

SCC A3 Form

To set-up this form please enter information in the boxes to the right

There are 5 pages to this form

- * AC1 Revenue Receipts Page
- * AC2 Revenue Payments Page
- * AC3 Statement of Accounts
- * AC4 Page 1 of Trustees Annual Report
- * AC5 Page 2 of Trustees Annual Report

To move between the pages either use page tabs below or click on the hyperlinks to the right. Each page has a hyperlink to return you to this menu

On all pages only blue areas may be written to, all other cells are protected.

All report sheets should be sent to the relevant Charity Regulator (where applicable) and the Area Business and Management Director

Note, The Financial year for all Sea Cadet Units runs from 1 April until 31 March.

Setup Menu

Enter Unit Name not TS Name

Rugby & District Sea Cadets

Enter Charity Number

512477

Enter accounting year

2020

Navigation Hyperlinks

To navigate the workbook place mouse arrow over the text below.

Page AC1 Revenue Receipts

Page AC2 Revenue Payments

Page AC3 Statement of Accounts

Page AC4 Trustees Annual report Page 1

Page AC5 Trustees Annual Report page 2



Form
SCC A3
(R&P)
Sep-2010

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

(Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)

Page AC1

SEA CADETS
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

Form
 SCC A3
 (R&P)
 Sep-2010

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2020

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)
 (Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)

Unit Name: Rugby & District Sea Cadets		Charity No: 512477	
Fund-name/purpose (if not held for the Unit's <u>general</u> purposes):-		THIS	LAST
		YEAR	YEAR
		2020	2019
Notes			
REVENUE PAYMENTS –			
FUNDRAISING COSTS (not: Special Events as below)	P&SA	300.00	
INVESTMENT MANAGEMENT COSTS (if any)			
DIRECT CHARITABLE ACTIVITY COSTS:			
- SPECIAL EVENTS COSTS			
- COMPETITION COSTS			
- TRAVEL COSTS	Travel Costs	2,217.53	2,763.02
- CATERING COSTS			
- TRAINING COURSES COSTS	CF's & UCF's	1,098.00	2,823.60
- GRANTS (including any charitable loans written off)	Don (unfulfilled chqs)	400.00	
ARTICLES PURCHASED FOR RESALE			
OVERHEAD COSTS FOR:			
- RENT / COUNCIL TAX	Overheads		
- HEAT, LIGHT & WATER			
- TELEPHONE	Overheads	853.97	784.95
- POSTAGE	Overheads	7.32	28.96
- PRINTING & STATIONERY	Overheads	293.66	53.93
MAINTENANCE COSTS FOR:			
- BUILDINGS	Main Costs		
- BOATS	Main Costs	66.09	314.26
- VEHICLES	Main Costs	1,784.42	2,374.21
- COMPUTERS	Main Costs		79.99
- OTHER EQUIPMENT	Main Costs		
FUEL COSTS	Main Costs		
INSURANCE COSTS	Insurance	1,596.47	1,592.48
BANK INTEREST & CHARGES			
CHARITY GOVERNANCE COSTS:			
- FOR AUDIT OR INDEPENDENT EXAMINATION			
- FOR ACCOUNTS PREPARATION			
- FOR LEGAL ADVICE (for constitution or trustees)			
OTHER REVENUE COSTS	Other Monies (Misc)	19,392.89	4,241.89
TOTAL REVENUE PAYMENTS D		28,010.35	15,057.29
NON-REVENUE PAYMENTS –			
FOR INVESTMENTS PURCHASED			
FOR OTHER FIXED ASSETS (including any <u>improvements</u>)			
LOANS MADE/REPAID			
TRANSFERS FROM ANY OTHER [#] FUND OF THE UNIT	Chq carried forward		154.00
ANY OTHER PAYMENTS			
TOTAL NON-REVENUE PAYMENTS E			154.00
TOTAL PAYMENTS (=D+E) F		28,010.35	15,211.29

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

SEA CADETS
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

Form
SCC A3 (R&P)
Sep-2010

STATEMENT OF BALANCES & ACCOUNTS NOTES for year ended 31 March 2020

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)
(Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)

