

81st FIFE (1st BROOMHALL) SEA SCOUT GROUP

Annual Report & Financial Statements

For the year ended

31 March 2017



Charity No SC031335

ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

MESSAGE FROM THE CHAIR

As you peruse the 2016/17 report, you will see that our Scout Group has had an eventful year. Their activities have included the ongoing fundraising events, camping, sailing, and entering the odd Scouting competition.

As always, it has been wonderful seeing how the Beavers, Cubs, Scouts and Explorers have developed; how they continue to go from strength to strength, learning new skills; increasing their knowledge, enabling them to acquire badges along the way to show for all their hard work and dedication. In the three years I have been in the Scouting world, it has been fantastic to see how the youngsters are continually learning to be Scouts and all that it involves. It has also been wonderful, to see how the Leaders continue to give their time and dedication to guide them along the Scouting path. On your behalf, I thank them for doing such an amazing job.

As always, backing up the Leaders are the members of the Group Executive Committee, who continue to support the Leaders to ensure that they have all that they need, making the Group a fun and active place to be for everyone. 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. 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 such a success.

Thank you to all the parents and community, for all the help and support that you have given over the years, to help make our Scout Group the success that it is. As always though, we are hoping that more of 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 during one of our fundraising events. If you would like to contribute a bit more to the Group you could, like me and many others, join the Committee. I promise you it is not as daunting as it may sound, and you would really be making a difference.

Gillian Rafferty
Group Chair

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

The trustees present their report and financial statements together with the independent examiner's report for the year ended 31 March 2017.

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 81stfifescouts.org.uk

Current Trustees

(Ex Officio)

Gillian Rafferty

Julia Foster

Eric Whale

Andrew Mitchell

Elizabeth Milligan

Craig Mitchell

Gordon Prow

Chair

Secretary

Treasurer

Group Scout Leader

Beaver Scout Leader

Cub Scout Leader

Scout Leader

(Elected)

Marjorie Atkinson

David Crabb

Jacqui Crawford

Matthew Lewry

Craig Lindsay

William Shirliff

Donna Whale

Other Trustees who served during the year

Karen Hart

Resigned 31/12/2016

Debby McCreath

Resigned 14/09/2016

Eric Thomson

Resigned 26/02/2017

Bankers

Clydesdale Bank plc

64 High Street

Dunfermline

KY12 7DF

Unity Trust Bank

9 Brindleyplace

Birmingham

B1 2HB

Independent Examiner

Michael Brougham

3 Lyne Grove

Crossford

Dunfermline

KY12 8YB

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

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

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The method of achieving the aims of the Scout 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 2017

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; up 2% on last year. We are seeing a steady flow of members between all Sections, which is a good sign.

31 January	2017	2016	2015	2014	2013
Beaver Scouts	15	14	25	17	13
Cub Scouts	9	17	11	17	32
Scouts	28	23	24	17	15
Explorer Scouts	14	10	10	13	12
	66	64	70	64	72
Leaders	10	10	17	13	13
	76	74	87	77	85
Overall % change	2%	-15%	13%	-9%	-9%

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.

During the year, 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.

This service and dedication has been recognised with several awards for Leaders and Committee members:

- Elizabeth Milligan received the Silver Acorn. The Silver Acorn is only awarded for service that is specially distinguished and it is not normally awarded until at least an Award for Merit has been gained and is seldom awarded for less than 20 years service.
- Craig Lindsay received the Long Service Award for 50 years service to Scouting.
- David Crabb received the 25 years Long Service Award.

Beaver Scouts

The Beavers have had a busy year working for their Challenge Badges as well as doing Activity and Stage Badge work. We had a visit from the Oral Hygienist as part of their badge work. We have booked the Guide Dogs for the Blind to visit as well as us going to the Fire Station and Ceramic Experience. We have also been working on our Photographers badge with the help of Derek Fett. The Beavers had a wonderful time at the Group Camp and completed their entire Outdoor Challenge badge work over the two days. They also completed their two Nights Away badge. They loved camping outside and being with the older Cubs, Scouts and Explorers to join in their wide range of games, pioneering and campfire activities. Our numbers dropped for a short time in autumn due to our older Beavers moving to Cubs but recently we have enrolled eight new Beavers so our numbers are back up to twenty again. We have had 10 Beavers gain their Chief Scout Bronze Award, which they receive once they have completed all their Challenge badges so it is a huge achievement.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

Cub Scouts

Cub numbers have decreased in the main due to natural progression on to the Scout Group. We have enjoyed a busy year working on our challenge badges, proficiency badges and competitions.

