

# Report & Accounts for the 12 month period ended 31st March 2021

## THE 5TH WOODBRIDGE (SEA SCOUT) GROUP

### GROUP EXECUTIVE COMMITTEE

Group Scout Leader	Mr B Hayter
Group Executive Chairman	Mr M Bell
Group Secretary	Dr N Notcutt
Group Treasurer	Dr J Douse
Scout Leader	Mrs N Tooke
Cub Scout Leader and Deputy GSL	Mrs M Ulph
Beaver Leader	Ms S. Ngassa
Explorer Scout Leader	Ms. J. Stone
Membership Secretary	Dr N Notcutt
Beaver Parent Representative	Mr H Banhm
Cub Parent Representative	Mr M Davies
Quartermaster	Mr M Davies
Bosun	Mr D Russell
Scout Parent Representative	Mr B Whittle
Fundraising Coordinator	Mrs J Perry

### TRUSTEES: Elected

Group Scout leader	Mr B Hayter
Group Executive Chairman	Mr M Bell
Group Secretary	Dr N Notcutt
Group Treasurer	Dr Jonathan Douse
Scout Leader	Mrs N. Tooke
Cub Scout Leader	Mrs. M. Ulph
Beaver Leader	Ms S Ngassa

BANKERS: BARCLAYS BANK PLC, Woodbridge Business Centre, Suffolk Coastal Group  
4 Church Street, Woodbridge, Suffolk, IP12 1DJ

CUSTODIAN TRUSTEES: None

OTHER ADVISERS: None

Group Registration Number with The Scout Association: 40674

Charity Registration Number: 268625

Royal Navy Registration Number: 93

Contact Name and Address: Group Executive Chairman, 5th Woodbridge ( Sea Scout) Group  
5-7 Tide Mill Way, Woodbridge, Suffolk, IP12 1BY.

## Groups and Districts Receipts & Payments Form (Single-fund)

## **TRUSTEES ANNUAL REPORT**

**For the 12month period ended 31st March 2021**

### **ACTIVITIES AND ACHIEVEMENTS IN THE YEAR**

#### **GROUP SCOUT LEADERS REPORT- Barrie Hayter Group Scout Leader**

This year has been mostly been under lockdown but that has not stopped 5<sup>th</sup> Woodbridge Sea Scouts from delivering an amazing program. We have had camps at home, zoom sessions, Christmas and Easter displays. 80% of the group stayed with us once lockdown ended and we have back filled from the waiting list so still have 4 full sections.

The waiting list currently sits at 80 young people, we are checking that all young people wish to stay in the list and will be working with District, County and Regional teams to see if we can open new sections in the coming years.

The hut has been put to good use with the TeaPot Project food bank and AMEY using while the rail crossing was being upgraded. AMEY even purchased us a new trailer and landscaped the side area to say thankyou.

With new members joining the exec with experience in grant application we have had a very successful year obtaining grants to expand our capabilities and renovate the boat shed. 7 new adult kayaks, folding tables, folding benches and two new Colemans have been purchased for the group. We have secured £5000 from the Scouts/RN to purchase a new boat and along with the money we have raised from other sources we have the £10,000 required. This year we will be applying for another £5000 to purchase a new RIB to replace Satzooma.

Now that lockdown has come to an end we are back doing weekly sessions and extra weekend sessions. The dance school has started using the hut again. This should increase our income and allow spending on new kit to continue alongside saving for our new building.

The COVID grants and other work that the team have been doing means that in a year where many charities are struggling we have been able to secure funding and grants which has left us with a surplus.

#### **BEAVER SCOUT REPORT - Sarka Ngassa Beaver Leader**

Beavers are doing well enjoying lots of outside and indoor activities. I have had help from my assistant leaders Petra, Oli. We also had help from young leaders, Thomas, Oli, Sam and Aidan doing their Duke of Edinburgh award. Thank you for all support I couldn't do it without you.

During the past year the Beaver Section had 24 Beavers, 1 Leader, 2 Assistant Leaders, young leaders, and a growing waiting list.

