



**BIRMINGHAM (SHERBOURNE) UNIT 41 OF THE SEA CADET CORPS**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**



**REGISTERED CHARITY NUMBER: 522889**

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## **REPORT OF THE TRUSTEES OF BIRMINGHAM (SHERBOURNE) UNIT 41 OF THE SEA CADET CORPS**

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2021. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

### **Aim of the Sea Cadet Corps**

The aim of the Sea Cadets Corps is to give young people the best possible head start in life, through nautical adventure and fun

### **Charitable Purpose**

The charitable purpose of the Unit is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens. This is achieved by the provision of education and leisure time activities using a nautical theme, based on the traditions of the Royal Navy and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

In furtherance of the Purpose, the Unit offers young people a structured environment in which to develop; provides access to education and training including sailing, rowing, windsurfing, paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping, and public services; it provides opportunities for young people to obtain a range of qualifications and a wide range of opportunities for community involvement.

### **Public Benefit**

The trustees continue to give regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit' provided by the Unit in relation to the charitable purpose of the Sea Cadets movement as set out in the activities and achievements as outlined in this report.

To achieve its aim the Unit encourages recruitment of young people from all backgrounds and abilities including where possible, and within the realms of Health and Safety, those with disabilities and develops their skills and abilities by:

- Regular structured activities with a nautical theme
- Allowing young people to take part in activities connected with the wider Sea Cadet Corps
- movement such as waterborne activities, events and competitions at district, area and national levels
- Availability of formal achievements whilst taking courses to earn badges and promotions

Based in an area of high deprivation, Birmingham Sherbourne recruits from amongst the top 10% most deprived constituencies in England and the top 5% in Birmingham with over 40% of our young people presenting with either learning or behavioural disabilities.

## **Organisational Achievements and Performance**

### **Chairs Report – Jonathon Clarke**

The Board of Trustees has again been successful in securing capital grants during 2020/2021. Details of our supporters is acknowledged in the financial statements.

The UMT would like to go on record for thanking CPO Rawlinson for his time in command of the unit while we looked for a replacement. In March 2021 the UMT appointed CPO Hadley a long time serving cadet and then member of staff to the position of OIC.

In what was a difficult year I would like to thank everyone for all their hard work and the support of the parents that continued to support the unit during the lockdown period.

### **Commanding Officers Report – CPO Dave Rawlinson SCC/ CPO Rebekah Handley SCC**

All Sea Cadet Units are subject to rigorous annual review of our training, management, safety and efficiency. Based on this review, Birmingham Sherbourne once again received a Burgee in November 2020, a maritime distinguishing flag and the highest award a Sea Cadet unit can receive in recognition of the achievements and hard work of the young people and adult volunteers who support them.

In the 15 months that Covid-19 has continued to disrupt our lives, our unit has not yielded to the stresses which this pandemic has imposed on others. The unit has continued to maintain a healthy amount of cadets and staff despite the situation, we have continued to grow and develop our young peoples' experiences by continuing to offer the same activities albeit with some additional regulations.

Since returned to face to face training our cadets have thrown themselves back into the full cadet experience and are continuing to achieve and reach the highest standards associated with the Sea Cadets.

### **Achievements April 2020 - March 2021**

Over the last year our young people have collectively achieved:

- 3 Specialisations in First Aid, Communications & Information Services (CIS), Marine Engineering, Catering, Stewarding, Seamanship and Navigation
- 19 Waterborne qualifications in BCU Paddlesport, Offshore Power boating, Offshore Sailing, RYA Sailing, RYA Power boating, RYA Windsurfing, Slide Seat and Fixed Seat Rowing and Water Safety
- 2 cadets attended the Virtual Basic Peer Educator Course for Advancement
- 86 Junior Sea Cadet Awards including 6 Commodores Pennants, the highest achievable award for a Junior Sea Cadet
- 5 Cadets promoted to the next rank.
- 3 Cadets attended national courses

## **Plans for 2021/2022**

- The charity continues to work to secure funding to realise a number of projects, these include:
- Refurbishment of the Galley to be fully completed.
- Relocation of Armoury fully completed.
- Maximise income through the HMRC's Gift Aid donation scheme including analysis of income to identify funds raised appropriate for claiming via Gift Aid Small Donations Scheme (GASDS)
- Invest in volunteer recruitment, learning and development to enable delivery to the cadets by introducing unit run quarterly staff training days with targeted sessions based on skills gap analysis
- Continue to maximise access to funds to develop a unit held bursary fund via our networks to enable more young people to take advantage of external training opportunities such as attendance on offshore courses
- Increase our sailing boat fleet with an additional Quest or Zest to double the number of cadets on the water.
- Add a Unit owned powerboat to the fleet.
- Refresh our relationship with Bartley Green Sailing Club and negotiate terms for accessing club run activities to enhance the offer to our cadets and adult volunteers.
- Obtain use of a container at Bartley Green Sailing Club to free up space at the unit.
- Negotiation with Birmingham City Council over the lease for the land and building.

