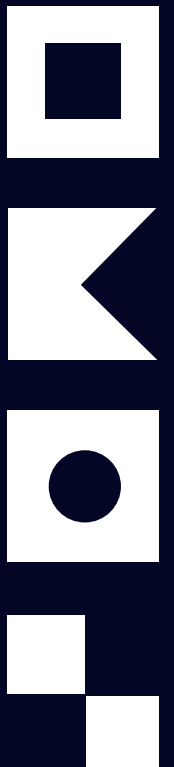




OFFSHORE

It's your adventure

Trustees' Annual Report 2019/20



#itsyouradventure

T: 01206 385071 **E:** sailing@offshore.org.uk www.offshore.org.uk
Tolken, The Lane, West Mersea, Colchester, Essex CO5 8NT

Adventures Offshore - Registered Charity Number 1035015



It's your adventure

OFFSHORE

Contents

Our Mission	(page 3)	Financial Review	(page 16)
Our Impact	(page 5)	Governance	(page 18)
Chairperson's Statement	(page 7)	Trustees' Responsibilities	(page 23)
Our Volunteers	(page 14)	Examiner's Report	(page 25)
Our Supporters	(page 15)	Annual Accounts	(page 26)

Charity Registration: 1035015

Trading Name:

OFFSHORE is the trading name of "Adventures Offshore".

Registered Address:

Adventures Offshore
Tolken, The Lane
West Mersea
Colchester
Essex CO5 8NT

Independent Examiner:

Community 360
Winsely's House
High Street
Colchester
Essex
CO11UG

Bankers: Barclays

Executive Trustees:

The Trustees who served on the Board during the year were:

Adrian Slim ¹	(Chairperson)
Andrew Black ²	(Chairperson)
Edward Harrison ³	(Treasurer)
Freddie Crane ⁴	(Interim Treasurer)
Mark Gowers ⁵	
Mark Rendle	(Secretary)
Jessica Gozzett ⁶	
John Raine	
Richard Pattison	
Richard Walker ⁷	
Stephen Edwards ⁸	(Treasurer)

1. Adrian Slim resigned 19th March 2022.
2. Andrew Black was appointed 19th March 2022.
3. Edward Harrison resigned 20th October 2020.
4. Freddie Crane was appointed 20th October 2020.
5. Mark Gowers was appointed 30th September 2020.
6. Jessica Gozzett resigned 20th May 2020.
7. Richard Walker resigned 31st October 2020.
8. Stephen Edwards was appointed 10th January 2022.

Custodian Trustees:

The following people act as custodians of the charity's fixed assets. They do not attend Trustee meetings and have no responsibility for the running of the charity.

Peter Camper
Bernard Meadows

Reporting period: This report covers **OFFSHORE**'s Financial Year 01/11/2019 to 31/10/2020.

T: 01206 385 071

E: sailing@offshore.org.uk

www.offshore.org.uk

Tolken, The Lane, West Mersea, Colchester, Essex, CO5 8NT

Adventures Offshore – Registered Charity Number 1035015



It's your adventure

OFFSHORE

A bit about us

OFFSHORE was founded in 1964 and we have been providing life-changing sailing adventures for over 50 years. Our origins are to be found in scouting, and we are proud to remain part of The Scout Association; in fact, we are constituted as a District within Essex County Scouts.

Our two Oyster 49 purpose-built sail training yachts ('*Offshore Scout*' and '*Ocean Scout*') have their home port in Ipswich, a town steeped in maritime tradition, but our voyages take participants all over Europe!



Our Aims

Since inception, our aim has been to provide opportunities for young and vulnerable people to **discover their sense of adventure**. At the same, we help them develop transferable skills to **aid their social, personal, and professional development**.

Our Beneficiaries

Our target age range is 10-25 years. Many of our voyages are with Scout groups from across the UK, but we are equally happy to take non-scout groups or solo sailors on voyages. Some voyages are quite deliberately more intrepid than others; we will always tailor the duration, the destination and the programme to the needs and expectations of our beneficiaries. As for the weather...

T: 01206 385 071

E: sailing@offshore.org.uk

www.offshore.org.uk

Tolken, The Lane, West Mersea, Colchester, Essex, CO5 8NT

Adventures Offshore – Registered Charity Number 1035015



It's your adventure

OFFSHORE

The Adventure

Participants sail as trainees aboard our purpose built, modern sail training ships under the supervision of our experienced and qualified sea staff.

Our offshore sailing trips are residential voyages, which range from weekends away to longer offshore passages, as far away as the Baltic. The ship and its crew might be at sea, out of sight of land and in varied conditions, for several days.

Participants work together to crew the yacht in rotating watches, assisting with the sailing and the domestic chores. This can be cold, wet and tiring, and serves to forge the team into a cohesive unit. After all, we may be isolated from immediate support so we need to know that we can absolutely rely on each other.

The Environment

Life at sea is unfamiliar and testing, helping to build personal resilience and broaden participants' horizons, as well as the courage to push beyond one's comfort zone.

Being in such a challenging environment breaks down boundaries, creates parity between people of different backgrounds, and enhances the sense of accomplishment at the end of any activity.



