THE CONWAY MERCHANT NAVY TRUST COMPANY LIMITED BY GUARANTEE UNAUDITED FINANCIAL STATEMENTS 30 SEPTEMBER 2020

Charity Number 526577

EDMUND CARR LLP

Chartered Accountants 146 New London Road Chelmsford Essex CM2 0AW



FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2020

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TRUSTEES' ANNUAL REPORT

YEAR ENDED 30 SEPTEMBER 2020

The Trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 30 September 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name The Conway Merchant Navy Trust

Charity registration number 526577

Company registration number 758795

Registered office 1 The Rubicon, 51 Norman Rd,

London SE10 9QB

THE TRUSTEES

The Trustees who served the charity during the period were as follows:

M B Burrow (Chairman)

M W Bloy

Dr S Bonsall R S Clench

N D Dowden

L J Hesketh

A W Hines

Captain D J Houghton (resigned 1 May 2020)

B Kelly (appointed 6 April 2020)

G Jackson

D M Long

R C Matthew

Captain M M Reeves

Captain A J Speed

M D Trew

Captain A J R Tyrrell (deceased 20 February 2020)

D J Weight M E Winter P G Wright

Independent Examiner R Crace FCA

Edmund Carr LLP Chartered Accountants 146 New London Road

Chelmsford Essex CM2 0AW

Investment Managers Quilter Cheviot

One Kingsway

London WC2B 6AN

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 30 SEPTEMBER 2020

OBJECTIVES AND ACTIVITIES

The main objects for which the company is established are:

- The stimulation of education and training for seafarers.
- To encourage persons seeking to follow a career in the Merchant Navy, Civil Air Service and Armed Forces.
- To sponsor Merchant Navy Deck and Engineer Cadets.
- To perpetuate the name and ideals of training and education formerly enshrined in the HMS Conway Cadet School.

Individuals selected for grant assistance must be qualified for the courses they will undertake and qualified for entry to the Merchant Navy.

In carrying out the Trust's activities, Trustees have followed Charity Commission guidance to ensure that it pays due attention to the principles of Public Benefit. Conway sponsorship is open to all in the UK, subject to satisfying both university entrance requirements and Government standards for entry to the Merchant Navy.

RISK STATEMENT

The Trustees review the Trust's exposure to risk each year. In particular they review the arrangements for the amelioration of financial risk and fraud at its Investment Managers, its Accountants and Trinity/Chiltern Maritime Ltd, its Training Managers. The Trust is content that the present arrangements are working well. The Trust is satisfied with the various procedures and protections in place, including insurance cover.

RESTRICTION ON THE CHARITY'S OPERATIONS

The income and property shall be applied solely towards the promotion of its objects as set out in its Memorandum of Association.

ACHIEVEMENTS AND PERFORMANCE

REVIEW OF ACTIVITIES

The Trust has continued to recruit, train and support individuals who meet the entry standards for Merchant Navy Deck and Engineer Officers and the relevant academic standards for degree level education at Liverpool John Moores's University (LJMU) and the Fleetwood Nautical Campus. Captain L Hesketh (Trustee) is the Trust's Training Manager. This role includes recruiting and selecting candidates as well as mentoring them throughout their training. Recruitment and training management as well as costs are shared with Trinity House, also a training sponsor.

During the COVID-19 pandemic all trainees have been contacting the Training Manager weekly. Since March, all have kept safe and well. Lectures at Liverpool John Moores University are continuing as a combination of on-line tuition and face to face learning in compliance with Government guidelines.

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 30 SEPTEMBER 2020

The 2017 intake of 4 Trainees are this year in the final part of their training. They have completed their shipboard experience and MNTB training record books. All are making satisfactory progress and have gained valuable experience on a variety of ships. The 3 students at LJMU have all passed the STCW Navigation Aids, Equipment and Simulation NAEST(O) training and are completing written examinations for the Foundation degree before sitting MCA Oral examinations. Our Engineer cadet at the Fleetwood Campus has completed his written examinations and obtained a distinction in his Foundation Degree. He passed his Oral examination for OOW(E) in October and is considering obtaining sea experience as an engineer officer, before returning to Fleetwood.

The 2018 entry of 3 trainees, now in phase 4, are completing their ship-based training. All are making satisfactory progress. There has been some delay in obtaining ships for sea training due to the COVID-19 pandemic. The September 2019 entry of 2 trainees have started phase 3 of their training at Fleetwood after satisfactorily completing their initial sea voyages. Both are making satisfactory progress. In September 2020, the Trust engaged one deck and one engineer trainee. Both have settled in well and have commenced lectures in line with government guidelines.