Unit Name: Rugby & District Sea Cadets

Charity No: 512477

In England & Wales: STATEMENT OF ASSETS & LIABILITIES

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

**Name
of Fund**

**THIS
YEAR
2020**

**LAST
YEAR
2019**

if restricted

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 &c)

INVESTMENTS (ditto – belonging to a Restricted Fund, if any)

***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

16095.45 13090.13

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 understanding

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

Signed as authorised by the Unit's Management Committee - Date:

17-11-20

Unit Treasurer

Unit Chairman

[Amounts]	Particulars
[]	
[]	
[]	Authority:
[]	For how many:
[]	Nature:
[]	
[]	
	- or say if none

Give page
no(s). - or say if
none

(or say if none)

(or say if none)

Give page
no(s).

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

SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		Form SCC A3 (R&P) Sep-2010												
TRUSTEES' ANNUAL REPORT ON ACTIVITIES for year ended 31 March 2020 <small>(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)</small> <small>(Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)</small>														
Unit Name: Rugby & District Sea Cadets	Charity No: 512477													
Unit address (or address for correspondence):- <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">House name:</td> <td>Seabrooke House</td> </tr> <tr> <td>Street and No:</td> <td>Edward Street</td> </tr> <tr> <td>Area or Estate:</td> <td></td> </tr> <tr> <td>Town/City:</td> <td>Rugby</td> </tr> <tr> <td>County:</td> <td>Warwickshire</td> </tr> <tr> <td>Post Code:</td> <td>CV21 2BP</td> </tr> </table>			House name:	Seabrooke House	Street and No:	Edward Street	Area or Estate:		Town/City:	Rugby	County:	Warwickshire	Post Code:	CV21 2BP
House name:	Seabrooke House													
Street and No:	Edward Street													
Area or Estate:														
Town/City:	Rugby													
County:	Warwickshire													
Post Code:	CV21 2BP													
Unit Management Committee members (the 'charity trustees') at date of signing Report:- <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Alfred Snowdon - OIC</td> <td>Judith Slaughter - P& SA Chair</td> </tr> <tr> <td>Michaela Cavill - Chair</td> <td></td> </tr> <tr> <td>Mark Warden - Vice Chair</td> <td></td> </tr> <tr> <td>Caroline Evans - Treasurer</td> <td></td> </tr> <tr> <td>Claire Head - Secretary</td> <td></td> </tr> <tr> <td>Katrina Lamb</td> <td></td> </tr> </table>			Alfred Snowdon - OIC	Judith Slaughter - P& SA Chair	Michaela Cavill - Chair		Mark Warden - Vice Chair		Caroline Evans - Treasurer		Claire Head - Secretary		Katrina Lamb	
Alfred Snowdon - OIC	Judith Slaughter - P& SA Chair													
Michaela Cavill - Chair														
Mark Warden - Vice Chair														
Caroline Evans - Treasurer														
Claire Head - Secretary														
Katrina Lamb														
Names of any other persons who were charity trustees of the Unit at any time in the financial year:- <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%;"></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </table>														
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]:- <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%;"></td> </tr> </table>														
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 were:- <div style="height: 40px;"></div>														
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: <ul style="list-style-type: none"> 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.														

THE SEA CADETS
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

Form
 SCC A3
 (R&P)
 Sep-2010

TRUSTEES' ANNUAL REPORT ON ACTIVITIES for year ended 31 March 2020

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)
 (Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)

Unit Name: Rugby & District Sea Cadets **Charity No:** 512477

Reserves Policy

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

[Delete this section if not applicable]

The Unit holds _____ <enter in designated funds representing fixed assets needed for future activities and
 _____ <enter sum> for future projects to be carried out _____ <Enter No of Months/Yrs> as currently

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

A restricted fund held for the purpose of _____ as at the year-end as a result of the following circumstances:
 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 Committee:

..... *AEVANS*

Unit Treasurer

..... *Alau*

Unit Chairman

..... *Ane Woodward FCCA 19/10/2020*

**Independent
 Examiner**

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