

Trustees' Annual Report

For the period

From (start date)

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to end date

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Section A

Reference and Administration Details

Charity Name

1st Felpham Sea Scouts

Known As

1st Felpham Sea Scout Group

Registered Charity Number

1	0	5	6	3	6	5	
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HQ Registration Number

1	0	0	1	0	6	4	1	
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Principal Address

The Scout Hall

Vicarage Lane

Bognor Regis

Postcode

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Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr. Alan Hobbs		
2	Mrs. Amanda Lewis	Treasurer	27/02/24 - 31/03/24
3	Miss Debbie Camp	Secretary	
4	Mrs. Janet Ramsdale		
5	Mrs. Janice Poupart		
6	Mr. Oliver Lewis		
7			
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11			
12			

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

(These will be published in the annual report of the charity)

Type of Advisor	Name	Address
Independent Examiner	Mr. John Fenton Jones	C/O The Scout Hall, Vicarage Lane, PO22 7DZ.

Section B

Structure, Governance and Management

Description of the Charity's Trusts

Type of governing document

(e.g. trust deed, constitution)

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.

How the Charity is Constituted

(e.g. trust, association, company)

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

Trustee Selection Methods

(e.g. appointed by, elected by)

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

Additional Governance Issues

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 Board of Trustees, 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 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every two months.

Members of the Board of Trustees complete 'Essential Information for Executive Committee' training within the first 5 months of joining the Board.

This Group Board of Trustees 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**

The Group Board of Trustees 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, Village Hall and other Scout Groups. Similar reciprocal arrangements would be managed 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 also undertaken before all activities.

Reduced income from fundraising. 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 could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

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 Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and Activities
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting</p> <p>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting</p> <p>As Scouts we are guided by these values:</p> <p>Integrity - We act with integrity; we are honest, trustworthy and loyal.</p> <p>Respect - We have self-respect and respect for others.</p> <p>Care - We support others and take care of the world in which we live.</p> <p>Belief - We explore our faiths, beliefs and attitudes.</p> <p>Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method</p> <p>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> - 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.
Summary of the main activities in relation to these objects	The Group and its Leaders provide a full and balanced program to our Young People in order to help them grow and develop as Scouts.

Additional Details of the Objectives and Activities

<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grant making; • contribution made by volunteers; • policy on investments. 	<p>The Groups Trustees consider any grant making decisions on a case by case basis to ensure best use of the Charitable Funds.</p> <p>The Groups investment policy is referred to later on in this document.</p>
Public benefit statement	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.

Section D	Achievements and Performance
Summary of the main achievements of the charity during the year	<p>The Trustees have worked hard to streamline a number of internal process including establishing a communication system across the Group, this has been primarily the introduction of the email system. Our Accounts have also been reformatted to bring them into line with current best practices.</p> <p>Furthermore, fundraising efforts have resumed with a Gift Aid Claim, Clothing Bin and applying for local Grant Aid from the Parish Council.</p>

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 Board of Trustees considers that the group should hold a sum equivalent to 12 months running costs, circa £5000.
Quantify and explain any designations	The Group held reserves of approximately £5000 against this at year end. This is at the level required for operating expenses. Following some robust Trustee intervention, the Group now holds the full £5000 reserves as stated in the previous years TAR.
Details of any funds materially in deficit (circumstances plus steps to eliminate)	The Group has traditionally operated Sectional Accounts, therefore each Sections Funds are appropriately designated for its use. These funds are overseen by the Trustees and reported upon in line with POR.
Further financial review details (optional information)	None

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

Investment Policy
The Group's Income and Expenditure is very 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 Board of Trustees 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 Board of Trustees considers the cash flow requirements.

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	The Trustees are supporting the addition of Paddle Sports to the Group's Activities. The Group will utilise the Royal Navy Training and Equipment Grants to support this venture. It is hoped that this will attract new members for the Scout Section in particular.

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)	A.Hobbs	D.Camp
Full name(s)	Mr. Alan Hobbs	Miss Deborah Camp
Position (eg Secretary, Chair)	Group Scout Leader	Secretary
Date	2 3 0 6 2 5	

Receipts and Payments Account

For the Year:

From

01 April 2023

To

31 March 2024

Receipts and Payments - Amalgamated Group Accounts

	2022/2023	2023/2024
	Unrestricted Funds	Unrestricted Funds
	£	£
Receipts		
Donations, Legacies and Similar Income		
Membership Subscriptions (All Sections)	8,535	11,568
Donations	-	57
Gift Aid	-	3,433
Sub Total	8,535	15,058
Grants		
Other Grants	-	493
Sub Total	-	493
Fundraising Events		
Fundraising Activities (Section Based)	350	39
Fundraising Activities (Group Based)	15	141
Sub Total	365	180
Scout Hut Income		
Hire of Building	300	596
Hire of Equipment (Not Boats)	116	100
Sub Total	416	696
Group Water Activity Provision		
Fundraising Activities inc Grants & Donations	-	1,648
Internal Transfer from Boat Fund (held in Scout Account)	384	-
Boat Fund Income from Usage by Members etc	40	762
Sub Total	424	2,410
Group Camping Events (Receipts at Group Level)		
Centenary Camp - Gilwell	-	10,300
Group Camp - 2	-	-
Sub Total	-	10,300
Other Group Based Income		
Capitation (from Sections)	3,270	10,020
Badges	75	-
1FSS Branded Clothing	317	-
Sundry	-	167
Sub Total	3,662	10,187
Other Sectional Based Income		
Uniform, Badges & 1FSS Branded Clothing	622	366
Activities - Camp	3,484	2,551
Sectional Evening Activity	-	995
Other Sectional Outing / Activity	1,685	1,406
Sectional Water Activities	-	587
Centenary Camp	1,650	5,450
Sundry	-	2,839
Sub Total	7,441	14,194
Investment Income		
Bank Interest	-	68
Sub Total	-	68
Total Gross Income	20,843	53,585
Asset and Investment Sales, etc.	-	-
Total Receipts	20,843	53,585

