

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	0	3	2	1
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Section A

Reference and administration details

Charity name

14th Hove (St Andrews Portslade) Scout Group

Other names the charity is known by

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Registered charity number (if any)

1	1	7	2	7	7	1
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HQ registration number

2	7	0	7	1
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Charity's principal address

Scout Hut, Vale Park

rear of 104 St Andrews Road

Portslade

West Sussex

BN41 1DE

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Sally Thorley	Group Scout Leader	
2	Katie Chipping	Chair	
3	Jenny O'Donoghue	Secretary	
4	Kathy Bruce	Treasurer	
5	Timothy Thorley	Scout Leader	
6	Andrew Archibald	Scout Leader	
7	Jonathan Leonard	Cub Leader	
8	Lynne Robinson	Beaver Leader	
9	Kirsten Cheeseman	Beaver Leader	
10	Tricia Awcock	Beaver Leader	
11	Silvia Newton	Parent Rep	
12	Stacey Robins	Parent Rep	
13		Parent Rep	
14		Parent Rep	
15		Parent Rep	

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 Leader, individual section leaders and parent's representation and meets every 3 months.

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 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:

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. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss. To reduce the risk of damage to the building window grills have been fitted to all windows and metal cladding has been applied to all external doors. Smoke detectors are fitted and fire extinguishers are serviced annually and a Burglar Alarm has been installed. Regular visits are made to the HQ during times when it is not being used (for example the school holidays) to check for any damage. The neighbours and also the park warden are happy to keep an eye on the premises when they are not in use.

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. Additional Insurance has also been taken out with Unity

Reduced income from Subscriptions. The Group is primarily reliant upon income from subscriptions. 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. Additional income is also generated through hiring out the HQ and from regular fund raising activities.

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.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. 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.

Material Mismanagement or Loss: 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 comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<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>
<p>Summary of the main activities in relation to these objects</p>	<p>For the 14th Hove (St Andrews Portslade) Scout Group the main activities in relation to these objectives is the provision of the weekly section meetings, as follows: Beaver Scouts Mondays & Tuesdays 6:00 – 7:00pm Cub Scouts Wednesdays & Thursdays 6:30 – 8:00pm Scouts Mondays & Tuesdays 7:15 – 9:00pm All sections have additional activities to support their programme beyond their weekly meetings.</p>
<p>Public benefit statement</p>	<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 Covid Pandemic has severely restricted the range of activities that the Group has been able to offer to the Beavers, Cubs and Scouts with no face to face sessions taking place. Adjustments have been made to the badge criteria to enable the members of the Group to earn badges at home that would have to be completed with the Group during normal times. All sections have met via zoom. The Beavers have had various visitors attending their zoom sessions including Essex Reptiles, a Drumming workshop and a magician. The Beavers took part in some joint zoom sessions with the Cubs and they were able to take part in a camp at home. 11 Beavers moved up to Cubs

Cubs: The Cubs also met via zoom although they did not start straight away. They were able to take part in 2 camps at home including a District Astronomy Camp. They had various visitors and took part in various practical sessions. 11 Cubs earned their Chief Scout Silver Awards

Scouts: The Scouts also held weekly meetings via zoom including an electronics evening

Future Plans

The current lease on the land that the building in Vale Park sits is in the process of being renewed. Discussions are underway with B&H City Council (the Landlord) to renew the lease for a period of 20 years with the following amendments to the existing lease - occasional overnight use, more vehicle parking and an extension to the amount of land covered by the lease to the west of the current building. A planning application has been submitted to B&H City Council to extend the section of the building on the western end to provide for more storage space.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Reserves Policy</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 considers that the group should hold a sum equivalent to 12 months running costs, circa £6,000. The Group held reserves of £40,000 against this at year end. This is above the level required for operating expenses as we are currently building up additional reserves towards the cost of the building extension. The figure has also built up due to the receipt of Local Covid Grants. Due to the receipt of the grants and the decision to not hold face to face meetings no subscriptions were collected but parents were asked to make a donation if they felt able to. There are plans in place to generate additional funds towards the building extension through grant applications. A Gift Aid Claim covering the current and 2 previous years was submitted and accepted in the 2020/2021 accounting year.</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	<p>There are no known outstanding payments due to or from the Group</p>
Further financial review details	<p>Investment Policy</p> <p>The Group's Income and Expenditure is relatively 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.</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>

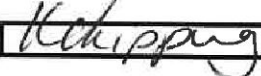
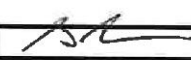
Section G

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)

Katie Chipping	Sally Thorley
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Position (eg Secretary, Chair)

