



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01 st	Month January	Year 2020		Day 31 st	Month December	Year 2020

Section A Reference and administration details

Charity name	2 nd Fareham Sea Scout Group
Other names charity is known by	
Registered charity number (if any)	322036
Charity's principal address	HQ, Locks Yard Lower Quay, Fareham, Hampshire Postcode PO16 0RA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Davis	Group Scout Leader	Re-appointed	Fareham East District Scout (FEDSC) Commissioner on behalf of The Scout Association (TSA)
2	Richard Snow	Chairperson	From AGM	Group Scout Leader (GSL)
3	Ron Stead	President	Lifetime	GSL & 2 nd Fareham Scout Council (Parents)
4	June Stead	Vice-President	Lifetime	GSL & 2 nd Fareham Scout Council (Parents)
5	Karen Watson	Treasurer	Re-appointed	2 nd Fareham Scout Council (Parents)
6	Zoe Shears	Secretary	From AGM	2 nd Fareham Scout Council (Parents)
7	Benjamin Davis	Explorer Leader	Re-appointed	FEDSC on behalf of TSA
8	Michael Edey	Scout Leader	Re-appointed	FEDSC on behalf of TSA
9	Linda Grady	Cub Leader	Re-appointed	FEDSC on behalf of TSA
10	Hilary Nash	Beaver Leader	Re-appointed	FEDSC on behalf of TSA
12	Leigh Bryce	Premises Manager	Re-appointed	2 nd Fareham Scout Council (Parents)
13	David Hill	Bosun	Re-appointed	2 nd Fareham Scout Council (Parents)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Financial Adviser	T Geoghegan	
Independent Accountant	N Bryce	313 Gosport Road, Fareham

Name of chief executive or names of senior staff members (Optional information)

n/a

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	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 (eg. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts with a local Group Constitution in place in regard to local procedures and responsibilities, including an Agreement with Sea Dragon Explorer Scout Unit
Trustee selection methods (eg. appointed by, elected by)	<p>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.</p> <p>The Committee meets every month and consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, Section Leaders and Assistants with parent representation from each section.</p>

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Members of the Executive Committee hold an Enhanced DBS and complete "Essential Information for Executive Committee", "Safety & Safe-guarding", "GDPR" and First Aid training within the first 5 months of joining the committee.

The Executive exists to support the Group Scout Leader and is responsible for:

- o The maintenance of Group property
- o The raising of funds and administration of Group finance
- o Insurance of persons, Group property, boats and equipment
- o Group public occasions; Licensing
- o Assisting in the recruitment of leaders and other adult support
- o Appointing sub-committees as required; Group Administrators and Advisors other than those elected

Risk and Internal Control

The Group Executive Committee have identified the following major risks:

Damage to the building, property and equipment:

The Group would request the use of buildings, property, boats and equipment from neighbouring organisations. The Group has sufficient Buildings, Contents and Marine Insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters or members:

The Group, through membership fees, contributes to the Scout Association's national accident insurance policy. The Group has sufficient Personal Accident and Medical Expenses Cover for Helpers and Supporters.

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. Subscription values could increase 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 were a reduction in the number of leaders to an unacceptable level in a 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, the closure of the Group.

Reduction or loss of members:

If there were a reduction in membership of a 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, the closure of the Group.

Internal Controls:

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatories for payments and comprehensive insurance policies to ensure those insurable risks are covered.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. Developing skills for life, including teamwork and leadership.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The method of achieving this is when young people, in partnership with adults, work together with integrity, respect, care, belief and co-operation on a quality youth shaped programme of activities.

A quality programme is challenging, relevant and rewarding for every young person regardless of their abilities, to enjoy and achieve

as www.scouts.org.uk/qualitychecker

Public Benefit Statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Additional details of objectives and activities (Optional information)

All adults in Scouting are required to act in accordance with the key policies of The Scout Association. They provide a framework within which we provide safe and inclusive Scouting, in line with our Purpose and Values. Further details can be found at <https://scouts.org.uk/por/1-fundamentals-of-scouting/>

Child Protection Policy and Young People First:

It is the policy of The Scout Association to safeguard the welfare of all members by protecting them from neglect and from physical, sexual and emotional harm. The Yellow Card, Young People First, details the child protection policy and code of practice.

The Equal Opportunities Policy:

No young person or adult in Scouting should receive less favourable treatment on the basis of: class or socio-economic status; ethnic origin; nationality or race; gender (including gender reassignment); marital or civil partnership status; sexual orientation; disability; pregnancy; political or religious belief (including the absence of belief). All adults and young people in Scouting should seek to practise equality.

Anti-Bullying Policy:

The Scout Association is committed to the prevention of all forms of bullying.

