

# COVENTRY UNIT OF THE SEA CADET CORPS

England & Wales · Charity number 505694

## Details

---

Other names	COVENTRY UNIT NO 93 SEA CADET CORPS, COVENTRY SEA CADETS, T S COVENTRY
Status	Registered
Legal form	Other
Registered	1976-11-25
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

Address	74 Crescent Avenue Coventry CV3 1HE
Phone	02476431602
Email	<a href="mailto:co@coventryseacadets.org.uk">co@coventryseacadets.org.uk</a>
Website	<a href="http://www.coventryseacadets.org.uk">www.coventryseacadets.org.uk</a>

## Activities

---

**Objects:** The charitable purpose of the Unit (the Purpose) 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).

**Activities:** Coventry Sea Cadets are a uniformed, disciplined youth movement based upon the customs and traditions of the Royal Navy. Our aim is: To help young people towards responsible adulthood by encouraging valuable personal attributes and high standards of conduct using a nautical theme based on naval customs and seamanship based training.

## Classification

---

- **How:** Other Charitable Activities
- **What:** Education/training, Amateur Sport, Recreation
- **Who:** Children/young People

## Geography

---

- Coventry City

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£17,507	£17,969	-	-
2024-03-31	£12,172	£17,530	-	-
2023-03-31	£16,454	£22,960	-	-
2022-03-31	£32,258	£30,000	-	-
2021-03-31	£28,802	£22,197	-	-

## Trustees

---

Name	Role	Appointed
Catherine Anne Sanders		2024-05-21
DAVID FELLOWS		2020-02-18
FRANK WOOD		2018-02-20
Mandy Harris		2026-05-01
Molly Augusta Puziak-Smith		2024-05-21
Nicki Chester		2026-01-07

**COVENTRY UNIT OF THE SEA CADET CORPS**

England & Wales - Charity number 505694

---

# Accounts

---

# SEA CADETS



Coventry Sea Cadets  
COVENTRY SEA CADETS

Annual Review 2021 – 2022  
ANNUAL REVIEW 2021 – 2022

We help young people to launch well into today's world. Through a different kind of adventure, Coventry Sea Cadets helps teenagers to develop into young people who can launch well in life, so they can cope with today's world and thrive in it.

**Over the next 5 years** we are committed to delivering the following:

- **A full programme of training and activities that is accessible to our cadets**
  - Ensuring our equipment is properly maintained and is safe to use
  
- **Continuing to support our volunteers who make it all possible**
  - Seek to have the right balance of trained volunteers within the Unit
  - Ensure flexible training for our volunteers so they meet the MSSC's standards.
  - Ensure our volunteers are enjoying their Sea Cadeting experience.
  
- **Continuously improving the quality of our training delivery to both cadets and adults**
  
- **Continually improving how we work and operate**
  - Continuing to ensuring safety is paramount
  - Ensuring we have resources to support delivery
  - Maintain our excellent communications within the Unit
  - Deliver the commitments of the MSSC and Sea Cadet Values.
  
- **Continue to develop and maximise our Recognised Training Centre (RTC) status with the RYA.**

## CONTACT US:

Training Ship Coventry  
Sea Cadet Corps  
74 Crescent Avenue  
Coventry CV3 1HE  
☎ 024 7643 1602



[✉ unit@coventryseacadets.org.uk](mailto:unit@coventryseacadets.org.uk) [🌐 www.coventryseacadets.org.uk](http://www.coventryseacadets.org.uk)

Patron:

**His Majesty the King**

Admiral of the Sea Cadet Corps:

**HRH The Princess Royal**

Honorary President of Coventry Sea Cadets:

**The Lord Mayor of Coventry**

**Coventry Sea Cadets is a Charity registered in England and Wales. Number 505694**

The last 12 months have been about rebuilding the unit and starting recovery following the Pandemic. This has included ensuring the unit facilities are as they should be, looking at ways to increase the monthly income to cover overheads and to look at recruitment.

Financially, we have managed to maintain our strong reserves through the successful application of Gift Aid going back 4 years alongside a grant kindly awarded to us. With a drop in monthly income though from less cadets on the books, and with ever increasing outgoing costs, we know that things will continue to be challenging. Therefore, we will continue to focus on applying for grants to keep the balances steady for the next 12 months.

Within the unit itself, the Commanding Officer, Lt Emma Ryder and her leadership team have been prioritising recruitment both for adult volunteers and cadets. They were successful in recruiting 4 new volunteers and with some new cadets. However, as the older existing cadets have turned 18, this means that looking for new young people to join remains the priority for the next 12 months too.

Trustee numbers have remained stable but to ensure we move forward and can overcome any future challenges; I will also be looking to find additional trustees to particularly support with the fundraising element of the role. At this point I would like to publicly thank Martin Webb who sadly stepped down as a Trustee in April and will be a great loss to the Unit. Martin's vast experience in many positions held including Chair and District Chair were invaluable to us and we wish him well for the future. We also welcome Rev Claire McArthur to the Unit who has joined as the Unit Chaplain and has already brought some great ideas and enthusiasm and we are really excited to have her on board.

One of our main responsibilities as Trustees is to ensure the facilities are suitable and adequate for the Unit activities. Therefore, in the last 12 months following previous redecoration, we agreed to purchase a new outbuilding to act as the Boats Office. The building is to house all relevant paperwork and equipment so all in one secure place. It also means we can remove the old and damaged wooden sheds which weren't secure or damp proof.



We also replaced the gas/heating pipes under the unit following an issue with a water leak. Massive thanks to L J Darby and Son Ltd who did a brilliant job for us, Stef Wells at BSS Industrial for his support and our own Jeff Ryder and Les Webb who spent lots of their own time working on the project through to completion.

Future plans with facilities also include looking at our vehicles with the aim to hopefully upgrade where we can. This will only be possible though with grant funding as we need to manage the unit finances tightly with overheads higher than income currently.

As we now move into a new financial year, our priority is to support Lt Ryder and her team with these plans to rebuild the unit numbers. We also can't assume Covid has fully disappeared so will need to keep an eye on all guidelines and ensure we maintain best practices to remain safe and healthy.

Overall, it just remains for me to thank my fellow trustees for their ongoing support, Lt Ryder and her team for their hard work and dedication, and finally the cadets and parents themselves for continuing to come along each week with their enthusiasm and energy which makes the unit the success it is.

**Lynne Crosbie | Chair of Trustees**  
**TS Coventry SCC**



We have emerged slowly from the confines of COVID restrictions and find ourselves and our unit in a very different place. Our oldest cadets have “aged out” over the last twelve months, leaving a much younger unit with limited experience. Following our re-opening for face-to-face training, we recruited and retained twelve new cadets who have quickly become active and enthusiastic members of the unit. Our Junior Sea Cadet section has experienced a complete regeneration and I’m pleased with the progress of both the staff managing the section and the new cadets.

