

Managing Trustee's Annual Report and Comments:

Unit16 Signal Regiment.....

Address.....Beacon Barracks, Stafford. ST18 0AQ.....

Charity name and Charity Commission/Regulator registered number.....Warrant Officers and Sergeants Mess (WSM) Fund.....

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)	<u>Service Non Public Funds Regulations (SNPF)</u> Constitution dated 23 Jul 20. Policy and Charter updated 22 Sep 20
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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.
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Explain briefly how trustees are elected or appointed and details of any induction and trustee training attended.

Trustee selection method	On assuming appointment of Commanding Officer
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Trustee induction and training	All training conducted within guidelines of SFRs.
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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 funds provide functions and activities to enhance esprit de corps for WOs' and SNCOs' withing Beacon Barracks.
Summary of main achievements of the Charity during the year	It has improved the operational cohesion of its members and the image of the Station WSM through several coordinated 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 paid by members. This is deemed sufficient to cover the running costs of the WSM.
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The Managing Trustee should give in their report a description of the following policies:

- For the selection of investments for the charity.
- For determining the level of income reserves held, stating and explaining the level of reserves held.
- 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	Annual Review of audit.
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Investments selection policy and performance of those investments.	N/A.
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Provide the name of all trustees/the Managing Trustee(s) during the report year.

Managing Trustee's name/trustees' names	Lt Col R Foster
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Serious Incidents	Nil
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Public Benefit Statement	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:
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	a. Providing and supporting mess facilities and social activities. b. Providing and supporting WSM 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, and attitude; and 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. (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.)
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*delete as appropriate.

** replace with wording appropriate to activities of fund e.g. '*providing and supporting mess facilities and social activities*'; or '*providing and supporting sporting and adventure training activities*.'

Additional comments (include any declarations which were not correct (Pg 12/13)):

CO

17 JUN 2024

16 SIG R JT

Signature

Name

Appointment

Date:

17/06/24

R. J. Foster

Lt Col R.J. Foster

C.O.

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:
 - a. Previous observations *have/have not been actioned (list those observations outstanding).

Additional Comments:

Irregular Occurrences/Activity

- a. Nil.

Fund Manager/Handover

- b. The fund has been handed over from Maj Smith to Maj Wedge on 18 Dec 23 within the last 12 months. The new Fund manager (Maj Wedge) has completed the mandated training.

Debtors

- c. Aged debtors are a significant problem in this fund, with several debts over 12 months old. These appear to be attributed to unpaid mess bills and function debts. The Fund Manager, PMC and Mess committee are active in trying to reduce the debt and close all legacy functions; however, this needs to be made a higher priority. If debts cannot be cleared due to their age, then write-off action is recommended to avoid these remaining on the books for another year.

Creditors

- d. Mirroring the debtors list, the creditors to this fund are numerous and appear to have mounted up over these past 12 months (£46.45 in Mar 23 and £2,958.09 in Mar 24). More effort must be made to contact and repay these creditors, although it is noted that several individuals have since been in touch and offered to donate their credits to the mess. Once the Fund Manager is content that a final attempt has been made to rectify these creditors, it is recommended the remainders are recovered into the mess GPF.

Restricted Fund Analysis

e. All Restricted Funds in use are detailed on page 11 of this report and in compliance with their SFRs. However, the 'UNKNOWN CREDITORS' restricted fund holding £81.51, has not been in use for over 12 months and its origin is unknown. It is recommended this is recovered into GPF.

GPF Analysis

f. **Subscriptions.** This fluctuates as members leave and arrive in the mess.

g. **Property Depreciation.** Completed.

h. **Improvements/Repairs.** Nil

Insurance

i. The WSM property insurance is valid until 11 Oct 24. The RSMs are called upon to ensure a comprehensive property check is conducted a month in advance and an external evaluator is used to advice on the value of the mess properties for accurate insurance coverage.

Licences

j. Music licence is paid annually with PPL PRS.

Investments

k. Nil

Trading

l. Nil

General Comments

m. Overall, this fund is in good financial order and is well used for the good and benefit of the WSM. A plan is in place to tackle the significant debtors and creditors, which are the only areas of concern.

Signature

Name Capt Holden

Appointment RAO 22 SIG REGT

Date:

27 May 24

Statement of Financial Activities as at 31/03/2024

Paxton+

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Printed: 23/04/2024

16 Signal Regiment

STAFFORD STATION WOS '& SGTS' MESS

	Unrestricted/ Designated/GPF Funds	Restricted Funds	Endowment Funds	Total Funds	Previous Period Total Funds
Incoming Resources					
Voluntary Income	373.37	0.00	0.00	373.37	298.52
Activities for Generating Funds	6,039.72	0.00	0.00	6,039.72	2,950.70
Investment Income	193.80	0.00	0.00	193.80	28.07
Income Resources from Charitable Activities	21,221.60	86,264.11	0.00	107,485.71	111,810.33
Other Incoming Resources	0.00	0.00	0.00	0.00	0.00
Total Incoming Resources	27,828.49	86,264.11	0.00	114,092.60	115,087.62
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	2,804.20	86,509.96	0.00	89,314.16	92,116.09
Governance Costs	366.31	0.00	0.00	366.31	366.31
Grants and Donations	17,577.73	0.00	0.00	17,577.73	6,493.63
Other Costs	3,054.06	0.00	0.00	3,054.06	482.65
Total Resources Expended	23,802.30	86,509.96	0.00	110,312.26	99,458.68
Net Incoming/Outgoing Resources Before Transfers	4,026.19	-245.85	0.00	3,780.34	15,628.94
Transfers					
Gross transfers between funds (internal transfers)	-6,000.00	6,000.00	0.00	0.00	0.00
Net Incoming resources before holding gains and losses	-1,973.81	5,754.15	0.00	3,780.34	15,628.94
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	-1,973.81	5,754.15	0.00	3,780.34	15,628.94
Reconciliation of Funds					
Total funds brought forward from previous year	30,752.62	29,098.50	0.00	59,851.12	
Total funds carried forward	28,778.81	34,852.65	0.00	63,631.46	