Chair	Group Scout Leader
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Date

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14th Hove Scout Group

Receipts and Payments Account

	For the year from	Year start date	To	Year end date
		1st April 2020	To	31st March 2021
Receipts and payments				
		19/20		20/21
		Unrestricted funds		Unrestricted funds
		£		£
Receipts				
Donations, legacies and similar income				
Membership subscriptions		15908.79		0
Less: Membership subscriptions paid on (National/County/Area/District)		7740		6996
Net membership subscriptions retained		8168.79		-6996
Donations		85.5		2206.04
Tuck, Scarf and Book Income		1191.85		822
Gift Aid		0		8908.33
Camp Fees		6295.45		75
Activity Days		5000.78		319.66
Hall Bookings		1385		115
Sub total		22127.37		5450.03
Grants				
Maintenance grant		0		0
Other grants - Government Covid grants		0		22708
Sub total		0		22708
Fundraising (gross)				
Fundraising Activities		2918.09		646.82
Sub total		2918.09		646.82
Investment income				
Bank interest		16.65		4.28
Sub total		16.65		4.28
Total Gross Income		25062.11		28809.13
Asset and investment sales, etc.				
		0		-
Total receipts		25062.11		28,809

14th Hove Scout Group

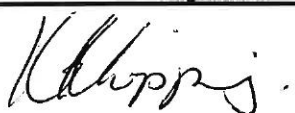
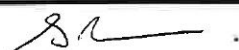
Receipts and Payments Account

	For the year from	Year start date 1st April 2020	To	Year end date 31st March 2021
Receipts and payments				
		2019/2020		2020/2021
		Unrestricted funds		Unrestricted funds
		£		£
Payments				
Charitable Payments				
Youth programme and activities		5725.5		1144.4
Adult support and training		0		0
Ground Rent		380.5		200
Water, Electricity and Gas		2787.23		1196.04
Insurance		1265.74		1306.38
Maintenance and Cleaning		101.71		248.14
Materials and equipment		693.87		0
Camp Equipment		393.73		0
Stationary, Printing, Stamps		35		0
Contribution to camp costs		5616.7		0
Uniforms and Badges		2011.9		454.99
AGM and trustee expenses		301.58		0
Annual Fees		582.58		437.07
Miscellaneous		918.22		520.85
Lease Renewal		487		700
Fire Extinguisher and Boiler Servicing		145.6		0
Sub total		21446.86		6207.87
Fundraising expenses				
Fundraising Expenses		619.61		0
Sub total		619.61		0
Total Gross Expenditure		22066.47		6207.87
Asset and investment purchases, etc.		0		0
Total payments		22066.47		6207.87
Net of receipts/(payments)		2995.64		22601.26
Cash funds last year end		0		0
Cash funds this year end		2995.64		22601.26

Statement of assets and liabilities at the end of the year

	31st March 2020	31st March 2021
	Unrestricted funds £	Unrestricted funds £
Cash funds		
Bank current account	14552.38	26291.77
Bank deposit account	8313.47	18908.87
Cash/Floats	0	0
Total cash funds	22765.85	45200.64
Other monetary assets		
Tax claim	0	0
Debts due from the County/Area/District/Group	0	0
Insurance claim	0	0
Sub total	0	0
Investment assets		
Investment property - detail	0	0
Quoted investments	0	0
Other investments - detail	0	0
Sub total	0	0
Non monetary assets for charity's own use		
Other stock	0	0
Land and buildings	80000	80000
Motor vehicles	0	0
Scouting equipment, furniture etc	7500	7500
Other	0	0
Sub total	87500	87500
Liabilities		
Cheques written but not yet cashed	2871.32	2804.85
Expenses incurred but not invoiced	0	0
Subscriptions not yet paid	0	0
Sub total	2871.32	2804.85
Contingent liabilities and future obligations		
Liabilities and Future Obligations	0	0
Net Current Assets	19794.53	42395.79
Fixed Assets	87500	87500
Net Assets of Group	107294.53	129895.79

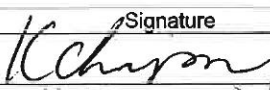
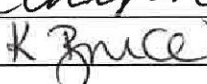
The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on and signed on their behalf by

Signature	Print Name
	Katie Clipping Chair
	Treasurer
	Sally Thorley, Group Scout Leader

