

**ROTHERHAM MILITARY COMMUNITY VETERANS CENTRE  
(MCVC)  
REPORT AND ACCOUNTS  
YEAR ENDED 31 AUGUST 2023**

**ROTHERHAM MILITARY COMMUNITY VETERANS CENTRE (MCVC)**

**TRUSTEES' REPORT AND ACCOUNTS**

**YEAR ENDED 31 AUGUST 2023**

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**ROTHERHAM MILITARY COMMUNITY VETERANS CENTRE (MCVC)**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**YEAR ENDED 31 AUGUST 2023**

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<b>Principal Office:</b>	Army Reserves Centre McKay VC Barracks Fitzwilliam Road Rotherham S65 1SH
<b>Registered Charity Number:</b>	1169595
<b>Trustees:</b>	Lt Col John Dawson MBE Major Adrian Hunt DL KVRM. Superintendent Russell Hughes – <i>resigned January 2024</i> Tony Clabby Andrew Ball – <i>resigned March 2023</i> Captain Sam Rogers Michael Green
<b>Chair of the Trustees:</b>	Major Adrian Hunt DL
<b>Vice Chair:</b>	Lt Col John Dawson M.B.E
<b>Volunteer Treasurer:</b>	Mark Billups
<b>Principal Bankers:</b>	Virgin Money 1 Frederick Street Rotherham S65 1SH
<b>Independent Examiner:</b>	Angela Hayes Community Accountant 22 Brocklehurst Avenue Barnsley S70 3EE

## **ROTHERHAM MILITARY COMMUNITY VETERANS CENTRE (MCVC)**

### **TRUSTEES' REPORT**

**YEAR ENDED 31 AUGUST 2023**

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The Trustees of Rotherham Military Community Veterans Centre (MCVC) present their Annual Report and Financial Statements for the year ended 31 August 2023. The Trustees have prepared the accounts on a Receipts and Payments basis, in accordance with the provisions of the Charities Act 2011 pertaining to smaller charities.

#### **Structure, Governance and Management**

Rotherham Military Community Veterans Centre (MCVC) is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission and governed by its Association Model Constitution which was adopted on 29 September 2016.

Prior to the incorporation of the CIO, Rotherham Military Community Veterans Centre (MCVC) was an unincorporated association. The CIO acquired the charitable funds and activities of the unincorporated Rotherham MCVC on 11 October 2016.

Membership of the CIO is open to those with previous military service (Regular Reserves), their families and dependents. In addition MCVC membership is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated agreement to become a member and acceptance of the duty of members to act in good faith to further the purposes of the CIO. If the CIO is wound up, the members have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The affairs of the CIO are managed by its Board of Trustees who may exercise all powers of the CIO. The Trustees delegate day-to-day management of MCVC to the Executive Chair who has line management responsibilities for the Development Manager and the Executive Committee.

#### **Appointment of Trustees**

Trustees are nominated by other trustees and appointed by a resolution passed at the Annual General Meeting. There must be at least three trustees in office, with a maximum of twelve on the Board of Trustees. One third of the charity trustees shall retire from office at the AGM. The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or re-appointment. If any trustees were last appointed or reappointed on the same day, those to retire will be determined by lot.

In selecting individuals for appointment as charity trustees, the Trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The Trustees who served during the period, and to the date of signing of this report, are listed on page 3 of this report.

#### **Charitable Objectives**

The objects of the charity, which are stated in the governing document, are:

*To relieve the needs of and to promote the good health and wellbeing of ex-service personnel (HM Armed Forces) and their dependants in the Rotherham area, in particular but not exclusively by providing them with comradeship, help and assistance and by offering them a signposting service to expert support providers for their benefit.*

### **Our Mission Statement**

MCVC will provide comradeship and a signposting service to expert support providers for ex-service personnel and their dependants in the Rotherham Metropolitan Borough Council area.

### **Public Benefit**

The trustees have taken due regard of guidance on public benefit published by the Charity Commission in planning the objectives and activities for the year.

### **The Charity's Beneficiaries**

Beneficiaries are defined as any person who has served in the Regular, Reserve or as an auxiliary in the Royal Navy (incl RM), Merchant Navy, Army, or Royal Air Force. These are direct beneficiaries of the charity. MCVC also recognise, in keeping with our mission statement, the dependants of beneficiaries; spouses, partners and their children.

