

**Service Non Public Funds Final Accounts,
 Managing Trustee's Report, Internal Audit
 Board Report and Independent Examiner's Report (SORP 2005 compliant)
 Internal Audit Board Scheme**

Army Form N1514
 (Rev 11/09)

Unit: HQ RC - 4 DIV TRUST

Address: HQ RC, MONTGOMERY HOUSE, ALDERSHOT, HANTS

In Respect of the 4 DIV TRUST Fund/Charity

Charity Commission/Regulator registered number 245291

For the period from 01-Apr-21 to 31-Mar-22

Managing Trustee(s) during the period:

From	01-Apr-2021	to	31-Mar-2022	Name	Lt Col S Ehlen
From		to		Name	
From		to		Name	

Account Holder(s) during the period:

From	01-Apr-2021	to	31-Mar-2022	Name	WO1 (SSM) Black
From		to		Name	
From		to		Name	

The Internal Audit Board consists of:

President	
Member	
Member	
Member	
Assembled at	On
By Order of	

Statement of Financial Activities as at

31-Mar-2022

	Unrestricted/ General Purpose/ Designated Funds	Restricted Funds	Endowment Funds	Total Funds	Previous Period Total Funds
Voluntary Income	0.00	0.00	0.00	0.00	0.00
Activities for Generating Funds	0.00	0.00	0.00	0.00	0.00
Investment Income	0.00	0.00	0.00	0.00	0.00
Income Resources from Charitable Activities	0.00	0.00	0.00	0.00	0.00
Other Incoming Resources	0.00	0.00	0.00	0.00	0.00
Total Incoming Resources	0.00	0.00	0.00	0.00	0.00

Investment Management Costs	8,234.80	0.00	0.00	8,234.80	12,728.51
Costs of Generating Funds	0.00	0.00	0.00	0.00	0.00
Charitable Activities	0.00	0.00	0.00	0.00	0.00
Governance Costs	0.00	0.00	0.00	0.00	0.00
Grants and Donations	11,875.00	0.00	0.00	11,875.00	10,400.00
Other Costs	0.00	0.00	0.00	0.00	0.00
Total Resources Expended	20,109.80	0.00	0.00	20,109.80	23,128.51
Net Incoming/Outgoing Resources Before Transfers	-20,109.80	0.00	0.00	-20,109.80	-23,128.51

Gross transfers between funds (internal transfers)	0.00	0.00	0.00	0.00	0.00
Net Incoming Resources before Holding Gains and Losses	-20,109.80	0.00	0.00	-20,109.80	-23,128.51

Gains on revaluation of the charity's fixed assets	0.00	N/A	N/A	0.00	0.00
Unrealised Gains on investments	123,886.13	N/A	N/A	491,631.21	416,932.55
Unrealised Losses on investments	0.00				34,669.71
Net Movement in Funds	103,776.33	0.00	0.00	471,521.41	359,134.33
Total funds brought forward from previous year	1,872,832.69	0.00	0.00	1,505,087.61	
Total funds carried forward	1,976,609.02	0.00	0.00	1,976,609.02	359,134.33

Balance Sheet as at

31-Mar-2022

Previous		Current
		(£)
FIXED ASSETS		
	Capital Property (tangible fixed assets)	
	Heritage Assets	
1,859,778.65	Investments at Market Value	1,975,429.63
1,859,778.65	Total Fixed Assets	1,975,429.63
CURRENTS ASSETS		
	Cash	
13,054.04	Current Account	1,179.39
	Deposit Account	
	Debtors	0.00
	Stocks on Hand - Trading Profit	
13,054.04	Total Current Assets	1,179.39
1,872,832.69	Total Assets	1,976,609.02
LIABILITIES		
	Sundry Creditors	0.00
	VAT Control	
	VAT Payable	
0.00	Total Liabilities	0.00
1,872,832.69	Total Assets Minus Liabilities	1,976,609.02
UNRESTRICTED/GENERAL PURPOSE FUND		
1,505,087.61	Balance as per last Balance Sheet	1,872,832.69
367,745.08	Add Excess of Income	103,776.33
0.00	Deduct Excess of Expenditure	
1,872,832.69	Accumulated Unrestricted/General Purpose Fund	1,976,609.02
1,872,832.69	Total Unrestricted & Designated Funds	1,976,609.02
TOTAL FUNDS		
0.00	Total Restricted Funds	0.00
0.00	Total Endowment Funds	0.00
0.00	Total Designated Funds	0.00
1,872,832.69	Accumulated Unrestricted/General Purpose Funds	1,976,609.02
1,872,832.69	Total Funds	1,976,609.02

