



Ajax
Sea Scout Group
and
Explorer Sea Scout Unit
Royal Navy Recognised

Annual Report and Statement of Financial Activity

for the year ended 31st March 2011

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4th Thames Ditton 'Ajax' Sea Scouts

In common with all Scout groups, the 4th Thames Ditton 'Ajax' Sea Scouts ("the Group" or "the Charity") is a charity established under the Royal Charter granted to The Scout Association dated 4th January 1912 as amended by supplemental charters dated 28th March 1949, 18th February 1959, 5th May 1967 and 19th July 1991. Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

Group Information

Charity Registration Number:	303764
Scout Association Registration Number:	25880
Honorary President:	Mrs Marguerite Rollason MBE
Honorary Vice Presidents:	Mrs Doreen Neal Mrs Brenda Sharman
Trustees Ex-Officio:	
Group Scout Leader	George Barber
Assistant Group Scout Leader	Mark Marriott
Assistant Group Scout Leader	Adrian Sancroft (Stood down 12/3/11)
Assistant Group Scout Leader	Paul Williams
Beaver Scout Leader	Mrs Polly Zabari (Stood down 11/11/10)
Beaver Scout Leader	Marcus Butlin (Appointed 1/1/11)
Cub Scout Leader	David Goodman (Appointed 11/11/10)
Sea Scout Leader	Christopher West
Explorer Sea Scout Leader	Mrs Dinah Mallett
Trustees Nominated:	
Group Chairman	Toby Stephens (Stood down 19/9/10)
Group Vice Chairman	Mervyn Jackson (Stood down 14/7/11)
Supporters	Mrs Alison Derrick Mrs Susan Hawkings (Stood down 5/10/10) Raymond Mears
Trustees Elected:	
Group Treasurer	John Moore
Group Secretary	Ms Caroline Palmer-Hall
Assistant Group Secretary	Mrs Janet Barber
Beaver Scout Parent	Mrs Susan Drewett
Beaver Scout Parent	Dr Roger Hibbard
Cub Scout Parent	Mrs Alex Rutherford
Sea Scout Parent	Mrs Alison Barnett (Appointed 19/9/10)
Sea Scout Parent	Ben Darlow
Sea Scout Parent	Dr Stuart Mackie (Appointed 19/9/10)
Sea Scout Parent	Barry Thomas
Sea Scout Parent	Dominic Walsh (Appointed 19/9/10)
Explorer Sea Scout Parent	Mrs Dawn Winslow
Explorer Sea Scout Parent	Perry Stock
Custodian Trustees:	The Scout Trust Corporation
Independent Examiner:	C Roy Maugham
Contact Name and Address:	Mark Marriott Little Compton Fairmile Park Road Cobham Surrey KT11 2PG

Trustees Report

The Trustees present their report and the financial statements for the 4th Thames Ditton 'Ajax' Sea Scout Group for the year ended 31st March 2011.

Responsibilities of the Trustees

Charity law requires the Trustees to keep accounting records and prepare annual statements of account for the Charity which must be audited or independently examined and provided to the Charity Commission. In preparing the annual statement of accounts the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Comply with applicable accounting standards subject to any material departures disclosed and explained in the annual statement of accounts; and
- Prepare the annual statement of accounts on a going concern basis unless it is inappropriate to assume the Charity will continue its operations.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and are responsible for safeguarding its assets and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Review of Activity of the Charity

The Group currently has an active Beaver Scout Colony, Cub Scout Pack and Sea Scout Troop and a partnership agreement with the Ajax Explorer Sea Scout Unit. Key details of each Section are as follows:

- The Beaver Colony is for boys and girls aged 6 to 8 years. The Colony meets once a week and as at 31st of March 2011 has 23 members (2010: 26).
- The Cub Scout Pack is for boys and girls aged 8 to 11 years. The Pack meets once a week and as at 31st of March 2011 has 30 members (2010: 25).
- The Sea Scout Troop is for boys and girls aged 11 to 15. The Troop normally meets twice a week and as at 31st of March 2011 has 35 members (2010: 29).
- The Explorer Sea Scout Unit is for boys and girls aged 15 to 18. The Unit normally meets once a week and as at 31st of March 2011 has 10 members (2010: 12)

All Sections have continued to work in accordance with the progressive training scheme as laid down by the Scout Association.

The Group has continued to operate a Royal Yachting Association Training Centre based at the Water Activities Centre and operated jointly with Warspite Sea Scouts. The RYA Centre's Principal is supported by a team of RYA Instructors with qualifications covering sailing, power boating, VHF communications and first aid.

