

SCC A3 Form

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

There are 5 pages to this form

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

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

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

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

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

Setup Menu

Enter Unit Name not TS Name

ACCRINGTON & DISTRICT

Enter Charity Number

521003

Enter accounting year

2018

Navigation Hyperlinks



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

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SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT				Form SCC A3 (R&P) Oct-2011
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2018 (*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218) (Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)				
Unit Name: ACCRINGTON & DISTRICT		Charity No: 521003		
Fund-name/purpose (if not held for the Unit's general purposes):-				
		THIS YEAR 2018	LAST YEAR 2017	
REVENUE RECEIPTS –		Notes		
HQ-GRANTS:				
- CAPITATION			100.00	
- TRAVEL EXPENSE REFUNDS				
- ANNUAL FUND/DIRECT GRANT		20,000.00	103.64	
- SCVA (Sea Cadet Vetting Allowance)		327.32		
OTHER GRANTS		3,160.00	200.00	
CADET CONTRIBUTIONS		3,293.00	3,249.90	
OTHER DONATIONS		91.81	763.00	
LEGACIES				
MOD - BOAT REPAIR GRANT				
FUNDRAISING PROCEEDS (not: Special Events as below)		2,171.93	3,454.88	
SPECIAL EVENTS PROCEEDS (as <u>charitable</u> activity only)		1,560.00	822.97	
OTHER CHARITABLE ACTIVITIES:				
- COMPETITION RECEIPTS				
- COURSE FEES		790.51	1,020.90	
SUNDRY SALES RECEIPTS		598.43	732.46	
INVESTMENT INCOME RECEIVED		2,565.53		
BANK DEPOSIT INTEREST				
PROPERTY RENTS (includes any occasional lettings/hirings)		125.32	317.01	
OTHER REVENUE RECEIPTS				
TOTAL REVENUE RECEIPTS A			34,683.85	10,764.76
NON-REVENUE RECEIPTS –				
INVESTMENT SALES PROCEEDS				
PROCEEDS FROM SALES OF OTHER FIXED ASSETS				
LOANS RECEIVED/RECOVERED (include grants per contra*)				
TRANSFERS FROM ANY OTHER# FUND OF THE UNIT				
ANY OTHER RECEIPTS				
TOTAL NON-REVENUE RECEIPTS B				
(# Attach that Fund's similar Account of Receipts as page AC1A, and so on) (*Note: Loan <u>write-offs</u> are 'receipts' here and 'payments' on page AC2)				
TOTAL RECEIPTS (=A+B) C			34,683.85	10,764.76
Reconciliation:-				
NET CHANGE FOR YEAR IN CASH/BANK BALANCE::				
- REVENUE ITEMS (= A – D from page AC2)	G	28,891.97	4,750.51	
- NON-REVENUE ITEMS (= B – E from page AC2)	H			
- COMBINED (=G+H)		28,891.97	4,750.51	
CASH/BANK BALANCE FROM LAST YEAR-END		38,802.31	34,051.80	
CASH/BANK BALANCE AT THIS YEAR-END		67,694.28	38,802.31	

SEA CADETS			Form
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT			SCC A3 (R&P)
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2018			Oct-2011
(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218) (Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)			
Unit Name: ACCRINGTON & DISTRICT		Charity No: 521003	
Fund-name/purpose (if not held for the Unit's general purposes):-			
	Notes	THIS YEAR 2018	LAST YEAR 2017
REVENUE PAYMENTS –			
FUNDRAISING COSTS (not: Special Events as below)			
INVESTMENT MANAGEMENT COSTS (if any)			
DIRECT CHARITABLE ACTIVITY COSTS:			
- SPECIAL EVENTS COSTS		1,302.00	157.00
- COMPETITION COSTS			603.03
- TRAVEL COSTS			
- CATERING COSTS			
- TRAINING COURSES COSTS		442.00	872.82
- GRANTS (including any charitable loans written off)			
- ARTICLES PURCHASED FOR RESALE			
OVERHEAD COSTS FOR:			
- RENT / COUNCIL TAX		480.00	487.20
- HEAT, LIGHT & WATER		1,413.30	972.05
- TELEPHONE		360.20	256.99
- POSTAGE			
- PRINTING & STATIONERY		119.88	120.42
MAINTENANCE COSTS FOR:			
- BUILDINGS		1,166.40	450.24
- BOATS			
- VEHICLES			
- COMPUTERS			
- OTHER EQUIPMENT			1,662.00
- FUEL COSTS			
- INSURANCE COSTS		463.10	432.50
- BANK INTEREST & CHARGES			
CHARITY GOVERNANCE COSTS:			
- FOR AUDIT OR INDEPENDENT EXAMINATION			
- FOR ACCOUNTS PREPARATION			
- FOR LEGAL ADVICE (for constitution or trustees)			
- OTHER REVENUE COSTS		45.00	
TOTAL REVENUE PAYMENTS D		5,791.88	6,014.25
NON-REVENUE PAYMENTS –			
FOR INVESTMENTS PURCHASED			
FOR OTHER FIXED ASSETS (including any improvements)			
LOANS MADE/REPAID			
TRANSFERS FROM ANY OTHER* FUND OF THE UNIT			
ANY OTHER PAYMENTS			
TOTAL NON-REVENUE PAYMENTS E			
TOTAL PAYMENTS (=D+E) F		5,791.88	6,014.25