The Beavers have had another busy year, a varied and have worked towards a variety of badges, including the water activity badge, My world Challenge, Nautical skills Activity Badges as well as other activity badges.

After coming out of lock down the Beaver activities have included:-  
campfire evenings,

- River walks, litter picking, visit to Deben community farm,
- Learning basic navigation skills, sports day
- Learning to cook and prepare food
- Learning new knots and making fire,
- Learning basic boat skills

and many more exciting things to do

We also had great day with cubs on water. Thank you to Explorers with all that help to make this happen. Well done!

Due to Global pandemic of Covid 19 in last year it wasn't easy to make everything possible but thank to all that support from parents we all had great year of scouting.

### **CUB SCOUT REPORT - Maggie Ulph, Cub Scout Leader**

I would like to start by thanking the parents for all their patience and support through the latter half of 2020 and into 2021. Between us, we managed to meet with cubs weekly every Tuesday evening on zoom, had a virtual camp in the summer of 2020 and the use of the Badges at Home scheme carried us through to Easter when finally, we were able to meet to face. We currently have 28 cubs, 4 leaders, 2 young leaders and since the last AGM in 2020 to present day, the cubs have been working hard and they have achieved the following:

- ☐ 241 badges awarded, including 4 Chief Scout Silver
- ☐ 10 Investitures
- ☐ Movement from Beavers to Cubs and Cubs to Scouts has been continuing throughout lockdown and to present day
- ☐ We had a great Summer Camp

### **SCOUT REPORT - Nicola Day, Scout Leader**

Well, that was different. 2020 took us to the new world of Zoom and after a steep learning curve, we successfully delivered almost a whole year of online scouting to the troop and lost very few members, we even had a few new ones join us.

As well as weekly a programme consisting of a mixture of online interactive zoom sessions and offline scouting challenges linked to a wide variety of badges and scouting skills, we also hosted a couple of weekend "Camp@homes", took part in the national Scout "Hike to the Moon" fundraiser and the "Great Indoors Weekender". We also hosted a "Summer Camp@Home" with a whole week of activities and a home-delivered (socially distanced of course) camp pack. The week included night hikes, water activities, craft activities and an international

day with a live link to Japan and sushi making. It wasn't quite the same as a proper camp, but we were pretty proud of what our Scouts managed to achieve.

Finally, in April 2021, with masks to hand, the troop split in two, and more sanitizer than we ever thought possible, we were back to face-to-face "proper" scouting. Leaders and Scouts alike were relieved to be back despite the restrictions and it was brilliant to finally meet all our Scouts who had moved up to us whilst meeting online. The term consisted of plenty of team building, scout skills and water activities. It ended with the whole troop getting back together for a good old Mud Lark (as requested by the Scouts themselves!).

3 of our leaders also completed their safety training and passed their Paddle Permit assessments covering canoeing, kayaking and paddle boarding- just in time to make good use of our new boards and boats!

Over the past year, we have welcomed four new leaders to the team. Jess, Vicky, Rosie and George. All of whom have jumped straight on board and got stuck in. They are very much part of the team and we are very grateful.

The summer brings us the return of "proper" camping as we embark on our first camp in well over a year, the last one being the Norfolk broads Adventure cruise in October 2019. We have 19 Scouts attending and a jam-packed week of traditional camp activities and fun on the water.

Despite everything, we have also recently awarded a Chief Scout Gold Award to Oscar Hayter who has worked hard and fully deserves it and 5 other Chief Scout Gold awards to Scouts who have now moved on to Explorers. In total, 304 badges were awarded last year- not bad for online scouting!

Thank again to our fantastic leadership team, the parents who support us and of course, the Scouts themselves.

## **EXPLORER SCOUT REPORT - Jane Stone, Explorer Scout Leader**

The last one has been an unusual one for everyone.

we put together a program of online activities, trying different things to see what would work.

Some Virtual reality events (Paintball and Laser Tag) A summer festival with Yoga, Crafts and an Explorer Band Headlining

At the end of the year we were allowed to meet face to face again and took the opportunity to get together at Hallowtree for a couple of evening of games and some time catching up around the fire.

