

**Service Non Public Funds Final Accounts
Managing Trustee's Report, Internal Audit
Board Report and Independent Examiner's Report (SORP 2005 compliant)
Regimental Accountant Scheme**

Army Form N1514
(Rev 11/09)

Unit **¹⁴REGIMENT ROYAL ARTILLERY**

Address **RA BARRACKS LARKHILL SP48QT**

In respect of the **ACOF**

Fund/Charity B701

Charity Commission/Regulator registered
number: 940/CR200/23/1994/C

For the period from 1 OCT 2020 to 30 JUNE 2021

Managing Trustee(s) during the period:

From	1 OCT 2020	To	30 JUNE 2021	Name	LT COL P JOYCE
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Fund Manager(s) during the period:

From	1 OCT 2020	To	30 JUNE 2021	Name	MAJOR M FLETCHER
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Internal Auditor(s) during the period:

From	1 OCT 2020	To	30 JUNE 2021	Name	MRS J HARVARD
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Associate Auditor(s) during the period: N/A

Associate Auditor	MRS J BEARDMORE
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Regimental Accountant(s) during the period:

From	1 OCT 2020	To	30 JUNE 2021	Name	MRS L GRAY
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1. Principal Accounting Policies

- a. **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>)
- b. **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.
- c. **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.
- d. **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.
- e. **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.
- f. **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. |
| Motor vehicles | - | 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. Where the asset is depreciated over a period of more than 10 years, details of the item and period are to be provided following the notes on page 14.
- g. **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).
- h. **Stocks.** Purchased stocks are valued at the lower cost or net realisable value making due allowance for any obsolete or slow-moving items.
- i. **Funds Accounting.** Funds held by the charity are:
- (1) **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.
 - (2) **Endowment Funds.** Endowment funds are those investments and other gifts accepted by the unit, the capital sum or property being held in perpetuity and the income only being available for charitable use.
 - (3) **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.

j. **Heritage Assets.** In the course of the unit's history, the charity may have acquired gifts, memorabilia, regalia, silverware, antiques and other historical artefacts in the course of distinguished military service in service of the Crown. The value of these pieces is in large part derived from their close association with Regimental history which precludes the use of conventional valuation techniques being applied. Whilst the objects of the charity do not specifically include preservation and conservation, the pieces represent an essential element of celebrating the unit's history and foster esprit-de-corps. Consequently the Managing Trustee considers the charity to hold heritage assets both for functional use and as an element of national history on behalf of the nation. Heritage assets acquired prior to 1 Apr 06 are therefore not capitalised on the balance sheet but a description of those assets is disclosed as part of the notes to the accounts. Heritage assets acquired after 1 Apr 06 where the purchase price is known and which exceed £500.00 are included in the balance sheet at acquisition value but are not depreciated.

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2. **Grants Made.** (if total grants are over 5% of the charity's total expenditure).

The charity made the following grants/donations:

Grants to institutions:

Name of institutions	Purpose	Total number of grants given	Total amount of grants paid
Nil			
Total grants to institutions			

Grants to individuals

Purpose	Total number of grants given	Total amount of grants paid
Nil		
Total		

3. **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. The Managing Trustee is an officer or equivalent and fulfils the role as trustee in accordance with the applicable laws and regulations. No expenses have been paid to the trustee. In the event that expenses have been paid to the trustee these are disclosed under the Managing Trustee's comments.

4. **Analysis of Capital Property**

	Fixtures, fittings & equipment	Motor vehicles	Total
	£	£	£
Balance b/f	£0.00	£0.00	N/A
Purchases	£0.00	£0.00	£0.00
Sales & W/Os	£0.00	£0.00	£0.00
Depreciation	£0.00	£0.00	£0.00
Balance c/f	£0.00	£0.00	N/A

5. **Total Value of Investments by Category**

	Value £
Carrying value (market value) at beginning of year	-
Add additions to investments at cost (investments purchased)	-
Less disposals at carrying value (investments sold)	-
Add/(deduct) net gain/(loss) on revaluation (gain/loss at end of accounting period/audit)	-
Carrying value (market value) at end of year	-