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

Form
SCC A3 (R&P)

Oct-2011

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Charity No: 521003

Name of Fund	Assets	Liabilities	Net Assets
1. General Fund	100.00	20.00	80.00
2. Capital Projects Fund	50.00	10.00	40.00
3. Debt Service Fund	30.00	5.00	25.00
4. Special Revenue Fund	20.00	0.00	20.00
5. Other Funds	10.00	0.00	10.00
Total	210.00	35.00	175.00

if restricted

67,694.28

15 JANUARY 2005

18 JANUARY 2005

18 JANUARY 2005

1880

18 JANUARY 2005

1000000

1

15 JULY 2005

1000000

18 JANUARY 2005

Amounts]

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

[Amounts]	Particulars
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(or say if none)

	Authority:
[]	

(or say if none)

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Give page

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SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		Form SCC A3 (R&P) Oct 2011												
TRUSTEES' ANNUAL REPORT ON ACTIVITIES for year ended 31 March 2018 <small>(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218) (Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)</small>														
Unit Name: ACCRINGTON & DISTRICT		Charity No: 521003												
Unit address (or address for correspondence):- <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> House name: Street and No: Area or Estate: Town/City: County: Post Code: </div> <div style="width: 35%;"> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> </div> </div>														
Unit Management Committee members (the 'charity trustees') at date of signing Report:- <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Unit President</td> <td>Captain R.M.Eddleston OBE RNR RD* Rtd</td> </tr> <tr> <td>Unit Chairman & Treasurer</td> <td>Lt (SCC) Stephen Hutchinson RNR Ret'd L Eng MIET MCMI</td> </tr> <tr> <td>Unit Vice Chairman</td> <td>Mr Harry Foster</td> </tr> <tr> <td>Committee Member</td> <td>Mr James Bowker</td> </tr> <tr> <td>Commanding Officer</td> <td>Lt (SCC) M. Thompson RNR</td> </tr> <tr> <td>Deputy Treasurer</td> <td>Mrs Barbara Gerken</td> </tr> </table>			Unit President	Captain R.M.Eddleston OBE RNR RD* Rtd	Unit Chairman & Treasurer	Lt (SCC) Stephen Hutchinson RNR Ret'd L Eng MIET MCMI	Unit Vice Chairman	Mr Harry Foster	Committee Member	Mr James Bowker	Commanding Officer	Lt (SCC) M. Thompson RNR	Deputy Treasurer	Mrs Barbara Gerken
Unit President	Captain R.M.Eddleston OBE RNR RD* Rtd													
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Unit Vice Chairman	Mr Harry Foster													
Committee Member	Mr James Bowker													
Commanding Officer	Lt (SCC) M. Thompson RNR													
Deputy Treasurer	Mrs Barbara Gerken													
Names of any other persons who were charity trustees of the Unit at any time in the financial year:- <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Mr Geoffrey Stebbings</td> <td>Mrs Gaynor Bowker</td> </tr> <tr> <td>Mrs. Gillian Stebbings</td> <td>Mrs Candice Davies</td> </tr> <tr> <td>Mr Stephen Foster</td> <td>Mrs Beverley Cox</td> </tr> <tr> <td>Mr Gavin Smith</td> <td></td> </tr> </table>			Mr Geoffrey Stebbings	Mrs Gaynor Bowker	Mrs. Gillian Stebbings	Mrs Candice Davies	Mr Stephen Foster	Mrs Beverley Cox	Mr Gavin Smith					
Mr Geoffrey Stebbings	Mrs Gaynor Bowker													
Mrs. Gillian Stebbings	Mrs Candice Davies													
Mr Stephen Foster	Mrs Beverley Cox													
Mr Gavin Smith														
Name of any person who is now (or was, in the financial year) a 'trustee for the charity' - i.e., holding or in possession of any assets belonging to the Unit (includes custodians, nominees &c) <u>Not</u> Scotland:- <div style="border: 1px solid black; height: 20px; width: 100%;"></div>														
Nature and date of the Unit's constitution (governing document):- Governed by Sea Cadet Regulations														
The method(s) adopted for recruiting new trustees, and how trustees are elected or otherwise appointed (and by whom) in accordance with the Unit's constitution, are as follows:- Unit Management Committee (UMC) members are elected annually at the Annual General Meeting (AGM). UMC members are elected from the membership of the Sea Cadet Unit which is drawn loosely as being those with an interest in the unit. In the event of a vacancy arising during the year (known as a casual vacancy), The UMC have the power to appoint a new UMC member. The UMC member appointed will serve until the date of the next AGM, after which the post will be filled by election.														
The Unit's charitable purpose(s) as set out in its constitution is:- To help young people towards responsible adulthood by encouraging valuable personal attributes and high standards of conduct, using a nautical theme based on the customs of the Royal Navy.														
The Unit's main activities and achievements in the financial year were:- <div style="border: 1px solid black; height: 40px; width: 100%;"></div>														
Public Benefit The UMC continue to give due regard to the public benefit provided by the Unit in relation to the charitable purpose of the Sea Cadet movement as set out in the activities and achievements as outlined above. The aim is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens in a safe environment. In order to achieve this the Unit takes young people from all backgrounds, including where possible those with disabilities and develops their skills and abilities by: <ul style="list-style-type: none"> Regular and structured activities with a nautical theme. Allowing young people to take part in activities connected with the wider Sea Cadet movement such as seaborne activities, events and competitions at district, area and national levels. Availability of formal educational achievements whilst taking courses to earn badges and promotions Contributions are kept low in order to ensure all those who wish to take part in the activities of the Unit may do so.														