We find this gives participants a greater sense of self-belief and purpose as they discover what they are capable of. Even on a weekend voyage, the skipper will aim to develop sufficient skills in the crew such that they can, under close supervision, take control of the boat, supervise the lookout, trim the sails, and tack and gybe the boat.

The aim is not necessarily to teach sailing, but to use sailing as a medium to develop values including resilience, teamwork, briefing, leadership, communication, and empathy. The changes in our beneficiaries can be quite remarkable and whether they ever sail again is almost beside the point – **OFFSHORE** will have achieved its goal in having developed transferable life skills in our beneficiaries, in a safe, fun yet challenging environment.

T: 01206 385 071

E: sailing@offshore.org.uk

www.offshore.org.uk

Tolken, The Lane, West Mersea, Colchester, Essex, CO5 8NT

Adventures Offshore – Registered Charity Number 1035015



It's your adventure

OFFSHORE

OFFSHORE

Heading to Sea *Seek Your Adventure*

Our Impact

This section of the annual report is where we would usually include the results from the feedback sheets that all voyagers complete. We are proud to find that those that sail with us step ashore leaving behind a positive, and possibly transformative, experience.

The abandonment of the 2020 season means that we have no conventional feedback to report upon. So instead, we want to share an inspiring story that concerns a member of our Young Sea Staff – after all this speaks to impact albeit of a different sort.

Young Sea Staff Scheme (YSS)

Peter Russell sailed with **OFFSHORE** as a young man and the skipper recognised a young man of clear potential. Accordingly, he was invited to join our Young Sea Staff Scheme. The scheme offers an opportunity to gain valuable sailing experience on bespoke courses, mentored by an experienced skipper. Young Sea Staff are supported through RYA accreditation, picking up useful certification to attest to their skills and experience.

After graduating from the scheme, Peter sailed as a mate on numerous voyages, using his youth and experience to good effect in supporting and developing our young beneficiaries, some of whom were in fact his age or perhaps older.

Peter likes a challenge; faced with Covid-19 and a gap year, he decided to fit out an old boat and sail around the UK. Setting sail from Ipswich, he completed his circumnavigation in two months, with 2,500 miles under the keel. Intrepid voyaging completed (he still dreams of solo circumnavigation, so let's not pretend his restless spirit has found peace), he has set off to Plymouth University to study marine engineering.



It's your adventure

OFFSHORE

"I have so much to thank Offshore for. When I joined, I could sail a boat but I had so much left to learn. Under the guidance of the experienced skippers, I was given the skills and confidence to manage a boat, to manage a team, to get the most out of a crew when they're cold and weary. Offshore didn't teach me to sail, they gave me something far more valuable, they taught me to believe in myself and how to develop essential life skills in those I sail with."

Peter Russell, Young Sea Staff



Maritime Pathways & Training Scheme (MPaTS)

Through these successes – and there are many like Peter – **OFFSHORE** has developed the concept of the Maritime Pathways and Training Scheme. This will take the learning from our Young Sea Staff Scheme and use it to help long term unemployed to develop skills, experience and insight that will help them secure a job in maritime industry. Some £30,000 of funding has so far been secured from our sponsors.



It's your adventure

OFFSHORE

OFFSHORE

New Moorings

Seek Your Adventure

"What a challenging year. But with the support of our volunteers, our supporters and Government programmes we have made it through 2020. We are not out of the woods, and certainly new challenges lie ahead, but I am confident we will emerge renewed and reinvigorated."

Adrian Slim, Chairperson

T: 01206 385 071

E: sailing@offshore.org.uk

www.offshore.org.uk

Tolken, The Lane, West Mersea, Colchester, Essex, CO5 8NT

Adventures Offshore – Registered Charity Number 1035015



It's your adventure

OFFSHORE

Chairperson's Statement

What a year! I pray we do not see the likes of this again. Covid-19 has brought disruption to bear across the world, and we acknowledge our pain is so much less than that which others have had to bear. Having said that, as Trustees we have a moral and statutory duty to manage the charity, not just when the sun shines but also when strong winds and a foul tide are driving us on to a lee shore.

Being forced to abandon the sailing season had a devastating impact on our finances, given that the majority of our funding comes from voyage fees. As income dried up many fixed costs remained.

Thankfully, our prudence in earlier years left us with reasonable reserves, sufficient to weather the storm in the early days.

As the situation worsened during 2020, more proactive steps were necessary, as the cash forecasts foretold a grim future. Therefore, we sadly let go two valued members of the team from *Tolken* through redundancy, as even usage of the furlough scheme was insufficient to stem unsustainable losses. We made a working assumption that in 2021 we would be able to generate 50% of the voyage fees received in 2019; as I write, it would

appear that assumption may yet prove unfounded, and so we continue to progress cost reduction initiatives.

And yet there's cause to look forward with hope. Our volunteers have remained active and found new ways to support us. We have a super set of Trustees and are developing a new vision, where we work ever more closely with Essex Scouts,

whilst also continuing to develop our role with non-scout groups. The Marine Pathways Scheme seems an idea whose time has come and offers insights into future potential opportunities as we seek to strengthen the balance sheet and generate new income streams consistent with our founding principles.

