

**NEWPORT SEA CADETS - T S RESOLUTE**  
**ANNUAL GENERAL MEETING - APRIL 2021 - MARCH 2022**

**29<sup>TH</sup> JUNE 2022 AT 7.00 PM**

Attendees online Julie Jones, Secretary; Yvonne Stone, UMT

Attendees present: Andrew Tuggey – President Chairing the meeting  
Rod McDonald, Vice Chair; Ann Bowen – Treasurer; Rod  
Cowling UMT

Capt. Andrew Ward UMT

Callaghan ; STAFF: P P O Lisa Summerhayes, CPO Jeff Bowen; Chief John  
Sub Lt Josh Biundo; p o Alan Lewis; P P O Barnard

Piddington Cllr Carmel Townsend; Mrs Jegorova; Mrs Callaghan; Mr Doug  
Mr Charles RNA

Apologies: Chris Boyd; Elaine Blackley

The meeting started at 1905 hours

1. Welcome by Andrew Tuggey
2. Apologies announced by Ann Bowen who received the emailed messages.
3. Minutes of the last AGM were submitted for approval by Unit President  
Andrew Tuggey – nothing outstanding  
Proposed – Rod McDonald  
Seconded: - Ann Bowen
4. Chairperson's Report – Elaine Blackley had requested that Officer-in-Charge, PPO Lisa Summerhayes could include these details in her report, due to Mrs Blackley's extended leave of absence.
5. Officer-in-Charge Report Report given by P P O Lisa Summerhayes – see attached report. No questions raised.
6. Treasurer's Report – Report given by Ann Bowen, Treasurer, who had distributed copies of the report prior to the meeting, as a visual aid to her comprehensive report.  
Bank statement balances were seen and agreed by Andrew Tuggey. No questions raised.  
See attached report.

Accounts agreed and adopted

Proposed: Mr Rod Cowling  
Seconded: Yvonne Stone

7. Election of the Unit Management Team - Due to delay in holding the previous year's AGM as a result of the Unit not re-opening until Mid October 2021, the current Trustees had not been in office for many months.

Post holders, Rod McDonald, Ann Bowen, Julie Jones and Elaine Blackley had all indicated their willingness to continue in post if re-elected. - No objections raised.  
Similarly , Capt Andrew Ward; Mrs Yvonne Stone and Mr Rod Cowling agreed to continue as Trustees if re-elected,. Mr Chris Boyd in his apology for his absence, also indicated his agreement to stand again.

No objections raised

All nominations proposed and seconded.

Chair, Andrew Tuggey asked if there were any further nominations from the audience - none came forward..

Current UMT members all re-elected to stand for the year.

8. Any Other Business - no other issues were raised.  
Mr Andrew Tuggey thanked everyone for coming and invited everyone to take refreshments.

Meeting closed at 1940 hrs

See attached reports from Officer-in-Charge and Treasurer.

We have Three new instructors come on board , CI Davies and Mr Shave . and Mr McLaren.

Mr Shave has worked with sea scouts he has done DOE, adventure training and some boating experience

CI Davies has experience in stem and has already run two junior activity weekends

Lewis McLaren was an O/C cadet who has decided to return to us as staff

all have settled in and become a part of the great team. We currently have 12 instructors

Three cadets promoted from cadet to CFC

6 new cadets have joined us

One A/C is attending peer ed course this weekend for her advance to leading cadet board.

One junior had earned his commodore's pennant and leading junior

One junior promoted to JCFC,  
One to able cadet

3 stem modules,  
4 red,  
3 yellow,  
3 green

6 ME qualifications,  
5 basic 1st aid,  
1 Basic catering  
1 basic seamanship

### **COURSE RUN AT UNIT**

2 ME course  
1 basic 1st aid  
2 basic catering (1 for district)  
2 junior activities

All were very successful. All courses were run in house by ourselves

One intermediate catering course booked by district, will be running in July

we are looking to run courses every 4-6 weeks

A/C Jones represented the south west area band in Weymouth, he enjoyed himself and did the unit proud.

One A/C is attending the peer ed course this weekend to help her advancement to leading cadet board.

A/C Summerhayes and Jones attended mayor making ceremony as the mace bearers one at civic centre and on at St Woolos cathedral . they had lots of compliments and have been asked if they can attend the flag raising ceremony

7 cadets and two staff member visited HMS Severn whilst it was in Cardiff over the jubilee weekend , HMS Severn has been affiliated back to us. We now have a point of contact aboard , sub lieutenant Biundo will be updating them regularly with news letters .

