

81ST FIFE (1ST BROOMHALL) SEA SCOUT GROUP

Annual Report & Financial Statements

For the year ended

31 March 2016



Charity No SC031335

ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

MESSAGE FROM THE CHAIR

As you browse through our 2015/16 report, you will see that the 81st Group has had an active year. Their activities have included fundraising for a trip to France, supporting the community, camping and sailing.

It has been wonderful seeing how the Beavers, Cubs, Scouts and Explorers have continued to enhance their skills, to reach their goals, and receive more badges along the way to show for their hard work and dedication. There as always, are the people who go along the journey with the younger people. They are all the Leaders, who continue to dedicate their time and experiences, to help support and encourage the younger people along the Scouting path. On your behalf, I thank them for doing such an outstanding job.

Behind the scenes, there are the members of the Group Executive Committee who continue to support the Leaders, to ensure that they have what they need, to help make it all an enjoyable journey. Once again, I thank them on your behalf.

Fundraising over the past year included a number of events, the biggest being the Fireworks Display, Santa's Sleigh and the Burns Supper. There have also been special evenings, such as Flower Decorations and a Gin Tasting. As you can appreciate, a lot of work goes into making all the events a success. Once again, a thank you goes to all the members who put in the time and work to make them successful.

This year we are celebrating 100 years of the Cubs. The 81st Fife Scout Group is celebrating in style throughout the year, to mark this auspicious occasion.

Thank you to all the parents and community, for all the help and support that you have given over the years, to help make the 81st Fife Scout Group the success that it is. As always though, we are hoping that you would consider helping us out from time to time. It could be as little as a couple hours now and again to help with things such as DIY or helping in the kitchen. If you feel that you want to contribute to the 81st Group, you could, like me and several others join the Committee. I promise you it is not as daunting as it may sound, and you would really be making a difference.

Thank you.

Gillian Rafferty
Group Chair

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2016

The trustees are pleased to present their report and financial statements together with the independent examiner's report for the year ended 31 March 2016.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name 81st Fife (1st Broomhall) Sea Scout Group

Charity Number SC031335

Contact Address C/o Eric Whale
11 Overhaven
Limekilns
Dunfermline
KY11 3JH

Website Address www.81stfifeseascouts.btck.co.uk

Current Trustees

(Ex Officio)

Gillian Rafferty		Chairman
Julia Foster	Appointed 01/09/2015	Secretary
Eric Whale		Treasurer
Andrew Mitchell		Group Scout Leader
Elizabeth Milligan		Beaver Scout Leader
Craig Mitchell		Cub Scout Leader
Gordon Prow		Scout Leader
Karen Hart		Explorer Scout Leader

(Elected)

Marjorie Atkinson		
David Crabb		
Jacqui Crawford		
Matthew Lewry		
Craig Lindsay		
Debby McCreath	Appointed 01/09/2015	Minutes Secretary
William Shirliff		
Eric Thomson		
Donna Whale		

Other Trustees who served during the year

< None >

Bankers

Clydesdale Bank plc	Unity Trust Bank
64 High Street	9 Brindleyplace
Dunfermline	Birmingham
KY12 7DF	B1 2HB

Independent Examiner

Michael Brougham
3 Lyne Grove
Crossford
Dunfermline
KY12 8YB

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2016

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The Group operates in terms of the Constitution of the Scout Association, which was incorporated by Royal Charter in 1912, and the Policy, Organisation & Rules ("POR") of the Scout Association as amended by the Scottish Variations.

Appointment of Trustees

The Group Executive Committee are the charity's trustees. The Group Scout Leader, Assistant Group Scout Leader (if appointed), Group Chair, Group Secretary and Group Treasurer are, *ex-officio*, members of the Executive Committee.

The Section Leaders have the right of membership of the Executive Committee but are not required to be members.

Organisational Structure

The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Executive Committee is accountable. Membership of the Group Scout Council comprises:

- Parents of Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts in the Group;
- Section Leaders, Assistant Leaders and Section Assistants;
- Skills Instructors, Administrators and Advisers; Patrol Leaders;
- Members of the Group Active Support Unit; any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council;
- The District Commissioner and the District Chair.

The Group Scout Council must hold an Annual General Meeting within six months of the financial year-end to:

- receive and consider the Annual Report and Financial Statements of the Group Executive Committee;
- approve the Group Scout Leader's nomination of the Group Chair and nominated members of the Group Executive Committee;
- elect a Group Secretary, Group Treasurer and certain members of the Group Executive Committee.

The Executive Committee is responsible for the day-to-day management of the Group's affairs and normally meets on a monthly basis.