OFFSHORE

*Steering
Seek Your Adventure*

T: 01206 385 071

E: sailing@offshore.org.uk

www.offshore.org.uk

Tolken, The Lane, West Mersea, Colchester, Essex, CO5 8NT

Adventures Offshore – Registered Charity Number 1035015



It's your adventure

OFFSHORE

Since we had no sailing in 2020 the 2019 report will feature here:

Beneficiaries

2019 saw a big increase from 292 to 402 beneficiaries joining us for an adventure. These were mostly young or vulnerable people, and they totted up 1,358 days at sea. For comparison, the world record for sailing round the world is just under 50 days... so you can imagine how much sailing that is!

Many of our beneficiaries spend at least five days on the boat at sea – and we think that is important. It takes that long for some people to come out of their shell and to break down the preconceptions people have about each other. A longer voyage also leaves people with a greater sense of accomplishment at the end and offers the opportunity to sail to places further from home.

The contrasting backgrounds of our beneficiaries is astonishing. We had some people for whom a stormy passage across the North Sea was nothing compared to hardships they had experienced previously. Others came expecting a holiday and really had to dig deep to pull their weight as part of the crew. We are particularly proud of our Young Sea Staff programme – with several of our programme graduates coming back and taking responsibility for leading the crew at sea!

Programme Review

The programme for 2019 remained relatively like 2018 – the year was a mix of UK based sailing as well as some voyages abroad.

The mainstay of the longer trips was, as usual, the Tall Ships Race, in which young people from the UK compete in the prestigious event against young people from other countries. This brings a variety of experiences and some challenging sailing conditions for the crews to contend with. This is one of the unique benefits of these journeys, which teach the young people self-reliance and team work as well as how to work under pressure.



It's your adventure

OFFSHORE

Our Vision & Mission

2019 saw us introduce a new brand, **OFFSHORE** and a new tagline, '*It's Your Adventure*'. For us, this was part of ensuring that the experiences we offer remain relevant to the generation we want to help.

It is easy to imagine that a new brand means a new strategy, but we are very clear that the brand exists to support the strategy, not define it. At our core, we are still all about "developing life skills through adventurous activity" and our vision and mission remain very much the same.

- **Our vision** is one where every young and/or vulnerable person has the life skills they need to thrive in society and achieve to the fullest of their potential.
- **Our mission** is to provide a platform which gives all young people every opportunity to develop those life skills and the support they need to cultivate them.

Offshore as part of The Scout Association (TSA)

We are proud to be part of scouting. The Scout Association believe in preparing young people with skills for life. They encourage young people to do more, learn more and be more. Each week, they give over 460,000 young people the opportunity to enjoy fun and adventure while developing the skills they need to succeed, now and in the



future. We're talking about teamwork, leadership and resilience – skills that have helped Scouts become everything from teachers and social workers to astronauts and Olympians. They believe in bringing people together. TSA celebrate diversity and stand against intolerance, always. They are a worldwide movement, creating stronger communities and inspiring positive futures. [#SkillsForLife](#)

Although **Offshore** has an exclusively maritime focus, it is clear that our vision and mission are underpinned by the same core values as those held by The Scout Association. In addition, Scouting provides much of the governance and structure on which we rely, the training on important matters such as Safeguarding Children and Data Protection are first class, and voyage fees from Scout groups contribute significantly to our annual income.

T: 01206 385 071

E: sailing@offshore.org.uk

www.offshore.org.uk

Tolken, The Lane, West Mersea, Colchester, Essex, CO5 8NT

Adventures Offshore – Registered Charity Number 1035015



It's your adventure

OFFSHORE

The Need for What We Do

This is perhaps the best illustrated by an anecdote. One young beneficiary joining a voyage aboard *Offshore Scout* shared that he struggled at interviews for lack of credible evidence to support his application.

During the voyage he was mentored to develop some essential transferable skills.



He learnt, for example, not just how to mobilise his team to change a foresail during the hours of darkness in pouring rain, but also how to express that accomplishment in terms of transferable skills; operational communication, problem solving, effective listening and feedback. Prospective employers may not recognise the context of the example, but they would recognise the usefulness of the skills this young person claimed as his own. We do not teach people to sail; we aim to develop transferable life skills through the medium of sail training.

Given that youth unemployment is predicted to rise to historic levels¹, the need for our offer will prove increasingly important.

Government statistics show that there are at least 0.63 million young Not in Education, Employment or Training (NEET) in the UK². This doesn't tell the whole story either – many of the groups or individuals we work with are from disadvantaged backgrounds or have had difficult upbringings, but wouldn't be included in these figures. The Marine Pathways Scheme, where we will take unemployed youths, offer them a short training programme offering RYA accreditation and insights into the maritime industries with the intention of assisting the transition to paid work, is an example of where we can meet a pressing social need whilst remaining true to our mission, vision and values.

¹ <https://www.theguardian.com/society/2020/oct/07/covid-generation-uk-youth-unemployment-set-to-triple-to-80s-levels>

² <https://explore-education-statistics.service.gov.uk/find-statistics/neet-statistics-annual-brief/2020>



It's your adventure

OFFSHORE

Plans for the Future

Plans expressed in our 2019 report were consciously put on hold. Plans for revenue growth were of course unattainable and the focus for the Trustees shifted to ensuring they met their statutory obligations to secure the long-term future of **OFFSHORE** in light of an unparalleled economic crisis. We cannot know whether there will be any sailing in 2021, and indeed whether we might be forced to operate a restricted program in 2022. Such decisions are not in our gift as we are constrained by the judgements and guidance issued by The Scout Association/National Youth Agency and HM Government. We intend to continue strategic development across the four previously identified workstreams, but progress may be delayed if current difficulties continue beyond mid-2021.

