

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

Oct-2011

(Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)

**Charity No: 302457**

**THIS  
YEAR  
2021**

**LAST  
YEAR  
2020**

## Notes

## OTHER REVENUE RECEIPTS

656.06

6.134 00

9.125.06

6,362.22

## 42,383.10

## 550.00

## 0.00

(\*Note: Loan write-offs are 'receipts' here and 'payments' on page AC2)

42,383.10

## CASH/BANK BALANCE AT THIS YEAR-END

8.778.78

8.778 78

46,088.12

54,866.90



**SEA CADETS**  
**ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT -**

Form  
SCC A3 (R&P)

Oct-2011

**RECEIPTS & 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)  
(Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)

**Unit Name:** ST ALBANS

**Charity No:** 302457

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

	Notes	THIS YEAR 2021	LAST YEAR 2020
<b>REVENUE PAYMENTS –</b>			
FUNDRAISING COSTS (not: Special Events as below)			
INVESTMENT MANAGEMENT COSTS (if any)			
<b><u>DIRECT CHARITABLE ACTIVITY COSTS:</u></b>			
- SPECIAL EVENTS COSTS			
- COMPETITION COSTS		0.00	1,169.63
- TRAVEL COSTS		0.00	1,449.00
- CATERING COSTS	Cadet support grant	100.00	302.41
- TRAINING COURSES COSTS	COVID-19 Refunds	1,124.50	11,707.85
- GRANTS (including any charitable loans written off)			
ARTICLES PURCHASED FOR RESALE			
<b><u>OVERHEAD COSTS FOR:</u></b>			
- RENT / COUNCIL TAX			
- HEAT, LIGHT & WATER	Gas, Water, Electric	2,095.05	2,227.18
- TELEPHONE	Telephone & Broadband	930.42	813.51
- POSTAGE		0.00	0.00
- PRINTING & STATIONERY			
<b><u>MAINTENANCE COSTS FOR:</u></b>			
- BUILDINGS	Refurbished Toilets	9,167.30	3,257.33
- BOATS		0.00	150.60
- VEHICLES	MOT & service	447.54	1,700.56
- COMPUTERS		0.00	931.05
- OTHER EQUIPMENT		0.00	561.01
FUEL COSTS	All elements	1,926.50	1,602.28
INSURANCE COSTS			
BANK INTEREST & CHARGES			
<b><u>CHARITY GOVERNANCE COSTS:</u></b>			
- FOR AUDIT OR INDEPENDENT EXAMINATION			
- FOR ACCOUNTS PREPARATION			
- FOR LEGAL ADVICE (for constitution or trustees)		0.00	0.00
OTHER REVENUE COSTS	Refuse, Security, Uniform	1,688.17	7,731.91
<b>TOTAL REVENUE PAYMENTS D</b>		<b>17,479.48</b>	<b>33,604.32</b>
<b><u>NON-REVENUE PAYMENTS –</u></b>			
FOR INVESTMENTS PURCHASED			
FOR OTHER FIXED ASSETS (including any <u>improvements</u> )			
LOANS MADE/REPAID			
TRANSFERS FROM ANY OTHER# FUND OF THE UNIT	Transfer from Acc No2	550.00	
ANY OTHER PAYMENTS	Adjustment	65.37	
<b>TOTAL NON-REVENUE PAYMENTS E</b>		<b>615.37</b>	<b>0.00</b>
<b>TOTAL PAYMENTS (=D+E) F</b>		<b>18,094.85</b>	<b>33,604.32</b>

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



Form  
SCC A3 (R&P)

## STATEMENT OF BALANCES & ACCOUNTS NOTES 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)  
(Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)

Charity No: 0

Name of Fund	THIS YEAR	LAST YEAR
icted	2021	2020

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

## if restricted

**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 &amp;c)

INVESTMENTS (ditto – belonging to a Restricted Fund, if any)

THIS YEAR 2021	LAST YEAR 2020
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- 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

71224.57	54,866.90
10.72	

  

8,845.00	8,845.00
25,000.00	25,000.00
2,331.00	2,331.00
7,920.01	6,422.00
[1208.71]	[909.40]

**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 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 trustees

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 understanding

Give page  
no(s). - or say if  
none

(or say if none)

(or say if none)

Give page  
no(s).

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

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

01 September 2021

.(Brian Hewitt) - Unit Treasurer

. (Lynda Bishop) - Unit Chair

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



## SEA CADETS

## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

## TRUSTEES' ANNUAL REPORT ON ACTIVITIES for year ended 31 March 2021

Form  
SCC A3 (R&P)  
Oct-2011

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

(Also to be forwarded to Area Business &amp; Management Director and as otherwise directed no later than 1 November each year)

Unit Name: ST ALBANS

Charity No: 302457

Unit address (or address for correspondence):-

House name:	St Albans Sea Cadets
Street and No:	Holywell Hill
Area or Estate:	Westminster Lodge
Town/City:	St Albans
County:	Hertfordshire
Post Code:	AL1 2DJ

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

Lynda Bishop	
Robert Brown	
Brian Hewitt	
Sara Grewel	
Richard Harvey	

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

Caroline Williams	

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]:-

Brian Hewitt	
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Nature and date of the Unit's constitution (governing document):-

07 September 2017

Governed by Sea Cadet Regulations

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 Committee (UMC) members are elected annually at the Annual General Meeting (AGM). UMC 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 UMC have the power to appoint a new UMC member. The UMC 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 help young people towards responsible adulthood by encouraging valuable personal attributes and high standards of conduct, using a nautical theme based on the customs of the Royal Navy.

The Unit's main activities and achievements in the financial year were:-

Rowing, canoeing, sailing both dinghies and offshore tallship and competitive craft alike, Adventure training, seamanship, target shooting, sports events (swimming and football), D of E, cook stewarding, first aid, the list goes on and is serious fun and action packed.

## Public Benefit

The UMC continue to give due regard to the public benefit provided by the Unit in relation to the charitable purposes 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 seaborne activities, events and competitions at district, area and national levels.
  - Availability of formal educational achievements whilst undertaking 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.

Trustees Report - Page 1 of 2



**SEA CADETS**  
**ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT**  
**TRUSTEES' ANNUAL REPORT ON ACTIVITIES for year ended 31 March 2021**

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**Unit Name:** ST ALBANS

**Charity No:** 302457

**Reserve Policy**

The charity trustees acknowledge with thanks the extra support of the Ministry of Defence by way of grants in aid, loan of equipment and services of personnel to the Unit during this financial year.

Revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in income  
Year-end reserves amounted to £71,224.57 equal to 24 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

*[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 as at the year-end as a result of the following circumstances:

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]:-  
None

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]:-  
None

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

01 September 2021

Brian Hewitt

**Unit Treasurer**

Lynda Bishop

**Unit Chairman**

Bob Greaves

**Independent Examiner**

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

**Trustees Report - Page 2 of 2**



## Appendix B1 – England & Wales

### Independent examiner's report on the accounts

Report to the trustees/  
members of

Sea Cadet Unit Name

SAINT ALBANS SEA CADETS

On accounts for the year  
ended

31 MARCH 2021

Sea Cadet Unit no  
(if any)

302 457

Set out on pages

AC1, AC2, AC3, AC4, AC5

(Number of additional sheets)

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 any 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 the brackets if they do not apply.

Signed:



Date:

6 OCTOBER 2021

Name:

BOB GREAVES

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

FCCA

Address:

182 WHITCHURCH LANE

EDGWARE

HAB 6QJ



**Disclosure section**

Only complete if the examiner needs to highlight material problems.

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

