

# Trustees' Annual Report

For the period

From (start date) 

0	1	0	4	2	0
---	---	---	---	---	---

 to end date 

3	1	0	3	2	1
---	---	---	---	---	---

## Section A Reference and administration details

Charity name

4th New Forest East (Hythe) Sea Scout Group

Other names the charity is known by

--

Registered charity number (if any)

3	0	2	2	2	3
---	---	---	---	---	---

Charity's principal address

7 Mansell Close					
Dibden Purlieu,					
Southampton					
Postcode	S	O	4	5	4 P U

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr O Taylor-Wood	Group Scout Leader	
2	Mr C Bench	Group Joint Chairperso	
3	Mr N Howe	Group Joint Chairperso	
4	Mrs K Buckmaster	Group Secretary	
5	Mrs M Wadey	Group Treasurer	
6	Mr I Stanley	Assistant Group Scout	
7	Mr G Bateson	Scout Leader	
8	Mrs K Horne	Cub Leader	
9	Mr J Burden	Cub Leader	
10	Ms Carly Hudson	Beaver Leader	
11	Mr R Janson	Trustee	

## Section A Reference and administration details (continued)

Names and addresses of advisers

Type of advisor	Name	Address
Bank	Lloyds	Totton, Southampton Branch

Description of the charity's trusts

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 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 3 independent representatives, Chair, Treasurer and Secretary 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.

### **Risk and Internal Control**

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.

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 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 B**

## **Structure, governance and management (continued)**

### **Risk and Internal Control**

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**

The objectives of the group are as a unit of the Scout Association.

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. There is a child protection policy in place.

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**

The Group has achieved another successful year, many proficiency badges have been earned by all sections, each section leader has provided a separate report for presentation at the AGM. The Group has appointed a fundraising committee to undertake fundraising activities for sea defences. The Covid epidemic will continue to have an effect on the group income over the coming months.

## **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 Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £6,000.

The Group held reserves of approximately £55,000 against this at year end. This is well above the level required for operating expenses. However the group have set aside funds for updating the facilities at the HQ and replacing equipment which is nearing the end of its useful life. Due to the uncertainty of the pandemic a halt was put on all but necessary expenditure. The group was fortunate to receive Covid grants throughout 2020/21.

## Investment Policy

Although the Group's income is significant for the current year this is short-term as the monies will be spent primarily on updating the HQ facilities. 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.

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 F

### Other Optional Information

The Group is embarking on upgrading facilities in line with an expanding Scout section.

The Trustees wish it to be noted for future reference that the lease is due for renewal in 2036 and the documentation for this is currently held by Tony White, a former Trustee of the Group.

### Section G

### Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

Chris Bench	Oliver Taylor-Wood
-------------	--------------------

Position (eg Secretary, Chair)

Chairman	Group Scout Leader
----------	--------------------

Date

0	2	0	9	2	1
---	---	---	---	---	---

# **4TH NEW FOREST EAST (HYTHE) SEA SCOUT GROUP** **RECEIPTS AND PAYMENTS ACCOUNT**

For the year from	01/04/2020	To	31/03/2021
-------------------	------------	----	------------

## **Receipts and payments**

	2020/21 Unrestricted funds £	2019/20 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	4,136	6,096
Less Membership subscriptions paid on (National/County/Zone/District)	3,796	6,046
Net membership subscriptions retained	370	2,460
Donations	2,811	5,340
Legacies		
Gift Aid		
Other similar income		-
<b>Sub total</b>	<b>3,891</b>	<b>6,827</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	34,368	10,000
<b>Sub total</b>	<b>34,368</b>	<b>10,000</b>
<b>Fundraising (gross)</b>		
Uniform Sales	281	183
Events	6,720	6,706
<b>Sub total</b>	<b>6,991</b>	<b>6,897</b>
<b>Investment income</b>		
Bank Interest	1	13
Building Society Interest	-	-
Other investment income		
<b>Sub total</b>	<b>1</b>	<b>13</b>
<b>Other income</b>		
Camp Receipts	-	-
Boating Receipts	83	1,357
HMS Boat	-	476
Youth Programme & Activities	83	
Hire of Premises - UFG		
Hire of Premises - Other	1,408	406
Deposited of Equipment	180	-
<b>Sub total</b>	<b>1,891</b>	<b>2,247</b>
<b>Total Gross Income</b>	<b>46,364</b>	<b>32,900</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>46,364</b>	<b>32,900</b>

# **4TH NEW FOREST EAST (HYTHE) SEA SCOUT GROUP** **RECEIPTS AND PAYMENTS ACCOUNT**

For the year from	01/04/2020	To	31/03/2021
-------------------	------------	----	------------

## **Receipts and payments**

	2020/21 Unrestricted funds £	2019/20 Unrestricted funds £
<b>Payments</b>		
Charitable Payments		
Youth programme and activities	737	881
Camping Expenses		1,441
Adult support and training	830	896
Rent		
Water and Sewerage		
Electricity and Gas		
Insurance	5,396	887
Repairs to Property	16,127	11,460
Repairs to Equipment		227
Printing and photocopying		
Contribution to camp costs		
Uniforms	418	184
ADM Expenses		
Traveller Expenses		
New Equipment	5,227	16,870
Administration Expenses	1,196	1,810
Fuel for Boats	-	37
HM Coastguard	-	488
Message Allowance		
IT Costs		
Boat Purchases	60	830
<b>Sub total</b>	<b>26,776</b>	<b>30,563</b>
<b>Fundraising expenses</b>		
Events		227
Uniforms		
<b>Sub total</b>	<b>-</b>	<b>227</b>
<b>Total Gross Expenditure</b>	<b>26,776</b>	<b>31,290</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>26,776</b>	<b>31,290</b>
<b>Net of receipts/payments</b>	<b>16,870</b>	<b>- 5,165</b>
<b>Cash funds last year end</b>	<b>30,826</b>	<b>45,911</b>
<b>Cash funds this year end</b>	<b>47,696</b>	<b>40,746</b>

# Statement of assets and liabilities at the end of the year

	2020/21	2019/20
	Unrestricted funds	Unrestricted funds
<b>Cash funds</b>		
Bank current account	35,146	35,544
Bank deposit account	14,713	5,545
National Savings Account (details first known in April 2014)	1,422	1,353
The Social Association Short Term Investment Service		
Cash/Phone	143	348
<b>Total cash funds</b>	<b>51,424</b>	<b>42,790</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Neighbourhood Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - total	-	-
Quoted investments	-	-
Other investments - total	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	155,555	155,555
Motor vehicles		
Branding equipment, furniture etc	40,457	39,238
Other	-	-
<b>Sub total</b>	<b>201,467</b>	<b>200,320</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loans - total	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 2nd September 2021 and signed on their behalf by

Signature

Print Name  
Chris Birch (Chair)  
Mark Wadley (Treasurer)

# England & Wales

## Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

---

### Independent examiner's report to the trustees of Scout Council

I report to the trustees on my examination of the accounts of the 4<sup>th</sup> New Forest (Solent) Hythe Sea Scout Group for the year ended 31 March 2021.

### Responsibilities and basis of report

As the charity trustees of the 4<sup>th</sup> New Forest (Solent) Hythe Sea Scout 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 4<sup>th</sup> New Forest (Solent) Hythe Sea Scout 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 4<sup>th</sup> New Forest (Solent) Hythe Sea Scout 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: 

Name: Simon Lodder

Relevant professional qualification or membership of professional bodies (if any): Association of Accounting Technicians

Address: 60 Imperial Avenue, Southampton, Hampshire, SO15 8PX

Date: 08/02/2023