We will be working closely with Torfaen to offer help out to them whilst their unit is closed. le their cadets join us on a monday evening and join our resources together

Mrs Paske from St Julians School visited us and we had talks reference to working with each other. It is very positive , recruitment cards have been given to the school along side they are looking to put is on their website page and twitter. Once parent evenings go back face to face we will be looking to have a table at such events.. We are looking to have taster sessions at open days ie ME pod. She has said that she does has some young people that would benefit from us. On the back of this St Julians primary and Glen Usk have voiced some interest in joining us ,

Myself and Ann attended our voice our port our choose networking meeting. There was a group that runs out of maninde that had a interest with us over the next couple of weeks i will be touching base with them.

The Victoria Inn on Caerleon road is hosting a fun raising event Saturday 23rd July all process made will be donated to us.

We had a visit from the lord lieutenant he was blown away by how far the unit has come and has put us in contact with Mr Edward Watts who will be visiting us in july to see if he can offer any support

John Griffiths M.S visited the unit and could not get over the improvements that we have made and our plans forward

Ruth Jones MP will also be visiting us in July

The mayor of Newport has requested a visit , which we will be following up in the next month

I would like to thank Chief Bowen for all his hard work, support and dedication that he has given myself and the unit as he steps down in his role as 1st lieutenant.

Sub lieutenant Biundo will now take over the role as 1st lieutenant and i have no doubt will bring the unit into the next phase, i would like to thank him for the help, guidance and support that he has given me over the last year

I would like to thank all of the staff for their hard work ,dedication, time and overcoming challenges that have been put in our way . It is so amazing to see where Newport was a couple of years ago to where we are today You all are truly amazing and without you all the unit and cadets would not be thriving. I look forward to the year ahead with all our new adventures and plans

The committee for their continuing support and hard work that they do in the back ground.

Mrs Ann Bowen for her hard work and her many hours spend over a computer chasing grants as without her the unit would not be the swan you see today

# **NEWPORT UNIT 251 OF THE SEA CADET CORPS**

**Charity Number: 524366**

## **ANNUAL STATEMENT OF ACCOUNTS**

**FOR THE PERIOD 1.4.2021- 31.3.2022**

### **SUMMARY PAGE**

	<b>INCOME £</b>	<b>EXPENDITURE £</b>	<b>EXCESS /DEFICIT</b>
GENERAL ACCOUNT	36,317.13	31,715.86	4,601.27 credit
BASE RATE ACCOUNT	1.14 interest	10,000.00	9,998.86 deficit
<b>TOTAL FOR YEAR</b>	<b>36,318.27</b>	<b>41,715.86</b>	5,397.59 deficit

	<b>GENERAL A/C £</b>	<b>BASE RATE A/C £</b>
OPENING BALANCE AS OF 1.4.21	28,084.80	21,570.86
EXCESS/DEFICIT OVER YEAR	4,601.27 credit	-9,998.86 debit
BALANCE AS OF 31.3.2022	32,686.07	11,572.00

**TOTAL CLOSING BALANCE AS OF 31.3.2022: £44,258.07**



# **REASURER'S REPORT FOR 2021/2022**

## **END OF FINANCIAL YEAR 31<sup>ST</sup> MARCH 2022**

<b>INCOME</b>	<b>2020/2021</b>	<b>2021.2022</b>	<b>EXPENDITURE</b>	<b>2020/2021</b>	<b>2021/2022</b>
Capitation Grant HQ	-	-	Competition Expenses	-	-
HQ Direct Grant	8,200.00	11,600.00	Buildings Maintenance	53,245.03	18,844.37
Grants	47,660.00	11,356.00	Insurance	544.70	737.19
Subs	2,064.00	1,925.64	Heat and Light	422.98	611.76
Donations	200.00	282.17	Water	139.57	215.22
Fundraising Proceeds	-	-	Fundraising Costs	-	-
Boat Repair Grants	-	-	Computers/Sports & Other Equipment	1,284.91	6,015.67
Travel Refunds	-	-	Travel costs	-	-
Course Fees	-	-	Training Course Costs	-	178.32
Insurance Claims/Bank Income	-	8,000.00	Sundries, Special Event Costs	563.13	869.98
Other Revenue Receipts	5,000	3000.00	Telephone/computer costs	700.65	585.39
Sundry Sales	-	-	Postage, Printing, stationery	101.07	114.85
Special Event Proceeds	-	153.32	Boats repairs/maintenance	-	-
			Fixed Assets purchased	-	3,354.50
			Badges	-	178.61
			Council Tax	-	-
<b>TOTAL</b>	<b>63,124.00</b>	<b>36,317.13</b>	<b>TOTAL</b>	<b>57,002.04</b>	<b>31,715.86</b>