**THE SEA CADETS
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT**

TRUSTEES' ANNUAL REPORT ON ACTIVITIES for year ended 31 March 2018

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

Unit Name: ACCRINGTON & DISTRICT	Charity No: 521003
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Reserves Policy

The charity trustees' policy aims to maintain unrestricted reserves at a level equating to 12 revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in i
Year-end reserves amounted to £7,000.00 equal to 10 months' on that basis.

[Delete this section if not applicable]

The Unit holds £62,000.00	in designated funds representing fixed assets needed for future activities	£3,000.00 for future projects to be carried out in 12 months as currently
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[Delete this section unless the Unit has a Restricted Fund in deficit]

A restricted fund held for the purpose of was in deficit to the extent of as at the year-end as a result of the following circumstances and the steps being taken to rectify it are:-

During the financial year the Unit received the following donated facilities/services [not: English, Welsh or NI Units]:-

The Unit and/or its trustees held the following assets for the charity/ies named below, whose charitable purposes are as set out hereunder. Special arrangements for the safe custody of those assets and their segregation Unit's own assets are as set out below [English, Welsh & NI Units: Delete this section if not applicable, Ur Scotland: This disclosure is not mandatory]:-

Date signed as authorised by the Unit's Management Committee:

H.Foster Vice Chairman	Unit Treasurer
S. Hutchinson Chairman & Treasurer	Unit Chairman
Richard MacMahon accountant	Independent Examiner

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

Form SCC A3 (R&P) Oct-2011				months income				as and			ances:				urposes n from the bits in			assurer	chairman	ndent niner
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CHAIRMAN's REPORT
to
ACCRINGTON SEA CADETS ANNUAL GENERAL MEETING 2017-18
17th September 2018

1. The unit was awarded a Burgee earlier this year, the C.O. and his staff are to be congratulated for all of their hard work and effort which has been put in again this year to achieve this high standard.
2. Our unit running costs continue to increase year-on-year and funding for running costs becomes ever more difficult. Whilst we must fulfil our objectives for the training and welfare of cadets we must not take our eyes off the finances and work harder at increasing interest for adults to become civilian helpers for committee membership and other unit duties.
3. UMT membership has increased this year due some to some major efforts to do so, but every effort must continue to be made to maintain this and grow wherever possible. Our parents team has fallen but we still receive support from past members and other parents at each and every event, but again we need a much improved membership. Both committees work hard but membership of both groups needs much more attention and efforts should be strengthened to boost this very important aspect of our unit life.
4. The future of our unit remaining at Enfield Wharf has reached agreement with Canal and River Trust to purchase the premises together with substantial financial assistance from SC HQ has made it all possible and we hope complete sometime in 2018. I would also like to thank our unit President Captain Eddleston for the work which he puts in often unrecognised 'behind the scenes', and to say that we are very grateful.
5. My main concern is for the reduced number of qualified unit staff due to several leaving their positions for many different reasons, although new staff are envisaged for progression from cadet ranks to adult very soon. This is probably the most important area now for growth as a lack of staff puts more pressure on those that remain, particularly the unit C.O.
6. To conclude, the unit has had a very good year with clean & safe premises (although more expenditure on the premises can be expected due to it's age in the near future), commitment and enthusiasm from the CO and his staff, a UMT and PSA which are both small in number, and of course cadets who are all enjoying their experience. Our very grateful thanks are expressed to all of the adult staff members who work so hard throughout the year.



Lt.(SCC) Stephen Hutchinson I.Eng MIET MCMI RNR Rtd.
Unit Chairman