

**Service Non Public Funds Final Accounts,**

N1514

Army Form

**Managing Trustee's Report, Internal Audit**

(Rev 11/09)

**Board Report and Independent Examiner's Report (SORP 2005 compliant)****Regimental Accountant Scheme**Unit: **Royal Centre for Defence Medicine (RCDM)**Address: **Queen Elizabeth Hospital, Mindelsohn Way, Edgbaston, Birmingham, B15 2TH**In respect of the: **Service Patients Welfare Fund (SPWF) - Central Bank**Fund/CharityCharity Commission/Regulator registered number: **1131194**For the period from: **01 Apr 23** To **31 Mar 24****Managing Trustee(s) during the period:**

<b>From</b>	<b>01 Apr 23</b>	<b>to</b>	<b>16 Apr 23</b>	<b>Name</b>	<b>Col T P Steele</b>
<b>From</b>	<b>17 Apr 23</b>	<b>to</b>	<b>31 Mar 24</b>	<b>Name</b>	<b>Col V Moorhouse</b>

**Fund Manager(s) during the period:**

<b>From</b>	<b>01 Apr 23</b>	<b>to</b>	<b>26 Jul 23</b>	<b>Name</b>	<b>Maj Smith</b>
<b>From</b>	<b>27 Jul 23</b>	<b>to</b>	<b>31 Mar 24</b>	<b>Name</b>	<b>Sqn Ldr Davis</b>

**Internal Auditor(s) during the period:**

<b>From</b>	<b>01 Apr 21</b>	<b>to</b>	<b>31 Mar 24</b>	<b>Name</b>	<b>Capt Brettell</b>
<b>From</b>		<b>to</b>		<b>Name</b>	

**Associate Auditor(s) during the period:**

Associate Auditor	
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**Regimental Accountant(s) during the period:**

<b>From</b>	<b>01 Apr 23</b>	<b>to</b>	<b>31 Mar 24</b>	<b>Name</b>	<b>Sgt Grimshaw</b>
<b>From</b>		<b>to</b>		<b>Name</b>	
<b>From</b>		<b>to</b>		<b>Name</b>	

## Royal Centre for Defence Medicine

March 2024

End of last yearBalance

	Fixed Assets		
		0.00	
0.00	Investments		0.00
0.00	Total Fixed Assets		
	Current Assets		
108,761.06	Current bank account	107,717.38	
0.00	Debtors	0.00	107,717.38
108,761.06	Total Current Assets		107,717.38
108,761.06	Total Assets		
	Liabilities		
		0.00	
0.00	Creditors	107,717.38	
108,761.06	PWF	0.00	
0.00	Suspense Account	0.00	
0.00	VAT control	0.00	
0.00	VAT payable		(107,717.38)
(108,761.06)	Total Liabilities		0.00
0.00	Total Assets Minus Liabilities		
	Total Funds		
		0.00	
0.00	Total Restricted Funds	0.00	
0.00	Total Endowment Funds	0.00	
0.00	Total Designated Funds	0.00	
0.00	Accumulated Trading & GPF		0.00
0.00	Total Funds		

<u>End of last year</u>		<u>Balance</u>
	<u>Funds Analysis</u>	
	<u>Designated Funds</u>	
0.00		0.00
	<u>Restricted Funds</u>	
0.00		0.00
	<u>Endowment Funds</u>	
0.00		0.00
	<u>Trading and General Purpose Funds</u>	
0.00	Trading surplus	0.00
0.00	Non Primary Purpose trading surplus	0.00
0.00	General Purpose Fund surplus	0.00
0.00	Trading & GPF surplus	0.00
0.00	Balance at last balance sheet	0.00
0.00	Accumulated Trading & GPF	0.00
0.00	Grand total	0.00

Signature of A/C Holder/Fund Manager

Date

Signature of Managing Trustee

Date

Balance date to end of March 2024

All nominal codes

Without cost centre codes shown

<u>A/C Code</u>	<u>Name</u>	<u>Balance</u>	<u>Year Movement</u>
B300	Investments	0.00	0.00
B500	Debtors	0.00	0.00
B650	Current bank account	107,717.38	-1,043.68
B700	Creditors	0.00	0.00
B701	PWF	-107,717.38	1,043.68
B749	Suspense Account	0.00	0.00
B750	VAT control	0.00	0.00
B760	VAT payable	0.00	0.00
B900	Accumulated GPF	0.00	0.00
		107,717.38	1,043.68
		-107,717.38	-1,043.68
		0.00	0.00

