

UNIT NAME
TS VICTORY
CHARITY NUMBER
300181
Year ending 31 <sup>st</sup> March
2021

RECONCILIATION		
Opening Balances		
£1,155.51	Bank Account	
£7,701.36	Saving Account	
£0.00	Petty Cash	
£8,856.87	Total Opening Balance at	1st April 2020

Target	Closing Balances		Transfers
£1,359.44	£1,359.44	Bank Account	
£26,647.02	£26,647.02	Saving Account	
£95.54	£95.54	Petty Cash	
£28,102.00	£28,102.00	Total Closing Balance at	31st March 2021
	£28,102.00	Closing Balance per AC1 Report	

Data Correct as at
1 April 2021





## TS VICTORY -- Financial Year 1st April 2020 to 31st March 2021

	Cash Transactions	Bank Transactions	All Transactions
<b>Opening Balance</b>	<b>£0.00</b>	<b>£8,856.87</b>	<b>£8,856.87</b>
<b>Receipts</b>			
Donations	£95.54	£7,280.80	£7,376.34
Fundraising	£253.10	£140.83	£393.93
Generated	£0.00	£3,263.07	£3,263.07
Grants	£0.00	£28,325.00	£28,325.00
Training	£0.00	£100.00	£100.00
Unearned	£0.00	£20,245.39	£20,245.39
Loans	£0.00	£10,000.00	£10,000.00
	<u>£348.64</u>	<u>£69,355.09</u>	<u>£69,703.73</u>
	<b>£348.64</b>	<b>£78,211.96</b>	<b>£78,560.60</b>
<b>Payments</b>			
Charitable Activity	£0.00	£0.00	£0.00
Operating	£0.00	£42,566.43	£42,566.43
Overheads	£0.00	£4,680.85	£4,680.85
Fees Charges	£0.00	£3,211.32	£3,211.32
Loans	£0.00	£0.00	£0.00
	<u>£0.00</u>	<u>£50,458.60</u>	<u>£50,458.60</u>
	<b>£348.64</b>	<b>£27,753.36</b>	<b>£28,102.00</b>
<b>Transfers</b>	<b>-£253.10</b>	<b>£253.10</b>	<b>£0.00</b>
	<u>£95.54</u>	<u>£28,006.46</u>	<u>£28,102.00</u>
			<b>Trading Balance for year</b>
			<b>£19,245.13</b>
			<b>Money held in Current Account</b>
			<b>£1,359.44</b>
			<b>Money Held on Deposit</b>
			<b>£26,647.02</b>
			<b>Cash in Hand</b>
			<b>£95.54</b>
			<u><b>£28,102.00</b></u>

Year to Date Detail Report as at 1 April 2021

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# THE SEA CADETS

## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

### RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021

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 2021

Unit  
Name: TS VICTORY

Charity No: 300181

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

THIS  
YEAR  
£

LAST  
YEAR  
£

Notes

#### REVENUE RECEIPTS –

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

	£33,223.11	£0.00
	£0.00	£0.00
	£0.00	£0.00
	£1,106.00	£1,709.00
	£21,613.16	£99.94
	£393.93	£1,315.81

#### OTHER CHARITABLE ACTIVITIES:

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

	£44.00	£225.00
	£56.00	£22.00
	£875.57	£0.00
	£4.46	£21.03
	£2,387.50	£4,875.00
	£0.00	£0.00

