

# 2ND CHELMSFORD (SPRINGFIELD) SCOUT GROUP

England & Wales · Charity number 268683

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1975-02-03

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Scout Centre  
Lawn Lane  
Chelmsford  
CM1 7PP

**Phone** 01245287912

**Email** [2ndchelmsfordscouts@gmail.com](mailto:2ndchelmsfordscouts@gmail.com)

**Website** [www.2ndchelmsfordscouts.org.uk](http://www.2ndchelmsfordscouts.org.uk)

## Activities

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**Objects:** TO PROMOTE THE DEVELOPMENT OF YOUNG PEOPLE IN ACHIEVING THEIR FULL PHYSICAL,INTELLECTUAL, SOCIAL AND SPIRITUAL POTENTIALS AS INDIVIDUALS, AS RESPONSIBLE CITIZENS ANDAS MEMBERS OF THEIR LOCAL, NATIONAL AND INTERNATIONAL COMMUNITIES

**Activities:** A co-educational scout group.

## Classification

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- **How:** Other Charitable Activities
- **What:** Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** SPRINGFIELD IN ESSEX
- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£31,773	£68,137	-	-
2024-03-31	£26,624	£17,867	-	-
2023-03-31	£52,128	£84,182	-	-
2022-03-31	£41,552	£16,230	-	-
2021-03-31	£31,523	£10,601	-	-

## Trustees

Name	Role	Appointed
<b>CHRISTOPHER PETER DEAR</b>	Chair	2023-09-16
Ben Hurrell		2025-07-12
Christopher Paul Chapman		2014-04-01
KRISTOPHER FRANK REYNOLDS		2017-04-01
Karen Elizabeth Cooper		2018-07-23
Paul Frederick Wickers		2019-09-17
Rebecca Louisa Puvanendran		2018-09-18
Richard Percy Stewart Spencer		2017-04-01
Robert Jonathan Oliver		2025-07-12

**2ND CHELMSFORD (SPRINGFIELD) SCOUT GROUP**

England & Wales - Charity number 268683

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# Accounts

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**Trustees Annual Report**  
**2<sup>nd</sup> Chelmsford (Springfield) Scout Group**  
**Registered Charity 268683**

<b>For the Period</b>	01 April 2024	To	31 March 2025
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**Section A Reference and administration details**

<b>Principal Address</b>	Scout Centre		
	Lawn Lane		
	Chelmsford		
	Essex		CM1 7PP

**Names of the Charity Trustees who manage the charity**

	<b>Name</b>	<b>Trustee Role</b>	<b>Type</b>	<b>Dates acted if not for whole year</b>
1	Christopher Dear	Chair	Elected	10/09/24 – 3 year term
2	Christopher Chapman	Group Lead Volunteer	Ex-Officio	
3	Karen Cooper		Elected	10/09/24 – 3 year term
4	Richard Spencer	Treasurer	Elected	10/09/24 – 3 year term
5	Kris Reynolds		Elected	10/09/24 – 3 year term
6	Paul Wickers		Elected	10/09/24 – 3 year term
7	Rebecca Puvanendran		Elected	10/09/24 – 3 year term
8	Bruce Knight	Explorer Scout Leader	Ex-Officio	Resigned 10/09/24

## Section B Structure, governance and management

### Description of the Charity's trusts

<b>Type of governing document</b>	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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<b>How the Charity is constituted</b>	The Group is a registered charity and is established under The Scout Association Policy, Organisation and Rules (POR) which are common to all Scouts.
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<b>Trustee Selection methods</b>	<ul style="list-style-type: none"> <li>• The Trustees have set the board size at 10</li> <li>• Group Lead Volunteer is an ex-officio role (Karen Cooper is a joint Lead Volunteer but only 1 role holder is ex-officio – Karen is an elected Trustee)</li> <li>• All other Trustees are recommended by the Group Trustee Board following an open recruitment process.</li> <li>• Appointment is confirmed by the Group Council at the AGM.</li> <li>• With effect from 1<sup>st</sup> April 2024 a Trustee can only serve for a maximum of 9 years (including any co-option period served). Apart from the Group Lead Volunteer</li> <li>• Co-opted Trustees are appointed by the Group Trustee Board.</li> </ul>
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<b>Additional governance issues</b>	
<ul style="list-style-type: none"> <li>• The Group is managed by the Group Trustee Board. The charity trustees are responsible for governance of the charity in accordance with legislation applicable to charities as well as compliance with POR . This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.</li> <li>• This Group Trustee Board exists to provide Governance of the charity and is responsible for:-             <ul style="list-style-type: none"> <li>○ Ensuring Group property is properly maintained and meets relevant Health &amp; Safety requirements;</li> <li>○ The raising of funds and the administration of Group finance;</li> <li>○ The insurance of persons, property and equipment;</li> <li>○ Group public occasions</li> <li>○ Appointing any sub committees that may be required;</li> <li>○ Appointing Group Administrators and Advisors other than those who are elected.</li> </ul> </li> <li>• All Trustees are subject to vetting processes and undertake training as proscribed by The Scout Association which includes Safety &amp; Safeguarding.</li> </ul>	

## **Section B Structure, governance and management (continued)**

### **Risk and Internal Control**

The Group Trustee Board 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.

#### **Termination of Lease.**

- The land on which the Scout Centre is built is subject to a 15 year lease from Essex County Council. The Group has maintained dialogue with ECC and there is no intention to break this. If the lease were terminated then an alternative base would be sought, as above.

#### **Injury to leaders, helpers, supporters and members.**

- All activities are subject to relevant Risk Assessments as prescribed by POR
- The Group through the annual membership fees contributes to the Scout Associations national Public Liability, accident insurance policy, and has its own personal injury policy with Unity Insurance for non-member adults.

#### **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 Board 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 adult volunteers.**

- 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 adult volunteers 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.

### **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

#### The Purpose of Scouting

- Scouting exists to provide young people and young adults with Skills for Life by actively engaging 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

- Each youth section meets weekly during term time with a programme of activities organised by the section team in advance. Each youth section is encouraged to arrange at least one camp or sleepover per year. Other activities include handicraft, badge work, hikes, visits to museums and public services, and outdoor activities at our Riffhams woodland site. The Group participates in District and County scouting events.

### 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 Summary of the main Objectives and Activities**

- Our youth membership remains strong which reflects the quality of the programmes being delivered at our weekly section meetings (plus the weekend activities and camping/sleepovers).
  - We have a good level of reserves available to us which will enable the Group to fund further improvements (the main roof was replaced in 2022).
  - During the year we
    - replaced the flat roof
    - replaced external doors
    - external rendering was replaced
    - improved the toilet facilities.
- Our fundraising team do an excellent job and in the past year raised nearly £9,000 through a schedule of 5 events during the year. This is a super contribution to allow us to keep membership fees as reasonable as possible as well as contributing to programme and the premises.
- As always Scouting does not happen without the dedication of our adult volunteers and the Trustees express their thanks for the work involved in planning and delivering exciting programmes.

**Section E Financial Review**

Brief statement of the charity's policy on reserves	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 Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £20K.
Details of any funds materially in deficit	There are no funds in deficit
Investment policy and objectives	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 deposits.

