

# Trustees' Annual Report

For the period

From (start date)

0	1	0	4	2	0
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to end date

3	1	0	3	2	1
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1st Southbourne Sea Scout Group

## Section A

## Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

10	39	26	2		
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Charity's principal address

Scout Headquarters

Prinsted Lane, Prinsted

Emsworth, Hants

Postcode

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Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
Kate Jarvis	Chairman	
Anthony Paul	Treasurer	
Andy Burrows	GSL	
Tim Green	Vice Chairman	
Dave Wingham	Leader	
Richard Williams	Explorers	
Dave Thompson	Bosan	
Ruth Heelan	Communications	
Paul Laker	Property	From Feb.2020
Ann Williams	Fundraising	From Sept.2020
Zoe Coar	Coffee Shop	From Dec.2020

## Section A

## Reference and administration details (continued)

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address


## Section B

## Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)

How the charity is constituted

(e.g. trust, association, company)

Trustee selection methods (e.g. appointed by, elected by)

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.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

Policies and procedures adopted for:  
a) the induction and training of trustees;  
b) trustee' consideration of major risks and the systems and procedures to manage them

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Committee consists of 2 independent representatives, Chair, and Treasurer together with the Group Scout Leaders, individual section leaders and parent's representation and meets every 2 months.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

The maintenance of Group property;  
The raising of funds and the administration of Group finance;  
The insurance of persons, property and equipment;  
Group public occasions;  
Assisting in the recruitment of leaders and other adult support;  
Appointing any sub committees that may be required;  
Appointing Group Administrators and Advisors other than those who are elected.

## Section B

### Structure, governance and management (continued)

#### Risk and Internal Control (Specimen 1)

The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities and fully documented. Dynamic risk assessments take place during activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee can raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently. The next anticipated increase is in Sept.2021.

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would

have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

The group has in place systems of **internal controls** that are designed to provide reasonable assurance against material mismanagement or loss, these include the monthly monitoring of accounts and comprehensive insurance policies to ensure that insurable risks are covered.

Summary of the main activities in relation to these objects

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	The objectives of the group are as a unit of the Scout Association.



Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- contribution made by volunteers. Public benefit statement

#### Section D

#### Achievements and performance

Summary of the main achievements of the charity during the year

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Covid19 has severely restricted activity this year. Normally attendance at the Remembrance Day Parade at the local Church and St. George's day in Chichester. Attendance at camps both locally, within district, nationally and internationally both for land based and water based activities. Continued growth in all membership for the groups with waiting list. Upgraded sailing equipment and improvements in security of building by additional fencing and equipment.

#### Section E

#### Financial Review

Brief statement of the charity's policy on reserves

##### Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £15000.

The Group held reserves of approximately £15,100 against this at year end. This is required for operating expenses.

Quantify and explain any designations

Details of any funds materially in deficit  
(circumstances plus steps to eliminate)

Further financial review details (optional information)

You **may choose** to include  
additional information, where  
relevant, about:

- the charity's principal sources of funds  
(i

- how expenditure has supported the key  
objectives of the charity;

- investment policy and objectives  
Plans for future periods (details of any  
significant activities planned to achieve  
them)

#### Investment Policy (Specimen 1)

The Group's Income and Expenditure is small and as a consequence does not have sufficient funds to invest in longer term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

#### Section G

#### Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

Kate ✱

Full name(s)

Katie Jarvis

Position (eg Secretary, Chair)

Chair

Date

08 06 2021.

#### Section F

#### Other Optional Information

# 1st Southbourne Sea Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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## Receipts and payments

	2019/20 Unrestricted funds £	2020/21 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	12,925	6,920
Less: Membership subscriptions paid on (National/County/Area/District)	6,944	5,428
Net membership subscriptions retained	5,981	1,492
Donations	1,146	20
Legacies	-	-
Gift Aid	3,960	4,443
Other similar income, camps and events	16,865	1,117
<b>Sub total</b>	<b>27,952</b>	<b>7,072</b>
<b>Grants</b>	-	-
Maintenance grant	-	-
Other grants	1,500	12,811
<b>Sub total</b>	<b>1,500</b>	<b>12,811</b>
<b>Fundraising (gross)</b>		
Detail 1 - coffee shop	7,521	-
Detail 2 - events attended	1,071	-
Detail 3 - Hall and equipment hire	730	-
Other fundraising activities	989	3,136
<b>Sub total</b>	<b>10,311</b>	<b>3,136</b>
<b>Investment income</b>		
Bank interest received	30	10
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income -	-	-
Other investment income	-	-
<b>Sub total</b>	<b>30</b>	<b>10</b>
<b>Total Gross Income</b>	<b>39,793</b>	<b>23,029</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>39,793</b>	<b>23,029</b>



# 1st Southbourne Sea Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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### Receipts and payments

	2018/2019 Unrestricted funds £	2019/2020 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	15,087	2,315
Adult support and training		
Rent	-	-
Water and Sewerage	312	-
Electricity and Gas	1,513	752
Insurance	4,940	4,375
Repairs and Renewals	9,490	2,652
New equipment (Boating )	1,608	1,462
Printing and photocopying	53	61
Contribution to camp costs	4,794	1,027
Uniforms	-	-
AGM and trustee expenses	-	-
Other costs detail 1 - Water based activities	2,314	-
Other costs detail 2 - Sundry	321	111
Other costs detail 3	-	-
<b>Sub total</b>	<b>40,432</b>	<b>12,755</b>
<b>Fundraising expenses</b>		
Fundraising expenses coffee shop and plant sale	1,379	-
Events attended and other expenditure	624	256
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>2,003</b>	<b>256</b>
<b>Total Gross Expenditure</b>	<b>42,435</b>	<b>13,011</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>42,435</b>	<b>13,011</b>
<b>Net of receipts/(payments)</b>	<b>- 2,642</b>	<b>10,018</b>
<b>Cash funds last year end</b>	<b>18,942</b>	<b>16,300</b>
<b>Cash funds this year end</b>	<b>16,300</b>	<b>26,318</b>