Afloat activity remains our core strength and so far, we have logged more than 400 hours of waterborne training in 2022. We have been back in competition with our rowing teams at both District and Area levels having tried sliding seat rowing for the first time as a unit. Our cadets achieved first place in all classes at district, and second place at area.



We conducted our first residential training weekend post-COVID in April 2022 where we took 17 cadets to Portsmouth to visit the Museum of the Royal Navy and learn more about our parent service. We had a fantastic weekend together and re-established our link with warship HMS DIAMOND, which is affiliated to the City of Coventry. We enjoy regular contact with the ship which gives our cadets with aspirations to join the Royal Navy a unique insight into life at sea and the opportunity

to ask questions that we at the unit cannot answer.

Three of our cadets have secured places onboard TS Royalist and TS John Jerwood and are looking forward to their offshore voyages later this summer. Our Junior Sea Cadets also had their own Adventure Camp in June at Rough Close Scout campsite and learned some outdoor skills while having fun with their friends! Residential training is fundamental to the Sea Cadet experience, and we are delighted to be able to offer this again...even if we had forgotten how tiring it is! Whenever we speak to former cadets, it’s those trips away that evoke the fondest memories.

We have recruited three more volunteers to strengthen our “frontline” training team, and a unit administration officer which will relieve the burden on the senior team once she is up to speed.

I am pleased with the opportunities we have offered to our existing cohort of cadets, but now our attention must turn to increasing cadet numbers and ensuring that more young people from Coventry can enjoy them too. We intend to reconnect with our community over the coming months and get the word out!

It’s been a challenging couple of years but thanks to a great team, we look forward to growing the unit strength.

**Lieutenant (SCC) Emma Ryder RNR**

**Officer in Charge**

First of all, many thanks to Steve Bourne for again auditing the accounts as the Independent Examiner. The accounts were approved by the Unit Management Team in a zoom meeting on Tuesday 22<sup>nd</sup> June 2022.

Also, thanks to Coventry City Council for their financial support throughout the covid19 pandemic. During the financial year 21/22 we received a further £10,667 following on from the much larger amount in the previous year.

In June 2021 we changed the way in which we collect monthly subscriptions from the cadets. We moved away from a Direct Debit system whereby we collected directly into a Subs Account to a Go Cardless Payment System. This enabled us to have a much better view of who had paid and meant that we could close one of our accounts with Barclays making the accounting system simpler to manage. We also raised subs to £15 per month.

Towards the end of the financial year, we finally managed to sort out the outstanding gift aid contributions with HMRC and were able to claim £4,463.07 in back payments. Gift Aid is now managed monthly and going forward will be a valuable addition to our annual income.

As mentioned in last year's report the outside yard required levelling and patching during this financial year. This was completed in July 2021 at a cost of £4,230.

It was also decided that we required further accommodation in the yard to accommodate the extra requirements of becoming a RYA approved training unit. We purchased a suitable building which has proved to be a great success albeit at a cost of £9,428.40 plus fitting out costs.

The aging vehicle fleet has again proved to be costly with the 8-seater requiring £1,633.06 worth of repairs. It is envisaged that the



minibus will also require major work during the current financial year. Going forward I think it is fair to report that the current financial model is unsustainable for the long term. Guaranteed income from Subs and Gift Aid will give us about £6,000 per year. Average expenditure per annum, discounting any new projects is about £17,000. At the moment we are financially secure with a closing cash balance of £34,733.21 at the end of 21/22. It should be noted that the above outlook does not include any funds to be had from grants, donations or fundraising so it is not all doom and gloom. However, we do need to address the amount we take in on a monthly basis and we can only improve this by recruitment.

**Frank Wood**

**Treasurer**

## Governance

### Legal Status

Coventry Sea Cadets is a charity registered in England and Wales (No. 505694), affiliated to the Marine Society and Sea Cadets (MSSC), and is based in Coventry. Our Sea Cadet experience is wholly supported by donations from our Cadets, their parents, the businesses and people from the Coventry area and from other grant making charities. Our Trustees, management and staff are unpaid volunteers and every pound donated is exclusively used in the training of our cadets, in providing premises fit for purpose and to provide the best equipment so that we provide the best Sea Cadet experience.

### Trustees

Trustees are elected annually by members at the Annual General Meeting. New Trustees are recruited through a transparent recruitment and selection process. New appointees are provided with an induction programme that includes engaging with the Unit's staff and cadets as well more formal training to gain background on the Sea Cadets and Child Protection. The Trustees are responsible for the governance and finances of Coventry Sea Cadets, ensuring the ethos and values are upheld, and that the training objectives are delivered.

Day to day training and Sea Cadet Operations is delegated by the Trustees to the Officer in Charge who is accountable to the Trustees and to the MSSC for delivering the local and National training objectives.

The Trustees/Unit Management Team met 6 times during the year.

#### Honorary President

Lord Mayor of Coventry

#### Vice President

Mrs Susan Rhodes

Mr Francis Heath

#### Trustees

Mrs Lynne Crosbie (Chairman)

Mrs Lisa Barrett (Secretary)

Frank Wood (Treasurer)

Mr Alan Owens (RNA)

Mr David Joyce (Rotary Club)

Mr David Fellows

#### Management Team

Lt(SCC) Emma Ryder RNR (Officer in Charge)

Rev Claire McArthur (Unit Chaplain)



# Financial Summary

## Summary Financials

We are an independent charity, raising our own funds to support our Unit. Our accounts are prepared on a Receipts and Payments basis and as directed by the MSSC and Charity Commission. Detailed Financial Accounts are lodged with the Charity Commission.

- Receipts during the year were **£ 32,258** and includes cadet membership fees, training course fees and other grants and donations.
- Payments made during the year were **£30,000**. All of these payments were made on Sea Cadet activities.
- 2021/22 produced a net operating surplus in year of **£ 2258**
- Total net assets as 31 March 2022 are **£58,073**. This includes cash assets of **£ 34,733** that includes reserves equivalent to one years operations costs.



