

Trustees' Annual Report

For the period

From (start date)

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 to end date

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Section A

Reference and administration details

Charity name

1st Haslemere Scout Group

Other names the charity is known by

Registered charity number (if any)

1 0 5 0 9 8 0

HQ registration number

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Charity's principal address

Youth Campus

Wey Hill

Haslemere

Postcode

G U 2 7 1 B X

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	Paul Buckler	Chairman	
2	Joanne Croad	Treasurer	
3	Edward Salter	Secretary	
4	Sharon Short		
5	Dr Stuart Ward	SL	
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Type of advisor	Name	Address

Section B**Structure, governance and management**

Description of the charity's trusts

Type of 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 of The Scout Association.

How the charity is constituted

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

Trustee selection methods

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

Additional governance issues

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.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets every three months.

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.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control</p> <p>The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:</p> <p>Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p>Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p>Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>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.</p>

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 Covid-19 pandemic restrictions activities continued online and face-to-face where possible. All sections undertake activities which are adventurous and exciting such as camping, hiking, climbing, archery and shooting. Other activities within Sections may be related to personal progress such as badge work and community service. Young people are encouraged to plan their own activities to encourage thought for others and self awareness.</p>
Additional details of the objectives and activities	<p>All Leaders, helpers and Executive Members are volunteers and as such give their time and expertise free of charge.</p> <p>A large number of volunteers are needed to facilitate the work carried out. The Executive Committee are always actively seeking to enrol new volunteers to our Group.</p>
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

During the year we have continued to maintain contact with all members and to promote the goals for Scouting in spite of restrictions during the Covid-19 pandemic and throughout Lockdown periods. Physical activities have been undertaken where possible and under agreed Scout Association and Government guidelines.

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. During the year the Group had £12,150 set aside in a separate bank account which would have covered day-to-day running costs during the year.

Details of any funds materially in deficit

None

Further financial review details

- The charity's principal sources of funds

Investment Policy & Objectives

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 that may currently return small amounts of interest.

- how expenditure has supported the key objectives of the charity;

Fundraising is carried out when possible but has been severely curtailed during the Covid-19 pandemic.

All expenditure is used for the benefit of the Group as a whole to advance the requirements of the young people within the Group in both physical and mental wellbeing.

Section F

Other Optional Information

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

In the coming years we plan to improve the roof and heating system of the Group headquarters so that it remains efficient to maintain. This will enhance our provision of activities.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

 

Full name(s)

Paul Buckler Joanne Frances Croad

Position (eg Secretary, Chair)

Chairman Treasurer

Date

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1st Haslemere Scout Group

Accounts for the Year Ended 31 March 2021 (Receipts & Payments Basis)

Receipts & Payments Account Summary for the year ended 31 March 2021		
	2021	2020
Total Receipts for the year	25,324.95	4,286.74
Total Payments for the year	(6,495.95)	(11,093.58)
Net Receipts (Payments) for the year	18,829.00	(6,806.84)
Cash, Bank & Similar Funds brought forward	32,472.31	39,279.15
Cash, Bank & Similar Funds carried forward	51,301.31	32,472.31

Receipts for the year ended 31 March 2021		
	2021	2020
Membership Subscriptions		
Received	4,944.39	8,106.56
Paid	(2,638.50)	(3,778.00)
Net receipts	2,305.89	4,328.56
Investment Income Received		
Bank & Building Society Interest	0.00	0.00
Donations & Grants		
Montessori Nursery	0.00	0.00
Other Income & Donations	124.92	912.02
Total	124.92	912.02
Activities		
Group (incl Charter Fayre) & Unit Events - Received	465.17	6,392.53
Group & Unit Events - Paid	(1,592.72)	(8,789.89)
	(1,127.55)	(2,397.36)
Other Fund Raising	0.00	0.00
Gift Aid Claim	4,114.69	0.00
Government Covid-19 Support Grants	19,907.00	0.00
Sundry Receipts	0.00	1,443.52
Total Receipts for the year	25,324.95	4,286.74

Payments for the year ended 31 March 2021		
	2021	2020
HQ Premises		
Rent, Repairs & Renewals (including legal fees)	(2,073.81)	(6,538.69)
Insurance	(1,623.75)	(1,719.53)
Utilities	(970.92)	(832.85)
Purchase of Equipment & Uniforms	(1,433.18)	(1,327.65)
Training & Trustees/ Leaders Expenses	0.00	0.00
Sundry Payments	(394.29)	(674.86)
Total Payments for the year	(6,495.95)	(11,093.58)

Statement of Assets & Liabilities at 31 March 2021		
	2021	2020
Monetary Assets		
Bank Accounts	39,148.57	20,319.57
Building Society	12,149.78	12,149.78
Cash in Hand	2.96	2.96
TOTAL MONETARY ASSETS	51,301.31	32,472.31
Other Monetary Assets		
Debts due from Others	0.00	0.00
Liabilities due within one year		
Expenses incurred and not yet paid	0.00	0.00
Liabilities payable after one year		
Deposit from Montessori Nursery	0.00	(250.00)
Total Assets & Liabilities	51,301.31	32,222.31

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 20 January 2022 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by the Chair and Treasurer

Independent Examiner's Report to the Trustees of The 1st Haslemere Scout Group

I report on the accounts of the Group for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the Trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

Respective responsibilities of Trustees and Examiner

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of Independent 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 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 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have 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.

**Please delete the words in the brackets if they do not apply*

Signature: 

Name: C. J. A. Lowry

Qualification: F. C. A.

Address: Elm House, Tanbridge Park, Sharncliffe Road, Haslemere

Date: 27 / 12 / 2021