### **Related Parties**

The trustees consider that there are no related parties to the charity.

### **Risk Management**

The Trustees are responsible for identifying and managing risk. The trustees show due diligence by examining the major risks that the charity faces and put systems into operation so that steps can be taken to reduce these risks.

## **Activities, Achievements and Performance during the year**

### **Reserve Forces & Cadet Association (RFCA) Silver Award 2023**

- *must have signed the Armed Forces Covenant*
- *the employer must already be accredited as a holder of ERS Bronze Award and held it with sufficient time to develop suitable plans and policies and evidence to support the ERS Silver application*
- *the employer must proactively demonstrate that service personnel/armed forces community are not unfairly disadvantaged as part of their recruiting and selection processes*
- *the employer must actively ensure that their workforce is aware of their positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive HR policy on Reserves*
- *within the context of Reserves the employer must have demonstrated support to mobilisations or have a framework in place. They must demonstrate support to training by providing at least 5 days' additional unpaid/paid leave (wherever possible not to Reservist employee's financial disadvantage)*
- *the employer must not have been the subject of any negative PR or media activity*
- *The employer should demonstrate support to the Cadet movement as a whole by providing proactive support to individual cadets and/or to local cadet units.*

Recognition as worthy recipients in the context of the Defence Employers Recognition Scheme 2023. Achievement gained with the support of a dedicated Executive Committee driving forward the charity.

## **ROTHERHAM MILITARY COMMUNITY VETERANS CENTRE (MCVC)**

### **TRUSTEES' REPORT continued**

**YEAR ENDED 31 AUGUST 2023**

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#### High Sheriff's Award

March 2023 saw MCVC become proud recipients of the High Sheriff's Award which was presented to the group at the AGM by the then High Sheriff Lt Col R MacPherson MBE.

#### Hidden Faces

Hidden Faces continues at a fast pace ensuring the project maintains its aims and intent in support of individuals in a positive way.

Headways have been achieved in the fostering of links with other like-minded organisations. MCVC is a family charity, welcoming families of veterans with open arms. Weekly drop-ins over the reporting period have now increased to meeting twice a week, wellbeing activities have seen an increase. These have seen volunteers take the lead - "Empowerment".

During 2022-23, we put on several trips to develop cohesion amongst the group and also to create memories that will last a lifetime. Our trips are also now open to other partner organisations and several trips have been supported by members of other organisations. This is a way of building partnerships as well as encouraging isolated and vulnerable veterans in areas we cannot effectively target to work with these partners.

#### Other achievements

A busy 12 months with changes in strategy and direction. Over the year MCVC has received several visitors, all have commented on the atmosphere, that it is relaxed and cohesive.

We have continued to work collectively with the Local Authorities (LA). MCVC continues to thrive through the input of the veterans it supports.

#### **Future Plans**

- To work with the Yorkshire & Humber Reserve Forces Cadets Association (RFCA) seeking to obtain, through the Employer Recognition Scheme (ERS,) the Gold Award 2025. Success is essential, this cannot be achieved in isolation, therefore, to gain recognition there is a continued need to work in partnership with other charities.
- To develop a framework and pathway of support for mitigating and managing the mental health wellbeing of members. This will also be accomplished by working together with partners across several armed forces and blue light services.
- To seek to recruit additional trustees.

#### **Policy on Reserves**

The Trustees will maintain as a reserve of unrestricted funds, the greater of £3,000 or three months unrestricted operating costs. At each trustee meeting the average of the previous period's costs will be used to validate the continued application of this policy.

Based on current levels of expenditure, three months unrestricted costs equates to approximately £2,500. At the financial year end, the unrestricted reserves of the charity stand at £16,230 which is above the target amount. The additional reserves are required as a contingency in the event of a gap in funding for staff costs. The Trustees will review the reserves policy in the next financial year.

**ROTHERHAM MILITARY COMMUNITY VETERANS CENTRE (MCVC)**

**TRUSTEES' REPORT continued**

**YEAR ENDED 31 AUGUST 2023**

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**Financial Review**

In common with other charities of a similar size and nature, MCVC has limited resources and its ongoing operations are currently dependant on funding from grant providers, together with financial support and fundraising from corporate and individual donors.