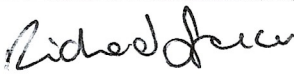
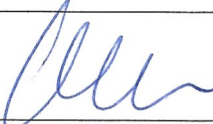
**Section F Other Information**

Plans for future periods	Transformation is a national programme to change the ways in which we work together as volunteers. It does not change the delivery of our section programme. There are implications for Trustee Boards which were adopted for and at our 2024 AGM As outlined above we intend to continue to improve and maintain our building in the next financial year. We intend to bolster our Trustee Board by recruiting a more diverse range of skills up to the maximum number of Trustees (10)
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**Section G Declaration**

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

Signed on behalf of the charity's trustees

<b>Signatures</b>		
<b>Names</b>	Richard Spencer	Chris Dear
<b>Role</b>	Treasurer	Chair
<b>Date</b>	1/7/25 RS	1/7/25

# 2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	01-Apr-24	To	31-Mar-25

## Receipts and payments

	2024/25 £	2023/24 £
<b>Receipts</b>		
<b>Subscriptions &amp; "Scouting" income</b>		
Membership subscriptions	9,747.90	9,585.52
Less: Membership subscriptions paid on (National/County/Area/District)	-5,635.00	-5,148.00
Net membership subscriptions retained	4,112.90	4,437.52
Gift Aid	2,206.50	1,979.11
Gang Show	203.00	140.00
Youth programme and activities excluding camping	894.43	1,821.71
Camping Income	2,929.12	2,149.25
<b>Sub total</b>	<b>10,345.95</b>	<b>10,527.59</b>
<b>Donations &amp; Grants</b>		
Donations from State Street volunteer time matching scheme	6,222.10	5,094.13
Essex County Scouts (Roof Grant)	2,000.00	-
Walter Farthing Trust	2,500.00	-
Springfield United Charities	750.00	-
Other Donations	56.00	267.35
<b>Sub total</b>	<b>11,528.10</b>	<b>5,361.48</b>
<b>Fundraising (gross)</b>		
Jumble Sale	4,558.66	4,725.25
May Fayre	1,513.82	1,574.07
Christmas Bazaar / Christmas Raffle	1,796.48	2,180.59
September BBQ	-	96.00
Social Events	408.00	615.88
Other fundraising activities	17.23	40.96
<b>Sub total</b>	<b>8,294.19</b>	<b>9,232.75</b>
<b>Investment income</b>		
Bank interest	89.19	82.13
Income for use of hall	1,516.00	1,420.00
Other investment income	-	-
<b>Sub total</b>	<b>1,605.19</b>	<b>1,502.13</b>
<b>Total Gross Income</b>	<b>31,773.43</b>	<b>26,623.95</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>31,773.43</b>	<b>26,623.95</b>

# 2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-24	To	31-Mar-25
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## Receipts and payments

	2024/25 £	2023/24 £
<b>Payments</b>		
<b>"Scouting" expenses</b>		
Youth programme and activities excluding camping	4,763.42	5,453.20
Contribution to camp costs	3,766.06	1,474.09
Springaree 2025 expenses	50.00	-
Gang Show	185.50	94.50
Materials and equipment	1,039.91	948.92
<b>Sub total</b>	<b>9,804.89</b>	<b>7,970.71</b>
<b>Property expenses recurring</b>		
Lease payment <span style="float: right;">Note 4</span>	400.00	400.00
Water and Sewerage	139.82	109.80
Electricity and Gas	2,928.00	2,983.78
Communications <span style="float: right;">Note 2</span>	1,157.24	330.65
Insurance	3,565.45	3,492.36
Repairs and Maintenance	4,166.90	1,096.95
<b>Sub total</b>	<b>12,357.41</b>	<b>8,413.54</b>
<b>Property expenses non-recurring</b>		
Renewals	1,543.39	966.71
Door Replacement	9,253.58	-
Rendering Replacement	18,440.00	-
Roof Replacement	16,440.00	-
<b>Sub total</b>	<b>45,676.97</b>	<b>966.71</b>
<b>Charity running expenses</b>		
AGM and trustee expenses	-	-
General admin expenses	290.62	300.09
<b>Sub total</b>	<b>290.62</b>	<b>300.09</b>
<b>Fundraising expenses</b>		
September BBQ		166.56
Christmas Bazaar	7.89	0.12
Social Events	-	49.88
<b>Sub total</b>	<b>7.89</b>	<b>216.56</b>
<b>Total Gross Expenditure</b>	<b>68,137.78</b>	<b>17,867.61</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>68,137.78</b>	<b>17,867.61</b>
<b>Net of receipts/(payments)</b>	<b>- 36,364.35</b>	<b>8,756.34</b>
<b>Net assets from last year end</b>	70,963.62	62,207.28
<b>Net Assets this year end</b>	<b>34,599.27</b>	<b>70,963.62</b>

## Statement of assets and liabilities at the end of the year

	31st March 2024	31st March 2023
	£	£
<b>Cash funds</b>		
Bank current account - Santander <span style="float: right;">Note 1</span>	23,687.88	9,695.76
Bank Current account - CAF Bank <span style="float: right;">Note 1</span>	13,041.82	64,733.47
Bank deposit account	-	-
The Scout Association Short Term Investment Service	-	-
Group Cash Account	451.34	295.78
Section Petty Cash	618.23	1,046.37
<b>Total cash funds</b>	<b>37,799.27</b>	<b>75,771.38</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Land and buildings <span style="float: right;">Note 1</span>	-	-
Scouting equipment, furniture etc <span style="float: right;">Note 3</span>	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Expenses incurred but not invoiced - Lease payments <span style="float: right;">Note 4</span>	-3,200.00	-2,800.00
SATNANDER uncleared cheques	-	-39.98
Underpayment to Octopus for energy	-	-1,967.78
Other liabilities	-	-
<b>Sub total</b>	<b>-3,200.00</b>	<b>-4,807.76</b>
<b>NET ASSETS</b>	<b>34,599.27</b>	<b>70,963.62</b>

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	
17/25 date	
28/6/25 date	

Print Name
Chris Dear, Chair
Richard Spencer, Treasurer

**Notes**

Note 1: The Group benefits from a lease dated 29th September 2016 between Essex County Council and The Scout Association over land to the east of Lawn Lane, Springfield. The term of the lease is till 29th September 2031. The lease is subject to various restrictive covenants which essentially restrict the value of the lease and buildings thereon to the current purpose only. On 4th July 2024 the insured value of buildings was £777,000. The Group also owns the freehold on woodland at Riffhams, Danbury. The woodland is overseen by English Nature and subject to restrict its use to the current purpose only. Therefore no monetary value is attributed in the accounts and any expenditure is not capitalised.

Note 2: The Communications account now also covers fees for music performing rights.

Note 3: The Group holds camping and other equipment which the Trustees consider necessary to achieve its aims. Due to the relatively specialised nature of the equipment the Trustees have decided not to attribute any monetary value in the accounts and any expenditure is not capitalised. The equipment is currently insured on a new for old basis £31,886

Note 4: The annual £400 lease payment due under the lease has not been invoiced by the Freeholder but has been expensed through the accounts each year.

# Independent Examiner's Report to the Trustees of the

2<sup>nd</sup> CHELMSFORD (SPRINGFIELD) SCOUT GROUP (Charity Number 268683)

I report on the accounts of the Group/District/County/Area for the year ended 31<sup>st</sup> March 2025 which are set out on pages 3 to 6

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

## Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

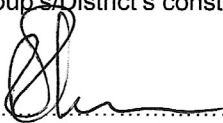
## Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

## Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act ;and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's/District's constitution have not been met.



