

Altrincham & Sale Sea Cadet Corps

Unit Number 425 - Charity No 520003
Annual Statement of Account for the Unit

SECTION C: TRUSTEES' ANNUAL REPORT - For the year ending 31 March 2017

Unit Address:

Altrincham & Sale Sea Cadets
TS Talisman
Manchester Road
Altrincham
WA14 5PZ

Unit Management Committee members (the 'charity trustees') at year end:

Name	UMC Start Date	Role	Current Role Start Date	Charity Commission Aware	HMRC Aware
Sue Shuffebotham*	28 Sep 2011	Chairperson	22 Oct 2014	Yes	Yes
Sarah Da Silva Vacus	4 Jul 2018	Secretary	4 Jul 2018	Yes	Yes
Jackie Dowson	13 Jan 2015	Treasurer	1 Dec 2015	Yes	Yes
Peter Johnson	9 Sep 2010	Unit Chaplain	9 Sep 2010	Ex-officio	Ex-officio

* Account Signatories (additionally PO Wiles, Admin Officer)

Other persons who were charity trustees during the financial year:

Name	Role	Start Date on UMC	Date Left	Charity Commission Aware	HMRC Aware
Andra Ashton	Secretary	9/1/2014	4/7/2018	Yes	Yes

Committee

Member

Independent Examiner of Accounts: Jane Crowther



Commanding Officer:

PO (SCC) Will Smith

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:

- Purchase of a new vending machine New window fitted in the COs office
- New shutter fitted to the COs window
- Complete refurb to the QMs lobby and new security front door and window

The Sea Cadet Unit trustees acknowledge with thanks the extra support of the Ministry of Defence by way of grants in aid, loan of equipment and services of personnel to the Unit during this financial year.

The Trustees acknowledge with thanks the kind donations and grants awarded as follows:

- Tesco Grant -£1000

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:

- 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.

Reserved, Restricted and Designated Funds

Reserves Policy:

The unit relies heavily on cadet contributions, donations, fundraising activities and successful grant awards, which together form a significantly high proportion of the overall income to the charity; the percentage varies but will usually be in excess of 70-80% of unit income (excluding restricted income for courses and activities).

An unforeseen and sudden reduction of this income (for example if the unit was required to close for a period of time due to unforeseen circumstances), would severely jeopardise the unit's ability to pay its bills and carry out the objects of the charity. To safeguard against such an eventuality, the unit maintains unrestricted reserves at a level equating to 6 months revenue payments, namely utilities and insurance which are paid on monthly schemes and are unlikely to reduce in this short term.

Year-end reserves amounted to £3007.39, equal to approximately six months on that basis.

Restricted Fund: Cadet Activities & Training:

The unit receives payments from parents/carers for courses and activities. If the course is not being held at TS Talisman, the funds must be forwarded to the hosting unit and are therefore held in a Restricted Fund called "Cadet Activities/Training", which is broken down by cadet name. The total amount held at year end can vary significantly and is dictated by the amount paid by parents/carers, the amount waiting to be paid out to hosting units, and funds remaining from cancelled courses waiting to be used for an alternative course/activity at a later date or for refund to the parent/carer.

Year-end Activities & Training funds amounted to £1841.00.

Restricted Funds: Grants & Donations:

Where the unit receives a grant or donation for which the purpose has been specified by the donor, these funds will be held in a restricted fund named to indicate the intended purpose and/or the donor.

Grants & Donations at year-end, for projects yet to be completed, amounted to £0.00.

Unrestricted Designated Fund: The Galley Fund

This fund was set up to ensure that the provision of drinks and confectionary for sale at stand easy does not make a loss and eat into the unit's General Funds. All monies raised from such sales is paid into the Galley Fund which is then used to purchase further items for resale. The amount held at the end of a financial year is determined by the trustees best estimate of the amount required to restock the galley for this purpose during the following month, currently set at a maximum of £200. Any excess is removed from the fund and used generally to further the charity's objects.

At year-end, the Galley Fund contained £1015.50

Unrestricted Designated Fund: Uniforms & Badges

Upon joining, the unit receives a uniform upkeep/joining fee from parents/carers. These funds are designated by the trustees to assist with the purchase of uniform badges and slides, or other uniform related items. Where demand exceeds the funds available, the trustees may purchase essential items from general unit funds. The amount held in this fund is determined by the number of payments received and the demand for such items, but is usually a fairly small amount of less than £200 due to the ongoing demand for such items.

At year-end, this fund contained £987.08

Unrestricted Designated Fund: Building/Boat Maintenance and Repairs

Due to the potential high costs involved in ongoing maintenance of buildings and boats, and the fact that the unit would not be able to carry out its objects without them, trustees may decide to allocate funds for a foreseen purpose related to this as a means of ensuring that these items do not deteriorate beyond repair or to a point where costs are likely to escalate. Where such funds have been allocated, the amount will usually be in line with a quotation or estimate received from a reputable contractor capable of carrying out the work to a standard which meets MSSC/SCC requirements. Funds will be named to indicate the intended purpose (eg, Viking Repairs, Roof Repairs, Security etc.).

At year-end, this fund contained £317.08

There are no restricted funds in deficit.

The Unit and/or its trustees do not hold any assets for other Sea Cadet Units or charities.

Serious Incidents:

The trustees confirm that no serious incidents or other matters have occurred during this financial year which they should have brought to the attention of the Charity Commission and have not done so already.

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

Susan L. Smith

16/10/18.

Unit Treasurer

Unit Chairperson

Note: The statutory audit or independent examination report on the accounts must be attached.

