

# SEA CADETS



Coventry Sea Cadets

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**

# Chair of the Trustees Report

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**





# Officer In Charge Report

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**

# Treasurer's Report

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**

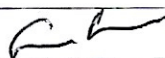
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- 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  
 blue

UNIT NAME	
Coventry	
CHARITY NUMBER	
505694	
YEAR ENDING	
2022	

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

# 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

Unit Name: Coventry	Charity No: 505694
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Fund-name/purpose (if not held for the Unit's general purposes):-	THIS YEAR £	LAST YEAR £
	Notes	

#### REVENUE RECEIPTS –

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

		£730.57
		£0.00
Gift Aid and General Grant	£24,830.07	£22,669.21
No Subs for 2 Months	£3,334.69	£4,218.16
Ringfenced Frank Cea	£2,124.85	£0.00
		£0.00

#### OTHER CHARITABLE ACTIVITIES:

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

		£0.00
includes RYA log books	£1,472.16	£1,058.16
includes 422.15 EDF	£496.40	£0.00
		£126.28
		£0.00
		£0.00

TOTAL REVENUE RECEIPTS

A

£32,258.17 £28,802.38

#### NON-REVENUE RECEIPTS –

PROCEEDS FROM SALES OF OTHER FIXED

	£0.00	£0.00
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TOTAL NON-REVENUE RECEIPTS

B

£0.00 £0.00

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

TOTAL RECEIPTS = A + B

C

£32,258.17 £28,802.38

#### Reconciliation:-

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

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

AC1



## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

SCC A3 (R&amp;P)

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

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

Unit Name:	Coventry	Charity No:	505694
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Fund-name/purpose (if not held for the Unit's general purposes):-	THIS YEAR £	LAST YEAR £
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

	£0.00	£0.00
	£0.00	£0.00
Unit open after Covid	£846.69	£402.10
Frank Cea wake	£327.49	£0.00
Courses restarted	£899.00	£365.50
	£0.00	£0.00

**OVERHEAD COSTS FOR:**

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

		£0.00
overpayment last year	£2,364.68	£3,531.78
	£784.30	£686.90
	£0.00	£0.00

**MAINTENANCE COSTS FOR:**

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

New Outbuilding	£15,944.87	£7,860.95
	£3,593.73	£4,624.75
New Clutch for Fiat	£2,287.41	£1,072.83
cleaning after refurbishment	£866.21	£257.07
	£2,085.68	£3,395.40
	£0.00	£0.00

**CHARITY GOVERNANCE COSTS:**

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

	£0.00	£0.00
	£0.00	£0.00
	£0.00	£0.00
	£0.00	£0.00
<b>TOTAL REVENUE PAYMENTS</b>	<b>D</b>	<b>£30,000.06</b>

**NON-REVENUE PAYMENTS –**

ASSETS

	£0.00	£0.00
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**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

SCC A3 (R&amp;P)

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

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

Unit Name: Coventry

Charity No: 505694

## In E&amp;W: STATEMENT OF ASSETS &amp; LIABILITIES

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

**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 &amp;c)

INVESTMENTS (ditto – belonging to a Restricted Fund, if

**\*OTHER FIXED ASSETS:**

- LAND &amp; BUILDINGS

- BOATS

- VEHICLES

- COMPUTERS &amp; 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)

Name  
of Fund  
if restrictedTHIS  
YEAR  
£LAST  
YEAR  
£

£34,733.21

£32,475.10

£10,098.77

£116.20

£5,169.80

£6,082.13

£6,929.00

£8,151.77

£1,142.41

£1,344.02

£58,073.19

£48,169.22

**[Scottish] ACCOUNTS NOTES\*** (if not within Annual Report)For any separate Receipts & Payments Account included in this Statement of Account: the nature and purpose of each Fund accounted for and the legal restrictions on its use

Total number and amount of any grants paid to (i) individuals and (ii) institutions, analysed by type of activity or project

Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it

Amount of any trustee expenses reimbursed and for how many

Amount and nature of any other trustee-transactions (including with connected persons, stating the relationship) - together with any amount owing at the year-end (say if none)

Any further information that 'may reasonably assist' a reader's

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

**[Amounts] Particulars**Give page no(s).  
- or say if none

(or say if none)

[ ] Authority:

(or say if none)

[ ] For how many:

[ ] Nature:

[ ]

[ ]

Give page no(s).

- or say if none

Unit Treasurer

Unit Chairman

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.



## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

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

Form

SCC A3 (R&amp;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 &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]:-

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Nature and date of the Unit's constitution (governing document):- Governed by Sea Cadet Standard Constitution

The method(s) adopted for recruiting new trustees, and how trustees are elected or otherwise appointed (and by whom) in accordance with the Unit's constitution, are as follows:-

Unit Management Team (UMT) members are elected annually at the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadet Unit which is drawn loosely as being those with an interest in the unit. In the event of a vacancy arising during the year (known as a casual vacancy), The UMT have the power to appoint a new UMT member. The UMT member appointed will serve until the date of the next AGM, after which the post will be filled by election.

