

## **Trustees Annual Report** **for the year ended 31 March 2021**

### **Reference and Administration Details**

Charity Registration Number	1065505
Group Registration Number with the Scout Association	23900
Charity's Principal Address	Millstrood Farmhouse, Golden Hill, Whitstable, Kent CT5 1PR

Names of the Charity's Trustees who manage the Charity:

<u>Function</u>	<u>Name</u>
Chairman	Philip Sandey
Treasurer	Stephen Dawson
Secretary	Tanya Gulliford
Group Scout Leader	Peter Maley
Beaver Leader Representative	Peter Woolgar
Cub Leader Representative	Michelle Nicolson
Parent Representative (Scouts)	Katherine Brunger
Committee Member	Paul Maley
Committee Member	Derek Drury
Committee Member	Debbie Baxter (resigned 2 <sup>nd</sup> October 2020)

Additional members of the Group Executive Committee:

Sponsoring Authority Representative	Rev. Simon Tillotson
Scout Leader	Simon Haseltine
Explorer Leader	Samantha Jackman

Bankers	Natwest Bank, 11 The Parade, Canterbury, Kent CT1 2SQ
Custodian Trustee (of the Scout HQ)	The Scout Association Trust Corporation
Scrutineer	Gordon Jones, 37 St Margarets St, Canterbury, Kent CT1 2TU

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## **Structure, Governance and Management**

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.

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

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

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 records and making returns to the Charity Commission as appropriate.

The Committee consists of the Chairman, Treasurer and Secretary together with the Group Scout Leader (GSL), section leaders, parent representatives and nominated fundraising members.

They meet four or five times a year.

The Group Executive Committee exists to help the GSL in the responsibilities of his appointment 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 Advisors and Group Administrators other than those who may be elected

## **Objectives and Activities**

The objectives of the group are as a unit of the Scout Association.

The Aim of the Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens, and members of their local, national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training based on the Scout Promise and Law and guided by adult leadership.

Full details of the activities of the year are included in the Group, Section and Fundraising reports.

## **Achievements and Performance**

The Group has had another successful year, despite the Covid-19 pandemic and a full review of the achievements and performance are included in the Group report.

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## **Financial Review**

The group made a surplus of £11,589 for the year compared to a surplus of £5,069 the previous year.

The reason for this unexpected surplus this year is that 5 days before the end of the financial year the group received a Coronavirus Recovery grant from Canterbury Council totalling £10,794 which was unspent at the year end.

As predicted in last year's report, the restrictions imposed by the Covid-19 pandemic were reflected in a fall in subscriptions and usual fund raising activities. However, Coronavirus grants received from Canterbury City Council enabled the group to survive this reduced income. We were also able to use these grants to fund the replacement of the 3 sets of doors when National Lottery funding became unavailable due to the pandemic.

The group's policy on reserves is to hold sufficient resources to continue the activities of the group should income and fundraising fall short and also to meet substantial but infrequent major costs such as major repairs to the Scout HQ. Looking ahead to 2021/22 it seems likely that there will be a continued fall in subscription income and fund raising from activities due to the pandemic. The healthy level of reserves held by the group should, at the time of writing, enable it survive this fall in income and ensure the group is able to continue providing scouting activities as (hopefully) the pandemic declines and ends.

Ideally, the group should hold a minimum of £20,000 as long term reserves and the Committee had decided to designate (" earmark") the gift aid tax reclaims up to 31 March 2017 (a total of £12,803) towards this target. A further sum of £2,197 has been earmarked out of the current year surplus, so, at 31 March 2021, £15,000 had been put aside for this purpose. The policy will be kept under review.

## **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.

## **Plans for the Future**

The group expects to continue to provide Scouting activities for all age groups, but within the parameters laid down by the government and the Scout Association relating to coronavirus. Some planned activities have had to be cancelled such as the 75<sup>th</sup> Anniversary Family Camp planned for July 2020. However the Group's leadership team with the support of the Executive Committee will endeavour to carry out as many activities as possible.

## **Declaration**

The Trustees declare that they have approved the Report above.

Signed on behalf of the Charity's Trustees.

Philip Sandey  
Chairman  
7<sup>th</sup> June 2021

Stephen Dawson  
Treasurer  
7<sup>th</sup> June 2021

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**Independent Examiner's Report to the Trustees of the 3<sup>rd</sup> Whitstable (All Saints) Scout Group**

I report to the trustees on my examination of the accounts of the 3<sup>rd</sup> Whitstable (All Saints) Scout Group for the year ended 31 March 2021.

