

# SET - UP PAGE

Please enter the relevant data into the cells shaded **BLUE**

UNIT NAME
Milton Keynes
CHARITY NUMBER
290963
YEAR ENDING
31/03/2025

RECONCILIATION	
Opening Balances	
Bank Account	£17,625.54
Saving Account	£10,120.41
Petty Cash	£39.52
Total Opening Balance at 1st April 2024	£27,785.47
Closing Balances	
Bank Account	£3,030.26
Saving Account	£37,404.19
Petty Cash	£507.80
Total Closing Balance at 31st March 2025	£40,942.25
Closing Balance per A3 Report	£40,942.25
	£0.00

**THE SEA CADETS**

**ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT**

**RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2025**

Form

SCC A3 (R&P)

Apr-24/25

(\*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):-

Notes

THIS  
YEAR  
£

LAST  
YEAR  
£

**REVENUE RECEIPTS –**

ANNUAL FUND/DIRECT GRANT  
SCAVA (Sea Cadet Victualling Allowance)  
OTHER GRANTS  
CADET CONTRIBUTIONS  
OTHER DONATIONS / LEGACIES  
FUNDRAISING & SPECIAL EVENTS PROCEEDS

	£0.00	£0.00
	£0.00	£0.00
	£1,000.00	£0.00
	£15,466.00	£17,358.25
	£2,627.01	£3,230.26
	£7,053.99	£3,563.61

**OTHER CHARITABLE ACTIVITIES:**

COMPETITION RECEIPTS  
COURSE FEES  
SUNDRY SALES RECEIPTS  
BANK DEPOSIT INTEREST  
PROPERTY RENTS (includes any occasional  
OTHER REVENUE RECEIPTS

	£0.00	£0.00
	£3,197.00	£3,264.83
	£3,895.58	£2,627.69
	£383.78	£120.41
	£0.00	£0.00
	£14,477.38	£6,973.52

**TOTAL REVENUE RECEIPTS**

A

£48,100.74 £37,138.57

**NON-REVENUE RECEIPTS –**

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

£48,100.74 £37,138.57

**Reconciliation:-**

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

- REVENUE ITEMS (= A – D from page AC2)  
- NON-REVENUE ITEMS (= B – E from page AC2)  
- COMBINED (=G+H)

G

£13,156.78 £37,138.57

H

£0.00 £0.00

£13,156.78 £37,138.57

CASH/BANK BALANCE FROM LAST YEAR-END

£27,785.47 £0.00

CASH/BANK BALANCE AT THIS YEAR-END

£40,942.25 £27,785.47

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-20 24

(\*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

<b>Unit Name:</b> Milton Keynes		<b>Charity No:</b> 290963	
<b>Fund-name/purpose</b> (if not held for the Unit's general purposes):-		<b>THIS YEAR £</b>	<b>LAST YEAR £</b>
<b>Notes</b>			
 <b>REVENUE PAYMENTS –</b>			
<b><u>DIRECT CHARITABLE ACTIVITY</u></b>			
<b>COSTS:</b>			
FUNDRAISING & SPECIAL EVENTS COSTS		£1,623.55	£103.27
COMPETITION COSTS		£0.00	£0.00
FUEL & TRAVEL COSTS		£4,143.05	£2,945.37
CATERING COSTS		£407.87	£156.66
TRAINING COURSES COSTS		£1,711.45	£2,761.81
ARTICLES PURCHASED FOR RESALE		£1,953.71	£1,529.37
 <b>OVERHEAD COSTS FOR:</b>			
RENT / COUNCIL TAX		£7,498.40	£6,175.12
HEAT, LIGHT & WATER		£3,217.19	£2,398.01
TELEPHONE & BROADBAND		£497.22	£425.02
OFFICE SUPPLIES, POSTAGE & PRINTING		£191.26	£410.31
 <b>MAINTENANCE COSTS FOR:</b>			
BUILDINGS & ESTATE		£1,140.03	£1,468.94
BOATS		£472.17	£2,625.88
VEHICLES		£2,078.03	£3,446.67
OTHER MISC EQUIPMENT		£744.28	£0.00
INSURANCE COSTS		£3,184.90	£2,011.09
BANK INTEREST & CHARGES		£0.00	£0.00
 <b>CHARITY GOVERNANCE COSTS:</b>			
FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINER		£0.00	£0.00
FOR OTHER PROFESSIONAL FEES		£0.00	£0.00
FOR LEGAL ADVICE (for constitution or trustees)		£1,489.83	£0.00
OTHER REVENUE COSTS		£4,591.02	£3,356.07
<b>TOTAL REVENUE PAYMENTS</b>	<b>D</b>	<b>£34,943.96</b>	<b>£29,813.59</b>
 <b>NON-REVENUE PAYMENTS –</b>			
ASSETS		£0.00	£4,626.66
<b>TOTAL NON-REVENUE PAYMENTS</b>	<b>E</b>	<b>£0.00</b>	<b>£4,626.66</b>
<b>TOTAL PAYMENTS (=D+E)</b>	<b>F</b>	<b>£34,943.96</b>	<b>£34,440.25</b>

(\*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**

**RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March**

Form

SCC A3 (R&P)

Apr-2014

(\*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

<b>Unit Name:</b> Milton Keynes	<b>Charity No:</b> 290963
---------------------------------	---------------------------

