



TRUSTEES ANNUAL REPORT & ACCOUNTS FOR 2020-2021

**Birmingham Vernon (Unit 40) of the Sea Cadet Corps
Osler Street, Birmingham B16 9EU**

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Birmingham Vernon (Unit 40) of the Sea Cadet Corps is a charity registered in England and Wales. Number 522882

TRUSTEES' ANNUAL REPORT FOR THE PERIOD 1ST APRIL 2020 – 31ST MARCH 2021

REFERENCE AND ADMINISTRATION DETAILS

Charity Name	Birmingham Vernon (Unit 40) of the Sea Cadet Corps
Other names charity is known by	T.S. Vernon
Registered charity number	522882
Charity's principal address	Osler Street, Birmingham, B16 9EU

OUR TEAM

TRUSTEES

Mrs Jennifer Harrison BEM	Chairman
Mr Oliver Chambers MBE	Commanding Officer
Miss Janine Garfield	Secretary
Mrs Margaret Blizzard (retired 31 st Mar 21)	Treasurer
Miss Corrine Millward	Health & Safety Representative
Michael Wagstaff (appointed 1 st Feb 21)	Trustee

NAMES AND ADDRESSES OF ADVISERS

Bankers

Lloyds Bank Plc
Birmingham University
142 Edgbaston Park Road
Edgbaston
Birmingham B15 2TY

Marine Society & Sea Cadets

202 Lambeth Road
Lambeth London
SE1 7JW

Independent Examiner

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of Governing Document Constitution

How the charity is constituted Registered Charity

Trustee selection methods Trustees are elected annually at the Annual General Meeting.

The Chairman, Secretary, Treasurer and Commanding Officer are actively involved in the day-to-day running of the organisation. They are actively supported by the wider trustee team and volunteer uniformed staff.

OUR AIM

To give young people the best possible head start in life through nautical adventure and fun based on the customs and traditions of the Royal Navy.

HOW

We are passionate about investing in all young people. We offer a unique mix of activities and experiences, delivered locally, regionally, nationally and off shore, which improve life chances at school, in work and for the community. Our trained and experienced volunteers and staff support and deliver learning through nautical adventure and challenge, with the customs and traditions of the Royal Navy at the core. Through this we create a sense of belonging and identity where young people flourish, gaining confidence, skills for life, values and qualifications, which help them seize a better future.

SEA CADET VALUES

Respect	To appreciate and be considerate to others
Loyalty	To be faithful to all who invest in me
Self-discipline	To do what I must
Commitment	To do what I say I will
Honesty & integrity	To tell the truth and be a good person
Courage	To do what we feel is right

SEA CADET LIFE SKILLS

Teamwork
Leadership
Communication
Motivation
Self-Confidence
Citizenship

Risk policy

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Policies and procedures adopted for the induction and training of trustees

The New Volunteer Programme (NVP) is the start of a volunteer's journey with Sea Cadets, including Trustees. It includes an initial interview conducted at the charities premises but officially begins at the point that an adult Westminster record (Management Database) is created.

New volunteers should complete an application form, disclosure application, and complete three Sea Cadet e-learning modules within the first two months of their Westminster record being created. These being, Safeguarding, Health & Safety and Responsible for Information (Data Protection). At this stage the new volunteer can only attend Sea Cadet premises as a supervised guest for the purposes of completing their enrolment.

Their application is approved by the Marine Society and Sea Cadets (MSSC) Volunteer Support Team, and their disclosure submitted for external processing. Enrolments will be cancelled by Volunteer Support where any element of the initial enrolment process is not completed within two months of the Westminster record being created.

Units must provide two reference forms to Volunteer Support no later than one month after the disclosure clears (unless the volunteer is applying for a Unit Management Team position (Trustee) where they must complete a trustee declaration.

The new volunteer must wait for their disclosure and references (if required) to be cleared by Volunteer Support before they can book onto an Induction Day course. Once cleared by Volunteer Support they receive an email confirming that their disclosure has cleared, and asking them to book onto an Induction Day, this includes a face to face safeguarding session, information about the roles of sea cadets and its history and details of the structure of the organisation, an overview of here to find policies and procedures applicable to their role.

The new volunteer can now attend Sea Cadet activities unsupervised. New volunteers who do not attend the Induction Day within six months of their disclosure clearing will have their membership of Sea Cadets cancelled.

