

# Dartford Cambria Sea Scout Group

Royal Naval Recognised Sea Scout Group No. 81

Registered Charities No. 1023312

Group Scout Leader – Steve Newton

President – Roger F Rowe



## Trustees' Annual Report for the period 01/04/2020 to 31/03/2021

### A. Reference and administration details

<b>Charity Name</b>	Dartford Cambria Sea Scout Group
<b>Registered Charity Number</b>	1023312
<b>Registered Scout Association Number</b>	39706
<b>Charity's principal address</b>	c/o Steve Newton 59 Kingfisher Drive Greenhithe Kent DA9 9RT

### Name of charity trustees who manage the charity:-

Bridget Busfield - Chair  
Stephen Newton - Group Scout Leader  
Vicky Maddison - Secretary

Jackie Slingo  
Lynn Coote  
Josh Sweet  
Kieran Wootten  
Lia Lampton  
Kelly Weeden

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**  
Scout Association

### B. Structure, governance and management

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.

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

The Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association and are appointed at the Annual General Meeting, either by election or by approval of their nomination and serve for a period of one year. They are then eligible for re-election or re-nomination. Other trustees may be co-opted during the year to serve until the next AGM.

### **Additional governance issues (Optional information)**

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. The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual Section Leaders and parent's representation and meets approximately every 2 months.

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment and is responsible for:

- The maintenance of Group property;
- The raising of funds and the administration of Group finances;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and adult support;
- Appointing any sub committee that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

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

### **C. Objectives and activities**

The objectives of the Group are as a unit of the Scout Association.

The aim of the Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, 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.

## D. Achievements and performance

### Membership

Over the year membership has decreased slightly but this is to be expected with difficulties running a programme. Leadership has remained consistent.

#### Youth Membership

	March 2021	March 2020	Variation
Beaver Scouts	24	27	-3
Cub Scouts	30	37	-7
Scouts	33	39	-6
Explorers	22	18	+4
<b>TOTAL YOUTH MEMBERSHIP</b>	<b>109</b>	<b>121</b>	<b>-12</b>

#### SAS Membership

	March 2021	March 2020	Variation
SAS Members	5	6	-1

#### Adult Leadership

	March 2021	March 2020	Variation
Sections leaders	19	19	0
Sectional Assistants & Skills Instructors	12	12	0
Group Scout Leaders	1	1	0
<b>TOTAL LEADERSHIP</b>	<b>32</b>	<b>32</b>	<b>0</b>

All Group Sections were impacted by COVID restrictions with the group closed for much of the year. Subs were still collected on a discretionary basis and the sections met online where possible. Once restrictions eased Cambria were one of the first groups to meet again.

The Group Executive Committee met less frequently than desired however it was a busy year with a great deal of expenditure on upgrading facilities and equipment. This was made possible largely by the awards of Grants for COVID losses.

## E. Financial review

### Reserve 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 considered that the Group should hold a sum equivalent to four months running costs, circa £4,000.

The Group Executive Committee consider that sufficient funds are held at the year end to cover future commitments while maintaining the required reserves.

### Investment Policy

The Group has adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service. The Group Executive monitors the level of bank balances and the interest rate received to ensure the Group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

## **F. Declaration**

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

Signed on behalf of the charity's trustees on 10/08/2021.

A handwritten signature in black ink, appearing to read 'S. Newton', written over a light grey rectangular background.

