

Trustees' Annual Report for the Year Ended 31 March 2023

First Norwich Sea Scout Group

Charity number 1034608

Principle Office 13 Old Lakenham Hall Drive
Norwich
Norfolk
NR1 2NW

Trustees and date of appointment/resignation if not acted for the whole year:

Name	Office	
Phillipa Penny	Chairperson	Appointed September 2022
Paul White	Group Treasurer	
Charlotte Hill	Secretary	Appointed September 2022
Julian Greenfield	Group Scout Leader	
Charles Bartram	Asst. Group Scout Leader	
Neil Grogutt	Scout Leader	Appointed September 2022
Alex White	Asst Scout Leader	Appointed September 2022
Alison Buck	Asst Scout Leader	Appointed September 2022
Mark Elvin	Asst Scout Leader	Appointed September 2022
Katherine Adcock	Asst Scout Leader	
Sara Cordy	Beaver Leader	Appointed September 2022
Alan Adcock	Committee Member	Appointed September 2022

Structure, Governance and Management

First Norwich Sea Scouts' (the Group's) governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

The Group is a trust established under its rules which are common to all Scouts.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Objectives and Activities

The Purpose of Scouting - Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting -As Scouts we are guided by these values:

Integrity - We act with integrity; we are honest, trustworthy and loyal.

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Co-operation - We make a positive difference; we co-operate with others and make friends.

The Scout Method - Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Trustees' Annual Report for the Year Ended 31 March 2023 (continued)

Achievements and Performance

The Group had a number of successful camps and activities during the year and in addition supported 5 members to be able to attend the World Scout Jamboree (WSJ) in Korea in July 2023.

Numbers in all 3 sections remained at very good levels throughout the period.

The Great Norwich Duck Race was held for the first time in three years. This generated a profit of approximately £4,000 for The Group.

The hiring out of the HQ hall has returned close to the pre-Covid levels.

The Group held a successful Chili and Quiz that generated a profit in the region of £300.

Financial Review

Total receipts on unrestricted funds were £41,996, consisting mainly of Member Subscriptions, Camps, Fundraising and Hall Hire. Restricted receipts of £13,414 were received in respect of the WSJ.

Unrestricted fund expenditure totalled £24,355 including Capitation Fees, premises costs, camps and fund raising. In addition, the Group donated £1,000 to the RNLI and £100 to Broadbeat Choir. Restricted expenditure in the period was £14,273 relating to the WSJ.

The net result for the year was an excess of receipts over expenses of £13,988. Bank and cash balances at the end of the year were £93,826.

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should there be a material fall in income and/or fundraising activities, as well as to cover major future foreseeable capital expenditure.

The reserves of the charity are identified as restricted or unrestricted at the year end. The designated reserves consist of money received for specific management and administrative costs not yet incurred and the unrestricted reserve is available for all other expenditure.

At the year end the reserves were as follows:

	2023	2022
	£	£
General Funds	89,354	74,507
Restricted Funds	2,677	3,536
Total Funds	<u>92,031</u>	<u>78,043</u>

Reserves Policy

This document sets out the reserves held by the 1st Norwich Sea Scouts. These reserves are in addition to the account balances required for the "ongoing expenditure" of the group. The monies held are a "notional allocation" of the surplus funds. They are not aimed as being "fixed allocation", so monies may be moved from one fund to another as required – with agreement made at an Exec. Committee Meeting.

Income during the year will be determined from the performance of the overall group, and surplus monies may then be allocated to the appropriate reserves. Generally the funds will be reviewed twice during the year.

If, in the event of "exceptional expenses", then monies may be transferred from the Reserves below to the main group account to cover these expenses.

Reserves are based on the account balances from the Co-operative Savings account and the main Nat West Group Account, less £3.5k for Capitation, £2.5k for Lakenham Section and £20k for "working balance"

Reserves @ 1 April 2022

£51,000

Reserves @ 31 Mar 2023

£60,000

Approved by the trustees on 20/01/2024 and signed on their behalf by Paul White (Group Treasurer)

Independent examiner's report to the trustees of First Norwich Sea Scouts

I report to the trustees on my examination of the accounts of the First Norwich Sea Scouts for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the First Norwich Sea Scouts you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the First Norwich Sea Scouts accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 First Norwich Sea Scouts as required by section 130 of the Act;
- or
2. the accounts do not accord with those records.

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.