Name: Rob Lyon

Qualification: B.Ed (Hons) MA Adv DipFA ALIBF

Address: 72, Fourth Ave Wickford Essex SS11 8RH

Date: 15/06/25

**LT700006 (1<sup>st</sup> February 2017)**

**2ND CHELMSFORD (SPRINGFIELD) SCOUT GROUP**

England & Wales - Charity number 268683

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# Accounts

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Trustees Annual Report  
 2<sup>nd</sup> Chelmsford (Springfield) Scout Group  
 Registered Charity 268683

For the Period	01 April 2023	To	31 March 2024
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**Section A Reference and administration details**

Principal Address	Scout Centre		
	Lawn Lane		
	Chelmsford		
	Essex	CM1 7PP	

Names of the Charity Trustees who manage the charity

No	Name	Trustee Role	Type	Dates acted if not for whole year
1	Christopher Dear	Chair	Nominated	From 10/05/2023
2	Christopher Chapman	Group Scout Leader	Ex-Officio	
3	Karen Cooper	Assistant Group Scout Leader	Ex-Officio	
4	Richard Spencer	Treasurer	Elected	
5	Kris Reynolds		Elected	
6	Paul Wickers	Scout Leader	Ex-officio	
7	Rebecca Puvanendran	Beaver Scout Leader	Ex-officio	
8	Bruce Knight	Explorer Scout Leader	Ex-Officio	
9	Alison Hodgson	Secretary*	Elected	04/04/2023-12/09/2023

\*The role of Trustee Board Secretary is now provided by a non-Trustee Group Administrator (Sarah White - from 12/09/2023)

## Section B Structure, governance and management

### 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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Group Scout Leader (GSL) and Assistant Group Scout Leader are ex-officio as a consequence of their appointments</li> <li><input type="checkbox"/> Section Leaders and the Explorer Scout Leader have an option to be a Trustee and do so on an ex-officio basis.</li> <li>Group Chair is a nomination of the GSL</li> <li><input type="checkbox"/> Group Treasurer is elected at the AGM</li> <li><input type="checkbox"/> Other appointments can either be nominated by the GSL and others are elected by the Group Scout Council.</li> <li><input type="checkbox"/> Co-opted Trustees are appointed by the Group Trustee Board.</li> </ul>	
Additional governance issues	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Group is managed by the Group Trustee Board. The charity trustees 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.</li> <li><input type="checkbox"/> This Group Trustee Board exists to provide Governance of the charity and is responsible for:-             <ul style="list-style-type: none"> <li>o Ensuring Group property is properly maintained and meets relevant Health &amp; Safety requirements;</li> <li>o The raising of funds and the administration of Group finance;</li> <li>o The insurance of persons, property and equipment;</li> <li>o Group public occasions</li> <li>o Appointing any sub committees that may be required;</li> <li>o Appointing Group Administrators and Advisors other than those who are elected.</li> </ul> </li> <li><input type="checkbox"/> All Trustees are subject to vetting processes and undertake training as proscribed by The Scout Association which includes Safety &amp; Safeguarding.</li> </ul>	

## Section B Structure, governance and management (continued)

### Risk and Internal Control

The Group Trustee Board 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.

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- The land on which the Scout Centre is built is subject to a 15 year lease from Essex County Council. The Group has maintained dialogue with ECC and there is no intention to break this. If the lease were terminated then an alternative base would be sought, as above.

Injury to leaders, helpers, supporters and members.

- All activities are subject to relevant Risk Assessments as prescribed by the Scout Association
- The Group through the annual membership fees contributes to the Scout Associations national Public Liability, accident insurance policy, and has its own personal injury policy with Unity Insurance for non-member adults.

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- 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.

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- 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 adult volunteers 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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  - o learn by doing
  - o share in spiritual reflection
  - o take responsibility and make choices
  - o undertake new and challenging activities
  - o make and live by their Promise.

### Summary of the main activities in relation to these objects

- Each youth section meets weekly during term time with a programme of activities organised by the section team in advance. Each youth section is encouraged to arrange at least one camp or sleepover per year. Other activities include handicraft, badge work, hikes, visits to museums and public services, and outdoor activities at our Riffhams woodland site. The Group participates in District and County scouting events.

### 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 Summary of the main Objectives and Activities

- Our youth membership remains strong which reflects the quality of the programmes being delivered at our weekly section meetings (plus the weekend activities and camping/sleepovers).
- We have a good level of reserves available to us which will enable the Group to fund further improvements (the main roof was replaced in 2022). The plans include:-
  - o replacement of the flat roof
  - o replacement doors
  - o external rendering
  - o internal redecoration
  - o improvements to the toilet facilities.
- In the meantime we have upgraded our WiFi coverage, installed CCTV and following a matching grant an external Defibrillator.
- Our fundraising team do an excellent job and in the past year raised nearly £9,000 through a schedule of 5 events during the year. This is a super contribution to allow us to keep membership fees as reasonable as possible as well as contributing to programme and the premises.
- As always Scouting does not happen without the dedication of our adult volunteers and the Trustees express their thanks for the work involved in planning and delivering exciting programmes.

## Section E Financial Review

Brief statement of the charity's policy on reserves	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 Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £20K.
Details of any funds materially in deficit	There are no funds in deficit
Investment policy and objectives	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 deposits.

## Section F Other Information

Plans for future periods	<p>Transformation is a national programme to change the ways in which we work together as volunteers. It does not change the delivery of our section programme. There are implications for Trustee Boards (previously known as Executive Committees) some of which were implemented during the year and at our AGM in September 2023. There are further changes to Trustee Board structures coming in 2024 which will come in to play at our next AGM in September 2024.</p> <p>As outlined above we intend to continue to improve and maintain our building in the next financial year.</p>
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## Section G Declaration

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

Signed on behalf of the charity's trustees

Signatures		
Names	Richard Spencer	Chris Dear
Role	Treasurer	Chair
Date		

# 2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	01-Apr-23	To	31-Mar-24

## Receipts and payments

	2023/24 £	2022/23 £
<b>Receipts</b>		
<b>Subscriptions &amp; "Scouting" income</b>		
Membership subscriptions	9,585.52	8,680.00
Less: Membership subscriptions paid on (National/County/Area/District)	-5,148.00	-4,274.50
Net membership subscriptions retained	4,437.52	4,405.50
Gift Aid	1,979.11	1,162.80
Gang Show	140.00	137.00
Youth programme and activities excluding camping	1,821.71	1,594.00
Contribution to camp costs	2,149.25	980.00
<b>Sub total</b>	<b>10,527.59</b>	<b>8,279.30</b>
<b>Donations &amp; Grants</b>		
Donations from State Street volunteer time matching scheme	5,094.13	5,266.99
Essex County Scouts (Roof Grant)		5,000.00
Robert Mann Legacy		25,000.00
Other Donations	267.35	75.28
Other Grants	-	-
<b>Sub total</b>	<b>5,361.48</b>	<b>35,342.27</b>
<b>Fundraising (gross)</b>		
Jumble Sale	4,725.25	4,353.91
May Fayre <span style="float: right;">Note 2</span>	1,574.07	-
Christmas Bazaar / Christmas Raffle	2,180.59	1,977.74
September BBQ	96.00	230.65
Social Events	615.88	314.00
Other fundraising activities	40.96	138.35
<b>Sub total</b>	<b>9,232.75</b>	<b>7,014.65</b>
<b>Investment income</b>		
Bank interest	82.13	46.67
Income for use of hall	1,420.00	1,445.00
Other investment income	-	-
<b>Sub total</b>	<b>1,502.13</b>	<b>1,491.67</b>
<b>Total Gross Income</b>	<b>26,623.95</b>	<b>52,127.89</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>26,623.95</b>	<b>52,127.89</b>

# 2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-23	To	31-Mar-24
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## Receipts and payments