	<b>2021/2022</b>	<b>Comparisons from year 2020/2021</b>
End of previous year balance		28,084.80
Excess Income over Expenditure	4,601.27	( 6,121.96)
Excess Expenditure over Income	-	-
<b>BALANCE END OF THIS FINANCIAL YEAR</b>	<b>32,686.07</b>	

**BASE RATE REWARD ACCOUNT:**



<b>Income 2021/2022</b>		<b>Expenditure 2021.2022</b>
<b>Interest</b>	<b>1.14</b>	Transfer for new roof
5,800.00		
		For Parade Square 4,200.00____
<b>TOTAL INCOME;</b>	<b>£ 1.14</b>	<b>TOTAL EXPENDITURE</b>
<b>£10,000.00</b>		
<b>Excess Expenditure over Income</b>	<b>£ 9,998.86 debit</b>	
<b>BALANCE AS OF 1.4.2021</b>		<b>£21,570.86 credit</b>
<b>BALANCE OF BASE RATE REWARD A/C:</b>		<b>£11,572.00 w.e.f.</b>
<b><u>31.3.2022</u></b>		
<b><u>INCOME</u></b>		

Grants Continuing our Phase One improvements and refurbishment we received the following grants:-

MS-SC Premises Grant for replacement roof	11,600.00
Welsh Church Fund (N.C.C.)	5,816.00

During this financial grants were still available to help Organisations like ours to recover from the consequences of the Coronavirus pandemic and to facilitate our re-opening. As a result we successfully applied to:

Comic Relief (G.A.V.O.)	1,185.00
Welsh Water	500.00

Grants were sought towards the cost of purchasing a steel container to house our Marine Engineering equipment and provide a workshop/classroom for this . So far we have received:

Trinity House	1,355.00
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As always we continue to look for funding to provide boating experience for our cadets both in-shore and offshore. As a result we received:

Loyal Order of Master Mariners	2,000.00
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During the previous financial year, in December 2020 we suffered a devastating flood of our premises and grounds from which we have struggled to recover. We lost 75% of our furniture, stores and equipment and the restoration work carried out by our Insurers took over a year to complete. We were unable to re-open until October 2021 with some issues still remaining to be resolved. In addition to our Insurance settlement listed below in other Revenue Income we received a small grant as a result of the flooding from:

Welsh Government specific to flooding	500.00
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<b><u>TOTAL GRANTS</u></b>	<b><u>£ 22,956.00</u></b>
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#### Other Revenue Income

We received a donations from our long term supporters The Newport Branch of the Royal Naval Association and the Newport Round table. Also from well-wishers, and online donations

A) Donations	282.17
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Some parents were in a position to support us by continuing to pay for their child's monthly Cadet Subscriptions during the continued lockdown to which we were extremely grateful. Upon re-opening subs resumed for all returning cadets

B) Cadet subscriptions	1,925.64
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Insurance settlement – for loss of Contents:

C)	8,000.00
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Asa result of the flooding which affected others in the area, Welsh Water have taken over a section of our land to house their vehicles and portable offices from which they are carrying out reparation work/pumping infrastructure as part of flood defences. An Official Order would have been served upon us had we not agreed to this but we happily agreed as we have been receiving compensation payments for this incursion on our land :-

D) Welsh Water compensation	3,000.00
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We were invited by a local supermarket to hold a bucket collection at their store plus a gift hamper of stationery goods were donated:

E) Special Event Proceeds	153.32
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<b><u>TOTAL OTHER REVENUE INCOME</u></b> (A,B,C,D,E, )	<b><u>£</u></b>
<b><u>13,361.13</u></b>	

<b>22,956.00</b>	<b>TOTAL GRANTS</b>
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<b><u>13,361.13</u></b>	<b>TOTAL OTHER REVENUE INCOME</b>	<b>—</b>
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**INCOME FOR YEAR END 31.3.2022**  
**£36,317.13**

**EXPENDITURE**

At the start of this financial year we were still in the process of restoration of our building following the flooding we experienced in late December 2020. Whilst the coronavirus pandemic continued to keep organisations like ours closed, tradesmen were able to continue to work and the builders appointed by our Insurers continued a very slow progress to completing this task. Our own builder had not completed the final section of agreed work but could not return to do so until late September when the increased costs of materials meant an increase to the original quote.

We continued to focus on what further work was needed, chiefly a new roof. We anticipated the cost would require an extended round of grant applications. However we found a national company who quoted a price much lower than expected. We were fortunate to receive a second large grant from the MS-SC, together with funds we had been accumulating in our savings account (£5,800.00) which allowed us to proceed with the installation of a new roof over the entire building.