## 5TH WOODBRIDGE ( SEA SCOUT ) GROUP

then it was back to the Online world, a light program where we tried to stay in touch and look forward to when we could all be together again.

Since returning to face to face scouting we have focused on water activities and are looking forward to getting back out on the water in September.

Hopefully next years reports will be more extensive, We have lots planned and are looking forward to welcoming the new explorers from scouts.

Our numbers stand at 27 and we are proud to have kept you all with us.

## **NETWORK REPORT**

The Network Section remains the quietest section. The Network is not a traditional activity section but was set up to keep contact with young members who have departed for university, during their term breaks the members are invited back to help with water and land activities for the younger sections. In time these members may become the Groups Leaders of the future.

## **GROUP POLICY AND OBJECTIVES**

At the end of the period, cash reserves amounted to **£14142.75** after deduction for current liabilities due within the year. The Group's policy on reserves is to hold an amount sufficient to cover the essential running costs for the next 6 months and to budget for longer term maintenance and capital replacement to ensure the long term viability of the Group.

The executive committee has started a fund to pay for refurbishment/ replacement of the headquarters building, £32,519.86 has been reserved this purpose.

The executive committee has also reserved £11452.37 given in grants for new boats and repairs to the boat shed for this purpose.

The objectives of the group are to follow the aims of the Scout Association to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential. The Group is a trust established under the rules of the Scout Association, which are common to all Groups/Districts. Trustees are appointed in accordance with the Policy, Organization & Rules of The Scout Association.

The accounts, which cover a 12 month period, have been drawn up on the receipts and payments basis, which is consistent with the previous year.

Approved by the trustees on 4/5/21

## Receipts & Payments Account Summary for the year ended 31st March 2021

Previous Year	This year	
Total receipts for the year (see page C7)	<b>41,791.55</b>	28949.05
Total payments for the year (see page C8)	<b>21,949.03</b>	19414.17
	<hr/>	
Net receipts (payments) for the year 9534.88	19842.52	
Cash, bank and similar funds brought forward	38272.36	28737.48
Cash, bank and similar funds carried forward <b>£38272.36</b>	<b>£58114.88</b>	
(Net Monetary Assets, see page C9)		

The above account and accompanying statement of assets and liabilities were approved by the Trustees

on 20/9/21 and signed on their behalf by

.....Jonathan Douse.....Group Treasurer



**Receipts for the year ended 31st March 2021**

	Previous Year	This Year	
		£	£
MEMBERSHIP SUBSCRIPTIONS		4021.42	10675.08
District Fees refund		132	nil
(43) Less on line scout manager		(115)	
Less Association fees paid		<u>(8458) (note)</u>	
<u>nil (note)</u>		(4419.58)	10632.08
INVESTMENT INCOME RECEIVED			
Bank Interest	BPA a/c	<u>7.20</u>	20.21
		7.20	20.21
DONATIONS/GRANTS			
HMRC Gift Aid		5749.35	3525.93
East Suffolk Council:			
Kate Yule locality grant	boat/building	1500	
3966			
Restart grant tables and shelters		1275.18	
nil			
Restart grant kayaks		4893	nil
Town Council		614	nil
Royal Navy for new boat		5000	nil
COVID Lockdown Grants		20708	nil
From donor for new boat		1814.50	nil
Others		<u>228.75</u>	
<u>1364.93</u>			
		41,782.78	8856.86
ACTIVITIES		nil	5111.97
FUND RAISING		371.09	
3312.49			
GRANT for Tea Pot project		3079.36	nil
RENT		492	nil
SUNDRY RECEIPTS			
Uniform/Life Jackets		2.50	
406.61			
Boat Insurance		476.20	
581.70			

5TH WOODBRIDGE ( SEA SCOUT ) GROUP

27.13	Electric rebate	nil	
	Training	<u>nil</u>	<u>nil</u>
		478.70	
1015.44			

**TOTAL RECEIPTS FOR THE YEAR**

**£41,791.55**

**£28,949.05**

(note) association fees 2020 were billed on 31/3/20 and were paid in tax year 20-21 (£4180).