During the year, Captain L. Hesketh has liaised with the various organisations concerned with the cadets training and welfare, including colleges, training providers and the Merchant Navy Training Board. Due to COVID-19 this has mostly been via e-mail.

FINANCIAL REVIEW

Expenditure in the year (apart from administrative expenditure) has been applied solely to the objects of the Charity. During the year there was a deficit of £114,973 (2019: surplus of £26,563) after net realised and unrealised losses on investments of £126,734 (2019 gain of £32,617). Investments have been included at market value in order to comply with the Statement of Recommended Practice for Charities.

RESERVES POLICY

It is the Trust's intention to continue to hold investments for the foreseeable future and to use the income from these to further its objectives. Charity Commission guidance defines free reserves as 'income which becomes available to the charity and is to be expended at the trustees' discretion in furtherance of the charity's objects, but is not yet spent, committed or designated'. At the balance sheet date the charity's free reserves amounted to £145,847 (see note 16) after deducting fixed asset investments, which the Trustees regard as satisfactory in order to avoid any undue disruption to the anticipated level of sponsorship.

INVESTMENT POLICY

The Trustees use Quilter Cheviot, (see Risk Statement, p.2), as investment managers. There has been no significant change in the Trust's investment policy during the year and the Trust has remained fully invested except for the retention in cash of a small amount of capital to make up any shortfall of income over charitable expenditure. The Trust continues to endeavour to finance its education and training activities from income and from Government grants, whilst over the longer term aiming to maintain the real value of its investments.

PLANS FOR FUTURE PERIODS

The Trust plans to continue the objectives and activities that are currently set out on pages 2 & 3. As agreed last year officer trainees' costs are shared equally between the Trust and Trinity House. As detailed in note 21 to the financial statements, the charity currently has commitments for funding trainees up to 2023/24.

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 30 SEPTEMBER 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

LEGAL STATUS

The Conway Merchant Navy Trust is a company limited by guarantee. It was incorporated on 25 April 1963 and is registered as a charity. The company's registration number is 758795 and its registered charity number is 526577. It is governed by the Memorandum and Articles of Association of the Company.

TRUSTEES

The "Committee of Management" is responsible for the management of the charity. The Trustees are appointed by the Committee of Management. The person appointed may be, but need not be, a member of the Committee of Management. Currently, each Trustee is a member of the Committee of Management. Each Trustee is also a member and Director of the Company.

Any Trustee can nominate a new Trustee. This nomination is examined by the Trust as a whole and the appointment is by a majority vote at a general meeting. There is no specific organisational structure and individual Trustees carry out particular functions voluntarily as and when required.

The day to day running of the charity is controlled by Mr M B Burrow (Chairman) and Mr D J Weight (Trustee). Captain Leslie Hesketh (Trustee) mentors the trainees and liaises with Liverpool John Moore's University, Fleetwood Nautical Campus, Trinity House and the Training Managers.

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also directors of The Conway Merchant Navy Trust for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year.

In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP (FRS102);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 30 SEPTEMBER 2020

INDEPENDENT EXAMINER

A resolution to appoint Raymond Crace FCA as Independent Examiner for the ensuing year will be proposed at the Annual General Meeting.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

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

Approved by the board of directors on 13 January 2021 and signed on their behalf by;

Registered office:

1 The Rubicon, Norman Rd London SE10 9QB Matthew Burrow

M B Burrow Chairman

Michael Reeves

M M Reeves
Director

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CONWAY MERCHANT NAVY TRUST

YEAR ENDED 30 SEPTEMBER 2020

I report on the accounts of the company for the year ended 30 September 2020, which are set out on pages 7 to 15.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and 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.

Raymond Crace

Raymond Crace FCA 146 New London Road Chelmsford Essex CM2 0AW

1 February 2021

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 30 SEPTEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £	Total Funds 2019 £
INCOME from:						
Charitable Activities Investment income Legacies		46,721 64,118	1,430 -		46,721 65,548	30,032 72,205
TOTAL INCOME		110,839	1,430		112,269	102,237
EXPENDITURE on:		•				٠.
Charitable activities Investment Management TOTAL EXPENDITURE	2 6	(,		- - - -	(89,419) (11,449) (100,868)	(102,029) (6,262) (108,291)
Realised (losses)/gains on investments Unrealised losses on invest	ments	(18,412) (105,177)	(214)	(201) (1,147)	,	68,498 (35,881)
NET INCOME/ NET MOVEMENT IN FUNDS	8	(113,618)	(7)	(1,348)	(114,973)	26,563
RECONCILIATION OF FUNDS						
Total funds brought forwar	ď	2,127,535	23,817	22,337	2,173,689	2,147,126
TOTAL FUNDS CARRIE FORWARD	ED	2,013,917	23,810	20,989	2,058,716	2,173,689

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 9 to 15 form part of these financial statements.