## Notes to the Summary Accounts

- Audited accounts are lodged both with the MSSC and with the Charity Commission.
- All our volunteers gave their time freely and none received any salary or wage for their time or service to the Unit.
- Cadet membership subscriptions are £ 15.00 per month per cadet payable by Direct Debit and is subject to annual review.
- Vehicle operations covered 2 vehicles in year
- The sum of £2124 is ring fenced as part of a legacy trust in the late Lt Cdr Frank Cea's name and will be used to fund future costs of trips and training for Leadership/boating for those cadets on low income



# Acknowledgment and thanks

For their invaluable support within 2021-2022, on behalf of all the Unit Trustees, adult instructors, cadets and parents, I would like to thank the following:

- ❖ The Rotary Club of Coventry
- ❖ General Charities of the City of Coventry
- ❖ Coventry Three Spires Round Table
- ❖ Coventry City Council
- ❖ Coventry Branch Royal Naval Association
- ❖ L Darby and Son Ltd, Coventry
- ❖ BSS Industrial
- ❖ John French Electrical Ltd
- ❖ The Captain and crew of HMS Diamond
- ❖ Coventry Church (Municipal) Charities
- ❖ Andy Pollard and New English Teas Ltd
- ❖ Coventry Building Society
- ❖ Steve Bourne

**Our sincere thanks to you all**





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name \*  
Coventry Sea Cadets

On accounts for the year  
ended

31<sup>st</sup> March 2022

Charity no  
(if any)

505694

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021** which are set out on the following 4 pages.

As the charity's trustees, 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**

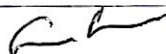
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:



Date:

8/6/2022

Name:

Steve Bourne

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

ACA

Address:

42 Clovelly Way

Nuneaton, Warwickshire

CV11 6YB

N/A

## SET - UP PAGE

Please enter the relevant data into the cells shaded  
shaded  
PIIIIF

<b>UNIT NAME</b>	Coventry
<b>CHARITY NUMBER</b>	505694
<b>YEAR ENDING</b>	2022

<b>RECONCILIATION</b>	
<b>Opening Balances</b>	
£18,376.88	Bank Account
£14,098.22	Saving Account
£0.00	Petty Cash
<b>£32,475.10</b>	<b>Total Opening Balance at 1st April 2021</b>
<b>Closing Balances</b>	
£20,619.70	Bank Account
£14,113.51	Saving Account
£0.00	Petty Cash
<b>£34,733.21</b>	<b>Total Closing Balance at 31st March 2022</b>
<b>£34,733.21</b>	<b>Closing Balance per A3 Report</b>
<b>£0.00</b>	

**THE SEA CADETS**

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

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

Form  
SCC A3 (R&P)  
Apr-19

(\*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> Coventry	<b>Charity No:</b> 505694
----------------------------	---------------------------

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

**REVENUE RECEIPTS –**

ANNUAL FUND/DIRECT GRANT			£730.57
SCAVA (Sea Cadet Victualling Allowance)			£0.00
OTHER GRANTS	Gift Aid and General Grant	£24,830.07	£22,669.21
CADET CONTRIBUTIONS	No Subs for 2 Months	£3,334.69	£4,218.16
OTHER DONATIONS / LEGACIES	Ringfenced Frank Cea	£2,124.85	£0.00
FUNDRAISING & SPECIAL EVENTS PROCEEDS			£0.00

**OTHER CHARITABLE ACTIVITIES:**

COMPETITION RECEIPTS			£0.00
COURSE FEES	includes RYA log books	£1,472.16	£1,058.16
SUNDRY SALES RECEIPTS	includes 422.15 EDF	£496.40	£0.00
BANK DEPOSIT INTEREST			£126.28
PROPERTY RENTS (includes any occasional)			£0.00
OTHER REVENUE RECEIPTS			£0.00

<b>TOTAL REVENUE RECEIPTS</b>	<b>A</b>	<b>£32,258.17</b>	<b>£28,802.38</b>
-------------------------------	----------	-------------------	-------------------

**NON-REVENUE RECEIPTS –**

PROCEEDS FROM SALES OF OTHER FIXED		£0.00	£0.00
------------------------------------	--	-------	-------

<b>TOTAL NON-REVENUE RECEIPTS</b>	<b>B</b>	<b>£0.00</b>	<b>£0.00</b>
-----------------------------------	----------	--------------	--------------

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

<b>TOTAL RECEIPTS = A + B</b>	<b>C</b>	<b>£32,258.17</b>	<b>£28,802.38</b>
-------------------------------	----------	-------------------	-------------------

**Reconciliation:-**

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

- REVENUE ITEMS (= A – D from page AC2)	<b>G</b>	£2,258.11	£6,605.10
- NON-REVENUE ITEMS (= B – E from page AC2)	<b>H</b>	£0.00	£0.00
- COMBINED (=G+H)		£2,258.11	£6,605.10
<b>CASH/BANK BALANCE FROM LAST YEAR-END</b>		<b>£32,475.10</b>	<b>£25,870.00</b>
<b>CASH/BANK BALANCE AT THIS YEAR-END</b>	<b>2022</b>	<b>£34,733.21</b>	<b>£32,475.10</b>

**THE SEA CADETS**

**ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT  
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March**

Form  
SCC A3 (R&P)  
Apr-19

(\*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> Coventry	<b>Charity No:</b> 505694
----------------------------	---------------------------

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

**REVENUE PAYMENTS –**

**DIRECT CHARITABLE ACTIVITY COSTS:**

FUNDRAISING & SPECIAL EVENTS COSTS	£0.00	£0.00
COMPETITION COSTS	£0.00	£0.00
FUEL & TRAVEL COSTS	Unit open after Covid	£846.69
CATERING COSTS	Frank Cea wake	£327.49
TRAINING COURSES COSTS	Courses restarted	£899.00
ARTICLES PURCHASED FOR RESALE	£0.00	£0.00

**OVERHEAD COSTS FOR:**

RENT / COUNCIL TAX		£0.00
HEAT, LIGHT & WATER	overpayment last year	£2,364.68
TELEPHONE & BROADBAND	£784.30	£686.90
OFFICE SUPPLIES, POSTAGE & PRINTING	£0.00	£0.00

**MAINTENANCE COSTS FOR:**

BUILDINGS & ESTATE	New Outbuilding	£15,944.87
BOATS	£3,593.73	£4,624.75
VEHICLES	New Clutch for Fiat	£2,287.41
OTHER MISC EQUIPMENT	cleaning after refurbishment	£866.21
INSURANCE COSTS	£2,085.68	£3,395.40
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	£0.00	£0.00

**TOTAL REVENUE PAYMENTS**

**D**

£30,000.06	£22,197.28
------------	------------

**NON-REVENUE PAYMENTS –**

ASSETS	£0.00	£0.00
--------	-------	-------

**TOTAL NON-REVENUE  
TOTAL PAYMENTS (=D+E)**

**E  
F**

£0.00	£0.00
£30,000.06	£22,197.28

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



## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

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

(\*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

<b>Unit Name:</b> Coventry	<b>Charity No:</b> 505694
----------------------------	---------------------------

## Unit address (or address for correspondence):-

House name:	
Street and No:	74 Crescent Avenue
Area or Estate	Stoke
Town/City:	Coventry
County	West Midlands
Post Code:	CV3 1HE

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

Mrs Lynne Crosbie (Chair)	Mr Allen Owens
Mr Frank Wood (Treasurer)	Lt (SCC) Emma Ryder (OIC)
Mrs Lisa Barrett (Secretary)	Mr David Fellows
Mr Martin Webb	
Mr Dhiran Vagdia	
Mr David Joyce	

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


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*]:-

--	--

**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:-**

Getting the Cadets back into the Unit and out on the water after Covid lockdown. Car Park/Drill Area re-surfaced and new outbuilding for RYA related on water equipment.

