

Annual Report and
Unaudited Accounts
For the Year Ended 31 March
2024



TRUSTEES' ANNUAL REPORT
for the period 1st April 2023 to 31st March 2024

Section A - Reference and administration details

Charity Name: 5th Littlehampton Sea Scout Group
Registered Charity Number: 267357
HQ Registration Number: 1528
Principle Address:
The Gordon Hall
Lineside Way
Littlehampton
West Sussex
BN17 7EH

Trustees Name

Rachel Mary Kerwick
Sophie-Marie Dymock
Sarah Louise Mann
Alistair John Dymock
Patricia Webb
Laura Stoddart
Gary Robert Silverson
Representative

Office Held

Chair
Group Lead Volunteer
Committee Member
Committee Member
Committee Member
Beaver Scout Leader
Scout Section

Trustees listed as of the 31st of March 2024.

Advisors:

THL Accountancy Ltd, 303 Goring Road, Worthing, West Sussex BN12 4NX

Banking Details:

5th Littlehampton Sea Scouts holds three bank accounts, Primary, Savings and a Camp

Account with Lloyds.

Section B - Structure, governance and management

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Byelaws 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 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 Board should consist 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 usually meets once every half term.

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

This Board of Trustees exists 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.

- Risk and Internal Control

The 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, 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 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 Board 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 section or the group 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 14. If there was a reduction in membership in a section or the group 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 policy to ensure that insurable risks are covered.

Section C - 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.

As a Sea Scout Group, our purpose is to deliver Scouting to young people aged 6 to 14 with an emphasis on water-based activities. By engaging with our young people, we design and deliver a programme of activities that will engage, entertain and stimulate. Taking full advantage of our location we ensure that water and outside activities dominate our programme where possible and practical. Principle activities include kayaking, canoeing, powerboating, paddle boarding, camping, hiking and first aid. All designed to deliver lifelong skills and progress our young people towards their Chief Scouts Awards and to maintaining an ongoing and lifelong interest in Scouting.

Section D - Achievements and performance

Our Group numbers are settled at a comfortable level, but we are still accepting new members to all sections. The ability of the Group to attract new members is a testament to the quality of the programme provided by the Leadership team. Our young people continue to achieve Chief Scout awards and make the Leaders very proud with their participation and determination in all that they do. We continue to provide camps, sleepovers and unique experiences, with water activities being at the forefront of our programmes. Unfortunately, this year has been disappointing due to the poor water quality and safety concerns in Mewsbrook Park lake, which is our usual venue for water activity, we have not been able to provide our young people with regular kayaking, paddle boarding and bell-boating during the summer term. We will be looking for an alternative venue over the winter term, ready for next year. The Group has failed to raise as much income in this financial year compared to the previous year and sadly, in the last financial year the Group ran at a loss of £10,500. Due to increases in National and County subscriptions, it is likely that our monthly subscriptions and hall

hire rates are going to require further increases in the future. It is vitally important that as many people as possible support our two large fundraising efforts of Christmas tree sales and our Family Fun Day. We will need to look at further fundraising opportunities in the coming year and we would love to have input from parents for fundraising ideas and organisation. If you have experience of organising events and fundraising, please speak to us. The Trustee Board will endeavour to ensure the financial prospects of the Group continue to improve and will make prudent financial provision for any "rainy day" situations.

We also need parent representation on our Trustee Board, so if you think that you may be able to volunteer a small amount of your time to help us, please let us know.

Section E - Financial Review

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 Board of Trustees considers that the group should hold a sum equivalent to 6 months running costs, circa £14,500.

Investment Policy

The Group does not have sufficient funds to invest in long term investments. The Group has therefore adopted a risk-averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Section F - Other Operational Information

As the Group continues to grow there is an ongoing demand for additional equipment and financial resources. We will continue to balance the need for financial prudence with the demands of the sections to provide an active and engaging programme of Scouting. Where we identify surplus assets, these will be liquidated in order to facilitate the purchase of equipment that will be used on a more regular basis.

Section G - Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Trustees

Full Name(s)

Rachel Kerwick - Chair
Volunteer

Sophie Dymock - Group Lead

Section H Contents of The Accounts for the Year Ended 31 March 2024

ACCOUNTANT: THL Accountancy Ltd

303 Goring Road

Worthing

West Sussex

BN12 4NX

Chartered Accountants' Report to Trustees on the Unaudited
Financial Information of

5th Littlehampton Sea Scouts

THL Accountancy Ltd

303 Goring Road

Worthing

West Sussex

BN12 4NX

In accordance with the engagement letter dated 24 April 2015, we have prepared for your approval the financial information of 5th Littlehampton Sea Scouts for the year which comprises of statement of financial activity and balance sheet from the entity's accounting records and from information and explanations you have given us. As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com. Our work has been undertaken solely to prepare for your approval the

financial information of 5th Littlehampton Sea Scouts and state those

matters that we have agreed to state to you in this report in accordance with the guidance of ICAEW as detailed at icaew.com. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the trustees for our work or for this report. You have approved the financial information for the year and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation. We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.

