

# THE SEA CADETS

## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

### RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2022

Form  
SCC A3 (R&P)  
Jan-20

(\*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November 2022

Unit  
Name: Richmond

Charity No: 269039

Fund-name/purpose (if not held for the Unit's general purposes):-

#### REVENUE RECEIPTS –

|   | Notes | THIS<br>YEAR<br>£ | LAST<br>YEAR<br>£ |
|---|-------|-------------------|-------------------|
| ANNUAL FUND/DIRECT GRANT - (restricted) |       | £290.00           | £1,180.80         |
| OTHER GRANTS - (unrestricted)           |       | £13,067.00        | £10,000.00        |
| SCAVA (Sea Cadet Victualling Allowance) |       | £0.00             | £0.00             |
| CADET CONTRIBUTIONS                     |       | £261.00           | £0.00             |
| OTHER DONATIONS / LEGACIES              |       | £15,025.00        | £6,875.00         |
| FUNDRAISING & SPECIAL EVENTS PROCEEDS   |       | £0.00             | £0.00             |

#### OTHER CHARITABLE ACTIVITIES:

|   |  |         |       |
|---|--|---------|-------|
| COMPETITION RECEIPTS                    |  | £0.00   | £0.00 |
| COURSE FEES                             |  | £398.00 | £0.00 |
| SUNDRY SALES RECEIPTS                   |  | £0.00   | £0.00 |
| BANK DEPOSIT INTEREST                   |  | £2.02   | £6.03 |
| PROPERTY RENTS (includes any occasional |  | £0.00   | £0.00 |
| OTHER REVENUE RECEIPTS                  |  | £0.00   | £0.00 |

#### TOTAL REVENUE RECEIPTS

A

£29,043.02 £18,061.83

#### NON-REVENUE RECEIPTS –

|   |  |       |       |
|---|--|-------|-------|
| PROCEEDS FROM SALES OF OTHER FIXED ASSETS |  | £0.00 | £0.00 |
|---|--|-------|-------|

#### TOTAL NON-REVENUE RECEIPTS

B

£0.00 £0.00

(\*Attach that Fund's similar Account of Receipts as page AC1A, and so on)

#### TOTAL RECEIPTS = A + B

C

£29,043.02 £18,061.83

#### Reconciliation:-

#### NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-

|   |      |            |            |
|---|------|------------|------------|
| - REVENUE ITEMS (= A – D from page AC2)     | G    | £10,207.04 | -£3,015.96 |
| - NON-REVENUE ITEMS (= B – E from page AC2) | H    | -£157.60   | £0.00      |
| - COMBINED (=G+H)                           |      | £10,049.44 | -£3,015.96 |
| CASH/BANK BALANCE FROM LAST YEAR-END        |      | £12,899.04 | £15,915.00 |
| CASH/BANK BALANCE AT THIS YEAR-END          | 2022 | £22,948.48 | £12,899.04 |

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|                            |                           |
|----------------------------|---------------------------|
| <b>Unit Name:</b> Richmond | <b>Charity No:</b> 269039 |
|----------------------------|---------------------------|

|  |                            |                            |
|--|----------------------------|----------------------------|
| <b>Fund-name/purpose</b> (if not held for the Unit's general purposes):- | <b>THIS<br/>YEAR<br/>£</b> | <b>LAST<br/>YEAR<br/>£</b> |
|  |                            |                            |
| <b>Notes</b>   |                            |                            |

**REVENUE PAYMENTS –**

**DIRECT CHARITABLE ACTIVITY COSTS:**

|                                    |        |        |
|------------------------------------|--------|--------|
| FUNDRAISING & SPECIAL EVENTS COSTS | £0.00  | £0.00  |
| COMPETITION COSTS                  | £0.00  | £0.00  |
| FUEL & TRAVEL COSTS                | £20.00 | £35.00 |
| CATERING COSTS                     | £0.00  | £0.00  |
| TRAINING DELIVERY COSTS            | £57.00 | £0.00  |
| ARTICLES PURCHASED FOR RESALE      | £0.00  | £0.00  |