The financial statements are set out in pages 9 to 14 of this report. During the year, the charity generated income of £57,848 (2022: £42,524). Total expenditure during the year was £89,936 (2022: £27,199), giving a deficit for the year of £32,088 (2022: a surplus of £15,325). The deficit in the current year is the result of restricted funding being utilised on the charitable activities of MCVC.

The total funds of the charity at year-end stand at £30,759 (2022: £62,847). The reserves of the charity, represented by unrestricted funds, have increased from the previous year to £16,230 (2022: £11,681).

**Statement of Trustee responsibility**

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the governing document.

The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees declare that they have approved the trustees' report above.

Signed on behalf of the Trustees:

Signed 

Date: 22 March 2024

**Major Adrian Hunt DL KVRM, Chair of the Trustees**

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 AUGUST 2023

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I report on the accounts for the year ended 31 August 2023, which are set out on pages 9 to 14.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 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 Charities 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 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 concerning 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:

- 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 have no concerns and 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 Angela Hayes

Dated: 03-04-2024

Angela Hayes, FMAAT  
Community Accountant  
22 Brocklehurst Avenue, Barnsley, South Yorkshire, S70 3EE

**aat** | Licensed  
Accountant

Angela Hayes is licensed and regulated by  
AAT under licence number 1006755



**ROTHERHAM MILITARY COMMUNITY VETERANS CENTRE (MCVC)**

**RECEIPTS & PAYMENTS ACCOUNT**

**YEAR ENDED 31 AUGUST 2023**

		<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2023 Total Funds £</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2022 Total Funds £</b>
<b>Receipts</b>							
Gifts, donations & fundraising		12,773	20	12,793	3,940	-	3,940
Grants	2	-	44,775	44,775	-	35,000	35,000
Other Income		280	-	280	3,584	-	3,584
<b>Total Receipts</b>		<b>13,053</b>	<b>44,795</b>	<b>57,848</b>	<b>7,524</b>	<b>35,000</b>	<b>42,524</b>
<b>Payments</b>							
Wages & salaries		-	26,672	26,672	-	10,378	10,378
Volunteer expenses		-	69	69	230	-	230
Travel expenses		72	462	534	85	971	1,056
Staff training		-	225	225	-	-	-
Uniforms & workwear		429	495	924	1,170	-	1,170
Fundraising expenses		875	-	875	18	350	368
Printing, postage & stationery		728	807	1,535	257	677	934
Telephone & internet		2,349	279	2,628	665	1,445	2,110
Advertising		794	-	794	-	-	-
Insurance		-	3,194	3,194	426	2,810	3,236
Room Hire		460	7,140	7,600	580	-	580
Events		1,228	26,338	27,566	845	3,148	3,993
Website & ICT		326	7,142	7,468	491	-	491
Vehicle expenses		496	259	755	560	-	560
Repairs, maintenance & renewals		86	-	86	-	-	-
Equipment & Furniture		72	2,165	2,237	-	-	-
Office & admin costs		113	182	295	53	18	71
Membership & subscriptions		534	-	534	115	-	115
Donation		-	-	-	30	-	30
Professional fees		-	3,995	3,995	984	-	984
Miscellaneous & other expenses		1,356	594	1,950	819	74	893
<b>Total Payments</b>		<b>9,918</b>	<b>80,018</b>	<b>89,936</b>	<b>7,328</b>	<b>19,871</b>	<b>27,199</b>
<b>Surplus/(deficit)</b>		<b>3,135</b>	<b>(35,223)</b>	<b>(32,088)</b>	<b>196</b>	<b>15,129</b>	<b>15,325</b>
Transfers between funds	6	1,414	(1,414)	-	(623)	623	-
Net movement in funds		4,549	(36,637)	(32,088)	(427)	15,752	15,325
Total funds brought forward		11,681	51,166	62,847	12,108	35,414	47,522
<b>Total funds carried forward</b>		<b>16,230</b>	<b>14,529</b>	<b>30,759</b>	<b>11,681</b>	<b>51,166</b>	<b>62,847</b>