Capacity

We need to expand the pool of volunteer sea staff; otherwise too great a burden is placed on a small cohort and we risk burnout amongst key volunteers. A small team of volunteers is looking to develop a training and development program for sea staff; this will develop essential skills in our current volunteers and incentivise other qualified sailors to join.

We are excited to have secured funding for our innovative Marine Pathways and Training Scheme. To deliver the program we have always recognised we may need to bring in some outside support – launching this initiative may exceed current organizational capacity.

Affordability & Accessibility

This had been the biggest area of progress in recent years. Almost 50% of our funding was raised externally in 2019, compared to 20% or less in previous years. This has allowed us to give out more bursary funding than ever before.

Fundraising has been dashed by the pandemic. When we return to 'business as usual' we will need to repair damaged finances and establish depleted reserves. Only when bursary funding and reserves are restored can we hope to support funding for all those unable to meet the voyage fees (through bursaries).



It's your adventure

OFFSHORE

Safety & Sustainability

Any adventurous activity can be a high-risk activity. The Trustees want **OFFSHORE** to be leading the way for the sector in safety and welfare. We made big strides in 2019-2020, including a full review of our policies and setting up a Health and Safety Oversight committee.

In 2021 and beyond, the challenge is to fully embed the new policies and ensure they become business as usual, whether at sea, working on the boats ashore, or sitting in the office.



Enjoyment & Personal Development

Given that a core part of our offer is the development of transferable life skills amongst our beneficiaries we see the need to ensure consistency of approach across our volunteers.

We intend to develop a 'beneficiary mentoring model' identifying and developing best practice across our volunteer sea staff.

T: 01206 385 071

E: sailing@offshore.org.uk

www.offshore.org.uk

Tolken, The Lane, West Mersea, Colchester, Essex, CO5 8NT

Adventures Offshore – Registered Charity Number 1035015



It's your adventure

OFFSHORE

Volunteer Led... and Proud of it

Our volunteers are the real Crown Jewels of **OFFSHORE** - people who have volunteered countless hours and stuck by the organisation through 56 years of highs and lows.



Offshore is a volunteer led organisation, something which is unusual within the sail training sector, and we are proud of the contribution our volunteers make to the charity. We utilise volunteers wherever possible as it helps to keep the fees we charge our beneficiaries to a minimum. It takes a network of about 70 people to keep us afloat.

Going Afloat

Whenever they go to sea, our vessels are managed by volunteer sea staff, with each voyage having a skipper and one or two mates. Our team collectively volunteered over 500 days of their time in 2020 to take our beneficiaries sailing.

Looking after a group of young people in an unfamiliar environment is a truly enormous responsibility, so it is no surprise that our sea staff all have professional qualifications and go through a rigorous assessment and induction process with us.

Keeping Us Afloat

Our packed programme takes its toll on the boats, so we are lucky to have the support of a strong shore support team to help maintain them over the winter, ensure they remain in good working order, and keep us afloat – literally.

Most of our maintenance is carried out on a volunteer basis and, between them, those volunteers contributed about 1,000 hours in 2019. Support in 2020 has been constrained by Covid-19 regulations but a small team of volunteers has continued to deliver essential maintenance to ensure the boats remain in good order and can be brought back into service at very short notice.



T: 01206 385 071

E: sailing@offshore.org.uk

www.offshore.org.uk

Tolken, The Lane, West Mersea, Colchester, Essex, CO5 8NT

Adventures Offshore – Registered Charity Number 1035015



It's your adventure

OFFSHORE

The Trustees would like to thank the following who have either directly or indirectly contributed to our 2020 season:

The Association of Sail Training Organisations (ASTO)

Adventures Offshore is a full member of ASTO, the Association of UK Sail Training Organisations.

We are grateful for the annual support ASTO provides to us, and the rest of the UK sail training community, through its Hammond Innes Fund (£11k). We use this funding to help young people have an adventure they could otherwise not afford.

We are also particularly thankful for its 'Lifeboat' grant to help us through the pandemic (£26k).

Mackman Full Service Branding & Marketing Agency

Mackman are the company behind our incredible new look. They donated a package that included designing our logo, brand tool kit, and website. They have also been fantastic at helping train the Trustees and office team to help us get the most out of our brand.

Their work was so good, it also led to Offshore being nominated for a Maritime Media Award – for best use of digital media.

The TK Foundation and Orange County Community Foundation

In August 2019, the engine on one of our boats suffered a serious failure which took the boat out of action for the rest of the season.

We are very grateful to the Orange County Community Foundation (funded by the TK Foundation) for a £14k donation enabling the replacement of the engine.



It's your adventure

OFFSHORE

Finance

Treasurer's Overview

Following three years of consecutive growth and improved financial performance, with income more than doubling from £66k in 2016 to £135k in 2019, the organisation experienced severe disruption due to the Covid-19 pandemic.