**OVERHEAD COSTS FOR:**

|  |           |           |
|--|-----------|-----------|
| RENT / COUNCIL TAX                         | £203.76   | £129.94   |
| HEAT, LIGHT & WATER                        | £1,816.68 | £3,771.34 |
| TELEPHONE & BROADBAND                      | £459.34   | £1,038.44 |
| RUNNING COST Inc POSTAGE, PRINTING & OTHER | £0.00     | £219.99   |

**MAINTENANCE COSTS FOR:**

|                         |            |            |
|-------------------------|------------|------------|
| BUILDINGS & ESTATE      | £11,970.12 | £13,320.97 |
| BOATS                   | £0.00      | £0.00      |
| VEHICLES                | £479.79    | £285.00    |
| OTHER MISC EQUIPMENT    | £1,659.47  | £443.53    |
| INSURANCE COSTS         | £2,069.82  | £1,278.58  |
| BANK INTEREST & CHARGES | £0.00      | £0.00      |

**CHARITY GOVERNANCE COSTS:**

|   |          |                   |
|---|----------|-------------------|
| FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION   | £0.00    | £0.00             |
| FOR OTHER PROFESSIONAL FEES                     | £0.00    | £0.00             |
| FOR LEGAL ADVICE (for constitution or trustees) | £0.00    | £555.00           |
| OTHER REVENUE COSTS                             | £100.00  | £0.00             |
| <b>TOTAL REVENUE PAYMENTS</b>                   | <b>D</b> | <b>£18,835.98</b> |
|   |          | <b>£21,077.79</b> |

**NON-REVENUE PAYMENTS –**

|                              |          |                   |
|------------------------------|----------|-------------------|
| <b>ASSETS</b>                |          |                   |
|                              | £157.60  | £0.00             |
| <b>TOTAL NON-REVENUE</b>     | <b>E</b> | <b>£157.60</b>    |
| <b>TOTAL PAYMENTS (=D+E)</b> | <b>F</b> | <b>£18,993.58</b> |
|                              |          | <b>£21,077.79</b> |

(\*Attach that Fund's similar Account of Payments as page AC2A, and so on)



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Jan-20

**Unit Name:** Richmond

**Charity No:** 269039

**In E&W: STATEMENT OF ASSETS & LIABILITIES**

**ASSETS:**

CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)

BANK DEPOSITS (if any) not included above

LOANS RECOVERABLE

OTHER DEBTS (total recoverable – exclude any "accruals")

\*STOCKS OF ITEMS FOR RESALE (total cost)

INVESTMENTS (present value of securities &c)

INVESTMENTS (ditto – belonging to a Restricted Fund, if

**\*OTHER FIXED ASSETS:**

- LAND & BUILDINGS

- BOATS

- VEHICLES

- COMPUTERS & OTHER EQUIPMENT

\*For all these items (including any gifts at estimated value when given) state their total present value here if lower than as above

**LIABILITIES**

LOANS REPAYABLE

OTHER CREDITORS (total payable – exclude any "accruals")

CONTINGENT LIABILITIES (estimated total amount)

**[Scottish] ACCOUNTS NOTES\*** (if not within Annual Report)

For any separate Receipts & Payments Account included in this Statement of Account: the nature and purpose of each Fund accounted for and the legal restrictions on its

Total number and amount of any grants paid to (i) individuals and (ii) institutions, analysed by type of activity

Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it

Amount of any trustee expenses reimbursed and for how many trustees

Amount and nature of any other trustee-transactions (including with connected persons, stating the

together with any amount owing at the year-end (say if

Any further information that 'may reasonably assist' a reader's understanding

(\*Show details on an extra attached

Signed as authorised by the Unit's Management Committee - Date:

.....Unit Treasurer

.....Unit Chairman

**Note:** The statutory audit or independent examination report on this Statement of Account must be attached.

| Name of Fund  | THIS YEAR<br>£ | LAST YEAR<br>£ |
|---------------|----------------|----------------|
| if restricted |                |                |

|            |            |
|------------|------------|
| £22,948.48 | £12,899.04 |
|------------|------------|