	2023/24 £	2022/23 £
<b>Payments</b>		
<b>"Scouting" expenses</b>		
Youth programme and activities excluding camping	5,453.20	4,664.21
Contribution to camp costs	1,474.09	1,112.96
Gang Show	94.50	201.50
Materials and equipment	948.92	272.72
Adult support and training	-	-
Uniforms	-	-
<b>Sub total</b>	<b>7,970.71</b>	<b>6,251.39</b>
<b>Property expenses</b>		
Lease payment <span style="float: right;">Note 5</span>	400.00	400.00
Water and Sewerage	109.80	71.96
Electricity and Gas <span style="float: right;">Note 6</span>	2,983.78	1,536.72
Communications	330.65	346.67
Insurance	3,492.36	3,053.48
Repairs and Renewals	2,063.66	1,143.90
Roof Replacement		70,697.52
<b>Sub total</b>	<b>9,380.25</b>	<b>77,250.25</b>
<b>Charity running expenses</b>		
AGM and trustee expenses	-	-
General admin expenses	300.09	311.01
<b>Sub total</b>	<b>300.09</b>	<b>311.01</b>
<b>Fundraising expenses</b>		
Jumble Sale & Sundries	-	0.17
May Fayre	-	-
September BBQ	166.56	336.51
Christmas Bazaar	0.12	0.09
Social Events	49.88	32.71
Other fundraising costs	-	-
<b>Sub total</b>	<b>216.56</b>	<b>369.48</b>
<b>Total Gross Expenditure</b>	<b>17,867.61</b>	<b>84,182.13</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>17,867.61</b>	<b>84,182.13</b>
<b>Net of receipts/(payments)</b>	<b>8,756.34</b>	<b>- 32,054.24</b>
<b>Net assets from last year end</b>	62,207.28	68,939.30
<b>Net Assets this year end</b>	<b>70,963.62</b>	<b>36,885.06</b>

## Statement of assets and liabilities at the end of the year

	31st March 2024	31st March 2023
	£	£
<b>Cash funds</b>		
Bank current account - Santander <span style="float: right;">Note 1</span>	9,695.76	20,940.76
Bank Current account - CAF Bank <span style="float: right;">Note 1</span>	64,733.47	42,275.88
Bank deposit account	-	-
The Scout Association Short Term Investment Service	-	-
Group Cash Account	295.78	251.63
Section Petty Cash	1,046.37	1,187.01
<b>Total cash funds</b>	<b>75,771.38</b>	<b>64,655.28</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Land and buildings <span style="float: right;">Note 3</span>	-	-
Scouting equipment, furniture etc <span style="float: right;">Note 4</span>	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Expenses incurred but not invoiced - Lease payments <span style="float: right;">Note 5</span>	-2,800.00	-2,400.00
SATNANDER uncleared cheques	-39.98	-48.00
Underpayment to Octopus for energy <span style="float: right;">Note 6</span>	-1,967.78	-
Other liabilities	-	-
<b>Sub total</b>	<b>-4,807.76</b>	<b>-2,448.00</b>
<b>NET ASSETS</b>	<b>70,963.62</b>	<b>62,207.28</b>

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	
	date 10/9/2024
	date 10/9/2024

Print Name
Chris Dear, Chair
Richard Spencer, Treasurer

**Notes**

Note 1: A one of transfer of £30000 was made from the Santander to CAF bank, to take advantage of interest payments  
 Note 2: There was no May Fayre in 2022 due to Covid.  
 Note 3: The Group benefits from a lease dated 29th September 2016 between Essex County Council and The Scout Association over land to the east of Lawn Lane, Springfield. The term of the lease is till 29th September 2031. The lease is subject to various restrictive covenants which essentially restrict the value of the lease and buildings thereon to the current purpose only. On 17th October 2023 the insured value of buildings was £777,000 - this value was validated with a new buildings survey through the insurers Unity. The Group also owns the freehold on woodland at Riffhams, Danbury. The woodland is overseen by English Nature and subject to restrict its use to the current purpose only. Therefore no monetary value is attributed in the accounts and any expenditure is not capitalised.  
 Note 4: The Group holds camping and other equipment which the Trustees consider necessary to achieve its aims. Due to the relatively specialised nature of the equipment the Trustees have decided not to attribute any monetary value in the accounts and any expenditure is not capitalised. The equipment is currently insured on a new for old basis £31,886  
 Note 5: The annual £400 lease payment due under the lease has not been invoiced by the Freeholder but has been expensed through the accounts each year.  
 Note 6: The Group received Electricity and Gas from Bulb, which went into administration during FY2022-23. Payments remained the same, until the account was acquired by Octopus. A catch up payment due during for 2023-24 was levied in April 2024 so is shown as a liability.

## Independent Examiner's Report to the Trustees of the

2<sup>nd</sup> CHELMSFORD (SPRINGFIELD) SCOUT GROUP (Charity Number 268683)

I report on the accounts of the Group/District/County/Area for the year ended 31<sup>st</sup> March 2024 which are set out on pages 3 to 6

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act ;and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's/District's constitution have not been met.



Name: Rob Lyon

Qualification: B.Ed (Hons) MA Adv DipFA ALIBF

Address: 72, Fourth Ave Wickford Essex SS11 8RH

Date: 17/07/2024

LT700006 (1<sup>st</sup> February 2017)

**2ND CHELMSFORD (SPRINGFIELD) SCOUT GROUP**

England & Wales - Charity number 268683

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# Accounts

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# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

3	1	0	3	2	3
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## Section A Reference and administration details

Charity name 

2nd Chelmsford (Springfield) Scout Group
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Other names the charity is known by 

n/a
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Registered charity number (if any) 

2	6	8	6	8	3
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Charity's principal address

Lawn Lane
Chelmsford
Essex
Postcode C M 1 7 P P

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Rob Jackson	Chairman	1Apr22-31Dec22
2	Chris Chapman	Group Scout Leader	
3	Richard Spencer	Treasurer	
4	Kris Reynolds	Cub Scout Leader	
5	Karen Cooper	Asst Grp Scout Ldr	
6	Victoria Darnell	Group Secretary	1Apr22-20Sep22
7	Samantha Leeder	Fundraising & Supporters	
8	Paul Wickers	Scout Leader	
9	Rebecca Puvanendran	Beaver Leader	
10	Nicholas Ingham		
11	Alison Hodgson	Group Secretary	20Sep22-31Mar23
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 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 nominated members of the Group Executive Committee elected by the Group Annual General Meeting

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, which include the 'Charity Trustees' of the Scout Group which is an educational charity. The charity trustees 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/group 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.

**Section B****Structure, governance and management (continued)****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.

Termination of Lease. The land on which the Scout Centre is built is subject to a 15 year lease from Essex County Council. The Group has maintained dialogue with ECC and there is no intention to break this. If the lease were terminated then an alternative base would be sought, as above.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy, and has its own personal injury policy with Unity Insurance. 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.

**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.

**National Emergency**

A national emergency such as the current Covid-19 pandemic may mean the group cannot continue normal activities and fundraising. The Group leadership will put an alternative programme in place and make necessary adjustments to expenditure and income.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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>
Summary of the main activities in relation to these objects	<p>Each youth section meets weekly during term time with a programme of activities organised by the leaders in advance. Each youth section arranges at least one camp or sleepover per year. Other activities include handicraft, badge work, hikes, visits to museums and public services, and outdoor activities at our Riffhams woodland site. The Group participates in District and County scouting events.</p>
Public benefit statement	<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

Scouting has returned to normal following the Covid-19 pandemic, including meetings, camps, participation in District Events and many other activities. Scout numbers are now at a maximum for the sections we have.

The project to replace the main roof was completed on time and within budget. The roof has a steel profile incorporating insulation and sound absorption. A new lighting system was installed at the same time. The previous asbestos cement roofing was safely removed. Certified building, electrical, asbestos disposal and fire approvals were obtained. Total cost £72K. In addition to previous fundraising and grants, the Group received a £5K from Essex County Scouts. The Group held a family BBQ to celebrate: this will be an annual event.

The fund raising team have had a successful year, raising over £7K, a record: well done!

Work to repair the mural and redecorate the interior of the Scout Centre has begun.