#### TOTAL REVENUE RECEIPTS

A

£59,703.73 £8,267.78

#### NON-REVENUE RECEIPTS –

PROCEEDS FROM SALES OF OTHER FIXED  
LOANS RECEIVED/RECOVERED

	£0.00	£0.00
	£10,000.00	£0.00

#### TOTAL NON-REVENUE RECEIPTS

B

£10,000.00 £0.00

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

#### TOTAL RECEIPTS = A + B

C

£69,703.73 £8,267.78

#### 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

£16,315.16 -£4,500.98

H

£2,929.97 -£464.38

£19,245.13 -£4,965.36

CASH/BANK BALANCE FROM LAST YEAR-END

£8,856.87 £13,822.23

CASH/BANK BALANCE AT THIS YEAR-END

£28,102.00 £8,856.87



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Unit  
Name: TS VICTORY

Charity No: 300181

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 DELIVERY COSTS

ARTICLES PURCHASED FOR RESALE

£0.00 £19.50

£0.00 £225.00

£0.00 £0.00

£0.00 £52.24

£0.00 £22.00

£0.00 £60.72

#### OVERHEAD COSTS FOR:

RENT / COUNCIL TAX

HEAT, LIGHT & WATER

TELEPHONE & BROADBAND

RUNNING COST Inc POSTAGE, PRINTING & OTHER

£0.00 £695.52

£1,856.16 £1,868.29

£753.01 £391.00

£147.51 £433.31

#### MAINTENANCE COSTS FOR:

BUILDINGS & ESTATE

BOATS

VEHICLES

OTHER MISC EQUIPMENT

INSURANCE COSTS

BANK INTEREST & CHARGES

£33,716.54 £2,949.44

£0.00 £0.00

£404.97 £1,134.27

£1,227.38 £1,743.99

£2,071.68 £3,173.48

£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

£1,345.32 £0.00

£1,866.00 £0.00

£0.00 £0.00

#### TOTAL REVENUE PAYMENTS

D

£43,388.57 £12,768.76

#### NON-REVENUE PAYMENTS –

ASSETS

LOANS MADE/REPAID

£7,070.03 £464.38

£0.00 £0.00

#### TOTAL NON-REVENUE

E

£7,070.03 £464.38

#### TOTAL PAYMENTS (=D+E)

F

£50,458.60 £13,233.14

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



THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021

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Jan-20

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Unit  
Name: TS VICTORY

Charity No: 300181

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:

23/11/2021

Unit Treasurer

Unit Chairman

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



## THE SEA CADETS

## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

## RECEIPTS &amp; PAYMENTS ACCOUNT for year ended 31 March 2021

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

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Form

SCC A3 (R&amp;P)

Jan-20

Unit Name: TS VICTORY

Charity No: 300181

Unit address (or address for correspondence):-

House name:	T S VICTORY
Street and No:	CRAVEN DENE
Area or Estate:	LONDON ROAD
Town/City:	NEWBURY
County:	WEST BERKSHIRE
Post Code:	RG14 2AY

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

Andy Mancey - Chairman		
Mary Dodds - Treasurer		
Andy Searles - Trustee		

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

Moina Sandon		

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]:-

Marine Society & Sea Cadets (MSSC)		
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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:-**

Due to the pandemic Newbury Sea Cadet Unit was closed throughout this past financial year to Staff and Cadets. Our main achievements during this time are, the replacement of the main building roof. Also, the facility has been refurbished inside and out to a very high standard. Main Deck, Mess Deck, Classrooms, stairwells and corridors have been fully decorated, two new UPVC windows were installed along with new carpet tiles, room blinds, whiteboards, notice boards, flipchart easels, 40 new chairs, and a new heating system was also been installed.

**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.



## THE SEA CADETS

Form

## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

SCC A3 (R&amp;P)

## RECEIPTS &amp; PAYMENTS ACCOUNT for year ended 31 March 2021

Jan-20

(\*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: TS VICTORY

Charity No: 300181

## Reserves Policy

The charity trustees' policy aims to maintain unrestricted reserves at a level equating 12 months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in income. Year-end reserves amounted to \_\_\_\_\_ 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]:-

During the financial year an interest-free £10,000 improvements loan was granted to the unit from MSSC repayable over 3 years.

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

TS VICTORY

On accounts for the  
year ended

31st March 2021

Charity no

300181

Set out on pages

AC1, AC2, AC3

**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:

11/8/21

Name:

Edward Gryglaszewski

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

Certified Accounting Technician (CAT) passed finalist of ACCA.  
Ex-fellow of IAB (International Association of Bookkeepers).

Address:

3 Martyn Crescent





## Independent examiner's report on the accounts

### Section B

### Disclosure

Only complete if the examiner needs to highlight material problems.

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

The Statement of Assets & Liabilities has relied on the Insurer's valuation related to the Insurance policy and should be viewed as an approximated guide. It is advised that a Land & Buildings valuation is obtained using a professional chartered surveyor. Also, that an inventory of the other owned assets be complied with updated value-estimations for contents, boats and vehicles. The enactment of a policy for depreciable assets is proposed for future years. Otherwise the bookkeeping has been done with due diligence and accuracy, and represents a complete history of the financial transactions for the financial year.



