

Please enter the relevant date in to the cells shaded

BLUE

v2.1

UNIT NAME					
T S JERVIS BAY					
CHARITY NUMBER					
300197					
Year ending 31 <sup>st</sup> March					
2022					
		RECONCILIATION			
		Opening Balances			
		£2,906.43	Bank Account		
		£35,000.13	Saving Account		
		£30.00	Petty Cash		
		£37,936.56	Total Opening Balance at	1st April 2021	
		Closing Balances			
Target		Transfers			
		£2,363.10	Bank Account		
		£43,097.57	Saving Account		
		£37.65	Petty Cash		
		£45,498.32	Total Closing Balance at	31st March 2022	
		£45,498.32	Closing Balance per AC1 Report		

# T S JERVIS BAY

Financial Year 1st April 2021 to 31st March 2022

## Year to Date Detail Report

### Receipts

<b>Donations</b>	<b>£10,707.80</b>
Bursaries - restricted	£0.00
Bursaries - unrestricted	£0.00
Cadet	£8,472.80
P&SA	£0.00
Third party - restricted	£1,220.00
Third party - unrestricted	£1,015.00
Ward Room	£0.00

<b>Fundraising</b>	<b>£140.10</b>
Bag packs	£0.00
Flag week	£0.00
Social events	£0.00
Community events	£0.00
Other	£140.10

<b>Generated</b>	<b>£1,535.50</b>
Property Rental	£0.00
Sale of Assets	£0.00
Sale of Goods	£1,535.50
SCAVA	£0.00

<b>Grants</b>	<b>£3,917.00</b>
External - restricted	£0.00
External - unrestricted	£3,917.00
MS-SC Restricted Grant	£0.00

<b>Training</b>	<b>£1,089.90</b>
Competition Fees - external provider	£0.00
Competition Fees - internal provider	£0.00
Course Fees - external provider	£48.00
Course Fees - internal provider	£1,041.90

<b>Unearned</b>	<b>£8,712.46</b>
Bank Interest	£0.00
Gift Aid	£0.00
Investment Income	£8,712.46

**£26,102.76**

### Payments

<b>Charitable Activity</b>	<b>£4,266.90</b>
Competition Fees - external provider	£22.00
Competition Fees - internal provider	£0.00
Course Fees - external provider	£2,684.60
Course Fees - internal provider	£111.00
Training Materials	£941.49
Fuel	£203.84
3rd Party travel	£0.00
MSSC Travel Refund (enter as credit)	£0.00
Catering	£170.97
Fundraising Costs	£0.00
Special Events	£133.00

<b>Operating</b>	<b>£10,572.41</b>
Unit Health, Hygiene & Well-being	£1,056.98
Office Equipment <£250.00	£390.95
Office Stationery, Printing & Postage	£203.71
IT Consumables	£0.00
Building maintenance	£1,199.14
Grounds maintenance	£0.00
Boat maintenance	£30.28
Vehicle maintenance, MOT & RFT	£878.94
Other maintenance	£562.44
Goods for resale	£1,247.35
PPE & Branded clothing	£1,821.08
Various Unit Assets	£3,181.54

<b>Overheads</b>	<b>£3,601.69</b>
Rent	£200.00
Rates	£65.74
Lease Fees	£0.00
Water Rates	£0.00
Sewage Rates	£0.00
Electricity	£517.32
Gas	£0.00
Broadband	£538.58
Telephone	£0.00
Alarm Monitoring	£538.36
Insurance - MS-SC provided	£1,741.69
Insurance - Non MS-SC provided	£0.00
Roadside assistance	£0.00
Certification	£0.00

<b>Fees Charges</b>	<b>£100.00</b>
Audit/Accountancy fees	£0.00
Legal fees	£0.00
Other professional fees	£100.00
Other revenue costs	£0.00
Bank charges	£0.00

