



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01 st	Month January	Year 2023		Day 31 st	Month December	Year 2023

Section A Reference and administration details

Charity name 2nd Fareham Sea Scout Group

Other names charity is known by

Registered charity number (if any) 302236

Charity's principal address HQ, Locks Yard

Lower Quay,

Fareham, Hampshire

Postcode PO16 0RA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mike Edey	Group Scout Leader	From AGM	Denewulf District Scout Commissioner on behalf of The Scout Association (TSA)
2	Leigh Bryce	Chairperson	From AGM	Group Scout Leader (GSL)
3	Kirsten Southern	Treasurer	Re-appointed	2 nd Fareham Scout Council (Parents)
4	Clive Nash	Secretary	From AGM	2 nd Fareham Scout Council (Parents)
5	James Tandy	Cub Leader	Re-appointed	Ex-officio
6	Alan Stead	Facilities Manager	From AGM	2 nd Fareham Scout Council (Parents)
7	Kyle Grady	Boating Coordinator	Re-appointed	2 nd Fareham Scout Council (Parents)
8	Nathan Muckett	Quarter Master	Re-appointed	2 nd Fareham Scout Council (Parents)
9	Beaver Parent Rep	Steve Ring	Appointed	2 nd Fareham Scout Council (Parents)
	Cub Parent Rep	Steve Ring	From AGM	2 nd Fareham Scout Council (Parents)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Financial Adviser	T Geoghegan	
Independent Accountant	N Bryce	313 Gosport Road, Fareham

Name of chief executive or names of senior staff members (Optional information)

n/a

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. 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 (eg. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts with a local Group Constitution in place in regard to local procedures and responsibilities, including an Agreement with Sea Dragon Explorer Scout Unit
Trustee selection methods (eg. appointed by, elected by)	<p>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.</p> <p>The Committee meets every month and consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, Section Leaders and Assistants with parent representation from each section.</p>

Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Members of the Executive Committee hold an Enhanced DBS and complete "Essential Information for Executive Committee", "Safety & Safe-guarding", "GDPR" and First Aid training within the first 5 months of joining the committee.

The Executive exists to support the Group Scout Leader and is responsible for:

- The maintenance of Group property
- The raising of funds and administration of Group finance
- Insurance of persons, Group property, boats and equipment
- Group public occasions; Licensing
- Assisting in the recruitment of leaders and other adult support
- Appointing sub-committees as required; Group Administrators and Advisors other than those elected

Risk and Internal Control

The Group Executive Committee have identified the following major risks:

Damage to the building, property and equipment:

The Group would request the use of buildings, property, boats and equipment from neighbouring organisations. The Group has sufficient Buildings, Contents and Marine Insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters or members:

The Group, through membership fees, contributes to the Scout Association's national accident insurance policy. The Group has sufficient Personal Accident and Medical Expenses Cover for Helpers and Supporters.

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. Subscription values could increase 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 were a reduction in the number of leaders to an unacceptable level in a section, or the Group as a whole, then there would have to be a contraction, consolidation or closure of a section or, in the worst case, the closure of the Group.

Reduction or loss of members:

If there were a reduction in membership of a section or the Group as a whole, then there would have to be a contraction, consolidation or closure of a section or, in the worst case, the

closure of the Group.

Internal Controls:

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

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. Developing skills for life, including teamwork and leadership.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The method of achieving this is when young people, in partnership with adults, work together with integrity, respect, care, belief and co-operation on a quality youth shaped programme of activities. A quality programme is challenging, relevant and rewarding for every young person regardless of their abilities, to enjoy and achieve as www.scouts.org.uk/qualitychecker

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.

Additional details of objectives and activities (Optional information)

All adults in Scouting are required to act in accordance with the key policies of The Scout Association. They provide a framework within which we provide safe and inclusive Scouting, in line with our Purpose and Values. Further details can be found at <https://scouts.org.uk/por/1-fundamentals-of-scouting/>

Child Protection Policy and Young People First:

It is the policy of The Scout Association to safeguard the welfare of all members by protecting them from neglect and from physical, sexual and emotional harm. The Yellow Card, Young People First, details the child protection policy and code of practice.

The Equal Opportunities Policy:

No young person or adult in Scouting should receive less favourable treatment on the basis of: class or socio-economic status; ethnic origin; nationality or race; gender (including gender reassignment); marital or civil partnership status; sexual orientation; disability; pregnancy; political or religious belief (including the absence of belief). All adults and young people in Scouting should seek to practise equality.

Anti-Bullying Policy:

The Scout Association is committed to the prevention of all forms of bullying.

The Safety Policy:

It is the responsibility of all those involved in Scouting to seek to ensure, so far as is reasonably practicable, that all activities are conducted safely, without risk to the safety of participants. The Purple Card, Safe Scouting and Emergency Procedures, details the safety policy and code of practice.

