

Church of England Soldiers', Sailors' and Airmen's Clubs

(Short Title: CESSAC)

Registered and Principal Office: 1 Shakespeare Terrace, 126 High Street, Portsmouth PO1 2RH

**Company limited by Guarantee - Company No. 34118 (England)
Registered Charity No. 226684**



FINANCIAL STATEMENTS

FOR

YEAR ENDED 31st DECEMBER 2003



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MEMBERS OF THE COUNCIL OF CESSAC (The Trustees) at 31 December 2003

Rear Admiral A G Watson, CB	(President)	Retired Naval Officer
Brigadier C A Brown	(Chairman)	Retired Company Chairman
Mr D W Russell		Solicitor
Captain A J B Paterson, Royal Navy		Retired Naval Officer
Captain A C Long, Royal Navy		Retired Naval Officer
Mr R Ruston		Retired Quality Controller (Engineering)
Air Commodore M J Allisstone, CBE		Retired Air Force Officer
Commander G Greaves Royal Navy		Retired Naval Officer
Commander J O Brown Royal Navy		Retired Naval Officer

Commander M R Marks OBE Royal Navy	General Secretary and Treasurer
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Auditors	Solicitors	Bankers
Grant Thornton Manor Court, Barnes Wallis Road Segensworth Fareham PO15 5GT	Blake Laphorn Linnell Harbour Court, Compass Road North Harbour Portsmouth PO6 4ST	Lloyds Bank Plc 38 London Road North End Portsmouth PO1 2RE

REPORT OF COUNCIL

The Council comprises the directors of CESSAC, all of whom served throughout the year with two exceptions. Captain Pask resigned from the Council on 13 November after ten years service and was awarded Life Membership in recognition of his contribution. Lieutenant Colonel (Ret'd) Melhuish resigned on 8 May as a result of his retirement from the post of Garrison Staff Officer at Blandford Camp. His successor, in the post of Garrison Adjutant, Captain (Retd) Stockdale has been invited to take his place on the Council. The Council presents this report together with the financial statements for the year ended 31 December 2003. The Council of CESSAC and the company's Auditors, Solicitors and Banker are listed on page 2.

Charitable Company Status

The Church of England Soldiers', Sailors' and Airmen's Clubs (short title: CESSAC) is a Company limited by Guarantee and not having share capital, registered in England (Company No. 34118) and is a Registered Charity (No.226684) which does not trade for profit and is exempt from Corporation Tax. Its Memorandum and Articles of Association govern the charitable company, including the appointment and reappointment of its members of Council. CESSAC is VAT-registered. (No. 675 8276 83).

Objectives

CESSAC's objectives are the provision and management of sheltered housing for elderly ex-services people and their spouses, or their widows/widowers, and the operation of centres in military bases in support of the Active Services.

Activities during 2003.

The present activities of the charitable company continue to be the provision of 14 sheltered flats at Glamis Court, Stubbington, the operation of the three CESSAC Centres in Cyprus and at the Royal School of Signals (Blandford Camp), sheltered housing support and management service to Greenwich Hospital and certain charitable support for Service and ex-Service personnel and their dependants. The Greenwich Hospital contract was renewed this year for a further five years.

During the year a further centre has been opened at HQ UK Land Command where we provide a sandwich round, shop and café to fill a void left by the departure of NAAFI. We have also been in negotiation with 14 Regiment Royal Artillery at Larkhill who approached us with a view to CESSAC operating a cafe and recreational facility for Part Two trainees that was being vacated by the Mission to Military Garrisons, a Glasgow based charity. However, the administrative impact of opening at Wilton meant that Larkhill could not be considered until later in 2004.

In Cyprus the CESSAC team lead by Gina Potter have lifted our turnover to a very creditable £1.4M, a ten per cent increase on last year. The period was very busy with the installation of a new Electronic Point of Sale system that scans in sales as they are made and updates stock records. All three centres are connected into the one system which conducts automatic overnight information transfers. An enormous amount of work has gone into the initial data input but the benefits of electronic hand scanning at stock musters, earlier prediction of stock out and reordering requirements as well as identifying sales trends offer considerable savings.

The CESSAC Centre at Blandford has had a busy trading year and has expanded its delivered buffet services although it faces stiff competition from several other facilities on the camp. A new centre was opened progressively during the year at HQ UK Land Command, Wilton and now provides a sandwich delivery round, a convenience shop and a café.