**£18,541.00**

**Surplus / Deficit**  
**Financial Year 1st April 2021 to 31st March 2022**

**£7,561.76**

# T S JERVIS BAY -- Financial Year 1st April 2021 to 31st March 2022

## Cash Transactions

## Bank Transactions

## All Transactions

Opening Balance

£30.00

£37,906.56

£37,936.56

### Receipts

Donations	£0.00
Fundraising	£0.00
Generated	£1,374.76
Grants	£0.00
Training	£0.00
Unearned	£0.00
	<u>£1,374.76</u>

	£10,707.80
	£140.10
	£160.74
	£3,917.00
	£1,089.90
	£8,712.46
	<u>£24,728.00</u>

	£10,707.80
	£140.10
	£1,535.50
	£3,917.00
	£1,089.90
	£8,712.46
	<u>£26,102.76</u>

£1,404.76

£62,634.56

£64,039.32

### Payments

Charitable Activity	£0.00
Operating	£0.00
Overheads	£0.00
Fees Charges	£0.00
	<u>£0.00</u>

	£4,266.90
	£10,572.41
	£3,601.69
	£100.00
	<u>£18,541.00</u>

	£4,266.90
	£10,572.41
	£3,601.69
	£100.00
	<u>£18,541.00</u>

£1,404.76

£44,093.56

£45,498.32

### Transfers

-£1,367.11

£1,367.11

£0.00

£37.65

£45,460.67

£45,498.32

Trading Balance for year

£7,561.76

Money held in Current Account

£2,363.10

Money Held on Deposit

£43,097.57

Cash in Hand

£37.65



**RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2022**

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 2022

Unit Name: T S JERVIS BAY		Charity No: 300197	
Fund-name/purpose (if not held for the Unit's <u>general</u> purposes):-		THIS YEAR £	LAST YEAR £
	Notes		

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

	£1,220.00	£27,025.00
	£3,917.00	£0.00
	£0.00	£0.00
	£8,472.80	£4,708.00
	£9,727.46	£32,921.07
	£140.10	£0.00

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

	£0.00	£0.00
	£1,089.90	£266.00
	£1,535.50	£190.00
	£0.00	£0.00
	£0.00	£0.00
	£0.00	£0.00

A

£26,102.76	£65,110.07
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## PROCEEDS FROM SALES OF OTHER FIXED

	£0.00	£0.00
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B

£0.00	£0.00
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(#Attach that Fund's similar Account of Receipts as page AC1A, and so on)

C

£26,102.76	£65,110.07
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**NET CHANGE FOR YEAR IN CASH/BANK BALANCE:**

- REVENUE ITEMS (= A – D from page AC2)

## G

£11,134.25    £25,350.70

- NON-REVENUE ITEMS (= B – E from page AC2)

H

-£3,572.49      -£2,524.20

- COMBINED (=G+H)

£7,561.76      £22,826.50

CASH/BANK BALANCE FROM LAST YEAR-END

£37,936.56	£15,110.06
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**CASH/BANK BALANCE AT THIS YEAR-END**

2022

£45,498.32	£37,936.56
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**THE SEA CADETS**

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

**RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2022**

Form  
SCC A3 (R&P)  
Jan-20

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<b>Unit Name:</b> T S JERVIS BAY	<b>Charity No:</b> 300197
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<b>Fund-name/purpose</b> (if not held for the Unit's <u>general</u> purposes):-	<b>THIS YEAR</b>	<b>LAST YEAR</b>
	<b>£</b>	<b>£</b>
<b>Notes</b>		

**REVENUE PAYMENTS –**

**DIRECT CHARITABLE ACTIVITY**

**COSTS:**

FUNDRAISING & SPECIAL EVENTS COSTS	£133.00	£0.00
COMPETITION COSTS	£22.00	£0.00
FUEL & TRAVEL COSTS	£203.84	£0.00
CATERING COSTS	£170.97	£0.00
TRAINING DELIVERY COSTS	£3,737.09	£0.00
ARTICLES PURCHASED FOR RESALE	£1,247.35	£44.94

