

Second Durrington Sea Scout Group

Trustees' Annual Report

For the period from 1st April 2020 to 31st March 2021

Section A Reference and administration details

Charity name: 2nd Durrington Sea Scout Group
Registered charity number: 305912
Charity's principal address: Scout Headquarters, Pond Lane, Worthing, West Sussex BN13 2RH

Names of the charity trustees who manage the charity:

Trustee name	Office or capacity
Sharon Gorf	Chair
Ted Thorpe	Deputy Chair
Matt Edwards	Group Scout Leader (GSL)
Emma Norton	Section Leader
Andrew Carter	Treasurer
Dave Pilot	
Andrew Swayne	Assistant Group Scout Leader (AGSL)

Names and addresses of advisers:

Not applicable

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

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

Additional governance issues

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, which includes the registration, keeping proper accounts, and making returns to the Charity Commission as appropriate.

The Committee comprises three independent representatives - Chair, Treasurer, and Secretary - together with the Group Scout Leaders, individual section leaders, parent representation, and co-opted members with specific responsibilities. It normally meets every two months face to face but in exceptional circumstances by Zoom videoconferencing. It also discusses matters & makes interim decisions by email.

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 it believes the Group is exposed. These have been reviewed, and systems have been established to mitigate 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 loss.
- **Injury to leaders, helpers, supporters, and members.** The Group, through the capitation fees, contributes to the Scout Association's national accident insurance policy. Risk assessments are undertaken before all activities.
- **Reduced income from fund raising.** The Group is primarily reliant on income from subscriptions and fundraising. The group holds a reserve to ensure 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 on volunteers to run and administer activities. If the number of leaders was reduced 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, or, in the worst case, 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, or, in the worst case, of the Group.

Section C Objectives and activities

Summary of the objectives of the charity set out in its governing document	The objectives of the group are as a unit of the Scout Association, the aim of which is to promote the development of young people so that they may achieve their full physical, intellectual, social, and spiritual potentials, as individuals, as responsible citizens, and as members of their local, national and international communities.
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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.

Summary of the main activities in relation to these objectives	The Group has two Beaver colonies, two Cub packs, a Scout Troop, and an associated Explorer Unit. Royal Navy Recognition is retained annually, and RN-sponsored events are supported. All sections run programmes based on the Scout Association aims, using the expertise of its leaders to deliver good quality scouting.
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The Group has a well-established and strong Executive Committee, which ensures that positive direction and support are maintained.

Section D Achievements and performance

Summary of the main achievements of the charity during the year	The group has broadly maintained numbers and has had some changes in section leaders which is normal. All sections have opportunities to undertake nights away experiences with a range of opportunities being offered. We have continued to work with our partner Explorer unit which has good numbers and have maintained one troop, two cub packs and two beaver colonies.
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Section E Financial review

Reserves policy

Brief statement of the charity's policy on reserves

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, and otherwise ensures funds will be available for unforeseen major repair works. The Group Executive Committee considers that the Executive Account should, as a minimum, hold a sum equivalent to twelve months essential operating costs - approximately £9,500. Currently, significant additional funds are being held for necessary major repairs to, or replacement of, the HQ building roof.

Funds materially in deficit

None

Investment policy

The charity's main sources of income, and its investment strategies

The Group's main income is from members' subscriptions, fundraising, and contributions from third parties for use of premises.

The Group does not have sufficient funds to invest in longer term investments and has therefore adopted a risk-averse strategy to the investment of its funds. Funds are held in current and savings accounts with Lloyds Bank.

Section F Other information

Plans for future periods, and details of any significant activities planned to achieve them

Having found a new treasurer, we are looking at methods to allow payments from parents to become easier and to look for grants for additional boating and premises investments. We are also planning on expanding our leader base and activity training

Section G Declaration

The trustees declare that they have approved the report above.

Signed on behalf of the charity's trustees by:

Signature:



Name:

Sharon Gorf

Position:

Chair

Date:

10/12/21



Matt Edwards

Group Scout Leader

10/12/21

2nd DURRINGTON SEA SCOUT GROUP

Receipts and Payments Account, Assets and Liabilities

for the year from 01 Apr 20 to 31 Mar 21

Receipts and payments

	2019/20	2020/21
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Subscriptions, donations, similar income		
Membership subscriptions	14,046	10,187
Less membership subscriptions paid as capitation	(6,674)	(6,224)
Net membership subscriptions retained	7,372	3,963
Donations	780	23
Legacies	-	-
Gift Aid	-	5,097
Sub total	8,152	9,082
Grants		
Premises grants	-	19,956
Equipment and other grants	425	-
Sub total	425	19,956
Fundraising (gross)		
Fundraising activities	2,936	675
Sub total	2,936	675
Investment income		
Bank interest	11	5
Other investment income	-	-
Sub total	11	5
Other receipts		
Activities	13,276	-
Use of facilities	10,689	7,652
Badges and uniform	-	245
Sundry receipts	723	-
Sub total	24,688	7,897
Total gross income	36,212	37,615
Payments		
Operating expenses		
Adult support and training	510	101
Rent	125	125
Water, refuse collection, rates	619	-
Electricity	4,516	3,437
Premises maintenance/cleaning/works	5,823	8,256
Equipment purchase/maintenance	2,889	2,738
Insurance - premises/equipment	916	2,311
Admin, org, stationery, etc	240	677
Contribution to camp costs	-	-
AGM and trustee expenses	-	-
Donations to other charities	-	-
Sub total	15,639	17,645
Fundraising expenses		
Fundraising expenses	274	-
Sub total	274	-
Other payments		