CESSAC's own 14 flats at Glamis Court, Stubbington continue to be well-maintained and sound assets. Greenwich Hospital, a Crown charitable trust, has sheltered courts in Southsea, Saltash and Greenwich fully managed by CESSAC.

Charitable Donations Made

In 2003 grants and donations totalled £27,357. Established grants made included the annual CESSAC Awards towards welfare support in the British bases in Cyprus. Three Annual Study/Bursary Awards for dependants of service personnel were given as well as support for CESSAC and CESSA Housing Association's elderly ex-Service tenants for Christmas social functions. A grant of £5,000 each to the three services was made for the benefit and support of military families effected by the war in Iraq, at the discretion of three senior officers.

Results

2003 trading activities resulted in a surplus of income over expenditure of £116,717. However, there was an additional increase in the balances of £236,924 resulting from unrealised gains on investments noting that a loss of a similar magnitude was sustained in the previous year.

Council's Responsibilities for the Financial Statements

The Council are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure for the year. In preparing those financial statements, the members of Council are required to:

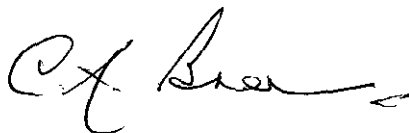
- (1) select suitable accounting policies and then apply them consistently;
- (2) make judgements and estimates that are reasonable and prudent;
- (3) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The Council are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. With this in mind Council members Captain Long and Commander Brown undertook short notice internal audits.

Auditors

Grant Thornton offer themselves for re-appointment as auditors in accordance with Section 385 of the Companies Act 1985.

ON BEHALF OF COUNCIL



Brigadier C A Brown
Chairman
13 May 2004

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHURCH OF ENGLAND SOLDIERS', SAILORS' AND AIRMEN'S CLUBS (CESSAC)

We have audited the financial statements of the Church of England Soldiers', Sailors' and Airmen's Clubs for the year ended 31 December 2003 which comprise the balance sheet, the statement of financial activities and notes 1 to 20. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in our auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, or for the opinions we have formed.

Respective Responsibilities of the Council and Auditors

The Council acts as trustees for the charitable activities of CESSAC and are also the directors of CESSAC for the purposes of company law. Their responsibility for preparing the annual report and the financial statement in accordance with United Kingdom law and accounting standards is set out in the statement of the Council's responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom auditing standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you, if in our opinion, the Report of the Council is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information regarding remuneration of the Council and transactions with the charitable company is not disclosed.

We are not required to consider whether the statement in the Report of the Council concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the company's risk management and control procedures.

We read other information contained in the annual report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

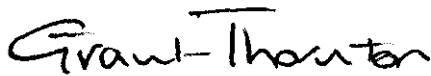
Basis of Opinion

We conducted our audit in accordance with United Kingdom auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 December 2003 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



GRANT THORNTON
REGISTERED AUDITORS
CHARTERED ACCOUNTANTS

Portsmouth
13 May 2004

BALANCE SHEET AT 31 DECEMBER 2003

	<i>Note</i>	<u>2003</u>	<u>2003</u>	<u>2002</u>	<u>2002</u>
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Fixed Assets					
Tangible fixed assets	13	641,493		647,783	
Investments	16	2,072,489		1,835,564	
Total Fixed Assets:		2,713,982		2,483,347	
Current Assets					
Stock		231,710		202,617	
Debtors	14	16,977		9,301	
Cash at bank, short term deposits & in hand		716,420		532,483	
		965,107		744,401	
Creditors:					
amounts falling due within one year	15	<u>(194,355)</u>		<u>(123,448)</u>	
Net Current Assets:			770,752		620,953
NET ASSETS			<u>3,484,734</u>		<u>3,104,300</u>
Funds (all unrestricted)					
Revenue Reserve	17		0	2,194,300	
Short Term Tactical Reserve (including former Designated Maintenance Reserve)	17		661,000	60,000	
Medium Term Opportunistic Reserve	17		500,000	0	
Long Term Reserve (including former Designated Housing Reserve)	17		2,323,734	850,000	
			<u>3,484,734</u>		<u>3,104,300</u>

The financial statements were approved by the Council of CESSAC on 13 May 2004 and were signed on its behalf by:



(C A BROWN) Chairman



(A C LONG) Council Member



(M R MARKS) General Secretary and Treasurer

The accompanying Accounting Policies and Notes form an integral part of these Financial Statements.