The result for the year was a deficit of £47k, which was £51k worse than last year (2019: £4k surplus). The negative result was driven by the reduction in sailing opportunities caused by Covid-19 restrictions, which adversely affected cruise fee income.

The Trustees have taken steps to mitigate these consequences and protect the charity as a going concern by minimising discretionary expenditure, but also ensuring that the boats are well maintained in anticipation of the resumption of sailing in 2021. This prudent approach means that the organisation is in a reasonable financial position given the current environment.

Income

Total income in 2020 of £83k was £52k worse than last year. The fall was driven by the lack of sailing caused by Covid-19 restrictions, with cruise fees declining to £2k compared to £69k last year.

Donations and gifts held up at £67k (2019: £63k), which included a Covid-19 relief grant from Colchester Borough Council (£10k), a 'Lifeboat' grant from the Association of Sail Training Organisations (£26k) and a grant from the Orange County Community Foundation to fund an engine replacement (£14k).

£13k of support towards salaries of £46k was received from the government's Coronavirus Job Retention Scheme (2019: £nil).



It's your adventure

OFFSHORE

Expenditure

Discretionary expenditure was minimised in order to weather the pandemic. Food, fuel and cruise expenses and travel expenses were £9k and £16k better than last year respectively. Equipment, sails, repairs and maintenance was £11k worse than last year due to the replacement of an engine; excluding the engine, maintenance costs have remained relatively constant thanks to favourable rates from suppliers and cost control by the refit-team.

Balance Sheet

The balance sheet remains relatively strong. The organisation wholly owns the two boats and the long-term leasehold on the office space, whilst continuing to operate without any loans, mortgages, or other long-term liabilities.

Cash reserves fell by £13k during the year due to the lack of sailing caused by the Covid-19 pandemic. However, the balance of £84k is considered enough for the organisation to meet its financial commitments even if sailing does not return for another twelve months.

Bursary Funding

In addition to cash expenses, each year bursary subsidies are provided to allow young people and vulnerable adults to take part in a life changing voyage they couldn't otherwise afford.

This money is targeted at longer voyages (7 days or more) where the Trustees think beneficiaries gain the most. Bursary funding is also used to subsidise the "Young Sea Staff" programme, which offers beneficiaries who engage well with our programme to gain maritime qualifications and leadership skills.



It's your adventure

OFFSHORE

Charity Structure

OFFSHORE is a trading name of Adventures Offshore – an educational charity. Adventures Offshore was registered with the Charities Commission on 16th March 1994 (registered charity no. 1035015).

Adventures Offshore is governed by its constitution. It is structured as an unincorporated association and a District of Essex Scouts, overseen by a board of Trustees including a District Commissioner. The members of the association are the volunteer sea staff.

Adventures Offshore began as "Scouts Offshore", the provider of offshore sailing to The Scout Association (TSA). Working within TSA offers considerable benefits. The governance and safeguarding arrangements provided by TSA ensure we operate only to the highest standards.



Scouts



It's your adventure

OFFSHORE



Who Governs Adventures Offshore?

Trustees

The Board of Trustees has ultimate responsibility for Adventures Offshore. The Board of Trustees is responsible for setting the strategic direction of the charity and the governance framework within which authority is delegated. Trustees are appointed annually at the AGM or co-opted as required by the Board of Trustees. Online training for new Trustees is provided by The Scout Association.

T: 01206 385 071

E: sailing@offshore.org.uk

www.offshore.org.uk

Tolken, The Lane, West Mersea, Colchester, Essex, CO5 8NT

Adventures Offshore – Registered Charity Number 1035015



It's your adventure

OFFSHORE

Operations Director

The day to day running of Adventures Offshore is delegated by the governance framework to an Operations Director, who manages the office and organises the volunteers. The day to day running breaks down into two elements:

- **Administration** such as managing enquiries and bookings, administering the volunteer rota, and keeping the accounts.
- **Operational matters** such as setting the sailing programme, ensuring the boats are continuously safe to go to sea, arranging periodic maintenance, and planning the winter refit.

In late 2020, two members of the office were sadly made redundant as part of our cost cutting endeavours. This reduced the office staff to the Operations Director (0.8 full time equivalent) and the Operations Manager (0.6 full time equivalent).

Board Committees

During 2019 the Trustees began setting up sub-committees to consider areas of responsibility not delegated to the Operations Director. Terms of reference have been drawn up for the following:

- **Finance and Risk committee** – to assist the Treasurer in preparing the budget and accounts, and to discuss the items on the risk register.
- **Business Development Committee** – to coordinate fundraising and sponsorship activity.
- **Health and Safety Committee** – to bring together consideration of health and safety across sailing, the office, and maintenance/refit work.

Development of the Board structure faltered in 2020, but Trustees will push on as soon as normal operations can resume.



It's your adventure

OFFSHORE

Policies

This section covers some of the policies that affect the way Adventures Offshore is run.

Investment Policy

The Trustees have the authority to invest the bursary fund and free assets as needed to support our objectives. The present investment policy is outlined below.

