

# Trustees' Annual Report

For the period

From (start date) 0 1 0 1 2 2 to end date 3 1 1 2 2 2

## Section A

## Reference and administration details

Charity name

1st Welwyn Garden City St Francis Scout Group

Other names the charity is known by

Registered charity number (if any)

X N 6 7 5 8

HQ registration number

Charity's principal address

50 Marsden Green

Welwyn Garden City

Hertfordshire

Postcode

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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	Sandra Mitchell	Group Secretary	
2	Melanie Valentine	Group Treasurer	
3	Peter Jasko	Group Chairman	
4			
5	Andrew Ward	Group Scout Leader	
6			
7			
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




Section B	Structure, governance and management
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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.

(e.g. trust deed, constitution)

How the charity is constituted

The Group is a trust established under it's rules which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

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:

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 3 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

a) the induction and training of trustees; b) trustee/ consideration of major risks and the systems and procedures to manage them



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><b>Risk and Internal Control (Specimen 1)</b></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</p>



scenario the complete closure of the Group.

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.

#### **Risk and Internal Control (Specimen 2)**

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include at least 2 approvals for larger 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><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:</p> <p><b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.</p> <p><b>Respect</b> - We have self-respect and respect for others.</p> <p><b>Care</b> - We support others and take care of the world in which we live.</p> <p><b>Belief</b> - We explore our faiths, beliefs and attitudes.</p> <p><b>Co-operation</b> - We make a positive difference; we co-</p>



co-operation. We make a positive difference, we co-operate 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.

Summary of the main activities in relation to these objects

We provide meetings for 3 age groups. The activities are structured to encompass the purpose and values of Scouting.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

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.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

Each year the Group supports our local Church Christmas Tree Festival. The Scouts help to run the stalls and other fundraising activities. The Group have taken part in a District Camp, taking a leading role in the organisation of this event. Our Beavers, Cubs and Scouts have been working towards their Chief Scout Awards. As they work towards these awards they have been involved in the local community e.g litter picking and recycling.



Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>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 holds a meeting to discuss this each year and will hold a figure depending on numbers to cover the expenses for the first part of the year.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives;</li> </ul>	<p><b>Investment Policy (Specimen 1)</b></p> <p>The Group's main source of funding is from the subscription fees which are collected for each child on a termly basis. We also collect a fee per participating child towards the cost of any outside camping activities we provide.</p> <p>The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.</p> <p><b>Investment Policy (Specimen 2)</b></p>



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)

#### 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)

Sandra Ruth Mitchell

Position (eg Secretary, Chair)

Group Secretary

Date

0 5 0 9 2 3



# 1st Welwyn Garden City (St Francis) Scouts Group

Year ending 31 December 2022

	Main Account	Instant Account	Treasurers Acc	2021 Total
Opening Balance:	38,370	26,679	741	65,789
Receipts				
Subs paid directly	504			
Subs received via Go Cardless				
Events received via Go Cardless	9,024			
Go Cardless Subs	18,135			
Events	445			
Go Cardless Events				
Donations	3,363			
Interest		14		
Jamboree	2,930			
Sub Total	34,401	14	0	34,414
Expenses				
Go Cardless Fees	(898)			
Cub expenses	(1,053)			
Cub Events	(414)			
Beaver Events	(77)			
Scout expenses	(121)			
Scout Events	(7,782)			
Group expenses	(2,650)			
Jamboree	(3,870)			
Beaver expenses	(591)			
Qtr Master expenses	(2,409)			
Equipment	0			
Group Events	(2,730)			
Membership	(9,711)			
Badges and scarves	(1,367)			
Sub Total	(33,673)	0	0	(33,673)
Balance at end of December 22	39,097	26,692	741	66,531



# scrutineer's report to the trustees

## Scrutineer's Report to the Trustees of the [1<sup>st</sup> Welwyn Garden City St Francis Scout Group] Scout Council

I report on the accounts of the Group/District for the year ended .....

### Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages ..... to .....

### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: M BUSBY  
Address: 312 KNIGHTSFIELD  
WELWYN GARDEN CITY  
HERTS  
AL8 7NQ  
Date: .....