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2003

	<u>Notes</u>	<u>Unrestricted Funds 2003 £</u>	<u>Unrestricted Funds 2002 £</u>
Income and Expenditure			
Incoming Resources			
Subscriptions and donations		1,837	3,390
Activities for generating funds:			
Income from charitable trading activities	3	1,599,313	1,421,394
Income from other activities		42,129	42,698
Rents receivable – Sheltered Housing		45,338	45,055
Investment Income	11	44,842	46,625
Total Incoming Resources		<u>1,733,459</u>	<u>1,559,162</u>
Resources Expended			
Cost of generating funds:			
Fundraising and Publicity	6	165	279
Charitable expenditure			
Direct Charitable Expenditure	4	1,454,568	1,339,929
Sheltered Housing for the Elderly	5	29,837	20,430
Grants and donations		27,357	17,190
Management and administration of the charity	7	104,815	94,052
Total Resources Expended		<u>1,616,742</u>	<u>1,471,880</u>
Net Incoming Resources before revaluations – and surplus of Income over Expenditure for the year		<u>116,717</u>	<u>87,282</u>
Other Recognised Gains and Losses			
Unrealised exchange gains/(losses)		26,793	24,520
Unrealised (losses) on investments		236,924	(213,333)
Total		<u>263,717</u>	<u>(188,813)</u>
Net Movement of Funds		380,434	(101,531)
Balance brought forward at 1 January		<u>3,104,300</u>	<u>3,205,831</u>
Balance carried forward at 31 December		<u>3,484,734</u>	<u>3,104,300</u>

The accompanying Accounting Policies and Notes form an integral part of these Financial Statements.

NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2003**1. COMPANY STATUS AND LEGISLATIVE PROVISIONS**

Details are given in the Report of Council on page 3.

2. PRINCIPAL ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom and the "Statement of Recommended Practice: Accounting and Reporting by Charities" issued in October 2000. A summary of the more important accounting policies is set out below.

Basis of Accounting

The Financial Statements are prepared on the historical cost basis as modified by the inclusion of investments at market value.

Trading income is credited as it arises. Trading and administration expenditure is accounted for on an accruals basis. Donations and charitable expenditure is brought to charge when paid.

Incoming Resources

Income from charitable trading activities principally represents retail sales and other income in CESSAC's Services Centre in Cyprus and at CESSAC Centres in Blandford Camp and at HQ UK Land Command, Wilton with other operating income arising from sheltered lettings and income fees for managing sheltered lettings, owned by other charitable bodies, for ex-members of HM Forces and their spouses.

Investments

Investments are included at market value. The cost of quoted investments is shown by way of a note. Investment income received and accrued, including income tax recoverable, is taken to the credit of the income and expenditure account. Net gains and losses arising on revaluations and disposals during the year are included in the statement of financial activities.

Taxation

CESSAC is a registered charity and is not subject to taxation on income. Any income tax recovered on investment income and covenanted subscriptions is included with the respective income.

Assets and Liabilities of the Cyprus Centre

Assets and liabilities of the Cyprus Centre are converted into sterling at the exchange rate ruling at 31 December of the relevant year. Exchange differences are dealt with in the statement of financial activities.

Stock

Stock is valued at the lower of cost and net realisable value.

Pensions**Defined Pension Contribution Scheme**

The pension costs charged against profits represent the amount of the contributions payable to the scheme in respect of the accounting period.

Fixed Assets and Depreciation

Freehold Properties are stated at cost.

Fixed assets include no building plots or properties under construction.

Freehold properties are maintained in a state of repair such that their estimated residual value, based on current prices, is not less than their cost. Therefore no annual charge for depreciation is made, as this would be immaterial.

The Council of CESSAC may re-value its freehold properties at a future time observing that the insured rebuild value for all such properties totals £1.1 million (December 2002).

The number of freehold sheltered flats owned by CESSAC total 14 (2002 - 14). Sheltered flats under management, but not owned by CESSAC, total 91 (2002 - 91).

Tangible fixed assets, other than freehold properties, are stated at cost less accumulated depreciation. Depreciation is calculated to write off the cost over the expected life of the asset and is charged as follows:

Leasehold Premises	Over the period of the lease
Office equipment and Vehicles:	25% p.a. straight line basis
Furniture & Fixtures:	10% p.a. straight line basis

- A full year's depreciation is charged in the year of purchase, but no charge is normally made in the year of disposal.