<b>In E&amp;W: STATEMENT OF ASSETS &amp; LIABILITIES</b> (English/Welsh Units: No valuations/costs or accounts notes required)	<b>Name of Fund</b> <small>if restricted</small>	<b>THIS YEAR</b> £	<b>LAST YEAR</b> £
<b>ASSETS:</b>			
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)		£40,942.25	£27,785.47
BANK DEPOSITS (if any) not included above		£0.00	£0.00
LOANS RECOVERABLE		£0.00	£0.00
OTHER DEBTS (total recoverable – exclude any		£0.00	£1.50
*STOCKS OF ITEMS FOR RESALE (total cost)		£907.00	£854.00
INVESTMENTS (present value of securities &c)		£0.00	£0.00
INVESTMENTS (ditto – belonging to a Restricted Fund,		£0.00	£0.00
<b>*OTHER FIXED ASSETS:</b>			
- LAND & BUILDINGS		£0.00	£0.00
- BOATS		£10,359.00	£14,042.00
- VEHICLES		£17,711.00	£20,500.00
- COMPUTERS & OTHER EQUIPMENT		£8,347.00	£11,078.00
*For all these items (including any gifts at estimated value when given) state their total present value here if lower than as above			
<b>LIABILITIES</b>			
LOANS REPAYABLE			
OTHER CREDITORS (total payable – exclude any "accruals")			
CONTINGENT LIABILITIES (estimated total amount)		£1,215.00	£1,290.00

**[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)

	<b>[Amounts]</b>	<b>Particulars</b>
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:

29 October 2025

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

AC3



<b>THE SEA CADETS</b> <b>ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT</b> <b>RECEIPTS &amp; PAYMENTS ACCOUNT for year ended 31 March</b>		Form SCC A3 (R&P) Apr-24																		
(*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																				
<b>Unit Name:</b> Milton Keynes	<b>Charity No:</b> 290963																			
<b>Unit address (or address for correspondence):-</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;">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						
House name:																				
Street and No:	8 Castlesteads																			
Area or Estate	Bancroft																			
Town/City:	Milton Keynes																			
County	Buckinghamshire																			
Post Code:	MK13 0PT																			
<b>Unit Management Team members (the 'charity trustees') at date of signing Report:-</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 33%;">Caroline Sears</td> <td style="width: 33%;">Stuart Ball</td> <td style="width: 33%;"></td> </tr> <tr> <td>Michael Snell MVO</td> <td>Gillian Peris</td> <td></td> </tr> <tr> <td>Hilary Collett</td> <td>David Sears</td> <td></td> </tr> <tr> <td>Rev Chibuzor Okpala</td> <td></td> <td></td> </tr> <tr> <td>S/Lt (SCC) Joy Tilley RNR</td> <td></td> <td></td> </tr> <tr> <td>Graham Witkowski</td> <td></td> <td></td> </tr> </table>			Caroline Sears	Stuart Ball		Michael Snell MVO	Gillian Peris		Hilary Collett	David Sears		Rev Chibuzor Okpala			S/Lt (SCC) Joy Tilley RNR			Graham Witkowski		
Caroline Sears	Stuart Ball																			
Michael Snell MVO	Gillian Peris																			
Hilary Collett	David Sears																			
Rev Chibuzor Okpala																				
S/Lt (SCC) Joy Tilley RNR																				
Graham Witkowski																				
<b>Names of any other persons who were charity trustees of the Unit at any time in the financial year:-</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>																				
<b>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 &amp;c) [not: Scotland]:-</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr> </table>																				
<b>Nature and date of the Unit's constitution (governing document):-</b> Governed by <u>Sea Cadet Standard Constitution</u>																				
<b>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:-</b>																				
<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>																				
<b>The Unit's charitable purpose(s) as set out in its constitution is:-</b>																				
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).																				
<b>The Unit's main activities and achievements in the financial year were:-</b>																				
The Unit continued to thrive. We again gained burgee status and a further Captain's Commendation. We were also awarded the Southern Area Stephenson Trophy for a second successive year and were also awarded the Thomas Gray Memorial Trophy (as the second best Sea cadet unit in the UK). Negotiations began on a potential new headquarters with a target for completion in the second half of 2025. As a consequence, this has been a year of consolidation and fiscal planning for the forthcoming move.																				
<b>Public Benefit</b>																				
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"> <li>Regular and structured activities with a nautical theme</li> <li>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.</li> <li>Availability of formal educational achievements whilst taking courses to earn badges and promotions</li> </ul>																				
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 &amp; PAYMENTS ACCOUNT for year ended 31 March

Form

SCC A3 (R&amp;P)

Apr-24

(\*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 &amp; Business Support Manager at Area Office to be notified by 1 November

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 £19,875.00 8 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):-

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 Unit 596 (Milton Keynes) of the Sea Cadet Corps**

I report to the trustees on my examination of the accounts of the ABY Trust (the Trust) for the year ended 31 March 2025.

### **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; or
2. the accounts do not accord with those records.

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.

Signed: 

Name: PHILIP R. WALTERS

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

Address: 8 PORTMARNOCK CLOSE,  
BLETCHLEY, MILTON KEYNES,  
MK3 7TH.

(RETIRED BANK MANAGER)

Date: 29TH SEPTEMBER 2025