The Group is one of just one hundred Sea Scout Groups in the United Kingdom recognised by the Royal Navy. This prestigious and beneficial recognition requires a rigorous annual inspection.

Reserves

The Trustees have adopted a formal policy on reserves which is reflected in these accounts. The policy provides that reserves be maintained at a level which has regard to:

- The risks associated with each stream of income and expenditure varying from that budgeted
- The planned activity level
- The Group's commitments
- The need for adequate readily realisable resources to meet the Group's commitments for the coming twelve month period.

Readily realisable resources are defined as the balances at the bank less net current liabilities and the balances on endowment or restricted funds.

The level of reserves available at 31st March 2011 under the policy is £49,000 (2010: £47,000) against reserves required of £32,000 (2010: £30,000) reflecting an excess of £17,000 (2010: excess of £17,000).

Investment Policy

The Group does not have sufficient funds to invest in longer term investments. All funds are held in cash or "at call" short term investment with The Scout Association.

Governance

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, The By-Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

The Group is a trust established under rules which are common to all Scout Groups.

The Trustees are appointed in accordance with The Policy, Organisation and Rules of The Scout Association.

The Group is managed by an Executive Committee made up of all the Charity's Trustees. As charity trustees, they are responsible for complying with legislation applicable to charities. This includes the registration, keeping of proper accounts and making of appropriate returns to the Charity Commission.

The Group Executive Committee consists of independent representatives comprising Chairman, Treasurer, Secretary and parent representatives of each Section together with the Group Scout Leader, Assistant Group Scout Leaders and the Leaders of each Section. The Committee normally meets every three months.

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

- The maintenance of Group property;
- The raising of funds and the administration of the Group finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing advisors other than those who are elected.

Risk Assessment

The Committee has identified the major risks to which they believe the Group is exposed. These have been reviewed and systems established to mitigate against them as follows:

Damage to buildings and equipment: The Group would request the use of buildings and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss

Injury to leaders, members and helpers: The Group, through the capitation fees, contributes to The Scout Association's 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 fund raising. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could increase the level of subscriptions to increase the income to the Group either temporarily or permanently.

Reduction or loss of members: The Group provides activities for young people aged 6 to 18. If there were a reduction in membership of a particular section or of the Group as a whole then there would have to be a contraction, consolidation or closure of a Section, or in the worst case scenario, the complete closure of the Group.

The Group requires two signatories for all payments to provide reasonable assurance against material mismanagement or loss of money and holds comprehensive insurance policies to ensure that insurable risks are covered.

Group Objectives

The aim of the Group 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 community. The method of achieving this aim is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by trained adult leadership.

Independent Examiner's Report to the Trustees of the 4th Thames Ditton 'Ajax' Sea Scouts

I report on the accounts of the Group for the year ended 31st March 2011. This report is made solely to the Charity's Trustees, as a body, in accordance with Section 43(7)(b) of the Charities Act 1993.

Respective Responsibilities of Trustees and Examiner

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of 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 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 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 I do not express an audit opinion on the view given by the accounts.

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 respects the requirements
 - to keep accounting records in accordance with Section 41 of the Act and
 - to prepare accounts which accord with the accounting records and
 - to comply with the accounting requirements of the Acthave not been met, or requirements
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached,
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's constitution have not been met.



C R Maugham
Fellow of The Institute of Chartered Accountants in England and Wales

Date: 13 September 2011

32 Porton Court
Portsmouth Road
Surbiton
Surrey KT6 4HZ

Income and Expenditure

For the Year Ended 31st March 2011

	Notes	2011 £	2010 £
Income			
Donations, legacies and similar income	1.2	3,283	8,585
Subscriptions, camp fees and other activities in furtherance of the Charity's objects	1.4	37,863	33,541
Fundraising	1.4	26,829	32,241
Investment income		15	13
Total income		67,990	74,380
Expenditure			
Fundraising costs	2	14,249	16,819
Expenses of the activities by the Group	3	47,920	40,489
Total expenses		62,169	57,308
Surplus for the period		5,821	17,072