<b>A) Buildings Maintenance</b>	<b>£ 18,844.37 (+</b>
<b>£5,800 )</b>	

Of course we also had to focus on replacing all the equipment and furniture we lost to the flooding. Therefore the vast majority of our annual expenditure has been on paying for this plus the remaining building work, new roof, and preparing our buildings and grounds for our eventual re-opening in October 2021, with full compliance with covid requirements and guidance required at that time.

<b>B) Fixed Assets including a new mast</b>	<b>£ 3,354.50</b>
<b>C) Computers, sports &amp; Other equipment</b>	<b>£ 6,015.67</b>

Even though unable to open for almost six months, utilities and insurance continued to be paid, though utility bills were slightly lower as a result. For the second year Newport City Council did not charge us our Council Tax contribution:

<b>D) Heat, Water and Light</b>	<b>£ 826.98</b>
<b>E) Insurance</b>	<b>£ 737.19</b>

During the enforced lockdown we set up an on-line virtual learning platform to allow our cadets to continue, if they wished to do so, with their skills based lessons and several cadets were able to earn their badges. Upon re-opening training resumed as normal and the usual training costs incurred for the awarding of badges, purchasing training books etc.

<b>F) Training Course Costs</b>	<b>£ 178.32</b>
<b>G) Badges</b>	<b>£ 178.61</b>
<b>H) Telephone/Broadband/Computer costs</b>	<b>£ 585.39</b>

We reached out to the community for help following the flooding and three local supermarkets generously donated hampers full of stationery to help replace all that were ruined in the flood. However there was still more to be bought. Plus the usual cost of postage for the many grant applications and subsequent acknowledgements completed .

<b>I) Postage, Printing and stationery</b>	<b>£ 114.85</b>
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There were very many small additional items purchased to get the building back in action, such as batteries for fire alarms, more keys required for all the new door locks, light bulbs etc. Our usual Poppy Wreaths purchased for Remembrance Parades. There were also two other one off items of expenditure. The first, although we had been at this site since 1953, it was not an officially registered address with a proper post code. This caused problems when trying to upgrade our broadband service. Therefore we successfully applied to Newport City Council to register our address at a cost **of £45.00** The second expense, we had three cadets from the same family attending the Unit prior to the lockdown and we allowed a parent to regularly save money towards the cost of all three attending Summer Camps, Off Shore Sailing Course etc. This had accumulated **to £496.50**. Upon re-opening the eldest child had reached eighteen and therefore “aged out” and the other two decided not to return. This money was therefore returned to the parent.

<b>J) Sundries</b>	<b>£ 869.98</b>
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**TOTAL EXPENDITURE 2020/2021 (A,B,C,D,E,F,G,H,I**  
**£ 31,715.86**

## **RESERVES**

We continue to maintain £3,000 in reserved funds should we at any time within the financial year fail to raise sufficient funds to maintain our operational costs.

We also hold several ring-fenced funds which represent any grant obtained for a particular project or money donated for a specific future event/purchase

Lockdown was still in place at the start of this financial year, and whilst some Sea Cadet Units were beginning to open as these restrictions were gradually lifted during the summer, we were still recovering from the flooding and were not able to open up to cadets until the middle of October. Also the extended lockdown period meant that some courses, particularly the Off Shore boating, were now in a waiting list whilst the back log of booked courses could finally go ahead. Therefore we are still in a position whereby grants previously obtained to fund specific events such as the Off Shore boating courses and the costs of training events are still not spent. We also continued to make plans and seek funding to continue our programme of refurbishments to our building and grounds. Since the last financial year we have spent fully, or in part, a number of these funds and at the end of March 2022 our current ring-fenced funds are:-

	Reserved Contingency Fund	
	£3,000.00	
	Master Mariners Grants 2020/21/22 for off shore boating	
	£3,745.00	
	Trinity House fo meteorology, navigation and radio	
	£2,615.08	
	New Trinity House Gant specifically for Marine Engineering	
	£1,355.00	
	Reserved fund for on-shore boating activities	£
221.38	High Sheriff's Grant for setting up of a new Unit drum and percussion	
Band	£4,000.00	
	New Welsh Church Fund (refurbishment)	
	<u>£5,816.00</u>	

**A) Reserved/Ring-fenced funds**  
**£20,752.46**

There are some additional reserves that require explanation:-

We made a claim to our Insurance for the cost of restoring our building and loss of equipment and contents following the flooding in late December 2020. We received in total for our contends and loss of equipment - £8,000. We are still recovering our losses and to date there remains a balance of:-

**B) Insurance Claim      £4,004.83**

Detailed in the list of Income we have received money in compensation from Welsh Water for the temporary acquisition of a large portion of our land to enable them to store equipment, heavy plant machinery and portable office to enable them to carry out flood mitigation works along the riverbank adjacent to our premises. This remains in reserve for when we can restore our grounds, totally

inundated with the flood water ,and in need of work to make the grounds a safe and usable space for outside activities and potentially, community use.