**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.

## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

## RECEIPTS &amp; PAYMENTS ACCOUNT for year ended 31 March 2022

(\*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: Coventry

Charity No: 505694

**Reserves Policy**

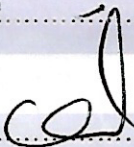
The charity trustees' policy aims to maintain unrestricted reserves at a level 12 months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in Year-end reserves amounted £32,608.36 12 months' on that basis.

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 Frank Cea Fund 2,124.85

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



Unit Treasurer



Unit Chairman



STEVE BOURNE

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

Charity Name \*  
Coventry Sea Cadets

On accounts for the year  
ended

31<sup>st</sup> March 2022

Charity no  
(if any)

505694

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021** which are set out on the following 4 pages.

As the charity's trustees, 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**

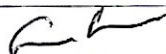
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:



Date:

8/6/2022

Name:

Steve Bourne

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

ACA

Address:

42 Clovelly Way

Nuneaton, Warwickshire

CV11 6YB

N/A

## SET - UP PAGE

Please enter the relevant data into the cells shaded  
shaded  
PIIIIF

<b>UNIT NAME</b>	Coventry
<b>CHARITY NUMBER</b>	505694
<b>YEAR ENDING</b>	2022

<b>RECONCILIATION</b>	
<b>Opening Balances</b>	
£18,376.88	Bank Account
£14,098.22	Saving Account
£0.00	Petty Cash
<b>£32,475.10</b>	<b>Total Opening Balance at 1st April 2021</b>
<b>Closing Balances</b>	
£20,619.70	Bank Account
£14,113.51	Saving Account
£0.00	Petty Cash
<b>£34,733.21</b>	<b>Total Closing Balance at 31st March 2022</b>
<b>£34,733.21</b>	<b>Closing Balance per A3 Report</b>
<b>£0.00</b>	

**THE SEA CADETS**

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

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

Form  
SCC A3 (R&P)  
Apr-19

(\*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> Coventry	<b>Charity No:</b> 505694
----------------------------	---------------------------

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

**REVENUE RECEIPTS –**

ANNUAL FUND/DIRECT GRANT			£730.57
SCAVA (Sea Cadet Victualling Allowance)			£0.00
OTHER GRANTS	Gift Aid and General Grant	£24,830.07	£22,669.21
CADET CONTRIBUTIONS	No Subs for 2 Months	£3,334.69	£4,218.16
OTHER DONATIONS / LEGACIES	Ringfenced Frank Cea	£2,124.85	£0.00
FUNDRAISING & SPECIAL EVENTS PROCEEDS			£0.00

**OTHER CHARITABLE ACTIVITIES:**

COMPETITION RECEIPTS			£0.00
COURSE FEES	includes RYA log books	£1,472.16	£1,058.16
SUNDRY SALES RECEIPTS	includes 422.15 EDF	£496.40	£0.00
BANK DEPOSIT INTEREST			£126.28
PROPERTY RENTS (includes any occasional)			£0.00
OTHER REVENUE RECEIPTS			£0.00

<b>TOTAL REVENUE RECEIPTS</b>	<b>A</b>	<b>£32,258.17</b>	<b>£28,802.38</b>
-------------------------------	----------	-------------------	-------------------

**NON-REVENUE RECEIPTS –**

PROCEEDS FROM SALES OF OTHER FIXED		£0.00	£0.00
------------------------------------	--	-------	-------

<b>TOTAL NON-REVENUE RECEIPTS</b>	<b>B</b>	<b>£0.00</b>	<b>£0.00</b>
-----------------------------------	----------	--------------	--------------

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

<b>TOTAL RECEIPTS = A + B</b>	<b>C</b>	<b>£32,258.17</b>	<b>£28,802.38</b>
-------------------------------	----------	-------------------	-------------------

**Reconciliation:-**

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

- REVENUE ITEMS (= A – D from page AC2)	<b>G</b>	£2,258.11	£6,605.10
- NON-REVENUE ITEMS (= B – E from page AC2)	<b>H</b>	£0.00	£0.00
- COMBINED (=G+H)		£2,258.11	£6,605.10
<b>CASH/BANK BALANCE FROM LAST YEAR-END</b>		<b>£32,475.10</b>	<b>£25,870.00</b>
<b>CASH/BANK BALANCE AT THIS YEAR-END</b>	<b>2022</b>	<b>£34,733.21</b>	<b>£32,475.10</b>

**THE SEA CADETS**

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

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

Form  
SCC A3 (R&P)  
Apr-19

(\*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> Coventry	<b>Charity No:</b> 505694
----------------------------	---------------------------

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

**REVENUE PAYMENTS –**

**DIRECT CHARITABLE ACTIVITY COSTS:**

FUNDRAISING & SPECIAL EVENTS COSTS	£0.00	£0.00
COMPETITION COSTS	£0.00	£0.00
FUEL & TRAVEL COSTS	Unit open after Covid	£846.69
CATERING COSTS	Frank Cea wake	£327.49
TRAINING COURSES COSTS	Courses restarted	£899.00
ARTICLES PURCHASED FOR RESALE	£0.00	£0.00

**OVERHEAD COSTS FOR:**

RENT / COUNCIL TAX		£0.00
HEAT, LIGHT & WATER	overpayment last year	£2,364.68
TELEPHONE & BROADBAND	£784.30	£686.90
OFFICE SUPPLIES, POSTAGE & PRINTING	£0.00	£0.00

**MAINTENANCE COSTS FOR:**

BUILDINGS & ESTATE	New Outbuilding	£15,944.87
BOATS	£3,593.73	£4,624.75
VEHICLES	New Clutch for Fiat	£2,287.41
OTHER MISC EQUIPMENT	cleaning after refurbishment	£866.21
INSURANCE COSTS	£2,085.68	£3,395.40
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	£0.00	£0.00

