

## Second Durrington Sea Scout Group

### Trustees' Annual Report

For the period from 1st April 2022 to 31st March 2023

#### 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)
Neil Tyler	Secretary
Tom Worfolk	
Gemma Cooper	
Rosemary Pond	
Beth Humphrey	
Ethan Camey	

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 Board of 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 Board of Trustees 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 Board of Trustees 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 Board 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 Board of Trustees 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

Position:

Chair

Date:

3/10/2023



Matt Edwards

Group Scout Leader

## 2nd DURRINGTON SEA SCOUT GROUP

Receipts and Payments Account, Assets and Liabilities  
for the year from 01 Apr 22 to 31 Mar 23

### Receipts and payments

	2021/22	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Subscriptions, donations, similar income</b>		
Membership subscriptions	21,931	19,474
Less membership subscriptions paid as capitation	(14,356)	(12,822)
Net membership subscriptions retained	7,575	6,652
Donations	105	-
Gift Aid	2,243	-
Sub total	9,923	6,652
<b>Grants</b>		
Premises grants	4,426	13,248
Equipment and other grants	-	6,130
Sub total	4,426	19,378
<b>Fundraising (gross)</b>		
Fundraising activities	2,067	2,526
Sub total	2,067	2,526
<b>Investment Income</b>		
Bank interest	-	44
Other investment income	-	-
Sub total	-	44
<b>Other receipts</b>		
Activities	1,176	7,426
Use of facilities	9,843	9,053
Badges and uniform	-	-
Sundry receipts	-	774
Sub total	11,019	17,252
<b>Total gross income</b>	<b>27,435</b>	<b>45,852</b>
<b>Payments</b>		
<b>Operating expenses</b>		
Adult support and training	1,259	452
Rent	120	125
Water, refuse collection, rates	-	-
Electricity	2,990	5,026
Premises maintenance/cleaning/works	12,157	12,538
Equipment purchase/maintenance	11,678	970
Insurance - premises/equipment	3,371	789
Admin, org, stationery, etc	781	993
Sub total	32,356	20,894
<b>Fundraising expenses</b>		
Fundraising expenses	-	-
Sub total	-	-
<b>Other payments</b>		
Youth activities	5,045	14,466
Badges and uniform	936	665
Bank charges	-	-
Sundry payments	-	-
Sub total	5,982	15,131
<b>Total gross expenditure</b>	<b>38,337</b>	<b>36,025</b>
<b>Net of receipts/(payments)</b>	<b>(10,902)</b>	<b>9,827</b>
Funds last year end	50,458	39,556
Funds this year end	<b>39,556</b>	<b>49,383</b>

# Statement of assets and liabilities at the end of the year

	31st March 2023 Unrestricted funds £	31st March 2022 Unrestricted funds £
<b>Assets</b>		
<b>Cash funds</b>		
Bank current account	16,521	16,521
Bank deposit account	23,035	23,035
Cash	-	-
Sub total	39,556	39,556
<b>Other monetary assets</b>		
Gift aid (estimated)	2,500	3,500
Debts due from the County/District	-	-
Tax claim	-	-
Sub total	2,500	3,500
<b>Investment assets</b>		
Investment property	-	-
Other investments	-	-
Sub total	-	-
<b>Non monetary assets for charity's own use</b>		
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
<b>Total assets</b>	<b>138,676</b>	<b>139,676</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Commercial expenses incurred but not invoiced	-	-
Individual expenses incurred but not presented (estimate)	3,000	4,000
Loan - detail	-	-
<b>Total liabilities</b>	<b>3,000</b>	<b>4,000</b>
<b>Net asset / liabilities</b>	<b>135,676</b>	<b>135,676</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on the 03 Oct 2023 and signed on their behalf by

Signature 

Print name  
Sharon Gorf  
Chair

Andrew Carter  
Treasurer

*Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts and guidance for examiners).*

