

Trustees Annual Report

From 1st April 2021– 31st March 2022



1 Reference and Administration Details

Charity Name: 5th Rayleigh Scout Group
Charity Number: 1023573
Principal Address: The Birches Scout Hut, Priory Chase, Rayleigh, Essex, SS6 9NF

1.1 Trustees

Joe Locke	Group Chair
Lesley Turley	Group Secretary
Sarah Balkwill	Group Treasurer
Kyla Tosh	Group Scout Leader

2 Structure, Governance and Management

2.1 Governing Document

The Group's governing documents are those of 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 (POR) of the Scout Association.

2.2 Group Scout Council

The Group Scout Council is the electoral body to which the Group Executive Committee is accountable. Membership of the Group Scout Council is open to:

- Scouters
- Group Active Support Managers and members
- Colony Pack and Troop Assistants
- Skills Instructors
- Administrators
- Advisers
- Patrol Leaders
- All Parents of Beavers, Cubs and Scouts
- The sponsoring authority or its nominee – **can be removed if not a sponsored Group**
- Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council
- Explorer Scout Leaders (if stated in a Partnership Agreement) – **if no agreement, remove this line.**

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- the District Commissioner and District Chair are ex-officio members of the Group Scout Council.

2.3 Constitution

The Group is a trust established under the Policy, Organisation and Rules of the Scout Association.

If your Group has it's own constitution please add this sentence

It has a constitution agreed by the Group Scout Council, but which is subservient to its governing documents.

2.4 Trustee Selection

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association ***and the Group's constitution if you have one.***

2.5 Group Executive Committee

The Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

Members of the Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of The Scout Association
- Protect and maintain any property and equipment owned by and/or used by the Group
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fund-raising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- The opening, closure and amalgamation of sections as necessary.
- And all other duties as set out in Policy, Organisation and Rules.

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2.6 Risk and Internal Control

The Group Executive Committee has identified the major risks to which they believe the Group is exposed which are:

These are the minimum risks that should be considered, your Group may have other particular risks that would need to be added.

2.6.1 Injury to Leaders, Helpers, Supporters or Members

The Group supports compliance with the Safety Policy and ensures appropriate risk assessment; elimination, reduction and control measures are taken to reduce the likelihood of any injuries.

In addition, through membership fees, the Group contributes to the Scout Association's national accident insurance policy.

2.6.2 Damage to Buildings, Property or Equipment

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

2.6.3 Reduced Income from Subscriptions and Fund Raising

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group holds adequate reserves to ensure the continuity of activities should there be a major reduction in income. The committee could also raise the value of subscriptions to increase the Group income either temporarily or permanently.

2.6.4 Reduction or Loss of Leaders

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there were a reduction in the number of volunteers to an unacceptable level, then there would have to be a contraction, consolidation or closure of activities or sections.

2.6.5 Reduction or Loss of Members

If there were a reduction in membership of a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section.

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3 Objectives and Activities

The primary objective of the Group is that of the Scout Association generally, namely:

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

The Values of Scouting

As Scouts we are guided by these values:

- Integrity - We act with integrity; we are honest, trustworthy and loyal.
- Respect - We have self-respect and respect for others.
- Care - We support others and take care of the world in which we live.
- Belief - We explore our faiths, beliefs and attitudes.
- Co-operation - We make a positive difference; we cooperate with others and make friends.

The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

The activities of the Group are:

- The provision of the Scouting programme for 6–14 year old members

4 Achievements and Performance

Brief summary of key activities of the Group – during this financial year the group has faced severe restrictions as a result of COVID 19, As a result, only limited activities have taken place on a virtual basis (using Zoom meetings)

Fundraising –

New sections / group development – the focus of the group has been to try and keep contact and engagement with its existing members during COVID in order to keep as many members as possible when normal scouting resumes.

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Building projects – Having completed the building of the new scout hall in 2019, the focus of the group during this year has been one of maintenance to both the internal and outdoor parts of the site

Community engagement – not possible as a result of COVID 19 during this financial year

4.1 Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

5 Financial Review

5.1 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 minimum sum of £3,000 which would sufficiently cover a period of 6-12 months.

The Group held reserves of approximately £5,000 against this at year end. This is above the level required for operating expenses. This additional surplus can be explained by the fact the group is planning additional expenditure on the hall and outside landscaping.

5.2 Investment Policy

The Group's Income and Expenditure is very 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.

6 Declaration

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

Signed on behalf of the charity's trustees:

Signature:

Date:

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Full Name: Joe Locke

Position: Group Chair

Signature:

Date:

5th Rayleigh Scout Group

Income and Expenditure Account for the Year Ended 31/03/2022

Income	Year Ended 31/03/2022		Year Ended 31/03/2021	
	£	£	£	£
Subscriptions Received	7,229.00		3,338.00	
Received for Camps and Activities	6,045.10		235.00	
Gift Aid	5,146.66		0.00	
Other Income	77.50		18.00	
Fundraising and Donations - General	2,560.81		6,814.79	
Fundraising and Donations - Container Fund	0.00		511.00	
Rochford District Council Grants	0.00		21,486.00	
The Birches Hall Hire	16,900.00		1,125.00	
		37,959.07		33,527.79
Expenditure				
	£	£	£	£
Cost of Camps and Activities	4,203.38		857.72	
Capitation	3,102.50		2,700.00	
Hire of The Birches	125.00		275.00	
The Birches Equipment Costs	16.00		426.37	
The Birches Running Costs	7,852.29		2,006.89	
The Birches Development Costs	17,977.73		0.00	
Equipment Purchases	170.00		0.00	
Clothing and Badges	1,159.66		295.22	
Fundraising / Donations - General	518.00		304.00	
Sundries	267.10		95.30	
Building Costs	4,100.00		12,653.75	
		39,491.66		19,614.25
Less: Containers (to be depreciated)	7,794.00			
Revised Expenditure		31,697.66		
Net Surplus of Income over Expenditure		6,261.41		13,913.54

Independent Examiner's Report

1. I am satisfied that the entries contained within the annual Treasurer's Statement reflect the monetary activity during the year 2021-2022. The finances of the 5th Rayleigh Scout Group are in good order.
2. I have examined the accounts for the 5th Rayleigh Scout Group. All bank statements together with all receipts and working papers are in good order. The Treasurer's working meeting papers reflect the general financial wellbeing of the Group's funds and associated book entries.
3. I have inspected all the paperwork held by the Group as presented by the Treasurer and can vouch that they truly represent the general workings and financial aspects of the Group. The papers are contained for each financial year in a year folder.
4. I can therefore recommend that the Group members accept the accounts as presented by the Treasurer.



Nicole Tomlin
Independent Examiner

Date: 13 June 2022

5th Rayleigh Scout Group

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