**ROTHERHAM MILITARY COMMUNITY VETERANS CENTRE (MCVC)**

**STATEMENT OF ASSETS AND LIABILITIES**

**YEAR ENDED 31 AUGUST 2023**

	<b>Note</b>	<b>2023</b> £	<b>2022</b> £
<b>Monetary Assets</b>			
Cash in hand		732	1,115
Bank Current Account		30,027	61,604
Prepaid card		-	128
Total Monetary Assets		<u>30,759</u>	<u>62,847</u>
<b>Represented by:</b>			
General Unrestricted Fund		16,230	11,681
Restricted Funds	6	14,529	51,166
Total Funds		<u>30,759</u>	<u>62,847</u>
<b>Other Assets and Liabilities</b>			
<u>Fixed Assets retained for the charity's own use (est present value)</u>			
Converted van		36,000	40,000
Computer Equipment		1,570	270
		<u>37,570</u>	<u>40,270</u>
<u>Debtors</u>			
HMRC liabilities overpayment		-	535
Prepayment of insurance		1,916	-
Prepayment of rent		1,000	-
		<u>2,916</u>	<u>535</u>
<u>Creditors and other liabilities</u>			
Accountancy fee		(550)	(495)
HMRC Liability		(291)	-
Casting Innovations		(800)	-
		<u>(1,641)</u>	<u>(495)</u>

Approved by the Trustees and signed on their behalf by:

Signed:  Date: 12<sup>th</sup> March 2024

**Major Adrian Hunt DL KVRM, Chair of the Trustees**

## 1. Accounting policies

### **Basis of the preparation of the accounts**

The financial statements have been prepared on the Receipts & Payments basis, and in accordance with applicable accounting standards and the requirements of the Charity Commission.

Receipts & Payments Accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context, 'cash' includes cash equivalents, for example bank accounts where cash can be readily withdrawn to pay for debts as they become due.

### **Funds Structure**

#### Unrestricted funds

Represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, fundraising activities, grants of a general nature and fees for service provision.

#### Restricted funds

Restricted funds are those funds that have been provided to the charity for particular purposes and which may only be spent for the purposes for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on the fund, unless permission is given by the funder to remove the restriction on the balance outstanding.

Restricted funds will arise from grants and donations given to the charity for specific purposes

### **Income**

All incoming resources are recognised when they are receivable and are accounted for gross.

### **Expenditure**

The charity is not registered for VAT and all expenditure is shown inclusive of non-recoverable VAT.

**ROTHERHAM MILITARY COMMUNITY VETERANS CENTRE (MCVC)**

**NOTES TO THE ACCOUNTS continued**

**YEAR ENDED 31 AUGUST 2023**

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**2. Grants received**

	<b>2023</b>	<b>2022</b>
	<b>Restricted Funds</b>	<b>Restricted Funds</b>
	<b>£</b>	<b>£</b>
Armed Forces Covenant Fund Trust	27,875	35,000
Voluntary Action Rotherham (Mental Health)	9,900	-
Voluntary Action Rotherham (Shared Spaces)	5,000	-
James Neil Foundation	2,000	-
Total	<u>44,775</u>	<u>35,000</u>

**3. Trustees' remuneration, benefits and expenses**

During the financial year, out of pocket expenses were paid to one trustee, to the value of £42. (2022: £nil). There was no other remuneration, expenses or benefits made to trustees during this or the previous accounting period.

**4. Related party transactions**

There were no transactions with any person or party closely related to a trustee, during this or the previous financial period.

**5. Independent Examiner's Fee**

During the period, the cost of the Independent Examination and accountancy services, provided by Angela Hayes, Community Accountant, was £550. (2022: Voluntary Action Rotherham £495).

