

## Scrutineer's Report to the Trustees of the

13<sup>TH</sup> IPSWICH SEA SCOUT GROUP /DISTRICT SCOUT COUNCIL

I report on the accounts of the Group/District for the year ended **31<sup>st</sup> March 2024**

### Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages 12 to 21 of the Trustee report.

### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: Simon Palmer .....

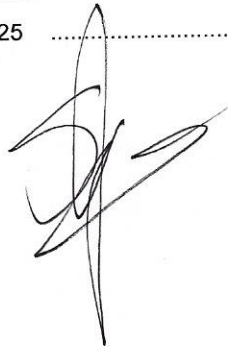
Address: Potash Farm, Church Road .....

.....Crowfield,

Ipswich .....

.....IP6 9TG.....

Date: <sup>h</sup>24 January 2025 .....



(Simon Palmer)

# 13th Ipswich Sea Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2023	To	31/03/2024
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## Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	£5,334.00	£5,711.00
Less: Membership subscriptions paid on (National/County/Area/District)	-£4,753.00	-£4,185.00
Net membership subscriptions retained	£581.00	£1,526.00
Donations	£4,257.00	£142.00
Legacies	£0.00	£0.00
Gift Aid	£3,157.19	£2,800.18
Closure of Building Society and Scout Association deposit accounts	£0.00	£0.00
<b>Sub total</b>	<b>£7,995.19</b>	<b>£4,468.18</b>
<b>Grants</b>		
Lottery Awards for all grant	£0.00	£0.00
Suffolk Foundation, Suffolk County Council, Scout Association	£0.00	£0.00
Locality Grant	£2,015.00	£0.00
<b>Sub total</b>	<b>£2,015.00</b>	<b>£0.00</b>
<b>Fundraising (gross)</b>		
Art Show	£4,054.71	£2,845.21
Jumble Sale	£3,397.60	£6,210.75
Hall and Equipment Hire	£11,788.10	£12,891.00
Waste paper/scrap metal/textile income	£1,356.01	£2,195.00
Electricity rebates - E.On	£1,748.46	£0.00
Other fundraising activities (incl parent contributions to activities/uniforms)	£5,623.89	£3,305.98
<b>Sub total</b>	<b>£27,970.77</b>	<b>£27,447.94</b>

Note 1

<b>Investment income</b>		
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 & Refunds	£600.16	£0.00
<b>Sub total</b>	<b>£600.16</b>	<b>£0.00</b>
<b>Total Gross Income</b>	<b>£38,581.12</b>	<b>£31,916.12</b>
Asset and investment sales, etc.	£0.00	£0.00
<b>Total receipts</b>	<b>£38,581.12</b>	<b>£31,916.12</b>

## 13th Ipswich Sea Scout Group Receipts and Payments Account

Year start date

Year end date

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### Receipts and payments

2023/24

2022/23

Unrestricted funds

Unrestricted funds

£

£

#### Payments

	2023/24	2022/23
<b>Charitable Payments</b>		
Youth programme and activities (America)	£0.00	£0.00
Adult support and training	£0.00	£0.00
Rates	-£112.15	-£209.92
Water and Sewerage	-£449.09	-£416.54
Electricity	-£1,520.29	-£1,258.41
Insurance	-£1,466.19	-£1,244.20
Cleaning	-£1,183.47	-£1,381.56
Repairs and Renewals		-£131.53
Materials and equipment - incl scout building ad hoc costs	-£2,071.33	-£1,801.02

Licences & Registration (incl music licence)	-£20.00	-£217.73
Printing and photocopying	-£302.13	-£345.73
Camp costs	-£5,825.96	-£1,560.38
Uniforms - incl badges and certificates	-£2,662.57	-£1,095.91
AGM and trustee expenses	-£200.00	£0.00
Section costs	-£1,737.73	-£1,856.16
Mini bus/boat/trailer expenditure (incl insurance)	-£7,388.77	-£5,524.19
Camping/Tent Equipment costs	-£4,564.74	-£872.44
Depreciation	£0.00	£0.00
Miscellaneous - incl bank charges	-£124.80	-£128.80
<b>Sub total</b>	<b>-£29,629.22</b>	<b>-£18,044.52</b>
<b>Fundraising expenses</b>		
Art Show	-£1,569.22	-£725.25
Jumble sale	-£36.63	-£134.73
Other fundraising costs	-£150.00	-£160.00
<b>Sub total</b>	<b>-£1,755.85</b>	<b>-£1,019.98</b>
<b>Total Gross Expenditure</b>	<b>-£31,385.07</b>	<b>-£19,064.50</b>
<b>Asset and investment purchases, etc. (car park resurfacing)</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total payments</b>	<b>-£31,385.07</b>	<b>-£19,064.50</b>
<b>Net of receipts/(payments)</b>	<b>£7,196.05</b>	<b>£12,851.62</b>
<b>Cash funds last year end</b>	<b>£47,495.88</b>	<b>£34,644.26</b>
<b>Cash funds this year end</b>	<b>£54,691.93</b>	<b>£47,495.88</b>