OBJECTIVES AND ACTIVITIES

Our vision and objectives remain as always to ensure our cadets are equipped with the means to achieve the high standards and personal attributes necessary to succeed in their future endeavors whilst learning new skills and always having fun!

The organisation works to give young people the best possible head start in life through nautical adventure and fun, based on the customs of the Royal Navy. Our objectives are to provide young people aged between the ages of 10 and 18, and who are predominantly drawn from inner city wards of Birmingham, opportunities that promote the Sea Cadet Values whilst developing valuable life skills that improve our young people's life chances.

We do this through a combination and variety of activities of outdoor and adventure, team building, waterborne and self-learning-based activities, such as Duke of Edinburgh, NVQ Public Services and other nationally recognised waterborne qualifications.

The Trustees are delighted to give details of another exceptional year for Birmingham Vernon, the highest assessment scores in our history, means Birmingham Vernon continues to be a positive, happy, successful and one of the best Sea Cadets units in the UK. Everyone has worked incredibly hard to maintain our high standards and continue offering such a variety of opportunities and we thank our incredible volunteer team for this.

Midland Boat Station - Edgbaston Reservoir



View from Reservoir Dam



View from Proposed Square



Aerial View

View from Edgbaston Reservoir



Artist impression of the Midlands Boat Station & Birmingham Vernon Sea Cadet Unit

We are continuing to work with the Marine Society and Sea Cadets for a Sea Cadet Unit Rebuild combined with the ambitious delivery of the Midlands Boat Station for the benefit of young people and local communities. The facility will enable us to offer a broader spectrum of boating qualifications to our members and furthermore expand on what we can offer as part of the Sea Cadet Experience for local young people.

ACHIEVEMENTS AND PERFORMANCE

Covid-19 and the impact on the Charity

With the onset of the Covid-19 Pandemic the unit closed to all face to face training on 17th March 2020. Within the first week of closure the cadets themselves had implemented a support group on social media and were communicating regularly. Staff were allocated to keep in contact with cadets and enquire about their well-being and access to digital media.

Training was moved to an online platform and delivered weekly virtual activities utilising Google Classrooms. This gave an opportunity for our volunteers to remain in touch with each other, and our cadets whilst still providing familiar activities and friendships.

Our Unit Management Team Trustees, and volunteer staff team moved all meetings online and utilises Microsoft Team to facilitate meetings, whilst continuing to remain connected using WhatsApp as a messaging tool alongside regular forms of communication.

We are also aware that with closure, cadet contributions would cease and this would impact on our viability long term. However, a review of services such as waste management were ceased, and the vehicle was declared SORN with the DVLA.

We implemented appropriate risk assessments to ensure that the safety of the team is understood, we regularly keep informed of the latest Government Guidance and look to further develop a different way of delivery to ensure we remain connected and present within our local community. Our aim is to return to parading when Government guidelines permit. We will continue to assess the situation and ensure that the health, safety and mental well-being of our volunteer staff team and cadets is the driver in all our decision making. We are maintaining regular contact with all members to ensure they continue to feel part of the organisation.

Despite the global pandemic, the Trustees 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 to promote the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens in a safe environment, did not hinder. We continued to take young people from all backgrounds, including where possible those with disabilities and develops their skills and abilities by:

- 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 in a covid secure environment where permissible.

Contributions during the year were suspended due to the levels of funding attracted as we recognised the impact on families during this very difficult time. We are however grateful to those who continued with their donations.

Future Plans

This leads me onto, future for the year ahead. The priority of the Trustees is to look to a different style of delivering the cadet experience and retain as many members as possible. We do not know how long the Covid-19 pandemic will continue to dominate.

However, we are clear that as a team, we are fully committed to supporting our cadets, adult volunteers and families through these difficult and challenging times. We have always been a charity that looks after the wider social issues of those we work and serve and we will continue to offer support to our beneficiaries who are most disadvantaged. We are already working with a local charity to offer food parcels and advice and information to such families.

As trustees, we are also conscious of the forthcoming capital build project and how the current crisis may impact on future fundraising efforts. We therefore have sought support from the national charity to provide human resources to help up develop our funding applications and promotions elements to ensure that we do not miss any opportunities moving forward.