The Safety Policy:

It is the responsibility of all those involved in Scouting to seek to ensure, so far as is reasonably practicable, that all activities are conducted safely, without risk to the safety of participants. The Purple Card, Safe Scouting and Emergency Procedures, details the safety policy and code of practice.

The Development Policy:

The Scout Movement is open to all young people. We are committed to making Scouting available and accessible for all.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

2nd Fareham Group Annual Report 2020

2nd Fareham Beaver Section Annual Report 2020

2nd Fareham Cubs Report 2020

Sea Scout Report 2020

Sea Dragon Explorer Scout Unit Report 2020 for 2nd Fareham AGM

Section E

Financial review

2nd Fareham Sea Scouts		31 December 2020	
Brought Forward from 2019		£ 10,290.15	£ 13,406.54
INCOME		2020	2019
All Subs Payments by s/o	£ 10,570.58		£ 11,680.00
Sale of Equipment	£ 10.00		£ 60.00
Donations & Fundraising	£ 688.60		£ 3,408.34
Gift Aid (await HMRC)	£ -		£ -
Camps & Outings	£ 260.00		£ 4,408.38
GoCardless Events	£ 3,988.85		£ 7,411.32
Premises & Grant Funding	£ 10,060.00		£ 560.00
Account Interest	£ 15.08		£ 10.07
TOTAL		£ 25,593.11	£ 27,538.11
EXPENDITURE		2020	2019
Premises	£ 185.91		£ 1,567.05
Boats	£ 2,400.03		£ 331.99
Badges & Activities	£ 590.84		£ 1,203.54
Events, Camps & Outings	£ 740.67		£ 11,078.98
Stores & Equipment	£ 1,028.03		£ 5,468.33
Leader Training	£ -		£ 220.00
Utilities (Gas/Electric/Water)	£ 748.38		£ 1,384.49
Insurance & Licences	£ 2,543.38		£ 4,123.12
Pontoon Rent & Building Loan	£ 6,803.00		£ 2,597.00
Membership & Refunds	£ 5,730.75		£ 2,680.00
Account Charges	£ -		£ -
TOTAL		£ 20,770.99	£ 30,654.50

B/F plus Income minus Expenditure£
15,112.27£
10,290.15**As 31st December 2020**

Community a/c ~ (Cheques & Payments)	£ 7,427.61
BMM a/c ~ (Subs & Ring Fenced)	£ 20,650.06
Petty Cash	£ 59.39
	£ 28,137.06
minus Ring Fenced	£ 11,699.32
minus Reserves	£ 8,000.00
TOTAL	£ 8,437.74

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 £8,000 to avoid financial difficulties should there be an unforeseen emergency or other unexpected need for funds. This amount is reviewed and monitored.

RING FENCED

Detail	Amount	Reserve Type - Designation
Gift Aid 2019 - 2021(Held in abeyance)	£ -	Restricted - Major Project
Subscriptions	£ 3,850.00	Restricted - Annual Membership to TSA
COVID-19 FBC Funding of £10,000.00	£ 6,000.00	Restricted - Overheads
Restricted	£ 9,850.00	
Mel Colson Memorial Fund of £779.32	£ 529.32	Unrestricted - Young Person Development
Private donation of £5 per month	£ 60.00	Unrestricted - Premises
Arthur Caswell Legacy of £1,000	£ 1,000.00	Unrestricted
Various Scout Hat & Scout Belt Rentals	£ 260.00	Unrestricted - Uniform Loan Scheme
Unrestricted	£ 1,849.32	

TOTAL	£11,699.32	
Annual Reserve	£8,000.00	Utilities, Insurances, Licences, Membership

Details of any funds materially in deficit

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 fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Gift Aid Policy:
 As part of the Group's strategic planning, the Executive Committee look beyond the annual operational costs and annual budget. When projects or planned expenditure cannot be met from a single year's income alone then there is a need to build up reserves to meet future expenditure. The Group Executive Committee considers the claiming of Gift Aid every 3 years to be an effective way of building those reserves. Thus, ensuring funding for planned commitments, or designations, that cannot be met by future subscription income alone, e.g. a major asset purchase (new boats), or to a premise project (heating). Enabling the Group to raise further significant amounts through 'matched funding' if required.

Investment Policy:
 The Group has adopted a risk adverse strategy to the investment of its funds in that any surplus funds are held in an interest-bearing account linked to the Group current account allowing for same-day money transfer. The Group Executive regularly monitors the levels of bank balances and the interest rates received to enable the Group obtains maximum value from its current banking arrangements.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

On accounts for the year ended

Charity no (if any)

Set out on pages

(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 **DD / MM / YYYY**.

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").

Independent examiner's statement

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.

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:

Date:

Name:

Relevant professional

**qualification(s) or
body (if any):**

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Address:

Section B

Disclosure

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

Give here brief details of any items that the examiner wishes to disclose.

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