

# 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

1<sup>st</sup> Ingrave Scout Group

Other names the charity is known by

Registered charity number (if any)

267344

Charity's principal address

The Scout Hut

Saxon Close

Brentwood, Essex

CM13 2EU

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
John Jolly	Group Chair	
Lisé Spicer	Group Treasurer	
Dr Tim Chadborn	Elected member of executive committee	
Dr Peter Acher	Elected member of executive committee	

Names and addresses of any advisors (optional information but encouraged as best practice)

*(These will be published in the annual report of the charity)*

Type of advisor	Name	Address
Independent Scrutineer	Vicki Hopkin	24 Waldron Road Cheam Surrey SM9 3TH

## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (e.g. constitution)	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.
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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.
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### 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 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 5 independent representatives, Chair, Treasurer and Secretary, 2 elected members together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and meets every 2 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.

**Risk and Internal Controls**

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 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 membership fees contributes to the Scout Association's 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.

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.

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.

#### **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.

#### **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 cooperate 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 objects of the charity set out in its governing document

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 grant making;
- 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

## Achievement and performance

Summary of the main achievements of the charity during the year

## Section E

## Financial review

Brief statement of the charity's policy on reserves quantify and explain any designations

### Financial Review

The Receipts and Payments account show net receipts of £21,196 for the year to March 2021 Our current cash reserves are £27,466

The subscriptions for 2021 had already been paid to County, but due to the impact of COVID 19 our subscription income was lower than anticipated. However, we received grants of £20,193 from Brentwood Council and this is the main reason the accounts show a surplus in the current year.

### 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. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £2,500.

The Group held reserves of approximately £27,000 against this at year end. This is above the level required for operating expenses. However this can be explained by the receipt of Government Business Rate Relief grants due to the enforced closure caused by Covid-19

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 and 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.

The Group currently has significant funds.

### Other optional information

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

## 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)

Position (e.g. Chair, Secretary)

Date \_\_\_\_\_

J Jolly						L Spicer
Group Chairman						Group Chairman
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

1st Ingrave Scout Group

2021/22

## Receipts and payments accounts

CC16a

For the period  
from

1/10/2021

To

31/03/22

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Membership Subscriptions	2,862	-	-	2,862	4,695
Donations	250	-	-	250	250
Camps	50	-	-	50	830
Gift Aid	1,398	-	-	1,398	483
Grants	-	20,193	-	20,193	-
Hall Hire	3,414	-	-	3,414	1,070
District Shop Rebate	-	-	-	-	39
Other fundraising	-	-	-	-	45
<b>Sub total (Gross income for AR)</b>	<b>7,974</b>	<b>20,193</b>	<b>-</b>	<b>28,167</b>	<b>7,412</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>7,974</b>	<b>20,193</b>	<b>-</b>	<b>28,167</b>	<b>7,412</b>
<b>A3 Payments</b>					
Membership Subscriptions paid to district	1,796	-	-	1,796	1,560
Premises Cost	2,765	-	-	2,765	3,032
Insurance	1,269	-	-	1,269	1,309
Building Repairs	-	700	-	700	2,152
Camp Expenditure	50	-	-	50	513
Section Activities	134	-	-	134	224
Subscriptions	77	-	-	77	106
Miscellaneous	183	-	-	183	23
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>6,274</b>	<b>700</b>	<b>-</b>	<b>6,974</b>	<b>8,919</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>6,274</b>	<b>700</b>	<b>-</b>	<b>6,974</b>	<b>8,919</b>
<b>Net of receipts/(payments)</b>	<b>1,700</b>	<b>19,493</b>	<b>-</b>	<b>21,193</b>	<b>- 1,507</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>1,700</b>	<b>19,493</b>	<b>-</b>	<b>21,193</b>	<b>- 1,507</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Account	27,380	-	-
	Lloyds Deposit Account	86	-	-
		-	-	-
	<b>Total cash funds</b>	<b>27,466</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	J Jolly	26/11/2021
	L Spicer	26/11/2021





Section A

Independent Examiner's Report

Report to the trustees/  
members of

1<sup>st</sup> Ingrave Scout Group

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any)

267344

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity's trustees, 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 Trust's 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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

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

Signed:

Vicki Suzanne Hopkin

Date:

31/01/2022

Name:

Vicki Suzanne Hopkin

Relevant professional

Association of Accounting Technicians

qualification(s) or body (if any):	
Address:	24 Wrayfield Road
	Cheam, Sutton
	SM3 9 <sup>TH</sup>

Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A