

# Trustees' Annual Report

For the period

From (start date)

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to end date

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## Section A

## Reference and administration details

Charity name

1st Sutton Coldfield Sea Scout Group

Other names the charity is known by

10th Sutton Coldfield

Registered charity number (if any)

5

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HQ registration number

Charity's principal address

Sutton Park

Stonehouse Road

Sutton Coldfield

Postcode

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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 Caffrey	Group Scout Leader	
2	Jenny Wilkinson	Group Chair	
3	Dave Whittle	Group Treasurer	
4	Jocelyn Swann	Group Secretary	
5	Pete Shergold	Group Scout Leader and Scout	13/06/23 - 31/12/23
6	Richard Thom	Explorer Leader	
7	Doug Lea	Scout Leader	01/01/23 - 27/10/23
8	Savanna Lea	Cub Leader	01/01/23 - 27/10/23
9	Richard Cotterill	Beaver Leader	
10	Richard Harris	Scout Parent Rep	
11	Tom Pilling	Cub Parent Rep	
12	Paul Myers	Beaver Parent Rep	
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

Description of the charity's trusts

Type of governing document

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.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

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 Trustee Board, 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:

The Trustee Board consists of the Chair, Treasurer and 10 Trustees (including 6 Ex Officio Trustees) and meets every 2 months.

a) the induction and training of trustees; b) training

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

Section B	Structure, governance and management (continued)
	<p data-bbox="745 309 1066 338"><b>Risk and Internal Control</b></p> <p data-bbox="745 338 1530 465">The Group Trustee Board 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:</p> <p data-bbox="745 499 1530 719">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.</p> <p data-bbox="745 752 1530 880">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.</p> <p data-bbox="745 913 1530 1106">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 Board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p data-bbox="745 1140 1530 1359">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.</p> <p data-bbox="745 1393 1530 1585">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.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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.</p>
Summary of the main activities in relation to these objects	<p>Indoor activities include games, crafts, skills, cooking. Outdoor activities include boating, camping, hiking. Spiritual reflection is developed by learning about different faiths, beliefs and attitudes. Our YP contribute to society by supporting the local community and by fundraising for other charities. Group members renew their Promise annually at the Rededication Service.</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
Public benefit statement	The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>This past year has been a period of significant change and, ultimately, exciting growth for our Sea Scout Group. We faced challenges, but through them, we've emerged stronger and more vibrant than ever. The dedication of our leadership team and the resilience of our existing members proved invaluable. We're thrilled to report that these changes have resulted in a renewed wave of enthusiasm. We've welcomed a significant number of new members across all sections, and our waiting lists are growing once again.</p> <p>Of course, none of this would be possible without the unwavering commitment of our incredible leaders and volunteers. They tirelessly dedicate their time, energy, and expertise to provide our scouts with exceptional experiences. We have grown our leader team this year and continue to welcome more adult helpers.</p> <p>We have started new fundraising initiatives, with our Saturday Scout Cafe raising valuable funds for the group, enabling us to invest in new equipment.</p>
Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>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 Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £30000.</p> <p>The Group held reserves of approximately £83000 against this at year end. This is above the level required for operating expenses. However this can be explained by retained earnings for future investment into the equipment and/or buildings used by the group to provide its activities.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	N/a
Further financial review details (optional information)	
<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> </ul>	<p><b>Investment Policy (Specimen 1)</b></p> <p>The Group's Income vs Expenditure is very narrow and as a consequence does not feel it has sufficient funds or financial knowledge to invest in longer-term products such as stocks and shares responsibly. The Group has therefore adopted a low risk strategy to the investment of its funds. Some funds are held in cash using only mainstream banks or building societies and some is held in short term (2-3 year) bonds, also with mainstream organisations covered by the UK FSCS compensation scheme.</p>

- investment policy and objectives;

## Investment Policy (Specimen 2)

### Other Optional Information

A Royal Navy funded water permit weekend has been organised for March 2024, to include support of Group members to gain permits to use to support Group boating. A Squirrel section would be desirable in future, dependent on leader capacity. Refurbishment of HQ, after seeking funding support is a longer term aim.

## Declaration

Signed on behalf of the charity's trustees

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David Whittle	
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Treasurer	
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D2	D1	M0	M4	Y2	Y4
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# 1st Sutton Coldfield Sea Scout Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	1st January 2023	To	31st December 2023
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### Receipts and payments

	2023			2022	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	11572.50	-	-	11572.50	9623.00
Less: Membership subscriptions paid on (National/County/Area/District) enter figures with a minus sign	-4085.00	-	-	-4085.00	-3348.00
Net membership subscriptions retained	7487.50	-	-	7487.50	6275.00
Donations	240.00	-	-	240.00	94.00
Legacies	0.00	-	-	0.00	0.00
Insurance Claims	0.00	-	-	0.00	0.00
Camps/Events	10545.95	-	-	10545.95	7707.00
Tax claim (gift aid)	16348.30	-	-	16348.30	0.00
<b>Sub total</b>	<b>34621.75</b>	<b>-</b>	<b>-</b>	<b>34621.75</b>	<b>14076.00</b>
<b>Grants</b>					
Birmingham City Council Grant	0.00	-	-	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>
<b>Fundraising (gross)</b>					
Sale of assets (boats/trailors/tents etc)	792.00	-	-	792.00	0.00
Fundraising income - other	96.67	-	-	96.67	
<b>Sub total</b>	<b>888.67</b>	<b>-</b>	<b>-</b>	<b>888.67</b>	<b>0.00</b>
<b>Investment income</b>					
Bank interest	3876.59	-	-	3876.59	3213.00
Lettings		-	-	0.00	2560.00
Other investment income		-	-	0.00	0.00
<b>Sub total</b>	<b>3876.59</b>	<b>-</b>	<b>-</b>	<b>3876.59</b>	<b>5773.00</b>
<b>Total Gross Income</b>	<b>39387.01</b>	<b>-</b>	<b>-</b>	<b>39387.01</b>	<b>19849.00</b>
<b>Asset and investment sales, etc.</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>
<b>Total receipts</b>	<b>39387.01</b>	<b>-</b>	<b>-</b>	<b>39387.01</b>	<b>19849.00</b>