Breakdown of Market Values at

<u>Year End</u>	GPF/ Unrestricted Value £	Restricted Value £	Endowment Value £	Total value Value £	Income during year Value £
Investment properties	N/A	-	-	-	-
Investments listed on a recognised stock exchange	-	-	-	-	-
Investments held in unit trusts or other collective investment schemes	-	-	-	-	-
Investments in subsidiary or connected undertakings and companies	-	-	-	-	-
Securities not listed on a recognised Stock Exchange	-	-	-	-	-
Cash held as part of the investment portfolio	-	-	-	-	-
Other investments	-	-	-	-	-
Total					

6. **List of Debtors**

Debtor	Date of Debt	Amount
Unpaid returned Chq (R347)	Feb 2021	£31.50
Total		£31.50

* There are no amounts falling due after more than one year (delete as appropriate).

7. **List of Creditors**

Creditor	Date of Credit	Amount
Unknown Bank Payments (Holding a/c)	(ongoing)	£6079.24
Total		£6079.24

* There are no amounts falling due after more than one year (delete as appropriate).

8. **Paid Employees**

	This year £	Last year £
Gross wages paid	£0.00	£0.00
Employer's National Insurance paid	£0.00	£0.00
Pension Contributions paid	NIL	NIL
Total staff costs	£0.00	£0.00

Give the number of employees who were engaged in each of the following activities:

	This year	Last year
Costs of generating funds	-	-
Charitable activities	-	-
Other	-	-
Total		

No individual employee received a salary of over £60000.00

9. **Governance Costs**

	This year £	Last year £
Audit or independent examination fee	-	-

10. **Restricted/Endowment Funds**

Give details of the movements of the individual funds summarised in the restricted and endowment column of the Statements of Financial Activities (SOFA).

Fund Name	Fund Bal B/F	Incoming Resources for period	Outgoing Resources for period	Transfers	Gains and Losses	Fund Bal C/F
Please see attached						

A brief explanation as to the nature and purpose of the charity's Restricted Funds is to be provided.

Fund is made up purely of R code for Central Banking purposes only

11. **Heritage Assets.**

Heritage assets that are owned by the charity but purchased/acquired prior to 1 Apr 06 are not included in the charity's capital property value (see note 1.j). A list/description of these assets is below:

N/A

12. **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 (if there are designated funds the reason for designation and when each designated fund is intended to be used by is to be stated in the Managing Trustee report).

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.

There were no inter-fund loans outstanding at the balance sheet date.

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 which have not been capitalised and included in the balance sheet.

No internal transfers have occurred out of restricted/endowment funds. In the event that a transfer has taken place, full details of the reason for the transfer are disclosed in the Managing Trustee's comments.

All investments held are investment assets in the UK unless otherwise stated.

Note: Where any of the declarations are not correct they are to be crossed out and details provided in the Managing Trustees comments.

Additional comments:

The ACOF provides and manages funds to support numerous activities (such as sport and education) across the Artillery Centre and wider Royal Regiment of Artillery.

Signature FletcherM394

Name MAJOR FLETCHER

Date: _____

Appointment: Fund Manager ACOF 14 RA

Managing Trustee's Annual Report and Comments:Unit: **14 REGIMENT ROYAL ARTILLERY**Address: **RA BARRACKS, LARKHILL, SP4 8QT**Charity name and Charity Commission/Regulator registered number **ACOF**
.....

Description of the charity's trusts

This should include:

- a. Details, including date if known of the charity's governing document (e.g. trust deed, will, constitution etc); and
- b. A brief explanation of the charity's objects.

Where applicable, you may choose to give details of any specific investment powers of the charity.

Governing Document (e.g. Trust Deed, Constitution)	MOD Standard Constitution adopted on 15 JAN 2013.
Objects of the Charity	The promotion of efficiency of the Armed Forces of the Crown by the provision and support of facilities and activities for the efficiency and well-being of service personnel.

Explain briefly how trustees are elected or appointed and details of any induction and trustee training attended.

Trustee selection method	On appointment as Commanding Officer.
Trustee induction and training	All training conducted within the guide lines of Service Fund Regulations.