BALANCE SHEET

AS AT 30 SEPTEMBER 2020

		202	0	201	9
·	Note	£	£	£	£
FIXED ASSETS Investments	9		1,912,869		2,092,600
CURRENT ASSETS					
Debtors	10	12,428		11,688	
Cash		155,630		98,000	
		168,058		109,688	
CREDITORS: Amounts falling due within one year	11	(22,211)	• .	(28,599)	
NET CURRENT ASSETS			145,847		81,089
NET ASSETS			2,058,716		2,173,689
FUNDS OF THE CHARITY					
Endowment funds	12		20,989		22,337
Restricted income funds	13		23,810		23,817
Unrestricted income funds	15		2,013,917		2,127,535
TOTAL CHARITY FUNDS			2,058,716		2,173,689

For the year ended 30 September 2020 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

These financial statements were approved by the members of the committee and authorised for issue on 13 January 2021 and are signed on their behalf by:

M B Burrow (Chairman)	M M Reeves
***************************************	•••••
Matthew Burrow	Michael Reeves

Company Registration Number: 758795

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The notes on pages 9 to 15 part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 SEPTEMBER 2020

1. ACCOUNTING POLICIES

Basis of accounting

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

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Legal Status

The Conway Merchant Navy Trust Company Limited is a charitable company limited by guarantee and consequently does not have share capital. It is incorporated in England and Wales and its registered office is 1 The Rubicon, 51 Norman Road, London SE10 9QB. The company is a public benefit entity.

Incoming resources

All income is accounted for on a receivable basis. Investment income is earned through holding assets for investment purposes and includes dividends and interest.

Resources Expended

Expenditure, including irrecoverable VAT as the charity is not registered for VAT, is attributed directly to the activities for which the cost is incurred.

Sponsorship is normally awarded for three or four year training periods but is conditional upon the trainee complying with obligations as set out in the sponsorship agreement. It is accounted for when paid.

Governance costs are associated with the governance arrangements of the charity.

Investments

Investments are stated at market value. Realised gains and losses on disposals and unrealised gains or losses when the investments are revalued at the year end are reflected in the Statement of Financial Activities. Dividend income and gains/losses on investments are allocated to the appropriate fund based on the percentage of opening fixed investment.

Cash

Cash comprises cash held within the charity's bank account and by the investment manager for reinvestment. Cash is classified as a basic financial instrument and is measured at face value.

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 30 SEPTEMBER 2020

Fund accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity.

Endowment fund - represents assets which must be held permanently by the charity. Income arising on the endowment fund can be used within the objects of the charity and is included as restricted income. Any capital gains or losses arising on the investment form part of the fund.

Tax status

The company is a registered charity and is not subject to corporation tax on its charitable activities.

2. CHARITABLE ACTIVITIES

er som som er	Un	restricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Grants receivable Smart		46,721		46,721	30,032
	•	46,721		46,721	30,032
	2019	30,032	-	30,032	

3. INVESTMENT INCOME

	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2020	2019
paraty of the property of the	£	£	£	£ .
Income from UK listed investments	63,430	1,430	64,860	71,806
Interest receivable	688	-	688	399
	64,118	1,430	65,548	72,505
201	9 70,698	1,507	72,505	

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 30 SEPTEMBER 2020

4. COSTS OF CHARITABLE ACTIVITIES

		Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Sponsorship/training	•		•	
Sponsor snip/training		•		
Cadet and trainee costs	***	71,425	71,425	86,671
Training admin charges	•	<u>8,580</u>	<u>8,580</u>	<u>4,914</u>
	ja kapit Manananjing	80,005	.80,005	
Support costs				
Travel and meeting expenses		3,058	3,058	3,922
Bank Charges		60	60	60
Insurance		403	403	397
Website and advertising expenses		-	-	480
Office and sundry expenses		253	253	160
Recruitment		480	480	-
Bookkeeping		3,000	3,000	3,000
Exchange rate variance		-	-	340
Governance Costs (note 5)	A service of the service of	2,160	2,160	2,085
	•	9,414	9,414	10,444
		89,419	89,419	102,029

5. GOVERNANCE COSTS

		Total Funds	
	Funds	2020	2019
en de la composition de la composition La composition de la			
Independent examiner's fees			

6.	INVESTMENT MANAGEMENT FEES	. New Constitution		*** * * * * * * * * * * * * * * * * * *
•		Unrestricted	Total Funds 2020 £	Total Funds
	Investment Management Fees	11,449	11,449	6,262

