

Trustees' Annual Report

For the period

From (start date)

0	1	0	4	2	1
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to end date

3	1	0	3	2	2
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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

P O 10 8 H S

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.2023.

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 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 again restricted activity this year. Normally attendance is 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/paddleboards and a major renovation to the external rendering of the Scout HQ building by local contractor costing £17,400.

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 £15,157 against this at year end. This would be 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 J

Full name(s)

Katie Jarvis

Position (eg Secretary, Chair)

Chair

Date

26 04 2022

Section F

Other Optional Information

1st Southbourne Sea Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2021	To	31/03/2022
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Receipts and payments

	2020/21 Unrestricted funds £	2021/22 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	6,920	12,635
Less: Membership subscriptions paid on (National/County/Area/District)	5,428	5,707
Net membership subscriptions retained	1,492	6,928
Donations	20	857
Legacies	-	-
Gift Aid	4,443	1,646
Other similar income, camps and events	1,117	18,087
Sub total	7,072	27,518
Grants	-	-
Maintenance grant	-	-
Other grants	12,811	14,784
Sub total	12,811	14,784
Fundraising (gross)		
Detail 1 - coffee shop	-	3,776
Detail 2 - events attended	-	2,318
Detail 3 - Hall and equipment hire	-	1,253
Other fundraising activities	3,136	2,309
Sub total	3,136	9,656
Investment income		
Bank interest received	10	2
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income -	-	-
Other investment income	-	-
Sub total	10	2
Total Gross Income	23,029	51,960
Asset and investment sales, etc.	-	-
Total receipts	23,029	51,960

1st Southbourne Sea Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2021	To	31/03/2022
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Receipts and payments

	2020/2021 Unrestricted funds £	2021/2022 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	2,315	13,203
Adult support and training		
Rent	-	-
Water and Sewerage	-	81
Electricity and Gas	752	1,588
Insurance	4,375	4,087
Repairs and Renewals	2,651	21,756
New equipment (Boating)	1,462	690
Printing and photocopying	61	105
Contribution to camp costs	1,027	3,571
Uniforms	-	-
AGM and trustee expenses	-	-
Other costs detail 1 - Water based activities	-	-
Other costs detail 2 - Sundry	111	265
Other costs detail 3	-	-
Sub total	12,754	45,346
Fundraising expenses		
Fundraising expenses coffee shop and plant sale	-	1,705
Events attended and other expenditure	256	1,468
Detail 3	-	-
Other fundraising costs	-	-
Sub total	256	3,173
Total Gross Expenditure	13,010	48,519
Asset and investment purchases, etc.	-	-
Total payments	13,010	48,519
Net of receipts/(payments)	10,019	3,441
Cash funds last year end	16,299	26,318
Cash funds this year end	26,318	29,759

Statement of assets and liabilities at the end of the year

	31st March 2020	31st March 2021
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	11,161	14,602
Bank deposit account	15,155	15,157
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	2	-
Total cash funds	26,318	29,759
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock		
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc		
Other	-	-
Sub total	-	-
Liabilities		
Accounts not yet paid		
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 14 June 2022 and signed on their behalf by

Signature

Katie J

AJ Paul

Print Name

K. JARVIS Chair

A. F. PAUL Treasurer

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1st Southbourne Sea Scout Group

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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 J

Full name(s)

Katie Jarvis

Position (eg Secretary, Chair)

Chair

Date

26 04 2022

Section F

Other Optional Information

1st Southbourne Sea Scout Group Receipts and Payments Account

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Other investment income	-	-
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Asset and investment sales, etc.	-	-
Total receipts	23,029	51,960

1st Southbourne Sea Scout Group

Receipts and Payments Account

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Insurance claim	-	-
Sub total	-	-
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Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
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Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc		
Other	-	-
Sub total	-	-
Liabilities		
Accounts not yet paid		
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 14 June 2022 and signed on their behalf by

Signature

Katie J

AJ Paul

Print Name

K. JARVIS Chair

A. F. PAUL Treasurer

Independent Examiner's Report to the Trustees of the
1st SOUTHBOURNE SEA SCOUTS GROUP SCOUT COUNCIL

I report to the trustees on my examination of the accounts of the 1st Southbourne Sea Scouts Group for the year ended 31 March 2022 which comprise the summary of receipts and payments and the statement of assets and liabilities

Responsibilities and basis of report

As the charity trustees of the 1st Southbourne Sea Scouts Group 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 1st Southbourne Sea Scouts Group 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 1st Southbourne Sea Scouts Group 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: *David Gallagher*

Name: David John Gallagher

Qualification: ..FCA

Address: 30 Orange Street, London WC2H 7HF

Date: 14 June 2022