**OVERHEAD COSTS FOR:**

RENT / COUNCIL TAX	£265.74	£0.00
HEAT, LIGHT & WATER	£517.32	£132.00
TELEPHONE & BROADBAND	£1,076.94	£774.08
RUNNING COST Inc POSTAGE, PRINTING & OTHER	£2,024.79	£8.50

**MAINTENANCE COSTS FOR:**

BUILDINGS & ESTATE	£1,199.14	£32,944.98
BOATS	£30.28	£0.00
VEHICLES	£878.94	£523.74
OTHER MISC EQUIPMENT	£1,619.42	£3,631.03
INSURANCE COSTS	£1,741.69	£1,700.10
BANK INTEREST & CHARGES	£0.00	£0.00

**CHARITY GOVERNANCE COSTS:**

FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION	£0.00	£0.00
FOR OTHER PROFESSIONAL FEES	£100.00	£0.00
FOR LEGAL ADVICE (for constitution or trustees)	£0.00	£0.00
OTHER REVENUE COSTS	£0.00	£0.00

**TOTAL REVENUE PAYMENTS**

**D**      **£14,968.51    £39,759.37**

**NON-REVENUE PAYMENTS –**

ASSETS	£3,572.49	£2,524.20
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**TOTAL NON-REVENUE**  
**TOTAL PAYMENTS (=D+E)**

**E**      **£3,572.49    £2,524.20**  
**F**      **£18,541.00    £42,283.57**

(\*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 2022

Form

SCC A3 (R&P)

Jan-20

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Unit Name: T S JERVIS BAY

Charity No: 300197

In E&W: STATEMENT OF ASSETS & LIABILITIES

Name of Fund

THIS YEAR  
£

LAST YEAR  
£

if restricted

**ASSETS:**

CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)

£45,498.32 £37,936.56

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

£0.00 £0.00

- BOATS

£27,900.00 £31,000.00

- VEHICLES

£5,000.00 £10,000.00

- COMPUTERS & OTHER EQUIPMENT

£13,050.00 £15,000.00

\*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

Give page no(s). or say if none

(or say if none)

(or say if none)

Give page no(s).

**[Amounts] Particulars**

[ ]	
[ ]	Authority:
[ ]	For how many:
[ ]	Nature:
[ ]	
	- or say if none

(\*Show details on an extra attached

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

20/10/22

VICE CHAIR  
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 2022

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Form

SCC A3 (R&amp;P)

Jan-20

Unit Name: T S JERVIS BAY

Charity No: 300197

Unit address (or address for correspondence):-

House name:	T S JERVIS BAY (No 280)
Street and No:	UNIT 6
Area or Estate:	BROCK BARRACKS
Town/City:	READING
County:	BERKSHIRE
Post Code:	RG30 1HW

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

ANDY MANCEY	PETER YOUNG	
ANDY WRIGHT	MARY DODDS	
CHARLENE WRIGHT		
GRAHAM HOSKINS		

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

CHRIS REEVE		
KRIS EASTWOOD DUNWELL		
ANTOINETTE GREEN		

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]:-

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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:-

RECOVERING FROM COVID, SUSTAINING CADET NUMBERS. FUND RAISING FOR NEW GALLEY PROJECT. FUND RAISING FOR NEW POWER BOAT

## 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**

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

**RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2022**

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SCC A3 (R&P)  
Jan-20

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**Unit Name:** T S JERVIS BAY

**Charity No:** 300197

**Reserves Policy**

The charity trustees' policy aims to maintain unrestricted reserves at a level equating 0 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]:-

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:

20/10/22

ANDY MANCEY Unit Treasurer

ANDY WRIGHT (VICE CHAIRMAN) Unit Chairman

..... JHONA TOMALSKA 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

T S JERVIS BAY

On accounts for the  
year ended

31st March 2022

Charity no

300197

Set out on pages

**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:

*Tomal*

Date:

*24/9/2022*

Name:

*IKONA TOMALSKA*

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

Address:

*12 BRANAGH COURT  
RG30 29X  
READING*



## 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.