Explain about what the charity is trying to do and how it is going about it. You are only required to provide a brief summary of the main activities and achievements of the charity during the year in relation to its objects.

Summary of main activities in relation to the Charity's objects	The ACOF provides and manages funds to support numerous activities (such as sport and education) across the Artillery Centre and wider Royal Regiment of Artillery to benefit RA service Personnel and develop and maintain the morale component.
Summary of main achievements of the Charity during the year	The COVID-19 pandemic has seen a reduction of both income and expenditure, but the fund continues to support a wide range of activities, holding funds for numerous sports and activities.

Provide a brief review of the financial position of the charity. This should include the principal types of income.

Financial Review	Income is derived from subscriptions and grants. These have reduced as activity has slowed during the COVID-19 pandemic, however as restrictions ease we expect to see the fund resume the normal levels of activity.
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The Managing Trustee should give in their report a description of the following policies:

- a. For the selection of investments for the charity.
- b. For determining the level of income reserves held, stating and explaining the level of reserves held.
- c. Where grants are made by the charity, the selection of individuals and institutions who are to receive grants out of the assets of the charity.

Financial reserves policy	ACOF has no financial reserve policy.
Investments selection policy and performance of those investments.	N/A

Provide the name of all trustees/the Managing Trustee(s) during the report year.

Managing Trustee's name/trustees' names	Lt Col P JOYCE
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Serious Incidents	NIL
Public Benefit Statement	<p>This fund 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 mess facilities and social activities. This assistance enables service personnel to face the challenges and danger associated with military service by developing and maintaining morale. As a result the fund 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.</p> <p>(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.)</p>

Additional comments:

Signature _____

Name Lt Col JOYCE

Date: _____

Appointment Commanding Officer/Managing Trustee

Internal Auditor's/Audit Board Report

1. ~~*I/We~~ have examined the books of account and records from which the final accounts were prepared and have obtained all the information and explanations that were necessary for the purpose of ~~*my/our~~ internal audit.
2. ~~*I/We~~ certify that end of period checks have been conducted in accordance with Service Funds Regulations.
3. Subject to the observations given below I am/~~we~~ are* satisfied that proper books of account have been kept and that the final accounts give a true and fair view of the results of transactions over the period and of the state of the Fund's affairs as at the date of the balance sheet. Subject also to ~~*my/our~~ observations *I am/we are satisfied that cash and bank balances and stocks on hand have been properly checked at prescribed intervals and that adequate insurance exists.
4. ~~*I/We~~ have stamped and signed the original books of account and the original records I/we have checked. All vouchers relating to this account period have been cancelled.
5. ~~*I/We~~ have made the following observations whilst carrying out the internal audit:

100% Audit of daily transactions have been conducted by the Associate Auditor with a further 10% randomly audited by the RAO. Both The Managing Trustee as well as Fund Managers view monthly Fund reports/observations, where anomalies are identified and directions to rectify are provided.

This Fund's reporting period has been aligned with all other SNPF's held by 14RA.

There has been a considerable amount of Paxton and Fund housekeeping within this audit period.

The charity has no intangible assets.

There were no inter-fund loans outstanding at the balance sheet date.

The debtor in the amount of £31.50 in respect of a noncleared CHQ as of Feb 2021, this has since been rectified within the restricted fund which now needs to be removed from Paxton

Creditors B700 is used as a holding facility for unidentified payments, this remains ongoing. Regular investigations conducted by RA.

No HOTO took place during this reporting period this was due to COVID/ FHPI restrictions.

Signature _____

Name MRS J HARVARD

Date: _____

Appointment IA/RAO 14 RA

Comd/SO2 SPS – Independent Examiner’s Report on the Accounts, and Comments

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 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- a. Examine the accounts (under section 43(3)(a) of the Act).
- b. Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act).
- c. State whether particular matters have come to my attention.

Basis of Independent Examiner’s Statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the accounts.

Independent Examiner’s Statement

In connection with my examination, no matter has come to my attention (other than that disclosed overleaf*):

- a. Which gives me reasonable cause to believe that in any material respect the requirements:
 - (1) To keep accounting records in accordance with section 41 of the 1993 Act:
 - (2) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act:

have not been met.