## **Finance Review**

With an opening Balance of £8,168 and a closing balance of £9 937, the charity closed the year with a surplus of £1,769.

Income received has increased dramatically this year from £17,694 to £39,165. This was mainly due to the generosity of Birmingham City Council who donated £21,805 and The National Lottery who donated £10,000. This funding was used to refurbish the main Galley, which will enable us to hire the building out to the local community.

A grant of £1,638 from the Sports Lottery was awarded towards some of the core costs incurred by the charity during the first few months of the pandemic. As a result of changes we were able to make due to the increased income, our costs also increased during this year from £20,425 to £37,396.

As we move forward, into what may still be uncertain times, fundraising will continue to be a focus again for the next financial year.

## **Reserves Policy**

The trustees continue to review the charity's requirements for reserves in light of the main risk to the organisation, that being a reduction of income. The trustees have established a policy whereby the reserves in total that are not invested in tangible fixed

assets held by the Unit, should be up to the equivalent to 6 months overhead costs of the charity.

The level of these reserves has been determined by the need to meet the working capital requirements of the charity and also for the charity to carry out all of its legal obligations.

At the end of March 2021, the total of the charity's reserves stood at £9,937 of which £7,322 was unrestricted and £2,615 restricted.

The financial strategy of the trustees continues to be that of building the reserves which will be achieved by continually reviewing overheads, exploring additional means of income and further fundraising. The trustees will continue to take all necessary actions with regard to the prevailing economic climate.

### **Covid-19**

As the outbreak of Covid-19 hit the UK in March 2020 the future of the unit was looking fairly bleak. Our main priority was to ensure the unit stayed open for when the date was announced that we could return to parading. Our Chairman, Jon Clarke with the help of the trustees has been working tirelessly to raise much needed funds to ensure we were able to reopen when government guidelines allowed.

To help our cadets an online training programme was set up by PO Joseph Nelson SCC to ensure our cadets were still involved with the corps and could work towards achieving the required modules needed for advancement within the unit. Unfortunately nothing could be done about their waterbourne qualifications and the chance to take part in competitions and activities due to Covid restrictions.

To help our parents during the unprecedented times, all were offered the choice to cancel regulating bank payments. All course funds were also refunded to parents as soon as the funds were made available to the unit.

As of April 2021 the unit was able to reopen to cadets following all government guidelines. We are aiming to get all cadets ranks advanced as soon as possible and ensure they get as many waterbourne qualifications within the boating season.

### **Structure, Governance and Management**

Units of the SCC are formed solely by volunteers in local communities. Each Unit is a self-supporting youth organisation and an independent charity with a central support management and training structure provided primarily by the Marine Society and Sea Cadets (MSSC). The unit becomes a part of the SCC by virtue of its' affiliation to the MSSC, the parent body of the SCC. In accepting this affiliation, the unit undertakes to comply with all regulations issued by, or on behalf of, the MSSC Council.

The Unit was formed as an unincorporated charity on 3<sup>rd</sup> November 1942 and is governed by a constitution approved by the Charity Commission of England and Wales. A revised constitution issued by the Marine Society and Sea Cadets was ratified by the Board of Trustees between meetings in December 2017 in order to meet the deadline of 31<sup>st</sup> December 2017.

## **Recruitment and Appointment of the Trustees**

Trustees serve and are re-elected on an annual basis. A minimum of 4 office holders: Chair, Secretary, Treasurer and Commanding Officer. UMT office holders are elected at the first meeting following the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadets Unit which is drawn loosely as being those with an interest in the unit. The constitution lays down specific controls for UMT membership and will be observed for all future recruitment.

In the event of a vacancy arising during the year (known as a casual vacancy), the trustees have the power to appoint new trustees. A trustee will serve until the date of the next AGM, after which the post will be filled by election.

The trustees are represented by a wide range of individuals from various aspects of the community. Trustees have the power to appoint additional trustees to act jointly with them for all purposes. A trustee whose term of office has expired can be appointed for a further term of office.