3

RESTRICTED FUNDS		
0.00	Total Restricted Funds	0.00

ENDOWMENT FUNDS		
0.00	Total Endowment Funds	0.00

DESIGNATED FUNDS		
0.00	Total Designated Funds	0.00

FFR used £1 00=

Date _____ Fund Manager (Regimental Accountant Scheme) / Account Holder (Audit Board Scheme) Signature T Black dtd 20 Apr 22

Date 20 Apr 22 _____ Managing Trustee Signature S Ehlen (electronically signed)

Expenditure/Losses (Resources Expended)	Current Period	Previous Period	Income/Gains (Incoming Resources)	Current Period	Previous Period
<u>INVESTMENT MANAGEMENT COSTS</u>	8,234.80	12,728.51	<u>VOLUNTARY INCOME</u>		0.00
<u>COST OF GENERATING FUNDS</u>			<u>ACTIVITIES FOR GENERATING FUNDS</u>		
<u>CHARITABLE ACTIVITIES</u>					
			<u>INVESTMENT INCOME</u>	0.00	0.93
			<u>INCOME RESOURCES FROM CHARITABLE ACTIVITIES</u>	0.00	
<u>GOVERNANCE COSTS</u>	0.00	0.00			
<u>GRANTS AND DONATIONS</u>	11,875.00	10,400.00			

Expenditure/Losses (Resources Expended)	Current Period	Previous Period	Income/Gains (Incoming Resources)	Current Period	Previous Period
<u>OTHER COSTS</u>			<u>OTHER INCOMING RESOURCES</u>	0.00	8,609.82
<u>INTERNAL TRANSFERS³</u>	0.00		<u>INTERNAL TRANSFERS⁴</u>		
<u>UNREALISED LOSS ON INVESTMENTS</u>	0.00	34,669.71	<u>GAIN ON REVALUATION OF FIXED ASSETS</u>		
			<u>UNREALISED GAIN ON INVESTMENTS</u>	123,886.13	416,932.55
Total Expenditure	20,109.80	57,798.22	Total Income	0.00	425,543.30
Excess of Income		367,745.08	Excess of Expenditure	20,109.80	
Grand Totals	20,109.80	425,543.30	Grand Totals	20,109.80	425,543.30

³This Will include all transfers including those to designated funds.

⁴This will include all transfers including those from designated funds.

Expenditure/Losses (Resources Expended)	Current Period	Previous Period	Income/Gains (Incoming Resources)	Current Period	Previous Period
CHARITABLE ACTIVITIES			INCOME RESOURCES		
Trading purchases including trade expenses less write off/mess guests/cost sales.	0.00	0.00	FROM CHARITABLE		
			ACTIVITIES		
			Trading sales less cost price sales	0.00	0.00
Opening stock - Closing Stock	0.00	0.00			
Add/Subtract to Trading purchases as above	0.00	0.00			
Adjusted trading purchases to be used at SOFA cell (B21)	0.00	0.00			

Expenditure/Losses (Resources Expended)	Current Period	Previous Period	Income/Gains (Incoming Resources)	Current Period	Previous Period
<u>OTHER COSTS</u>			<u>OTHER INCOMING RESOURCES</u>		
<u>INTERNAL TRANSFERS³</u>			<u>INTERNAL TRANSFERS⁴</u>		
Total Expenditure	0.00	0.00	Total Income	0.00	0.00
Excess of Income			Excess of Expenditure		
Grand Totals	0.00	0.00	Grand Totals	0.00	0.00

³This Will include all transfers including those to desiguated funds.

⁴This will include all transfers including those from designated funds.