**Responsibilities and Basis of Report**

As the charity trustees of the 3<sup>rd</sup> Whitstable (All Saints) Scout Group 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 accounts of the 3<sup>rd</sup> Whitstable (All Saints) Scout Group 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 3<sup>rd</sup> Whitstable (All Saints) Scout Group 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.

**Signed:**

Name: Gordon H Jones

Relevant professional qualification or membership of professional bodies (if any): Chartered Accountant

Address: 37 St Margarets St, Canterbury , Kent CT1 2TU

Date: 6 September 2021

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**3rd Whitstable (All Saints) Scout Group**

**Receipts and Payments Account**

**For the year ended 31 March 2021**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Total 2020</b>
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	4,432		4,432	7,197
less: paid to district	2,676		2,676	2,544
Net membership subscriptions retained	1,756	0	1,756	4,653
Tax refunds	1,651		1,651	1,742
Donations and grants	21,010	2,000	23,010	3,612
	24,417	2,000	26,417	10,007
<b>Youth Programme and activities</b>				
Scouts	50		50	5,458
Beavers			0	0
Cubs			0	0
Other	110		110	260
Uniforms and books			0	77
	160	0	160	5,795
<b>Fundraising (gross)</b>				
Jumble sales and xmas fair	0		0	1,297
Quiz night	0		0	197
	0	0	0	1,494
<b>Investment Income</b>				
Bank interest	11	0	11	11
<b>Sundry receipts</b>				
Sundry	0	0	0	0
<b>Total Gross Income</b>	24,588	2,000	26,588	17,307

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**3rd Whitstable (All Saints) Scout Group**

**Receipts and Payments Account**

**For the year ended 31 March 2021**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Total 2020</b>
<b>Payments</b>				
<b>Charitable Payments</b>				
<b>Youth Programme and activities</b>				
Scouts	208		208	5,319
Cubs	15		15	32
Beavers	11		11	70
Uniforms, badges and handbooks	257		257	550
Other	25		25	0
	<hr/> 516	0	516	5,971
<b>Premises and other costs</b>				
Light and Heat	404		404	1,325
Property repairs and maintenance	8,382	303	8,685	813
Hut ground rent	300		300	600
Water rates	88		88	167
Insurance	2,746		2,746	2,658
Sundry	140		140	254
Equipment	673	1,447	2,120	0
Total charitable payments	<hr/> 12,733	1,750	14,483	5,817
<b>Fundraising expenses</b>				
Jumble sale expenses	0		0	450
<b>Total gross expenditure</b>	<hr/> 13,249	1,750	14,999	12,238
Net receipts/(payments)	11,339	250	11,589	5,069
Cash balances at start of year	<hr/> 19,520	750	<hr/> 20,270	15,201
Cash balances at end of year	<hr/> <hr/> 30,859	<hr/> <hr/> 1,000	<hr/> <hr/> 31,859	<hr/> <hr/> 20,270

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**Statement of assets and liabilities**

	2021 Unrestricted Funds	2021 Restricted Funds	2021 All Funds	2020 All Funds
<b>Cash funds</b>				
Bank current account	19,563	1,000	20,563	8,778
Bank deposit accounts	11,162	0	11,162	11,151
Cash in hand	134	0	134	341
Total cash funds	30,859	1,000	31,859	20,270

**Other monetary assets**

Gift aid tax reclaim	1,000	0	1,000	1,500
Deposit paid Camps	280	0	280	130
	1,280	0	1,280	1,630

**Non monetary assets for the charity's own use**

Scout Hut (Insurance Value)	361,530	0	361,530	349,304
Scouting Equipment (Insurance Value)	25,890	0	25,890	25,015
Badge and book stocks	150	0	150	150
	387,570	0	387,570	374,469

**Liabilities**

Advance payments for Camps	0	0	0	260
Expense reimbursement	100	0	100	0
	0	0	0	260

**Note**

£1,000 of bank balances related to restricted funds at 31 March 2021 (£750 at 31 March 2020)  
This relates to £1,000 of a £2,000 donation received from the Goldfinch Trust which  
is to be spent on a trailer.

In addition, the Group Executive Committee has designated the following sums held within  
unrestricted fund balances at 31 March 2020 and 31 March 2021:

	£
Scout HQ repairs	15000
Equipment	551
Kent International Jamboree 2021	696