

# 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

10th Edmonton Scout Group

Other names the charity is known by

Registered charity number (if any)

2	6	7	7	5	5
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HQ registration number

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Charity's principal address

Scout Association

Scout Hut

Great Cambridge Road London

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	Speranta Knowles	Chair	
2	Jackie Ames	Secretary	
3	Tanya Cain	Treasurer	
4	Jacqueline Wheeler	GSL	
5	Karen Fletcher	Scout Section Leader	
6	Jacqueline Bunn	Cub Section Leader	
7	Peter Baxter	ASL	
8	David Wheeler	ACSL	
9	Jacob Collier	ASL	
10	Deborah Collier	ASL	
11			
12			
13			
14			
15			

## Section B

### Structure, governance and management

## Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

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.

How the charity is constituted

(e.g. trust, association, company)

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

Trustee selection methods

(e.g. appointed by, elected by)

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

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:

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

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 2 - 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 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 (Specimen 1)**

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.

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 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Summary of the objects of the charity set out in its governing document

### **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 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

During the Covid pandemic restrictions activities have continued on line and face to face where possible. All sections undertake activities which are appropriate to the group and interests of the cohort. We aim to achieve as many reward badges and achievements as possible within the current restrictions. We have also encourage as much participation with the community to encourage awareness of their local community and working with others and self awareness.

Additional details of the objectives and activities

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

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

All of our Leaders, helpers and Executive members are volunteers and give their time and expertise free of charge. A large number of volunteers are always needed to run the section groups as well as maintenance of the Scout Hut. The Executive committee and GSL are always actively seeking to enrol new volunteers to our group.

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 **During the year we have maintain contact with a majority of**

the charity during the year

members and promoted the goals of scouting within the restriction of Covid and throughout the lockdown period. All physical activities have taken place in line with the Scout Association and Government guidelines. The Team have worked hard to produce and follow Covid risk assessments and communicating this to all members and parents.

With regards to hall maintenance we replaced the hall kitchen with new kitchen cupboards, flooring and redecorated.

Section E	Financial Review
<p>Brief statement of the charity's policy on reserves</p> <p>Quantify and explain any designations</p>	<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 considers that the group should hold a sum equivalent to 12 months running costs, circa £20000.</p> <p>The Group held reserves of approximately £37,000 against this at year end. This is above the level required for operating expenses. However this can be explained by a £14,000 Council grant being given to the Scout group due to the Covid Pandemic</p>
<p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p>	<p>None</p>
<p>Further financial review details (optional information)</p> <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> </ul>	<p><b>Investment Policy</b></p> <p>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>Fundraising is normally carried out however this has been extremely limiting in the last 12 months due to Covid. All expenditure used for the benefit of the Group as a whole to advance the requirements of the young people within the group in both physical and mental wellbeing.</p>

- how expenditure has supported the key objectives of the charity;

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.

- investment policy and objectives;

#### Investment Policy

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)

We will be making substantial repairs and maintenance improvements to the building. With the group leaders and executive committee we will continue to budget for exciting and meaningful activities for all members of the group.

Further recruitment of volunteer and training for those in post will be a priority and the recruitment of young people to sustain numbers across the sections of the group.

### Section G

#### Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

Speranta Knowles

Tanya Cain

Full name(s)

Speranta Knowles

Tanya Cain

Position (eg Secretary, Chair)

Chair

Treasurer

Date

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10th Edmonton  
Scout Group

Income and Expenditure accounts for the period 1 April 2020 to 31 March 2021

Opening cash		19,855.10
Total receipts		
Loan/Grants	0	
Subscriptions	594	
HMRC	0	
Donations	14,500.00	
Net fund raising	130	
Rental	12,754.00	
Others and Activities	0	
		27,978.00
Total payments		
Loan repayment	0	
Utilities	-2,692.56	
Donations	0	
Insurance	-1,430.60	
General	-298	
Mini bus	-1,946.80	
Capitation	-1,080.00	
Ground rent	-318	
Hall Maintenance	-2,363.86	
Equipment	0	
Badges	-170.52	
Activities	-107	
		-10,407.34
		37,425.76

Monetary statement  
for the year ended  
31 March 2021

Opening cash	19,855.10
Total receipts	27,978.00
Total payments	-10,407.34
Closing cash	37,425.76

Represented by

Cash at Barclays Bank	37,256.59	
Petty cash	169.17	
		37,425.76

Accounts prepared  
by Tanya Cain

Accounts reviewed  
by  
.....  
.....

Key highlights for the  
period ending March  
2021

a) Subscriptions were  
down due to Covid  
Pandemic from April  
20.

b) Rental income  
from the Toddler  
group increased fom  
Dec 20

c) HMRC - Gift Aid Not claimed yet as transferring contact details with HMRC



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