

SET - UP PAGE

Please enter the relevant data into the cells shaded
BLUE

UNIT NAME
Milton Keynes
CHARITY NUMBER
290963
YEAR ENDING
2021

RECONCILIATION	
Opening Balances	
£7,790.09	Bank Account
£5,016.46	Saving Account
£292.02	Petty Cash
£13,098.57	Total Opening Balance at 1st April 2020
Closing Balances	
£17,374.83	Bank Account
£10,000.00	Saving Account
£74.73	Petty Cash
£27,449.56	Total Closing Balance at 31st March 2021
£27,449.56	Closing Balance per A3 Report
£0.00	

THE SEA CADETS		Form	
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		SCC A3 (R&P)	
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March		Apr-19	
(*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			
Unit Name: Milton Keynes	Charity No: 290963		
Fund-name/purpose (if not held for the Unit's general purposes):-		THIS YEAR	LAST YEAR
	Notes	£	£
<u>REVENUE RECEIPTS –</u>			
ANNUAL FUND/DIRECT GRANT		£200.00	£2,300.00
SCAVA (Sea Cadet Victualling Allowance)		£0.00	£0.00
OTHER GRANTS		£21,874.00	£11,000.00
CADET CONTRIBUTIONS		£10,434.00	£13,038.50
OTHER DONATIONS / LEGACIES		£1,314.95	£1,280.66
FUNDRAISING & SPECIAL EVENTS PROCEEDS		£653.79	£1,509.89
<u>OTHER CHARITABLE ACTIVITIES:</u>			
COMPETITION RECEIPTS		£0.00	£0.00
COURSE FEES		£1,394.00	£2,815.34
SUNDRY SALES RECEIPTS		£115.00	£3,226.56
BANK DEPOSIT INTEREST		£6.29	£31.85
PROPERTY RENTS (includes any occasional)		£0.00	£0.00
OTHER REVENUE RECEIPTS		£3,055.36	£4,925.59
TOTAL REVENUE RECEIPTS	A	£39,047.39	£40,128.39
<u>NON-REVENUE RECEIPTS –</u>			
PROCEEDS FROM SALES OF OTHER FIXED		£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	£39,047.39	£40,128.39
<u>Reconciliation:-</u>			
<u>NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-</u>			
- REVENUE ITEMS (= A – D from page AC2)	G	£14,350.99	£40,128.39
- NON-REVENUE ITEMS (= B – E from page AC2)	H	£0.00	£0.00
- COMBINED (=G+H)		£14,350.99	£40,128.39
CASH/BANK BALANCE FROM LAST YEAR-END		£13,098.57	£0.00
CASH/BANK BALANCE AT THIS YEAR-END	2021	£27,449.56	£13,098.57
AC1			

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March

Form

SCC A3 (R&P)

Apr-19

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Unit Name: Milton Keynes	Charity No: 290963
Fund-name/purpose (if not held for the Unit's general purposes):-	
Notes	
THIS YEAR	LAST YEAR
£	£

REVENUE PAYMENTS –

DIRECT CHARITABLE ACTIVITY

COSTS:

FUNDRAISING & SPECIAL EVENTS COSTS

COMPETITION COSTS

FUEL & TRAVEL COSTS

CATERING COSTS

TRAINING COURSES COSTS

ARTICLES PURCHASED FOR RESALE

	£0.00	£0.00
	£0.00	£0.00
	£124.25	£1,689.16
	£0.00	£138.64
	£593.75	£2,870.00
	£49.00	£2,009.40

OVERHEAD COSTS FOR:

RENT / COUNCIL TAX

HEAT, LIGHT & WATER

TELEPHONE & BROADBAND

OFFICE SUPPLIES, POSTAGE & PRINTING

	£5,174.00	£4,024.00
	£1,232.66	£2,297.24
	£431.16	£287.28
	£12.00	£264.73

MAINTENANCE COSTS FOR:

BUILDINGS & ESTATE

BOATS

VEHICLES

OTHER MISC EQUIPMENT

INSURANCE COSTS

BANK INTEREST & CHARGES

	£12,340.21	£404.70
	£0.00	£6.15
	£724.81	£1,017.69
	£304.99	£0.00
	£2,378.84	£1,983.23
	£0.00	£0.00

CHARITY GOVERNANCE COSTS:

FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION

FOR OTHER PROFESSIONAL FEES

FOR LEGAL ADVICE (for constitution or trustees)

