ 2,727.00
4170 Passes Civilian	688.60	535.00
4171 Dinghy Adult	7,499.80	5,331.00
4172 Dinghy Junior	3,566.20	2,688.00
4173 Dinghy Student	173.00	73.00
4175 Kayak Junior	302.00	170.00
4176 SUP Adult	376.00	
4177 SUP Junior	186.00	
Total 4170 Passes Civilian	£ 12,791.60	£ 8,797.00
4178 Passes Wakeboard	714.00	1,100.00
4180 Passes Military		
4181 Dinghy Adult	434.00	95.00
Total 4180 Passes Military	£ 434.00	£ 95.00
4190 Compound Fees	315.00	471.50
4188 Kayak/ Paddleboard Storage	49.00	51.00
4189 Wakeboard Eqpt	155.84	190.00
4191 Junior	327.75	360.00
4192 Single Hander	2,739.00	2,775.00
4193 Small less than 14 ft	2,196.75	3,191.00
4194 Closed Storage Unit	953.00	1,095.00
4195 Large 14 ft and over	1,994.00	2,899.00
4196 Open Storage Unit	84.00	294.00
Total 4190 Compound Fees	£ 8,814.34	£ 11,326.50
4198 Joining Fees	1,430.60	196.00
4199 Duty Fees	57.00	2,570.01
4200 Sale of Publications & Certificates	-504.70	
4201 Sale of Certificates	50.00	
4203 Sale of Eqpt	16.67	333.33
4204 Abandoned Boat Storage Fees		65.00
4207 Voucher Sales General	333.33	
4210 Water Ski Tow Fees	2,490.25	2,791.00
4211 Water Ski Tow Fees Non Members		
Total 4210 Water Ski Tow Fees	£ 2,490.25	£ 2,791.00
4300 HMRC Job Retention Receipts	14,898.41	11,113.41
7010 Donations	123.75	15.00
7015 Grants	10,708.00	12,000.00
Total Income	£ 188,734.35	£ 125,343.01
Gross Profit	£ 188,734.35	£ 125,343.01

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Gross Profit	£ 188,734.35	£ 125,343.01

	Nov 2020 - Oct 2021	Nov 2019 - Oct 2020
Expenses		
6041 Secure Trading Card Charges	1,803.36	1,353.35
6042 Software Licenses	148.00	144.00
6043 Quickbooks Subscription	622.30	506.00
6250 Dues and Subscriptions	40.00	
6280 Racing Expenses	76.49	
6281 Water Ski Expenses	534.40	1,831.56
6470 Miscellaneous Expense		
6472 Courses Resources	139.67	
6473 Presentations	12.46	
Total 6470 Miscellaneous Expense	£ 152.13	£ 0.00
6480 Health and Safety	318.43	1,046.76
6481 Clubhouse Cleaning	103.81	29.64
Total 6480 Health and Safety	£ 422.24	£ 1,076.40
6490 Office Expense		
6491 Office Stationery	621.52	319.42
6492 Office Eqpt IT	609.02	334.75
6493 Office Eqpt Non IT	22.36	
Total 6490 Office Expense	£ 1,252.90	£ 654.17
6600 Payroll Expenses		
6611 Staff Costs Contracted	6,500.00	
Total 6600 Payroll Expenses	£ 6,500.00	£ 0.00
6610 Staff Costs	0.00	
6611 Contracted Salaries	48,358.42	39,400.64
6612 Bonus Payments	750.00	1,300.00
6613 Casual Salaries	24,678.53	18,720.88
6614 Employers National Insurance	462.69	1,961.73
6615 OOD Salaries	206.40	1,367.00
6616 Pensions	865.32	894.51
6618 Staff PPE		8.32
6620 Freelance Costs	1,937.70	850.88
6621 Other Staff costs	171.03	
6624 Job Retention Payments	14,898.41	11,829.25
6625 Holiday Payments	3,536.60	4,773.25
Total 6610 Staff Costs	£ 95,865.10	£ 81,106.46
6630 Entertainment	48.33	
6650 Postage and Delivery	387.80	262.96
6680 Publications & Certificates	1,313.99	554.10
6681 Certificates	1,400.00	700.00
6690 Reconciliation Discrepancies		
6720 Repairs and Maintenance		
6721 Boat Maintenance	2,545.70	2,063.95
6722 Powerboats	2,335.80	274.88
6723 Powerboat Fuel	863.19	607.12
6729 Cleaning Supplies	225.05	27.48
6730 Site	3,355.46	1,456.58
Total 6720 Repairs and Maintenance	£ 9,325.20	£ 4,430.01

	Nov 2020 - Oct 2021	Nov 2019 - Oct 2020
6810 Telephone & Internet Fees		
6811 Internet Fees	190.60	919.98
Total 6810 Telephone & Internet Fees	£ 190.60	£ 919.98
6815 Registration Fees		
6816 AALA		715.00
6818 Companies House	13.00	13.00
6819 Premises Licence	70.00	70.00
Total 6815 Registration Fees	£ 83.00	£ 798.00
6822 New Project Costs		11.66
6824 Site Improvements		1,255.61
6825 Rent and Rates	694.73	0.00
6826 DIO Lease Fees	3,884.41	3,333.33
6827 DIO-SD-TRG Licence	5,867.00	8,242.16
6828 Rates	206.47	330.00
Total 6825 Rent and Rates	£ 10,652.61	£ 11,905.49
6830 Insurance	6,298.52	1,206.94
6831 Marketing and Promotions	1,121.90	1,039.68
6845 TV Licence		154.50
6860 Utilities		
6861 Electricity	3,233.77	5,062.28
6862 LPG	429.42	351.33
6863 Water and Sewerage	692.85	676.55
Total 6860 Utilities	£ 4,356.04	£ 6,090.16
6981 Expendable Equipment	1,249.21	479.15
vat adjustment expense	0.00	
Total Expenses	£ 143,844.12	£ 116,480.18
Net Operating Income	£ 44,890.23	£ 8,862.83
Other Income		
7020 Interest Income		
7021 Bank	9.22	52.60
Total 7020 Interest Income	£ 9.22	£ 52.60
Total Other Income	£ 9.22	£ 52.60
Other Expenses		
6840 Bad Debts		636.25
VAT ADJ EXPENSE	984.62	
6240 Depreciation Expense	14,772.50	12,741.51
Total Other Expenses	£ 15,757.12	£ 13,377.76
Net Other Income	-£ 15,747.90	-£ 13,325.16
Net Income	£ 29,142.33	-£ 4,462.33