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 30 SEPTEMBER 2020

7 .	NET INCOME / (EXPENDITURE) FOR THI	E YEAR		
	This is stated after charging:		2020 £	2019 £
٠.,	Independent Examiner's remuneration: Preparation and examination of the financial sta	ntements	2,160	2,085
8.	STAFF COSTS AND EMOLUMENTS		4.8	
	The Charity has no employees.	· · · · · · · · · · · · · · · · · · ·	. :	
9.	INVESTMENTS	• •	•	
	Movement in market value			
			2020 £	2019 £
	Market value at 1 October Acquisitions at cost		2,092,600 221,624	2,064,036 261,299
	Disposals at opening book value Net losses on revaluations at 30 September		(293,808) (107,547)	•
	Market value at 30 September .	· open some	1,912,869	2,092,600
	Historical cost at 30 September		1,493,471	1,564,767

Included within cash balances is cash held by the broker for reinvestment at 30 September 2020 of £143,201 (2019: £80,745).

All investments held are UK listed securities.

No individual holding exceeds 5% of the total portfolio value.

10. DEBTORS

FF MARKERAL BALENTA	2020 •	2019 f
Trade debtors	12,227	11,486
Prepayments	201	202
€	12,428	11,688

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 30 SEPTEMBER 2020

iii Cillbii Oitoi iiiiounto tatting uut mittiiii one jour	11.	CREDITORS:	Amounts	falling	due wi	thin one year
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	2020		2019
	£		£
Trade creditors	17,036		23,514
Accruals	5,175		5,085
	22,211		28,599
3.7 (A. J.)		• • •	

12. ENDOWMENT FUNDS

Permanent endowments	Balance at 1 October 2019 £	Net movement in funds £	Balance at 30 September 2020 £
Conway Education Endowment Fund	22,337	(1,348)	20,989

13. RESTRICTED FUNDS

منصد المام مصدار المام معدد المعدد المعدد المعدد المعدد	Balance at 1 October 2019 £	Net movement in funds	30 September 2020
Claude Walder Prize Fund	314	(9)	305
Conway Education (income) Fund	23,503	2	23,505
	23,817	<u>(7)</u>	23,810

Prior year	Balance at 1 October 2018 £	Net movement in funds	Balance at 30 September 2019 £
Claude Walder Prize Fund	299	15	314
Conway Education (income) Fund	21,665	1,838	23,503
	21,964	1,853	23,817

14. FUNDS

Permanent Endowment Fund

Conway Education Endowment Fund - This arose from the merger of the Conway Education Charity with the Trust.

Restricted Funds

The Claude Walder Prize Fund arose from a donation in the will of a former trustee during 1998. This fund is used to award prizes to cadets.

The interest on the Conway Education Endowment Fund is used to award prizes to trainees on completion of their training.

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 30 SEPTEMBER 2020

15. UNRESTRICTED INCOME FUNDS

	Balance at 1 Oct 2019	Net movement in funds	Balance at
	1 Oct 2019	in tunas £	30 Sep 2020 £
General Funds	2,127,535	(113,618)	2,013,917

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

		let current	
	Investments	assets	Total
	£	£	£
Restricted Income Funds:			
Claude Walder Prize Fund	305	_	305
Conway Education (income) Fund	23,505	_	23,505
Endowment Funds:	,		,
Conway Education Endowment Fund	20,989	_	20,989
Unrestricted Income Funds	1,868,070	145,847	2,013,917
Total Funds	1,912,869	145,847	2,058,716
Prior Year	N	et current	
	Investments	assets	Total
	£	£	£
Restricted Income Funds:			
Claude Walder Prize Fund	314	-	314
Conway Education (income) Fund	23,503	_	23,503
Endowment Funds:	,		,
Conway Education Endowment Fund	22,337	_	22,377
Unrestricted Income Funds	2,046,446	81,089	2,127,535
Total Funds	2.092.600	81.089	2.173.689

17. TRANSACTIONS WITH THE TRUSTEES

Five trustees incurred expenses of £1,696 in respect of subsistence and travelling expenses arising from the management of the Trust (2019: Five trustees incurred expenses of £2,577). No trustee is entitled to or has received any fee or salary in the current or preceding year.

18. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

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NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 30 SEPTEMBER 2020

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.

20. CONTROL

The Company is controlled by its members.

21. COMMITMENTS

The level of sponsorship is set at the beginning of each year. At current levels the Trust is committed, subject to conditions as noted in the accounting policy on trainees' sponsorship, to make total payments of £130,730 of which £67,155 is payable by the end of May 2021. In addition, the Trust also has a commitment for the associated charges relating to trainee sponsorship.