OTHER REVENUE COSTS

	£0.00	£0.00
	£0.00	£0.00
	£0.00	£0.00
	£1,330.73	£4,100.85

TOTAL REVENUE PAYMENTS

D

£24,696.40 £21,093.07

NON-REVENUE PAYMENTS –

ASSETS

	£0.00	£19,873.41
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TOTAL NON-REVENUE PAYMENTS

E

£0.00 £19,873.41

TOTAL PAYMENTS (=D+E)

F

£24,696.40 £40,966.48

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

2

AC2

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March

Form
SCC A3 (R&P)
Apr-19

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

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Unit Name: Milton Keynes	Charity No: 290963
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In E&W: STATEMENT OF ASSETS & LIABILITIES

(English/Welsh Units: No valuations/costs or accounts notes required)

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

*STOCKS OF ITEMS FOR RESALE (total cost)

INVESTMENTS (present value of securities &c)

INVESTMENTS (ditto – belonging to a Restricted Fund,

***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)

Name of Fund if restricted	THIS YEAR £	LAST YEAR £
	£27,440.26	£13,098.57
	£0.00	£0.00
	£0.00	£0.00
	£0.00	£1.50
	£832.00	£933.50
	£0.00	£0.00
	£0.00	£0.00
	£0.00	£0.00
	£0.00	£0.00
	£14,978.00	£18,638.00
	£20,500.00	£25,000.00
	£9,628.00	£11,193.00

[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 use

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

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

Amount and nature of any other trustee-transactions (including

with connected persons, stating the relationship) - together with any amount owing at the year-end (say if none)

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

(*Show details on an extra attached (numbered) page if necessary)

	[Amounts]	Particulars
Give page no(s). - or say if none	£0.00	
	£0.00	
(or say if none)	£0.00	Authority:
(or say if none)	£0.00	For how many:
	£0.00	Nature:
	£0.00	
Give page no(s).	£0.00	- or say if none

.....Unit Treasurer

.....Unit Chairman

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

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

AC3

THE SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March		Form SCC A3 (R&P) Apr-19
(*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		
Unit Name: Milton Keynes	Charity No: 290963	
Unit address (or address for correspondence):-		
House name:		
Street and No:	8 Castlesteads	
Area or Estate	Bancroft	
Town/City:	Milton Keynes	
County	Buckinghamshire	
Post Code:	MK13 0PT	
Unit Management Team members (the 'charity trustees') at date of signing Report:-		
Caroline Sears	Elwyn Harker	
Michael Snell MVO	Gillian Perris	
Hilary Collett		
David Spencer		
S/Lt (SCC) Joy Tilley RNR		
Graham Witkowski		
Names of any other persons who were charity trustees of the Unit at any time in the financial year:-		
Mike Allen		
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) [<u>not</u> : 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:-		
<i>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</i>		
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:-		
The Unit's activities were severely disrupted by Covid restrictions. There were no competitions, residential courses and only occasional face-to-face parading (in bubbles). Most training was delivered by Zoom. During the summer of 2020, the opportunity was taken to completely refurbish the heads (toilets and showers) to a good standard. This was a major project. Otherwise, the Unit was made Covid-secure and plans drawn for the earliest possible return to face-to-face activity.		
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:		
<ul style="list-style-type: none"> • 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.		

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March

Form

SCC A3 (R&P)

Apr-19

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Unit Name: Milton Keynes Charity No: 290963

Reserves Policy

The charity trustees' policy aims to maintain unrestricted reserves at a level 8 months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in Year-end reserves amounted £10,000.00 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 <Enter No of Months/Yrs> as currently planned/expected in

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

A restricted fund held for the purpose N/A 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): N/A

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]:- N/A

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

Unit Treasurer
Unit Chairman
Independent Examiner

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

AC5

**Independent examiner's report to the trustees of
Milton Keynes Sea Cadets Corps - Charity Number 290963**

I report to the trustees on my examination of the accounts of the Milton Keynes Sea Cadets Corps Unit No. 596 for the year ended 31st March 2020.

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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;

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

I suggest the following recommendations should be considered:

- Expense claim forms to be completed and clearly authorised by at least one other Trustee
- Reduce payments made by cheque in favour of BACS online payments
- Bank statements should be addressed to a current trustee

Signed:



Date:

20th September 2021

Name:

MRS SARAH ESPEY - MAAT.

Relevant professional qualification or membership of professional bodies (if any):

Association of Accounting Technicians.

Address:

4, CASTLESTEADS
BANCROFT
MILTON KEYNES
MK13 0PT