Expenditure/Losses (Resources Expended)	Current Period	Previous Period	Income/Gains (Incoming Resources)	Current Period	Previous Period
<u>OTHER COSTS</u>			<u>OTHER INCOMING RESOURCES</u>		
<u>INTERNAL TRANSFERS³</u>			<u>INTERNAL TRANSFERS⁴</u>		
<u>UNREALISED LOSS ON INVESTMENTS</u>			<u>GAIN ON REVALUATION OF FIXED ASSETS</u>		
			<u>UNREALISED GAIN ON INVESTMENTS</u>		
Total Expenditure	0.00	0.00	Total Income	0.00	0.00
Excess of Income			Excess of Expenditure		
Grand Totals	0.00	0.00	Grand Totals	0.00	0.00

³This Will include all transfers including those to designated funds.

⁴This will include all transfers including those from designated funds.

Expenditure/Losses (Resources Expended)	Current Period	Previous Period	Income/Gains (Incoming Resources)	Current Period	Previous Period
<u>OTHER COSTS</u>			<u>OTHER INCOMING RESOURCES</u>		
<u>INTERNAL TRANSFERS</u>³			<u>INTERNAL TRANSFERS</u>⁴		
Total Expenditure	0.00	0.00	Total Income	0.00	0.00
Excess of Income			Excess of Expenditure		
Grand Totals	0.00	0.00	Grand Totals	0.00	0.00

³This Will include all transfers including those to designated funds.

⁴This will include all transfers including those from designated funds.

Notes to the accounts (Paras 2 to 12 are to be completed by all funds which have a gross income of £100K or over and those funds already registered with the Charity Regulator, all other funds are to complete Paras 6 and 7 and the declarations at Para 12):

1. Principal Accounting Policies

- a. Accounting Convention. The financial statements are prepared under the historical cost convention as modified by the inclusion of investments at market value and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as set out in the Statement of Recommended Practice "Accounting and reporting by Charities" (SORP) 2005 (<http://www.charitycommission.gov.uk/investigations/sorp/sorp05docs.asp>)
- b. Incoming Resources. Income is recognised in the period in which the charity is entitled to receipt, and the amount can be measured with reasonable certainty. Grants from other agencies including donations and other income from activities are in furtherance of the charity's objects and are part of the general funds of the charity. A restricted fund is only recognised where this is an agreed and explicit condition of the grant or donor.
- c. Intangible Income. Due to the close collaborative relationship and the manner in which the charity's activities compliment those of the Army, intangible income, reflected in time and use of premises is not quantifiable or measurable and so is not recognised in the accounts.
- d. Resources Expended and Basis of Allocation of costs. Expenditure is included when incurred or exceptionally where a commitment is made which requires an accrual when payment is to be made in the subsequent accounting period. Similarly, where prepayments are made in recognition of commitments falling due in a subsequent accounting period, the appropriate credit is entered in the accounts and reversed the following year. Grants payable are included in the SOFA when approved by the Managing Trustee. Expenditure is recognised in the period in which it is incurred. The majority of costs are directly attributable to specific activities. Irrecoverable VAT is charged to the annual report and accounts.
- e. Governance Costs. Governance costs are the costs of professional advice, holding trustee meetings or committee meetings associated with decision making, any fee for audit or independent examination and any fee incurred in the preparation, statutory filing, printing or copying of the annual report and accounts.
- f. Capitalisation and Depreciation of Tangible Fixed Assets. All assets having a purchase value of more than £500 are capitalised. The cost of tangible fixed assets are written off by equal annual instalments over their expected useful lives using the following methods of depreciation:
- | | | |
|-----------------------------------|---|--|
| Furniture, fixtures and equipment | - | Straight Line over a period of 2 - 10 years. |
| Motor vehicles | - | Straight Line over a period of 2 - 10 years. |
- Assets with a life of more than one year but with a purchase value of below £500 are included within the inventory but the cost is written off in the year it is incurred and is not depreciated over the useful life of the asset. Where the asset is depreciated over a period of more than 10 years, details of the item and period are to be provided following the notes on page 13.
- g. Fixed Asset Investment. Fixed asset investments are included at market value at the balance sheet date. Any gain or loss on revaluation is shown in the Statement of Financial Activities (SOFA) on page 2.