**Payments for the year ending 31st March 2021**

	Previous Year	This Year	
	£	£	
PREMISES			
Light/Heat/Water	957.67	809.41	
Insurance	752.59	731.53	
Repairs and Renewals	1438.93		
1104.12			
COVID PPE	814.35	nil	
Boat shed repairs	<u>1362.13</u>	<u>nil</u>	
	5325.67	2645.06	
BOATS			
Insurance	3783.88 (note)	1701.87	
New Kayaks	5995.94	nil	
Repairs and Renewals	<u>1644.63</u>	<u>3621.43</u>	
	11424.45		
5323.30			
DONATIONS/GRANTS	nil	nil	
ACTIVITIES			
Activities	318.65	5740.64	
Equipment (new tables and shelters)	<u>1172.18</u>		
<u>695.08</u>			
	1490.83	6435.72	
FUND RAISING EXPENSES	231.99	716.38	
ADMIN/ESTABLISHMENT EXPENSES	nil	nil	
TRUSTEES EXPENSES	nil	nil	
OTHER EXPENSES			
TEA POT project	2679.36	nil	
RN Inspection	nil	nil	
Training	nil	105	
Personal Group insurance	<u>42</u>	<u>42</u>	
	2721.36	147	
PURCHASE OF BADGES/BOOKS	542.24	525.70	
SUNDRY PAYMENTS			
Miscellaneous	18.24	50	
Uniform/Life Jackets	<u>194.25</u>	<u>1698.01</u>	
	212.49	1748.01	
Planning permission (from new HQ account)	nil	1873	

5TH WOODBRIDGE ( SEA SCOUT ) GROUP

<b>TOTAL PAYMENTS FOR THE YEAR</b>	<b>£21,949.03</b>
<b>£19414.17</b>	Note boat insurance includes costs for 2021 and 2022 in current year

**Statement of Assets & Liabilities at 31st March 2021**

	This Year £	Previous Year £
<b>MONETARY ASSETS</b>		
Cash, bank and similar funds		
Bank Current Account(s) R&P A/C	24,791.08	13964.90
'Subs' A/C	8621.80	6742.39
'Fund Raising' A/C	6452.37	6283.40
Bank Deposit Account(s)	18249.63	11281.67
Cash in Hand (Petty Cash A/C)	<u>nil</u>	<u>nil</u>
Net Monetary Assets (see page C4)	58114.88	
38272.36		
 <b>OTHER MONETARY ASSETS</b>	nil	nil
 <b>INVESTMENT ASSETS</b>	nil	nil
 <b>NON-MONETARY ASSETS for Charity's own use</b>		
Land and buildings (insurance valuation)	323289	322966
Boats and marine equipment (insurance valuation)		39276
33944		
Scouting equipment (insurance valuation)	<u>29361</u>	<u>29274</u>
	391926	
386184		
 <b>LIABILITIES those due within one year</b>		
Cheques issued, not yet presented	nil	
5880.80		
Expenses incurred not yet invoiced	<u>nil</u>	<u>nil</u>
	nil	5880.80
 <b>LIABILITIES those payable after one year</b>	nil	nil
 <b>CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS: None</b>		None

## **Independent examiners report**

I report to the trustees of 5th Woodbridge Sea Scouts (charity number 268265) on the accounts for the year ended 31st March 2021.

### **Responsibilities and basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- ☐ accounting records were not kept in accordance with section 130 of the Act or
- ☐ the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Signed:

