

# Trustees' Annual Report *draft to AGM*

For the period

From (start date) 

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 to end date 

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## Section A

### Reference and administration details

Charity name

MILFORD AND KEYHAVEN SEA SCOUT GROUP

Other names the charity is known by

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Registered charity number (if any)

3	0	2	2	6	0
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HQ registration number

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Charity's principal address

SCOUT HUT

KEYHAVEN

HAMPSHIRE

Postcode

S 0 4 1 0 T P

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	Nicola Goode	Secretary	
2	Jonathan Morris	Treasurer	
3	Lee Snook	Group Leader (acting Chair)	
4			
5			
6			

## Section B

### Structure, governance and management

Description of the charity's trusts

Type of governing document

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.

(e.g. trust deed, constitution)

How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

(e.g. appointed by, elected by)

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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 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 independent representatives, together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets regularly.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

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.

## Section B

### Structure, governance and management (continued)

#### Risk and Internal Control

The Group Executive Committee has identified the major risks to which they believe the Group is exposed. 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 local organisations such as the church, community centre and other Scout Groups. 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

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.

#### **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 a set process for agreeing different levels by 1 or more executive members and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><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.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.</p>

**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

THE MILFORD AND KEYHAVEN SEA SCOUT GROUP (THE 15TH NEW FOREST SOUTH) HAS BEEN ESTABLISHED FOR OVER 40 YEARS AND IS PART OF THE SCOUT ASSOCIATION. IT HAS THREE SECTIONS THE BEAVERS, THE CUB SCOUTS AND THE SCOUTS. THE SCOUT HUT IS LOCATED IN KEYHAVEN AND ACTIVITIES INCLUDE LAND BASED ACTIVITIES (INDOORS AND OUTDOORS), KAYAKING AND SAILING

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

Despite the challenges of national lockdown and other constraints due to the medial crisis we have maintained a good membership base, somewhat limited face to face activities (when permitted) and sustained online activities. We have lost a number of experienced leaders and helpers this year which will be discussed at the AGM

## **Section E**

### **Financial Review**

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.

Details of any funds materially in deficit (circumstances plus steps to eliminate)

This year shows a continuing deficit due to the extraordinary situation but underlying position remains sound. Reserves continue to be satisfactory and supported by government grants and future gift aid claims also under preparation.

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;

### Investment Policy

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.

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## Section F

### Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

We anticipate further investment in equipment in the next year.

## Section G

### Declaration

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)

JONATHAN	MORRIS
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Position (eg Secretary, Chair)

GROUP TREASURER	
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Date

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# FINAL Profit and Loss Report for MILFORD AND KEYHAVEN SEA SCOUT GROUP

For Period: 06/04/2020 to 05/04/2021

INCOME	20-21	19-20
4010 Bulk Income (GoCardless)	3727	1107
4900 Miscellaneous Income	171	489
4905 CENTRAL LOCAL GOV GRANTS		
4906 DONATIONS RECEIVED	325	3794
4907 HALL INCOME	200	970
4908 SUBS RECEIVED		
4909 SUBS CUBS	582	1769
4910 SUBS BEAVERS	241	888
4911 SUBS SCOUTS	211	1711
4915 ACTIVITY PAYMENT	33	4513
4920 BANK INTEREST RECEIVED	3	15
4925 SUBS SCOUTS LEADERS		
4926 SUBS CUBS LEADERS		
4927 SUBS BEAVERS LEADERS		
<b>Sub-total of income</b>	<b>5493</b>	<b>15257</b>
<b>LESS COSTS:</b>		
5000 General Purchases	-44	-296
5005 OSM ACTIVITY REFUNDS	-125	
5009 STAFF EXP REIMB GROUP	-261	
5010 SCOUT SUPPLIES	-1266	-1578
5011 STAFF SPEND CUBS REIMBURSED	-107	-373
5012 STAFF SPEND BEAVERS REIMBURSED	-98	-487
		-129
		-4964
5020 CAPITATION FEES	-3023	-2781
5031 EQUIPMENT WATER	-265	-2444
5034 SUB REFUNDS NOT OSM	-203	
<b>Sub-total of costs</b>	<b>-5392</b>	<b>-13051</b>
<b>GROSS SURPLUS:</b>	<b>101</b>	<b>2206</b>
<b>OVERHEADS:</b>		-500
7100 Rent	-500	-361
7102 Water Rates	-82	-858
7200 Electricity	-672	-580
7201 Gas	-500	
7305 Grounds and Gardening	-800	-52
7306 SAFETY & SECURITY	-111	-743
		-41
		-328
7502 PHONE AND BROADBAND	-317	-154
7503 OSM	-35	-43
7506 Hosting Fees and IT Consumables	-260	-923
		-288
		-1887
8204 Insurance	-1894	
<b>Sub-total of expenses</b>	<b>-5171</b>	<b>-6756</b>
<b>NET LOSS FROM ACTIVITIES:</b>	<b>-5070</b>	<b>-4550</b>
<b>EXCEPTIONAL ITEM:</b>		
	19669	
<b>NET SURPLUS AFTER EXCEPTIONAL ITEM</b>	<b>14599</b>	<b>-4550</b>

## FINAL Balance Sheet for MILFORD AND KEYHAVEN SEA SCOUT GROUP

As at 5 April 2021

### FIXED ASSETS:

Boats Equipment at approx replace cost

Apr-21

19600

Apr-20

25106

Total Fixed Assets:

19600

25106

### CURRENT ASSETS:

Current Account

7330

1563

Savings Account

13120

4363

Total Current Assets:

20450

5926

### CURRENT LIABILITIES:

Sundry Creditors (unclaimed refunds)

389

464

Total Current Liability:

389

464

Current Assets less Current Liabilities:

20062

5463

Fixed Assets + Current Assets less Current Liabilities:

39662

30569

### CAPITAL AND RESERVES:

P&L Account

14599

-6607

Retained Profit & Undistributed Reserves

5463

12070

Accumulated equity as at 5 April 2020

25106

Revaluation of Boats and Equipment in year

-5506

Accumulated Equity

19600

25106

Total Capital and Reserves:

39662

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# **Scrutineer's Report to the Trustees of the Milford and Keyhaven Sea Scout Group (The 15th New Forest) Scout Council**

I report on the accounts of the Group for the year ended 5th April 2021.

## **Respective responsibilities of Trustees and Scrutineer**

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

## **Basis of Scrutineer's Statement**

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages 1 and 2 above.

## **Scrutineer's Statement**

The Trustees have based the valuation of the Group's Boats and Equipment on the equipment used by and in possession of the group where it is owned by the group or on loan to it for an indeterminate time and may never be required to be returned. In the event that equipment is required to be returned in the future the carrying value of the equipment and the corresponding Accumulated Equity reserve balance will need to be reduced accordingly.

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution, subject to the matter of the valuation of the Group's Boats and Equipment referred to above.

Name: Andrew Munro FCA  
Address: 16, Granary Way, Littlehampton, West Sussex, BN17 7QY  
Date: 26 January 2022



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