The impact of the current pandemic has shown that we need to significantly increase our levels of unrestricted reserves. This will give us the flexibility to maintain essential core costs and continue to deliver services to our young people in an accessible way.

FINANCIAL REPORT

Financial Review

- Income Receipts during the year was £56, 265 and includes cadet membership fees, training course fees and other donations
- Payments made during the year was £24,531. All these payments were made on Sea Cadet activities
- Unrestricted funds at the year-end stood at £32,949, whilst restricted funds were £9,243.

Notes regards the accounts

- Accounts are lodged both with the MSSC and with the Charity Commission
- All our volunteers gave their time freely and none received any salary or wage for their time or service to the Unit
- Cadet contributions are only £20.00 per month per cadet or £10.00 for our Junior Cadets
- Direct cadet Activities includes payment of training course fees
- Building overheads includes Council rates, Heat, light and power, telephone and other administrative costs
- Vehicle operations covers Road Fund License and MOT, servicing, insurance, maintenance
- Boating operations includes servicing costs of the Safety Boat, annual maintenance of the boats and spares
- Other operating costs include annual contents insurance

Reserves Policy

The charity trustees' policy aims to maintain unrestricted reserves at a level equal to three months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in income. The trustees recognise that the current level falls below this required amount and therefore plan to undertake activities to increase unrestricted funds as soon as it is able to.

DECLARATION

The Trustees declare that they have approved the trustees annual report for Birmingham Vernon Sea Cadets and Royal Marine Cadets.

Signed on behalf of the charity's trustees on 03rd March 2022.

Jennifer Harrison BEM, Chairman

ACKNOWLEDGEMENTS

The Trustees declare that they have approved the trustees annual report for Birmingham (Vernon) Unit 40 Sea Cadets Corps would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2020/2021.

- MSSC
- Birmingham City Council
- The National Lottery Community Fund
- Sport England Emergency Fund
- Parents and Supporters for their Cadet Contributions
- HMRC Gift Aid Payments

Finally, we would like to acknowledge the support provided by all of the volunteers who dedicate their time free of charge. The unit is run purely on this support provide, without it, we could not operate and we could not support our young cadets.

Thank you for your commitment and continued support.

ACCOUNTS

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BIRMINGHAM (VERNON) UNIT 40 OF THE SEA CADET CORPS.

I report on the financial statements of Birmingham (Vernon) Unit 40 of the Sea Cadets Corps for the year ended 31st March 2021 which are set out over the following 4 pages.

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: 03rd March 2022

On Behalf of Charity AID Accountancy Services
Woodland Lodge
Dunston Business Village
Stafford Road
Dunston
Staffordshire
ST18 9AB

BIRMINGHAM (VERNON) UNIT 40 OF THE SEA CADET CORPS.

Receipts and Payments Account for the period 1st April 2020 – 31st March 2021

	Note	Unrestricted £	Restricted £	2021 £	2020 £
<u>RECEIPTS</u>					
Donations	1	41,446	14,500	55,946	30,207
Fundraising	2	30	0	30	3,473
Generated	3	0	0	0	542
Training	4	172	0	172	2,666
Interest	5	0	0	0	0
Other Income	6	117	0	117	531
TOTAL RECEIPTS		41,765	14,500	56,265	37,419
<u>PAYMENTS</u>					
Fundraising Costs	7	47	49	96	2,326
Charitable Activities	8	252	0	252	7,196
Overheads	9	4,155	6,193	10,348	17,583
Operating Costs	10	5,064	628	5,692	3,641
Fees Charged	11	513	0	513	315
TOTAL PAYMENTS		10,031	6,870	16,901	31,061
<u>ASSETS & INVESTMENTS</u>					
Fixed Assets	12	0	7,630	7,630	850
Investment		0	0	0	0
		0	7,630	7,630	850
TOTAL PAYMENTS		10,031	14,500	24,531	31,911
Net incoming resources		31,734	0	31,734	5,508
Transfer between funds		0	0	0	0
Cash funds from last year		1,215	9,243	10,458	4,950
TOTAL CASH FUNDS		32,949	9,243	42,192	10,458

BIRMINGHAM (VERNON) UNIT 40 OF THE SEA CADET CORPS.**Statement of Assets and Liabilities as at 31st March 2021****ASSETS AND LIABILITIES**