**Newbury Sea Cadets  
Annual General Meeting  
Tuesday 07 December 2021 7.00pm.  
The meeting was held via Zoom.**

**Present:**

Andy Mancey (Chair of Trustees), Mary Dodds (Trustee and Treasurer), Andy Searles (Commanding Officer), Darren Rust (District Officer Designate), Andrew Adamson (District Chair), Sue Hargreaves (non-voting), Aeron Slade (non-voting), Mark Wigmore (voting), Craig Login (non voting), Anthony Battrum, Stephen Wheeler (voting) and family, James Cohen (non voting), Alex Pye (voting), Booth family (voting for one person), Fran Lawton (voting), Kirstin Shankland, Ben West-Samuel (non voting), Alex Graham (voting)

No apologies

Mark Wigmore (minute taker)

## Opening Address and Chair of Trustees' report

A year ago we were close to closing but have achieved a huge amount in the last 12 months. The Unit has good financial governance and we are predicted to achieve £16k from hirers plus cadet contributions. As both a charity and business; subscriptions on their own don't generate sufficient income, so there is a need for hirers.

Over the year, there has been a significant increase both in cadets and staff members. This growth in cadet numbers makes it much easier to apply for grants. We also now have professional cleaning.

We set targets over the last 12 months:

- Recruitment of Sea Cadets, focusing on Juniors
- Provide boating opportunities
- Ensure cadets have a great experience at the unit. Low turnover suggests this is the case
- Increase staff
- Increase in boating skills
- Unit costs £8000 pa to run and the target was to achieve £20k, which has been achieved
- Be training hub for District, Area and Nationally; we have had recognition of all of these
- Set out to refresh the Top Deck. By and large we have achieved this, with a few outstanding activities
- Replace the front staff entrance door; this will be done in Jan 2022
- Refit the galley; this has been completed and designed around the needs of the unit

We haven't yet refitted the main deck classroom; we also need to refit the toilet and convert to a proper disabled toilet, which is better for both cadets and hirers.

We need to provide ramps for disabled access.



Thanks to Andy and Charlie Wright, Barry Dodds and a Reading Cadet. The Chair also singled out Mary Dodds for thanks and for her can-do attitude in organising and managing the accounts.

Thanks to UMT members for their support and best wishes the new UMT plain sailing.

## Minutes of last AGM

Last meeting on 15 Dec, 2021.

AOB that Darren was impressed over the unit. Question raised on amount in current account on that date. There were no actions.

Kirstin Shankland proposed; Fran seconded the minutes

## Matters arising

None raised

## Commanding Officer's Report

A very challenging 12 months with most events cancelled due to Covid, often at short notice.

Didn't try to recruit cadets remotely but spent the time training and increasing skills.

Our cadet numbers were 8 in 2019; 12 months later they were still 8. Aeron oversaw the recruitment of Juniors meaning we now have a total of 17 Juniors and this is rising.

Total cadets numbers are now 36, comprising 19 seniors and 17 juniors.

Instructional staff numbers have also risen, now at 9 with more in the pipeline. CO thanked all the instructors for their support throughout the challenging year and he emphasised their keenness to develop their own skills has been exceptional.

We have grown in a controlled manner and are looking to increase our cadets to c. 45 in total, now that we have more instructors. We will focus on boating activities in spring and summer, looking to use off and onshore courses as available

Thanks everyone for hard work.

CO thanks the Chair of Reading unit, along with Zak Mancey. This has helped significantly with unit maintenance and decorating.

Thanks to Mary Dodds for her sterling job managing the finances over the last year.

Darren went on record to give his thanks from a District perspective. There has been a phenomenal transformation of the Unit and he would have nominated CO and Chair for awards if that had been possible.

Kirstin Shankland gave her own personal thanks that it has been a pleasure getting to know everyone; the children are fantastic.

## Treasurer's Report

Mary Dodd's presented the accounts.

Kirstin approved, Fran seconded

The accounts for 2020/2021 were APPROVED.

## Election of Trustees

Andrew Adamson chaired the meeting for this item.

Mary Dodds	Caroline proposed; Fran seconded. Unanimous
James Cohen	Mark proposed; Alex Graham. Unanimous
Mark Wigmore	Fran proposed; Alex graham. Unanimous
Craig Logan	Andy Searles proposed; Mark seconded. Unanimous

## AOB

Thanks from Andy Searles to those in attendance and his thanks for parents' support over the last 12 months.

Darren planning to visit the unit next Wednesday

The meeting closed at 7.40pm.