**TOTAL REVENUE PAYMENTS**

**D**

<b>£30,000.06</b>	<b>£22,197.28</b>
-------------------	-------------------

**NON-REVENUE PAYMENTS –**

ASSETS	£0.00	£0.00
--------	-------	-------

**TOTAL NON-REVENUE  
TOTAL PAYMENTS (=D+E)**

**E**

**F**

£0.00	£0.00
<b>£30,000.06</b>	<b>£22,197.28</b>

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



## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

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

(\*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

<b>Unit Name:</b> Coventry	<b>Charity No:</b> 505694
----------------------------	---------------------------

## Unit address (or address for correspondence):-

House name:	
Street and No:	74 Crescent Avenue
Area or Estate	Stoke
Town/City:	Coventry
County	West Midlands
Post Code:	CV3 1HE

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

Mrs Lynne Crosbie (Chair)	Mr Allen Owens
Mr Frank Wood (Treasurer)	Lt (SCC) Emma Ryder (OIC)
Mrs Lisa Barrett (Secretary)	Mr David Fellows
Mr Martin Webb	
Mr Dhiran Vagdia	
Mr David Joyce	

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


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*]:-

--	--

## 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:-

Getting the Cadets back into the Unit and out on the water after Covid lockdown. Car Park/Drill Area re-surfaced and new outbuilding for RYA related on water equipment.

## 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.

## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

## RECEIPTS &amp; PAYMENTS ACCOUNT for year ended 31 March 2022

(\*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: Coventry

Charity No: 505694

**Reserves Policy**

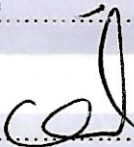
The charity trustees' policy aims to maintain unrestricted reserves at a level 12 months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in Year-end reserves amounted £32,608.36 12 months' on that basis.

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 Frank Cea Fund 2,124.85

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



Unit Treasurer



Unit Chairman



STEVE BOURNE

Independent Examiner

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

**COVENTRY UNIT OF THE SEA CADET CORPS**

England & Wales - Charity number 505694

---

# Accounts

---

# SEA CADETS



## Coventry Sea Cadets

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

# Overview

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2021. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

## Aim of the Sea Cadet Corps

The aim of the Sea Cadets Corps is to give young people the best possible head start in life, through nautical adventure and fun, based on the customs and traditions of the Royal Navy. Our aim is to develop young people and support them towards responsible adulthood.

## Charitable Purpose

The charitable purpose of the Unit is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens. This is achieved by the provision of education and leisure time activities using a nautical theme, based on the traditions of the Royal Navy and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

In furtherance of the Purpose, the Unit offers young people a structured environment in which to develop; provides access to education and training including sailing, rowing, windsurfing, paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping, and public services; it provides opportunities for young people to obtain a range of qualifications and a wide range of opportunities for community involvement.

## Public Benefit

The trustees continue to give regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit' provided by the Unit in relation to the charitable purpose of the Sea Cadets movement as set out in the activities and achievements as outlined in this report.

To achieve its aim the Unit encourages recruitment of young people from all backgrounds and abilities including where possible, and within the realms of Health and Safety, those with disabilities and develops their skills and abilities by:

- Regular structured activities with a nautical theme
- Enabling young people to take part in activities connected with the wider Sea Cadet Corps
- Movement such as waterborne activities, events and competitions at district, area and national levels
- Availability of formal achievements whilst completing courses to earn badges and promotions



# Our Aims

We help young people to launch well into today's world. Through a different kind of adventure, Coventry Sea Cadets helps teenagers to develop into young people who can launch well in life, so they can cope with today's world and thrive in it.

**Over the next 5 years** we are committed to delivering the following:

- **A full programme of training and activities that is accessible to our cadets**
  - Ensuring our equipment is properly maintained and is safe to use
  
- **Continuing to support our volunteers who make it all possible**
  - Seek to have the right balance of trained volunteers within the Unit
  - Ensure flexible training for our volunteers so they meet the MSSC's standards.
  - Ensure our volunteers are enjoying their Sea Cadeting experience.
  
- **Continuously improving the quality of our training delivery to both cadets and adults**
  
- **Continually improving how we work and operate**
  - Continuing to ensuring safety is paramount
  - Ensuring we have resources to support delivery
  - Maintain our excellent communications within the Unit
  - Deliver the commitments of the MSSC and Sea Cadet Values.
  
- **Continue to develop our Recognised Training Centre (RTC) status with the RYA.**

## CONTACT US:

Training Ship Coventry  
Sea Cadet Corps  
74 Crescent Avenue  
Coventry CV3 1HE



☎ 024 7643 1602

✉ [unit@coventryseacadets.org.uk](mailto:unit@coventryseacadets.org.uk)

🌐 [www.coventryseacadets.org.uk](http://www.coventryseacadets.org.uk)

Patron:

**Her Majesty The Queen**

Admiral of the Sea Cadet Corps:

**HRH The Duke of York KG**

Honorary President of Coventry Sea Cadets:

**The Lord Mayor of Coventry**

**Coventry Sea Cadets is a Charity registered in England and Wales. Number 505694**

# Chair of the Trustees Report

A year ago we saw the beginning of a pandemic that no one saw coming or could have predicted would last as long as it has. For the first time in our history, we had to close for a sustained period of time and adapt both the training offered to the cadets as well as how we met as Trustees.

As the Unit Management team, we focused on ensuring we had strong reserves to keep us financially secure should we lose any income through the year. Fortunately, this was not a concern as finances have remained healthy for many years now through close management and would cover us through the year if needed.

Within the unit itself, the Officer in Charge, Lt Emma Ryder and her team quickly responded to the situation and adapted the face to face training to a virtual session on Zoom on a Tuesday instead. It became apparent that numbers did reduce both from a cadet and staffing level however this didn't deter her and different training was made available this way each week including fun activities to help the cadets in what's been the toughest year yet for them. At this point I would like to personally thank Lt Ryder and her leadership team for responding to the situation so quickly and for overcoming so many challenges whilst maintaining the training and support to the cadets.

In addition to our existing Finances, we successfully applied for support from the Council through the Coronavirus Support Grants which were available to any organisation paying business rates within the City. Fortunately these were offered periodically through the year and were then even automatically paid out to us without the need to apply. Having lost all our income following the decision to cancel our monthly subscriptions to support the parents at the back end of the year, this grant funding helped to supplement this and also provided much needed funds for our building project.