Balance Sheet at 31st March 2011

	Notes	2011 £	2010 £
Current Assets			
Cash at bank and in hand	6	36,541	37,078
Debtors and prepayments	6	13,907	11,842
		<hr/>	<hr/>
		50,448	48,920
Less:			
Current Liabilities			
Bank overdraft		-	-
Creditors and accruals		1,029	1,810
		<hr/>	<hr/>
		1,029	1,810
Net Assets			
		<hr/>	<hr/>
		49,419	47,110
Represented by:			
Designated funds	4	33,650	34,000
Unrestricted funds	4	15,769	13,110
		<hr/>	<hr/>
		49,419	47,110

Approved by the trustees on 12 September 2011 and signed on their behalf by:



George Barber
Group Scout Leader and Acting Group Chairman

Notes to Financial Statements for the Year Ended 31st March 2011

1. Accounting Policies

The financial statements have been prepared in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued by the Charity Commission in October 2000.

1.1. Fund Accounting

Unrestricted General Funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Designated Funds are funds set aside out of unrestricted General Funds for specific purposes or projects.

Restricted Funds are funds subject to specific restrictive conditions imposed by the donors or by the purpose of the appeal. The purpose and use of restricted funds is set out in the notes to the financial statements.

1.2. Donations

Donated income is recognised on a received basis.

1.3. Tangible Fixed Assets

Tangible assets acquired are written off on acquisition. There was no capital expenditure for the year under review.

The lease and building are held by The Scout Association Trust Corporation on Behalf of 1st Cuddington "Warspite" and 4th Thames Ditton "Ajax" Sea Scout Groups. Ground rent is reviewed by Elmbridge Borough Council every seven years based on Retail Price Index since the last review. The next review is due in December 2015 and the lease expires in 2080. There is a legal agreement between the two Groups for a Joint Liaison Committee meeting to take place at intervals of not exceeding six months to review matters of mutual interest. As the lease cannot be assigned or transferred and does not permit subletting it is not considered to have any market value.

1.4. Allocation of Income and Costs

Activities in the Furtherance of the Group's Objects:-

This comprises all income and expenditure from the provision of services supporting the objects of the Group.

Activities for Generating Funds:-

This comprises all income and expenditure relating to the Group's fundraising events.

Management and Administration:-

The Group has no employees and there are no costs arising from constitutional and statutory requirements.

2. Costs of Activities for Generating Funds

The costs of activities for generating funds were £14,249 (2010: £16,819). This comprises only direct costs of fundraising events.

3. Costs of Activities in Furtherance of the Charity's Objects

This comprises all income and expenditure relating to the provision of services supporting the objects of the Charity. The income for the year was £37,863 (2010: £33,541). Expenditure was £47,920 (2010: £40,489).

4. Movements of Funds for the Year Ended 31st March 2011

Designated Funds

	Balance 31 st Mar 10	Increases	Reductions	Balance 31 st Mar 11
Canoe Fund	2,000	677	2,177	500
Small Craft Fund	8,000	485	985	7,500
WAC Development and Maintenance	20,000	2,000	--	22,000
Expedition Equipment (Tentage)	2,500	---	350	2,150
WAC Security	1,500	---	--	1,500
	<hr/> 34,000	<hr/> 3,162	<hr/> 3,512	<hr/> 33,650

Unrestricted funds

	Balance 31 st Mar 10	Increases	Reductions	Balance 31 st Mar 11
Unallocated Funds	13,110	5,821	3,162	15,769
	<hr/> 13,110	<hr/> 5,821	<hr/> 3,162	<hr/> 15,769
<u>Total Movement on all funds</u>	<hr/> 47,110	<hr/> 8,983	<hr/> 6,674	<hr/> 49,419

A grant of £2,500 received from the Royal Navy has been credited directly to the relevant reserve.

5. Restricted Funds

There have been no restricted funds during the period under review.

6. Current Assets

Current assets include the bank balances at 31st March 2011 and accruals for gift aid claimed of £7,621.

7. Transactions with Trustees

No remuneration was paid to Trustees. Trustees were reimbursed expenses incurred on behalf of the Charity, mainly postage and stationery costs, to the sum of £nil (2010: £nil). These figures do not include reimbursement for expenses incurred in fundraising or activities in furtherance of the Charity's objectives.

8. Capital Commitments

At 31 March 2011 there were no outstanding capital commitments (2010: nil).

9. Contingent Liabilities

At 31 March 2011 there were no contingent liabilities (2010: nil).

10. Insurance

The Charity incurred costs of £2,545 in respect of insurance covering the Charity's buildings, boats and other equipment and £55 for medical insurance for volunteers, which includes Trustees, when engaged in fundraising activities on behalf of the Charity