

Bradford Sea Cadets
(Incorporating Parents and Friends Association)

FINANCIAL STATEMENTS

for the year ended

31 March 2021

Bradford Sea Cadets
(Incorporating Parents and Friends Association)

TRUSTEES REPORT

The Trustees present their report and the financial statements of Bradford Sea Cadets for the year ended 31 March 2021.

PRINCIPAL ACTIVITIES

The Sea Cadets is a nationwide, voluntary, uniformed youth organisation. Bradford Unit 50 of the Sea Cadets is governed by the Sea Cadets Regulations and is a registered charity, Charity Number 523514. The charity is also known as "T S Aurora" and has a principal office at The Meeting Rooms, Feversham Street, Bradford, BD3 9QL.

The Charity's activities include recreational activities for young people including sailing, canoeing, boat-work, camping, offshore sailing, camping and training courses.

TRUSTEES

The Charity is managed by a Unit Management Committee, the members of which are also trustees.

The Trustees during the year to March 2021 comprised:

Danielle Shaw – Chairman, and acting Treasurer
Alison Noon – Secretary
Karen Waterhouse
Geoff Bullock
Jonathan Kaye (Appointed 25 March 2021)
Elizabeth Keating (Appointed 21 January 2021)
Mariangela Palma (Appointed 28 March 2020)
Amanda Kaye (Appointed 23 September 2020)
Deborah Coffey (Appointed 29 October 2021)

Trustees are considered for recruitment on the basis of their skill, experience, and interest in the work of the Sea Cadets. They are appointed in accordance with the Sea Cadet regulations.

PATRON

The Patron of Bradford Sea Cadets is the Lord Mayor of Bradford, a position bestowed in recognition of the support received each year. We look forward to continuing the relationship and supporting the Lord Mayors Appeal.

HONORARY PRESIDENT

Sir James Hill is currently appointed as our Honorary President.

The main role of the president is to raise awareness of the Unit in the city and beyond. The President is not expected to attend the unit, except on the occasion of the annual inspection in September, but will be invited to attend all events and special evenings- both onsite and off- and he is always welcome to call in at any time.

Bradford Sea Cadets
(Incorporating Parents and Friends Association)

TRUSTEES REPORT

OBJECTIVES

The aim of the Sea Cadets 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.

RESERVES POLICY

The trustees' policy is to ensure that sufficient funding is available to enable the charity to achieve its objectives. When planning activities for the year, the trustees also take due consideration of the charity commissioner's guidance on public benefit.

The Charity is dependent on fund raising efforts by the Parents and Friends Association and charitable donations.

BASIS OF ACCOUNTING

The financial statements have been prepared under the receipts and payments basis.

DEPRECIATION POLICY

Motor vehicles	5 years straight line
Expenditure on freehold	50 years straight line
Sailing equipment	5 years straight line
Other equipment	5 years straight line
Office equipment	3 years straight line

FINANCIAL REVIEW

The onset of Covid in March 2020 meant that the unit was forced to unexpectedly suspend its activities.

The closure of the building during covid has however allowed trustees and supporters an opportunity to renovate the building and develop new strategies to move the unit forward.

Costs of running the building have of course continued during the year and the trustees are grateful for the continued support of donors, and Cadets whose subscriptions have generously continued throughout the crisis. Together with existing funds, this left the unit well placed to re-open when the pandemic ended.

The trustees consider that current reserves are sufficient to enable the Unit to continue its activities in the future. As at 31 March 2021, cash reserves amounted to £37,264.

TRUSTEES REPORT

ACHIEVEMENTS DURING THE YEAR

We started the year with COVID restrictions still in place, and we continued to make improvements within the building, and completed redecoration to all areas.

All volunteers worked hard to ensure the building was COVID safe so we could return to face-to-face parading as soon as possible. Hand sanitizers, social distancing stickers and upgrades to all areas of hand hygiene were upgraded. This was a joint venture with all our volunteers and a special thank you must be given to everyone involved.

Uniformed staff continued to provide weekly virtual sessions via Zoom, and many cadets continued to gain qualifications where possible. All cadets who took part in this should be extremely proud of what they were able to achieve in such challenging circumstances.

We were able to gain LIME status at the start of summer which enabled us to provide face to face parading, and although this was a learning curve of a new way of working, both staff and cadets embraced the change enjoy face to face activities.