The Unit's charitable purpose(s) as set out in its constitution is:-

To promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens by the provision of education and leisure time activities using a nautical theme and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

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

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

SCC A3 (R&amp;P)

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

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 &amp; 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

Independent Examiner

STEVE BOURNE

**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**

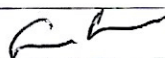
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- 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  
 blue

UNIT NAME	
Coventry	
CHARITY NUMBER	
505694	
YEAR ENDING	
2022	

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

# 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

Unit Name: Coventry	Charity No: 505694
---------------------	--------------------

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

#### REVENUE RECEIPTS –

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

		£730.57
		£0.00
Gift Aid and General Grant	£24,830.07	£22,669.21
No Subs for 2 Months	£3,334.69	£4,218.16
Ringfenced Frank Cea	£2,124.85	£0.00
		£0.00

#### OTHER CHARITABLE ACTIVITIES:

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

		£0.00
includes RYA log books	£1,472.16	£1,058.16
includes 422.15 EDF	£496.40	£0.00
		£126.28
		£0.00
		£0.00

TOTAL REVENUE RECEIPTS

A

£32,258.17 £28,802.38

#### NON-REVENUE RECEIPTS –

PROCEEDS FROM SALES OF OTHER FIXED

	£0.00	£0.00
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TOTAL NON-REVENUE RECEIPTS

B

£0.00 £0.00

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

TOTAL RECEIPTS = A + B

C

£32,258.17 £28,802.38

#### Reconciliation:-

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

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

AC1



**THE SEA CADETS**

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

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

Form  
SCC A3 (R&P)  
Apr-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	£402.10
CATERING COSTS	Frank Cea wake	£327.49	£0.00
TRAINING COURSES COSTS	Courses restarted	£899.00	£365.50
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	£3,531.78
TELEPHONE & BROADBAND		£784.30	£686.90
OFFICE SUPPLIES, POSTAGE & PRINTING		£0.00	£0.00

**MAINTENANCE COSTS FOR:**

BUILDINGS & ESTATE	New Outbuilding	£15,944.87	£7,860.95
BOATS		£3,593.73	£4,624.75
VEHICLES	New Clutch for Fiat	£2,287.41	£1,072.83
OTHER MISC EQUIPMENT	cleaning after refurbishment	£866.21	£257.07
INSURANCE COSTS		£2,085.68	£3,395.40
BANK INTEREST & CHARGES		£0.00	£0.00

**CHARITY GOVERNANCE COSTS:**

FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINER		£0.00	£0.00
FOR OTHER PROFESSIONAL FEES		£0.00	£0.00
FOR LEGAL ADVICE (for constitution or trustees)		£0.00	£0.00
OTHER REVENUE COSTS		£0.00	£0.00
<b>TOTAL REVENUE PAYMENTS</b>	<b>D</b>	<b>£30,000.06</b>	<b>£22,197.28</b>

**NON-REVENUE PAYMENTS –**

ASSETS	£0.00	£0.00
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<b>TOTAL NON-REVENUE</b>	<b>E</b>	<b>£0.00</b>	<b>£0.00</b>
<b>TOTAL PAYMENTS (=D+E)</b>	<b>F</b>	<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

SCC A3 (R&amp;P)

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

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

Unit Name: Coventry

Charity No: 505694

## In E&amp;W: STATEMENT OF ASSETS &amp; LIABILITIES

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

**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 &amp;c)

INVESTMENTS (ditto – belonging to a Restricted Fund, if

**\*OTHER FIXED ASSETS:**

- LAND &amp; BUILDINGS

- BOATS

- VEHICLES

- COMPUTERS &amp; 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)

Name  
of Fund  
if restrictedTHIS  
YEAR  
£LAST  
YEAR  
£

£34,733.21

£32,475.10

£10,098.77

£116.20

£5,169.80

£6,082.13

£6,929.00

£8,151.77

£1,142.41

£1,344.02

£58,073.19

£48,169.22

**[Scottish] ACCOUNTS NOTES\*** (if not within Annual Report)For any separate Receipts & Payments Account included in this Statement of Account: the nature and purpose of each Fund accounted for and the legal restrictions on its use

Total number and amount of any grants paid to (i) individuals and (ii) institutions, analysed by type of activity or project

Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it

Amount of any trustee expenses reimbursed and for how many

Amount and nature of any other trustee-transactions (including with connected persons, stating the relationship) - together with any amount owing at the year-end (say if none)

Any further information that 'may reasonably assist' a reader's

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

**[Amounts] Particulars**Give page no(s).  
- or say if none

(or say if none)

[ ] Authority:

(or say if none)

[ ] For how many:

[ ] Nature:

[ ]

[ ]

Give page no(s).

- or say if none

Unit Treasurer

Unit Chairman

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.



## ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT

SCC A3 (R&amp;P)

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

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 &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]:-

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Nature and date of the Unit's constitution (governing document):- Governed by Sea Cadet Standard Constitution

The method(s) adopted for recruiting new trustees, and how trustees are elected or otherwise appointed (and by whom) in accordance with the Unit's constitution, are as follows:-

Unit Management Team (UMT) members are elected annually at the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadet Unit which is drawn loosely as being those with an interest in the unit. In the event of a vacancy arising during the year (known as a casual vacancy), The UMT have the power to appoint a new UMT member. The UMT member appointed will serve until the date of the next AGM, after which the post will be filled by election.

The Unit's charitable purpose(s) as set out in its constitution is:-

To promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens by the provision of education and leisure time activities using a nautical theme and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

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

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

SCC A3 (R&amp;P)

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

Apr-19

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

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Unit  
Name: 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

Independent Examiner

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