To make the most out of the situation, we decided to use the closure of the unit as an opportunity to carry out the much needed maintenance. Although having limitations with Covid restrictions, we still managed to arrange for internal work to be done including plastering repairs, repaint of all the internal walls and ceilings, refurbishment of the staff Wardroom and then new flooring in two areas. A massive thankyou to PO Katie Taylor and her father who were a massive support with some of the work and a special mention to Amtico who kindly donated the new flooring to us free of charge.

As we now move into a new Financial year, our priority is to support Lt Ryder and her team reengage fully back as a unit. Parades are moving back to a Tuesday night and the first priority for them will be to rebuild numbers back having lost some cadets and staff within the year. Already new cadets have started to join so I'm confident this will continue to grow and hopefully a joint campaign to recruit new adult volunteers for both the uniformed side and as Trustees will help shape the Unit moving forward. We will also help to provide any further equipment needed to ensure that there are no Covid-19 concerns and any Government guidance is met including masks, extra cleaning materials and hand sanitisers.

Overall it just remains for me to thank my fellow trustees for their ongoing support, Lt Ryder and her team for their resilience and determination and finally the cadets and parents themselves for continuing to make the effort to come along to parades in the oddest of times and to be there ready for the start of a better year ahead.

**Lynne Crosbie**

**Chair of Trustees - TS Coventry SCC**

# Officer In Charge Report

This time last year we were in the midst of the initial lockdown and adapting to online training delivery – hoping that it would all be done soon and we'd be back to normal! I'm extremely grateful to the small band of volunteers who came up with new ideas and delivered new and interesting sessions each week. At the same time, we worked on implementing procedures that would allow us to return to face to face training. The support from our Chair of Trustees, Lynne Crosbie and Treasurer, Frank Wood was invaluable and meant that we were one of the first units to return to outdoor and afloat training. Both Lynne and Frank also put many hours into arranging the refurbishment of the unit while we were shut down and as a result we now have a much more pleasant training environment which supports our future focussed plans.

For our return to face-to-face training, we played to our strengths and focussed on afloat and adventure training. This gave cadets and volunteers the chance to be back together in the outdoors after so many months apart. Initially, we ran rowing sessions and added powerboating and sailing once restrictions allowed. Twenty one cadets accessed afloat training during our first few weeks back, and we appreciate the support of parents transporting cadets to training where we were unable to use the unit minibus.

In April, after the second lockdown, we returned to unit training and welcomed our first New Entry Cadets aboard. By adapting our training programme, we were able to rotate groups through training at the unit and afloat training at Draycote which meant that our newest cadets had the opportunity to get afloat during their first weeks in Sea Cadets. Whilst COVID has been extremely challenging (and frustrating), it has encouraged us to think "outside the box" and as a result we've offered an extremely varied programme and made the best of our volunteers' strengths.

Since reopening, recruitment is going well and at the moment we have twelve cadets progressing towards full enrolment. We have opened two groups in order to meet demand! At the opposite end of the cadet experience, we are also looking forward to having Leading Cadets back at Coventry and we wish the best of luck to our three candidates going for assessment this weekend.

For now, we are focussing on bringing the unit back together, having trained groups separately over the last twelve weeks in order to manage the COVID transmission risk. We continue to develop our afloat training offer, whilst looking to increase our pool of volunteers.

The close working relationship between the Command Team and UMT remains strong and we hope that we will be able to meet face to face soon to celebrate the achievements of the last year.

I thank all the staff, trustees, parents and cadets for supporting the unit through such challenging times. My special thanks go to Mrs Lynne Crosbie, WO2 Phil Warwick, CPO John French, Sub Lt Matthew McCann, Mr Frank Wood and Lt Dean Marshall, for their unwavering support and guidance over the last year.

**Lieutenant (SCC) Emma Ryder RNR**

**Officer in Charge**



# Treasurer's Report

First of all, many thanks to Steve Bourne for again auditing the accounts as the Independent Examiner. His guidance and advice coupled with his fine eye for detail have been invaluable.

Also thanks to Coventry City Council for their financial support throughout the covid19 pandemic. It is down to them that we have been able to achieve so much and still maintain a healthy balance sheet at the end of the financial year.

We have managed to use the forced closure of our premises to good effect by completely refurbishing the interior, repairing, painting and cleaning the whole of the downstairs area and as required on the first floor. The Unit is looking bright and ship shape ready for the Cadets to return indoors hopefully in the near future. The outside yard is due to be levelled and patched during the new financial year.

We have purchased another boat and trailer to add to our marine fleet and 2 of our 3 vehicles are well serviced and maintained. The 3<sup>rd</sup> is an ongoing project for the new financial year.

The annual accounts were approved by the Unit Management committee on the 10<sup>th</sup> June and were circulated with the reports and agenda.



## **Reserves Policy**

The trustees continue to review the charity's requirements for reserves in light of the main risk to the organisation, that being a reduction of income. The trustees have established a policy whereby the reserves in total that are not invested in tangible fixed assets held by the Unit, should be up to the equivalent to 6 months overhead costs of the charity.

The level of these reserves has been determined by the need to meet the working capital requirements of the charity and also for the charity to carry out all of its legal obligations.

At the end of March 2021, the total of the charity's reserves stood at £13971 of which all was unrestricted.

The financial strategy of the trustees continues to be that of building the reserves which will be achieved by continually reviewing overheads, exploring additional means of income and further fundraising. The trustees will continue to take all necessary actions with regard to the prevailing economic climate.

## **Summary**

The unit remains on a sound financial footing and the level of reserves ensures that as we move into the new financial year Coventry Sea Cadets remain in a strong position to ride out the storm brought on by coronavirus.

**Frank Wood**  
**Treasurer**

# Legal Information

## Structure, Governance and Management

Units of the SCC are formed solely by volunteers in local communities. Each Unit is a self-supporting youth organisation and an independent charity with a central support management and training structure provided primarily by the Marine Society and Sea Cadets (MSSC). The unit becomes a part of the SCC by virtue of its' affiliation to the MSSC, the parent body of the SCC. In accepting this affiliation, the unit undertakes to comply with all regulations issued by, or on behalf of, the MSSC Council.

Coventry Sea Cadets is registered as an unincorporated charity (no. 505694) and is governed by a constitution approved by the Charity Commission of England and Wales. A revised constitution issued by the Marine Society and Sea Cadets was ratified by the Board of Trustees between meetings in December 2017 in order to meet the deadline of 31<sup>st</sup> December 2017.

## Recruitment and Appointment of the Trustees

Trustees serve and are re-elected on an annual basis. A minimum of 4 office holders: Chair, Secretary, Treasurer and Commanding Officer. UMT office holders are elected at the first meeting following the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadets Unit which is drawn loosely as being those with an interest in the unit. The constitution lays down specific controls for UMT membership and will be observed for all future recruitment.