## **Responsibilities of the Trustees**

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on its behalf on 09<sup>th</sup> September 2021

*Jonathon Clarke, Chair of the Board of Trustees*

## **Acknowledgements**

Birmingham (Sherbourne) Unit 41 Sea Cadets Corps would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2020/2021

- Birmingham City Council
- The National Lottery
- ESC Lottery fund
- The William A Cadbury Charity
- Open House CIC
- Easyfundraising
- Amazon UK
- The Sherbourne Club
- WaterPlus
- Veolia

No final report would be complete without acknowledging the efforts and dedicated service of the adult volunteers who make the unit a success. For any Sea Cadet Unit to succeed it is fully reliant on its teams to work together. Our uniformed and civilian instructors, management team and unit assistants all have one common aim, that of delivering the best experience for our young people.

In this modern age, time is a precious commodity and like with all teachers and trainers there is a lot goes on behind the scenes, outside of parade times and over weekends that is not observed but makes the difference.

Thank you for your commitment and continued support.



## **Legal and Administrative Information**

### **Charity Details:**

Charity Name: Birmingham (Sherbourne) Unit 41 of the Sea Cadets Corps

Charity Status: Unincorporated

Registered Charity Number: 522889

Registered Office and  
Operational Address: 1667 Pershore Road  
Stirchley  
Birmingham  
B30 3DR

Telephone Number: 0121 486 1773

### **Trustees:**

Chair: Mr Robert Storey – Stepped down November 2020  
Mr Jonathon Clarke – Appointed November 2020

Vice Chair: Mr Jonathan Clarke -Stepped down November 2020

Treasurer\; Mrs Ceri Owen

Trustees: Mr Paul Cashmore  
Miss Lacie Black

Secretary: Mr John Storey – Stepped down November 2020  
Mrs Anita Ward – Appointed November 2020

**President:** Mr Steve McCabe

**Holding (Custodian) Trustees:** The Marine Society & Sea Cadets (MSSC)

**Independent Examiner:** Bev Richardson M.A.A.T.  
Charity AID Accountancy Services  
Woodland Lodge, Dunston Business Village  
Stafford Road, Dunston  
Staffordshire  
ST18 9AB

**Bank:** Lloyds Bank  
789 Bristol Road South  
Northfield  
Birmingham  
B31 2NP

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BIRMINGHAM (SHERBOURNE) UNIT 41 OF THE SEA CADET CORPS.**

I report on the financial statements of Birmingham (Sherbourne) Unit 41 of the Sea Cadets Corps for the year ended 31<sup>st</sup> March 2021 which are set out on pages 9 to 12

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

### **Independent examiner's statement**

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bev Richardson M.A.A.T.

Date: 09<sup>th</sup> September 2021

On Behalf of Charity AID Accountancy Services

Woodland Lodge  
Dunston Business Village  
Stafford Road  
Dunston  
Staffordshire  
ST18 9AB

# BIRMINGHAM (SHERBOURNE) UNIT 41 OF THE SEA CADET CORPS.

## Receipts and Payments Account for the period 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

	Note	Unrestricted	Restricted	2021	2020
		£	£	£	£
<b><u>RECEIPTS</u></b>					
Donations	1	22,353	11,838	34,191	1,741
Charitable Activities	2	3,829	0	3,829	13,030
Fundraising	3	62	0	62	861
Investments	4	0	0	0	2
Sales	5	1,083	0	1,083	2,060
<b>TOTAL RECEIPTS</b>		<b>27,327</b>	<b>11,838</b>	<b>39,165</b>	<b>17,694</b>
<b><u>PAYMENTS</u></b>					
Raising Funds	6	3,300	0	3,300	1,319
Direct Charitable Activities	7	2,604	0	2,604	7,215
Overhead Costs	8	8,160	1,638	9,798	10,034
Maintenance Costs	9	11,341	10,000	21,341	1,189
Other Costs	10	3	0	3	318
Governance Costs	11	350	0	350	350
		<b>25,758</b>	<b>11,638</b>	<b>37,396</b>	<b>20,425</b>
<b><u>ASSETS &amp; INVESTMENTS</u></b>					
Fixed Assets	12	0	0	0	3,190
Investment		0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>3,190</b>
<b>TOTAL PAYMENTS</b>		<b>25,758</b>	<b>11,638</b>	<b>37,396</b>	<b>23,615</b>
<b>Net incoming resources</b>		<b>1,569</b>	<b>200</b>	<b>1,769</b>	<b>(5,921)</b>
<b>Transfer between funds</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cash funds from last year</b>		<b>5,753</b>	<b>2,415</b>	<b>8,168</b>	<b>14,089</b>
<b>TOTAL CASH FUNDS</b>		<b>7,322</b>	<b>2,615</b>	<b>9,937</b>	<b>8,168</b>