Receipts and Payments Account

For the Year:

From

01 April 2023

To

31 March 2024

Receipts and Payments - Amalgamated Group Accounts

	2022/2023	2023/2024
	Unrestricted Funds	Unrestricted Funds
	£	£
Payments		
Charitable Payments - Group Based		
Membership Subscriptions Paid On (National/County/Area/District)	4,496	5,062
Badges	114	-
Sub Total	4,610	5,062
HQ Payments		
Rates	90	197
Insurance	634	756
Ground Rent	-	464
Electricity	1,581	2,468
Water (Supply & Waste)	305	429
Repairs & Maintenance	280	220
Improvements & Developments	-	571
Cleaning & Supplies	49	243
Sub Total	2,939	5,349
Group Activities & Camping Events		
General Activities	28	28
Centenary Camp - Gilwell	3,404	7,790
Sub Total	3,432	7,817
Group Water Activity Provisions - General Payments		
Food	-	20
Sub Total	-	20
Group Water Activity Provisions - Powerboat Fleet		
Consumables (Oil Petrol etc)	-	72
Servicing, Repairs & Maintenance (inc Trailers)	1,892	3,382
Equipment	-	607
Insurance	525	576
Other	-	13
Sub Total	2,417	4,650
Section Based Payments (Youth Program & Provisions)		
Badges	1,352	1,359
Uniform & 1FSS Branded Clothing	1,362	312
Evening Activities	1,995	2,426
Outing / Activity	3,052	1,238
Water Activities	-	507
Camps	4,178	2,368
Centenary Camp	-	6,900
Capitation Payments to Group	3,270	10,020
Equipment Purchases	190	131
Boat Fund (Transfer to Group)	393	-
Sundry	103	3,742
Sub Total	15,895	29,004
Adult Leader Support (Group & Sections)		
Uniform	-	31
Other	-	31
Sub Total	-	62
General Expenses (Group & Sections)		
Stationery	-	16
Software Subscriptions	-	10
Bank Charges	68	90
Sundry	-	217
Sub Total	68	333
Total Gross Expenditure	29,361	52,297
Asset and Investment Purchases, etc.	1,030	-
Total Payments	30,391	52,297
Net of Receipts/(Payments)	9,547	1,288
Cash Funds Last Year End	26,931	17,384
Cash Funds This Year End	17,384	18,673

1st Felpham Sea Scout Group
(Registered Charity: 1056365)
Receipts and Payments Account

For the Year:	From	01 April 2023	To	31 March 2024
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Statement of Assets and Liabilities as at Year End



	31 March 2023 Unrestricted Funds £	31 March 2024 Unrestricted Funds £
Cash Funds		
Bank - Current Account (Group Account)	8,536	3,403
Bank - Current Account (Beaver Colony)	2,235	1,258
Bank - Current Account (Monday Cub Pack)	2,002	1,092
Bank - Current Account (Wednesday Cub Pack)	2,307	529
Bank - Current Account (Scout Troop)	2,305	2,711
Bank - Group Savings Account	-	9,679
Cash/Floats	-	-
Total Cash Funds	17,384	18,673
(Agree Balances with Receipts and Payments Account)	ok	ok
Liabilities		
Accounts not yet Paid	-	-
Leaders Expenses Outstanding	-	-
Expenses Incurred but not Invoiced	-	-
Other Liabilities	-	-
Sub Total	-	-
Total Monetary Value	17,384	18,673
Designation of Cash Funds		
Unrestricted & Undesignated Funds, Less Liabilities (Group Accounts)	8,536	3,403
Ringfenced Liabilities	-	-
Sectional Funds (Beaver Colony)	2,235	1,258
Sectional Funds (Monday Cub Pack)	2,002	1,092
Sectional Funds (Wednesday Cub Pack)	2,307	529
Sectional Funds (Scout Troop)	2,305	2,711
Group Savings Account	-	9,679
Total Cash Funds	17,384	18,673
(Agree Balances with Cash Funds and Designation of Cash Funds)	ok	ok
Total Net Assets	17,384	18,673

The above Receipts and Payments Account and Statement of Assets and Liabilities were approved by the Trustees of
1st Felpham Sea Scout Group on 23rd June 2025 and signed on their behalf by

Signature




Print Name

 Chair
 Treasurer

**Independent examiner's report to the trustees of the
1st Felpham Sea Scout Group (RN51) Group Scout Council
Charity Number 1056365**

I report to the trustees on my examination of the accounts of the
1st Felpham Sea Scout Group for the year ended 31 March 2024

Responsibilities and basis of report

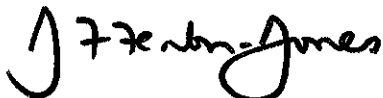
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiners Statement

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

1. the accounting records were not kept in accordance with section 130 of the Charities Act; or
2. the accounts did not accord with the accounting records; or
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 

Dated 3 July 2025

JF Fenton-Jones FCA –Independent examiner