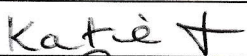
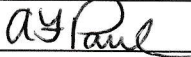


# Statement of assets and liabilities at the end of the year

	31st March 2020	31st March 2021
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	1,152	11,161
Bank deposit account	15,146	15,155
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	2	2
<b>Total cash funds</b>	<b>16,300</b>	<b>26,318</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature  
  


Print Name  
 K-J. JARVIS Chair  
 A.F. PAUL Treasurer

# Trustees' Annual Report

For the period

From (start date)

0	1	0	4	2	0
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to end date

3	1	0	3	2	1
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1st Southbourne Sea Scout Group

## Section A

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Charity name

Other names the charity is known by

Registered charity number (if any)

10	39	26	2		
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Charity's principal address

Scout Headquarters

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Postcode

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Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
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Anthony Paul	Treasurer	
Andy Burrows	GSL	
Tim Green	Vice Chairman	
Dave Wingham	Leader	
Richard Williams	Explorers	
Dave Thompson	Bosan	
Ruth Heelan	Communications	
Paul Laker	Property	From Feb.2020
Ann Williams	Fundraising	From Sept.2020
Zoe Coar	Coffee Shop	From Dec.2020

## Section A

## Reference and administration details (continued)

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address


## Section B

## Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)

How the charity is constituted

(e.g. trust, association, company)

Trustee selection methods (e.g. appointed by, elected by)

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Assisting in the recruitment of leaders and other adult support;  
Appointing any sub committees that may be required;  
Appointing Group Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control (Specimen 1)</b></p> <p>The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:</p> <p>Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p>Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities and fully documented. Dynamic risk assessments take place during activities.</p> <p>Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee can raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently. The next anticipated increase is in Sept.2021.</p> <p>Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would</p>

have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

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The group has in place systems of **internal controls** that are designed to provide reasonable assurance against material mismanagement or loss, these include the monthly monitoring of accounts and comprehensive insurance policies to ensure that insurable risks are covered.

Summary of the main activities in relation to these objects

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	The objectives of the group are as a unit of the Scout Association.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- contribution made by volunteers. Public benefit statement

#### Section D

#### Achievements and performance

Summary of the main achievements of the charity during the year

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Covid19 has severely restricted activity this year. Normally attendance at the Remembrance Day Parade at the local Church and St. George's day in Chichester. Attendance at camps both locally, within district, nationally and internationally both for land based and water based activities. Continued growth in all membership for the groups with waiting list. Upgraded sailing equipment and improvements in security of building by additional fencing and equipment.

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#### Financial Review

Brief statement of the charity's policy on reserves

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The Group held reserves of approximately £15,100 against this at year end. This is required for operating expenses.

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Details of any funds materially in deficit  
(circumstances plus steps to eliminate)

Further financial review details (optional information)

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additional information, where  
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- the charity's principal sources of funds  
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objectives of the charity;

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them)

#### Investment Policy (Specimen 1)

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#### Section G

#### Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

Kate ✱

Full name(s)

Katie Jarvis

Position (eg Secretary, Chair)

Chair

Date

08 06 2021.

#### Section F

#### Other Optional Information

# 1st Southbourne Sea Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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## Receipts and payments

	2019/20 Unrestricted funds £	2020/21 Unrestricted funds £
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<b>Donations, legacies and similar income</b>		
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Less: Membership subscriptions paid on (National/County/Area/District)	6,944	5,428
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<b>Sub total</b>	<b>27,952</b>	<b>7,072</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	1,500	12,811
<b>Sub total</b>	<b>1,500</b>	<b>12,811</b>
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Detail 2 - events attended	1,071	-
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Other investment income	-	-
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<b>Total Gross Income</b>	<b>39,793</b>	<b>23,029</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>39,793</b>	<b>23,029</b>

# 1st Southbourne Sea Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>42,435</b>	<b>13,011</b>
<b>Net of receipts/(payments)</b>	<b>- 2,642</b>	<b>10,018</b>
<b>Cash funds last year end</b>	<b>18,942</b>	<b>16,300</b>
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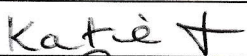
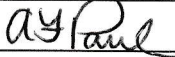



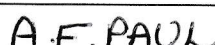
# Statement of assets and liabilities at the end of the year

	31st March 2020	31st March 2021
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	1,152	11,161
Bank deposit account	15,146	15,155
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	2	2
<b>Total cash funds</b>	<b>16,300</b>	<b>26,318</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock		
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc		
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid		
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature  
  


Print Name  
 Chair  
 Treasurer

# Independent Examiner's Report to the Trustees of the

1<sup>st</sup> SOUTHBORNE SEA SCOUTS GROUP

.....SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended 31 March 2021

which comprise the Receipts and Payments Account and Statement of assets and liabilities.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

## Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

## Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

## Independent Examiner's statement

In connection with my examination, no matter has come to my attention (~~other than that disclosed below \*~~):

1. which gives me reasonable cause to believe that in, any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act ;and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply*

Name: .....Edward Baylis.....

Qualification: ..FCCA.....

Address: .....63 St Asaph Road.....

.....London SE4 2EB.....

Date: .....22 June 2021.....