- h. Stocks. Purchased stocks are valued at the lower cost or net realisable value making due allowance for any obsolete or slow-moving items.
- i. Funds Accounting. Funds held by the charity are:
- (1) General Purpose/Unrestricted/Designated Funds. These are funds that can be used in accordance with the charitable objects at the discretion of the Managing Trustee. Designated funds are unrestricted funds which have been allocated/earmarked for a particular purpose by the Managing Trustee and are to be declared in the Managing Trustee's comments in accordance with Para 12 to these notes stating what they are intended to be used for and when.
 - (2) Endowment Funds. Endowment funds are those investments and other gifts accepted by the unit, the capital sum or property being held in perpetuity and the income only being available for charitable use.
 - (3) Restricted Funds. These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is to be included in the notes to the accounts.
- j. Heritage Assets. In the course of the unit's history, the charity may have acquired gifts, memorabilia, regalia, silverware, antiques and other historical artefacts in the course of distinguished military service in service of the Crown. The value of these pieces is in large part derived from their close association with Regimental history which precludes the use of conventional valuation techniques being applied. Whilst the objects of the charity do not specifically include preservation and conservation, the pieces represent an essential element of celebrating the unit's history and foster esprit-de-corps. Consequently the Managing Trustee considers the charity to hold heritage assets both for functional use and as an element of national history on behalf of the nation. Heritage assets acquired prior to 1 Apr 06 are therefore not capitalised on the balance sheet but a description of those assets is disclosed as part of the notes to the accounts. Heritage assets acquired after 1 Apr 06 where the purchase price is known and which exceed £500.00 are included in the balance sheet at acquisition value but are not depreciated.
- k. Other Costs. Other costs are those costs not incurred in the undertaking of charitable activity in furtherance of the objects of the charity, i.e. the provision of facilities, recreational programmes or activities in furtherance of military efficiency. They are also costs incurred in the making of grants and donations, in the costs of generating funds, i.e. the costs incurred in trading or fundraising undertaken by the charity, or in governance costs.

2. Grants Made. (if total grants are over 5% of the charity's total expenditure).

The charity made the following grants/donations:

Grants to institutions

Name of institutions	Purpose	Total number of grants given	Total amount of grants paid
		0	0.00
Total grants to institutions		0	0.00

Grants to individuals

Purpose	Total number of grants given	Total amount of grants paid
Total	0	0.00

3. Related Party Transactions & Remuneration and Expenses

Whilst the charity has a close working relationship with the Army, there are no transactions with the Army which require disclosure under SORP 2005. The only transactions made by the charity in favour of the unit are wholly attributable to the charitable activities of furthering military efficiency. The Managing Trustee is an officer or equivalent and fulfils the role as trustee in accordance with the applicable laws and regulations. No expenses have been paid to the trustee. In the event that expenses have been paid to the trustee these are disclosed under the Managing Trustee's comments.

4. Analysis of Capital Property

	Fixtures fittings & equipment £	Motor vehicles £	Total £
Balance b/f			0.00
Purchases			0.00
Sales & W/Os			0.00
Depreciation			0.00
Balance c/f	0.00	0.00	0.00

5. Total Value of Investments by Category

	Value £
Carrying value (market value at beginning of year)	1,975,429.63
Add additions to investments at cost (investments purchased)	1,179.39
Less disposals at carrying value (investments sold)	0.00
Add/(deduct) net gain/(loss) on revaluation (gain/loss at end of accounting period/audit)	0.00
Carrying value (market value) at end of year	1,976,609.02

Breakdown of Market Values at

Year End	GPF/ Unrestricted	Restricted	Endowment	Total value	Income during year
	Value £	Value £	Value £	Value £	Value £
Investment properties				0.00	
Investments listed on a recognised stock exchange				0.00	
Investments held in unit trusts or other collective investment schemes	1,976,609.02			1,976,609.02	
Investments in subsidiary or connected undertakings and companies				0.00	
Securities not listed on a recognised stock exchange				0.00	
Cash held as part of the investment portfolio				0.00	
Other investments				0.00	
Total	1,976,609.02	0.00	0.00	1,976,609.02	0.00

6. List of Debtors

Debtor	Date of Debt	Amount
		0.00
Total		0.00

* There are no amounts falling due after more than one year (delete as appropriate).

