

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 0

to end date

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Section A

Reference and administration details

Charity name

1st Yapton & Ford Scout Group

Other names the charity is known by

Registered charity number (if any)

1 0 4 4 1 30

HQ registration number

Charity's principal address

c/o Mrs C Mossop

31 St Mary's Meadow, Yapton

Arundel, West Sussex

Postcode

B N 1 8 0 E E

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Michael Scott	Chair	
2	Clare Mossop	Treasurer/Secretary	
3	Toby Hewson	Group Scout Leader	
4	Carl Monk	Explorer Leader	
5	Alison Scott	Scout Leader	
6	Katrina McAnaspie	Cub Leader	
7	Deborah Deacon	Beaver Leader	
8			
9			
10			
11			
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address
Scrutineer	Samantha Thompson	1 Halliford Drive, Bognor Regis, PO22 0AB

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

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.

How the charity is constituted

(e.g. trust, association, company)

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

Trustee selection methods

(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. 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.

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 Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets 6 times a year.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

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

- The maintenance of Group property;
- The raising of funds and the administration of Group finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

Risk and Internal Control

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a 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	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>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 co-operate with others and make friends.</p> <p>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.</p>
Summary of the main activities in relation to these objects	<p>During the lockdowns, Group Sections moved their meetings onto Zoom and maintained contact with the majority of members. The Group received no income from subs during this time to support families on low-income. Sadly all Sections had to cancel their summer camps, but these were replaced by virtual camps and activities which continued to build on the Scouting Values and prevented the isolation of our members.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
Public benefit statement	<p>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.</p>

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

The Group has continued to thrive during a difficult year of lockdowns and face to face meetings. Our Cub section have received 210 badges between them this year, including 2 Silver Chief Scout badges; one Cub earned 27 badges over the year which was a great achievement. The Scouts have achieved numerous badges as well, including 4 Gold Chief Scout Awards earned by their older Scouts before continuing on to the Explorer unit.

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 Executive Committee considers that, because the Group is reliant on income from letting the hall which is not guaranteed, the group should hold a sum equivalent to 24 months running costs circa £28,750.

The Group held reserves of approximately £36,344 against this at year end. This is slightly above the level required for operating expenses. However this can be explained by lower operational costs during the lockdowns, and excess funds will be used to subsidise activities for our Young People, as we open up our activity programmes, post covid.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

None

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Section F**Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)



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Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Michael Scott	Clare Mossop
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Position (eg Secretary, Chair)

Chair	Treasurer
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Date

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1st Yapton and Ford Scout Group - Charity Number 1044130
Receipts and Payments Account for the Year Ended 31 March 2021

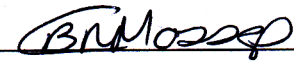
	2020 - 2021	2019 - 2020
	£	£
Income		
Membership subscriptions	1,606.10	4,921.22
Less paid to Scout Association	2,530.00	3,630.00
	<u>(923.90)</u>	<u>1,291.22</u>
Lettings:		
Potter's House Pre-school	9,408.01	12,599.06
Explorers	75.00	798.00
Guides	96.65	1,431.00
Casual	183.00	3,196.00
Grants & Donations	19,907.50	-
Fundraising	73.40	2,339.05
Clothes sold	15.00	37.33
Activities & Camp	(2,720.00)	4,971.21
	<u>26,114.66</u>	<u>26,662.87</u>
Expenditure		
Electricity	2,969.65	1,395.21
Insurance	1,697.52	1,530.64
Rates, water, rent	5,658.23	5,784.18
Cesspit	(1,275.00)	3,618.00
Housekeeping	685.33	343.14
Donations	50.00	50.00
Building maintenance	364.26	5,422.59
Camping & activities	169.48	4,025.56
Fundraising	11.00	814.08
Badges, awards, uniforms	1,195.64	1,919.58
Subscriptions/licenses	-	385.12
	<u>11,526.11</u>	<u>25,288.10</u>
Net Profit/(Loss)	<u>14,588.55</u>	<u>1,374.77</u>

1st Yapton and Ford Scout Group - Charity Number 1044130
Statement of Assets and Liabilities as at 31 March 2021

	2020 - 2021	2019 - 2020
	£	£
Total receipts	26,114.66	26,662.87
Total payments	<u>11,526.11</u>	<u>25,288.10</u>
Net Profit/(Loss)	<u>14,588.55</u>	<u>1,374.77</u>
Accumulated fund brought forward	<u>21,755.88</u>	<u>20,381.11</u>
Accumulated fund carried forward	<u><u>36,344.43</u></u>	<u><u>21,755.88</u></u>
Balance at bank	<u><u>36,344.43</u></u>	<u><u>21,755.88</u></u>

The above account is a true record of the finances of 1st Yapton & Ford Scout Group
as at 31st March 2021

Signed  Date 14 MAY 2021
Mike Scott - Chairman

Signed  Date 14-5-21
Clare Mossop - Treasurer

1st Yapton and Ford Scout Group - Charity Number 1044130

Independent Examiner's Report to the Trustees of 1st Yapton and Ford Scout Group

I report to the trustees on my examination of the accounts of 1st Yapton and Ford Scout Group (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

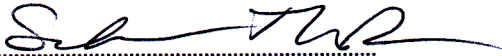
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Samantha Thompson FCA
Independent Examiner
Samantha Thompson Limited
1 Halliford Drive
Bognor Regis
PO22 0AB

Date.....17/5/2021.....