Friday, Nov 26, 2021 10:58:00 am GMT0 - Accrual Basis

Hawley Lake Sail Training Centre

Balance Sheet Comparison

As of October 31, 2021

	<u>As of 31/10/21</u>	<u>As of 31/10/20</u>
Fixed Asset		
Tangible assets		
1500 Furniture and Fixtures	0.00	124.00
1510 Portable Buildings		
1511 Cost	107,192.00	107,192.00
1512 Depreciation	-14,294.00	-7,147.00
Total 1510 Portable Buildings	£ 92,898.00	£ 100,045.00
1520 Office Equipment		
1521 Cost	1,881.76	0.00
1522 Depreciation	-376.35	
Total 1520 Office Equipment	£ 1,505.41	£ 0.00
1530 Club Dinghies	0.00	7,439.00
1531 Cost	18,382.75	10,943.75
1532 Depreciation	-17,739.15	-14,062.75
Total 1530 Club Dinghies	£ 643.60	£ 4,320.00
1540 Club Kayaks and Canoes	1,600.00	1,600.00
1542 Depreciation	-1,600.00	-1,600.00
Total 1540 Club Kayaks and Canoes	£ 0.00	£ 0.00
1555 Club Stand Up Paddleboards		
1556 Cost	3,172.76	3,172.76
1557 Depreciation	-3,172.76	-1,769.76
Total 1555 Club Stand Up Paddleboards	£ 0.00	£ 1,403.00
1560 Club Powerboats	7,650.00	7,650.00
1562 Depreciation	-6,555.00	-5,460.00
Total 1560 Club Powerboats	£ 1,095.00	£ 2,190.00
1566 Miscellaneous Assets	582.50	582.50
1568 Depreciation	-582.50	-466.00
Total 1566 Miscellaneous Assets	£ 0.00	£ 116.50
1590 Clubhouse and Bar	966.00	966.00
1591 Cost	3,205.28	1,745.31
1592 Depreciation	-2,926.56	-2,092.31
Total 1590 Clubhouse and Bar	£ 1,244.72	£ 619.00
Total Tangible assets	£ 97,386.73	£ 108,817.50
Total Fixed Asset	£ 97,386.73	£ 108,817.50
Cash at bank and in hand		
1000 Current Account	8,000.00	8,000.00
1010 Hawley Lake Sailing Club Card	1,513.26	236.26
1020 Savings Account	109,116.37	56,855.39
1030 Cash	965.63	755.08
Total Cash at bank and in hand	£ 119,595.26	£ 65,846.73

	As of 31/10/21	As of 31/10/20
Debtors		
1100 Accounts Receivable	1,880.80	-71.40
Total Debtors	£ 1,880.80	-£ 71.40
Current Assets		
1120 Prepayments Activities		
1121 Adult Sailing Courses	-796.66	
1122 Youth Sailing Courses	-970.42	
Total 1120 Prepayments Activities	-£ 1,767.08	£ 0.00
1200 Undeposited Funds	0.00	0.00
1310 Prepaid Insurance	6,339.66	5,034.60
1315 Grant Prepayments	0.00	2,000.00
1320 Job Retention Payments due HMRC	0.00	765.36
Total Current Assets	£ 4,572.58	£ 7,799.96
Net current assets	£ 126,048.64	£ 73,575.29
Creditors: amounts falling due within one year		
Trade Creditors		
2000 Accounts Payable	1,093.02	14,348.68
Total Trade Creditors	£ 1,093.02	£ 14,348.68
Current Liabilities		
2010 Pension	227.69	332.41
2400 Payroll Liabilities	6,500.00	1,500.41
2405 Bonus Payments	0.00	1,000.00
2410 Accrued Holidays	4,758.00	4,773.25
2415 Accruals Other	19,622.26	142.72
2550 VAT Liability	0.00	6.24
HMRC VAT Suspense	2,623.45	820.55
VAT Adj	0.00	-0.09
Total Current Liabilities	£ 33,731.40	£ 8,575.49
Total Creditors: amounts falling due within one year	£ 34,824.42	£ 22,924.17
Net current assets (liabilities)	£ 91,224.22	£ 50,651.12
Total assets less current liabilities	£ 188,610.95	£ 159,468.62
Total net assets (liabilities)	£ 188,610.95	£ 159,468.62
Capital and Reserves		
3200 Members Equity	159,468.62	132,696.78
3201 Ski Members Equity		31,234.17
3205 Suspense Account	0.00	0.00
Profit for the year	29,142.33	-4,462.33
Total Capital and Reserves	£ 188,610.95	£ 159,468.62

Waterski Surplus Calculation

4211	-2490.25	Tow Fees
4178	-714	Passes Wakeboard
	<u>-3204.25</u>	

6281	534.4	Waterski expenses
	<u>-2669.85</u>	

Contribution to YE 31 10 20 loss

795	TBA
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Tfr to Ski Members "Fund"	<u>-1874.85</u>
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