

# Trafford Sea Cadet Corps

Unit Number 425 - Charity No 520003

## Annual Statement of Account for the Unit

### SECTION C: TRUSTEES' ANNUAL REPORT - For the year ending 31st March 2024

#### Unit Address:

Trafford Sea Cadets  
TS Talisman  
Manchester Road  
Altrincham  
WA14 5PZ

#### Unit Management Committee members (the 'charity trustees') at year end:

Name	UMC Start Date	Role	Current Role Start Date	Charity Commission Aware	HMRC Aware
Sue Shufflebotham*	28 Sep 2011	Chairperson	22 Oct 2014	Yes	Yes
Imelda Arthern		Secretary	1 Feb 2022	Yes	Yes
Dionne Bellis*	10 Oct 2020	Treasurer	1 Feb 2022	Yes	Yes
Peter Johnson	9 Sep 2010	Unit Chaplain	9 Sep 2010	Ex-officio	Ex-officio

*\* Account Signatories (additionally PO Wiles, Admin Officer)*

#### Other persons who were charity trustees during the financial year:

Name	Role	Start Date on UMC	Date Left	Charity Commission Aware	HMRC Aware

#### Independent Examiner of Accounts:

Tom Buckley

#### Commanding Officer:

Joshua Shufflebotham

#### Nature and date of the Unit's constitution (governing document):

Governed by Sea Cadet Regulations.

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

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

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

To help young people towards responsible adulthood by encouraging valuable personal attributes and high standards of conduct, using a nautical theme based on the customs of the Royal Navy.

---

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

- The continued provision of high quality unit level training for Royal Marine Cadets, Sea Cadet and Junior Cadets, and the ongoing encouragement of participation in District, Area and national courses and competitions.
- 

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

The Trustees acknowledge with thanks the kind donations and grants awarded as follows:

**Public Benefit:**

The UMC 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 seaborne 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.

---

**Reserved, Restricted and Designated Funds**

**Reserves Policy:**

The unit relies heavily on cadet contributions, donations, fundraising activities and successful grant awards, which together form a significantly high proportion of the overall income to the charity; the percentage varies but will usually be in excess of 70-80% of unit income (excluding restricted income for courses and activities).

An unforeseen and sudden reduction of this income (for example if the unit was required to close for a period of time due to unforeseen circumstances), would severely jeopardise the unit's ability to pay its bills and carry out the objects of the charity.

To safeguard against such an eventuality, the unit maintains unrestricted reserves at a level equating to 6 months revenue payments; namely utilities and insurance which are paid on monthly schemes and are unlikely to reduce in this short term.

Year-end reserves amounted to £5,145.27, equal to approximately six months on that basis.

**Restricted Funds: Grants & Donations:**

Where the unit receives a grant or donation for which the purpose has been specified by the donor, these funds will be held in a restricted fund named to indicate the intended purpose and/or the donor.

Grants & Donations at year-end, for projects yet to be completed, amounted to £5,405.07.

**Unrestricted Designated Fund: The Galley Fund**

This fund was set up to ensure that the provision of drinks and confectionary for sale at stand easy does not make a loss and eat into the unit's General Funds. All monies raised from such sales is paid into the Galley Fund which is then used to purchase further items for resale. The amount held at the end of a financial year is determined by the trustees best estimate of the amount required to restock the galley for this purpose during the following month, currently set at a maximum of £300. Any excess is removed from the fund and used generally to further the charity's objects.

At year-end, the Galley Fund contained £0

#### **Unrestricted Designated Fund: Uniforms & Badges**

Upon joining, the unit receives a uniform upkeep/joining fee from parents/carers. These funds are designated by the trustees to assist with the purchase of uniform badges and slides, or other uniform related items. Where demand exceeds the funds available, the trustees may purchase essential items from general unit funds. The amount held in this fund is determined by the number of payments received and the demand for such items, but is usually a fairly small amount of less than £200 due to the ongoing demand for such items.

At year-end, this fund contained £0

#### **Unrestricted Designated Fund: Building/Boat Maintenance and Repairs**

Due to the potential high costs involved in ongoing maintenance of buildings and boats, and the fact that the unit would not be able to carry out its objects without them, trustees may decide to allocate funds for a foreseen purpose related to this as a means of ensuring that these items do not deteriorate beyond repair or to a point where costs are likely to escalate. Where such funds have been allocated, the amount will usually be in line with a quotation or estimate received from a reputable contractor capable of carrying out the work to a standard which meets MSSC/SCC requirements. Funds will be named to indicate the intended purpose (eg. Viking Repairs, Roof Repairs, Security etc.).

At year-end, this fund contained £00.00

There are no restricted funds in deficit.

The Unit and/or its trustees do not hold any assets for other Sea Cadet Units or charities.

#### **Serious Incidents:**

The trustees confirm that no serious incidents or other matters have occurred during this financial year which they should have brought to the attention of the Charity Commission and have not done so already.

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

**20 August 2024**

\_\_\_\_\_  
Dionne Bellis

Unit Treasurer

\_\_\_\_\_  
Sue Shufflebotham

Unit Chairperson

*Note: The statutory audit or independent examination report on the accounts must be attached.*

Trafford Sea Cadets - Profit & Loss: Accounting Year 2023/24

Debit      Credit

Turnover 43387

Sales		557
Subs		15945
Course Payment Income		5359
Stand Easy Income		3280
Branded Clothing Income		222
Donations		5405
Fundraising Event		2661
Gift Aid (HMRC)		2749
Grant		4000
Uniform and Badges		1158
Card Transaction		2051

Other Income 68

Interest Received		68
-------------------	--	----

Cost of Sales 3589

Cost of Sales	9
Materials	1054
Equipment Hire	75
Course Payment Outgoings	860
Stand Easy Outgoings	1591

Gross Profit 39866

Administration Expenses 43025

Building Maintenance	12834
Branded Clothing Outgoing	2490
Uniform	1874
Boats	5737
Utilities	3297
Office Costs	1404
Rent	7
Computer Hardware	522
Office Equipment	2398
Internet & Telephone	884
Mobile Phone	60
Printing	688
Stationery	1381
Sundries	1933

Course Food	2283
Accountancy Fees	300
Postage	9
Subscriptions	312
Insurance	2405
Travel	32
Subcontractor Costs	764
Staff Training	79
Staff Entertaining	546
Entertaining	786

Bank (Current & Reserve Account)	
Opening:	36700
Receipts:	43455
Payments:	46614
Closing Balance:	33541



Check

28421.44 Current

5119.8 Reserve





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

### Independent Examiner's Report

#### Report to the trustees

Charity Name  
Trafford Sea Cadets

On accounts for the year  
ended

31<sup>st</sup> March 2024

Charity no  
(if any) 520003

Set out on pages

(remember to include the page numbers of additional sheets)

#### 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 DD / MM / YYYY.

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 (other than that disclosed below \*) 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:

15/10/24

Name:

THOMAS BUCKLEY

Relevant professional  
qualification(s) or body

ACMA, CIMA



(if any):

Address:

EQUITE BUSINESS SERVICES LTD

OFFICE 312, THE BASE,

DALLAM LANE, WARRINGTON, WA2 7NG

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.

15/10/18

[Signature]

Signed:

THOMAS BOCKLEY

Name:

ACMA

Relevant professional qualification(s) or body