14th Hove Scout Group				
Receipts and Payments Account				
		Your start date		Your end date
	For the year from	1st April 2020	To	31st March 2021
Receipts and payments				
		19/20		20/21
		Unrestricted		Unrestricted funds
		£		£
Receipts				
Donations, legacies and similar income				
Membership subscriptions		15908.79		0.00
Less: Membership subscriptions paid on (National/County/Area/District)		7740.00		6996.00
Net membership subscriptions retained		8168.79		-6996.00
Donations		85.50		2206.04
Tuck, Scarf and Book Income		1191.85		822.00
Gift Aid		0.00		8908.33
Camp Fees		6295.45		75.00
Activity Days		5000.78		319.66
Hall Bookings		1385.00		115.00
Sub total		22127.37		5450.03
Grants				
Maintenance grant		0.00		0.00
Other grants - Government Covid grants		0.00		22708.00
Sub total		0.00		22708.00
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Fundraising Activities		2918.09		646.82
Sub total		2918.09		646.82
Investment income				
Bank interest		16.65		4.28
Sub total		16.65		4.28
Total Gross Income		25062.11		28809.13
Asset and investment sales, etc.		0.00		-
Total receipts		25062.11		28,809

14th Hove Scout Group
Receipts and Payments Account

		Year start date	Year end date
	For the year from	1st April 2020	To 31st March 2021
Receipts and payments			
		2019/2020	2020/2021
		Unrestricted	Unrestricted funds
		£	£
Payments			
Charitable Payments			
Youth programme and activities		5725.50	1144.40
Adult support and training		0.00	0.00
Ground Rent		380.50	200.00
Water, Electricity and Gas		2787.23	1196.04
Insurance		1265.74	1306.38
Maintenance and Cleaning		101.71	248.14
Materials and equipment		693.87	0.00
Camp Equipment		393.73	0.00
Stationary, Printing, Stamps		35.00	0.00
Contribution to camp costs		5616.70	0.00
Uniforms and Badges		2011.90	454.99
AGM and trustee expenses		301.58	0.00
Annual Fees		582.58	437.07
Miscellaneous		918.22	520.85
Lease Renewal		487.00	700.00
Fire Extinguisher and Boiler Servicing		145.60	0.00
Sub total		21446.86	6207.87
Fundraising expenses			
Fundraising Expenses		619.61	0.00
Sub total		619.61	0.00
Total Gross Expenditure		22066.47	6207.87
Asset and investment purchases, etc.		0.00	0.00
Total payments		22066.47	6207.87
Net of receipts/(payments)		2995.64	22601.26
Cash funds last year end		0.00	0.00
Cash funds this year end		2995.64	22601.26

Statement of assets and liabilities at the end of the year			
		31st March 2020	31st March 2021
		Unrestricted £	Unrestricted funds £
Cash funds			
Bank current account		14352.38	26291.77
Bank deposit account		8313.47	18908.87
Cash/Floats		0.00	0.00
Total cash funds		22765.85	45200.64
Other monetary assets			
Tax claim		0.00	0.00
Debts due from the County/Area/District/Group		0.00	0.00
Insurance claim		0.00	0.00
Sub total		0.00	0.00
Investment assets			
Investment property - detail		0.00	0.00
Quoted investments		0.00	0.00
Other investments - detail		0.00	0.00
Sub total		0.00	0.00
Non monetary assets for charity's own use			
Other stock		0.00	0.00
Land and buildings		80000.00	80000.00
Motor vehicles		0.00	0.00
Scouting equipment, furniture etc		7500.00	7500.00
Other		0.00	0.00
Sub total		87500.00	87500.00
Liabilities			
Cheques written but not yet cashed		2871.32	2804.85
Expenses incurred but not invoiced		0.00	0.00
Subscriptions not yet paid		0.00	0.00
Sub total		2871.32	2804.85
Contingent liabilities and future obligations			
Liabilities and Future Obligations		0.00	0.00
Net Current Assets		19794.53	42395.79
Fixed Assets		87500.00	87500.00
Net Assets of Group		107294.53	129895.79
The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on _____ and signed on their behalf by			
Signature		Print Name	
		KATIE CHIPPING Chair	
		Kathy Bruce Treasurer	

England & Wales

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 14th Hove (St Andrews Portslade) Scout Council

I report to the trustees on my examination of the accounts of the 14th Hove (St Andrews Portslade) Scout Group for the year ended 31st March 2021

Responsibilities and basis of report

As the charity trustees of the 14th Hove (St Andrews Portslade) 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 14th Hove (St Andrews Portslade) Scout Group 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 14th Hove (St Andrews Portslade) 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:

A. Doctors

Name:

ANTHONY DOCTORS

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

Address:

23 PRINCES AVENUE HOVE BN3 4GJ

Date:

18 MARCH 2022.