

SET - UP PAGE

UNIT NAME
Milton Keynes
CHARITY NUMBER
290963
YEAR ENDING
2022

RECONCILIATION	
Opening Balances	
Bank Account	£17,374.83
Saving Account	£10,000.00
Petty Cash	£74.73
Total Opening Balance at 1st April 2021	£27,449.56
Closing Balances	
Bank Account	£14,173.64
Saving Account	£10,000.98
Petty Cash	£58.24
Total Closing Balance at 31st March 2022	£24,232.86
Closing Balance per A3 Report	£24,232.86
	£0.00

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

#REF!

Form
SCC A3 (R&P)
Apr-22

(*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
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Fund-name/purpose (if not held for the Unit's general purposes):-	THIS YEAR	LAST YEAR
	£	£

REVENUE RECEIPTS –

ANNUAL FUND/DIRECT GRANT	£0.00	£200.00
SCAVA (Sea Cadet Victualling Allowance)	£0.00	£0.00
OTHER GRANTS	£8,000.00	£21,874.00
CADET CONTRIBUTIONS	£15,742.00	£10,434.00
OTHER DONATIONS / LEGACIES	£999.58	£1,314.95
FUNDRAISING & SPECIAL EVENTS PROCEEDS	£908.97	£653.79

OTHER CHARITABLE ACTIVITIES:

COMPETITION RECEIPTS	£0.00	£0.00
COURSE FEES	£3,671.50	£1,394.00
SUNDRY SALES RECEIPTS	£3,073.81	£115.00
BANK DEPOSIT INTEREST	£0.98	£6.29
PROPERTY RENTS (includes any occasional lettings/hirings)	£0.00	£0.00
OTHER REVENUE RECEIPTS	£3,936.59	£3,055.36

TOTAL REVENUE RECEIPTS

A

£36,333.43 £39,047.39

NON-REVENUE RECEIPTS –

PROCEEDS FROM SALES OF OTHER FIXED ASSETS	£0.00	£0.00
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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

£36,333.43 £39,047.39

Reconciliation:-

NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-

- REVENUE ITEMS (= A – D from page AC2)	G	£5,946.02	£39,047.39
- NON-REVENUE ITEMS (= B – E from page AC2)	H	-£9,162.72	£0.00
- COMBINED (=G+H)		-£3,216.70	£39,047.39
CASH/BANK BALANCE FROM LAST YEAR-END		£27,449.56	
CASH/BANK BALANCE AT THIS YEAR-END	2022	£24,232.86	£27,449.56

AC1

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

Notes

REVENUE PAYMENTS –

DIRECT CHARITABLE ACTIVITY COSTS:

FUNDRAISING & SPECIAL EVENTS COSTS	£110.00	£0.00
COMPETITION COSTS	£0.00	£0.00
FUEL & TRAVEL COSTS	£1,108.52	£124.25
CATERING COSTS	£338.03	£0.00
TRAINING COURSES COSTS	£3,812.00	£593.75
ARTICLES PURCHASED FOR RESALE	£1,962.85	£49.00

OVERHEAD COSTS FOR:

RENT / COUNCIL TAX	£5,174.00	£5,174.00
HEAT, LIGHT & WATER	£1,870.56	£1,232.66
TELEPHONE & BROADBAND	£287.28	£431.16
OFFICE SUPPLIES, POSTAGE & PRINTING	£377.87	£12.00

MAINTENANCE COSTS FOR:

BUILDINGS & ESTATE	£6,311.41	£12,340.21
BOATS	£916.53	£0.00
VEHICLES	£622.88	£724.81
OTHER MISC EQUIPMENT	£0.00	£304.99
INSURANCE COSTS	£2,376.67	£2,378.84
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	£0.00
OTHER REVENUE COSTS	£5,118.81	£1,330.73
TOTAL REVENUE PAYMENTS	D £30,387.41	£24,696.40

NON-REVENUE PAYMENTS –

ASSETS	£9,162.72	£0.00
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TOTAL NON-REVENUE PAYMENTS
TOTAL PAYMENTS (=D+E)

E
F

£9,162.72	
£39,550.13	£24,696.40

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

AC2

THE SEA CADETS
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT
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Unit Name: Milton Keynes

