



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	1st	April	2020	<b>To</b>	31st	March 2021	

## Section A Reference and administration details

**Charity name** Royal Naval Patrol Service Association

**Other names charity is known by**

**Registered charity number (if any)** 273148

**Charity's principal address** Naval Museum

Sparrows Nest, Whapload Road

Lowestoft

**Postcode**

**NR32 1XG**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alfred Muffett	Museum Curator		National Committee
2	Leo Whisstock	Nat. Secretary		National Committee
3	George Hawes	Asst. Secretary		National Committee
4	Graham Simms	Committee		National Committee
5	Anthony Addison	Committee	Resigned 01/10/2021	National Committee
6	John Davies	Committee	Appointed 01/10/2021	National Committee
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
As above	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
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How the charity is constituted (eg. trust, association, company)	Association
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Trustee selection methods (eg. appointed by, elected by)	Appointed
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### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Our Association is a member of CONA = Conference of Naval Associations.

We have a management system manual operating procedures manual H & S and risk assessment policy.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To preserve the memory and achievements of those who served in the Royal Naval Patrol Service during WW2 and to assist them and their widows and direct dependants in need.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

To maintain and operate our museum which is open every week to the public. We also work closely with schools as part of the national curriculum.

The trustees monitor the progress and achievements of both the association and museum and ensure our operating procedures are adhered to.

We operate a research facility for people looking into relatives who served in the RNPS.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our Benevolent Fund is used to assist with members and their direct family in times of hardship. This is overseen by our welfare officer.

The association and museum are operated solely by volunteers.

**Summary of the main achievements of the charity during the year**

We held a very successful reunion in October which was also attended by the Royal Navy.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The treasurer oversees the financial situation on a weekly basis and ensures there is sufficient to cover operating costs plus contingencies.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our funds come from subscriptions, annual draw, donations, bequests and profit from sales items.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

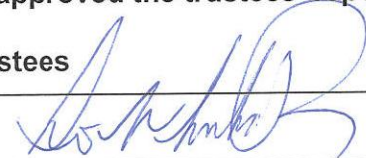
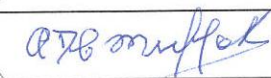
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

	
Leo Paul Whisstock	Alfred Derek Charles Muffett
National Secretary	Museum Curator

29-11-21



29 NOV 2021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Royal Naval Patrol Service Association

No (if any)  
273148

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	1st April 2020		31st March 2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	3,398	-	-	3,398	2,355
Subscriptions	1,326	-	-	1,326	1,604
Legacy	300	-	-	300	590
Fundraising	-	-	-	-	-
Sales	725	-	-	725	1,467
Charitable activities	-	-	-	-	612
Bank interest	503	-	-	503	451
Government grants	20,708	-	-	20,708	-
<b>Sub total (Gross income for AR)</b>	<b>26,960</b>	<b>-</b>	<b>-</b>	<b>26,960</b>	<b>7,079</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>26,960</b>	<b>-</b>	<b>-</b>	<b>26,960</b>	<b>7,079</b>
<b>A3 Payments</b>					
Fundraising	396	-	-	396	849
Charitable activities	598	-	-	598	1,483
New cabinets and acrylic	2,020	-	-	2,020	-
Subscriptions	200	-	-	200	-
Light and heat	1,460	-	-	1,460	681
Insurance	687	-	-	687	681
Repairs & maintenance	4,256	-	-	4,256	5,458
Postage, stationery & telephone	2,043	-	-	2,043	1,619
Sundries	710	-	-	710	911
<b>Sub total</b>	<b>12,370</b>	<b>-</b>	<b>-</b>	<b>12,370</b>	<b>11,682</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>12,370</b>	<b>-</b>	<b>-</b>	<b>12,370</b>	<b>11,682</b>
<b>Net of receipts/(payments)</b>	<b>14,590</b>	<b>-</b>	<b>-</b>	<b>14,590</b>	<b>- 4,603</b>
<b>A5 Transfers between funds</b>					
	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>72,858</b>	<b>626</b>	<b>-</b>	<b>73,484</b>	<b>78,087</b>
<b>Cash funds this year end</b>	<b>87,448</b>	<b>626</b>	<b>-</b>	<b>88,074</b>	<b>73,484</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Lloyds - Current account	13,081	-	-
	Lloyds - Benevolent account	-	626	-
	NS&I - Investment account	74,367	-	-
	<b>Total cash funds</b>	<b>87,448</b>	<b>626</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK

OK

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Property improvements	Unrestricted	-	-
	Fixtures fittings & equipment	Unrestricted	-	-
	Stock	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Accountancy accrual	Unrestricted	-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Leo Whisstock	29-11-21
	Alfred Muffett	29-11-21



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Royal Naval Patrol Service Association

**On accounts for the year  
ended**

31 March 2021

**Charity no  
(if any)**

273148

**Set out on pages**

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2019.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

**Name:**

Gary Hall

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

FCCA

**Address:**

Cunninghams

61 Alexandra Road, Lowestoft

Suffolk

NR32 1PL



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

N/A