

# **South & West Yorkshire Wing Air Training Corps**

Charity Registration Number: 1174182

## **Trustees' Annual Report and Financial Statement**

1 April 2019 - 31 March 2020

## **SOUTH & WEST YORKSHIRE WING AIR TRAINING CORPS**

**Charity Registration Number:** 1174182

**Purpose of the Charity:** South & West Yorkshire Wing Air Training Corps is established to provide additional financial support from non-public funds in order to support the air cadet experience delivered by the Air Training Corps through public funding (derived from the Ministry of Defence).

**Trustees:** *The following have served as trustees during the year under review:*

Mr Trevor W Souter – Chair  
Mr Peter L Harrison – Treasurer  
Mr Terence M J Baynes – Secretary  
Mr Christopher Kelly

**Address of Charity:** South & West Yorkshire Wing Air Training Corps  
Wing Headquarters  
Healdfield Road  
CASTLEFORD  
West Yorkshire  
WF10 4LQ

**Bankers:** Santander  
Bradford  
BD1 5AN  
  
CAF Bank Ltd  
West Malling  
ME19 4JQ

### **Appointment of Trustees:**

Trustees are appointed in accordance with the guidance provided within Air Cadet Publication 11 (Administration of Civilian Committees in the Air Training Corps). On the date of registration, it was agreed that a minimum of FOUR Trustees would be elected at the Annual General Meeting of the Charity held in June each year. The chairman is appointed in accordance with the guidance contained within the referenced publication. Both a secretary and a treasurer are either appointed from amongst the existing trustees or others are invited to be appointed trustees to undertake these roles.

### **Trustee Declaration:**

On appointment, each trustee completes a declaration (in the format advised by the Charity Commission).

## Financial Review of the Year:

With the change of status of the Wing from an excepted Charity to a Registered Charity taking place in August 2017, this is the 3rd Trustees' Annual Report and Financial Statement being submitted to the Charity Commission. The Trustees continue to act on the experience learned from previous years' Accrual & Disbursements and years' operating as an Excepted Charity. Therefore, the Trustees continue to target their financial support, in line with the overarching aims of the Air Cadet Organisation. Essentially, this entails supporting (directly or indirectly) events and activities organised for cadets of the Wing – for example inter-Wing sports, purchase of equipment and for the training of adult volunteers.

The detail of the receipts and payments for the year under review are recorded later in this report. With receipts of £113,756.78 and payments of £101,317.91 there was increase in total funds of £12,438.87 compared with an increase of £1,827.00 the previous year.

The key source of unrestricted income is by means of a levy raised on each enrolled cadet within South & West Yorkshire Wing. This presently stands at a net sum of £2.50 per cadet per month with approximately 1300 cadets in the Wing at any one time (variable). Experience has shown that this income is currently adequate for ongoing needs whilst providing a workable reserve.

Another source of income (restricted funds) is by means of income whereby the Wing acts as a conduit for funds to other agencies, principally Headquarters Air Cadets (HQAC). This is generally in the form of collated payments for overseas Camps, Duke of Edinburgh Award purchases and similar payments.

## Reserves Policy:

Since 2012 the Wing has established that it needs to hold financial reserves approximating to a six-month expenditure sum. Such a sum would allow the Wing to continue operation even if normal receipts were interrupted for a period. Currently this sum stands at £56,141.87.

## Independent Examination of Accounts:

With the level of receipts and payments both more than £100,000, the trustees identified that an Independent Examination of the accounts is required. In this instance, the trustees agreed (Whilst still an excepted charity at their meeting in June 2014) that they would appoint Futureproof Accounting, Chartered Accountants (of Rothwell, Leeds), to undertake this examination annually. This remains the case upon becoming a registered charity.

## Declaration:

The trustees declare that they approved the above report at their meeting on 8<sup>th</sup> November 2020.

*Signed on behalf of the charity's trustees:*



Trevor W Souter  
Chair



Peter L Harrison  
Treasurer

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

**Respective  
responsibilities of  
trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with 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 the 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 Charities Act.
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Dominic Abbasi MAAT  
Futureproof Accounting  
57a Commercial Street  
Rothwell  
Leeds, LS26 0QD



Date: 20/01/2021

## RECEIPTS

	Unrestricted	Restricted	Total	Year to 31 March 2020
<b>Squadron Subscriptions &amp; GP Funds</b>	68,756.50	-	68,756.50	68,756.50
<b>DofE Income</b>	-	6,477.00	6,477.00	6,477.00
<b>Activities</b>				
HQ Fuel Rebate		230.58	230.58	230.58
Shooting Income	75.00	-	75.00	75.00
Wing Sports Income	1,112.86	-	1,112.86	1,112.86
<b>Interest</b>	243.29		243.29	243.29
<b>Courses</b>		-		-
<b>Wing Dinner Social</b>		2,900.00	2,900.00	2,900.00
<b>UK Camps</b>	-	25,866.68	25,866.68	25,866.68
<b>Overseas Camps</b>	-	1,712.00	1,712.00	1,712.00
<b>Squadron Loan Income</b>	4,972.87		4,972.87	4,972.87
<b>Donations</b>	500.00		500.00	500.00
<b>Grants</b>	500.00		500.00	500.00
<b>Insurance Income</b>		360.00	360.00	360.00
<b>Sundry Receipts</b>	50.00		50.00	50.00
	<hr/> 76,210.52	<hr/> 37,546.26	<hr/> 113,756.78	<hr/> 113,756.78