The UMT have worked extremely hard to ensure that cadets have all they need for this year during the restriction and going into the year ahead.

At the start of 2021, we secured a grant to purchase new IT equipment for all staff and cadets which will enhance the learning experience at the unit and enable instructors to be innovative when planning their lessons.

We were lucky enough to be able to purchase a second minibus thanks to grants received throughout the year, which will allow more cadets to be transported to their courses.

Bradford also received a grant which purchased new first aid equipment, this will allow more cadets to take part in their practical first aid sessions at any given time.

Our thanks go to our sponsors, who have continued to donate over the past few years; without these supporters, we may not be able to continue to update our equipment.

As our unit continues to grow in both cadet numbers and general supporters, we aim for another successful year ahead. We look to secure more relationships with our local community and beyond to continue to give our cadets the best Sea Cadet experience possible.

TRUSTEES REPORT

COMMANDING OFFICERS ANNUAL REPORT

The previous 12 months have been tumultuous, the lockdown has made it increasingly difficult to deliver the Sea Cadet Experience.

Many cadets however have joined zoom meetings and on-line training which has led to the gaining of qualifications.

The Unit did lose almost a dozen cadets during the difficult times; however, since re-opening on the 16 April 2021 there have been very few nights when we have not received expressions of interest or taken on a new joiner.

As a result, the Unit now has an almost new set of cadets which has raised motivation and cadets are openly promoting the Unit to their friends.

The changes mean the Unit now has many new entries and juniors. The Unit currently has 43 cadets who attend regularly, the number of staff has increased, and the Unit has agreed the formation of a Parents and Supporters association to focus on public events such as fayres and galas.

The significant re-decoration has made the Unit feel more welcoming and conducive to a positive learning environment.

All in all, despite a really difficult year, the Unit feels refreshed, very positive, and well placed to move forward.

Approved on November 2021 on behalf of the board of Trustees by:

Danielle Shaw

Unit Chairman

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRADFORD SEA CADETS (INCORPORATING PARENTS AND FRIENDS ASSOCIATION)

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 6 to 9.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ian Milner F.C.A.
Chartered Accountant
2 Langthorne Court
Morley
Leeds
LS27 9DR

November 2021

BRADFORD SEA CADETS
ANNUAL STATEMENT OF ACCOUNT FOR THE UNIT
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021

	2021		2020	
	Unrestricted	Restricted	Unrestricted	Restricted
REVENUE RECEIPTS				
HQ-GRANTS				
DIRECT GRANTS				
SCAVA (SCA VICTUALLING ALLOWANCE)			2,327	
OTHER GRANTS	26,600	11,100	3,000	1,000
OTHER DONATIONS	1,281		3,255	
CADET CONTRIBUTIONS	3,835		4,329	
FUNDRAISING PROCEEDS			5,606	
SPECIAL EVENTS PROCEEDS				
OTHER CHARITABLE ACTIVITIES				
COMPETITION FEES				
COURSE FEES	1,984		6,036	
SUNDRY SALES RECEIPTS			2,291	
INVESTMENT INCOME RECEIVED				
OTHER REVENUE RECEIPTS	1,100		1,000	
	<u>34,800</u>	<u>11,100</u>	<u>27,844</u>	<u>1,000</u>
REVENUE PAYMENTS				
FUNDRAISING COSTS			158	
CHARITABLE ACTIVITY COSTS				
SPECIAL EVENTS COSTS			118	
TRAVEL COSTS	135			
CATERING COSTS			965	
TRAINING COURSES COSTS	1,086	3,324	6,721	
IT EQUIPMENT AND TRAINING	183	-		
GRANTS AND DONATIONS	352	500		
PURCHASES FOR RESALE			104	
OVERHEAD COSTS FOR:				
RENT/COUNCIL TAX			1,777	
HEAT,LIGHT AND WATER	4,801		4,663	
TELEPHONE	395		432	
PRINTING AND STATIONERY			111	
MAINTENANCE COSTS FOR:				
BUILDINGS	6,255	1,752	1,165	8,680
VEHICLES	812		893	
OTHER EQUIPMENT			61	
FUEL COSTS			929	
INSURANCE COSTS	1,304		1,845	
SEA CADET UNIT GOVERNANCE COSTS				
INDEPENDENT EXAMINATION	260		260	
LEGAL ADVICE				
OTHER REVENUE COSTS	236		909	
	<u>15,821</u>	<u>5,576</u>	<u>21,109</u>	<u>8,680</u>
NET REVENUE SURPLUS/(DEFICIT)	<u>18,978</u>	<u>5,524</u>	<u>6,735</u>	<u>(7,680)</u>