- b. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Delete as applicable.

Comd/SO2 SPS – Independent Examiner’s Report on the Accounts, and Comments

Disclosure Section (Only to be completed if the examiner needs to highlight material problems/discrepancies)

Give here brief details of any items that the examiner wishes to disclose

Comd/SO2 SPS Comments:

Independent Examiner’s Signature _____

Name _____

Date: _____

Appointment _____

Statement of Financial Activities as at 30/09/2021

Paxton+

Page 1 of 1

Printed: 23/06/2022

14 Regt RA

Artillery Centre Other Funds

	Unrestricted/ Designated/GPF Funds	Restricted Funds	Endowment Funds	Total Funds	Previous Period Total Funds
Incoming Resources					
Voluntary Income	0.00	0.00	0.00	0.00	0.00
Activities for Generating Funds	0.00	0.00	0.00	0.00	0.00
Investment Income	0.00	0.00	0.00	0.00	0.00
Income Resources from Charitable Activities	0.00	0.00	0.00	0.00	0.00
Other Incoming Resources	0.00	41,875.27	0.00	41,875.27	52,355.70
Total Incoming Resources	0.00	41,875.27	0.00	41,875.27	52,355.70
Resources Expended Cost of Generating Funds					
Investment Management Costs	0.00	0.00	0.00	0.00	0.00
Costs of Generating Funds	0.00	0.00	0.00	0.00	0.00
Charitable Activities	0.00	0.00	0.00	0.00	0.00
Governance Costs	0.00	0.00	0.00	0.00	0.00
Grants and Donations	0.00	0.00	0.00	0.00	0.00
Other Costs	0.00	51,192.42	0.00	51,192.42	56,799.51
Total Resources Expended	0.00	51,192.42	0.00	51,192.42	56,799.51
Net Incoming/Outgoing Resources Before Transfers	0.00	-9,317.15	0.00	-9,317.15	-4,443.81
Transfers					
Gross transfers between funds (internal transfers)	0.00	0.00	0.00	0.00	0.00
Net Incoming resources before holding gains and losses	0.00	-9,317.15	0.00	-9,317.15	-4,443.81
Holding Gains/Losses					
Gains on revaluation of the charity's fixed assets	0.00	0.00	0.00	0.00	0.00
Unrealised Gains/Losses on investment assets	0.00	0.00	0.00	0.00	0.00
Net Movement in Funds	0.00	-9,317.15	0.00	-9,317.15	-4,443.81
Reconciliation of Funds					
Total funds brought forward from previous year	0.00	127,451.42	0.00	127,451.42	
Total funds carried forward	0.00	118,134.27	0.00	118,134.27	

**Service Non Public Funds Final Accounts
Managing Trustee's Report, Internal Audit
Board Report and Independent Examiner's Report (SORP 2005 compliant)
Regimental Accountant Scheme**

Army Form N1514
(Rev 11/09)

Unit **¹⁴REGIMENT ROYAL ARTILLERY**

Address **RA BARRACKS LARKHILL SP48QT**

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Fund/Charity B701

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Associate Auditor	MRS J BEARDMORE
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Total grants to institutions			

Grants to individuals

Purpose	Total number of grants given	Total amount of grants paid
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Total		

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Sales & W/Os	£0.00	£0.00	£0.00
Depreciation	£0.00	£0.00	£0.00
Balance c/f	£0.00	£0.00	N/A

5. **Total Value of Investments by Category**

	Value £
Carrying value (market value) at beginning of year	-
Add additions to investments at cost (investments purchased)	-
Less disposals at carrying value (investments sold)	-
Add/(deduct) net gain/(loss) on revaluation (gain/loss at end of accounting period/audit)	-
Carrying value (market value) at end of year	-

Breakdown of Market Values at

<u>Year End</u>	GPF/ Unrestricted Value £	Restricted Value £	Endowment Value £	Total value Value £	Income during year Value £
Investment properties	N/A	-	-	-	-
Investments listed on a recognised stock exchange	-	-	-	-	-
Investments held in unit trusts or other collective investment schemes	-	-	-	-	-
Investments in subsidiary or connected undertakings and companies	-	-	-	-	-
Securities not listed on a recognised Stock Exchange	-	-	-	-	-
Cash held as part of the investment portfolio	-	-	-	-	-
Other investments	-	-	-	-	-
Total					

6. **List of Debtors**

Debtor	Date of Debt	Amount
Unpaid returned Chq (R347)	Feb 2021	£31.50
Total		£31.50

* There are no amounts falling due after more than one year (delete as appropriate).