Risk Assessment

It is a Scout Association requirement that Health & Safety matters are considered at each Executive Committee meeting and that all Leaders, Assistant Leaders, Executive Committee Members and any other adult helpers must be members of the Protecting Vulnerable Groups ("PVG") Scheme or hold an Enhanced Disclosure obtained via the Scout Association from Disclosure Scotland within the last five years.

OBJECTS & ACTIVITIES

The purpose 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 aims 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. The Scout Group is responsible for supporting Scouting within Limekilns and the surrounding area.

In furtherance of these objects, the Group continues to run weekly sessions for all Sections during School term time and to organise events, outings and camps throughout the year to encourage the development of our young people.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2016

ACHIEVEMENTS & PERFORMANCE

One of the best indicators that the Group remains relevant, enjoyable and valuable is the ability to recruit and retain members. Group membership remains strong and we are seeing a steady flow of members between all Sections, which is a good sign.

31 January	2016	2015	2014	2013	2012	2011
Beaver Scouts	14	25	17	13	16	18
Cub Scouts	17	11	17	32	31	20
Scouts	23	24	17	15	15	14
Explorer Scouts	10	10	13	12	9	10
	64	70	64	72	71	62
Leaders	10	17	13	13	22	17
	74	87	77	85	93	79
Overall % change	-15%	13%	-9%	-9%	18%	-18%

Learning and development in Group activities

The purpose of the Scout Association is to promote the development of young people in achieving their full potential - physical, intellectual, social and spiritual – as individuals, responsible citizens and members of local, national and international communities.

Over 2015-2016 the Group has been engaged in a wide range of activities to promote this ethos – In particular, you will see there have been a number of shared activities. Water activities have been seen by Cubs, Scouts and Explorers and we want to build on this across the Group. We have a strong leadership team including Leaders, Instructors and Section Assistants. Behind the scenes, the committee continue to support the successful running of the Group.

Beaver numbers averaged about 20 until just before Christmas when five moved to Cubs and 3 left the Group when they became eight. Currently we have 13 Beavers and we are trying to encourage Beavers to bring a friend along. 10 Beavers gained their Chief Scout Bronze Award over the session and our weekly meetings are programmed around achieving the new Challenge Badges needed for their Bronze Award. This last session we have made fires and toasted marshmallows, gone on a nature walk, had a knot night, a creative evening, a visit from a Dental Nurse, Archery, made truffles, pancakes, decorated biscuits and had a supper talent night, judged by the Explorers. The new programme reflects a lot of teamwork and exercise together.

Cub numbers have continued to increase and now have 17 members. We have enjoyed a busy year working on our challenge badges, proficiency badges and competitions.

Scouts 2015 has been a busy year for Scouts, after the summer the Scouts concentrated on gaining their challenge awards, with six Scouts hoping to gain their 'Gold Chief Scout Awards in May 2016.

September saw our autumn camp at Fordell Firs, we were very lucky with the weather and even managed a suntan, the continuing good weather allowed for some very enjoyable evenings outside and sailing.

In 2016 we started our New Year with a bang by running the Bacon Rolls tent on New Year's day for the very popular 'New Year Limekilns Loony Dip' – lots of fun was had and the Scouts made in excess of £500 towards our trip to France in August 2016.

Throughout January/February, the Scouts ran a carwash down at the hall on a Saturday morning again fundraising for our trip. In February, we entered a team for the District Quiz – in which we came a brilliant 3rd.

In March, we entered a team into the district 'Will Robertson Competition' – in which we also came 3rd.

The swimming gala in March was brilliant; all our Scouts that entered did really well and were awarded their stage swimming badges for taking part. In April we will join the 26th Fife Scout Group for a two-night camp at Nineacres, we all had a great time despite the temperature plummeting to -5 overnight. We also have our long awaited trip to France in August, which we are all looking forward to. Our section continues to grow with more fantastic opportunities for our Scouts.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2016

Explorers have had another busy year. We have had four new members join after Christmas and these Explorers have begun their Bronze Duke of Edinburgh taking our numbers to five Explorers currently working towards their Platinum Award. We have also had one Explorer gain his Platinum Award. The Unit spent an enjoyable ten days in the Netherlands with the 2nd Fife Explorer Scout Unit where they explored the local community and culture, spent a day in Amsterdam and paid their respects at Arnhem War Cemetery. The fundraising undertaken by the Explorers was nothing short of amazing.

Members of the Unit joined other District Explorers at a sleepover at Lazerquest organised by the 83rd Fife Scout Group. We entered teams in the District Quiz event and in the District Wide Game. The Wide Game saw Explorers travelling by public transport across Fife gathering photographic evidence whilst evading 'capture' from Leaders. The Explorers have had opportunities to join other Explorers at Young Leaders' Camps and at Scotshape, a national event to gather youth opinions. The Unit has hosted two evenings for other Units in the form of wide games and have also hosted a district sailing event.