**C) Welsh Water** **£3,000.00**

When the Coronavirus pandemic hit Wales in March 2020 and we were forced to shut our Unit, there were a number of grants for which we were eligible to apply, to help us overcome any loss of income; fund raising and purchase of P.P.E. Also to offset costs arising from adjustments to the building in order to comply with social distancing and measures to help prevent the spread of the virus amongst our members once we were able to re-open. We were successful in obtaining a number of grants and there remains a balance of:

**D) Coronavirus Resilliance £4,331.98**

**Total reserved/ring fenced funds: (A,B,C,and D)**  
**£32,089.27**

## RECONCILIATION

Balance of Account as of 31.3.22	£32,686.07
Total Reserved Funds as of 31.3.22	£32,089.27

**WORKING BALANCE 2021.2022:     £     596.80**

**BASE RATE REWARD ACCOUNT: £11,572.00**

This is our savings account, into which we transfer funds from the Community Account that we are able to save towards our future building plans. At the start of the financial year the opening balance of this account was:

**Opening Balance:**  
**£21,570.86**

Our only other Income this year to this account has been:

**Total Interest: £1.14p**

Our Expenditure has been:

	<b>Transfer of funds to pay for new roof</b>	<b>£</b>
5,800.00		
	<b>An extension to the Parade Square</b>	<b>£</b>
<u>4,200.00</u>		
	<b>Total Expenditure:</b>	
<b>£10,000.00</b>		

**CLOSING BALANCE AS AT 31.3.22: £11,572.00**

### **TREASURER'S REPORT TO ACOMPANY THE FINANIAL STATEMENT**

Whilst I am pleased to report that all of our hard work in raising funds to finance Phase One of our building plans, plus the new roof which had been our next goal has been successful, it has as expected been a severe drain on our financial resources. Whilst our closing balance looks to be very healthy, this is almost completely swallowed up by our ring-fenced reserves. These ae mainly grants awarded for specific purposes and must be accounted for to the relevant Grantors. I cannot use them to pay for utility bills, Insurance etc.

I have always found it difficult to find grants that will pay solely for Core costs and these have always been met by our own fund raising initiatives and the Cadet subscriptions we receive. It is only now that lockdown restrictions have been removed that we can at last look to start our usual fund raising events

It is therefore my intention to recommend to our Management Committee that we now use the balance of the Coronavirus Resilience Grants we were awarded. The criteria for this grant was in part to help recover loss of income as a result of not being able to pursue fund raising within the Community. This currently stand **at £4,331.98** and will put us once again on a firm financial base from which to continue to provide the Sea Cadet experience for our current and future members.

I am confident in my final statement, that we remain viable and financially secure.

Irene Ann Bowen  
Treasurer and Trustee

Dated: 4<sup>th</sup> June 2022

## SET - UP PAGE

Please enter the relevant data into the shaded

RIIF

UNIT NAME
Newport 252
CHARITY NUMBER
524366
YEAR ENDING
2022

RECONCILIATION	
Opening Balances	
£28,084.80	Bank Account
£0.00	Saving Account
£0.00	Petty Cash
£28,084.80	Total Opening Balance at
Closing Balances	
£0.00	Bank Account
£0.00	Saving Account
£0.00	Petty Cash



£0.00	Total Closing Balance at
£32,686.07	Closing Balance per A3 Re
-£32,686.07	Error in data entry