Scouts

This has been a busy year for the Scouts – April saw our first camp of the year with the 26th Fife Group at Nineacres campsite at Crook of Devon. Although it was the coldest weekend of the year, with -5°C and -3°C overnight, the Scouts learned a lot from this camp including, firelighting, woodwork skills, backwoods cooking along with learning how to put up patrol tents and preparation for the Gibb Bugle camping competition in May. In May, six of our Scouts took part in the Gibb Bugle camping competition at Nineacres, a fun-filled weekend with lots of tasks and exercises to complete, as well as cooking completely for themselves and being marked all weekend – they were delighted to come second out of the 11 Scout Groups in Dunfermline District.

In June, six of our Scouts, Cameron Wicksted, Kalie Gostick, Tegan Gostick, Gregor Mitchell, Elin Rafferty and Innes Riely worked hard and received their Gold Chief Scout Awards – the highest award given in the Scout Section. The Scout Section held a very successful French tea party to raise money for our trip to France in August.

The Scouts worked very hard throughout the year to raise money for our trip to France. In August, we took most of our Scouts to France for a week. After a 12-hour trip in a coach and a ferry crossing, we spent a week in an area just outside Paris with "Acorn Travel". This was an activity holiday and all our Scouts and Leaders enjoyed participating in a large selection of activities including, climbing wall, paddle boarding, canoeing, raft building, assault course and blind trail, we finished off our week with a fun-filled day in Disneyland Paris. It was a brilliant and worthwhile trip, which we hope to do again to somewhere different in 2018.

In September, the Group welcomed a new Leader to the Scout Section. Derek Fett joined us and is keen to do training and become part of our close-knit team. In September, we had a Group camp at our hall. We were very lucky with the weather and could use a lot of our equipment that we have available. December saw the Scouts help with the Scout post and Santa Sleigh.

2017 began with the Scouts making 500 bacon rolls for the Limekilns Loonie dip. In March, we held our first camp of the year at Douglaswood in Dundee. Although it was a very wet weekend, it did not stop our Scouts having a good time.

The Scouts will continue to work towards a variety of badges as well as fundraising and community work. Although some of our Scouts have moved on to Explorers, we still hold a comfortable number of Scouts on our books.

Explorers Scouts

The Explorer Unit has remained strong with many undertaking Duke of Edinburgh Awards with the 2nd Fife Group. Our first Bronze Group started their training in April in the Trossachs and will undertake their expedition in June 2017. You will notice the work undertaken for the Community Council, clearing ivy from the trees on Charlestown Brae, which gave a good exercise in axe and saw. The Explorers have continued to support the community with work for Riding for the Disabled at Shiresmill. In June, we hosted a District Explorers wide game, which apart from the midges was a great evening. September saw the Explorers taking part in the Group camp. In particular, they prepared and set up a very successful assault course for everyone to take part in. The Explorers took part in the District sports day in September.

The first part of this year has been focussed on early careers with the Explorers working on their CV and interview skills. A special thanks to Laura Russell from BAE for her input in the interviews. We all undertook a heart start course as part of this. Many of the activities undertaken this term have been on teamwork with different challenges being set for the teams to undertake. The programme has been balanced, aligning with the principles set by the Scout Association.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

A particular mention has to be given to Karen Hart who stepped down as Explorer Leader earlier this year and we would like to give special thanks to Karen for her continued involvement in the Group and her enthusiasm and commitment to the Unit.

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 July, the Group was involved in the Forth Cruising Club's River Festival, providing our marquee and hot food.
- In August, the Group ran the BBQ at the Limekilns, Charlestown and Pattiesmuir Gala day as well as the Crombie Gala.
- Although held as a fundraiser, the 81st Firework Event has become an established event in the community and was well attended with numbers up on last year.
- Scouts provided the tea tent for the New Year's Day Dip at Limekilns Pier.
- The Group 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 £20,494 (2016: £21,098) and payments £22,544 (2016: £17,166) thus resulting in a deficit of £2,050 (2016: Surplus £3,932).

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.

Fundraising

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

The total raised through fundraising and sponsorship amounted to £5,763 (2016: £4,016) 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 £1,696 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 70 community members, raised £581 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.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

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 £17,264 (2016: £10,071). 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

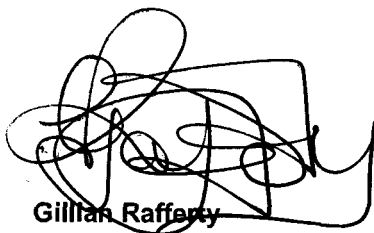
The Boat Shed project is taking significantly longer than anticipated; this project is becoming more critical to ensure that we can continue to accommodate the valuable equipment of the Group. We have now renewed the lease on the land from Lord Elgin for the Scout Hall and future boatshed extension. We are now in a position to seek grant support and we will need to rally the considerable degree of interest that has been shown 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 rebuild the momentum of interest in the project to ensure the Group capitalises on the skills and goodwill of the wider membership. The IT infrastructure in the Hall has been improved this year with WiFi being installed to enable Leaders and Group members to access the Internet (when appropriate) to support activities and badge work.

