

CHAIR OF TRUSTEES REPORT FOR 2120 AIR CADET SQUADRON

I am pleased to present the trustee report for 2120 Air Cadet Squadron, Witney for the fiscal year ending 31st March 2024. As the Chair of Trustees of the squadron, it is my responsibility to oversee the financial management and ensure the proper utilisation of funds.

Details of receipts are attached as are details of expenditure during the fiscal year. These funds were used to support various activities and programs for the cadets, including training exercises, equipment purchases, and community outreach initiatives.

I am pleased to report that the squadron has maintained a strong financial position throughout the year, with expenses carefully monitored and controlled to ensure that funds are used efficiently and effectively. Our financial records have been reviewed and audited by an independent auditor, and I am happy to report that no discrepancies were found.

In addition to financial oversight, I have also worked closely with the squadron leadership to ensure that all activities and programmes are in line with the squadron's mission and values. I have provided guidance and support to help the squadron achieve its goals and objectives, and I am proud to see the positive impact that the squadron has had on the cadets and the community.

Looking ahead, I will continue to work closely with the squadron leadership to ensure that financial resources are used responsibly and that the squadron remains in compliance with all regulations and guidelines. I am confident that with continued diligence and dedication,

2120 Air Cadet Squadron will continue to thrive and make a positive impact on the lives of the cadets and the community.

Thank you for the opportunity to serve as trustee for 2120 Air Cadet Squadron. I look forward to continuing to support the squadron in the years to come.

Sincerely,

Ron Spurs

Ronald Spurs DL

8th February 2026

RECEIPTS	
	£
1. Balance in hand as at 31 March 2024__ - Welfare Account	11,240.03
2. Receipts from Interest & Grants	
a. Interest from Deposit accounts	0.00
b. Legacies	0.00
c. Permanent Endowment Receipts	
d. Local Subscriptions or Donations	7,335.20
e. Receipts from Sub-letting of Land or Premises	
f. Grants from Education or Local Authority (state nature of Grant)	
g. Community Fund (National Lottery Grant)	
3. General Receipts (if insufficient space continue on plain sheet)	
a. Cadet Subscriptions	11,292.69
b. Band	
c. Sport	1,171.94
d. Canteen	
e. HQ RAFAC - Course Refund	900.00
f. HQ RAFAC - Rations Allowance	
g. Social & Fund-raising (state nature of activity)	
h. Bank Compensation received	0.00
i. Bank account Interest	28.31
4. Other Receipts (specify)	
Sundry including Course Fees	0.00
a. Gift Aid Claim No. 1	962.00
b. Gift Aid Claim No. 2	1,450.50
5. Loan advance during the year (if applicable)	
* TOTAL A	£34,380.67

* TOTALS A AND B MUST AGREE

PAYMENTS	
	£
1. Finance	
a. Loan or overdraft charges (if applicable)	
b. Loan repayments (if applicable)	
2. Payments from Education or Local Authority Grants	
3. General Payments (if insufficient space continue on plain sheet)	
a. Cadet Subscriptions to Wing	2,402.50
b. Band	
c. Sports	0.00
d. Canteen	
e. Insurance	0.00
f. Rental of Land or Premises	
g. Squadron Owned Vehicle (SOV)	1,349.02
h. Rations	
i. Social & Fund-raising (state nature of activity)	
Witney Carnival	800.80
Remembrance Day	450.00
Cadet Socials (Halloween/Christmas)	836.57
4. Other Payments (specify)	
BT & technology costs	1,307.47
Purchase of laptops, screens and printers	0.00
Office and admin costs	3,945.27
Courses and Events	7,846.86
RBL Poppy Appeal	27.50
5. Balance in hand as at 31 March 2025 - Welfare Account	15,414.68
* TOTAL B	£34,380.67

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INDEPENDENT EXAMINER'S REPORT

Independent examiners report to the members of the civilian committee (trustees) of

No () Squadron ATC for the year ending 31 March 2024 __

Respective responsibilities of committee and examiner

The charity's committee is responsible for the preparation of the accounts.