- **Free Reserves**

The free reserves are held as cash in accounts with minimal notice periods for withdrawal. Although the returns available in such accounts are poor, the Trustees have assessed the risks we face and believe that it is necessary to be able to make immediate calls on the whole reserve fund.

- **Bursary Fund**

Circa 50% of the bursary fund is invested in the COIF Charities Ethical Investment fund, managed by CCLA Investment Management. This is a diversified fund, investing circa 50% in overseas equities, 20% in U.K. equities, and the remainder distributed equally across other asset classes. The Trustees do not anticipate calls on this fund in the near term. The remaining bursary funds are held as cash in an immediate access current account.

Pay Policy

The pay of all staff members is reviewed annually as part of the budgeting process. Pay for senior staff is set by the Board of Trustees, using benchmarking from equivalent roles in the sector. There are no employees earning over £60k p.a reporting threshold.

Pay Policy (continued)

Adventures Offshore complies with the workplace pension requirements. Eligible staff are automatically enrolled in a defined contribution pension and receive an employer's contribution in line with the legal minimum requirement.

The administration of payroll and pensions is outsourced to Community 360.

Risk Management Policy

The Board of Trustees is committed to the effective management of risk throughout the charity. The Trustees consider the top-down risks to Adventures Offshore at each Trustee meeting, via a dashboard of the key areas. A risk register is maintained, which considers bottom-up risks and any appropriate mitigation. Delegated committees and the operations director are responsible for bringing new risks to the attention of the Trustees.

At an operational level, sailing volunteers receive a "sailing manual", which sets out the key expectations and policies to follow. The practical application of these policies is taught as part of volunteer inductions and assessments. Compliance is monitored by the Operations Director, who provides formal training to volunteers to improve practices as needed.

The operating policies that form the "sailing manual" are intended for review in 2021.



It's your adventure

OFFSHORE

Reserves Policy and Going Concern Status

The Trustees aim to ensure that the charity works within its means and maintains a prudent level of reserves, sufficient to allow it to withstand unforeseen operational issues or cash flow disruption.

An updated cash reserves policy was agreed by the Trustees last year. This policy considers the level of restricted and un-restricted reserves separately.

- **Restricted cash reserves** exist to allow Offshore to offer funding assistance to beneficiaries without having to guarantee that a donation or grant has been secured in advance. As most of Offshore's funding arrangements are single year deals, the Trustees consider it prudent to hold between 60% and 80% of a typical season's donation income in reserves. This ensures that commitments can be reduced in an orderly manner if donations materially reduce.
- **Free cash reserves** exist to allow Offshore to meet short-term and emergency funding needs. Free cash reserves are calculated as the total of cash and liquid investments, less restricted cash reserves. The charity owns two high value fixed assets (the boats) and reserves are required to pay for unforeseen repairs. Single equipment items can cost over £20k to replace. Free reserves are also required to mitigate the risk of a significant period of booking cancellations and lost income. This is most likely to be due to major unforeseen repairs which take time to carry out, but could also be due to extreme weather, government travel advice or an epidemic disease. Noting the significant risk of simultaneously having to repair the boats and cancel bookings, the Trustees consider it is appropriate to hold the full cost of winding up the charity (estimated at £30,000) plus 75% to 100% of annual cruise fee income in reserve. The actual reserves of £74,315 at 31 October 2020 are lower than the lower limit, however they exceed the full cost of winding up the charity. The Trustees are actively monitoring the reserves with the aim of building them back up to within the target limits.

The table below compares Offshore's year end 2020 reserves to the range set out in the reserves policy.

	Free reserves	Restricted reserves
Upper Limit	£104,628	£38,258
Lower Limit	£85,971	£28,694
Actual Reserves	£74,315 (2019: £84,347)	£35,657 (2019: £37,047)

Overall, the Board of Trustees consider that the charity has sufficient available financial resources to support operations for the coming financial year. As such the Trustees believe that the charity is a going concern and have prepared the accounts on that basis.



It's your adventure

OFFSHORE

Trustees' Financial Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations. Charity law requires the Trustees to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice. In preparing those statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in FRS102 and the associated Charities Commission Statement of Recommended Practice;
- make judgements that are reasonable and prudent;
- prepare the statements on a going concern basis unless it is inappropriate to assume the charity will continue.

Under charity law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the situation of the charity and the group, and of its, and the group's, surplus or deficit for that period.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, and any applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



It's your adventure

OFFSHORE



Statement of Disclosure to Auditors

In so far as the Trustees are aware at the time of approving our Trustees' Annual Report:

- there is no relevant information, being needed by the auditor in connection with preparing their report, of which the charity's auditor is unaware, and
- the Trustees, having made enquiries of fellow Trustees and the group's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a Trustee to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Signed by order of the Board of Trustees:

Andrew Black (Chairperson)

Stephen Edwards (Treasurer)

ADVENTURES OFFSHORE

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 OCTOBER 2020

I report on the accounts of Adventures Offshore for the year ended 31 October 2020 which are set out on pages 26 to 33.

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 (2) of the Charities Act 2011 (The Act) but 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 Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

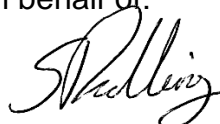
In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair' view which is not a matter considered as part of an independent examination.