## BIRMINGHAM (SHERBOURNE) UNIT 41 OF THE SEA CADET CORPS.

### Statement of Assets and Liabilities as at 31st March 2021

<b><u>ASSETS AND LIABILITIES</u></b>			<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CASH FUNDS</b>				
Business Account	0	1,700	1,700	1,699
Treasurers Account 1	3,788	0	3,788	3,737
Treasurers Account 2	3,458	915	4,373	2,667
Petty Cash	76	0	76	65
	<b>7,322</b>	<b>2,615</b>	<b>9,937</b>	<b>8,168</b>
 <b>OTHER MONETARY ASSETS</b>	 0	 0	 0	 0
 <b>INVESTMENT ASSETS</b>	 0	 0	 0	 0
 <b>ASSETS RETAINED FOR THE CHARITY'S OWN USE</b>			<b>Current Value</b>	
Land and Buildings			0	
Waterborne			40,331	
Vehicles			3,459	
Computers			7,416	
Band			6,750	
Other Equipment			0	
			<b>57,956</b>	
 <b>LIABILITIES</b>				
Independent Examination			350	

The financial statements were approved by the Board of Trustees on 09<sup>th</sup> September 2021 and were signed on its behalf by

Mr Jonathon Clarke, Chair

Mrs Ceri Owen, Treasurer

Signature: .....

Signature: .....

# BIRMINGHAM (SHERBOURNE) UNIT 41 OF THE SEA CADET CORPS.

## Notes to the Accounts

	Unrestricted	Restricted	2021	2020
	£	£	£	£
<b>1 Donations</b>				
MSSC Annual Fund/Grant	0	200	200	0
Other Grants	22,305	11,638	33,943	0
Other Donations	48	0	48	1,741
	<b>22,353</b>	<b>11,838</b>	<b>34,191</b>	<b>1,741</b>
<b>2 Charitable Activities</b>				
Cadet Contribution	2,320	0	2,320	6,137
MSCC Refunds	0	0	0	2,468
Competition Receipts	0	0	0	0
Course Fees	1,149	0	1,149	4,095
Sundry	0	0	0	329
Other Revenue Receipts	360	0	360	0
	<b>3,829</b>	<b>0</b>	<b>3,829</b>	<b>13,030</b>
<b>3 Fundraising</b>				
Fundraising	62	0	62	636
Special Events	0	0	0	225
	<b>62</b>	<b>0</b>	<b>62</b>	<b>861</b>
<b>4 Investments</b>				
Bank Deposit Interest	0	0	0	2
	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>5 Sales</b>				
Sale of Fixed Assets	0	0	0	0
Sea Cadet Victualing	1,083	0	1,083	2,060
	<b>1,083</b>	<b>0</b>	<b>1,083</b>	<b>2,060</b>
<b>6 Raising Funds</b>				
Fundraising (victualing)	3,300	0	3,300	1,211
Fundraising (other)	0	0	0	96
Special Events	0	0	0	12
	<b>3,300</b>	<b>0</b>	<b>3,300</b>	<b>1,319</b>

# BIRMINGHAM (SHERBOURNE) UNIT 41 OF THE SEA CADET CORPS

## Notes to the Accounts continued

	Unrestricted	Restricted	2021	2020
	£	£	£	£
<b>7 Direct Charitable Activities</b>				
Competitions	0	0	0	129
Travel & Fuel	66	0	66	1,587
Catering	35	0	35	591
Training & Courses	2,503	0	2,503	2,286
	<b>2,604</b>	<b>0</b>	<b>2,604</b>	<b>4,593</b>
<b>8 Overheads</b>				
Rent & Council Tax	68	0	68	611
Heat, Light & Water	1,959	1,638	3,597	3,092
Telephone/Broadband	867	0	867	800
Postage, Printing & Stationery	16	0	16	88
Insurance	2,253	0	2,253	2,267
Materials / Cleaning Products	2,997	0	2,997	429
	<b>8,160</b>	<b>1,638</b>	<b>9,798</b>	<b>7,287</b>
<b>9 Maintenance Costs</b>				
Buildings & Grounds	11,238	10,000	21,238	13,585
Waterborne	0	0	0	1,860
Vehicles	103	0	103	2,459
Computers	0	0	0	313
Other Equipment	0	0	0	0
	<b>11,341</b>	<b>10,000</b>	<b>21,341</b>	<b>18,217</b>
<b>10 Other Costs</b>				
Equipment	3	0	3	517
Sundry Costs	0	0	0	746
	<b>3</b>	<b>0</b>	<b>3</b>	<b>1,263</b>
<b>11 Governance Costs</b>				
Independent Examination	350	0	350	350
Accounts Preparation	0	0	0	0
Legal Advice	0	0	0	0
	<b>350</b>	<b>0</b>	<b>350</b>	<b>350</b>
<b>12 Assets &amp; Investments</b>				
Fixed Assets	0	0	0	5,917
	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,917</b>