## PAYMENTS

	Unrestricted	Restricted	Total	Year to 31 March 2020
<b>Bank Account Charges &amp; Accountancy Fees</b>	1,002.14	-	1,002.14	1,002.14
<b>HQAC GP Fund</b>	-	33,542.50	33,542.50	33,542.50
<b>Wing Functional Support</b>				
Adventure Training Costs	792.50	500.00	1,292.50	1,292.50
First Aid	116.38	-	116.38	116.38
Band	989.00	-	989.00	989.00
Radio	509.81		509.81	509.81
Shooting	4,363.90		4,363.90	4,363.90
Sports	4,520.84		4,520.84	4,520.84
Wing Parades	277.20		277.20	277.20
Flying and Gliding	154.99		154.99	154.99
<b>DofE Payments</b>	-	6,200.95	6,200.95	6,200.95
<b>Events &amp; Courses</b>	3,313.25	-	3,313.25	3,313.25
<b>Grants</b>	1,910.00	-	1,910.00	1,910.00
<b>Wing HQ &amp; WAC</b>	2,570.27	-	2,570.27	2,570.27
<b>Wing Dinner Social</b>	-	3,552.05	3,552.05	3,552.05
<b>Asset &amp; Indemnity Insurances</b>	934.07		934.07	934.07
<b>UK Camps &amp; Refunds (Incl. IACE)</b>	-	30,190.33	30,190.33	30,190.33
<b>Overseas Camps</b>	-	1,712.00	1,712.00	1,712.00
<b>Administration Costs</b>	1,806.51		1,806.51	1,806.51
<b>Loans to Squadrons</b>	1,995.62		1,995.62	1,995.62
<b>North Region Welfare Fund</b>		363.60	363.60	363.60
	25,256.48	76,081.43	101,317.91	101,317.91



## SUMMARY

### Funds on 31 March 2019

Cash	0.00	
CAF Bank (Online Account)	7,977.04	
Savings Account 1 (Reserve)	55,945.33	
Savings Account 2 (Loans)	8,190.17	
Santander Account (General)	15,049.68	87,162.22

### Funds on 31 March 2020

#### *Represented by:*

Cash	0.00	
CAF Bank (Online Account)	2,276.91	
Savings Account 1 (Reserve)	56,141.87	
Savings Account 2 (Loans)	10,712.29	
Santander Account (General)	23,676.53	99,601.09
Soldo (Pre payment cards)	6,793.49	

Net of Receipts/Payments for the year +12,438.87

*Signed on behalf of the charity's trustees:*



Trevor W Souter  
Chair



Peter L Harrison  
Treasurer



## NOTES

### 1. Accounting Policy:

These accounts have been prepared under the historic cost convention.

### 2. Debtors and Creditors:

There are no debtors or Creditors.

### 3. Movement of Funds:

The movement of funds during the year is as set out below:

	Opening	Receipts	Payments	Closing
<b>All Accounts</b>				
<b>Unrestricted</b>				
General	87,162.22	6,701.16	24,413.04	99,611.09
<b>Restricted</b>				
HQAC GP Fund	0.00	68,756.50	33,542.50	35,214.00
DofE Awards	0.00	6,477.00	6,200.95	276.05
Wing Dinner	0.00	2,900.00	3,552.05	(652.05)
UK Camps	0.00	25,866.68	30,190.33	(4,323.65)
Overseas Camps	0.00	1,712.00	1,712.00	0.00
North Region Welfare Fund	0.00	0.00	363.60	(363.60)
HQAC Fuel Rebate	0.00	230.58	230.58	0.00
Sports Facilities Grant	0.00	1,112.86	1,112.86	0.00
<b>Totals</b>	<b>87,162.22</b>	<b>113,756.78</b>	<b>101,317.91</b>	<b>99,601.09</b>

#### **4. Grants:**

The trustees have made several grants-in-aid, from the unrestricted funds available to them, to support the cadet experience, as follows:

Grants to support Squadron Activities.	1,995.62
--	----------

---

#### **5. Trustees' Remuneration and Expenses:**

No remuneration - directly or indirectly - has been paid out of the funds [of the charity] to any trustee (or to any person or persons known to be connected with any of them) apart from certain legitimate administrative costs.

#### **6. Stock:**

South & West Yorkshire Wing hold a stock of Cadet 'Achievement' Badges for the various training programs purchased from the Wing Functional Support Budget for each function such as First Aid Radio, Shooting etc. Current stock level is 1223 badges @ 20p each = £244.60

#### **7. Comparison with Previous Years:**

An increase income of £1,715.00 for Squadron Subscriptions & General-Purpose Funds is evidence of increase in numbers of cadets during this reporting period. However, this also leads to increase payments on to HQAC. Costs in support of cadet activities remain reasonably constant and prudent use of funds and adjustments to liability insurance previously paid by wing now paid by individual squadrons has given an operating gain of £12,443.87 over the financial year.