In the event of a vacancy arising during the year (known as a casual vacancy), the trustees have the power to appoint new trustees. A trustee will serve until the date of the next AGM, after which the post will be filled by election.

The trustees are represented by a wide range of individuals drawn from the local community. Trustees have the power to appoint additional trustees to act jointly with them for all purposes. A trustee whose term of office has expired can be appointed for a further term of office.

## Responsibilities of the Trustees

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



The Trustees/Unit Management Team met 6 times virtually during the year.

**Honorary President**

Lord Mayor of Coventry

**Vice President**

Mrs Susan Rhodes

Mr Francis Heath

**Trustees**

Mrs Lynne Crosbie (Chairman)

Mrs Lisa Barrett (Secretary)

Frank Wood (Treasurer)

Mr Martin Webb

Mr David Joyce (Rotary Club)

Mr Dhiran Vagdia

Mrs Pauline Smart

Mr Alan Owens (RNA)

Mr David Fellows

**Management Team**

Lt(SCC) Emma Ryder RNR (Officer in Charge)

WO2 Philip Warwick ( Unit Executive Officer)

**Others**

Mrs Jemma Vickers (former Trustee)

Mrs Margaret Blizzard ( District Chair)

Mr John Hartley ( Rotary Club rep)

**Independent Examiner** - Mr Steven Bourne ACA (Volvo)

**Bank** - Barclays Bank and Coventry Building Society



# Financial Summary

## Summary Financials

We are an independent charity, raising our own funds to support our Unit. Our accounts are prepared on a Receipts and Payments basis and as directed by the MSSC and Charity Commission. Detailed Financial Accounts are lodged with the Charity Commission.

- Receipts during the year were **£ 28,802** and includes cadet membership fees, training course fees and other grants and donations.
- Payments made during the year were **£ 22,197**. All of these payments were made on Sea Cadet activities.
- 2020/21 produced a net operating profit in year of **£ 6,605**
- Total net assets as 31 March 2020 are **£ 48,169**. This includes cash assets of **£ 32,475** made up of current funds and reserves equivalent to one years operations costs and fixed assets including equipment and boats.



## Summary Financials

### Notes to the Summary Accounts

- Audited accounts are lodged both with the MSSC and with the Charity Commission.
- All our volunteers gave their time freely and none received any salary or wage for their time or service to the Unit.
- Cadet membership subscriptions are £ 15.00 per month per cadet payable by Direct Debit and is subject to annual review.
- Grants made by other bodies for specific purposes includes £22,669 from Coventry City Council through the Covid relief Grant scheme
- There was no active fundraising as per previous years due to Covid restrictions and lockdown
- Unit repairs, decoration and maintenance cost £7,860
- Fuel and vehicle costs were substantially reduced whilst no face to face activity was allowed

The financial statements were approved by the Board of Trustees at their meeting on 10<sup>th</sup> June 2021 and were signed on its behalf by:

Lynne Crosbie  
Chair of the Trustees

Frank Wood  
Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
COVENTRY SEA CADET CORPS.**

I report on the financial statements of Coventry Unit of the Sea Cadets Corps for the year ended 31<sup>st</sup> March 2021.

**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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

**Independent examiner's statement**

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Steven Bourne ACA

Date: 10th June 2021

Volvo Group UK  
Wedgnoek Lane  
Warwick  
CV34 5YA



# Acknowledgements

Coventry Sea Cadets would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2020/2021

- Rotary Club of Coventry
- Coventry Round Table
- Coventry Building Society
- Amtico
- Coventry City Council
- Vagdia & Holmes Coventry

No final report would be complete without acknowledging the efforts and dedicated service of the adult volunteers who make the unit a success. For any Sea Cadet Unit to succeed it is fully reliant on its teams to work together. Our uniformed and civilian instructors, management team and unit assistants all have one common aim, that of delivering the best experience for our young people.

In this modern age, time is a precious commodity and like with all teachers and trainers there is a lot that goes on behind the scenes, outside of parade times and over weekends that is not observed but makes the difference.

Thank you for your commitment and continued support.

Lynne Crosbie

**Chair of Trustees**

**July 2021**



## SET - UP PAGE

Please enter the relevant data into  
**BLUE**

UNIT NAME
Unit Name
CHARITY NUMBER
Charity Number
YEAR ENDING
2021

RECONCILIATION	
Opening Balance	
£11,898.06	Bank Account
£13,971.94	Saving Account
£0.00	Petty Cash
£25,870.00	<b>Total Opening Balance</b>
Closing Balance	
£18,376.88	Bank Account
£14,098.22	Saving Account
£0.00	Petty Cash
£32,475.10	<b>Total Closing Balance</b>

<b>£32,475.10</b>	<b>Closing Balance</b>
<b>£0.00</b>	

the cells shaded

<b>LIABILITY</b>	
<b>balances</b>	
<b>g Balance at</b>	<b>1st April 2020</b>
<b>balances</b>	
<b>g Balance at</b>	<b>31st March 2021</b>

per A3 Report



**THE SEA CADETS**

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

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

(\*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations -

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to b

<b>Unit Name:</b> Coventry	<b>Charity No:</b>
----------------------------	--------------------

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

**Notes**

**REVENUE RECEIPTS -**

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

Coventy CC Covid Grants Only

**OTHER CHARITABLE ACTIVITIES:**

- COMPETITION RECEIPTS
- COURSE FEES
- SUNDRY SALES RECEIPTS
- BANK DEPOSIT INTEREST
- PROPERTY RENTS (includes any occasional lettings/hirings)
- OTHER REVENUE RECEIPTS


**TOTAL REVENUE RECEIPTS**

**A**

**NON-REVENUE RECEIPTS -**

- PROCEEDS FROM SALES OF OTHER FIXED ASSETS

**TOTAL NON-REVENUE RECEIPTS**

**B**

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

**TOTAL RECEIPTS = A + B**

**C**

**Reconciliation:-**

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

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

**CASH/BANK BALANCE FROM LAST YEAR-END**

**CASH/BANK BALANCE AT THIS YEAR-END**

**2021**

Form  
 SCC A3 (R&P)  
 04/19

- SSI 2006/218)

re notified by 1 November

505694

<b>THIS YEAR £</b>	<b>LAST YEAR £</b>
----------------------------	----------------------------

£730.57	£12,434.39
£0.00	£0.00
£22,669.21	£1,341.41
£4,218.16	£4,613.40
£0.00	£0.00
£0.00	£1,891.37

£0.00	£0.00
£1,058.16	£841.50
£0.00	£7,122.62
£126.28	£0.00
£0.00	£0.00
£0.00	£0.00