Altrincham & Sale Sea Cadet Corps

Unit Number 425 - Charity No 520003
Annual Statement of Account for the Unit

SECTION C: TRUSTEES' ANNUAL REPORT - For the year ending 31 March 2017

Unit Address:

Altrincham & Sale Sea Cadets
TS Talisman
Manchester Road
Altrincham
WA14 5PZ

Unit Management Committee members (the 'charity trustees') at year end:

Name	UMC Start Date	Role	Current Role Start Date	Charity Commission Aware	HMRC Aware
Sue Shuffebotham*	28 Sep 2011	Chairperson	22 Oct 2014	Yes	Yes
Sarah Da Silva Vacus	4 Jul 2018	Secretary	4 Jul 2018	Yes	Yes
Jackie Dowson	13 Jan 2015	Treasurer	1 Dec 2015	Yes	Yes
Peter Johnson	9 Sep 2010	Unit Chaplain	9 Sep 2010	Ex-officio	Ex-officio

* Account Signatories (additionally PO Wiles, Admin Officer)

Other persons who were charity trustees during the financial year:

Name	Role	Start Date on UMC	Date Left	Charity Commission Aware	HMRC Aware
Andra Ashton	Secretary	9/1/2014	4/7/2018	Yes	Yes

Committee

Member

Independent Examiner of Accounts: Jane Crowther

Commanding Officer:

PO (SCC) Will Smith



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:

- Purchase of a new vending machine New window fitted in the COs office
- New shutter fitted to the COs window
- Complete refurb to the QMs lobby and new security front door and window

The Sea Cadet Unit trustees acknowledge with thanks the extra support of the Ministry of Defence by way of grants in aid, loan of equipment and services of personnel to the Unit during this financial year.

The Trustees acknowledge with thanks the kind donations and grants awarded as follows:

- Tesco Grant -£1000

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:

- 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.

Reserved, Restricted and Designated Funds

Reserves Policy:

The unit relies heavily on cadet contributions, donations, fundraising activities and successful grant awards, which together form a significantly high proportion of the overall income to the charity; the percentage varies but will usually be in excess of 70-80% of unit income (excluding restricted income for courses and activities).

An unforeseen and sudden reduction of this income (for example if the unit was required to close for a period of time due to unforeseen circumstances), would severely jeopardise the unit's ability to pay its bills and carry out the objects of the charity. To safeguard against such an eventuality, the unit maintains unrestricted reserves at a level equating to 6 months revenue payments, namely utilities and insurance which are paid on monthly schemes and are unlikely to reduce in this short term.

Year-end reserves amounted to £3007.39, equal to approximately six months on that basis.

Restricted Fund: Cadet Activities & Training:

The unit receives payments from parents/carers for courses and activities. If the course is not being held at TS Talisman, the funds must be forwarded to the hosting unit and are therefore held in a Restricted Fund called "Cadet Activities/Training", which is broken down by cadet name. The total amount held at year end can vary significantly and is dictated by the amount paid by parents/carers, the amount waiting to be paid out to hosting units, and funds remaining from cancelled courses waiting to be used for an alternative course/activity at a later date or for refund to the parent/carer.

Year-end Activities & Training funds amounted to £1841.00.

Restricted Funds: Grants & Donations:

Where the unit receives a grant or donation for which the purpose has been specified by the donor, these funds will be held in a restricted fund named to indicate the intended purpose and/or the donor.

Grants & Donations at year-end, for projects yet to be completed, amounted to £0.00.

Unrestricted Designated Fund: The Galley Fund

This fund was set up to ensure that the provision of drinks and confectionary for sale at stand easy does not make a loss and eat into the unit's General Funds. All monies raised from such sales is paid into the Galley Fund which is then used to purchase further items for resale. The amount held at the end of a financial year is determined by the trustees best estimate of the amount required to restock the galley for this purpose during the following month, currently set at a maximum of £200. Any excess is removed from the fund and used generally to further the charity's objects.

At year-end, the Galley Fund contained £1015.50

Unrestricted Designated Fund: Uniforms & Badges

Upon joining, the unit receives a uniform upkeep/joining fee from parents/carers. These funds are designated by the trustees to assist with the purchase of uniform badges and slides, or other uniform related items. Where demand exceeds the funds available, the trustees may purchase essential items from general unit funds. The amount held in this fund is determined by the number of payments received and the demand for such items, but is usually a fairly small amount of less than £200 due to the ongoing demand for such items.

At year-end, this fund contained £987.08

Unrestricted Designated Fund: Building/Boat Maintenance and Repairs

Due to the potential high costs involved in ongoing maintenance of buildings and boats, and the fact that the unit would not be able to carry out its objects without them, trustees may decide to allocate funds for a foreseen purpose related to this as a means of ensuring that these items do not deteriorate beyond repair or to a point where costs are likely to escalate. Where such funds have been allocated, the amount will usually be in line with a quotation or estimate received from a reputable contractor capable of carrying out the work to a standard which meets MSSC/SCC requirements. Funds will be named to indicate the intended purpose (eg, Viking Repairs, Roof Repairs, Security etc.).

At year-end, this fund contained £317.08

There are no restricted funds in deficit.

The Unit and/or its trustees do not hold any assets for other Sea Cadet Units or charities.

Serious Incidents:

The trustees confirm that no serious incidents or other matters have occurred during this financial year which they should have brought to the attention of the Charity Commission and have not done so already.

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

Susan L. Smith

16/10/18.

Unit Treasurer

Unit Chairperson

Note: The statutory audit or independent examination report on the accounts must be attached.