7. List of Creditors

Creditor	Date of Credit	Amount
Total		0.00

* There are no amounts falling due after more than one year (delete as appropriate).

8. Paid Employees

	This year £	Last year £
Gross wages paid		
Employer's National Insurance paid		
Pension Contributions paid		
Total staff costs	0.00	0.00

Give the number of employees who were engaged in each of the following activities:

	This year £	Last year £
Costs of generating funds		
Charitable activities		
Other		
Total	0.00	0.00

No individual employee received a salary of over £60,000.00

9. Governance Costs

	This year £	Last year £
Audit or independent examination fee		

10. Restricted/Endowment Funds

Give details of the movements of the individual funds summarised in the restricted and endowment column of the Statements of Financial Activities (SOFA).

Fund Name	Fund Bal B/F	Incoming Resources for period	Outgoing Resources for period	¹ Transfers	¹ Gains and losses	Fund Bal C/F
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00

¹Net transfers out and net losses are to be entered as negative figures.

A brief explanation as to the nature and purpose of the charity's Restricted Funds is to be provided.

Name of Restricted Fund	Purpose of fund

11. Heritage Assets

Heritage assets that are owned by the charity but purchased/acquired prior to 1 Apr 06 are not included in the charity's capital property value (see note 1.j). A list/description of these assets is below:

12. Declarations

All of the charity's commitments are provided for in the accounts.

No guarantees have been given to third parties.

The charity has not received any loans that are outstanding at the year-end and secured on assets.

The charity has not granted any loans to institutions or companies connected with the charity.

The charity did not make any ex-gratia payments during the year.

Sufficient resources are held in an appropriate form to enable each fund to be applied in accordance with the restrictions imposed.

The financial activities, assets and liabilities of all the charity's branches or sections have been included.

The trustees have not changed the year end date or the length of the charity's financial year.

The charity has no designated funds (if there are designated funds the reason for designation and when each designated fund is intended to be used by is to be stated in the Managing Trustee's report).

All the charity's operations are continuing operations and there were no operations discontinued or acquired during the year.

No funds (unrestricted, designated, restricted or endowment) are in deficit at the balance sheet date.

The charity has no intangible assets.

There were no inter-fund loans outstanding at the balance sheet date.

None of the charity's functional fixed assets have been re-valued during the year and the charity does not have a policy of revaluation of these assets.

The charity has no subsidiary companies.

The charity has no material fixed assets which have not been capitalised and included in the balance sheet.

No internal transfers have occurred out of restricted/endowment funds. In the event that a transfer has taken place, full details of the reason for the transfer are disclosed in the Managing Trustee's comments.

All investments held are investment assets in the UK unless otherwise stated.

Note: Where any of the declarations are not correct they are to be crossed out and details provided in the Managing Trustee's comments.

Additional comments:

Signature T Black (electronically signed)

Name WO1 Black

Fund Manager (Regimental Accountant Scheme)/Account
Holder (Audit Board Scheme)

08-Mar-22

Managing Trustee's Annual Report and Comments:

Unit HQ REGIONAL COMMAND

Address HQ RC, MONTGOMERY HOUSE, ALDERSHOT, GU11 2JN

In Respect of the 4 DIV TRUST Fund/Charity

Charity Commission/Regulator registered number 245291

Description of the charity's trusts

This should include:

- a. Details, including date if known of the charity's governing document (e.g. trust deed, will, constitution etc): and
- b. A brief explanation of the charity's objects.

Where applicable, you may choose to give details of any specific investment powers of the charity.

Governing Document (e.g. Trust Deed, Constitution)	4 Div Trust Charter dated Mar 2018, SNPF Regulations
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Objects of the Charity	a.Promote the military efficiency of persons who are members of the Army and who are serving in the geographic area formerly known as 4th Division and: b.Relieve such persons and their dependants who are in need, hardship and distress.
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Explain briefly how trustees are elected or appointed and details of any induction and trustee training attended.