# 1st Sutton Coldfield Sea Scout Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	1st January 2023	To	31st December 2023
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### Receipts and payments

	2023			2022	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Payments</b>					
<b>Charitable Payments</b>					
Youth programme and activities	1549.48	-	-	1549.48	897.00
Adult support and training	288.00	-	-	288.00	45.00
Rent & Council Tax	543.50	-	-	543.50	704.00
Water and Sewerage	846.07	-	-	846.07	717.00
Electricity and Gas	3327.08	-	-	3327.08	2241.00
Insurance	1319.44	-	-	1319.44	1110.00
Headquarters Repairs	552.05	-	-	552.05	1089.00
Group General Expenses	2002.36	-	-	2002.36	1372.00
Badges	1753.33	-	-	1753.33	898.00
Camps & Events	11224.10	-	-	11224.10	8704.00
Sundry Payments	0.00	-	-	0.00	0.00
Boat Maintenance and Insurance	1603.77	-	-	1603.77	1579.00
<b>Sub total</b>	<b>25009.18</b>	<b>-</b>	<b>-</b>	<b>25009.18</b>	<b>19356.00</b>
<b>Fundraising expenses</b>					
Car Boot Sales	0.00	-	-	0.00	0.00
Other fundraising costs	60.08	-	-	60.08	289.00
<b>Sub total</b>	<b>60.08</b>	<b>-</b>	<b>-</b>	<b>60.08</b>	<b>289.00</b>
<b>Total Gross Expenditure</b>	<b>25069.26</b>	<b>-</b>	<b>-</b>	<b>25069.26</b>	<b>19645.00</b>
<b>Asset and investment purchases, etc.</b>	<b>2,069.18</b>	<b>0.00</b>	<b>0.00</b>	<b>2069.18</b>	<b>2117.00</b>
<b>Total payments</b>	<b>27138.44</b>	<b>0.00</b>	<b>0.00</b>	<b>27138.44</b>	<b>21762.00</b>
<b>Net of receipts/(payments)</b>	<b>12248.57</b>	<b>0.00</b>	<b>0.00</b>	<b>12248.57</b>	<b>-1913.00</b>

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

	31st Dec 2023			31st Dec 22	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
Bank current account	57,690.30	-	-	57,690.30	48,348.00
Bank deposit account	71,267.07	-	-	71,267.07	68,770.00
Hampshire Trust Bank	85,000.00	-	-	85,000.00	85,000.00
Cambridge and Counties Bank	86,360.00	-	-	86,360.00	86,360.00
Cash/Floats	0.00	-	-	0.00	0.00
<b>Total cash funds</b>	<b>300,317.37</b>	<b>-</b>	<b>-</b>	<b>300,317.37</b>	<b>288,478.00</b>
<b>Other monetary assets</b>					
Tax claim	-	-	-	0.00	0.00
Trade Debtors	34.41	-	-	34.41	242.00
Insurance claim	0.00	-	-	0.00	0.00
<b>Sub total</b>	<b>34.41</b>	<b>-</b>	<b>-</b>	<b>34.41</b>	<b>242.00</b>
<b>Investment assets</b>					
Investment property - detail	0.00	-	-	0.00	0.00
Quoted investments	0.00	-	-	0.00	0.00
Other investments - detail	0.00	-	-	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>
<b>Non monetary assets for charity's own use</b>					
Boats	3,814.00	-	-	3,814.00	3,814.00
Shop stock	0.00	-	-	0.00	0.00
Other stock	0.00	-	-	0.00	0.00
Land and buildings	0.00	-	-	0.00	0.00
Motor vehicles	0.00	-	-	0.00	0.00
Scouting equipment, furniture etc	0.00	-	-	0.00	0.00
Other	0.00	-	-	0.00	0.00
<b>Sub total</b>	<b>3,814.00</b>	<b>-</b>	<b>-</b>	<b>3,814.00</b>	<b>3,814.00</b>
<b>Liabilities</b>					
Accounts not yet paid	3,448.00	-	-	3,448.00	3,448.00
Expenses incurred but not invoiced	0.00	-	-	0.00	0.00
Subscriptions not yet paid	-	-	-	0.00	0.00
Loan - detail	0.00	-	-	0.00	0.00
Other liabilities	0.00	-	-	0.00	0.00
<b>Sub total</b>	<b>3,448.00</b>	<b>-</b>	<b>-</b>	<b>3,448.00</b>	<b>3,448.00</b>



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

1<sup>st</sup> Sutton Coldfield Sea Scouts

On accounts for the year  
ended

Dec 31<sup>st</sup> 2023

Charity no  
(if any)

508682

Set out on pages

3-5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2023.

Responsibilities and  
basis of report

As the charity 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

S M Frisby

Date:

9/3/2024

Name:

S Frisby

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

Finance Manager

Address:

8 Burton Old Road

Lichfield

WS13 8LJ