

Trustees' Annual Report

For the period

From (start date) 1 4 21 to end date

3 1 0 3 2 2

Section A

Reference and administration details

Charity name

4th Gillingham (Rainham) Sea Scout Group

Other names the charity is known by

Registered charity number (if any)

30 3 3 8 8

Charity's principal address

St Georges Hall

Berengrave Lane

Rainham Kent

M E 8 7 N A

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	David Perkins	Group Scout Leader	
2	Andrew Mendoza	Assistant Group Scout Leader	
3	Dave Smith	Chairman	
4	Tracey Smith	Secretary	
5	Eileen Maybank	Treasurer	
6	Roz Thorpe	Beaver Leader	
7	Matthew Crockett	Cub Scout Leader	
8	Wayne Coleman	Cub Scout Leader	
9	Lee Perkins	Scout Leader	
10	Kirstie Crockett	Beaver Leader	
11			
12			
13			

Section A

Reference and administration details (continued)

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

Type of advisor	Name	Address
Independent Examiner	Mrs Sylvia Baldwin	6 Hampton Close Chatham Kent ME5 7RB

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

How the charity is constituted

(e.g. trust, association, company)

Trustee selection methods

(e.g. appointed by, elected by)

Additional governance issues (optional information but encouraged as best practice)

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.

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 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.

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

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

Summary of the main activities in relation to these objects

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.

In trying to achieve this aim the 4th Gillingham Sea Scout Group provided a full training programme of activities for the young people who are its current members. The training programme has been implemented through weekly section meetings of two Beaver Colonies Endurance and Invincible, two Cub packs Dolphins and Otters and Scout Troop. The achievements of the young people are reflected in the numerous badges and awards they have gained.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

2021 / 2022 has been a much better year having coming out of the pandemic and Scouting Activities resumed also we have had an increase in young people joining 4th Gillingham Sea Scout Group across all sections.

With a strong Team of Leaders in every section they have been able to resume activities: Hikes - outdoor and indoor cooking - Church Remembrance Day Service - swimming - sailing - canoeing/kayaking & archery giving the young people skills for life.

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 £5,000.

The Group held reserves of approximately £5,000 against this at year end. This is above the level/below required for operating expenses.

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 funds)

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

Section F

Other Optional Information

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

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Section G	Declaration
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The trustees declare that they have approved the trustees’ report above
Signed on behalf of the charity’s trustees

Signature(s)	D Perkins	E Maybank			
Full name(s)	Dave Perkins	Eileen Maybank			
Position (eg Secretary, Chair)	Group Scout Leader	Treasurer			
Date	13th	September			2022

4th Gillingham Sea Scout Group Receipts and Payments Account

Year start date

For the year from	01.04.21	To
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Receipts and payments

2021/2022
Unrestricted funds
£

Receipts

Donations, legacies and similar income	
Membership subscriptions	10,389.00
Less: Membership subscriptions paid on (National/County/Area/District)	4,292.00
Net membership subscriptions retained	6,097.00
Donations	6,425.53
Account Adjustment	
Gift Aid	483.75
Other similar income Trips& Camps/Activities/Badges & Uniform/miscellaneous/Poseidon Explorers	4,897.20
Sub total	17,903.48
Grants	
Maintenence grant	-
Other grants Medway Council Business Grant	10,000.00
Sub total	10,000.00
Fundraising (gross)	
Detail 1 - Fundraising General Amazon Smile	64.89
Detail 2- Fundraising -	
Detail 3 EDF Energy Refund	350.23
Other fundraising activities	-
Sub total	415.12
Investment income	
Bank interest	1.33
Building Society interest	-
The Scout Association Short Term Investment Service	-
Property Rent income	-
Other - Bank Fees Refunded	
Sub total	1.33
Total Gross Income	28,319.93
Asset and investment sales, etc.	-
Total receipts	28,319.93

4th Gillingham Sea Scout Group Receipts and Payments Account

Year start date

For the year from	01.04.21	To
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Receipts and payments

2021/2022
Unrestricted funds
£

Payments

Charitable Payments	
Youth programme and activities	5,912.65
Adult support and training	
Rent/Lease Fee	940.00
Water and Sewerage	275.00
Electricity and Gas	1,019.79
Insurance - Buliding & Contents - Marine & Personal Accident-	2,143.52
Repairs and Renewals	
Materials and equipment	11,263.27
Printing and photocopying	
Donations	221.75
Uniforms /books & certificates/Badges	2,575.82
AGM and trustee expenses	
Other costs detail 1- Maintenance of building&grounds & boats	1,464.51
Other costs detail 2 - Pandemic items	
Other costs detail 3 - stationery/postage/transfers to Poseidon Explorers /OSM & miscelleaneous	605.38
Sub total	26,421.69
Fundraising expenses	
Detail 1	-
Detail 2	
Detail 3	
Other fundraising costs	
Sub total	-
Total Gross Expenditure	26,421.69
Asset and investment purchases, etc.	
Total payments	26,421.69
Net of receipts/(payments)	1,898.24
Cash funds last year end	12,479.19
Cash funds this year end	14,377.43