Signed:

Alan Gray
51 Bracondale, Norwich
22 January 2024

Financial Statements for the year ended 31 March 2023

	Notes	Restricted Funds £	General Funds £	Total Funds £	Total Funds £
RECEIPTS		2023	2023	2023	2022
Incoming Resources					
Membership subscriptions			6,439	6,439	4,560
Donations and gifts			413	413	50
Government and Local Grants			-	-	9,000
Building Society Interest			-	-	14
Activities					
Camps & Trips			12,362	12,362	742
World Scout Jamboree	2	13,414		13,914	1,000
Fundraising					
Duck Race			9,428	9,428	-
Sponsored Cycle Ride			1,046	1,046	-
Chilli and Quiz			340	340	428
Other Fund Raising			389	389	-
Sundry Receipts					
Rent of Hut			9,739	9,739	2,514
Solar Panels			758	758	781
Uniform Sales			23	23	-
Christmas Meal			230	230	250
Other			829	829	678
TOTAL RECEIPTS		13,414	41,996	55,410	20,017
PAYMENTS					
Premises costs (exc. insurance)			1,579	1,579	1,401
Insurance			2,212	2,212	2,006
Camping trips			8,453	8,453	2,000
World Scout Jamboree	2	14,773	-	14,773	-
Fund Raising Expenses					
Duck Race			1,745	1,745	-
Chilli and Quiz			327	327	-
Donations			1,100	1,100	-
Other Fund Raising			187	187	-
Sundry Expenses					
Purchase of New Equipment			553	553	423
Purchase of Uniforms (inc Badges)			559	559	679
Repairs to Quay heading			-	-	7,022
General Maintenance			2,006	2,006	2,652
Membership Fees			4,187	4,187	3,315
Section Spend			375	375	259
115 th Anniversary Celebration			271	271	
Christmas Meal			299	299	250
Other Expenses			502	502	477
TOTAL PAYMENTS		14,273	24,355	38,628	20,484
EXCESS OF RECEIPTS OVER PAYMENTS		(859)	17,641	16,782	(467)
Depreciation Charge			2,794	2,794	2,794

TOTAL MOVEMENT OF FUNDS	(859)	14,847	13,988	(3,261)
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Balance Sheet as at 31 March 2023

	Notes	2023 £	2022 £
FIXED ASSETS			
HQ and Stores	4	1,250,000	450,000
Equipment	4	35,119	37,913
CASH AT BANK AND IN HAND			
Main Group Account		42,267	36,795
Savings Account		43,716	37,336
Camp Account		6,536	2,297
Duck Race Account		1,273	461
Beavers Cash Account		34	131
Lakenham Section Cash Account		-	22
Total Bank and Cash Accounts		93,826	77,042
TOTAL ASSETS		1,378,945	564,955
FUNDS			
Unrestricted	5	89,354	74,507
Restricted	5	2,677	3,536
RESERVES			
Revaluation Reserve		1,286,914	486,912
TOTAL FUNDS AND RESERVES		1,378,945	564,955

The attached notes form part of these financial statements.

Approved by the trustees on DD/MM/YY and signed on their behalf by XXX (Position)

Notes forming part of the Financial Statements

1 Accounting policies

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention and have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2005 and applicable accounting standards.

(b) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Investment income and gains are allocated to the appropriate fund.

Restricted Funds are from the grants and donations received for the specific purpose of providing funds for running the new Lakenham Section and the monies raised from Grants for sending scouts to the World Scout Jamboree in Korea in July 2023.

(c) Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified, and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

(d) Resources expended

All expenditure is accounted for on a cash basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters.

(e) Tangible fixed assets and depreciation

The HQ and Stores are included in the accounts on a replacement basis

Tangible fixed assets costing more than £1,000 are capitalised including any incidental expenses of acquisition less depreciation.

Equipment is depreciated over its expected useful life to the Group, which ranges from 10 to 25 years, dependent upon the asset category.

2. Restricted Funds

There is a Restricted Fund in respect of monies received as a grant from the Scout Association to assist in the setting up of a new section of the Group. Although this section is no longer active, the monies may now be either:

- i) Returned to District
- ii) Used for training

The other Restricted Fund is for the Scouts attending the World Scout Jamboree in July 2023.

3. Trustees' remuneration

The trustees neither received nor waived any emoluments or expenses during the year.

Notes forming part of the Financial Statements (continued)

4. Tangible Fixed Assets

	HQ and Stores £	Equipment £	TOTAL £
FIXED ASSETS			
Cost/Valuation brought forward	450,000	43,500	493,500
Revaluation in year	800,000	-	800,000
Cost/Valuation carried forward	1,250,000	43,500	1,293,500
Depreciation brought forward	-	5,587	5,587
Charge for Year	-	2,794	2,794
Depreciation carried forward	-	8,381	8,381
Book Value 31 March 2023	1,250,000	35,119	1,285,119
Book Value 31 March 2022	450,000	37,913	487,913

From 2013, the new HQ is shown as replacement cost. This new building is owned by the Group. The HQ and Stores were revalued by Neal Lewis, partner at Lewis and Tyrell Architects in Quarter 2 of 2022.

5. Funds

	31 st March 2022 £	Surplus/(Deficit) for Year £	31 st March 2023 £
UNRESTRICTED FUNDS			
General	74,507	14,847	89,354
RESTRICTED FUNDS			
New Section	2,536	-	2,536
WSJ	1,000	(859)	141
Total Restricted Funds	3,536	(859)	2,677
TOTAL FUNDS	78,043	13,988	92,031