In our weekly meetings, we have had an interesting evening with Rev. Grant talking about the origins of Easter, tried out archery and learnt how to make garden lanterns from tin cans. We have continued to raise funds through delivering Yellow Pages. We have supported the committee by serving at the annual Burns Supper.

As always, the enthusiasm and commitment of the Explorers makes our Unit what it is. We would like to thank our Assistant Explorer Leader, Andrew Mitchell, for his unstinting dedication to Scouting. The 81st Explorer Unit is a thriving example of young people at their best

Engaging with parents/carers

The Group now benefits from a larger body of parents on the Group Executive Committee. As a result of a number of successful events with parents and carers attending parents' nights and completing parent surveys. This is a model of involvement that will be repeated in future to maintain parental involvement through committee, maintenance, hall upkeep and fundraising work.

Community Involvement

The Group has contributed to a number of events within the villages this year

- In August, the 81st Group ran the BBQ at the Limekilns, Charlestown and Pattiesmuir Gala day.
- Although held as a fundraiser, the 81st Firework Event has become an established event in the community and was well attended, although numbers were down slightly on previous years.
- Scouts provided the tea tent for the New Year's Day Dip.
- The 81st held a New Year Party that was open to the whole community and well attended.

FINANCIAL REVIEW

Overview

Our principal sources of income continue to be membership subscriptions, contributions to the cost of Group activities and fundraising, whereas expenditure primarily relates to Group activities and the running costs of the Scout Hall.

General fund receipts were £21,098 (2015: £21,199) and payments £17,166 (2015: £17,918) thus resulting in a surplus of £3,932 (2015: £3,281).

In terms of restricted funds, £1,724 is still held to be spent on the new boat shed and £256 for the purchase of wetsuits and buoyancy aids during the next year.

Fund Raising

Fundraising is critical to the sustainability of the Group and provides a focus for social activities for members and opportunities for wider community involvement.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2016

The total raised through fundraising and sponsorship amounted to £4,016 (2015: £4,833) across a number of key events including:

- The community fireworks in November, sponsored generously by Babcock Ltd and Comely Park Dental Practice, which once again attracted several hundred local families with their friends and raised £2,013 for the Group. The event is now established as an important and popular focal point of the Limekilns, Charlestown, Pattiesmuir and Crombie calendar.
- Our annual Bums Supper in February, attended by over 90 community members, raised £975 and included contributions from a number of current and past Group members. The event provides a welcome opportunity for older and younger members of the community to mix and offered younger members the opportunity to develop their public speaking skills in a supportive environment.

Donated Facilities & Services

Scouting is very dependent on the Leaders, parents and other volunteers without whom the Scout programme could not be delivered. The trustees would like to place on record their thanks to all who have helped to make the Group a success in the past year.

Reserves Policy

The trustees consider that around three to four months expenditure is an appropriate level of reserves in order to cover the timing differences between receipts and payments and to allow for any unexpected items of expenditure. Reserves at the year-end were £10,071 (2015: £13,318). While this is above the target range, significant funds will be required for improvements to the Scout Hall and for the replacement of the Boat Shed in the next 12 to 18 months.

FUTURE PLANS

Building the infrastructure we need for the future

The Boatshed project is becoming critical to ensure that we can continue to accommodate the valuable equipment of the Group. The project has attracted a considerable degree of interest among the membership, including parents with a variety of skills and experience to bring to the project, from building and joinery work to fundraising. There is a need to maintain the momentum of interest in the project to ensure the Group capitalises on the skills and goodwill of the wider membership.

Responsiveness to the membership

Providing opportunities to engage with, listen to and consult the Group membership will be critical to maintaining the current membership levels and longer-term sustainability. Next steps might include moving to 'e-communication', where possible, to improve communication. Creating a website and a Facebook presence would help us to publicise Group activities, the availability of the Scout Hall for community events and raise awareness of the Boatshed project.

APPROVAL

This report was approved by the trustees on 15 September 2016 and signed on their behalf by:

Gillian Rafferty

Chair

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2016

Independent Examiner's Report to the Trustees of 81st Fife (1st Broomhall) Sea Scout Group

I report on the accounts of the charity for the year ended 31 March 2016 that are set out on pages 9 to 12.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks 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 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 came 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 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave 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.