BRADFORD SEA CADETS
ANNUAL STATEMENT OF ACCOUNT FOR THE UNIT
BALANCE SHEET
AS AT 31 MARCH 2021

	Notes	2021	2020
FIXED ASSETS	1	80,999	74,648
CURRENT ASSETS			
Cash at bank and in hand			
Restricted		6,399	5,423
Unrestricted		30,864	20,540
		<u>118,263</u>	<u>100,611</u>
FUNDS			
Restricted funds	2	11,553	5,423
Unrestricted funds	3	106,710	95,188
		<u>118,263</u>	<u>100,611</u>

BRADFORD SEA CADETS
ANNUAL STATEMENT OF ACCOUNT FOR THE UNIT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1. TANGIBLE FIXED ASSETS

	Freehold Property	Motor Vehicles	Selling equipment	Other equipment	Office equipment	Total
	£	£	£	£	£	£
COST						
At 1 April 2020	126,199	5,900	14,649	1,775	9,699	158,222
Additions	-	-	-	13,203	-	13,203
Disposals	-	-	-	-	-	-
At 31 March 2021	126,199	5,900	14,649	14,978	9,699	171,425
DEPRECIATION						
At 1 April 2020	57,868	1,475	14,075	784	9,373	83,575
Charged in the year	1,519	1,475	144	3,631	82	6,851
Disposals	-	-	-	-	-	-
At 31 March 2021	59,387	2,950	14,219	4,415	9,455	90,426
NET BOOK VALUE						
At 31 March 2021	66,812	2,950	430	10,563	244	80,999
At 31 March 2020	68,331	4,425	574	992	326	74,648

2. RESTRICTED FUNDS

	2021	2020
	£	£
Roof repair fund		
At 1 April 2020	413	653
Income for the year	-	-
Expended	-	(240)
At 31 March 2021	413	413
Entrance Refurbishment/ Corridors		
At 1 April 2020	1,000	-
Income for the year	-	1,000
Expended	-	-
At 31 March 2021	1,000	1,000
Bathrooms/Toilets		
At 1 April 2020	4,010	12,450
Income for the year	-	-
Expended	(1,752)	(8,440)
At 31 March 2021	2,258	4,010
Cadet Grants		
At 1 April 2020	-	-
Income for the year	500	-
Expended	(500)	-
At 31 March 2021	-	-
IT Equipment		
At 1 April 2020	-	-
Income for the year	9,600	-
Expended	(6,872)	-
At 31 March 2021	2,728	-
Project "First aid for teenagers"		
At 1 April 2020	-	-
Income for the year	1,000	-
Expended	(3,324)	-
Transfer from restricted funds	2,324	-
At 31 March 2021	-	-
Fixed assets carried forward		
IT Equipment	6,872	-
Depreciation of fixed assets	(1,718)	-
	5,154	-
TOTAL RESTRICTED FUNDS	11,553	5,423

3. UNRESTRICTED FUNDS

	2021	2020
	£	£
At 1 April 2020	95,188	92,078
Net income/(expenditure) for the year	18,978	6,735
Transfer (to)/from restricted funds	(2,324)	-
Depreciation of fixed assets	(5,133)	(3,625)
At 31 March 2021	106,710	95,188

BRADFORD SEA CADETS
ANNUAL STATEMENT OF ACCOUNT FOR THE UNIT
RESTRICTED FUNDS - CASH IN HAND
AS AT 31 MARCH 2021

FUND PURPOSE	Entrance Refurbishment/ Corridors	Roof Repairs	Bathroom and toilets	Cadet Grants	IT Equipment, software and training	Project "First Aid for teenagers"	TOTAL
RECEIVED IN YEAR							
Groundwork UK	-			500			500
Groundwork UK						1,000	1,000
National Lottery Grant	-	-	-		9,600		9,600
	-	-	-	500	9,600	1,000	11,100
EXPENDITURE							
Vouchers for cadets	-			500			500
IT Equipment, software and training					6,872		6,872
First Aid equipment						3,324	3,324
Male heads	-	-	1,752				1,752
	-	-	1,752	500	6,872	3,324	12,448
NET (EXPENDITURE)/INCOME	-	-	1,752	-	2,728	2,324	1,348
BROUGHT FORWARD 1 APRIL 2020	1,000	413	4,010	-	-	-	5,423
Transfer from unrestricted funds	-	-	-	-	-	2,324	2,324
CARRIED FORWARD 31 MARCH 2020	1,000	413	2,258	-	2,728	-	6,399

