

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 West Coker Scout Group

Other names the charity is known by

Registered charity number (if any)

11 7 3 6 4 3

HQ registration number

Charity's principal address

West Coker Scout & Guide Headquarters

West Coker Recreation Ground

Halve Lane, West Coker, Somerset

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	Steven Cox	Chairman	
2	James LeFeuvres	Secretary	
3	Gemma Divall	Treasurer	
4	Peter Divall	Group Scout Leader	
5	Laura Windsor	Member	
6	Deborah Prigg	Member	
7	Mark White	Member	
8	James Haiselden	Quartermaster	
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

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

How the charity is constituted

(e.g. trust, association, company)

Trustee selection methods

(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:

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 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.

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 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 (if opted to take on the responsibility) and parent's representation and meets every 3-4 months.

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

Section B

Structure, governance and management (continued)

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. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

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.

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.

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.

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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

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</p> <p>Scouting exists to actively engage and support young people in</p>

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

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.

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

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

It seems very strange to be holding it so late but we have been living in strange times over the last two years. But it gives great pleasure to welcome you all to West Coker Scout Group AGM and thank you all for your support to the Group over the last twelve months.

West Coker Scout Group has again had a very successful year in all the sections, Starting to return to Face to Face Scouting again with camps, outdoor activities, and events attended, this could not have happened without the dedication and commitment of all our leaders and helpers. To all of them I must say a very big thank you for without their support none of this would have been possible.

We have over 50 adults supporting the group in one way or another, either leaders or Scout Active support or as members of the executive team, we need this help to enable us to provide the best Scouting we can for the youth members of the Group. We could always do with more. whatever your skill we can use it, help with marquee erecting is needed during the season as this is a great source of funds with little effort.

Our Scout Active Support section, made up of parents and scouters is growing and providing important support on camps and activities, as well as having their own social programme. If you are interested in joining so you are come on camps and activities please see me or any of the team.

I believe that we as a Group provide a fun and active programme of activities for every young person, giving them the foundations for the future and an experience to remember.

The replacement of our ageing HQ is well underway with the parish council and partners in making this dream a reality, the Old Hall has been emptied and equipment put into temporary storage. We are awaiting asbestos survey then demolition, but we will need help too raise the funds. If anyone would like to help please let me know.

West Coker Scouts have had a massive impact in supporting our local community over the last year and I hope this continues and we are looking for more opportunities to get involved.

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 £2000</p>

Quantify and explain any designations

The Group held reserves of approximately £11000 against this at year end. This is above the level/below required for operating expenses. However this can be explained by holding monies against Scout summer camp, Explorer Scout International Expedition and

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

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 (Specimen 1)

The Group's Income and Expenditure is fluid 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 Lloyds bank at this present time.

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.

Our principle fund raising is by our Gift Aid, annual events, donations and grant aid.

Section F

Other Optional Information

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

Replacing our ageing HQ and make it fit for the future is now a priority, work is well underway with the parish council in making this dream a reality, but we will need help too raise the funds. This will be done by having

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)

Pete Divall	Steven Cox
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Position (eg Secretary, Chair)

Group Scout Leader	Chairman
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Date