Michael Brougham, MCIBS FCIE

3 Lyne Grove

Crossford

Dunfermline

KY12 8YB

15 September 2016

STATEMENT OF RECEIPTS & PAYMENTS

FOR THE YEAR ENDED 31 MARCH 2016

		Unrestricted	Restricted	Total	Total
	Note	Funds	Funds	2016	2015
Receipts					
Donations					
Membership Subscriptions	5	5,823	-	5,823	5,948
Other Donations		1,290	-	1,290	1,629
Fund Raising		5,750	-	5,750	7,083
Investment Income (Bank Interest)		4	-	4	3
Hall Rents		287	-	287	1,226
Other Charitable Activities					
Contributions to Programme Activities		7,925	-	7,925	5,287
Sundries		19	-	19	23
Total Receipts		21,098	-	21,098	21,199
Payments					
Fund Raising Costs		2,134	-	2,134	2,850
Charitable Activities					
Membership Subscriptions		-	-	-	425
Scout Programme Activities		11,553	-	11,553	4,550
Badges & Uniform		371	-	371	519
Equipment Repairs & Maintenance		891	-	891	1,477
Scout Hall Costs	6	1,072	-	1,072	8,020
Sundries		30	-	30	77
Donations		40	-	40	-
Purchase of Fixed Assets					
Equipment		1,075	-	1,075	138
Total Payments		17,166	-	17,166	18,056
Surplus/(Deficit) for year					
		3,932	-	3,932	3,143

The Notes on pages 11 to 12 form an integral part of these accounts.

STATEMENT OF BALANCES

AS AT 31 MARCH 2016

	Note	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
Funds Reconciliation					
Balances brought forward		13,319	1,980	15,299	12,156
Surplus/(Deficit) for year		3,932	-	3,932	3,143
Balances carried forward		17,251	1,980	19,231	15,299
Bank & Cash Balances					
Bank Current Accounts		16,324	1,980	18,304	14,784
Prepaid Cards		727	-	727	435
Cash in Hand		200	-	200	80
		17,251	1,980	19,231	15,299
Other Assets					
Scout Hall	8	279,000	-	279,000	265,000
Boating, Camping & Other Equipment	8	53,000	-	53,000	30,000
		332,000	-	332,000	295,000
Liabilities					
Creditors (Payable within 12 months)		7,180	-	7,180	-

The Notes on pages 11 to 12 form an integral part of these accounts.

These accounts were approved by the trustees on 15 September 2016 and signed on their behalf by:

Gillian Rafferty
Chair

Eric Whale
Treasurer

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

1. Basis of Preparation

These accounts have been prepared on the receipts & payments basis in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)

There have been no changes to the basis of preparation or to the previous year's accounts.

2. Fund Accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity
- (b) Restricted funds are those that may only be used by specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (c) The purposes of the funds are shown in Note 9.

3. Taxation

- (a) The charity is not liable to income tax or capital gains tax on its charitable activities.
- (b) The charity is not registered for VAT. Irrecoverable VAT is included in the expense to which it relates.

4. Transactions with trustees and related parties

- (a) No remuneration was paid to trustees or any persons connected with them during the year (2015: £Nil).
- (b) No expenses were reimbursed to the trustees during the year (2015: Nil).
- (c) No membership subscriptions were paid on behalf of trustees to the Scout Association during the year. In 2015, £125 was paid on behalf of five trustees.

5. Membership Subscriptions

	2016	2015
Subscriptions Received	7,743	7,655
SHQ Rebate	32	43
Less: Membership Dues (2016/17)	(1,952)	(1,750)
	5,823	5,948

6. Hall Costs

	2016	2015
Cleaning	772	966
Ground Lease & Rent	425	737
Heating & Lighting	(934)	3,672
Insurance	809	2,645
	1,072	8,020

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

7. Fixed Assets

Scout Hall

The Scout Group owns the Scout Hall at Capernaum, Limekilns. No reliable cost or market value information is available. The building is currently insured for £279,000 on a full reinstatement basis.

The land on which the Hall is situated is leased from the Earl of Elgin. The current ground rent is £200 per annum.

Equipment

The Scout Group owns a large quantity of boating, camping and other equipment which has been acquired over a number of years. No reliable cost or market value information is available. The equipment is currently insured for £53,000.

8. Movements in Funds

	Balance				Balance
	31/03/2015	Receipts	Payments	Transfers	31/03/2016
Unrestricted Funds					
General Fund	13,319	21,098	(17,166)	-	17,251
Restricted Funds					
Boat Shed Fund	1,724	-	-	-	1,724
Equipment Fund	256	-	-	-	256
	1,980		-	-	1,980
Total Funds	15,299	21,098	(17,166)	-	19,231

9. Purpose of Funds

General Fund

Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.

Boat Shed Fund (Restricted)

Grant of £3,000 received from the Garfield Weston Trust during 2009/10 towards the cost of building a new boat shed.

Equipment Fund (Restricted)

Grant of £750 received from Exxon during 2010/11 under their Volunteering Scheme towards the cost of wet suits and buoyancy aids.