Date: 12/8/21

Name: Richard Short FCCA

Professional Qualifications: Chartered Certified Accountant

Address: 20 Hercules Road, Rendlesham, Suffolk IP12 2GP

## Budget\* for the 12month period to 31st March 2022

### Essential Running Costs

ASSOCIATION FEES	£	4500	
PREMISES			
Light/Heat/Water		1000	
Insurance	760		
Repairs and Renewals (Note 1)		<u>2000</u>	
	3760		
BOATS			
Insurance	2100		
Running costs, Repairs and Renewals (Note 2)		<u>1700</u>	
		3800	
ADMIN/ESTABLISHMENT EXPENSES	80		
TRUSTEES EXPENSES	nil		
OTHER EXPENSES			
RN Inspection		nil	
Personal accident insurance		45	
Training	<u>400</u>		
	445		
PURCHASE OF CAPITAL EQUIPMENT			
Tents and camping equipment		1500	
PURCHASE OF BADGES/BOOKS	600		
SUNDRY PAYMENTS			
Miscellaneous		nil	
ACTIVITIES (note 3)		1000	

### TOTAL ESSENTIAL RUNNING COSTS FOR THE YEAR: £15685

**Note 1**- essential repairs and Health & Safety expenditure.

**Note 2** - includes mooring fees, essential servicing and maintenance of existing boats and motors.

**Note 3** Scouting activities should be self-financing but have run at a deficit in the last 3 years. In 2018-19 activities ran a deficit of £1015. In 2017-18 activities ran a deficit of £926.73. 2019-20 deficit £589

**ESTIMATED INCOME FOR YEAR**

SUBSCRIPTIONS	10500
Gift Aid (note 4)	<u>700</u>
	11200
 DONATIONS / GRANTS	
Rent of hall/ parking	2000
 UNIFORM/ T-SHIRTS	300
 FUNDRAISING (note 5)	500

**TOTAL ESTIMATED INCOME FOR THE YEAR (note 6): £14,000**

**Note 4:** Gift aid is much less than in previous years. This is due to a marked reduction in fundraising activity and subscription income during the COVID lock down period 2020-21.

**Note 5:** The executive committee hope that social distancing relating to COVID rules will be relaxed in time for fundraising activity around Christmas 2021.

**Note 6:** Due to reduction in income from gift aid and fundraising, the executive committee expect to run a deficit in 2021-22. They expect to be able to have a balanced budget in 2022-23.



## Appendix A

### Accounts relating to Debenside Explorer Unit

Lloyds Bank  
Sort code 309985  
Account 5101676

#### Statement of Assets & Liabilities at 31st March 2021

	This Year £	Previous Year £
<b>MONETARY ASSETS</b>		
Cash, bank and similar funds		
Bank Current Account(s) R&P A/C	432.92	
591.65		
Cash in Hand (Petty Cash A/C)	<u>nil</u>	<u>nil</u>
Net Monetary Assets	432.92	
591.65		
<b>OTHER MONETARY ASSETS</b>	nil	nil
<b>INVESTMENT ASSETS</b>	nil	nil
<b>NON-MONETARY ASSETS for Charity's own use</b>		
Land and buildings (insurance valuation)	nil	nil
Boats and marine equipment (insurance valuation)	nil	
nil		
Scouting equipment (insurance valuation)	<u>nil</u>	<u>nil</u>
	nil	nil
<b>LIABILITIES those due within one year</b>		
Cheques issued, not yet presented	nil	nil
Expenses incurred not yet invoiced	<u>nil</u>	<u>nil</u>
	Nil	nil
<b>LIABILITIES those payable after one year</b>	nil	nil
Fundraising	20.15	37.67
Receipts for activities	70	6706.62
Receipts for subs	95	nil
Transfer to 5WSS for subs	(95)	nil
Payments for kit	nil	nil
Payments for activities	<u>(248.88)</u>	<u>(6335.97)</u>
Net receipts (payments)	(158.73)	408.32
Transactions relating to Debenside Explorer unit included in 5 <sup>th</sup> Woodbridge accounts during year 31 <sup>st</sup> March 2021:		
Subscriptions collected from Explorers	590	2250
Association fees	(1980)	nil

#### Groups and Districts Receipts & Payments Form (Single-fund)

## 5TH WOODBRIDGE ( SEA SCOUT ) GROUP

Online scouts manager	(43)	(43)
Badges	nil	nil
Use of hall and equipment (2207)	<u>nil</u>	
Balance	(1433)	nil
Note association fees billed on 31/3/20 were £880 and were paid in tax year 20-21		