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West Coker Scout Group

Receipts and Payments Account

		Year start date		Year end date	
	For the year from	Apr-20	To	3/31/21	

Receipts and payments

	2020/21				200X/0Y
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Receipts					
Donations, legacies and similar income					
Membership subscriptions	£ 5,604.25	£ -	£ -	£ 5,604.25	£ -
Less: Membership subscriptions paid on (National/County/Area/District) enter figures with a minus sign	-£ 3,385.50	£ -	£ -	-£ 3,385.50	£ -
Net membership subscriptions retained	£ 2,218.75	£ -	£ -	£ 2,218.75	£ -
Donations	£ -	£ -	£ -	£ -	£ -
events / camps	£ 635.00	£ -		£ 635.00	£ -
Gift Aid	£ 2,298.44	£ -	£ -	£ 2,298.44	£ -
Other similar income	£ -	£ -	£ -	£ -	£ -
Sub total	£ 5,152.19	£ -	£ -	£ 5,152.19	£ -
Grants					
Maintenence grant	£ -		£ -	£ -	£ -
Other grants	£ 20,674.00		£ -	£ 20,674.00	£ -
Sub total	£ 20,674.00	£ -	£ -	£ 20,674.00	£ -
Fundraising (gross)					
all events	£ 1,918.34	£ -	£ -	£ 1,918.34	£ -
t	£ -	£ -	£ -	£ -	£ -
Detail 3	£ -	£ -	£ -	£ -	£ -
Other fundraising activities	£ -	£ -	£ -	£ -	£ -
Sub total	£ 1,918.34	£ -	£ -	£ 1,918.34	£ -
Investment income					
Bank interest		£ -	£ -	£ -	£ -
Building Society interest	£ 7.94	£ -	£ -	£ 7.94	£ -
bad debt	£ -	£ -	£ -	£ -	£ -
prepayments	£ 3,209.00	£ -	£ -	£ 3,209.00	£ -
Other investment income	£ -	£ -	£ -	£ -	£ -
Sub total	£ 3,216.94	£ -	£ -	£ 3,216.94	£ -
Total Gross Income	£ 30,961.47	£ -	£ -	£ 30,961.47	£ -
Asset and investment sales, etc.	£ -	£ -	£ -	£ -	£ -
Total receipts	£ 30,961.47	£ -	£ -	£ 30,961.47	£ -

West Coker Scout Group

Receipts and Payments Account

		Year start date		Year end date	
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	For the year from	4/1/20	To	3/31/21	
Receipts and payments					
	2020/21				200X/0Y
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Payments					
Charitable Payments					
Youth programme and activities	£ -			£ -	£ -
Adult support and training	£ -	£ -	£ -	£ -	£ -
Rent	£ 3,608.54	£ -	£ -	£ 3,608.54	£ -
Water and Sewerage	£ -	£ -	£ -	£ -	£ -
Electricity and Gas	£ -	£ -	£ -	£ -	£ -
Insurance	£ -	£ -	£ -	£ -	£ -
Repairs and Renewals	£ -			£ -	£ -
Materials and equipment	£ 280.00			£ 280.00	£ -
Printing and photocopying	£ -	£ -	£ -	£ -	£ -
Contribution to camp costs	£ 1,195.00		£ -	£ 1,195.00	£ -
Uniforms	£ -	£ -	£ -	£ -	£ -
AGM and trustee expenses	£ -	£ -	£ -	£ -	£ -
Section money	£ 800.00	£ -	£ -	£ 800.00	£ -
misc	£ 3,131.99	£ -	£ -	£ 3,131.99	£ -
scout shop	£ 194.29	£ -	£ -	£ 194.29	£ -
Sub total	£ 9,209.82	£ -	£ -	£ 9,209.82	£ -
Fundraising expenses					
covid	£ 7,725.29	£ -	£ -	£ 7,725.29	£ -
Detail 2	£ -	£ -	£ -	£ -	£ -
Detail 3	£ -	£ -	£ -	£ -	£ -
Other fundraising costs	£ -	£ -	£ -	£ -	£ -
Sub total	£ 7,725.29	£ -	£ -	£ 7,725.29	£ -
Total Gross Expenditure	£ 16,935.11	£ -	£ -	£ 16,935.11	£ -
Asset and investment purchases, etc.					
	£ -	£ -	£ -	£ -	£ -
Total payments	£ 16,935.11	£ -	£ -	£ 16,935.11	£ -
Net of receipts/(payments)	£ 14,026.36	£ -	£ -	£ 14,026.36	£ -
Transfers between funds	£ -	£ -	£ -	£ -	£ -
Cash funds last year end	£ 10,940.36	£ -	£ -	£ 10,940.36	£ -
Cash funds this year end	£ 24,966.72	£ -	£ -	£ 24,966.72	£ -
Statement of assets and liabilities at the end of the year					
	31st March 2020				Xst X 200Y
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£

[illegible]

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 1st West Coker Scout Council

I report to the trustees on my examination of the accounts of the or the year ended 31st March 2021

Responsibilities and basis of report

As the charity trustees of the **1st West Coker 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 **1st West Coker 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 **1st West Coker 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: **ALLANAH HASELOEN**

Relevant professional qualification or membership of professional bodies (if any): **CIMA Diploma in management accounting**

Address: **28 Abel Yard, Ropewalk, Bristol, BS1 6ZL**

Date: **17/01/2022**