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


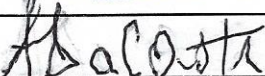
	2023/24 Unrestricted funds	2022/23 Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	£47,904.37	£42,383.21

Bank No 2 account	£6,787.56	£5,112.67
Building society account	£0.00	£0.00
The Scout Association Short Term Investment Service	£0.00	£0.00
Cash/Floats	£0.00	£0.00
<b>Total cash funds</b>	<b>£54,691.93</b>	<b>£47,495.88</b>
<b>Other monetary assets</b>		
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
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Investment assets</b>		
Investment property - detail	£0.00	£0.00
Quoted investments	£0.00	£0.00
Other investments - detail	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	£50.00	£50.00
Shop stock	£0.00	£0.00
Other stock	£0.00	£0.00
Land and buildings	£522,120.00	£531,433.00
Motor vehicles (minibus)	£7,056.00	£8,165.00
Scouting equipment, furniture etc (powerboat, tents, trailer)	£14,696.50	£17,005.50
Other	£0.00	£0.00
<b>Sub total</b>	<b>£543,922.50</b>	<b>£556,653.50</b>
<b>Liabilities</b>		
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
Other liabilities	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Contingent liabilities and future obligations</b>		
	£0.00	£0.00

Note 3

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 5th July 2024 and signed on their behalf by

Signature

Print Name

TRACY CRABTREE	Chairman
ANNELIESE DA COSTA	Treasurer

# Trustees' Annual Report July 2024

From (start date)

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to end date

3	1	0	3	2	4
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## Section A

### Reference and administration details

Charity name

13TH IPSWICH SEA SCOUT GROUP

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	KATHRYN CASTLE	Cub Leader	
6	JANE LLOYD	Beaver Leader	

## 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

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.

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

Trustee selection methods

The Trustee positions are advertised and are appointed in accordance with the Charity Commission and the Policy, Organisation and Rules of The Scout Association.

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 Group is managed by the Group Trustees and Group Support Team. There are 6 Trustees.

The 'Charity Trustees' of the Scout Group which is an educational Charity and 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 Group Support Team consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader and 2 other trustees, plus parent's representation and meets every 3 months.

The trustees are responsible for the safe running of the Scout Group with emphasis on the following items.

- 1) Maintenance of Group property and ensuring it is suitable and safe.
- 2) Administration of Group finances and reserve policy;
- 3) The insurance of persons, property and equipment;
- 4) Ensuring activities are carried out safely and Risk Assessments have been carried out and recorded.

Ensuring all Leaders and helpers are properly trained and training is up to date.

5) Appointing Group Administrators and Advisors other than those who are elected.

6) Appointing any sub committees that may be required;

**Section  
B**

**Structure, governance and management (continued)**

**Risk and Internal Control (Specimen 1)**

The Group Support Team 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 membership fee contributes to the Scout Associations national accident insurance policy.

Risk Assessments are undertaken before all activities and Camps by Leaders and recorded centrally within the Group.

Nights Away Risk Assessments and Notifications are approved by the Orwell District approver.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions, equipment and hall hiring and fundraising events.

The Group holds a financial reserve to ensure the continuity of activities should there be a major reduction in income.

The Group Support team 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 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

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

Summary of the main activities in relation to these objects

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 4 years we have replaced the heating system in the HQ with a new Air Source system and have put a fully drained hard surface to the car parking area.

The Group is now fundraising for the construction of a new external store building for camping equipment and a sorting area for jumble. This is likely to cost £30k to build.

**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 Support Team considers that the Group should hold a reserve sum equivalent to 12 months running costs, circa £7,500.

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.

• the charity's principal sources of funds (including any fundraising);

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.


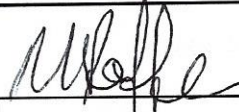
**Section F Other Optional Information**

None

**Section G Declaration**

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
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Date

1	JULY	2	0	2	4
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