

Trustees' Annual Report

For the period

From (start date)

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

 to end date

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

Section A

Reference and administration details

Charity name

9th Itchen (Woolston Methodist) Sea Scouts

Other names the charity is known by

Registered charity number (if any)

3 0 2 3 0 3

HQ registration number

Charity's principal address

286 Middle Road

Sholing

Southampton

Postcode S O 1 9 8 N X

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 | Andrew Franks | Chair | 11/25/2022 |
| 2 | Michael Franks | Secretary | 11/25/2022 |
| 3 | Robin Woolgar | Leader | 11/25/2022 |
| 4 | Kevin Andrews | Parent Rep | 11/25/2022 |
| 5 | David Martin | Parent Rep | 11/25/2022 |
| 6 | Emma Dewey | Parent Rep | 11/25/2022 |
| 7 | Clare Wright | Leader | 11/25/2022 |
| 8 | Nigel Franks | Group Scout Leader | 2/17/2022 |
| 9 | Margaret Smith | Treasurer | 2/17/2022 |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

| Type of advisor | Name | Address |
|-----------------|------------|---------------------------------|
| Accountant | Eric Gerry | 20 Chatsworth Road, Southampton |
| | | |
| | | |
| | | |

Section B

Structure, governance and management

Description of the charity's trusts

1 LT700001 (3rd December 2018)

| | |
|--|---|
| Type of governing document (e.g. trust deed, constitution) | 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. |
| How the charity is constituted (e.g. trust, association, company) | The Group is a trust established under its rules which are common to all Scouts. |
| 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. |
| Additional governance issues (optional information but encouraged as best practice) | |
| You may choose to include additional information, where relevant, about: | 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. |
| 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 | <p>The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 months.</p> <p>Members of the Executive Committee complete '<i>Essential Information for Executive Committee</i>' training within the first 5 months of joining the committee.</p> <p>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.</p> |

Section B

Structure, governance and management (continued)

Risk and Internal Control (Specimen 1)

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.

Risk and Internal Control (Specimen 2)

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 |
|---|--|
| Summary of the objects of the charity set out in its governing document | <p>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.</p> <p>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.</p> |

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.

Summary of the main activities in relation to these objects

A wide variety of activities including water sports, camping and outdoor activities. Land based activities include sports day, cooking, arts and crafts, map reading etc.

Additional details of the objectives and activities (optional information but encouraged as best practice)

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

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

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

Assisted in the development of youth into valuable members of society. All members aged 8 + had the opportunity to try new skills on the water.

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. The Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £10,000.

The Group held reserves of approximately £24,000 against this at year end. This is above the level required for operating expenses. However this can be explained by the fact that we were just coming out of Covid restrictions and hadn't been able to operate as usual.

Quantify and explain any designations

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

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);

Investment Policy (Specimen 1)

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 or The Scout Association's Short Term Investment Service.

- how expenditure has supported the key objectives of the charity;

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.

- investment policy and objectives;

Investment Policy (Specimen 2)

The Group does not have sufficient funds to invest in longer 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 Optional Information

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

Improvement of boat storage and transportation.
Purchase of new kitchen marquee for camp activities.

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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)

| | |
|-----------------|--------------------|
| Mr Nigel Franks | Mrs Margaret Smith |
|-----------------|--------------------|

Position (eg Secretary, Chair)

| | |
|--------------------|-----------|
| Group Scout Leader | Treasurer |
|--------------------|-----------|

Date

| | | | | | |
|---|---|---|---|---|---|
| 2 | 3 | 0 | 4 | 2 | 3 |
|---|---|---|---|---|---|

9th Itchen (Woolston Methodist) Sea Scout Receipts and Payment Account for the year ended 31st March 2022

Receipts:

Membership Fees
Grants
Camps
Sundry Income

Payments:

| | |
|--------------------|---------------|
| Membership Fees | 3774.30 |
| Boathouse Expenses | 1202.57 |
| Rent | 1920.00 |
| Activities | 1041.80 |
| Badges | 301.99 |
| Poseidon ESU | 920.06 |
| Sundry Expenses | <u>362.26</u> |

Net Income for the year

9th Itchen (Woolston Methodist) Sea Scout Balance Sheet as at 31st March 2022

Fixed Assets:

Equipment

Bank Balances:

| | |
|---------|---------------|
| Group | 24042.20 |
| Beavers | 358.21 |
| Cubs | 364.00 |
| Scouts | <u>522.11</u> |

Creditors:

Owed to Group

Represented by:

Balances as at 1st April 2021
Net Income for the year
Balances as at 31st March 2022

Group

9164.46
41247.00
160.00
1245.78
###

9522.98
###

out Group

41352.96

###

###

0.00

###

24345.22

42294.26

###

**Independent Examiner's Report to the Trustees of
9th Itchen (Woolston Methodist) Sea Scout Group**

I report to the trustees on my examination of the accounts of the 9th Itchen South Sea Scout Group (the Trust) for the year ended 31st March 2022.

Responsibilities and basis of report:

As the charities 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 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 cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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: E W Gerrey

Address:

20 Chatsworth Road

Bitterne

Southampton

SO19 7NJ

Date: 22/4/23