Freehold property
Feversham St School Annex and 9 Fullerton St Bradford
Tfr from Improvements to leasehold property on 31.03.16

		B/Fwd	Additions	Cost Disposals	C/Fwd	B/Fwd	Depreciation for yr	Disposals	C/Fwd	B/Fwd	NBV C/Fwd
Freehold property											
Feversham St School Annex and 9 Fullerton St Bradford	29/07/2015 2% s/line	75,926.00	-	-	75,926.00	7,595.00	1,519.00	-	9,114.00	68,331.00	66,812.00
Tfr from Improvements to leasehold property on 31.03.16	31/03/2016	50,273.00	-	-	50,273.00	50,273.00	-	-	50,273.00	-	-
		126,199.00	-	-	126,199.00	57,868.00	1,519.00	-	59,387.00	68,331.00	66,812.00
Motor vehicles											
New minibus		5,900.00	-	-	5,900.00	1,475.00	1,475.00	-	2,950.00	4,425.00	2,950.00
		5,900.00	-	-	5,900.00	1,475.00	1,475.00	-	2,950.00	4,425.00	2,950.00
Sailing equipment											
B/Fwd	25% R/Bal	13,979.00	-	-	13,979.00	13,741.00	60.00	-	13,801.00	238.00	178.00
T500 cover	31/03/2016 25% R/Bal	124.00	-	-	124.00	95.00	7.00	-	102.00	29.00	22.00
Trinity Boat		546.00	-	-	546.00	239.00	77.00	-	316.00	307.00	230.00
		14,649.00	-	-	14,649.00	14,075.00	144.00	-	14,219.00	574.00	430.00
Other equipment											
Brought forward		1,053.00	-	-	1,053.00	603.00	150.00	-	753.00	450.00	300.00
Marine Tent	25% R/Bal	722.00	-	-	722.00	180.50	180.50	-	361.00	541.50	361.00
CCTV	31/03/2021	-	1,010.37	-	1,010.37	-	252.59	-	252.59	-	757.78
Laptops and computers (RESTRICTED FUND ASSET)	31/03/2021	-	6,871.68	-	6,871.68	-	1,717.92	-	1,717.92	-	5,153.76
Central heating	31/03/2021	-	3,888.00	-	3,888.00	-	972.00	-	972.00	-	2,916.00
Shutter doors	31/03/2021	-	1,432.80	-	1,432.80	-	358.20	-	358.20	-	1,074.60
		1,775.00	13,202.85	-	14,977.85	783.50	3,631.21	-	4,414.71	991.50	10,563.14
Office equipment											
B/Fwd		9,274.00	-	-	9,274.00	9,067.00	52.00	-	9,119.00	207.00	155.00
Cross cut shredder	31/03/2016	32.86	-	-	32.86	25.00	2.00	-	27.00	7.86	5.86
Shelving	31/03/2016	90.45	-	-	90.45	75.00	4.00	-	79.00	15.45	11.45
Printer	31/01/2017	301.57	-	-	301.57	206.00	24.00	-	230.00	95.57	71.57
		9,698.88	-	-	9,698.88	9,373.00	82.00	-	9,455.00	325.88	243.88
Total		158,221.88	13,202.85	-	171,424.73	83,574.50	6,851.21	-	90,425.71	74,647.38	80,999.02
FUNDS ANALYSIS											
RESTRICTED		-	6,871.68	-	6,871.68	-	1,717.92	-	1,717.92	-	5,153.76
UNRESTRICTED		158,221.88	6,331.17	-	164,553.05	83,574.50	5,133.29	-	88,707.79	74,647.38	75,845.26
		158,221.88	13,202.85	-	171,424.73	83,574.50	6,851.21	-	90,425.71	74,647.38	80,999.02