**ROTHERHAM MILITARY COMMUNITY VETERANS CENTRE (MCVC)**

**NOTES TO THE ACCOUNTS continued**

**YEAR ENDED 31 AUGUST 2023**

**6. Restricted Funds**

	Opening balance	Receipts	Payments	Transfers	Closing balance
	£	£	£	£	£
<b><u>2022-23</u></b>					
Hardship Fund	238	20	-	-	258
The Worshipful Company of Weavers	4,147	-	(1,940)	-	2,207
The National Lottery Community Fund	110	-	-	(110)	-
The National Lottery Community Fund: Hidden Faces	9,738	-	(8,735)	-	1,003
Rotherham CCG	899	-	-	(899)	-
Rotherham CCG: 'It's ok not to be ok'	500	-	(500)	-	-
Armed Forces Covenant Fund Trust	70	-	(70)	-	-
Armed Forces Covenant Fund Trust: Hidden Faces	34,691	16,625	(49,578)	-	1,738
South Yorkshire Community Foundation	368	-	(368)	-	-
The National Lottery Community Fund: Covid-19	405	-	-	(405)	-
James Neil Foundation	-	2,000	(2,000)	-	-
Voluntary Action Rotherham: Mental Health Grant	-	9,900	(8,233)	-	3,667
Voluntary Action Rotherham: Shared Spaces	-	5,000	(5,000)	-	-
Veterans, Places, Pathway & People (AFCFT)	-	11,250	(5,594)	-	5,656
<b>TOTAL</b>	<b>51,166</b>	<b>44,795</b>	<b>(80,018)</b>	<b>(1,414)</b>	<b>14,529</b>

**Fund Transfers:**

Small balances remaining on the prior year National Lottery grants were transferred to unrestricted funds, to correct prior year expenditure allocation in the accounts. The Trustees confirm that all obligations to the funder have been met.

A balance of £899 on the Rotherham CCG fund was transferred to unrestricted funds. The Trustees confirm that all obligations to the funder have been met.

	Opening balance	Receipts	Payments	Transfers	Closing balance
	£	£	£	£	£
<b><u>2021-22 (Prior Year)</u></b>					
Hardship Fund	238	-	-	-	238
The Worshipful Company of Weavers	4,147	-	-	-	4,147
The National Lottery Community Fund	110	-	-	-	110
The National Lottery Community Fund: Hidden Faces	9,738	-	-	-	9,738
Rotherham CCG	899	-	-	-	899
Rotherham CCG	500	-	-	-	500
Armed Forces Covenant Fund Trust	1,515	-	(1,445)	-	70
Armed Forces Covenant Fund Trust: Hidden Faces	15,833	35,000	(16,765)	623	34,691
South Yorkshire Community Foundation	1,804	-	(1,436)	-	368
National Lottery - Covid-19	630	-	(225)	-	405
	<b>35,414</b>	<b>35,000</b>	<b>(19,871)</b>	<b>-</b>	<b>51,166</b>

## ROTHERHAM MILITARY COMMUNITY VETERANS CENTRE (MCVC)

### NOTES TO ACCOUNTS continued

YEAR ENDED 31 AUGUST 2023

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#### 7. Restricted Funds Summary

- The Hardship Fund - a fund that provides small grants to individuals during times of need.
- The Worshipful company of Weavers - a grant to support veterans, reduce re-offending and rebuild local veteran communities.
- The National Lottery Community Fund: IT Project - a grant to increase IT skills within the veteran community through hands on training.
- The National Lottery Community Fund: Hidden Faces - a grant to cover running costs for the van and trailer during the Hidden Faces project.
- Rotherham CCG – funding to improve mental health and mental health awareness of the whole veteran community.
- Rotherham CCG: it's ok not to be ok - supporting veterans across the Rotherham area with mental health and wellbeing.
- Armed Forces Covenant Fund Trust - a grant to connect digitally isolated veterans through the loan of purchased tablets and broadband.
- Armed Forces Covenant Fund Trust: Hidden faces - a two year project to address loneliness and isolation.
- South Yorkshire Community Foundation – a grant for office accommodation for 12 months.
- The National Lottery Community Fund: Covid 19 - Rotherham MCVC relaunch, 'Veterans get going again', funding received to cover salary and ICT costs.
- James Neil Foundation – funding to provide opportunities to the members of the MCVC to participate in sessions at Casting Innovations.
- VAR Metal Health Grant – an NHS Support Grant to provide various activities to support positive mental wellbeing for veterans and their families during the cost of living crisis.
- VAR Shared Spaces – funding from the UK Shared Prosperity Fund for two Coffee Mornings per week, one for social activities and one for information and expert advice, allowing veterans and their families to meet in a warm, safe space.
- Veterans, Places, Pathway & People (AFCFT) – Grant funding from the Armed Forces Covenant Fund Trust, to fund events and activities aimed at preventing loneliness and improving access to mental health and well-being services/support.