re cells

1st April 2021

**31st March 2022**

port

THE SEA CADETS			Form	
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT			SCC A3 (R&P)	
RECEIPTS & 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 & Business Support Manager at Area Office to be notified by 1 November				
Unit Name: Newport 251		Charity No: 524366		
Fund-name/purpose (if not held for the Unit's general purposes):-		THIS YEAR		LAST YEAR
		£		£
Notes				
<b>REVENUE RECEIPTS –</b>				
ANNUAL FUND/DIRECT GRANT		MS-SC Premises Grant	£11,600.00	£8,200.00
SCAVA (Sea Cadet Victualling Allowance)			£0.00	£0.00
OTHER GRANTS		x 6 full details in report	£11,356.00	£47,660.00
CADET CONTRIBUTIONS			£1,925.64	£2,064.00
OTHER DONATIONS / LEGACIES		Details in report	£282.17	£200.00
FUNDRAISING & SPECIAL EVENTS PROCEEDS			£153.32	£0.00
<b>OTHER CHARITABLE ACTIVITIES:</b>				
COMPETITION RECEIPTS			£0.00	£0.00
COURSE FEES			£0.00	£0.00
SUNDRY SALES RECEIPTS			£0.00	£0.00
BANK DEPOSIT INTEREST			£0.00	£0.00
PROPERTY RENTS (includes any occasional			£0.00	£0.00
OTHER REVENUE RECEIPTS		See report	£11,000.00	£5,000.00
<b>TOTAL REVENUE RECEIPTS</b>		<b>A</b>	<b>£36,317.13</b>	<b>£63,124.00</b>
<b>NON-REVENUE RECEIPTS –</b>				
PROCEEDS FROM SALES OF OTHER FIXED ASSETS			£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>£36,317.13</b>	<b>£63,124.00</b>
<b>Reconciliation:-</b>				
<b>NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-</b>				
- REVENUE ITEMS (= A – D from page AC2)	<b>G</b>	£7,955.77	£63,124.00	
- NON-REVENUE ITEMS (= B – E from page AC2)	<b>H</b>	-£3,354.50	£0.00	
- COMBINED (=G+H)		£4,601.27	£63,124.00	
<b>CASH/BANK BALANCE FROM LAST YEAR-END</b>		£28,084.80	£0.00	
<b>CASH/BANK BALANCE AT THIS YEAR-END</b>	<b>2022</b>	<b>£32,686.07</b>	<b>£28,084.80</b>	
<b>AC1</b>				



Form  
SCC A3 (R&P)  
Apr-19

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November

<b>Unit Name:</b> Newport 251	<b>Charity No:</b> 524366
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## In E&W: STATEMENT OF ASSETS & LIABILITIES

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

**ASSETS:**

CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)	£32,686.07	£28,084.80
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		

**\*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

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

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

Amount of any trustee expenses reimbursed and for how many trustees

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

Any further information that ‘may reasonably assist’ a reader’s

(\*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.

<b>THE SEA CADETS</b> <b>ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT</b> <b>RECEIPTS &amp; PAYMENTS ACCOUNT for year ended 31 March</b>		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> Newport 251	<b>Charity No:</b> 524366	
Unit address (or address for correspondence):-		
House name:	Cleveleys	
Street and No:	Treberth Crescent	
Area or Estate		
Town/City:	Newport City	
County	Newport City	
Post Code:	NP19 9TF	
Unit Management Team members (the 'charity trustees') at date of signing Report:-		
Elaine Blackley	Chair	
Rod McDonald	Vice Chair	
Irene Ann Bowen	Treasurer	
Julie Jones	Secretary	
Yvonne Stone	Member	
Capt Andrew Ward	Member	
Names of any other persons who were charity trustees of the Unit at any time in the financial year:-		
Mr Rod Cowling	Member	
Mr Chris Boyd	Member	
Andrew Tuggey	President	
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) [ <i>not: Scotland</i> ]:-		
<b>Nature and date of the Unit's constitution (governing document):-</b> Governed by <b>Sea Cadet Standard Constitution</b>		
<b>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:-</b>		
<i>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.</i>		
<b>The Unit's charitable purpose(s) as set out in its constitution is:-</b> 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).		
<b>The Unit's main activities and achievements in the financial year were:-</b> <div style="background-color: #f0f0f0; height: 50px; width: 100%;"></div>		
<b>Public Benefit</b> 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:		
<ul style="list-style-type: none"> <li>Regular and structured activities with a nautical theme.</li> <li>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.</li> <li>Availability of formal educational achievements whilst taking courses to earn badges and promotions</li> </ul>		
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)  
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:** Newport 251

**Charity No:** 524366

#### 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 £3,000.00 months' on that basis.

[Delete this section if not applicable]

The Unit holds £14,936.46 in designated funds representing fixed assets needed for future activities and £17,152.81 for future projects to be carried out in 1-2 years as currently planned/expected

[Delete this section unless the Unit has a Restricted Fund in deficit]

A restricted fund held for the purpose of was in deficit to the extent of and the steps being taken to rectify it are:-

N/A

During the financial year the Unit received the following donated facilities/services [not: English, Welsh or NI Units]:-

N/A

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]:-

Model of H M S Bulldog

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

Irene Ann Bowen

Unit Treasurer

Elaine A Blackley

Unit Chairman

.....