7. **List of Creditors**

Creditor	Date of Credit	Amount
Unknown Bank Payments (Holding a/c)	(ongoing)	£6079.24
Total		£6079.24

* There are no amounts falling due after more than one year (delete as appropriate).

8. **Paid Employees**

	This year £	Last year £
Gross wages paid	£0.00	£0.00
Employer's National Insurance paid	£0.00	£0.00
Pension Contributions paid	NIL	NIL
Total staff costs	£0.00	£0.00

Give the number of employees who were engaged in each of the following activities:

	This year	Last year
Costs of generating funds	-	-
Charitable activities	-	-
Other	-	-
Total		

No individual employee received a salary of over £60000.00

9. **Governance Costs**

	This year £	Last year £
Audit or independent examination fee	-	-

10. **Restricted/Endowment Funds**

Give details of the movements of the individual funds summarised in the restricted and endowment column of the Statements of Financial Activities (SOFA).

Fund Name	Fund Bal B/F	Incoming Resources for period	Outgoing Resources for period	Transfers	Gains and Losses	Fund Bal C/F
Please see attached						

A brief explanation as to the nature and purpose of the charity's Restricted Funds is to be provided.

Fund is made up purely of R code for Central Banking purposes only

11. **Heritage Assets.**

Heritage assets that are owned by the charity but purchased/acquired prior to 1 Apr 06 are not included in the charity's capital property value (see note 1.j). A list/description of these assets is below:

N/A

12. **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 (if there are designated funds the reason for designation and when each designated fund is intended to be used by is to be stated in the Managing Trustee report).

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.

There were no inter-fund loans outstanding at the balance sheet date.

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 which have not been capitalised and included in the balance sheet.

No internal transfers have occurred out of restricted/endowment funds. In the event that a transfer has taken place, full details of the reason for the transfer are disclosed in the Managing Trustee's comments.

All investments held are investment assets in the UK unless otherwise stated.

Note: Where any of the declarations are not correct they are to be crossed out and details provided in the Managing Trustees comments.

Additional comments:

The ACOF provides and manages funds to support numerous activities (such as sport and education) across the Artillery Centre and wider Royal Regiment of Artillery.

Signature FletcherM394

Name MAJOR FLETCHER

Date: _____

Appointment: Fund Manager ACOF 14 RA

Managing Trustee's Annual Report and Comments:Unit: **14 REGIMENT ROYAL ARTILLERY**Address: **RA BARRACKS, LARKHILL, SP4 8QT**Charity name and Charity Commission/Regulator registered number **ACOF**
.....

Description of the charity's trusts

This should include:

- a. Details, including date if known of the charity's governing document (e.g. trust deed, will, constitution etc); and
- b. A brief explanation of the charity's objects.

Where applicable, you may choose to give details of any specific investment powers of the charity.

Governing Document (e.g. Trust Deed, Constitution)	MOD Standard Constitution adopted on 15 JAN 2013.
Objects of the Charity	The promotion of efficiency of the Armed Forces of the Crown by the provision and support of facilities and activities for the efficiency and well-being of service personnel.

Explain briefly how trustees are elected or appointed and details of any induction and trustee training attended.

Trustee selection method	On appointment as Commanding Officer.
Trustee induction and training	All training conducted within the guide lines of Service Fund Regulations.

Explain about what the charity is trying to do and how it is going about it. You are only required to provide a brief summary of the main activities and achievements of the charity during the year in relation to its objects.

Summary of main activities in relation to the Charity's objects	The ACOF provides and manages funds to support numerous activities (such as sport and education) across the Artillery Centre and wider Royal Regiment of Artillery to benefit RA service Personnel and develop and maintain the morale component.
Summary of main achievements of the Charity during the year	The COVID-19 pandemic has seen a reduction of both income and expenditure, but the fund continues to support a wide range of activities, holding funds for numerous sports and activities.

