

13th Ipswich Sea Scout Group Receipts and Payments Account

Year start date Year end date

| | | | |
|----------------------|------------|----|------------|
| For the year from | 01/04/2020 | To | 31/03/2021 |
|----------------------|------------|----|------------|

Receipts and payments

| | 2020/21 Unrestricted funds £ | 2019/20 Unrestricted funds £ |
|--|---------------------------------------|---------------------------------------|
| Receipts | | |
| Donations, legacies and similar income | | |
| Membership subscriptions | £521.00 | £6,301.50 |
| Less: Membership subscriptions paid on <i>(National/County/Area/District)</i> | -£2,592.00 | -£4,350.00 |
| Net membership subscriptions retained | -£2,071.00 | £1,951.50 |
| Donations | £50.00 | £5.00 |
| Legacies | £0.00 | £0.00 |
| Gift Aid | £2,636.04 | £2,993.90 |
| Closure of Building Society and Scout Association deposit accounts | £0.00 | £0.00 |
| Sub total | £615.04 | £4,950.40 |
| Grants | | |
| Lottery Awards for all grant | £0.00 | £0.00 |
| Suffolk Foundation, Suffolk County Council, Scout Association | £0.00 | £2,500.00 |
| RIB grant for powerboat | £6,500.00 | £5,000.00 |
| IBC - Covid support grant | £19,907.43 | £0.00 |
| Sub total | £26,407.43 | £7,500.00 |
| Fundraising (gross) | | |
| Art Show | £1,975.12 | £4,069.00 |
| Jumble Sale | £0.00 | £1,957.98 |
| Craft Fair | £0.00 | £566.30 |
| America Trip | £0.00 | £1,745.79 |
| Hall and Equipment Hire | £4,124.50 | £11,070.90 |
| Waste paper/scrap metal/textile income | £2,954.00 | £801.00 |
| Electricity rebates - E.On | £1,626.20 | £1,234.83 |
| Other fundraising activities (incl parent contributions to activities/uniforms) | £655.38 | £511.40 |
| Sub total | £11,335.20 | £21,957.20 |
| Investment income | | |
| Bank interest | £0.00 | £0.00 |
| Building Society interest | £0.00 | £0.00 |
| The Scout Association Short Term Investment Service | £0.00 | £0.00 |
| Property Rent income | £0.00 | £0.00 |
| Other investment income (solar panel loan) | £0.00 | £2,000.00 |
| Sub total | £0.00 | £2,000.00 |
| Total Gross Income | £38,357.67 | £36,407.60 |
| Asset and investment sales, etc. | £0.00 | £0.00 |
| Total receipts | £38,357.67 | £36,407.60 |

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|----------------------|------------|----|------------|

Receipts and payments

| | 2020/21 Unrestricted funds £ | 2019/20 Unrestricted funds £ |
|---|---------------------------------------|---------------------------------------|
| Payments | | |
| Charitable Payments | | |
| Youth programme and activities (America) | £0.00 | -£3,342.58 |
| Adult support and training | £0.00 | -£10.00 |
| Rates | £0.00 | -£413.28 |
| Water and Sewerage | -£160.54 | -£167.78 |
| Electricity | -£1,471.58 | -£1,100.00 |
| Insurance | -£1,184.27 | -£1,544.83 |
| Cleaning | -£740.00 | -£1,110.00 |
| Repairs and Renewals | -£228.00 | -£2,021.99 |
| Materials and equipment | -£461.80 | -£2,540.26 |
| Licences & Registration (incl music licence) | -£169.94 | -£359.00 |
| Printing and photocopying | -£424.52 | -£912.21 |
| Laptop Purchases | £0.00 | -£1,233.76 |
| Contribution to camp costs | £0.00 | -£2,085.16 |
| Uniforms | -£188.47 | -£1,128.54 |
| AGM and trustee expenses | £0.00 | £0.00 |
| Section costs | -£12.18 | -£1,127.83 |
| Mini bus/boat/trailer expenditure | -£3,350.27 | -£3,198.45 |
| Camping/Tent Equipment costs | £0.00 | -£1,739.40 |
| Solar panel loan repayment | -£2,500.00 | -£2,500.00 |
| Depreciation | £0.00 | £0.00 |
| Replacement heating @ scout hut | -£11,439.73 | £0.00 |
| Covid costs | -£3,139.58 | £0.00 |
| Miscellaneous | -£50.00 | -£246.00 |
| Sub total | -£25,520.88 | -£26,781.07 |
| Fundraising expenses | | |
| Art Show | -£1,184.43 | -£1,341.60 |
| Craft fair | £0.00 | £0.00 |
| Jumble sale | £0.00 | -£148.00 |
| Other fundraising costs | £0.00 | £0.00 |
| Sub total | -£1,184.43 | -£1,489.60 |
| Total Gross Expenditure | -£26,705.31 | -£28,270.67 |
| Asset and investment purchases, etc. (powerboat) | £0.00 | -£12,995.00 |
| Total payments | -£26,705.31 | -£41,265.67 |

| | | |
|----------------------------|------------|------------|
| Net of receipts/(payments) | £11,652.36 | -£4,858.07 |
| Cash funds last year end | £13,309.92 | £18,167.99 |
| Cash funds this year end | £24,962.28 | £13,309.92 |

