

HAWLEY LAKE SAIL TRAINING CENTRE  
c/o 3 RSME REGIMENT  
GIBRALTAR BARRACKS  
BLACKWATER  
CAMBERLEY  
SURREY  
GU17 9LP

September 3rd 2023

Charity registered number: 1149489

## **Accounts and Trustees' Report for the period from: 01.11.21 to 31.10.22**

### **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 (<http://www.charitycommission.gov.uk/investigations/sorp/sorp05docs.asp>)

### **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 Managing Trustee. Designated funds are unrestricted funds which have been allocated/earmarked for a particular purpose by the Managing Trustee and are to be declared in the Managing Trustees comments in accordance with Para 12 to these notes stating what they are intended to be used for and when.

There are no Restricted Funds.

## **Other Costs**

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.

## **Trustee's Annual Report and Comments**

Charity name and Charity Commission/Regulator number

HAWLEY LAKE SAIL TRAINING CENTRE Registered No 1149489

.....

### **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 the facilities for the sport of sailing and other 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 General Manager and 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 and kayaking to achieve recognised qualifications for military personnel and civilians.
- Providing "Activity Days/Weeks" for Military Units (Cadets and Adults).
- Providing "Activity Watersports Days" for local schools, colleges, and other youth organisations.
- Providing membership for local groups and individuals.

#### **Summary of main achievements of the Charity during the year**

The Covid -19 pandemic continued to have a serious impact on the 2021/22 financial year. Operational precautions and restrictions continued to be applied until domestic Covid restrictions were eventually lifted on the 21st of February 2022.

The following "Summer Season" showed a reduction in the number of bookings from schools and Army Cadet Units. However, the Centre was able to maintain a full programme of training courses and activities and continued to be financially viable.

## **Financial Review**

HLSTC Unrestricted fund is now worth £191,540 compared to £188,611, an increase of £2,929 over the previous year.

Membership fee income received was £27,193 compared to £22,370 for the previous year, an increase of £4,823.

Course fee income was £79,264 compared to £96,190 for the previous year, a decrease of £16,926.

Income received for activities by Groups (Schools/Colleges/Cadets/Civilian/Military) was £20,387 compared to £14,375 for the previous year, an increase of £6,012. This increase evidenced a partial return to normal booking levels.

## **Trustees during the report year**

Mr S Davis  
Mrs J Colson  
Mrs L Rawlings  
Mr R Jones  
Mr M Lysaght

## **Serious Incidents**

There were none.

## **Analysis of Capital Property**

Fixtures, Fittings & Equipment

Balance b/f: £97,388.00  
Purchases: £25,088.00

Sales and W/Os –

Depreciation: £10,095.00  
Balance c/f: £112,381.00

## **Total Value of Investments by Category**

Value: £0.00

## **List of Debtors**

Date of Debt: 31 October 2022

Amount: £0.00

## List of Creditors

Date of Credit: 31 October 2022

Amount: £5,515

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

## Paid Employees

|                            | 2021/2022 | 2020/2021 |
|----------------------------|-----------|-----------|
| Gross wages paid           | £101,291  | £100,866  |
| Employer's NI paid         | £2,845    | £463      |
| Pension Contributions paid | £975      | £865      |
| Total Staff Costs          | £105,111  | £102,194  |

Number of Employees who were engaged in each of the following activities

2021/2022 2020/2021

Costs of generating funds

Charitable activities 5 7

Other

Total 5 7

No individual employee received a salary in excess in £60,000.

## Governance Costs

2021/2022

Audit or independent examination fee: £0.00

## Declarations

- All of the Charity's commitments are provided for in the accounts.
- No guarantees have been provided to third parties.
- The Charity has not received any loans that are outstanding at the year-end or 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, restricted, designated, or endowment) are in deficit at the balance sheet date.
- The Charity has no tangible assets.

- None of the Charity's functional fixed assets have been revalued 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 General Manager

Signature: 

Name: Oliver Harman

### **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 dangers associated with military service by developing and maintaining teamwork, skills, fitness, confidence, character, spirit, attitude, and morale.

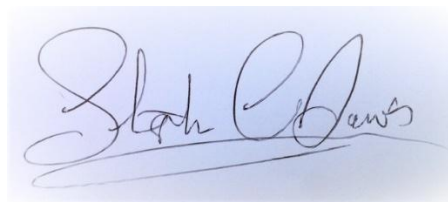
As a result, HLSTC promotes the efficiency of the Armed Forces of the Crown by enhancing the British Army's capability to undertake the roles demanded of it including the defence of the United Kingdom and its interests.

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 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 Dated: 03/09/2023

Name: Stephen Davis

Capacity: Chair of Trustees

## **Independent Audit Report**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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:

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

Peter Zakierski

Date: 6 September 2023