It is the independent examiner's responsibility to:

- a) examine the accounts,
- b) to confirm they agree with the squadron records, and

Basis of independent examiner's statement

An examination includes a review of the accounting records kept by the charity and the 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 committee 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

Independent examiner's statement

In connection with my examination (which had been carried out in accordance with the guidance notes in Annex A, Chapter 4 of ACP10), no matter has come to my attention (other than that disclosed below*):

- a. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records and / or
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements have not been met; or
- b. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Give here brief details of any items that the examiner wishes to disclose.
Only complete if the examiner needs to highlight material problems (use a separate sheet as necessary)

Signed Date

Name

Relevant professional qualification(s) or body (if any)

Address

Postcode

Notes:

1. An independent examiner is an independent person who is reasonably believed by the squadron committee (trustees of the account) to have the requisite ability and practical experience to carry out a competent examination of the accounts.
2. This person must be someone other than a signatory of the treasurer's or chairman's certificate and

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<https://www.raf.mod.uk/aircadets/the-hangar/staff-resources/>

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[RAFAC Privacy Notice CFAV](#)

Air Training Corps Squadron Summary of

ACCTS FORM 60

Squadron Account for the Year Ended 31 March 2025

I certify that all monies and other assets received on behalf of and for the use of:

No

2120

(Witney)

Squadron ATC

from Investments, Permanent Endowments, Use of Land or Buildings (where applicable) and all other fund income sources, have been properly recorded and accounted for as shown on the summary overleaf and represents the total Assets, Receipts and Payments of the Squadron for the year ending 31 March 20__.

The gross income to the account is less than £100,000 during this Financial Year.

30 April 2025

Date:

Treasurer's Signature:

Treasurer's Name (in capitals):

Elaine Bowell

Is the Squadron registered for Gift Aid

Yes

Yes

No

This Statement of Receipts and Payments has been presented to and approved by the Committee. Signed on the Committee's behalf:

Chairman's Signature:

Date:

19/09/25

Chairman's Name (in capitals):

R Spurs

WING DATE STAMP

For Wing HQ Use Only

WgExO Signature:

Name (in Capitals):

Notes:

1. In completing the Statement of Squadron Assets, do not include any Land owned by MOD, RFCA or any other Public Body nor buildings maintained by Public Authorities.
2. In completing this Account, Treasurers must ensure that all Receipts from outside Bodies, e.g. Parents' committees, other Sub-committees, or Supporting Associations are included.

Total Value of Investments held	
Total Value of Land and/or buildings owned by the Squadron	
Total Value of all other Squadron Assets (Specify Assets at current value)	50,500.00
Bank balances & cash held (this should equal Payments para 5)	15,414.68
Any monies owed to the squadron as an asset	
TOTAL SQUADRON ASSETS	£65,914.68
Any material liabilities that need to be met from the funds	
TOTAL SQUADRON LIABILITIES	£0.00

That is the end of the Squadron's Annual Statement of Account. Please complete the following Charity Fundraising section to show the value of Air Cadets to our communities.

CHARITY FUNDRAISING

The following supplementary question relates to charitable donations made by the squadron during the financial year. The donations may be amounts paid directly to the charity from squadron funds (itemised on page 3) or indirectly by using collecting tins, in which case the charity concerned would normally inform the squadron of the proceed. This section is not subject to scrutiny by the independent examiner. The total amount donated or collected on behalf of should be stated below:

Amount of Money raised by the Sqn for "Other" Charities	Amount
eg: Wings Appeal, RBL Poppy - Please list beneficiaries and amounts (even if estimate)	
	£0.00
TOTAL	£0.00

Auditor's Report

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INDEPENDENT EXAMINER'S REPORT

Independent examiners report to the members of the civilian committee (trustees) of

No 2120 (Witney) Squadron ATC for the year ending 31 March 2024

Respective responsibilities of committee and examiner
The charity's committee is responsible for the preparation of the accounts.
It is the independent examiner's responsibility to:

- examine the accounts,
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Basis of independent examiner's statement
An examination includes a review of the accounting records kept by the charity and the 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 committee 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

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Give here brief details of any items that the examiner wishes to disclose.
Only complete if the examiner needs to highlight material problems (use a separate sheet as necessary)

Signed Oliver Sills Date 24.10.2025

Name Oliver Sills

Relevant professional qualification(s) or body (if any) BSc Accounting and Finance

Address 45 Rye Crescent, Witney, Oxfordshire

Postcode OX29 0AT

Notes:

- An independent examiner is an independent person who is reasonably believed by the squadron committee (trustees of the account) to have the requisite ability and practical experience to carry out a competent examination of the accounts.
- This person must be someone other than a signatory of the treasurer's or chairman's certificate and

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