Statement of assets and liabilities at the end of the year

| | 2020/21 Unrestricted funds £ | 2019/20 Unrestricted funds £ |
|---|---------------------------------------|---------------------------------------|
| Cash funds | | |
| Bank current account | £23,187.57 | £9,226.47 |
| Bank No 2 account | £1,737.46 | £4,046.20 |
| Building society account | £37.25 | £37.25 |
| The Scout Association Short Term Investment Service | £0.00 | £0.00 |
| Cash/Floats | £0.00 | £0.00 |
| Total cash funds | £24,962.28 | £13,309.92 |
| Other monetary assets | | |
| Tax claim | £0.00 | £0.00 |
| Debts due from the County/Area/District/Group | £0.00 | £0.00 |
| Credit due re duplicate payment | £0.00 | £0.00 |
| Sub total | £0.00 | £0.00 |
| Investment assets | | |
| Investment property - detail | £0.00 | £0.00 |
| Quoted investments | £0.00 | £0.00 |
| Other investments - detail | £0.00 | £0.00 |
| Sub total | £0.00 | £0.00 |
| Non monetary assets for charity's own | | |
| Badge stock | £50.00 | £50.00 |
| Shop stock | £0.00 | £0.00 |
| Other stock | £0.00 | £0.00 |
| Land and buildings | £480,000.00 | £480,000.00 |
| Motor vehicles | £10,080.00 | £10,080.00 |
| Scouting equipment, furniture etc (inc powerboat) | £18,995.00 | £18,995.00 |
| Other | £0.00 | £0.00 |
| Sub total | £509,125.00 | £509,125.00 |
| Liabilities | | |
| Payments not cleared as at | £0.00 | £0.00 |
| Expenses incurred but not invoiced | £0.00 | £0.00 |
| Subscriptions not yet paid | £0.00 | £0.00 |
| Loan for solar panels | £0.00 | £0.00 |
| Other liabilities | £0.00 | £0.00 |
| Sub total | £0.00 | £0.00 |

| | | |
|--|-------|-------|
| Contingent liabilities and future obligations | | |
| Solar Panel Loan repayments | £0.00 | £0.00 |

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 6th July 2021 and signed on their behalf by

Signature



Print Name

TRACY CRABTREE
Chairman

ANNELIESE DA COSTA
Treasurer

13th Ipswich Sea Scout Group

Receipts and Payments Account 2020/21

Notes to support the accounts

Note 1: Gift Aid

The gift aid submission relates to 19/20

Note 2: Covid support received from Ipswich Borough Council

In year we have been fortunate to receive Covid support that we were notified that the Group was eligible to apply for qualified to apply for

Month grant received

| | |
|----------|-------------------|
| April | £10,000.00 |
| December | £1,334.00 |
| January | £6,477.00 |
| March | £2,096.00 |
| | <u>£19,907.00</u> |

Note 3: Solar panel costs and repayment

| | | |
|---|--|-----------|
| A | <u>Solar panel loan repayment in year</u> | £2,500.00 |
| | Value of the loan repayment made in 20/21 | |
| B | <u>Liabilities</u> | |
| | Loan for solar panels | £0.00 |
| | This is the remaining value of the loan outstanding - £12,500 less the first year's repayment of £2,500 made | |
| | Original Value of the loan | 12,500 |
| | Repayments | |
| | 16/17 | -2,500 |
| | 18/19 | -5,000 |
| | 19/20 | -2,500 |
| | 20/21 | -2,500 |
| | <u>Balance of the loan outstanding as at 31.3.21</u> | <u>0</u> |
| C | <u>Contingent Liabilities and Future Obligations</u> | |
| | This loan has now been fully paid off so there are no future obligations remaining | |

Note 4: Purchase of a powerboat

A power boat was purchased last year for £12,995
This cost was covered by a £5,000 grant and then the balance from the current scout funds

In 20/21 a further grant of £6,500 was received from the Seafarers to support the purchase.
With this additional support the scout funds have then only had to fund £1,495 of the total cost.