**Annual Report and
Unaudited Accounts for the Year Ended 31 March 2024
for
5th Littlehampton Sea Scouts**

5th Littlehampton Sea Scouts

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For the Year Ended 31 March 2024**

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5th Littlehampton Sea Scouts

**Legal and Administrative Information
For the Year Ended 31 March 2024**

CHARITY NUMBER: 267357

TRUSTEES: R Kerwick
A J Dymock
Tricia Webb
S Dymock
S Mann
G Silverson
L Stoddart

CORRESPONDENCE ADDRESS: Gordon Hall
Lineside Way
Littlehampton
BN17 7EH

ACCOUNTANT: THL Accountancy Ltd
303 Goring Road
Worthing
West Sussex
BN12 4NX

Chartered Accountants' Report to Trustees on the Unaudited Financial Information of

5th Littlehampton Sea Scouts

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**THL Accountancy Ltd
303 Goring Road
Worthing
West Sussex
BN12 4NX**

5th Littlehampton Sea Scouts

Receipts and Payments Account For the Period Ended 31 March 2024

	Group Funds £	Camp Funds £	Total 2024 £	<i>Total 2023 £</i>
Receipts				
Fees	9,805	7,846	17,651	4,671
Other Income	322		322	462
Subscriptions	8,690		8,690	8,580
Fundraising	1,408		1,408	4,163
Grants and Donations	1,375		1,375	219
Hall Hire	5,247		5,247	4,702
Website Sales	2,846		2,846	2,317
	29,693	7,846	37,539	25,114
Bank Interest	270		270	58
Payments				
Accountancy	504		504	784
Activities			-	-
Badges, Scarfs and Clothing Expenses	1,491		1,491	1,399
Bank fees	240		240	
Beavers, Cubs and Scouts			-	-
Capitation	4,367		4,367	4,294
Donations			-	-
Equipment	8,873		8,873	6,606
Expenses	1,021	5,430	6,451	6,880
Fundraising	4,588		4,588	898
Hardship Write Offs	534		534	20
Insurance	3,362		3,362	3,413
IT Costs	97		97	-
Motor Expenses			-	-
Postage			-	-
Rent, Rates and Licences	971		971	912
Repairs and Maintenance	911		911	3,646
Safety Inspections			-	-
Staff Training			-	168
Telephone	170		170	62
Utilities	2,418		2,418	1,699
	29,547	5,430	34,977	30,781
Excess Receipts/(Deficit) Over Payments	416	2,416	2,832	<i>(5,609)</i>

5th Littlehampton Sea Scouts**Statement of Assets and Liabilities
As at 31 March 2024**

	Note	2024 £	2023 £
CURRENT ASSETS			
Cash in bank and in hand	1	31,152	29,207
Prepayments		-	-
Accounts Receivable		2,627	73
		<u>33,779</u>	<u>29,280</u>
CURRENT LIABILITIES			
Accounts Payable		1,680	14
Income In Advance		33	33
		<u></u>	<u></u>
NET ASSETS		<u>32,066</u>	<u>29,233</u>
FUNDS OF THE CHARITY			
Group Fund	2	25,696	25,280
Camp Fund		6,370	3,954
		<u>32,066</u>	<u>29,233</u>

Accounting Convention

The accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011.

Notes

1. Cash in bank and in hand	2024 £	2023 £
Lloyds Bank Group	25,529	25,258
Lloyds Bank Camp	2,618	1,935
Lloyds Bank Business	2,645	2,013
Direct Debit - GBP	360	-
	<u>31,152</u>	<u>29,207</u>
2. Funds of the Charity	Group Fund	Camp Fund
Balance at 1 April 2023	25,280	3,954
Excess of expenditure over income	416	2,416
Balance at 31 March 2024	<u>25,696</u>	<u>6,370</u>

Approved by Treasurer:

S Mann
S Mann (Jul 19, 2024 14:08 GMT+1)

Group Scout Leader:

[Signature]
S Gylfarr (Jul 19, 2024 14:11 GMT+1)

Date: Jul 19, 2024