Trustee selection method	By virtue of their appointment into an established military post.
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Trustee induction and training	No Trustees undertook training this financial year. This is provided through NCVO in London if required.
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Explain about what the charity is trying to do and how it is going about it. You are only required to provide a brief summary of the main activities and achievements of the charity during the year in relation to its objects.

Summary of main activities in relation to the Charity's objects	Financial support provided to support Adventure Training Financial grants provided to contribute towards entry fees for sporting activities. Financial grants for improvements.
Summary of main achievements of the Charity during the year	The Charity has supported many individuals and units across the area formally known as 4th Division, demonstrating a continued commitment to meeting the purpose of the Fund.

Provide a brief review of the financial position of the charity. This should include the principle types of income.

Financial Review	The fund is currently financially stable, and in a strong financial position. Income is generated from investment dividends and the growth in the value of the investments. The value of the fund has fluctuated due to the impact of Covid-19 on the global economy. The trustees of 4 Div Trust direct the priorities for disbursement of the grants made by the Fund. Such direction is normally given, or confirmed, at the first meeting of Trustees in each Financial Year. In FY 21/22, priority was given to activity that would enhance military efficiency through adventure training and sport. At the beginning of the FY, the Trustees agreed on the amount of money to be disbursed during the period. This broadly equates to no more than the growth in the value of the Fund the previous financial year.
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The Managing Trustee should give in their report a description of the following policies:

- a. For the selection of investments for the charity.
- b. For determining the level of income reserves held, stating and explaining the level of reserves held.
- c. Where grants are made by the charity, the selection of individuals and institutions who are to receive grants out of the assets of the charity.

Financial reserves policy	The Trustee policy is to aim to maintain the fund, whenever possible, so that income is at a sufficient level to meet the charity's ongoing costs and allow financial initiatives to further its objectives.
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Investments selection policy and performance of those investments	HSBC are the appointed Independent Investment Advisors and manage the investment. All investments are made iaw the Governing documents, and are selected following consultation with all Trustees to ensure alignment with their collective risk appetite.
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Provide the name of all trustees/the Managing Trustee(s) during the report year.

Managing Trustee's name/trustees' names	ACOS Pers - HQ RC DCOMD - 11 SFA Bde COMD - HQ SW Civ Sec - HQ RC Comd SPS - HQ RC Div SPS Ops SSM - HQ RC
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Serious incidents	Nil
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Public Benefit Statement	<p>This fund provides public benefit by assisting service personnel to more effectively perform their roles within the Armed Forces of the Crown. It does this by:</p> <ul style="list-style-type: none"> *a. Providing and supporting mess facilities and social activities. *b. Providing and supporting sporting and adventure training activities <p>This assistance enables service personnel to face the challenges and danger associated with military service by developing and maintaining <i>teamwork; skills; fitness; confidence; character; spirit and attitude; and morale</i>*. As a result the fund promotes the efficiency of the Armed Forces of the Crown by enhancing the British Army's capability to undertake the roles demanded of it including the defence of the United Kingdom and its interests.</p> <p>(I confirm that I have paid due regard to the Charity Commission of England and Wales's guidance on public benefit when deciding what activities the charity should undertake).</p>
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*delete as appropriate.

Additional comments (include any declarations which were not correct (Pg 12/13)):

No additional comments

Signature S Ehlen (electronically signed)

Name Sally Ehlen

Appointment Commander Staff and Personnel Support, HQ Regional Command

Comd/SO2 SPS – Independent Examiner’s Report on the Accounts, and Comments

Disclosure Section (Only to be completed if the examiner needs to highlight material problems/discrepancies)

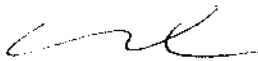
Give here brief details of any items that the examiner wishes to disclose

Nil

Comd/SO2 SPS Comments – HQ RC 4 DIV TRUST

1. Charity Registered No. 245291.
2. There are no comments made by the Fund Manager.

No further comments

Independent Examiner's
Signature 

Name Maj R Ayre

Date: 15/11/22

Appointment SO2 SPS HQ 11 SFA BDE AND
HQ SE