Charity No: 290963

	Name of Fund if restricted	THIS YEAR £	LAST YEAR £
In E&W: STATEMENT OF ASSETS & LIABILITIES (English/Welsh Units: <u>No</u> valuations/costs or accounts notes required)			
ASSETS:			
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)		£26,399.60	£27,449.56
BANK DEPOSITS (if any) not included above		£0.00	£0.00
LOANS RECOVERABLE		£0.00	£0.00
OTHER DEBTS (total recoverable – exclude any		£3.00	
*STOCKS OF ITEMS FOR RESALE (total cost)		£933.50	£832.00
INVESTMENTS (present value of securities &c)		£0.00	£0.00
INVESTMENTS (ditto – belonging to a Restricted Fund,		£0.00	£0.00
*OTHER FIXED ASSETS:			
- LAND & BUILDINGS		£0.00	£0.00
- BOATS		£14,680.00	£14,978.00
- VEHICLES		£24,000.00	£20,500.00
- COMPUTERS & OTHER EQUIPMENT		£16,955.75	£9,628.00
*For all these items (including any gifts at estimated value when given)		£55,635.75	£45,106.00
state their total <u>present value</u> here if lower than as above			
LIABILITIES			
LOANS REPAYABLE		£0.00	£0.00
OTHER CREDITORS (total payable – exclude any “accruals”)		£0.00	£710.41
CONTINGENT LIABILITIES (estimated total amount)		£1,290.00	£615.00

[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 it none)
 Any further information that ‘may reasonably assist’ a reader’s
 (*Show details on an extra attached (numbered) page if necessary)

	[Amounts]	Particulars
0		
	[]	
(or say if none)	[]	Authority:
(or say if none)	[]	For how many:
	[]	Nature:
	[]	
Give page no(s).		- 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 #REF!		Form SCC A3 (R&P) Apr-22																		
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Unit Name: Milton Keynes	Charity No: 290963																			
Unit address (or address for correspondence):- <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">House name:</td> <td></td> </tr> <tr> <td>Street and No:</td> <td>8 Castlesteads</td> </tr> <tr> <td>Area or Estate</td> <td>Bancroft</td> </tr> <tr> <td>Town/City:</td> <td>Milton Keynes</td> </tr> <tr> <td>County</td> <td>Buckinghamshire</td> </tr> <tr> <td>Post Code:</td> <td>MK13 0PT</td> </tr> </table>			House name:		Street and No:	8 Castlesteads	Area or Estate	Bancroft	Town/City:	Milton Keynes	County	Buckinghamshire	Post Code:	MK13 0PT						
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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:- <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">David Sears</td> <td style="width: 33%;">Gillian Perris</td> <td style="width: 33%;"></td> </tr> <tr> <td>Caroline Sears</td> <td>Stuart Ball</td> <td></td> </tr> <tr> <td>Michael Snell MVO</td> <td>Rev. Chibuzor Okpala</td> <td></td> </tr> <tr> <td>Hilary Collett</td> <td></td> <td></td> </tr> <tr> <td>Graham Witkowski</td> <td></td> <td></td> </tr> <tr> <td>S/Lt (SCC) Joy Tilley RNR</td> <td></td> <td></td> </tr> </table>			David Sears	Gillian Perris		Caroline Sears	Stuart Ball		Michael Snell MVO	Rev. Chibuzor Okpala		Hilary Collett			Graham Witkowski			S/Lt (SCC) Joy Tilley RNR		
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Hilary Collett																				
Graham Witkowski																				
S/Lt (SCC) Joy Tilley RNR																				
Names of any other persons who were charity trustees of the Unit at any time in the financial year:- <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Mike Allen</td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td>David Spencer</td> <td></td> <td></td> </tr> <tr> <td>Elwyn Harker</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			Mike Allen			David Spencer			Elwyn Harker											
Mike Allen																				
David Spencer																				
Elwyn Harker																				
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]:- <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>																				
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:- 2021/22 focussed on post-Covid recovery. Cadet numbers increased to c. 80; the highest in over a decade and we also had a significant waiting list, which bodes well for the future. The rebuilding of the showers and toilet facilities was completed. Laptops and tablet computers were purchased for cadet training as were bergans and webbing for the Royal Marine Cadets. We also added 5 stand-up paddle boats to our "fleet"; a new waterbourne activity for the Unit. Overall capital investment during the FY totalled £10,400.																				
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.																				

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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 £48,660.00 in designated funds representing fixed assets needed for future activities and £0.00 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 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 on the accounts

Report to the trustees/members of Milton Keynes Sea Cadet Corps

On accounts for the year ended 31st March 2022 for Sea Cadet Unit No. 596 set out on pages 1 – 5

Respective responsibilities of trustees and examiner

The Charity trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43 of the Act),
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 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 Commissioners. 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of 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 trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; 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 brackets if they do not apply.*

Signed:



Date: 07/10/22

Name:

MRS. SARAH ESPEY (MAAT)

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

MEMBER OF ASSOCIATION OF ACCOUNTING TECHNICIANS

Address:

4 CASTLESTEADS, BANCROFT

MILTON KEYNES

MK13 0PT