

Second Durrington Sea Scout Group

Trustees' Annual Report

For the period from 1st April 2021 to 31st March 2022

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
Andrew Swayne	Assistant Group Scout Leader (AGSL)
Tom Worfolk	
Paul Braisby	
Rosemary Pond	
Neil Tyler	

Names and addresses of advisers: n/a

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.

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.

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.

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

One of the groups main objectives is to build an annex to the side of the existing hut to allow better facilities for disabled and less advantaged members. Greater than normal reserves are being held to help fund this project. We are also looking to use OSM more throughout the group so gift aid information is recorded more easily and communication to parents is improved.

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



Matt Edwards

Position:

Chair

Group Scout Leader

Date: 22/11/22

2nd DURRINGTON SEA SCOUT GROUP

Receipts and Payments Account, Assets and Liabilities

for the year from 01 Apr 21 to 31 Mar 22

Receipts and payments

	2020/21 Unrestricted funds £	2021/22 Unrestricted funds £
Receipts		
Subscriptions, donations, similar income		
Membership subscriptions	10,187	21,931
Less membership subscriptions paid as capitation	(6,224)	(14,356)
Net membership subscriptions retained	3,963	7,575
Donations	23	105
Legacies	-	-
Gift Aid	5,097	2,243
Sub total	9,082	9,923
Grants		
Premises grants	19,956	4,426
Equipment and other grants	-	-
Sub total	19,956	4,426
Fundraising (gross)		
Fundraising activities	675	2,067
Sub total	675	2,067
Investment income		
Bank interest	5	-
Other investment income	-	-
Sub total	5	-
Other receipts		
Activities	-	1,176
Use of facilities	7,652	9,843
Badges and uniform	245	-
Sundry receipts	-	-
Sub total	7,897	11,019
Total gross income	37,615	27,435
Payments		
Operating expenses		
Adult support and training	101	1,259
Rent	125	120
Water, refuse collection, rates	-	-
Electricity	3,437	2,990
Premises maintenance/cleaning/works	8,256	12,157
Equipment purchase/maintenance	2,738	11,678
Insurance - premises/equipment	2,311	3,371
Admin, org, stationery, etc	677	781
Contribution to camp costs	-	-
AGM and trustee expenses	-	-
Donations to other charities	-	-
Sub total	17,645	32,356
Fundraising expenses		
Fundraising expenses	-	-
Sub total	-	-
Other payments		
Youth activities	5,509	5,045
Badges and uniform	954	936
Bank charges	-	-
Sundry payments	536	-
Sub total	6,999	5,982
Total gross expenditure	24,645	38,337
Net of receipts/(payments)	12,970	(10,902)
Funds last year end	37,488	50,458
Funds this year end	50,458	39,556


Statement of assets and liabilities at the end of the year

	31st March 2021 Unrestricted funds £	31st March 2022 Unrestricted funds £
Assets		
Cash funds		
Bank current account	27,428	16,521
Bank deposit account	23,035	23,035
Cash	-	-
Sub total	50,463	39,556
Other monetary assets		
Gift aid (estimated)	2,240	2,500
Debts due from the County/District	-	-
Tax claim	-	-
Sub total	2,240	2,500
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	149,323	138,676
Liabilities		
Accounts not yet paid	-	-
Commercial expenses incurred but not invoiced	-	-
Individual expenses incurred but not presented (estimate)	1,000	3,000
Loan - detail	-	-
Total liabilities	1,000	3,000
Net asset / liabilities	148,323	135,676

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on the 22 Nov 2022 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

31st March 2022

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:

21/11/22

Name:

JANE WINTLE

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

BA BUSINESS STUDIES.

Address:

16 Burlington Road, Woking BN2 6DB.

Collation with section cap

	Beavers	Cubs	Troop	Exec. Sub-Gp	Group	Check
Start date	01-Apr-21					
End date	31-Mar-22					
Bank funds at start	831	2,686	4,349	42,592	50,458	
Cash funds at start	0	0	0	0	0	
Receipts						
Subscriptions, donations, similar income						
Membership subscriptions	3,805	5,197	4,335	8,594	21,931	
Less membership subscriptions paid as capitation	(2,740)	(2,164)	(3,091)	(6,363)	(14,356)	
Net membership subscriptions retained	1,066	3,034	1,245	2,231	7,575	
Donations	-	-	100	5	105	
Legacies	-	-	-	-	-	
Gift Aid	-	-	-	2,243	2,243	
Sub total	1,066	3,034	1,345	4,479	9,923	9,923
Grants						
Premises grants	-	-	-	4,426	4,426	
Equipment and other grants	-	-	-	-	-	
Sub total	-	-	-	4,426	4,426	
Fundraising (gross)						
Fundraising activities	-	-	-	2,067	2,067	
Sub total	-	-	-	2,067	2,067	
Investment income						
Bank interest	-	-	-	-	-	
Other investment income	-	-	-	-	-	
Sub total	-	-	-	-	-	
Other receipts						
Activities	-	-	1,176	-	1,176	
Use of facilities	-	-	-	9,843	9,843	
Badges and uniform	-	-	-	-	-	
Sundry receipts	-	-	-	-	-	
Sub total	-	-	1,176	9,843	11,019	11,019
Total gross income	1,066	3,034	2,521	20,815	27,435	27,435
Payments						
Operating expenses						
Adult support and training	-	-	-	1,259	1,259	
Rent	-	-	-	120	120	
Water, refuse collection, rates	-	-	-	-	-	
Electricity	-	-	-	2,990	2,990	
Premises maintenance/cleaning/works	-	-	-	12,157	12,157	
Equipment purchase/maintenance	-	-	-	11,678	11,678	
Insurance - premises/equipment	-	-	-	3,371	3,371	
Admin, org, stationery, etc	-	29	-	752	781	
Contribution to camp costs	-	-	-	-	-	
AGM and trustee expenses	-	-	-	-	-	
Donations to other charities	-	-	-	-	-	
Sub total	-	29	-	32,327	32,356	
Fundraising expenses						
Fundraising expenses	-	-	-	-	-	
Sub total	-	-	-	-	-	
Other payments						
Youth activities	651	1,671	1,681	842	5,045	
Badges and uniform	105	49	42	741	936	
Bank charges	-	-	-	-	-	
Sundry payments	-	-	-	-	-	
Sub total	756	1,720	1,923	1,583	5,982	5,982
Total gross expenditure	756	1,749	1,923	33,910	38,337	38,337
Net of receipts/(payments)	310	1,285	597	(13,094)	(10,902)	
Bank funds last year end	831	2,686	4,349	42,592	50,458	
Funds this year end	1,141	3,971	4,946	29,498	39,556	39,556
Bank funds at end	1,141	3,971	4,946	29,498	39,556	
Cash funds at end	-	-	-	-	-	
Total	1,141	3,971	4,946	29,498	39,556	

	Collation with section cap				
Transfers between Accounts					
Transfers In - Capitation	-	-	-	7,994	7,994
Transfers In - Other	-	-	-	-	-
Transfers Out - Capitation	(2,740)	(2,164)	(3,091)	-	(7,994)
Transfers Out - Other	-	-	-	-	-