Samantha Thompson Limited
Chartered Accountants

1 Halliford Drive, Barnham
Bognor Regis PO22 0AB

Telephone 01243 552936

Mobile 07910 055232

Email sam@samanthathompson.co.uk

24 April 2019

PRIVATE AND CONFIDENTIAL

The Trustees of 1st Yapton and Ford Scout Group
c/o 25 Tacklee Road
Yapton
Arundel
BN18 0HB

Dear Trustees

Engagement letter

Thank you for engaging us as your independent examiner. This letter and the attached schedule of services together with our standard terms and conditions set out the basis on which we are to provide our services and your and our respective responsibilities.

I will be your main point of contact and will have primary responsibility for this assignment.

1. SCOPE OF SERVICES

- 1.1. We have listed below the work which you have instructed us to carry out, the detail of which is contained in the attached schedule. This states your and our responsibilities in relation to the work to be carried out. Only the services which are listed in the attached schedule is included within the scope of our instructions. If there are other services that you wish us to carry out which are not listed in the schedule, please let us know and we will discuss with you whether they can be included in the scope of our work. If we agree to carry out additional services for you, we will provide you with a new or amended engagement letter and schedules.



ICAEW
CHARTERED
ACCOUNTANTS

Samantha Thompson Limited

- 1.2. The following schedule of services and our terms of business are attached to this engagement letter and should be read in conjunction with it.

Schedule 1 Independent examination

- 1.3. We are providing our services free of charge. The free service is dependent upon your bookkeeping being kept up to date and all supporting information being available in the file as it has been in previous years. Should these requirements not be met we reserve the right to notify you of a revised figure or range and seek your agreement to the change.
- 1.4. We do not expect to incur any disbursements, expenses or other professional fees.

2. LIMITATION OF LIABILITY

- 2.1. We will provide services as outlined in this letter with reasonable care and skill. Our liability to you is limited to losses, damages, costs and expenses caused by our negligence or wilful default. However, to the fullest extent permitted by law, we will not be responsible for any losses, penalties, surcharges, interest or additional tax liabilities if you or others supply incorrect or incomplete information, or fail to supply any appropriate information or if you fail to act on our advice or respond promptly to communications from us or the tax authorities.
- 2.2. You will not hold us our directors and staff, responsible, to the fullest extent permitted by law, for any loss suffered by you arising from any misrepresentation (intentional or unintentional) supplied to us orally or in writing in connection with this agreement. You have agreed that you will not bring any claim in connection with services we provide to you against any of our directors or employees personally.
- 2.3. Unless there is a legal or regulatory requirement to do so, our work is not to be made available to third parties without our written permission and we will accept no responsibility to third parties for any aspect of our professional services or work that is made available to them.

3. COMMUNICATING WITH YOU

- 3.1. We will communicate with your treasurer Clare Mossop or any of the named Trustees of the Charity in relation to the Charity's accounting affairs, having agreed with you that they will represent the Charity.
- 3.2. In section 14 of our terms of business we set out our approach in the event of an internal dispute within the Charity.

Samantha Thompson Limited

4. AGREEMENT OF TERMS

4.1. Data Protection

We are committed to ensuring the protection of the privacy and security of any personal data which we process. Your attention is drawn to clause 7 of the attached terms of business which details how we treat personal data received by us in the provision of our services during our engagement with you. By signing this letter, you confirm that you have read and understood clause 7 and any privacy notice referred to therein.

4.2. Period of engagement

4.2.1. This engagement started with the charity's accounting period ended 31 March 2012.

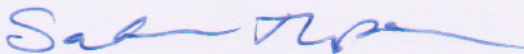
4.3. Confirmation of your agreement

4.3.1. This letter, together with the attached schedule, constitutes the entire contract between us and any proposed variations or termination must be given in writing.

4.3.2. The terms set out in this letter shall take effect immediately upon your countersigning this letter and returning it to us. If we are instructed to start work before receiving a signed copy of this letter we will treat that as acceptance of all the terms of this engagement letter, unless we hear from you to the contrary within 14 days of you giving that instruction. You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty.

4.3.3. Please confirm your agreement to the terms of this letter and the attached terms of business by signing and returning the appointment acceptance below, together with a copy of this letter. If this letter and the attached terms of business are not in accordance with your understanding of our terms of appointment, please let us know.

Yours sincerely



Samantha Thompson
Director
For and on behalf of Samantha Thompson Limited

Samantha Thompson Limited

APPOINTMENT ACCEPTANCE

We acknowledge receipt of your engagement letter, a copy of which is attached, and we agree to the letter and the attached schedule of services which, together with the terms of business in document reference "scouts 20190424 terms", fully record the agreement between us concerning your appointment to carry out the work described in the schedule.

Signed
David Dean - Trustee

Date 28/4/19

Signed
Clare Mossop - Trustee

Date 28-4-19

For and on behalf of 1st Yapton and Ford Scout Group