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

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:
Community360

Winsley's House, High Street, Colchester, Essex



Date

24th May 2022

ADVENTURES OFFSHORE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Incoming resources					
Donations and legacies	2	64,948	15,538	80,486	62,986
Investment income	3	110	-	110	230
Incoming resources from charitable activities	4	2,039	-	2,039	71,455
Total incoming resources		67,097	15,538	82,635	134,671
Resources expended	5				
Cost of generating funds					
Cost of generating donations and legacies		2,669	-	2,669	954
Charitable activities					
Sail training scheme expenditure	6	109,590	18,168	127,758	132,882
Total resources expended		112,258	18,168	130,426	133,835
Net (outgoing)/incoming resources		(45,161)	(2,630)	(47,791)	836
Gain on investments	7	-	1,240	1,240	2,886
Net movement in funds		(45,161)	(1,390)	(46,551)	3,722
Fund balances at 1 November 2019		245,985	37,047	283,032	279,310
Fund balances at 31 October 2020		200,824	35,657	236,481	283,032

The notes on pages 29 - 33 form an integral part of these financial statements.

ADVENTURES OFFSHORE

DETAILED PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 OCTOBER 2020

	2020		2019	
	£	£	£	£
Income				
Donations and gifts		67,328		62,986
Cruise fees		1,646		69,420
Sundry sales and courses		273		498
Annual scheme dinner receipts		120		1,537
CJRS scheme		13,158		-
Interest receivable		110		230
		<u>82,635</u>		<u>134,671</u>
Expenditure				
Salaries	45,712		37,872	
Equipment, sails, repairs and maintenance	35,227		23,810	
Food, fuel and cruise expenses	8,661		17,221	
Travel expenses	2,388		18,667	
Insurance - boat and travel net	6,996		6,591	
Insurance - general	3,464		3,607	
Rates, light and heat	972		727	
Administration	7,110		5,558	
Annual scheme dinner expenditure	98		1,311	
Fundraising expenses	2,669		954	
Bank charges	348		491	
	<u>113,644</u>		<u>116,809</u>	
		<u>(113,644)</u>		<u>(116,809)</u>
Net operational (deficit)/surplus before depreciation		(31,009)		17,863
Depreciation		(16,782)		(17,027)
Gain on investments		1,240		2,886
Deficit for the year after depreciation		<u>(46,551)</u>		<u>3,722</u>



The notes on pages 29 - 33 form an integral part of these financial statements.

ADVENTURES OFFSHORE

BALANCE SHEET AS AT 31 OCTOBER 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets					
Tangible assets	11		141,429		158,211
Current assets					
Debtors	12	7,830		16,463	
Investments		25,705		24,465	
Cash at bank and in hand		84,267		96,929	
		<u>117,803</u>		<u>137,857</u>	
Creditors: amounts falling due within one year	13	<u>(22,750)</u>		<u>(13,036)</u>	
Net current assets			<u>95,053</u>		<u>124,821</u>
Total assets less current liabilities			236,481		283,032
Net assets			<u>236,481</u>		<u>283,032</u>
Funds					
Restricted funds	14		35,657		37,047
Unrestricted funds			200,824		245,985
			<u>236,481</u>		<u>283,032</u>

The accounts were approved by the trustees on

Signed		Date	22/02/2022
	A Black - Chairman		
Signed		Date	22/02/2022
	S Edwards - Treasurer		

The notes on pages 29 - 33 form an integral part of these financial statements.

ADVENTURES OFFSHORE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

1 Accounting policies

1.1 Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)- (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

1.2 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement. Voluntary income also includes income tax recoverable.

The charity receives the benefit of work carried out by volunteers, and receives the use of facilities and equipment without charge. No value is placed on these items.

Revenue grants are credited to the income and expenditure account as received unless related to a specific purpose, when they are placed in restricted funds until used.

1.3 Resources expended

Expenditure is included in the accounts on an accruals basis. VAT is recoverable by the charity and is included with the expenditure to which it relates.

Support costs which could not be attributed directly to activities are apportioned equally between activities.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Freehold land is not depreciated	
Freehold buildings	2% straight line
Yachts	3% straight line
Office equipment/Other equipment	20% straight line

1.5 Taxation

The organisation is a registered charity and, as such is exempt from corporation tax.

1.6 Investments

Realised gains and losses are taken to the Income and Expenditure Account. Investment income has been taken in to account on the basis of the due date of payment.

Short term investments shown within current assets are invested in COIF Funds Accumulation Units and are included at market value at the year end. The difference from the value at the start of the period is reflected in unrealised profit and loss during the year.

ADVENTURES OFFSHORE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

1.7 Foreign currency translation

Transactions denominated in foreign currencies are recorded at the rate ruling at the date of the transaction.

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. All differences are included in net outgoing resources.