Rob Jackson has stood down as chairman at the end of 2022 and we thank him for his great contribution and hard work, including managing the roof project to success.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<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 £20K.</p> <p>The Group held reserves of approximately £64K at year end. This is above the level required for operating expenses. However, the flat roof at the rear of the Scout Centre is now leaking and planning replacing; planning is now in hand, with financial provision necessary. Also, the interior of the Scout Centre needs to be redecorated.</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	<p>There are no funds currently in deficit</p>
Investment policy and objectives	<p>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.</p>

**Section F**

**Other Optional Information**

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

The Group is implementing "GoCardless" a direct payment system for families, which provides improved visibility and reduced workload for families, section leaders and the treasurer. Subscriptions will be increased by £1 per term to cover the commission.

The flat roof on the rear of the Scout Centre is leaking and needs to be replaced. Although expensive the Group still has good reserves.

Scout numbers have increased to maximum, and provision must be planned to enable progression through all sections for the increased numbers.

The Transformation initiative will provide improved engagement with roles and training tailored to team members, making volunteering easier and more rewarding. The executive committee will become a trustee board

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

*Richard Spencer* *Chris Chapman*

Full name(s)

Richard Spencer Chris Chapman

Position (eg Secretary, Chair)

Treasurer Group Scout Leader

Date

1 2 0 9 2 3 1 2 0 9 2 3

# 2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

	Year start date		Year end date
<b>For the year from</b>	<b>01-Apr-22</b>	<b>To</b>	<b>31-Mar-23</b>

## Receipts and payments

	2022/23 £	2021/22 £
<b>Receipts</b>		
<b>Subscriptions &amp; "Scouting" income</b>		
Membership subscriptions	8,680.00	7,902.50
Less: Membership subscriptions paid on (National/County/Area/District)	-4,274.50	-3,937.50
Net membership subscriptions retained	4,405.50	3,965.00
Gift Aid	1,162.80	1,705.58
Gang Show	137.00	82.00
Youth programme and activities excluding camping	1,594.00	988.00
Contribution to camp costs	980.00	215.00
<b>Sub total</b>	<b>8,279.30</b>	<b>6,955.58</b>
<b>Donations &amp; Grants</b>		
Donations from State Street volunteer time matching scheme	5,266.99	-
Donations for Roof Fund	-	1,705.28
Chelmsford City Emergency Business Rate Relief <span style="float: right;">Note 1</span>	-	8,000.00
Essex County Scouts (Roof Grant)	5,000.00	-
ECC Community Initiatives Fund	-	10,000.00
Walter Farthing (Roof Donation)	-	12,000.00
Robert Mann Legacy	25,000.00	-
Other Donations	75.28	127.53
Other Grants	-	-
<b>Sub total</b>	<b>35,342.27</b>	<b>31,832.81</b>
<b>Fundraising (gross)</b>		
Jumble Sale	4,353.91	835.38
May Fayre <span style="float: right;">Note 3</span>	-	-
Christmas Bazaar / Christmas Raffle <span style="float: right;">Note 3</span>	1,977.74	895.45
September BBQ	230.65	-
Social Events	314.00	-
Other fundraising activities	138.35	83.16
<b>Sub total</b>	<b>7,014.65</b>	<b>1,813.99</b>
<b>Investment income</b>		
Bank interest	46.67	-
Income for use of hall	1,445.00	950.00
Other investment income	-	-
<b>Sub total</b>	<b>1,491.67</b>	<b>950.00</b>
<b>Total Gross Income</b>	<b>52,127.89</b>	<b>41,552.38</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>52,127.89</b>	<b>41,552.38</b>

# 2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-22	To	31-Mar-23
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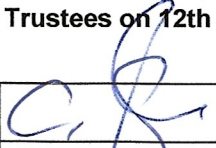

## Receipts and payments

	2022/23 £	2021/22 £
<b>Payments</b>		
<b>"Scouting" expenses</b>		
Youth programme and activities excluding camping	4,664.21	3,212.81
Contribution to camp costs	1,112.96	362.00
Gang Show	201.50	-
Materials and equipment	272.72	408.88
Adult support and training	-	-
Uniforms	-	-
<b>Sub total</b>	<b>6,251.39</b>	<b>3,983.69</b>
<b>Property expenses</b>		
Lease payment <span style="float: right;">Note 6</span>	400.00	400.00
Water and Sewerage	71.96	38.14
Electricity and Gas <span style="float: right;">Note 7</span>	1,536.72	1,536.72
Communications	346.67	487.14
Insurance	3,053.48	3,390.17
Repairs and Renewals	1,143.90	6,136.61
Roof Replacement <span style="float: right;">Note 2</span>	70,697.52	-
<b>Sub total</b>	<b>77,250.25</b>	<b>11,988.78</b>
<b>Charity running expenses</b>		
AGM and trustee expenses	-	-
General admin expenses	311.01	257.69
<b>Sub total</b>	<b>311.01</b>	<b>257.69</b>
<b>Fundraising expenses</b>		
Jumble Sale & Sundries	0.17	-
May Fayre	-	-
September BBQ	336.51	-
Christmas Bazaar	0.09	-
Social Events	32.71	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>369.48</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>84,182.13</b>	<b>16,230.16</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>84,182.13</b>	<b>16,230.16</b>
<b>Net of receipts/(payments)</b>	<b>-32,054.24</b>	<b>25,322.22</b>
<b>Net assets from last year end</b>	94,261.52	68,939.30
<b>Net Assets this year end</b>	<b>62,207.28</b>	<b>94,261.52</b>

## Statement of assets and liabilities at the end of the year

	31st March 2023	31st March 2022
	£	£
<b>Cash funds</b>		
Bank current account - Santander	20,940.76	74,811.78
Bank Current account - CAF Bank	42,275.88	21,122.59
Bank deposit account	-	-
The Scout Association Short Term Investment Service	-	-
Group Cash Account	251.63	179.02
Section Petty Cash	1,187.01	615.75
<b>Total cash funds</b>	<b>64,655.28</b>	<b>96,729.14</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Land and buildings <span style="float: right;">Note 4</span>	-	-
Scouting equipment, furniture etc <span style="float: right;">Note 5</span>	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Expenses incurred but not invoiced - Lease payments <span style="float: right;">Note 6</span>	-2,400.00	-2,000.00
SATNANDER uncleared cheques	-48.00	-467.62
Other liabilities	-	-
<b>Sub total</b>	<b>-2,448.00</b>	<b>-2,467.62</b>
<b>NET ASSETS</b>	<b>62,207.28</b>	<b>94,261.52</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 12th September 2023 and signed on their behalf by:

Signature	Print Name
 date 12/09/2023	Chris Chapman Group Scout Leader
 date 12/09/2023	Richard Spencer, Treasurer

**Notes**

- Note 1: The Group are registered for business rates though are exempt from payments. Chelmsford City provided emergency rate relief because of the Covid lockdown, finishing summer 2021
- Note 2: The roof replacement project was completed 4th August 2022
- Note 3: There was no May Fayre, social event or Christmas Bazaar in 2021, and no May Fayre in 2022 due to Covid.
- Note 4: The Group benefits from a lease dated 29th September 2016 between Essex County Council and The Scout Association over land to the east of Lawn Lane, Springfield. The term of the lease is till 29th September 2031. The lease is subject to various restrictive covenants which essentially restrict the value of the lease and buildings thereon to the current purpose only. On 1st August 2022 the insured value of buildings was £630,686. The Group also owns the freehold on woodland at Riffhams, Danbury. The woodland is overseen by English Nature and subject to restrict its use to the current purpose only. Therefore no monetary value is attributed in the accounts and any expenditure is not capitalised.
- Note 5: The Group holds camping and other equipment which the Trustees consider necessary to achieve its aims. Due to the relatively specialised nature of the equipment the Trustees have decided not to attribute any monetary value in the accounts and any expenditure is not capitalised. The equipment is currently insured on a new for old basis £26,208
- Note 6: The annual £400 lease payment due under the lease has not been invoiced by the Freeholder but has been expensed through the accounts each year.
- Note 7: The Group received Electricity and Gas from Bulb, which went into administration during the year. Payments remained the same, until the account was acquired by Octopus. There is a catch up payment due during 2023/24

# Independent Examiner's Report to the Trustees of the

2<sup>nd</sup> CHELMSFORD (SPRINGFIELD) SCOUT GROUP (Charity Number 268683)

I report on the accounts of the Group/District/County/Area for the year ended 31<sup>st</sup> March 2023

which are set out on pages 3 to 6

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

## Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

## Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

## Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act ;and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's/District's constitution have not been met.



