

# Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	0	3	2	4
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## Section A

## Reference and administration details

Charity name

6th Ramsgate Royal Harbour Sea Scouts Group

Other names the charity is known by

Registered charity number (if any)

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HQ registration number

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Charity's principal address

Ice House, Military Road

Ramsgate, Kent

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	Shirley Appleby	Group Lead Volunteer	
2	Wanda Renham	Chair	
3	Natasha Vaccaro	Treasurer	
4	Lorna Willis	Trustee	
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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
Chartered Accountants	Hilary Adams	158 High Street, Hern Bay, Kent CT6 5NP

**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)

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'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.

The Group is managed by the Group 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 Group Lead Volunteer, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 months.

Members of the Trustee Board complete '*Essential Information for Trustees*' training within the first 5 months of joining the committee.

This Group Trustees exist to support the Group Lead Volunteer 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 Trustees have identified the major risks to which

The Group Trustees have 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.

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 Trustees 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.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<b>The Purpose of Scouting</b> 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.

Summary of the main activities in relation to these objects

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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 grantmaking;
- contribution made by volunteers;
- policy on investments.

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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

Our group has grown from strength to strength. We are seeing a steady increase in all sections and waiting lists in all sections. This is thanks to the dedication of our leaders and the courage of the young people.

We have an active programme running. All sections have had opportunities to take part in water activities and go on camps, activities and to attend St George's Day to renew their promise. We have completed renovations to the outside of the buildings including new lintels, Windows and door. We have replaced kayaks and water activity equipment and camping equipment.

Section E	Financial Review
<p>Brief statement of the charity's policy on reserves</p> <p>Quantify and explain any designations</p>	<p><b>Reserves Policy</b></p> <p>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 Trustees considers that the group should hold a sum equivalent to 12 months running costs, circa £5000.</p>
<p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p>	
<p>Further financial review details (optional information)</p> <p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives;</li> </ul>	<p><b>Investment Policy</b></p> <p>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.</p> <p>The Group 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 Trustees considers the cash flow requirements.</p>

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Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

<p>Next Years' objectives: To continue to renovate the ground floor of the Ice House into a community centre. To continue to update our camping activity equipment. To keep growing each section and our leadership team and trustee board.</p>
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Section G	Policies
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The charities key policies are:

Equal Opportunities  
 Privacy and Data Protection  
 Religious  
 Safeguarding  
 Safety  
 Vetting  
 Youth member anti-bullying  
 Scouts' Complaints Policy  
 Community impact and political campaigning  
 Using Social Media  
 Externally Led Activities including engaging external speakers

Section H	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)

	
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Full name(s)

Natahsa Vaccaro	Shirley Appleby
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Position (eg Secretary, Chair)

Treasurer	Group Lead Volunteer
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Date

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31.3.24

31.3.23

<b>Income</b>			
Admin	75.59	0.00	
Bank Interest	391.67	46.86	
Donation	215.73	4,117.81	
Grant	164,428.43	132,500.00	
Events - Beavers	20.00	247.50	
Events - Cubs	504.00	1,172.60	
Events - Scouts	294.41	25.50	
Fundraising	4,877.74	1,659.95	
Gift Aid	0.00	2,096.35	
Membership Fees	8,073.00	10,146.90	
Swap Shop	0.00	5.00	
Other	65.00	0.00	
	<u>178,945.57</u>	<u>152,018.47</u>	
<b>Expense</b>			
Activity Equipment	17,306.48	1,694.91	
Admin	477.87	289.77	
Badges / Scarves and T-shirts	240.77	600.66	
Events	1,680.25	430.00	
Events - Beavers	0.00	200.00	
Events - Cubs	435.00	1,592.78	
Events - Scouts	272.00	380.00	
Ice House	162,674.19	119,752.79	
Insurance	477.96	1,726.80	
Meetings - Scouts	0.00	182.00	
Membership Costs	2,467.50	2,696.50	
Other	1,414.65	0.00	
Utilities	1,178.81	1,549.72	
	<u>188,625.48</u>	<u>131,095.93</u>	
Net surplus / (deficit)	-9,679.91	20,922.54	
Balance b/f	40,529.17	19,606.63	
Balance c/f	<u><u>30,849.26</u></u>	<u><u>40,529.17</u></u>	
<i>Comprised of:</i>			
Treasurer *8078	2,617.68	368.95	
Ice House *3360	22,083.07	33,165.73	
Reserves *2960	6,148.51	6,856.83	
Expense	0.00	137.66	
	<u><u>30,849.26</u></u>	<u><u>40,529.17</u></u>	
	<b>0.00</b>		



**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
6<sup>TH</sup> RAMSGATE ROYAL HARBOUR SEA SCOUT GROUP**

We report on the projected Income and Expenditure Account of the Association for the year ended 31 March 2024.

**Respective responsibilities of trustees and examiner**

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

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention.

**Basis of independent examiner's report**

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Hilary Adams*

Hilary Adams Ltd  
Chartered Accountants  
158 High Street  
Herne Bay  
Kent  
CT6 5NP

Date: 28 August 2024