Reserves – New Policy

During the year a new Reserves Policy has been developed. Previously reserves have been split into a Housing Reserve, Maintenance Reserve and a Revenue Reserve. This is to be modified to include:

- a. A Short Term Tactical Reserve which will include 3 months of typical expenditure by CESSAC UK, CESSAC Cyprus plus the Maintenance Reserve. This is to cover any short term setbacks, cash flow difficulties or unexpected, large maintenance demands (see page 5).
- b. A Medium Term Opportunistic Reserve that will allow CESSAC to evolve and take advantage of strategic opportunities.
- c. A Long Term Reserve to generate working income and growth to maintain its value. CESSAC UK Centres have difficulty in breaking even and this provides no incoming resources for donations and other expenses. This has absorbed the former Housing Reserve, should it ever be required for a new development. Current trends, however, indicate a declining demand for sheltered housing.

Designated Maintenance Reserve (now part of the Short Term Tactical Reserve)

All properties are maintained in good condition by a planned programme of repair and maintenance. External and internal redecoration is planned to take place every 3 to 5 years. Flats are redecorated and refurbished on a 5 years' rolling programme.

This programme, and the experience of the last 10 years, allows the Company to operate without a committed provision for future repairs and maintenance. Actual costs incurred are normally charged to the income & expenditure account.

However, the Company's prudent policy is to operate a Designated Maintenance Reserve to cover any future modernisation and major repair programmes.

Designated Housing Reserve (now part of the Long Term Reserve)

This reserve is designated for the purchase of any suitable, freehold building land (of the required size and in the required location at the right price) that may come available.

Resources expended

Expenditure, which is charged on an accruals basis, is allocated between:-

- expenditure incurred directly to the fulfilment of the Charity's objectives (direct charitable)
- expenditure incurred directly in providing sheltered housing for the elderly (sheltered housing)
- expenditure incurred directly in the effort to raise voluntary contributions (fundraising and publicity)
- expenditure incurred in the management and administration of the charity
- expenditure incurred in funding grants and donations

3. INCOMING RESOURCES - TURNOVER	2003	2002
	£	£
UK	165,519	109,248
Cyprus	1,433,794	1,312,146
Totals:	1,599,313	1,421,394

4. DIRECT CHARITABLE EXPENDITURE	2003	2002
	£	£
Cost of Supplies	920,322	894,213
Salaries	387,463	345,933
Operating Costs	94,981	81,330
Depreciation	55,710	55,064
Audit fees (Cyprus)	4,992	5,004
Exchange difference	(8,900)	(41,615)
Totals:	1,454,568	1,339,929

5. SHELTERED HOUSING FOR THE ELDERLY	2003	2002
	£	£
Management cost	1,683	1,936
Repairs and maintenance	6,832	4,557
Service costs	13,977	13,937
Depreciation	7,345	0
Totals:	29,837	20,430

6. FUNDRAISING AND PUBLICITY	2003	2002
	£	£
Advertising	165	279

7. MANAGEMENT AND ADMINISTRATION	2003	2002
	£	£
Salaries	56,134	54,278
Head Office & Management Operating costs	13,159	8,120
Building Upkeep and Maintenance	25,220	17,015
Legal and Professional fees	452	1,264
Audit fees (Head Office, UK)	2,934	2,879
Travel & associated costs	2,619	4,298
Depreciation	4,297	6,198
Totals:	104,815	94,052

8. TOTAL RESOURCES EXPENDED	Staff Costs	Depreciation	Other Expenditure	Total	Total
	£	£	£	2003 £	2002 £
Direct charitable purposes	387,463	55,710	1,011,395	1,454,568	1,339,929
Sheltered Housing	1,683	7,345	20,809	29,837	20,430
Fundraising and publicity	0	0	165	165	279
Management & administration	56,134	4,297	44,384	104,815	94,052
Grants and donations	0	0	27,357	27,357	17,190
Totals:	445,280	67,352	1,104,110	1,616,742	1,471,880

9. DIRECTORS' EMOLUMENTS

No member of the Council of CESSAC received any emoluments in 2003. (2002 - Nil).

Total expenses reimbursed to Council members in respect of travel costs and subsistence, not chargeable to UK income tax, totalled £3,653 (2002- £2,248).

10. EMPLOYEE INFORMATION

Average Weekly Number of Staff employed during the Year			Staff costs		
Category of Staff	2003	2002	Category of Cost	2003	2002
	No.	No.		£	£
Full time (UK)	5	5	Wages & salaries (UK)	123,847	111,385
Part time (UK)	8	6	UK Social Security (NI) costs	7,128	5,889
Full time (Cyprus)	26	23	Non-UK Employees' costs (Cyprus)	309,043	279,286
Part time (Cyprus)	17	17	Employer pension contributions	3,579	3,651
Total:	56	51	Total:	443,597	400,211

The above amounts include £24,641 (2002 - £23,412) paid over to the Church of England Soldiers', Sailors' and Airmen's Housing Association Limited (a related party, being a Registered Social Landlord with charitable status) in respect of shared emolument costs of Head Office staff.