Name: CHRIS DAIR

Qualification: CHARTERED BANKER & QUALIFIED BOOKKEEPER

Address: 7 FORTINBRAS WAY CM293A

Date: 4/8/23

**2ND CHELMSFORD (SPRINGFIELD) SCOUT GROUP**

England & Wales - Charity number 268683

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# Accounts

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# Trustees' Annual Report

For the period

From (start date) 

0	1	0	4	2	1
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 to end date 

3	1	0	3	2	2
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## Section A Reference and administration details

Charity name 

2nd Chelmsford (Springfield) Scout Group
--

Other names the charity is known by 

n/a
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Registered charity number (if any) 

2	6	8	6	8	3
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Charity's principal address

Lawn Lane
Chelmsford
Essex
Postcode C M 1 7 P P

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Rob Jackson	Chairman	
2	Chris Chapman	Group Scout Leader	
3	Richard Spencer	Treasurer	
4	Kris Reynolds	Cub Scout Leader	
5	Karen Cooper	Asst Grp Scout Ldr	
6	Victoria Darnell	Group Secretary	
7	Samantha Leeder	Fundraising & Supporters	
8	Paul Wickers	Scout Leader	
9	Rebecca Puvanendran	Beaver Leader	
10	Nicholas Ingham		
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 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 nominated members of the Group Executive Committee elected by the Group Annual General Meeting

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, which include the 'Charity Trustees' of the Scout Group which is an educational charity. The charity trustees 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/group 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.

**Section B****Structure, governance and management (continued)****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.

Termination of Lease. The land on which the Scout Centre is built is subject to a 15 year lease from Essex County Council. The Group has maintained dialogue with ECC and there is no intention to break this. If the lease were terminated then an alternative base would be sought, as above.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy, and has its own personal injury policy with Unity Insurance. 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.

**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.

**National Emergency**

A national emergency such as the current Covid-19 pandemic may mean the group cannot continue normal activities and fundraising. The Group leadership will put an alternative programme in place and make necessary adjustments to expenditure and income.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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>
Summary of the main activities in relation to these objects	<p>Each youth section meets weekly during term time with a programme of activities organised by the leaders in advance. Each youth section arranges at least one camp or sleepover per year. Other activities include handicraft, badge work, hikes, visits to museums and public services, and outdoor activities at our Riffhams woodland site. The Group participates in District and County scouting events.</p>
Public benefit statement	<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

After a difficult previous year, slowly from April face to face Scouting resumed following social distancing guidelines that throughout the year were relaxed. Numbers of children within the unit are back again to pre-pandemic levels. Outdoor events were key for safety and use of Riffhams campsite this year has been high. Extensive tree work was completed in March to ensure the site stays safe. Scouts were able once again to take part in District events such as the swimming gala and gang show. Limiting the risk, large fundraising events were still on hold but an outdoor jumble and Christmas raffle meant funds could still be brought into the group. Robert Mann, our previous Group Scout Leader who we lost in 2020, and is still greatly missed, kindly left a legacy and a decision will be made as to how the Group can benefit in a tribute to him.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<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 £20K.</p> <p>The Group held reserves of approximately £94K at year end. This is above the level required for operating expenses. However, the Group have started the project to replace the roof of the Scout Centre (projected cost above £75K). The project has been covered by fundraising (£5k), and grants from Walter Farthing Trust (£12K), Essex County Scouts (£5K), and Essex Community Initiatives Fund (£10K), with the remainder from reserves.</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	There are no funds currently in deficit
• investment policy and objectives	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.

**Section F Other Optional Information**

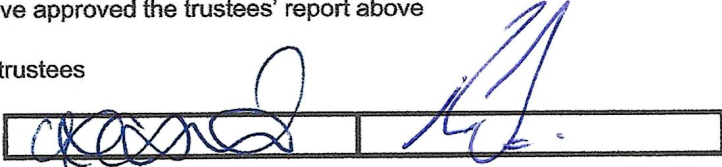
Plans for future periods (details of any significant activities planned to achieve them)

Normal Scouting is now fully resumed so face to face fundraising activities will now take place. Subscription rates are back to normal following reduced during the restrictions during the pandemic. The Group received a legacy of £25K from Robert Mann; the Management team are planning on how to invest this. Roofing project started work May 2022 to replace the roof and eliminate Asbestos in the Main Scout Hall Building. The Group received £8K in funding from Chelmsford City Council through emergency Business Rates Relief due to COVID lockdowns. The Group plans for additional Sections to support more young people. The partnership with Guides will be extended, and with other youth organisations. The lease has been changed to allow use of the centre for other community groups such as Sea Cadets.

**Section G 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)	Victoria Darnell	Rob Jackson
Position (eg Secretary, Chair)	Secretary	Chairman
Date	27/06/22	28/06/22

## 2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-21	To	31-Mar-22
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### Receipts and payments

	2021/22	2020/21
	£	£
<b>Receipts</b>		
<b>Subscriptions &amp; "Scouting" income</b>		
Membership subscriptions	7,902.50	5,280.50
Less: Membership subscriptions paid on (National/County/Area/District)	-3,937.50	-4,446.00
Net membership subscriptions retained	3,965.00	834.50
Gift Aid	1,705.58	2,042.28
Gang Show <span style="float: right;">Note 4</span>	82.00	
Youth programme and activities excluding camping	988.00	105.00
Contribution to camp costs	215.00	- 985.00
<b>Sub total</b>	<b>6,955.58</b>	<b>1,996.78</b>
<b>Donations &amp; Grants</b>		
Donations from State Street volunteer time matching scheme	-	760.80
Donations for Roof Fund	1,705.28	3,544.15
Chelmsford City Emergency Business Rate Relief <span style="float: right;">Note 1</span>	8,000.00	21,427.51
ECC Locality Fund	-	3,164.85
ECC Community Initiatives Fund <span style="float: right;">Note 2</span>	10,000.00	-
Walter Farthing (Roof Donation)	12,000.00	-
Other Donations	127.53	81.28
Grants	-	-
<b>Sub total</b>	<b>31,832.81</b>	<b>28,978.59</b>
<b>Fundraising (gross)</b>		
Jumble Sale	835.38	70.00
May Fayre <span style="float: right;">Note 3</span>	-	-
Christmas Bazaar / Christmas Raffle <span style="float: right;">Note 3</span>	895.45	-
Social Events	-	298.30
Other fundraising activities	83.16	-
<b>Sub total</b>	<b>1,813.99</b>	<b>368.30</b>
<b>Investment income</b>		
Bank interest	-	-
Income for use of hall	950.00	180.00
Other investment income	-	-
<b>Sub total</b>	<b>950.00</b>	<b>180.00</b>
<b>Total Gross Income</b>	<b>41,552.38</b>	<b>31,523.67</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>41,552.38</b>	<b>31,523.67</b>

## 2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-21	To	31-Mar-22
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### Receipts and payments