<b>###</b>	<b>£28,244.69</b>
------------	-------------------

£0.00	£0.00
-------	-------

<b>£0.00</b>	<b>£0.00</b>
--------------	--------------

<b>£28,802.38</b>	<b>£28,244.69</b>
-------------------	-------------------

£6,605.10	-£1,932.59
£0.00	£0.00
£6,605.10	-£1,932.59

£25,870.00	£27,802.59
------------	------------

<b>###</b>	£25,870.00
------------	------------

**AC1**

**THE SEA CADETS**

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

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

(\*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations -

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to b

<b>Unit Name:</b>	Unit Name	<b>Charity No:</b>
-------------------	-----------	--------------------

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

**Notes**

**REVENUE PAYMENTS -**

**DIRECT CHARITABLE ACTIVITY COSTS:**

- FUNDRAISING & SPECIAL EVENTS COSTS
- COMPETITION COSTS
- FUEL & TRAVEL COSTS
- CATERING COSTS
- TRAINING COURSES COSTS
- ARTICLES PURCHASED FOR RESALE

No fundraising lock Down
No Boating
Reduced courses Lock Down
No major purchases

**OVERHEAD COSTS FOR:**

- RENT / COUNCIL TAX
- HEAT, LIGHT & WATER
- TELEPHONE & BROADBAND
- OFFICE SUPPLIES, POSTAGE & PRINTING


**MAINTENANCE COSTS FOR:**

- BUILDINGS & ESTATE
- BOATS
- VEHICLES
- OTHER MISC EQUIPMENT
- INSURANCE COSTS
- BANK INTEREST & CHARGES

Repairs and Decoration
850 for new boat and trailer
No major repairs
Covid related materials
Includes build insurance

**CHARITY GOVERNANCE COSTS:**

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


**TOTAL REVENUE PAYMENTS**

**D**

**NON-REVENUE PAYMENTS -**

- ASSETS

--

**TOTAL NON-REVENUE**

**PAYMENTS**

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

**E**

**F**

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

Form  
 SCC A3 (R&P)  
 04/19

- SSI 2006/218)

is notified by 1 November

Charity Number

<b>THIS YEAR £</b>	<b>LAST YEAR £</b>
----------------------------	----------------------------

£0.00	£208.35
£0.00	£0.00
£402.10	£2,190.37
£0.00	£8.10
£365.50	£3,285.30
£0.00	£3,905.28

£0.00	£856.80
£3,531.78	£1,448.00
£686.90	£495.31
£0.00	£1,350.50

£7,860.95	£7,881.02
£4,624.75	£3,411.40
£1,072.83	£4,245.80
£257.07	£272.44
£3,395.40	£618.61
£0.00	£0.00

£0.00	£0.00
£0.00	£0.00
£0.00	£0.00
£0.00	£0.00
<b>£22,197.28</b>	<b>£30,177.28</b>

£0.00	£0.00
-------	-------

£0.00	£0.00
<b>###</b>	<b>£30,177.28</b>

**AC2**

**THE SEA CADETS**

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

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

(\*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations -

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to b

<b>Unit Name:</b> Unit Name	<b>Charity No:</b>
-----------------------------	--------------------

**In E&W: STATEMENT OF ASSETS & LIABILITIES**

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

<b>Name of Fund</b> if <u>restricted</u>
---

**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 any)

**\*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 use

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

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

(or say if none)

Amount of any trustee expenses reimbursed and for how many trustees

(or say if none)

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).

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

.....  
.....

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.

Form  
 SCC A3 (R&P)  
 04/19

(SSI 2006/218)  
 e notified by 1 November

Charity Number

<b>THIS YEAR £</b>	<b>LAST YEAR £</b>
£32,475.10	£25,870.00

£116.20	£136.71
£6,082.13	£6,155.45
£8,151.77	£9,590.32
£1,344.02	£1,581.21
£48,169.22	£43,333.69


<b>[Amounts]</b>	<b>Particulars</b>
[ ]	
[ ]	Authority:
[ ]	For how many:
[ ]	Nature:
[ ]	
	- or say if none

.Unit Treasurer

Unit Chairman

--

**THE SEA CADETS**  
**ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT**  
**RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March**

Form  
 SCC A3 (R&P)  
 04/19

(\*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> Coventry	<b>Charity No:</b> 505694
----------------------------	---------------------------

Unit address (or address for correspondence):-	
House name:	
Street and No:	74 Crescent Avenue
Area or Estate	Stoke
Town/City:	Coventry
County	West Midlands
Post Code:	CV3 1HE

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

Mrs Lynne Crosbie (Chair)	Mr Allen Owens	
Mr Frank Wood (Treasurer)	Lt (SCC) Emma Ryder (OIC)	
Mrs Lisa Barrett (Secretary)		
Mr Martin Webb		
Mr Dhiran Vagdia		
Mr David Joyce		

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

Mrs Jemma Vickers		

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]*:-

--	--	--

**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:-**

Unit closed for most of the Year due to Covid restrictions therefore opportunity taken to refurbish building at a cost of 7,860.95

**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**

Form  
SCC A3 (R&P)  
04/19

(\*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> Coventry	<b>Charity No:</b> 505694
----------------------------	---------------------------

**Reserves Policy**

The charity trustees' policy aims to maintain unrestricted reserves at a level [redacted] 12 months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in income  
Year-end reserves £32,475.00 [redacted] 12 months' on that basis.

~~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).~~

[redacted]

Date signed as authorised by the Unit's Management Team: [redacted]

[redacted] Unit Treasurer

[redacted] Unit Chairman

[redacted] Independent Examiner

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

**AC5**

**THE SEA CADETS**

**ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT  
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March**

Form  
SCC A3 (R&P)  
Apr-19

(\*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: Coventry

Charity No: 505694

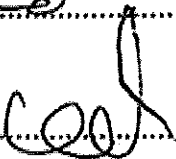
**Reserves Policy**


The charity trustees' policy aims to maintain unrestricted reserves at a level 12 months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in Year-end reserves amounted £32,475.00 12 months' on that basis.

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

Date signed as authorised by the Unit's Management Team: 10-Jun-21

  
..... Unit Treasurer

  
..... Unit Chairman

  
..... Independent Examiner

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

ACS

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Coventry Sea Cadets

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any) 505694

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021** which are set out on the following 4 pages.

As the charity's trustees, 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

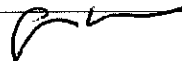
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:



Date: 10/6/2021

Name:

Steve Bourne

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

ACA

Address:

42 Clovelly Way

Nuneaton, Warwickshire

CV11 6YB

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

N/A