Statement of assets and liabilities at the end of the year

31st Mch 2022

Unrestricted funds

£

Cash funds	
Bank current account	3,623.44
Bank deposit account	10,728.31
Building society account	
The Scout Association Short Term Investment Service	
Cash/Floats	25.68
Total cash funds	14,377.43
Other monetary assets	
Tax claim	-
Debts due from the County/Area/District/Group	-
Insurance claim	-
Sub total	-
Investment assets	
Investment property - detail	-
Quoted investments	-
Other investments - detail	-
Sub total	-
Non monetary assets for charity's own use	
Badge stock	600.00
Shop stock	
Other stock	-
Land and buildings	-
Motor vehicles	-
Scouting equipment, furniture etc	25,000.00
Other Canoes/Sailing boats/Outboard motors/life jacket/safety boats	40,000.00
Sub total	65,600.00
Liabilities	
Accounts not yet paid	-
Expenses incurred but not invoiced	-
Subscriptions not yet paid	-
Loan - detail	-
Other liabilities	-
Sub total	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were a Trustees on 13th September 2022 and signed on their behalf by

Signature
D Perkins
E Maybank

Print Name
Dave Per

Year end date

31.03.22

2020/2021

Unrestricted funds

£

1,598.00
1,584.00
14.00
1,298.28
2,628.20
105.00
4,045.48
-
5,712.60
5,712.60
74.98
-
74.98
2.70
-
-
-
2.70

9,835.76

-

9,835.76

Year end date

31.03.22

2020/2021

Unrestricted funds

£

1,219.00
1,140.00
193.43
1,175.32
1,478.00
21.73
3,084.76
65.23
963.45
9,340.92
-
-
-
-

9,340.92

-

9,340.92

494.84

11,984.35

12,479.19



31st Mch 2021
Unrestricted funds

£

1,625.95
10,548.90
304.34
12,479.19
-
-
-
-
-
-
-
-
-
-
-
-
600.00
-
-
-
25,000.00
40,000.00
65,600.00
-
-
-
-
-
-
-

approved by the

kins Group Scout Leader
Eileen Maybank Treasurer



4TH GILLINGHAM SEA SCOUT GROUP

Report & Accounts for the year ended 31st March 2022

PRESIDENT Ray Austin (Chairman)

TRUSTEES: *Ex-Officio* - Appointment

Chairman

Treasurer

Secretary

Group Scout Leader

Assistant Group Scout Leader

Scout Leader

Cub Leader

Cub Leader

Beaver Leader

Beaver Leader

Name

Dave Smith

Eileen Maybank

Tracey Smith

Dave Perkins

Andrew Mendoza

Lee Perkins

Matthew Crockett

Wayne Coleman

Roz Thorpe

Kirstie Crockett

TRUSTEES: *Elected* ; - None

TRUSTEES: *Nominated* - Appointment :- None

BANKERS :Lloyds Bank Plc , 142-146 High Street, Chatham, Kent ME4 4DQ

CUSTODIAN TRUSTEES (if any) :None

OTHER ADVISERS : Mrs Sylvia Baldwin

Group/District Registration Number with The Scout Association: 303388

Charity Registration Number :303387

Contact Name and Address Dave Perkins, Group Scout Leader, 43 St Edmunds Way, Rainham, Kent ME8 8ER

4TH GILLINGHAM SEA SCOUT GROUP

Trustees Annual Report for the year ended 31st March 2022

MAJOR ACTIVITIES AND ACHIEVEMENTS IN THE YEAR

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.

2021 / 2022 has been a much better year having coming out of the pandemic and Scouting Activities resumed also we have had an increase in young people joining 4th Gillingham Sea Scout Group across all sections.

With a strong Team of Leaders in every section they have been able to resume activities: Hikes – outdoor and indoor cooking – Church Remembrance Day Service – swimming – sailing – canoeing/kayaking & archery giving the young people skills for life.

At the end of the year income reserves amounted to £ 5,000.

Group’s policy on reserves is to hold an amount to enable it to meet any unforeseen liabilities and for the necessary provision of resources for any major events and activities for the benefit of the Group.

The Trustees have identified that there are no major financial risks to which they believe the Group is exposed.

The objects of the Group are those of the Scout Association and the Group operates under its rules and aims, which are common to all Groups.

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

The accounts have been drawn up on the receipts and payments basis which is consistent with the previous year.

Approved by the trustees on 13th September 2022 and signed on their behalf by

Dave Perkins Group Scout Leader and Mrs Eileen Maybank Group Treasurer

Scrutineer's Report to the Trustees of the 4th Gillingham Sea Scout Group

I report on the accounts of the Group for the year ended 31st March 2022

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 1993 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 3 to 6

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name:.....N/A

Qualification:

Address:

.....

Date:

Independent Examiner's Report to the Trustees of the 4th Gillingham Sea Scout Group

I report on the accounts of the Group/District for the year ended 31st March 2022 which are set out on pages 3 to 6

Respective responsibilities of trustees and examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 43 (2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- ☐ Examine the accounts (under Section 43 (3) (a) of the 1993 Act);
- ☐ To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43 (7) (b) of the 1993 Act); and
- ☐ To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 41 of the 1993 Act ;and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Sylvia Baldwin

Qualification: Retired Bank Clerk

Address: 6 Hampton Close, Chatham

Kent ME5 7RB.....

Date 28.6.22