	2021/22	2020/21
<b>Payments</b>		
	£	£
<b>"Scouting" expenses</b>		
Youth programme and activities excluding camping	3,212.81	914.88
Contribution to camp costs	362.00	- 750.00
Gang Show <span style="float: right;">Note 4</span>	-	-
Materials and equipment	408.88	1,232.82
Adult support and training	-	-
Uniforms	-	-
<b>Sub total</b>	<b>3,983.69</b>	<b>1,397.70</b>
<b>Property expenses</b>		
Lease payment <span style="float: right;">Note 7</span>	400.00	400.00
Water and Sewerage	38.14	42.03
Electricity and Gas	1,536.72	1,117.20
Communications	487.14	388.80
Insurance	3,390.17	3,390.17
Repairs and Renewals	6,136.61	3,603.36
<b>Sub total</b>	<b>11,988.78</b>	<b>8,941.56</b>
<b>Charity running expenses</b>		
AGM and trustee expenses	-	-
General admin expenses	257.69	261.99
<b>Sub total</b>	<b>257.69</b>	<b>261.99</b>
<b>Fundraising expenses</b>		
Jumble Sale & Sundries	-	-
May Fayre	-	-
Christmas Bazaar	-	-
Social Events	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>16,230.16</b>	<b>10,601.25</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>16,230.16</b>	<b>10,601.25</b>
<b>Net of receipts/(payments)</b>	<b>25,322.22</b>	<b>20,922.42</b>
<b>Net assets from last year end</b>	68,939.30	48,016.88
<b>Net Assets this year end</b>	<b>94,261.52</b>	<b>68,939.30</b>

## 2nd Chelmsford (Springfield) Scout Group

### Statement of assets and liabilities at the end of the year

	31st March 2022	31st March 2021
	£	£
<b>Cash funds</b>		
Bank current account - Santander	74,811.78	43,662.02
Bank Current account - CAF Bank <span style="float: right;">Note 8</span>	21,122.59	26,093.59
Bank deposit account	-	-
The Scout Association Short Term Investment Service	-	-
Group Cash Account	179.02	451.67
Section Petty Cash	615.75	332.02
<b>Total cash funds</b>	<b>96,729.14</b>	<b>70,539.30</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Land and buildings <span style="float: right;">Note 5</span>	-	-
Scouting equipment, furniture etc <span style="float: right;">Note 6</span>	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Expenses incurred but not invoiced - Lease payments <span style="float: right;">Note 7</span>	-2,000.00	-1,600.00
SATNANDER uncleared cheques	-467.62	-
Other liabilities	-	-
<b>Sub total</b>	<b>-2,467.62</b>	<b>-1,600.00</b>
<b>NET ASSETS</b>	<b>94,261.52</b>	<b>68,939.30</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 4th May 2022 and signed on their behalf by:

Signature	Print Name
 date 17.5.2022	Rob Jackson, Group Chair
 date 12.5.2022	Richard Spencer, Treasurer

#### Notes

- Note 1: The Group are registered for business rates though are exempt from payments. Chelmsford City provided emergency rate relief because of the Covid lockdown, finishing summer 2021
- Note 2: Essex County Council Community Initiatives Fund made a grant towards the roof replacement project. This must be spent by 31st March 2023 otherwise it will be repaid
- Note 3: There was no May Fayre, social event or Christmas Bazaar in 2021 due to Covid. A Christmas Raffle was held instead.
- Note 4: Gang Show money was received in FY2021-22 but spent in FY2022-23
- Note 5: The Group benefits from a lease dated 29th September 2016 between Essex County Council and The Scout Association over land to the east of Lawn Lane, Springfield. The term of the lease is till 29th September 2031. The lease is subject to various restrictive covenants which essentially restrict the value of the lease and buildings thereon to the current purpose only. On 25th May 2021 The insured value of buildings was £589,427. The Group also owns the freehold on woodland at Riffhams, Danbury. The woodland is overseen by English Nature and subject to restrict its use to the current purpose only. Therefore no monetary value is attributed in the accounts and any expenditure is not capitalised.
- Note 6: The Group holds camping and other equipment which the Trustees consider necessary to achieve its aims. Due to the relatively specialised nature of the equipment the Trustees have decided not to attribute any monetary value in the accounts and any expenditure is not capitalised. The equipment is currently insured on a new for old basis £26,208
- Note 7: The annual £400 lease payment due under the lease has not been invoiced by the Freeholder but has been expensed through the accounts each year.
- Note 8: The group has set up an electronic funds payment facility through CAF, subject to dual authorisation by trustees.

## Independent Examiner's Report to the Trustees of the

2<sup>nd</sup> CHELMSFORD (SPRINGFIELD) SCOUT GROUP

(CHARITY NO. 268683)

I report on the accounts of the Group/District/County/Area for the year ended 31<sup>st</sup> March 2022

which are set out on pages 3 to 6

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

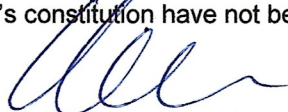
### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act ;and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's/District's constitution have not been met.



Name: CHRIS DEWAR

Qualification: CHARTERED BANKER & QUALIFIED BOOKKEEPER

Address: 7 FORTNEAS WAY CM2 9JA

Date: 4/8/22

**2ND CHELMSFORD (SPRINGFIELD) SCOUT GROUP**

England & Wales - Charity number 268683

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# Accounts

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# Trustees' Annual Report

For the period

From (start date)       to end date

## Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

Charity's principal address

Lawn Lane							
Chelmsford							
Essex							
Postcode	C	M	1		7	P	P

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Rob Jackson	Chairman	
2	Chris Chapman	Group Scout Leader	
3	Richard Spencer	Treasurer	
4	Kris Reynolds	Cub Scout Leader	
5	Robert Mann	Group Assistant	1Apr20-31Oct20
6	Karen Cooper	Asst Grp Scout Ldr	
7	Victoria Darnell	Group Secretary	
8	Samantha Leeder	Fundraising & Supporters	
9	Paul Wickers	Scout Leader	
10	Rebecca Puvanendran	Beaver Leader	
11	Nicholas Ingham		
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 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 nominated members of the Group Executive Committee elected by the Group Annual General Meeting

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, which include the 'Charity Trustees' of the Scout Group which is an educational charity. The charity trustees 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/group 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.

**Section B****Structure, governance and management (continued)****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.

Termination of Lease. The land on which the Scout Centre is built is subject to a 15 year lease from Essex County Council. The Group has maintained dialogue with ECC and there is no intention to break this. If the lease were terminated then an alternative base would be sought, as above.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy, and has its own personal injury policy with Unity Insurance. 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.

**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.

**National Emergency**

A national emergency such as the current Covid-19 pandemic may mean the group cannot continue normal activities and fundraising. The Group leadership will put an alternative programme in place and make necessary adjustments to expenditure and income.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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>
Summary of the main activities in relation to these objects	<p>Each youth section meets weekly during term time with a programme of activities organised by the leaders in advance. Each youth section arranges at least one camp or sleepover per year. Other activities include handicraft, badge work, hikes, visits to museums and public services, and outdoor activities at our Riffhams woodland site. The Group participates in District and County scouting events.</p>
Public benefit statement	<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

Investment in tents, camping equipment, archery equipment, lighting (funded by ECC locality fund)  
May Fayre, Christmas Bazaar fundraising and fun events were cancelled due to the national lockdown  
Completion of the change of lease with Essex County Council for paid use of the Scout Centre by other community organisation.  
Continued Scouting At Home programme in response to the national lockdown, including a "virtual camp"  
A risk management plan was approved for the Scout Centre. A few outdoor meetings were held in summer 2020.  
Karen Cooper, Assistant Group Scout Leader comments: " I have been Zooming with both colonies of Beavers and both Cub packs and it has been really good to see the children taking part with such enthusiasm. There have been some who found Zoom wasn't for them, but that has been the minority. Alison, the Brownie and Rainbow leader has been running the games for the Thursday Beavers which have been very much enjoyed, and Bex's Tuesday meetings have been fantastic in their content and energy, with many badges attained ."