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 20 August 2017 and signed on their behalf by:



Gillian Rafferty
Chair

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2017

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 2017 that are set out on pages 10 to 14.

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.

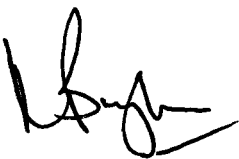
Basis of Independent Examiner's Statement

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

23 August 2017

STATEMENT OF RECEIPTS & PAYMENTS

FOR THE YEAR ENDED 31 MARCH 2017

	Note	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
		£	£	£	£
Receipts					
Donations					
Membership Subscriptions	5	4,998	-	4,998	5,823
Other Donations		1,026	-	1,026	1,290
Fund Raising		8,190	-	8,190	5,750
Investment Income (Bank Interest)		6	-	6	4
Hall Rents		815	-	815	287
Other Charitable Activities					
Contributions to Programme Activities		5,434	-	5,434	7,925
Sundries		25	-	25	19
Total Receipts		20,494	-	20,494	21,098
Payments					
Fund Raising Costs		3,453	-	3,453	2,134
Charitable Activities					
Scout Programme Activities		9,208	-	9,208	11,553
Badges & Uniform		436	-	436	371
Bank Charges		22	-	22	-
Donations		-	-	-	40
Equipment Repairs & Maintenance		1,465	-	1,465	891
Scout Hall Costs	6	7,762	-	7,762	1,072
Sundries		198	-	198	30
		22,544	-	22,544	16,091
Purchase of Fixed Assets (Equipment)		-	-	-	1,075
Total Payments		22,544	-	22,544	17,166
Surplus/(Deficit) for year		(2,050)	-	(2,050)	3,932

The Notes on pages 12 to 14 form an integral part of these accounts.

STATEMENT OF BALANCES

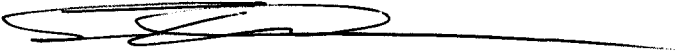
AS AT 31 MARCH 2017

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Funds Reconciliation					
Balances brought forward		17,251	1,980	19,231	15,299
Surplus/(Deficit) for year		(2,050)	-	(2,050)	3,932
Balances carried forward		15,201	1,980	17,181	19,231
Bank & Cash Balances					
Bank Current Accounts		15,035	1,980	17,015	18,304
Prepaid Cards		-	-	-	727
Cash in Hand		166	-	166	200
		15,201	1,980	17,181	19,231
Other Assets					
Scout Hall	8	280,000	-	280,000	279,000
Boating, Camping & Other Equipment	8	54,800	-	54,800	53,000
Debtors & Prepayments		2,472	-	2,472	-
		337,272	-	337,272	332,000
Liabilities					
Creditors (Payable within 12 months)		409	-	409	7,180

The Notes on pages 12 to 14 form an integral part of these accounts.

These accounts were approved by the trustees on 20 August 2017 and signed on their behalf by:


Gillian Rafferty
Chair


Eric Whale
Treasurer

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

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 (2016: £Nil).
- (b) No expenses were reimbursed to the trustees during the year (2016: Nil).

5. Membership Subscriptions

	<u>2017</u>	<u>2016</u>
	£	£
Subscriptions Received	7,044	7,743
SHQ Rebate	33	32
Less: Membership Dues (2016/17)	<u>(2,079)</u>	<u>(1,952)</u>
	<u>4,998</u>	<u>5,823</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

6. Hall Costs

	2017	2016
	£	£
Cleaning	1,629	772
Ground Lease, Rent & Rates	1,570	425
Heating & Lighting	996	(934)
Insurance	3,173	809
Telephone & Internet	394	-
	<u>7,762</u>	<u>1,072</u>

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 £280,000 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 £545 per annum.

Equipment

The Scout Group owns a large quantity of boating, camping and other equipment that has been acquired over a number of years. No reliable cost or market value information is available. The equipment is currently insured for £54,800.

8. Movements in Funds

	Balance			Balance
	31/03/2016	Receipts	Payments	31/03/2017
	£	£	£	£
Unrestricted Funds				
General Fund	17,251	20,494	(22,544)	15,201
Restricted Funds				
Boat Shed Fund	1,724	-	-	1,724
Equipment Fund	256	-	-	256
	<u>1,980</u>	<u>-</u>	<u>-</u>	<u>1,980</u>
Total Funds	<u>19,231</u>	<u>20,494</u>	<u>(22,544)</u>	<u>17,181</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

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