

## Trustees' Annual Report for the Year Ended 31 March 2025

### 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	
Simon Jessop	Chairperson	Appointed 17/09/2025
Alan Gray	Group Treasurer	
Charlotte Hill	Secretary	
Julian Greenfield	Group Scout Leader	
Charles Bartram	Asst. Group Scout Leader	
Neil Grogutt	Scout Leader	
Alex White	Asst Scout Leader	
Alison Buck	Asst Scout Leader	
Mark Elvin	Asst Scout Leader	
Katherine Adcock	Asst Scout Leader	
Sara Cordy	Beaver Leader	
Phillipa Penny	Committee Member	
Paul White	Committee Member	
Alan Adcock	Committee Member	

### Structure, Governance and Management

First Norwich Sea Scouts' (the Group's) governing documents are those of 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 2025 (continued)

### Achievements and Performance

The Group remains strong with high numbers in all 3 Sections throughout the year, as well as waiting lists.

A large number of activities were undertaken during the year including a Bewilderwood trip, Cubs camp, paddleboarding, skating and Christmas Party.

The Camps for the Scouts included Easter, Water Activities, Decoy Broad, Hill Walking and the Summer Camp.

In July The Great Norwich Duck Race was part of the Lord Mayor's Weekend, and was a great success. In addition to raising funds for the Group this event provides monies for other Groups, who sell tickets, as well enabling the Group to make charitable donations to East Anglia's Children's Hospices and the Lord Mayor's charity.

The Group uses some of the funds raised during the year, including rental income for the use of the hall, to ensure that the charges made for the Camps and events remain affordable for all.

### Financial Review

Total receipts of Unrestricted Funds were £37,589 (2024 £36,476), consisting mainly of Member Subscriptions, Camps, Fundraising and Hall Hire. The increase was mainly due to Duck Race receipts, donations and interest received partially offset by the expected decrease in Camp receipts (2024 Germany Summer Camp). There were no Restricted Fund receipts in the year (2024 £0).

Unrestricted Fund expenditure totalled £28,550 (2024 £34,430) including Capitation Fees, Premises costs, Camps and Fund raising. In addition, the Group donated £1,000 to East Anglia's Children's Hospices and £200 to The Lord Mayor's Charity. The decrease in expenditure was mainly due to the cost of Camps and Trips (the vast majority being the Germany Summer Camp in 2024) partially offset by the cost of repairs to the Stores. Restricted expenditure in the period was £0 (2024 £40).

No final costs in respect of the Germany Summer Camp were received from the hosts in the year.

The net result for the year was an excess of receipts over expenses of £9,039 (2024 £2,006). The main reason of the increase is the cost to the Group of the Germany Summer Camp in 2024 and this was expected. Bank and cash balances at the end of the year were £104,871 (2024 £95,832).

The Trustees have decided to show fixed assets (other than property) at cost rather than net of depreciation as this better aligns to the preparation of the financial statements on a cash basis. An asset register is maintained and the useful lives and replacement cost of assets are reviewed regularly. As such previously charged depreciation has been written back as a prior year adjustment.

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

### Reserves Policy

The Group's Reserves Policy includes a table of current potential costs (including capital expenditure) that are in addition to regular on-going costs. The Trustee Board reviews the policy, current list of reserves, on-going monthly expenditure and Bank and Cash Balances held, to ensure that the unrestricted monies are sufficient for the successful continuation of the Group.

Approved by the trustees and signed on their behalf

Signed:



Julian Greenfield

## 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 2025.

### 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.

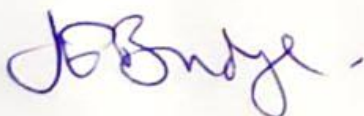
### Independent examiner's statement

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:



Jane Budge  
11 Kedleston Drive  
Norwich  
NR4 6XN

# Financial Statements for the year ended 31 March 2025

	Notes	Restricted Funds £	Unrestricted Funds £	Total Funds £	Total Funds £
		2025	2025	2025	2024
<b>RECEIPTS</b>					
<b>Incoming Resources</b>					
Membership subscriptions			6,827	6,827	7,437
Donations and gifts			1,530	1,530	315
<b>INTEREST RECEIVED</b>					
			763	763	0
<b>Activities</b>					
Camps & Trips			5,248	5,248	7,634
Section Income			0	0	698
<b>Fundraising</b>					
Duck Race			11,846	11,846	9,885
Chilli and Quiz			495	495	0
<b>Sundry Receipts</b>					
Rent of Hut			9,792	9,792	9,447
Solar Panels			734	734	670
Uniform Sales			115	115	140
Christmas Meal			240	240	251
<b>TOTAL RECEIPTS</b>		<b>0</b>	<b>37,589</b>	<b>37,589</b>	<b>36,476</b>
<b>PAYMENTS</b>					
Premises costs (exc. insurance)			2,873	2,873	2,792
Insurance			2,957	2,957	2,998
Camping trips			9,733	9,733	17,036
World Scout Jamboree	2	0	0	0	40
<b>Fund Raising Expenses</b>					
Duck Race			1,609	1,609	1,650
Chilli and Quiz			155	155	0
Donations			1,200	1,200	1,215
Other Fund Raising			0	0	69
<b>Sundry Expenses</b>					
Purchase of New Equipment			1,248	1,248	489
Purchase of Uniforms (Inc. Badges)			507	507	1,050
Repairs to Stores			1,484	1,484	0
General Maintenance			1,203	1,203	1,882
Membership Fees			4,674	4,674	4,368
Section Spend			240	240	323
Christmas Meal			285	285	481
Finance Charges			207	207	0
Other Expenses			175	175	71
<b>TOTAL PAYMENTS</b>		<b>0</b>	<b>28,550</b>	<b>28,550</b>	<b>34,470</b>
<b>TOTAL MOVEMENT OF FUNDS</b>		<b>0</b>	<b>9,039</b>	<b>9,039</b>	<b>2,006</b>

# Statement of Assets and Liabilities - Year Ended 31 March 2025

## FUNDS RECONCILIATION

	Restricted Funds	Unrestricted Funds	Total 2025	Total 2024
	£	£	£	£
Cash at Bank and in Hand - 31 March 2024	2,637	93,195	95,831.82	93,826
Surplus/(deficit) for the year	0	9,039	9,039	2,006
Cash at Bank and in Hand - 31 March 2025	<b>2,637</b>	<b>102,234</b>	<b>104,871</b>	<b>95,832</b>

## CASH AT BANK AND IN HAND

Main Group Account	12,259	15,264
Savings Accounts	86,479	63,716
Camp Accounts	3,463	8,989
Duck Race Account	2,669	7,861
Beavers Cash Account	1	1

<b>Total Bank and Cash Accounts</b>	<b>104,871</b>	<b>95,832</b>
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## OTHER ASSETS - Estimated values (Unrestricted Funds)

HQ & Stores	1,250,000	1,250,000
Furniture & Fittings	18,500	18,500
Camping & Other Scouting Equipment	18,000	18,000
Trailers	4,000	4,000
Kitchen Equipment	3,000	3,000
	<b>1,293,500</b>	<b>1,293,500</b>

The attached notes form part of these financial statements.



Approved by the trustees on 17 September 2025 and signed on their behalf by Alan Gray (Treasurer)

## 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

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

Items of Equipment are capitalised, including any incidental expenses of acquisition, and included at cost.

### 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.

### 3 Trustees' remuneration

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