Stephen Newton,  
Group Scout Leader

# DARTFORD CAMBRIA SEA SCOUT GROUP

Registered Charities No. 1023312

For the year from 1 April 2020 to 31 March 2021

<b>Payments</b>	<b>2020/21</b>	<b>2019/20</b>
	<b>£</b>	<b>£</b>
<b>Membership</b>	<b>5,232</b>	<b>5,808</b>
<b>Premises</b>		
Rent	946	1,455
Water Rates	839	198
Light/Heat	1,528	2,013
Insurance	3,301	3,184
Maintenance	1,250	742
	<b>7,864</b>	<b>7,592</b>
<b>Property Improvements</b>	<b>2,756</b>	<b>197</b>
<b>Camps &amp; Activities</b>	<b>2,110</b>	<b>11,565</b>
<b>Rona Trip</b>		<b>2,941</b>
<b>Staycation</b>	<b>2,607</b>	
<b>Fundraising</b>		
General(Raft Race/Fireworks etc)	20	2,215
Tuck		255
RYA Course Costs	122	649
	<b>142</b>	<b>3,118</b>
<b>Boating</b>		
Boating Costs	4,590	3,821
Marine Insurance		2,309
Mooring Fees	198	
RYA Training Centre costs		274
Safety Equipment	1,094	
Bridge Lake	200	
	<b>6,082</b>	<b>6,405</b>
<b>Minibus</b>		
Minibus Costs	555	1,978
Minibus Insurance	1,759	790
	<b>2,314</b>	<b>2,767</b>
<b>Purchase of Equipment</b>	<b>37,697</b>	<b>30,856</b>
<b>Badges</b>	<b>235</b>	<b>1,212</b>
<b>Uniforms</b>	<b>1,152</b>	<b>663</b>
<b>Sundry Payments</b>		
Training		340
Supplies/stationery	229	39
Admin Costs	99	76
Misc.	175	
Website development	109	109
	<b>612</b>	<b>564</b>
<b>Total Payments</b>	<b>68,803</b>	<b>73,689</b>

# DARTFORD CAMBRIA SEA SCOUT GROUP

Registered Charities No. 1023312

For the year from 1 April 2020 to 31 March 2021

<b>Receipts</b>	<b>2020/21</b>	<b>2019/20</b>
	<b>£</b>	<b>£</b>
<b>Membership Subscriptions</b>		
Subscriptions		
Subs - Beavers	3,367	5,957
Subs - Cubs	3,770	5,809
Subs - Scouts	6,052	7,143
Subs - Explorers	3,278	3,238
	<u>16,467</u>	<u>22,147</u>
<b>Investment Income</b>		
Business Reserve Account	1	3
Scout Association Account		40
	<u>1</u>	<u>43</u>
<b>Donations/Grants</b>		
Donations	410	1,060
Company Donation	1,250	1,600
Grants	3,945	18,286
Coronavirus Grants	42,602	
Gift Aid	10,811	3,646
	<u>59,018</u>	<u>24,592</u>
<b>Camps &amp; Activities</b>	<b>931</b>	<b>12,629</b>
<b>Staycation</b>	<b>1,326</b>	
<b>Uniforms</b>	<b>437</b>	<b>1,553</b>
<b>Fundraising</b>		
Regatta and Raft Race		7,149
Tuck Shop	25	501
RYA Courses	50	2,960
Other Fundraising	110	484
Ingress Park Funday		82
	<u>185</u>	<u>11,175</u>
<b>Sundry Receipts</b>		
Rona Trip		2,211
Misc	14	25
Training		180
	<u>14</u>	<u>2,416</u>
<b>Total Receipts</b>	<b><u>78,378</u></b>	<b><u>74,554</u></b>

# DARTFORD CAMBRIA SEA SCOUT GROUP

Registered Charities No. 1023312

For the year from 1 April 2020 to 31 March 2021

<b>Cash Funds</b>	<b>2020/21</b>	<b>2019/20</b>
	<b>£</b>	<b>£</b>
Cash funds last year end	<u>16,662</u>	<u>15,797</u>
Net Receipts /Payments	9,575	865
Cash funds this year end	<u><b>26,237</b></u>	<u><b>16,662</b></u>

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<b>Bank Accounts</b>	<b>2020/21</b>	<b>2019/20</b>
	<b>£</b>	<b>£</b>
Scout Association Acc	11,217	11,217
Barclays Business Saver Account	1,891	1,890
Barclays Business Account	34,298	3,555
Cash at year end per bank	<u>47,406</u>	<u>16,662</u>
Less Chqs not cashed this year	22,718	
Add Receipts not banked this year	1,549	-
Cash funds this year end	<u><b>26,237</b></u>	<u><b>16,662</b></u>

## Notes

Marine Insurance was not paid this year due to a review with Unity and a decision to move to another insurer. The boats were insured at all times however the new payment was taken in May 2021 and will be renewed in May so will fall into the next financial year. The cost of this is £3,800



## Independent Examiner's Report

Report to the Trustees/ Members of **Dartford Cambria Sea Scout Group**  
On accounts for the year ended **31st March 2021**

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities 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 procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 matter has come to my attention.
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
    - to keep accounting records in accordance with section 130 of the Charities Act; and
    - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
  2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Date

18/1/22

Name

IAN GLASS

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

HONORARY ACCOUNTANT.