Note 5: Depreciation

As we complete receipt and payment accounts and not accrual based accounts depreciation of the assets is not calculated.

The expectation is the each year we will ensure there is the required investment to maintain the building and other assets to their current standard

Note 6: Increased cash balance at year end compared to 2019/20

The cash balance has increased by £11,652 from the end of the last financial year
Despite the impact of Covid reducing several sources of income mainly the various sources of fundraising income the group was successful in being award several grants from the council as well as a further grant to support the powerboat purchase in 19/20

Costs of running the scout hut and scouting activities significantly reduced compared to 19/20

Additional costs were seen with the replacement heating at the hut and the new additional costs relating to Covid safety measures and procedures

| | |
|--|--------|
| Additional income received | |
| Ipswich Borough Council Covid support grants | 19,907 |
| Power boat grant | |

Independent Examiner's Report to the Trustees of the

13th IPSWICH SEAS SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended 31st March 2021
which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages.....

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They 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 Commissioners (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 report


My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District 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 you as 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 (~~other than that disclosed below~~*):

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.

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

Name: JOHN HARTLEY 

Qualification: ACMA

Address: 6 BROADMEAD ROAD
COLCHESTER CO4 3HB

Date: 9th December 2021

Trustees' Annual Report

For the period

From (start date)

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

to end date

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Section A

Reference and administration details

Charity name

13TH IPSWICH SEA SCOUT GROUP

Other names the charity is known by

| |
|--|
| |
|--|

Registered charity number (if any)

| | | | | | |
|---|---|---|---|---|---|
| 3 | 0 | 5 | 6 | 5 | 9 |
|---|---|---|---|---|---|

Charity's principal address

THE DRIFT

RUSHMERE ROAD

IPSWICH

Postcode

I

P

4

4

J

X

Names of the charity trustees who manage the charity

| | Trustee Name | Office (if any) | Dates acted if not for whole year |
|----|--------------------|-----------------|-----------------------------------|
| 1 | MAX RAFFE | GSL | |
| 2 | TRACY CRABTREE | CHAIRMAN | |
| 3 | CAROL RAFFE | SECRETARY | |
| 4 | ANNELIESE DA COSTA | TREASURER | |
| 5 | ALISON CLARKE | | |
| 6 | DEBBIE BRICKLAND | | |
| 7 | LIN RAMSEY | | |
| 8 | MARTIN BROOKES | | |
| 9 | KATHRYN CASTLE | CSL | |
| 10 | JANE LLOYD | BSL | |
| 11 | | | |
| 12 | | | |
| 13 | | | |

**Section
A**

Reference and administration details (continued)

Names and addresses of advisers (optional information but encouraged as best practice)

| Type of advisor | Name | Address |
|-----------------|------|---------|
| None | | |

**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.

Additional governance issues (optional information but encouraged as best practice)

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

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

| |
|---|
| <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 consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader and parent's representation and meets every 2 months.</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> 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.

Section
B

Structure, governance and management (continued)

Risk and Internal Control (Specimen 1)

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 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.

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.

There are now additional COVID Risk Assessments which are approved by the Orwell District approver.

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.

Risk and Internal Control (Specimen 2)

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 all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Section
C

Objectives and activities

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

Summary of the main activities in relation to these objects

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 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.

**Section
D**

Achievements and performance

Summary of the main achievements of the charity during the year

Fundraising continues to be our priority to cover the running costs of the Group as well as funding improvements to the HQ building and equipment and subsidising youth activities.
During the past year we have replaced the heating system in the HQ with a new Air Source system which hopefully will be more efficient.

**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 12 months running costs, circa £10,000.

The Group also holds an amount allocated to the JDP Fund currently standing at £2,500 to be used for the benefit of the Scouts rather than running costs.

A sum of £200 is also reserved for the next Group Camp.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

NONE

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

The Group's Income and Expenditure is small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore 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 regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements.


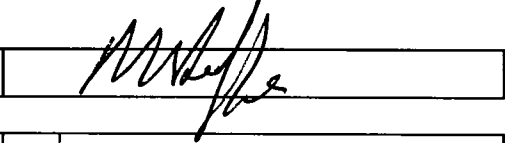
Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

**Section
F**

Other Optional Information

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

Signed on behalf of the charity's trustees

| | | | | | | | | |
|--------------------------------|---|---|--|--|--|--|--|--|
| Signature |  |  | | | | | | |
| Full name(s) | TRACY CRABTREE | MAX RAFFE | | | | | | |
| Position (eg Secretary, Chair) | CHAIRMAN | GROUP SCOUT LEADER | | | | | | |
| Date | <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> | | | | | | | |
| | | | | | | | | |