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**[Amounts] Particulars**

Give page no(s).  
- or say if none

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(or say if none)

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Unit Name: Richmond

Charity No: 269039

Unit address (or address for correspondence):-

House name:

Richmond Sea Cadets

Street and No:

Park Lane

Area or Estate:

Town/City:

Richmond

County:

Surrey

Post Code:

TW9 2 RA

Unit Management Committee members (the 'charity trustees') at date of signing Report:-

|                   |  |  |
|-------------------|--|--|
| Julia Ainsby      |  |  |
| Penny Bell-Wright |  |  |
| Gavin Ainsby      |  |  |
|                   |  |  |

Names of any other persons who were charity trustees of the Unit at any time in the financial year:-

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

Name of any person who is now (or was, in the financial year) a 'trustee for the charity' - i.e., holding or in possession of any assets belonging to the Unit (includes custodians, nominees &c) [*not*: Scotland]:-

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Nature and date of the Unit's constitution (governing document): Governed by Sea Cadet Standard Constitution

The method(s) adopted for recruiting new trustees, and how trustees are elected or otherwise appointed (and by whom) in accordance with the Unit's constitution, are as follows:-

Unit Management Team (UMT) members are elected annually at the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadet Unit which is drawn loosely as being those with an interest in the unit. In the event of a vacancy arising during the year (known as a casual vacancy), The UMT have the power to appoint a new UMT member. The UMT member appointed will serve until the date of the next AGM, after which the post will be filled by election.

The Unit's charitable purpose(s) as set out in its constitution is:-

To promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens by the provision of education and leisure time activities using a nautical theme and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

The Unit's main activities and achievements in the financial year were:-

#### Public Benefit

The UMT continue to give due regard to the public benefit provided by the Unit in relation to the charitable purpose of the Sea Cadet movement as set out in the activities and achievements as outlined above. The aim is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens in a safe environment. In order to achieve this the Unit takes young people from all backgrounds, including where possible those with disabilities and develops their skills and abilities by:

- Regular and structured activities with a nautical theme.
- Allowing young people to take part in activities connected with the wider Sea Cadet movement such as waterborne activities, events and competitions at district, area and national levels.
- Availability of formal educational achievements whilst taking courses to earn badges and promotions

Contributions are kept low in order to ensure all those who wish to take part in the activities of the Unit may do so.



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Unit Name: Richmond

Charity No: 269039

#### Reserves Policy

The charity trustees' policy aims to maintain unrestricted reserves at a level equating to 12 months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in income. Year-end reserves amounted to £22,948.00 26 months' on that basis.

[Delete this section if not applicable]

The Unit holds <enter sum> in designated funds representing fixed assets needed for future activities and <enter sum> for future projects to be carried out in <Enter No of Months/Yrs> as currently planned/expected

[Delete this section unless the Unit has a Restricted Fund in deficit]

A restricted fund held for the purpose of was in deficit to the extent of and the steps being taken to rectify it are:-

During the financial year the Unit received the following donated facilities/services [not: English, Welsh or NI Units]:-

The Unit and/or its trustees held the following assets for the charity/ies named below, whose charitable purposes are as set out hereunder. Special arrangements for the safe custody of those assets and their segregation from the Unit's own assets are as set out below [English, Welsh & NI Units: Delete this section if not applicable; Units in Scotland: This disclosure is not mandatory]:-

Date signed as authorised by the Unit's Management Committee:

Unit Treasurer

Unit Chairman

Independent Examiner

**Note:** The statutory audit or independent examination report on this Statement of Account must be attached.



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Richmond

On accounts for the  
year ended

31st March 2022

Charity no

269039

Set out on pages

**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 statement**

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 matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material

respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

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

*Please delete the words in the brackets if they do not apply.*

Signed:

Date: 18/1/23

Name:

DARREN WISE

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

FCMA

Address:

12 PRIZE CRAFT CLAY  
CAMBERLEY  
GU15 1DE