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**Trial Balance**

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**Royal Centre for Defence Medicine**

Printed: 25/03/2024

SPWF Central Bank

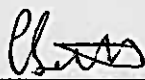
<u>A/C Code</u>	<u>Name</u>	<u>Balance</u>	<u>Month Movement</u>
G400	Transfer In	0.00	0.00
G900	Transfer Out	0.00	0.00
T740	Sales discounts given	0.00	0.00
T750	Purchase discounts taken	0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00

## Internal Auditor's/Audit Board Report

1. I 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 internal audit.
2. I certify that end of period checks have been conducted in accordance with Service Funds Regulations.
3. Subject to the observations given below I am 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 observations I am satisfied that cash and bank balances and stocks on hand have been properly checked at prescribed intervals and that adequate insurance exists.
4. I 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 have made the following observations whilst carrying out the internal audit:
  - a. Previous have been actioned

### IA Comments

6. Overall, the fund value has decreased by £1,058.53 over the FY, despite voluntary income and investment income being higher than in the previous FY. This figure does not include investment gains or losses.
7. The fund has a large Central Bank holding of £107,717.38. This money is unrestricted (G codes) and readily available (not tied into investments). As IA I would recommend that a spend plan be produced and followed – there is perhaps a lack of opportunity at present for the fund to be utilised to it's full potential due to limited in-patient numbers.
8. The fund is registered with the Charity Commission as per policy for the size of the fund.
9. The fund holds a petty cash float for daily cash transactions. This is monitored and utilised appropriately.
10. The fund holds a large investment portfolio of £500k +. This will be discussed in the 1514 specific to the PWF – not relevant to the central bank unless the investments are cashed in. To note – the updated investments figure has not ben received and so investment losses/ gains cannot be commented upon.

Signature 

Name Capt C Brettell

Appointment RAO

Date: 22 Apr 24

## **Comd/S02 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

No comments.

Independent Examiner's  
Signature



Name

MAS J ADLER

Date:

18/6/24

Appointment

SO2 SPS



**Statement of Financial Activities as at 31/03/2024**

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**Royal Centre for Defence Medicine**

**SPWF**

	Unrestricted/ Designated/GPF Funds	Restricted Funds	Endowment Funds	Total Funds	Previous Period Total Funds
<b>Incoming Resources</b>					
Voluntary Income	1,255.68	0.00	0.00	1,255.68	146.56
Activities for Generating Funds	0.00	0.00	0.00	0.00	0.00
Investment Income	1,193.78	0.00	0.00	1,193.78	295.07
Income Resources from Charitable Activities	0.00	0.00	0.00	0.00	0.00
Other Incoming Resources	67.37	0.00	0.00	67.37	101.88
<b>Total Incoming Resources</b>	<b>2,516.83</b>	<b>0.00</b>	<b>0.00</b>	<b>2,516.83</b>	<b>543.51</b>
<b>Resources Expended Cost of Generating Funds</b>					
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	14.34
Charitable Activities	357.94	0.00	0.00	357.94	598.66
Governance Costs	0.00	0.00	0.00	0.00	0.00
Grants and Donations	4.28	0.00	0.00	4.28	0.00
Other Costs	3,213.14	0.00	0.00	3,213.14	6,073.09
<b>Total Resources Expended</b>	<b>3,575.36</b>	<b>0.00</b>	<b>0.00</b>	<b>3,575.36</b>	<b>6,686.09</b>
<b>Net Incoming/Outgoing Resources Before Transfers</b>	<b>-1,058.53</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,058.53</b>	<b>-6,142.58</b>
<b>Transfers</b>					
Gross transfers between funds (internal transfers)	0.00	0.00	0.00	0.00	0.00
<b>Net Incoming resources before holding gains and losses</b>	<b>-1,058.53</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,058.53</b>	<b>-6,142.58</b>
<b>Holding Gains/Losses</b>					
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	-23,394.46
<b>Net Movement in Funds</b>	<b>-1,058.53</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,058.53</b>	<b>-29,537.04</b>
<b>Reconciliation of Funds</b>					
<b>Total funds brought forward from previous year</b>	<b>643,485.55</b>	<b>0.00</b>	<b>0.00</b>	<b>643,485.55</b>	
<b>Total funds carried forward</b>	<b>642,427.02</b>	<b>0.00</b>	<b>0.00</b>	<b>642,427.02</b>	