Youth activities	17,685	5,509
Badges and uniform	981	954
Bank charges	-	-
Sundry payments	153	536
Sub total	18,819	6,999
Total gross expenditure	34,732	24,645
Net of receipts/(payments)	1,480	12,970
Funds last year end	36,008	37,488
Funds this year end	37,488	50,458

Statement of assets and liabilities at the end of the year

	31st March 2020 Unrestricted funds £	31st March 2021 Unrestricted funds £
Assets		
Cash funds		
Bank current account	13,922	27,428
Bank deposit account	23,030	23,035
Cash	-	-
Sub total	36,952	50,463
Other monetary assets		
Gift aid (estimated)	6,000	2,240
Debts due from the County/District	-	-
Tax claim	-	-
Sub total	6,000	2,240
Investment assets		
Investment property	-	-
Other investments	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	120	120
Other stock	-	-
Land and buildings	80,000	80,000
Scouting equipment, furniture etc	16,500	16,500
Sub total	96,620	96,620
Total assets	139,572	149,323
Liabilities		
Accounts not yet paid	-	-
Commercial expenses incurred but not invoiced	1,200	-
Individual expenses incurred but not presented (estimate)	6,900	1,000
Loan - detail	-	-
Total liabilities	8,100	1,000
Net asset / liabilities	131,472	148,323

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on the 06/12/21 and signed on their behalf by

Signature



Print name

Sharon Gorf

Chair



Andrew Carter

Treasurer

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to trustees/ members of

2nd DURRINGTON SEA SCOUT GROUP

On accounts for
the year ended

Charity no.

305912

Set out on pages

1-2

Respective
responsibilities of
trustees and
examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of
independent
examiner's
statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's
statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Delete the words in the brackets if they do not apply

Signed:



Date:

4th December

Name:

JANE WINTER

Relevant
professional
qualification(s)
or body (if
any):

Address:

16 Burlington Road, Roring.

Collation with section cap

	Beavers	Cubs	Troop	Exec. Sub-Gp	Group
Start date	01-Apr-20				
End date	31-Mar-21				
Bank funds at start	1,296	2,345	7,961	25,350	36,952
Cash funds at start	0	0	0	0	0
Receipts					
Subscriptions, donations, similar income					
Membership subscriptions	2,018	3,946	4,223	7,173	17,360
Less membership subscriptions paid as capitation	(2,020)	(2,440)	(2,713)	(6,224)	(13,397)
Net membership subscriptions retained	(2)	1,506	1,510	949	3,963
Donations	-	-	-	23	23
Legacies	-	-	-	-	-
Gift Aid	-	-	-	5,097	5,097
Sub total	(2)	1,506	1,510	6,068	9,082
Grants					
Premises grants	-	-	-	19,956	19,956
Equipment and other grants	-	-	-	-	-
Sub total	-	-	-	19,956	19,956
Fundraising (gross)					
Fundraising activities	-	-	-	595	595
Sub total	-	-	-	595	595
Investment income					
Bank interest	-	-	-	5	5
Other investment income	-	-	-	-	-
Sub total	-	-	-	5	5
Other receipts					
Activities	-	110	(30)	-	80
Use of facilities	-	-	-	7,652	7,652
Badges and uniform	-	-	-	245	245
Sundry receipts	-	-	-	-	-
Sub total	-	110	(30)	7,897	7,977
Total gross income	(2)	1,616	1,480	34,521	37,615
Payments					
Operating expenses					
Adult support and training	-	-	101	-	101
Rent	-	-	-	125	125
Water, refuse collection, rates	-	-	-	-	-
Electricity	-	-	-	3,437	3,437
Premises maintenance/cleaning/works	-	-	-	8,256	8,256
Equipment purchase/maintenance	-	-	-	2,738	2,738
Insurance - premises/equipment	-	-	-	2,311	2,311
Admin, org, stationery, etc	-	-	-	677	677
Contribution to camp costs	-	-	-	-	-
AGM and trustee expenses	-	-	-	-	-
Donations to other charities	-	-	-	-	-
Sub total	-	-	101	17,545	17,645
Fundraising expenses					
Fundraising expenses	-	-	-	-	-
Sub total	-	-	-	-	-
Other payments					
Youth activities	251	1,017	4,752	(511)	5,509
Badges and uniform	212	257	238	245	954
Bank charges	-	-	-	-	-
Sundry payments	-	-	-	-	-
Sub total	463	1,275	4,991	(266)	6,463
Total gross expenditure	463	1,275	5,092	17,278	24,109
Net of receipts/(payments)	(465)	341	(3,612)	17,242	13,506
Bank funds last year end	1,296	2,345	7,961	25,350	36,952
Funds this year end	831	2,686	4,349	42,592	50,458

	Collation with section cap				
Bank funds at end	831	2,686	4,349	42,592	50,458
Cash funds at end	-	-	-	-	-
Total	831	2,686	4,349	42,592	50,458
Transfers between Accounts					
Transfers In - Capitation	-	-	-	7,173	7,173
Transfers In - Other	24	-	-	-	24
Transfers Out - Capitation	(2,020)	(2,440)	(2,713)	-	(7,173)
Transfers Out - Other	-	(24)	-	-	(24)