Provide a brief review of the financial position of the charity. This should include the principal types of income.

Financial Review	Income is derived from subscriptions and grants. These have reduced as activity has slowed during the COVID-19 pandemic, however as restrictions ease we expect to see the fund resume the normal levels of activity.
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The Managing Trustee should give in their report a description of the following policies:

- a. For the selection of investments for the charity.
- b. For determining the level of income reserves held, stating and explaining the level of reserves held.
- c. Where grants are made by the charity, the selection of individuals and institutions who are to receive grants out of the assets of the charity.

Financial reserves policy	ACOF has no financial reserve policy.
Investments selection policy and performance of those investments.	N/A

Provide the name of all trustees/the Managing Trustee(s) during the report year.

Managing Trustee's name/trustees' names	Lt Col P JOYCE
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Serious Incidents	NIL
Public Benefit Statement	<p>This fund 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 mess facilities and social activities. This assistance enables service personnel to face the challenges and danger associated with military service by developing and maintaining morale. As a result the fund 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.</p> <p>(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.)</p>

Additional comments:

Signature _____

Name Lt Col JOYCE

Date: _____

Appointment Commanding Officer/Managing Trustee

Internal Auditor's/Audit Board Report

1. ~~*I/We~~ have examined the books of account and records from which the final accounts were prepared and have obtained all the information and explanations that were necessary for the purpose of ~~*my/our~~ internal audit.
2. ~~*I/We~~ certify that end of period checks have been conducted in accordance with Service Funds Regulations.
3. Subject to the observations given below I am/~~we~~ are* satisfied that proper books of account have been kept and that the final accounts give a true and fair view of the results of transactions over the period and of the state of the Fund's affairs as at the date of the balance sheet. Subject also to ~~*my/our~~ observations *I am/we are satisfied that cash and bank balances and stocks on hand have been properly checked at prescribed intervals and that adequate insurance exists.
4. ~~*I/We~~ have stamped and signed the original books of account and the original records I/we have checked. All vouchers relating to this account period have been cancelled.
5. ~~*I/We~~ have made the following observations whilst carrying out the internal audit:

100% Audit of daily transactions have been conducted by the Associate Auditor with a further 10% randomly audited by the RAO. Both The Managing Trustee as well as Fund Managers view monthly Fund reports/observations, where anomalies are identified and directions to rectify are provided.

This Fund's reporting period has been aligned with all other SNPF's held by 14RA.

There has been a considerable amount of Paxton and Fund housekeeping within this audit period.

The charity has no intangible assets.

There were no inter-fund loans outstanding at the balance sheet date.

The debtor in the amount of £31.50 in respect of a noncleared CHQ as of Feb 2021, this has since been rectified within the restricted fund which now needs to be removed from Paxton

Creditors B700 is used as a holding facility for unidentified payments, this remains ongoing. Regular investigations conducted by RA.

No HOTO took place during this reporting period this was due to COVID/ FHPI restrictions.

Signature _____

Name MRS J HARVARD

Date: _____

Appointment IA/RAO 14 RA

Comd/SO2 SPS – Independent Examiner’s Report on the Accounts, and Comments

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 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- a. Examine the accounts (under section 43(3)(a) of the Act).
- b. Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act).
- c. State whether particular matters have come to my attention.

Basis of Independent Examiner’s Statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the accounts.

Independent Examiner’s Statement

In connection with my examination, no matter has come to my attention (other than that disclosed overleaf*):

- a. Which gives me reasonable cause to believe that in any material respect the requirements:
 - (1) To keep accounting records in accordance with section 41 of the 1993 Act:
 - (2) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act:

have not been met.

- b. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Delete as applicable.

Comd/SO2 SPS – Independent Examiner’s Report on the Accounts, and Comments

Disclosure Section (Only to be completed if the examiner needs to highlight material problems/discrepancies)

Give here brief details of any items that the examiner wishes to disclose

Comd/SO2 SPS Comments:

Independent Examiner’s Signature _____

Name _____

Date: _____

Appointment _____