16 Signal Regiment

STAFFORD STATION WOS ' & SGTS' MESS

March 2024

<u>End of last year</u>	<u>Balance</u>
Fixed Assets	

CAPITAL PROPERTY	9,339.90
HERITAGE PROPERTY	0.00
9,339.90	9,339.90
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Total Fixed Assets	
Current Assets	

Current bank account	55,691.36 ✓
Debtors	1,558.29
Total Current Assets	57,249.65
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Total Assets	66,589.55
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Liabilities	

Creditors	2,958.09
VAT control	0.00
VAT payable	0.00
-----	-----
Total Liabilities	(2,958.09)
-----	-----
Total Assets Minus Liabilities	63,631.46
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Total Funds	
Total Restricted Funds	34,852.65
Total Endowment Funds	0.00
Total Designated Funds	0.00
Accumulated Trading & GPF	28,778.81
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Total Funds	63,631.46
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16 Signal Regiment

STAFFORD STATION WOS ' & SGTS' MESS

End of last yearBalance

Funds Analysis

Designated Funds

0.00

0.00

Restricted Funds

6,461.74	ENTERTAINMENTS	12,477.56
2,667.02	MESS IMPROVEMENTS	1,686.66
3,120.00	SUMMER BALL	2,649.00
2,766.81	WINTER BALL	0.00
0.00	CHRISTMAS DRAW	0.00
2,664.16	BATTLE OF BRITAIN	25.59
0.00	BURNS NIGHT	0.00
0.00	PEC - ENTERTAINMENT	0.00
0.00	LIMS	0.00
0.00	22SIG/TSW CHRISTMAS DRAW	0.00
0.00	OKTOBERFEST	0.00
624.50	STAFF WELFARE	738.05
996.26	REFRESHMENTS	953.26
0.00	100 CLUB - MONTHLY LOTTERY	410.00
0.00	1 SIG PRESENTATION	0.00
0.00	1 SIG PRI	0.00
0.00	15 SIGNAL GPF	0.00
0.00	15 SIGNAL PRI	0.00
7,054.12	16 SIG SOCIAL	6,760.27
916.61	16 SIG PRESENTATION	520.47
1,468.00	16 SIG PRI	268.00
0.00	22 SIG SOCIAL	3,544.95
0.00	22 SIG PRESENTATION	4,008.50
0.00	22 SIG PRI	0.00
0.00	22 SIG SILVER	0.00
0.00	TSW SOCIAL	385.00
277.77	CHARITY FUND	227.77
81.51	UNKNOWN CREDITORS	81.51
0.00	TSW SILVER UNCH	0.00
0.00	16 CO & RSM Dine-Out	0.00
0.00	22 CO & RSM Dine-out	116.06

29,098.50

34,852.65

Endowment Funds

0.00

0.00

Trading and General Purpose Funds

0.00	Trading surplus	0.00
0.00	Non Primary Purpose trading surplus	0.00
11,662.07	General Purpose Fund surplus	(1,973.81)

11,662.07

(1,973.81)

19,090.55

30,752.62

Trading & GPF surplus

Balance at last balance sheet

16 Signal Regiment

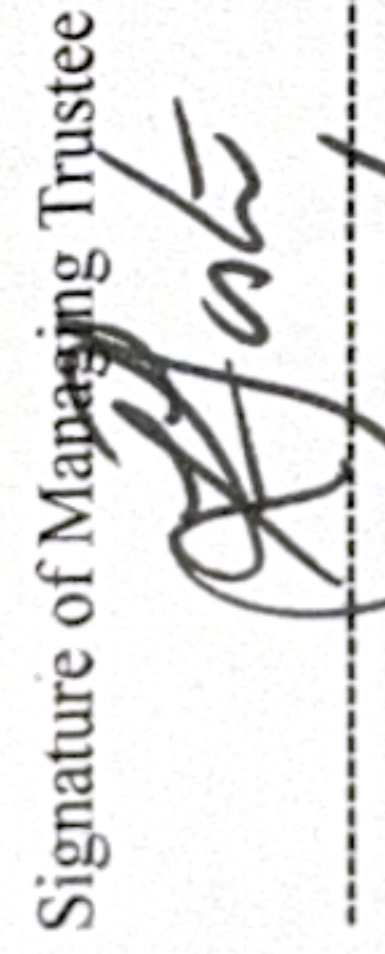
STAFFORD STATION WOS ' & SGTS' MESS

<u>End of last year</u>	<u>Balance</u>
30,752.62	Accumulated Trading & GPF
59,851.12	Grand total
	28,778.81
	63,631.46

Signature of A/C Holder/Fund Manager


Date 17/06/24

Signature of Managing Trustee


Date 17/06/24
CO
17 JUN 2024
16 SIG REGT