No employee earned more than £50,000 per annum (2002 - nil)

11. INTEREST RECEIVABLE AND SIMILAR INCOME

	2003	2002
	£	£
Interest receivable from bank/building society deposits	17,588	19,485
Dividends from quoted securities	27,254	27,140
Total:	44,842	46,625

12. SURPLUS OF INCOME OVER EXPENDITURE

Surplus of income over expenditure is stated after charging:	2003	2002
	£	£
Depreciation - tangible owned fixed assets	67,352	61,262
Auditors' remuneration (inclusive of expenses/VAT) - audit services:		
Deloitte & Touche (Cyprus)	4,992	5,004
Grant Thornton (United Kingdom)	2,934	2,879

13. TANGIBLE FIXED ASSETS (Held for the continuing use of CESSAC and its charitable purposes)

	Freehold land & Buildings £	Short Leasehold Buildings £	Furniture, fittings & Equipment £	Motor Vehicles £	Totals £
Cost					
At 1 January 2003	459,902	259,987	221,493	63,469	1,004,851
Difference on exchange	0	15,021	10,508	1,973	27,502
Additions/improvements during year	0	13,005	46,584	4,265	63,854
Disposals/Transfers	0	(2,137)	(16,543)	(6,995)	(25,675)
At 31 December 2003	459,902	285,876	262,042	62,712	1,070,532
Depreciation					
At 1 January 2003	0	215,941	112,803	28,324	357,068
Difference on exchange	0	12,476	4,773	589	17,838
Charge for year	7,585	16,701	29,117	13,949	67,352
Disposals/Transfers	0	(1,340)	(4,884)	(6,995)	(13,219)
At 31 December 2003	7,585	243,778	141,809	35,867	429,039
Net book value:					
At 31 December 2003	452,317	42,098	120,233	26,845	641,493
At 31 December 2002	459,902	44,046	108,690	35,145	647,783

14. DEBTORS

	2003 £	2002 £
Trade Debtors	358	2,078
Prepayments & other debtors	16,619	7,223
Total:	16,977	9,301

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2003 £	2002 £
Trade Creditors	175,827	105,804
Social Security and other taxes	9,998	3,649
Other creditors and accruals	8,530	13,995
Total:	194,355	123,448

16. LISTED INVESTMENTS

	31 December 2003 £	Units purchased in 2003 £	Change in Market Value in 2003 £	31 December 2002 £
Holdings and market values:				
Charinco Accumulation Units	650,515	0	14,490	636,025
Charinco Distribution Units	11,010	0	(333)	11,343
Charishare Accumulation Units	627,071	0	109,771	517,300
Charishare Distribution Units	783,893	0	112,996	670,897
Total:	2,072,489	0	236,924	1,835,565
Cost at 31 December	927,033	0	-----	927,033

17. RESERVES (All unrestricted)

	Balance at 1 January 2003 £	Transfers from Statement of Financial Activities £	Transfers £	Balance at 31 December 2003 £
Revenue Reserve	2,194,300	380,434	(2,574,734)	0
Designated Housing Reserve	850,000	0	(850,000)	0
Designated Maintenance Reserve	60,000	0	(60,000)	0
Short Term Tactical Reserve	0	0	661,000	661,000
Medium Term Opportunistic Reserves	0	0	500,000	500,000
Long Term Reserves	0	0	2,323,734	2,323,734
TOTALS	3,104,300	380,434	0	3,484,734

18. PENSIONS

Defined Contribution Scheme

The company operates a defined contribution pension scheme for the benefit of employees. The assets of this are administered by The Pension Fund, a trust totally independent of the company. The pension cost charge for the year was £3,579 (2002: £3,651)

19. CAPITAL COMMITMENTS

CESSAC has agreed to a partnership arrangement with 14 Regiment, Royal Artillery at Larkhill. A café and recreational facility for young soldiers under training is to be refurbished with a view to it re-opening in the summer of 2004 under CESSAC management. CESSAC has offered to provide £10,000 towards the set-up costs of this project. (2002 - Nil).

20. CONTINGENT LIABILITIES

There were no contingent liabilities at 31 December 2003. (2002 - Nil).

Document ends.