The Development Policy:

The Scout Movement is open to all young people. We are committed to making Scouting available and accessible for all.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D	Achievements and performance
<p>Summary of the main achievements of the charity during the year</p>	<p>2nd Fareham Group Annual Report 2023</p> <p>2nd Fareham Squirrel Section Annual Report 2023</p> <p>2nd Fareham Beaver Section Annual Report 2023</p> <p>2nd Fareham Cubs Report 2023</p> <p>2nd Fareham Sea Scouts Report 2023</p> <p>Sea Dragon Explorer Scout Unit Report 2023</p>

Financial Review

	2023	2022
Income		
Bank Interest	401.60	615.98
Donation	1,597.98	1,560.00
Events	7,664.00	13,332.81
Fundraising	3,039.86	2,083.63
Gift Aid	5,554.78	0.00
Insurance	0.00	223.31
Meetings	42.89	0.00
Membership Fees	15,841.20	19,302.76
Uniform Loan	100.00	50.00
Expense		
Activity Equipment	51.96	100.19
Admin	146.36	227.31
Badges	1,311.70	1,242.16
Bank Fees	857.76	1,166.27
Boat Maintenance & Equipment	2,152.53	392.10
Camping Equipment	3,674.61	720.64
Events	8,155.69	11,705.28
Insurance	2,678.21	3,197.80
Meetings	905.85	382.06
Membership Costs	5,509.55	4,833.00
Rent	410.00	2,508.16
Training	0.00	250.00
Uniform Loan	238.91	224.35
Utilities	1,930.43	877.54
Venue Maintenance	674.42	3,910.33
Account balances		
2nd Fareham Seascout Group Cha	7,722.71	4,142.44
2nd Fareham Seascout Group BMM	27,982.88	26,977.28
Sea Dragon Explorers Charity	5,346.75	4,553.46
Expense Account	183.92	18.75
Summary		
Account balance brought forward	35,691.93	30,260.63
Total income	34,242.31	37,168.49
Total expenditure	28,697.98	31,737.19
Net income	5,544.33	5,431.30
Account balance carried forward	41,236.26	35,691.93

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 Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £10,200 to avoid financial difficulties should there be an unforeseen emergency or other unexpected need for funds. This amount is reviewed and monitored.

RING FENCED

<u>From</u>	<u>Amount</u>	<u>For</u>
2020 FBC COVID-19 Funding Grant of £10,000.00	£ 2,739.70	Overheads (allocated to building maintenance)
2021 FBC COVID-19 Funding Grant of £10,000.00	£ 4938.79	Overheads (allocated to running costs)
Colson Memorial Fund of £779.32	£ 529.32	Mel Colson Award
Arthur Caswell Legacy of £1,000.00	£ 750.00	Arthur Caswell Legacy
2022 Squirrels Start up Funding	£ 500.00	Squirrels (funding to be allocated)
TOTAL	£ 9457.81	

Yearly Reserves	£ 10,200	Utilities, Insurances, Licences, Membership
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Details of any funds materially in deficit

Further financial review details (Optional information)

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 including any ethical investment policy adopted.

Gift Aid Policy:

As part of the Group's strategic planning, the Executive Committee look beyond the annual operational costs and annual budget. When projects or planned expenditure cannot be met from a single year's income alone then there is a need to build up reserves to meet future expenditure.

The Group Executive Committee considers the claiming of Gift Aid every 3 years to be an effective way of building those reserves. Thus, ensuring funding for planned commitments, or designations, that cannot be met by future subscription income alone, e.g. a major asset purchase (new boats), or to a premise project (heating). Enabling the Group to raise further significant amounts through 'matched funding' if required.

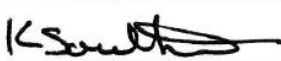
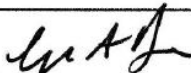
Investment Policy:

The Group has adopted a risk adverse strategy to the investment of its funds in that any surplus funds are held in an interest-bearing account linked to the Group current account allowing for same-day money transfer. The Group Executive regularly monitors the levels of bank balances and the interest rates received to enable the Group obtains maximum value from its current banking arrangements.

Section F**Other optional information****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)	Kirsten Soothern	L. BOYLE
Position (eg Secretary, Chair, etc)	Treasurer	CHAIR
Date	11 / 06 / 24	

Mrs Nichola Bryce
313 Gosport Road
Fareham, PO16 0SZ

1st June 2024

The Treasurer and Committee

2nd Fareham Sea Scouts

Re: 2nd Fareham Sea Scouts Accounts for YE 31st December 2023

Dear Kirsten and committee members,

Independant Examiner's Declaration of Interest:

I am married to the current Chair of 2nd Fareham, Mr Leigh Bryce. Mitigation in place: Mr Bryce does not have access to the accounts, nor the offline spreadsheet and he does not have a Pre-Payment card. The accounts have not been discussed with him and nor has my audit. Therefore, there is no risk to the accounts held by 2nd Fareham's Treasurer, who remains completely independent of the Examiner.

Many thanks for such a comprehensive set of accounts. It is a delight to audit and follow this set of accounts.

The Opening Bank Balances for the 3 accounts were:

2nd F'ham BMM: £26,977.28

2nd F'ham Charity: £4,142.44

Sea Dragon Explorers: £4,553.46

The Closing Bank Balances for the 3 accounts were:

2nd F'ham BMM: £27,982.88

2nd F'ham Charity: £7,722.71

Sea Dragon Explorers: £5,346.75

Audit Findings:

2nd F'Ham BMM: No findings to report

2nd F'Ham Charity:

There were a small number of queries regarding some entries, I have raised these with the Treasurer, and they have been answered / corrected as needed. Thank you for your prompt action, it is appreciated. I will retain a note of those queries for the required 6 years and I stress that no query was due to anything untoward.

Sea Dragon Explorers: No findings to report.

This year I conducted a line-by-line audit and not a sample audit. This was to ensure every transaction is captured. I have absolutely no concerns regarding the accounts and the findings are simply for presentation / administration purposes.

The charity is in a good financial position.

Yours Sincerely

Mrs Nichola Bryce ACCA