

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 Blofield and Brundall Sea Scouts

Other names the charity is known by

1st B&B

Registered charity number (if any)

1 0 1 8 4 6 7

HQ registration number

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Charity's principal address

C/o Mr G Carter						
6 Wyngates						
Blofield, Norwich						
Postcode	N	R	1	3	4	J G

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	Julian Rudd	Chair	
2		Secretary	
3	Christopher Harrison	Treasure	25th Sept
4	Gordon Carter	Group Scout Leader	
5	Gary Howes	Scout Leader	
6	James Page	Cub Leader	
7	Ann Kelly	Beaver Leader	
8	Anthony Knights	Trustee	
9			
10			
11			
12			
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

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

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.

How the charity is constituted

(e.g. trust, association, company)

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

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.

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

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.

Policies and procedures adopted for:

- a) the induction and training of trustees;
- b) trustee' consideration of major risks and the systems and procedures to manage them

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 months.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

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 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:

Damage to the building, property and equipment. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

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.

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 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 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.

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.

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method 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>
<p>Summary of the main activities in relation to these objects</p>	<p>We are a Sea Scout Group and Recognised by the Royal Navy. Beavers and Cubs are given taster sessions on the water. Scouts and Explorers spend the summer months at our Water Base each week. They carry on through the School holidays to maximise their opportunities. All our sections attend a camp and take part in community and nature projects.</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p>	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	<p>The group supports adult training, financially, which will be used to promote scouting programs. The support will be 50% where County and or District will meet the other 50%.</p>
<p>Public benefit statement</p>	<p>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.</p>

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

scouts, paddling and Long Stratton and Salhouse scouts have visited our water base for their time on the water badge work. Two of our leaders joined the Northern Norwich district hill walking event in Derdysire.

Our group have played a major part in organising district events, including Night hike, St Georges day and Water activities weekend. We also organised the County Sailing Regatta. 1st Blofield & Brundall Sea Scouts also play a part in organising the National Scouts Sailing Regatta every third year and attend every year. This year two of our scouts finished third in their year groups. Our Scouts, Explorers and leaders usually attend the National camps help at Portsmouth onboard HMS Bristol. This year we celebrated the centenary of Royal Naval Recognised Sea Scout groups.

Section E**Financial Review**

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 3 months running costs, circa £4000.

The Group held reserves of approximately £4000 against this at year end. This is above the level required for operating expenses.

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)

- investment policy and objectives;

Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Section F

Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

N/A

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)	Julian Rudd	Gordon Carter
Position (eg Secretary, Chair)	Chair	Group Scout Leader
Date	1 5 0 2 2 1	

1st Blofield & Brundall Sea Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2019	To	31/03/2020
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Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	2018/2019 Total funds
	£	£	£	£	£
Receipts					
Donations, legacies and similar income					
Membership subscriptions	8,137	-	-	8,137	6,092
Less: Membership subscriptions paid on	- 2,992	-	-	- 2,992	- 3,132
Net membership subscriptions retained	5,145	-	-	5,145	2,960
Donations		25,750	-	25,750	3,750
Hire of HQ	4,785	-	-	4,785	3,702
Gift Aid		-	-	-	1,643
Other Income	3,029	-	-	3,029	3,288
Sub total	12,959	25,750	-	38,709	15,343
Grants					
Maintenance grant		-	-	-	-
Other grants		4,102	-	4,102	-
Sub total	-	4,102	-	4,102	-
Fundraising (gross) and other					
BBQ x 2	2,282	-	-	2,282	1,514
Quiz Night		-	-	-	766
Group HQ levy	3,590	-	-	3,590	3,680
Section income	7,395	-	-	7,395	7,577
Sub total	13,267	-	-	13,267	13,537
Investment income					
Bank interest	68	-	-	68	43
Building Society interest	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Property rent income	-	-	-	-	-
Other investment income	-	-	-	-	-
Sub total	68	-	-	68	43
Total Gross Income	26,293	29,852	-	56,145	28,923
Asset and investment sales, etc.	-	-	-	-	-
Total receipts	26,293	29,852	-	56,145	28,923

1st Blofield & Brundall Sea Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	01/04/2019	To	31/03/2020

Receipts and payments

	2019/20			2018/2019
Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
£	£	£	£	£
Payments				
Charitable Payments				
Youth programme and activities	-	-	-	-
Adult support and training	-	-	-	-
Rent	-	-	-	172
Water and sewerage	-	-	-	127
Electricity and gas	1,134	-	-	1,134
Insurance	3,648	-	-	3,648
Repairs and renewals	1,142	24,581	-	25,723
Materials and equipment	2,373	-	-	2,373
Printing and photocopying	35	-	-	35
Contribution to camp costs	-	-	-	-
Uniforms	375	-	-	375
AGM and trustee expenses	-	-	-	179
Donation	-	-	-	19
Admin expenses and other costs	1,281	-	-	1,281
Section expenditure	11,824	-	-	11,824
Sub total	21,813	24,581	-	46,394
Fundraising expenses				
BBQ (June)	-	-	-	186
Quiz	-	-	-	181
BBQ (July)	-	-	-	455
-	-	-	-	-
Sub total	-	-	-	822
Total Gross Expenditure	21,813	24,581	-	46,394
Asset and investment purchases, etc.				
-	-	-	-	-
Total payments	21,813	24,581	-	46,394
Net of receipts/(payments)	4,481	5,271	-	9,751
Transfers between funds	-	-	-	-
Cash funds last year end	-	-	-	38,525
Cash funds this year end	4,481	5,271	-	48,276

Statement of assets and liabilities at the end of the year

	31st March 2020				31st March 2019
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Cash funds					
Bank current account	13,411	-	-	13,411	12,369
Bank deposit account	24,749	9,897	-	34,646	26,107
Building society account		-	-	-	-
The Scout Association Short Term Investment Service		-	-	-	-
Cash/Floats	218	-	-	218	49
Total cash funds	38,379	9,897	-	48,276	38,525
Other monetary assets					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
Sub total	-	-	-	-	-
Investment assets					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
Sub total	-	-	-	-	-
Non monetary assets for charity's own use					
Badge stock	-	-	-	-	-
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings	205,000	-	-	205,000	205,000
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	6,175	-	-	6,175	6,500
Boats, canoes etc	58,383	-	-	58,383	61,456
Sub total	269,558	-	-	269,558	272,956
Liabilities					
Accounts not yet paid	-	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities	-	-	-	-	-
Sub total	-	-	-	-	-

Contingent liabilities and future obligations

	Signature	Print Name
Treasurer		Chris Harrison
Auditor		Stephanie Gilliver



Section A Independent Examiner's Report

Report to the trustees/directors/members of

Charity Name 1st Blofield & Brundall Sea Scout Group

On accounts for the year ended

01/04/2019	31/03/2020
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Charity no.:	1018467	Company no.:	
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Set out on pages

<small>(remember to include the page numbers of additional sheets)</small>
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I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/ 03/ 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 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 *) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:** 26/01/2021

Name: Stephanie Gilliver ACMA

Relevant professional qualification(s) or body (if any): Chartered Institute of Management Accountants

Address: Old Orchard, Globe Lane, Blofield, Norwich, NR13 4BJ

Section B Disclosure

Only complete if the examiner needs to highlight material 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.