Independent Examiner

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

AC5



## SET - UP PAGE

Please enter the relevant data into the shaded

RI I IF

<b>UNIT NAME</b>
<b>Unit Name</b>
<b>CHARITY NUMBER</b>
<b>Charity Number</b>
<b>YEAR ENDING</b>
<b>2020</b>

<b>RECONCILIATION</b>	
<b>Opening Balances</b>	
<b>£0.00</b>	Bank Account
<b>£0.00</b>	Saving Account
<b>£0.00</b>	Petty Cash
<b>£0.00</b>	<b>Total Opening Balance at</b>
<b>Closing Balances</b>	
<b>£0.00</b>	Bank Account
<b>£0.00</b>	Saving Account
<b>£0.00</b>	Petty Cash

<b>£0.00</b>	<b>Total Closing Balance at</b>
<b>-£9,998.86</b>	<b>Closing Balance per A3 Re</b>
<b>£9,998.86</b>	<b>Error in data entry</b>

re cells

1st April 2019

**31st March 2020**

port

THE SEA CADETS			Form	
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT			SCC A3 (R&P)	
RECEIPTS & 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 & Business Support Manager at Area Office to be notified by 1 November				
Unit Name:		Charity No: Charity Number		
Fund-name/purpose (if not held for the Unit's general purposes):-		THIS YEAR		LAST YEAR
BASE RATE REWARD ACCOUNT		£		£
		Notes		
<b>REVENUE RECEIPTS –</b>				
ANNUAL FUND/DIRECT GRANT		£0.00	£0.00	
SCAVA (Sea Cadet Victualling Allowance)		£0.00	£0.00	
OTHER GRANTS		£0.00	£0.00	
CADET CONTRIBUTIONS		£0.00	£0.00	
OTHER DONATIONS / LEGACIES		£0.00	£15,000.00	
FUNDRAISING & SPECIAL EVENTS PROCEEDS		£0.00	£0.00	
<b>OTHER CHARITABLE ACTIVITIES:</b>				
COMPETITION RECEIPTS		£0.00	£0.00	
COURSE FEES		£0.00	£0.00	
SUNDRY SALES RECEIPTS		£0.00	£0.00	
BANK DEPOSIT INTEREST		£1.14	£12.04	
PROPERTY RENTS (includes any occasional)		£0.00	£0.00	
OTHER REVENUE RECEIPTS		£0.00	£0.00	
<b>TOTAL REVENUE RECEIPTS</b>		<b>A</b>	<b>£1.14</b>	<b>£15,012.04</b>
<b>NON-REVENUE RECEIPTS –</b>				
PROCEEDS FROM SALES OF OTHER FIXED ASSETS		£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>£1.14</b>	<b>£15,012.04</b>
<b>Reconciliation:-</b>				
<b>NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-</b>				
- REVENUE ITEMS (= A – D from page AC2)	<b>G</b>	-£9,998.86	£15,012.04	
- NON-REVENUE ITEMS (= B – E from page AC2)	<b>H</b>	£0.00	£0.00	
- COMBINED (=G+H)		-£9,998.86	£15,012.04	
<b>CASH/BANK BALANCE FROM LAST YEAR-END</b>		£0.00	£12,016.32	
<b>CASH/BANK BALANCE AT THIS YEAR-END</b>	<b>2020</b>	-£9,998.86	£0.00	
<b>AC1</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> Unit Name		<b>Charity No:</b> Charity Number	
<b>Fund-name/purpose</b> (if not held for the Unit's <u>general</u> purposes):-		<b>THIS YEAR</b>	<b>LAST YEAR</b>
<b>BASE RATE REWARD ACCOUNT</b>		<b>£</b>	<b>£</b>
<b>Notes</b>			
 <b><u>REVENUE PAYMENTS –</u></b>			
<b><u>DIRECT CHARITABLE ACTIVITY COSTS:</u></b>			
FUNDRAISING & SPECIAL EVENTS COSTS		£0.00	£0.00
COMPETITION COSTS		£0.00	£0.00
FUEL & TRAVEL COSTS		£0.00	£0.00
CATERING COSTS		£0.00	£0.00
TRAINING COURSES COSTS		£0.00	£0.00
ARTICLES PURCHASED FOR RESALE		£0.00	£0.00
 <b><u>OVERHEAD COSTS FOR:</u></b>			
RENT / COUNCIL TAX		£0.00	£0.00
HEAT, LIGHT & WATER		£0.00	£0.00
TELEPHONE & BROADBAND		£0.00	£0.00
OFFICE SUPPLIES, POSTAGE & PRINTING		£0.00	£0.00
 <b><u>MAINTENANCE COSTS FOR:</u></b>			
BUILDINGS & ESTATE		£10,000.00	£5,000.00
BOATS		£0.00	£0.00
VEHICLES		£0.00	£0.00
OTHER MISC EQUIPMENT		£0.00	£0.00
INSURANCE COSTS		£0.00	£0.00
BANK INTEREST & CHARGES		£0.00	£0.00
 <b><u>CHARITY GOVERNANCE COSTS:</u></b>			
FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION		£0.00	£0.00
FOR OTHER PROFESSIONAL FEES		£0.00	£457.50
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>£10,000.00</b>	<b>£5,457.50</b>
 <b><u>NON-REVENUE PAYMENTS –</u></b>			
ASSETS		£0.00	£0.00
<b>TOTAL NON-REVENUE</b>		<b>E</b>	<b>£0.00</b>
<b>TOTAL PAYMENTS (=D+E)</b>		<b>F</b>	<b>£10,000.00</b>
			<b>£5,457.50</b>