	Unrestricted	Restricted	2021 Total	2020 Total
	£	£	£	£
CASH FUNDS				
Business Account	32,675	9,243	41,918	10,184
Petty Cash	274	0	274	274
	32,949	9,243	42,192	10,458

OTHER MONETARY ASSETS	0	0	0	0
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INVESTMENT ASSETS	0	0	0	0
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ASSETS RETAINED FOR THE**CHARITY'S OWN USE**

	Current Value
Boats	65,000
Vehicles	400
Computers & Other Equipment	8,000
	73,400

LIABILITIES

Independent Examination	350
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The financial statements were approved by the Board of Trustees on 03rd March 2022 and were signed on its behalf by

Jennifer Harrison BEM, Chairman

Signature:

BIRMINGHAM (VERNON) UNIT 40 OF THE SEA CADET CORPS.

Notes to the Accounts

	Unrestricted £	Restricted £	2021 £	2020 £
1 Donations				
Bursaries	0	0	0	100
Cadet	2,280	0	2,280	6,136
P&SA	0	0	0	0
Donations	211	0	211	226
Gift Aid Claim	1,518	0	1,518	1,845
Charitable Trusts & Foundation	22,237	14,500	36,737	16,900
Marine Society & Sea Cadets	15,200	0	15,200	5,000
	41,446	14,500	55,946	30,207
2 Fundraising				
Bag packs	0	0	0	0
Flag week	0	0	0	0
Special events	0	0	0	1,541
Community Events	0	0	0	0
Sale of Goods	0	0	0	1,932
Other	30	0	30	0
	30	0	30	3,473
3 Generated				
Property Rental	0	0	0	542
Sale of Assets	0	0	0	0
SCAVA	0	0	0	0
	0	0	0	542
4 Training				
Competition Fees - external	172	0	172	0
Competition Fees - internal	0	0	0	0
Course Fees - external	0	0	0	1,686
Course Fees - internal	0	0	0	980
	172	0	172	2,666
5 Interest				
Bank Interest	0	0	0	0
	0	0	0	0
6 Other Income				
MSSC Travel Refunds	0	0	0	377
Refunds Received	117	0	117	154
	117	0	117	531
7 Fundraising Costs				
Special Events	0	0	0	1,050
Goods for resale	0	0	0	1087
Other fundraising costs	47	49	96	189
	47	49	96	2,326

BIRMINGHAM (VERNON) UNIT 40 OF THE SEA CADET CORPS.

Notes to the Accounts continued

	Unrestricted £	Restricted £	2021 £	2020 £
8 Charitable Activities				
Competition Fees - external	0	0	0	0
Competition Fees - internal	0	0	0	0
Course Fees - external	0	0	0	3,998
Course Fees - internal	0	0	0	753
Fuel / Travel	121	0	121	546
Training Materials	81	0	81	1,217
3rd Party travel - rail	0	0	0	177
3rd Party travel - road	0	0	0	13
Catering	50	0	50	342
Special Events	0	0	0	150
	252	0	252	7,196
9 Overheads				
Room Hire	0	0	0	1,440
Rates	0	0	0	2,005
Water & Sewage Rates	165	95	260	532
Electricity	465	3,089	3,554	5,410
Gas	1,005	1,747	2,752	4,613
Broadband	347	180	527	474
Insurance - building, boats, equip	1,212	1,082	2,294	1,875
Insurance - vehicle	648	0	648	627
Fire certification	313	0	313	359
Electrical certification	0	0	0	125
Gas safety certification	0	0	0	123
	4,155	6,193	10,348	17,583
10 Operating Costs				
Unit Health, Hygiene & Well-being	533	546	1,079	148
Equipment, Stationery & Printing	41	33	74	429
IT Consumables	386	49	435	170
Building maintenance	713	0	713	783
Grounds maintenance	206	0	206	0
Boat maintenance	0	0	0	348
Vehicle maintenance	185	0	185	861
Other maintenance	3,000	0	3,000	73
PPE & Branded clothing	0	0	0	829
	5,064	628	5,692	3,641
11 Fees Charged				
Accountancy & Professional fees	350	0	350	0
Other revenue costs & charges	163	0	163	315
	513	0	513	315
12 Assets & Investments				
Various Unit Assets	0	7,630	7,630	850
	0	7,630	7,630	850