2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
Donations and gifts	51,790	15,538	67,328	62,986
CJRS Scheme	13,158	-	13,158	-
	64,948	15,538	80,486	62,986

3 Investment income

	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
Interest receivable	110	-	110	230
	110	-	110	230

4 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
Cruise fees	1,646		1,646	69,420
Sundry sales and courses	273		273	498
Annual scheme dinner receipts	120		120	1,537
	2,039	-	2,039	71,455

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Grant Funding £	2020 Total £	2019 Total £
Costs of generating funds						
Costs of generating donations and legacies	-	-	2,669	-	2,669	954
Charitable activities						
Sail training scheme - expenditure						
Activities undertaken directly	45,712	16,782	47,095	-	109,590	98,005
Grant funding of activities	-	-	-	18,168	18,168	34,876
	45,712	16,782	49,764	18,168	130,426	133,835

6 Grants payable

	2020 £	2019 £
Sail training scheme expenditure	4,233	27,190
Young volunteers training	-	200
Engine repair	13,935	-
	18,168	27,390

ADVENTURES OFFSHORE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

7 Gain on investments	2020	2019
	£	£
COIF Investment fund - bursary	1,240	2,888
	<u>1,240</u>	<u>2,888</u>

8 Trustees

None of the trustees received any remuneration during the year, but some of the trustees were reimbursed a total of £767.87 for travelling, office and cruise expenses (2019 £2,403.53).

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2020	2019
	Number	Number
Full time employees	-	1
Part time employees	3	2
Total	<u>3</u>	<u>3</u>

Employment costs

	2020	2019
	£	£
Wages and salaries	45,712	37,872

There were no employees whose annual remuneration was £60,000 or more.

10 Key management personnel

During the year, total remuneration of £19,514.70 (2019 £18,708.38) was paid to key management personnel. The remuneration of key management personnel is decided upon and authorised by the trustees.

11 Tangible fixed assets

	Land and buildings	Yachts	Office equipment	Other equipment	Total
	£	£	£	£	£
Cost					
At 1 November 2019	50,000	478,624	2,353	9,037	540,014
Additions	-	-	-	-	-
Disposal	-	-	(1,829)	(1,920)	(3,749)
At 31 October 2020	<u>50,000</u>	<u>478,624</u>	<u>524</u>	<u>7,117</u>	<u>536,265</u>
Depreciation					
At 1 November 2019	23,833	352,274	2,353	3,343	381,803
Charge for the year	1,000	14,359	-	1,423	16,782
Disposal	-	-	(1,829)	(1,920)	(3,749)
At 31 October 2020	<u>24,833</u>	<u>366,633</u>	<u>524</u>	<u>2,846</u>	<u>394,836</u>
Net book value					
At 31 October 2020	<u>25,167</u>	<u>111,991</u>	<u>-</u>	<u>4,271</u>	<u>141,429</u>
At 31 October 2019	<u>26,167</u>	<u>126,350</u>	<u>-</u>	<u>5,694</u>	<u>158,211</u>

The building 'Tolken' was last valued by the trustees as at 1 January 1996 at £50,000.

ADVENTURES OFFSHORE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

12 Debtors	2020	2019
	£	£
Other debtors	6,878	13,430
Prepayments and accrued income	952	3,033
	7,830	16,463

13 Creditors: amounts falling due within one year	2020	2019
	£	£
Other creditors	691	-
Deferred income	17,516	3,328
Accruals	4,544	9,708
	22,750	13,036

14 Restricted Funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes.

	Movements in funds				
	Balance at 1 November 2019	Income	Expenditure	Gains/losses on investments	Balance at 31 October 2020
	£	£	£	£	£
Bursary fund	34,247	1,603	(4,233)	1,240	32,857
Young vol. training	2,800	-	-	-	2,800
Engine repair	-	13,935	(13,935)	-	-
	37,047	15,538	(18,168)	1,240	35,657

During the year a £13,935 grant was received from Orange County and was spent on the engine repair.

15 Related parties

During the year, the operations manager, who is the charity's most senior employee, is a relation to one of the trustees. This trustee has resigned in this financial year.

The total amount paid to this employee was £19,514.70 (2019: £18,708.38) and no outstanding amounts are owed.

The trustees put conflict of interest management procedures into place in June 2017 and are confident these are still effective.

16 Going concern

The charity is operating on a going concern basis.

ADVENTURES OFFSHORE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

17 Previous Year Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	2019 Total £
Incoming resources			
Incoming resources from generating funds:			
Donations and Legacies	32,953	30,033	62,986
Investment Income	228	-	228
	<u>33,181</u>	<u>30,034</u>	<u>63,216</u>
Incoming resources from charitable activities	71,455	-	71,455
Total incoming resources	<u>104,636</u>	<u>30,034</u>	<u>134,670</u>
Resources expended			
Cost of generating funds			
Cost of generating Donations and Legacies	954	-	954
Charitable Activities			
Sail Training Scheme Expenditure	98,006	34,876	132,882
Total resources expended	<u>98,960</u>	<u>34,876</u>	<u>133,836</u>
Net outgoing resources	5,676	(4,841)	834
Other recognised gains and losses			
Previous year adjustments	-	-	-
Gains (Losses) on investment assets	-	2,888	2,888
Net movement in funds	<u>5,676</u>	<u>(1,953)</u>	<u>3,722</u>
Transfer between funds	3,278	(3,278)	-
Fund balances at 1 November 2018	237,031	42,279	279,310
Fund balances at 31 October 2019	<u>245,984</u>	<u>37,047</u>	<u>283,032</u>

This note shows you the statement of financial activities as it was in the accounting year 31 October 2019 for comparative purposes.