**Brief details of any items that the examiner wishes to disclose**

	Beavers	Cubs	Troop	Exec. Sub-Gp	Group
Start date	01-Apr-22				
End date	31-Mar-23				
Bank funds at start	1,141	3,971	4,948	29,498	39,558
Cash funds at start	0	0	0	0	0
<b>Receipts</b>					
<b>Subscriptions, donations, similar income</b>					
Membership subscriptions	3,781	3,488	5,839	6,386	19,474
Less membership subscriptions paid as capitation	(1,803)	(2,163)	(2,421)	(6,436)	(12,822)
Net membership subscriptions retained	1,959	1,325	3,418	(50)	6,652
Donations	-	-	-	-	-
Legacies	-	-	-	-	-
Gift Aid	-	-	-	-	-
Sub total	1,959	1,325	3,418	(50)	6,652
<b>Grants</b>					
Premises grants	-	-	-	13,248	13,248
Equipment and other grants	-	-	-	8,130	8,130
Sub total	-	-	-	19,378	19,378
<b>Fundraising (gross)</b>					
Fundraising activities	-	-	-	2,526	2,526
Sub total	-	-	-	2,526	2,526
<b>Investment income</b>					
Bank interest	-	-	-	44	44
Other investment income	-	-	-	-	-
Sub total	-	-	-	44	44
<b>Other receipts</b>					
Activities	1,221	1,275	4,830	-	7,426
Use of facilities	-	-	-	9,053	9,053
Badges and uniform	-	-	-	-	-
Sundry receipts	-	214	560	-	774
Sub total	1,221	1,489	5,490	9,053	17,252
<b>Total gross income</b>	<b>3,180</b>	<b>2,814</b>	<b>8,908</b>	<b>30,951</b>	<b>45,852</b>
<b>Payments</b>					
<b>Operating expenses</b>					
Adult support and training	23	-	-	430	452
Rent	-	-	-	125	125
Water, refuse collection, rates	-	-	-	-	-
Electricity	-	-	-	5,026	5,026
Premises maintenance/cleaning/works	-	-	-	12,538	12,538
Equipment purchase/maintenance	-	-	-	970	970
Insurance - premises/equipment	-	-	-	789	789
Admin, org, stationery, etc	-	-	-	993	993
Contribution to camp costs	-	-	-	-	-
AGM and trustee expenses	-	-	-	-	-
Donations to other charities	-	-	-	-	-
Sub total	23	-	-	20,872	20,894
<b>Fundraising expenses</b>					
Fundraising expenses	-	-	-	-	-
Sub total	-	-	-	-	-
<b>Other payments</b>					
Youth activities	2,318	4,071	7,534	542	14,466
Badges and uniform	587	98	-	-	665
Bank charges	-	-	-	-	-
Sundry payments	-	-	-	-	-
Sub total	2,886	4,169	7,534	542	15,131
<b>Total gross expenditure</b>	<b>2,908</b>	<b>4,169</b>	<b>7,534</b>	<b>21,414</b>	<b>36,025</b>
<b>Net of receipts/(payments)</b>	<b>271</b>	<b>(1,355)</b>	<b>1,374</b>	<b>9,536</b>	<b>9,827</b>
Bank funds last year end	1,141	3,971	4,948	29,498	39,558
<b>Funds this year end</b>	<b>1,412</b>	<b>2,616</b>	<b>6,320</b>	<b>39,034</b>	<b>49,383</b>
Bank funds at end	1,412	2,616	6,320	39,034	49,383
Cash funds at end	-	-	-	-	-
<b>Total</b>	<b>1,412</b>	<b>2,616</b>	<b>6,320</b>	<b>39,034</b>	<b>49,383</b>
<b>Transfers between Accounts</b>					
Transfers In - Capitation	-	-	-	6,386	6,386
Transfers In - Other	-	-	-	-	-
Transfers Out - Capitation	(1,803)	(2,163)	(2,421)	(6,436)	(12,822)
Transfers Out - Other	-	-	-	-	-