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

**AC2**

**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>	Unit Name	<b>Charity No:</b>	Charity Number
<b>In E&amp;W: STATEMENT OF ASSETS &amp; LIABILITIES</b> (English/Welsh Units: <u>No</u> valuations/costs or accounts notes required)		<b>Name of Fund</b> if restricted	<b>THIS YEAR</b> £ <b>LAST YEAR</b> £
<b>ASSETS:</b>			
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)			-£9,998.86 £0.00
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			
<b>*OTHER FIXED ASSETS:</b>			
- LAND & BUILDINGS			
- BOATS			
- VEHICLES			
- COMPUTERS & OTHER EQUIPMENT			
*For all these items (including any gifts at estimated value when given) state their total <u>present value</u> here if lower than as above	[ ]	[ ]	
<b>LIABILITIES</b>			
LOANS REPAYABLE			
OTHER CREDITORS (total payable – exclude any “accruals”)			
CONTINGENT LIABILITIES (estimated total amount)			
<b>[Scottish] ACCOUNTS NOTES*</b> (if not within Annual Report) For any <u>separate</u> Receipts & Payments Account included in this Statement of Account: the nature and purpose of each Fund accounted for and the legal restrictions on its use  Total number and amount of any grants paid to (i) individuals and (ii) institutions, analysed by type of activity or project Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it Amount of any trustee expenses reimbursed and for how many trustees Amount and nature of any other trustee-transactions (including with connected persons, stating the relationship) - together with any amount owing at the year-end (say if none) Any further information that ‘may reasonably assist’ a reader’s  (*Show details on an extra attached (numbered) page if necessary)		<b>[Amounts]</b> Give page no(s). - or say if none  [ ] (or say if none) [ ] (or say if none) [ ] [ ] [ ] Give page no(s).	<b>Particulars</b>   Authority: For how many: Nature: - or say if none
		.....Unit Treasurer	
		..... Unit Chairman	
Signed as authorised by the Unit’s Management Committee - Date:			
<b>Note:</b> The statutory audit or independent examination report on this Statement of Account must be attached.			
AC3			

<b>THE SEA CADETS</b> <b>ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT</b> <b>RECEIPTS &amp; PAYMENTS ACCOUNT for year ended 31 March</b>		Form SCC A3 (R&P) Apr-19																		
<small>(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)</small> Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November																				
<b>Unit Name:</b> Unit Name	<b>Charity No:</b> Charity Number																			
Unit address (or address for correspondence):- <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">House name:</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Street and No:</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Area or Estate</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Town/City:</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>County</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Post Code:</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>			House name:		Street and No:		Area or Estate		Town/City:		County		Post Code:							
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Post Code:																				
Unit Management Team members (the 'charity trustees') at date of signing Report:- <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </table>																				
Names of any other persons who were charity trustees of the Unit at any time in the financial year:- <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </table>																				
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<b>Nature and date of the Unit's constitution (governing document):-</b> Governed by <b>Sea Cadet Standard Constitution</b>																				
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<b>Public Benefit</b> 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: <ul style="list-style-type: none"> <li>Regular and structured activities with a nautical theme.</li> <li>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.</li> <li>Availability of formal educational achievements whilst taking courses to earn badges and promotions</li> </ul> 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)  
Apr-19

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Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November

**Unit Name:** Unit Name

**Charity No:** Charity Number

#### Reserves Policy

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

[Delete this section if not applicable]

The Unit holds  in designated funds representing fixed assets needed for future activities and  for future projects to be carried out in  as currently planned/expected

[Delete this section unless the Unit has a Restricted Fund in deficit]

A restricted fund held for the purpose of  was in deficit to the extent of  and the steps being taken to rectify it are:-

During the financial year the Unit received the following donated facilities/services [not: English, Welsh or NI Units]:-

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]:-

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.