Section E	Financial Review
Brief statement of the charity's policy on reserves	<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 £20K.</p> <p>The Group held reserves of approximately £69K at year end. This is above the level required for operating expenses. However the Group have committed to replacing the roof of the scout centre (projected cost above £50K) which will use up the reserves and require additional fundraising; at the moment this project is on hold due to the Covid-19 emergency.</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	There are no funds currently in deficit
• investment policy and objectives	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.

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	<p>Normal scouting activities and fundraising are on hold due to the national lockdown; however plans are now in place to resume normal scouting during 2021.</p> <p>Subscriptions were reduced by 50% during the lockdown, with allowance made delay or waive payments where necessary.</p> <p>The Group have committed to replacing the roof of the scout centre (projected cost approx £50K); at the moment this project is on hold due to the Covid-19 emergency, which has impacted the roofing contractor, and Group fundraising. This is under continuing review.</p> <p>The Group received significant funding from Chelmsford City Council through emergency Business Rates Relief</p> <p>The Group plans for additional Sections to support more young people. The partnership with Guides will be extended, and with other youth organisations. The change to the conditions of the lease will allow use by Sea Cadets and other community groups.</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)	
Full name(s)	Richard Spencer      Rob Jackson
Position (eg Secretary, Chair)	Treasurer      Chairman
Date	030521      030521

## 2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-20	To	31-Mar-21
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### Receipts and payments

	2020/21	2019/20
Receipts	£	£
<b>Subscriptions &amp; "Scouting" income</b>		
Membership subscriptions	5,280.50	9,351.00
Less: Membership subscriptions paid on (National/County/Area/District)	-4,446.00	-4,160.00
Net membership subscriptions retained	834.50	5,191.00
Gift Aid	2,042.28	1,681.56
Gang Show <span style="float: right;">Note 1</span>		56.00
Youth programme and activities excluding camping	105.00	3,219.64
Contribution to camp costs <span style="float: right;">Note 2</span>	- 985.00	6,589.40
<b>Sub total</b>	<b>1,996.78</b>	<b>16,737.60</b>
<b>Donations &amp; Grants</b>		
Donations from State Street volunteer time matching scheme	760.80	3,434.02
Donations from Lloyds volunteer time matching scheme	-	1,000.00
Donations for Roof Fund	3,544.15	417.61
Chelmsford City Emergency Business Rate Relief <span style="float: right;">Note 3</span>	21,427.51	-
ECC Locality Fund <span style="float: right;">Note 4</span>	3,164.85	-
Other Donations	81.28	287.46
Grants	-	-
<b>Sub total</b>	<b>28,978.59</b>	<b>5,139.09</b>
<b>Fundraising (gross)</b>		
Jumble Sale	70.00	2,466.31
May Fayre	-	1,868.29
Christmas Bazaar	-	1,860.65
Social Events	298.30	509.00
Other fundraising activities	-	70.81
<b>Sub total</b>	<b>368.30</b>	<b>6,775.06</b>
<b>Investment income</b>		
Bank interest	-	-
Income for use of hall	180.00	780.00
Other investment income	-	-
<b>Sub total</b>	<b>180.00</b>	<b>780.00</b>
<b>Total Gross Income</b>	<b>31,523.67</b>	<b>29,431.75</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>31,523.67</b>	<b>29,431.75</b>

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## 2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-20	To	31-Mar-21
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### Receipts and payments

	2020/21	2019/20
Payments	£	£
<b>"Scouting" expenses</b>		
Youth programme and activities excluding camping	914.88	7,443.96
Contribution to camp costs <span style="float: right;">Note 2</span>	- 750.00	6,875.56
Gang Show <span style="float: right;">Note 1</span>	-	-
Materials and equipment	1,232.82	1,875.09
Adult support and training	-	-
Uniforms	-	-
<b>Sub total</b>	<b>1,397.70</b>	<b>16,194.61</b>
<b>Property expenses</b>		
Lease payment <span style="float: right;">Note 7</span>	400.00	400.00
Water and Sewerage	42.03	125.71
Electricity and Gas	1,117.20	697.68
Communications	388.80	289.20
Insurance	3,390.17	3,260.92
Repairs and Renewals	3,603.36	3,353.61
<b>Sub total</b>	<b>8,941.56</b>	<b>8,127.12</b>
<b>Charity running expenses</b>		
AGM and trustee expenses	-	-
General admin expenses	261.99	109.45
<b>Sub total</b>	<b>261.99</b>	<b>109.45</b>
<b>Fundraising expenses</b>		
Jumble Sale & Sundries	-	4.00
May Fayre	-	32.94
Christmas Bazaar	-	4.98
Social Events	-	32.00
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>73.92</b>
<b>Total Gross Expenditure</b>	<b>10,601.25</b>	<b>24,505.10</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>10,601.25</b>	<b>24,505.10</b>
<b>Net of receipts/(payments)</b>	<b>20,922.42</b>	<b>4,926.65</b>
<b>Net assets from last year end</b>	<b>48,016.88</b>	<b>43,090.23</b>
<b>Net Assets this year end</b>	<b>68,939.30</b>	<b>48,016.88</b>

## 2nd Chelmsford (Springfield) Scout Group

### Statement of assets and liabilities at the end of the year

	31st March 2021	31st March 2020
	£	£
<b>Cash funds</b>		
Bank current account - Santander	43,662.02	22,915.39
Bank Current account - CAF Bank	26,093.59	25,401.79
Bank deposit account	-	-
The Scout Association Short Term Investment Service	-	-
Group Cash Account	451.67	224.27
Section Petty Cash	332.02	685.43
<b>Total cash funds</b>	<b>70,539.30</b>	<b>49,226.88</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Land and buildings <span style="float: right;">Note 5</span>	-	-
Scouting equipment, furniture etc <span style="float: right;">Note 6</span>	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Expenses incurred but not invoiced - Lease payments <span style="float: right;">Note 7</span>	-1,600.00	-1,200.00
Other liabilities	0.00	-10.00
<b>Sub total</b>	<b>-1,600.00</b>	<b>-1,210.00</b>
<b>NET ASSETS</b>	<b>68,939.30</b>	<b>48,016.88</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 21st April 2021 and signed on their behalf by:

Signature	
date 26/4/2021	
date 27.4.2021	

Print Name
Rob Jackson, Group Chair
Richard Spencer, Treasurer

**Notes**

Note 1: There was no Gang Show in 2021  
 Note 2: Eurojam and May camps 2020 were cancelled. These transactions are refunds paid out and received  
 Note 3: The Group are registered for business rates though are exempt from payments. Chelmsford City provided emergency rate relief because of the Covid lockdown  
 Note 4: Essex County Council provided a grant to community organisations to purchase equipment and infrastructure. This refunded expenses on archery equipment, lighting and tents  
 Note 5: The Group benefits from a lease dated 29th September 2016 between Essex County Council and The Scout Association over land to the east of Lawn Lane, Springfield. The term of the lease is till 29th September 2031. The lease is subject to various restrictive covenants which essentially restrict the value of the lease and buildings thereon to the current purpose only. On 1st July 2020 The insured value of buildings was £589,427. The Group also owns the freehold on woodland at Riffhams, Danbury. The woodland is overseen by English Nature and subject to restrict its use to the current purpose only. Therefore no monetary value is attributed in the accounts and any expenditure is not capitalised.  
 Note 6: The Group holds camping and other equipment which the Trustees consider necessary to achieve its aims. Due to the relatively specialised nature of the equipment the Trustees have decided not to attribute any monetary value in the accounts and any expenditure is not capitalised. The equipment is currently insured on a new for old basis £26,208  
 Note 7: The annual £400 lease payment due under the lease has not been invoiced by the Freeholder but has been expensed through the accounts each year.

## Independent Examiner's Report to the Trustees of the

2<sup>nd</sup> CHELMSFORD (SPRINGFIELD) SCOUT GROUP (*Charity No. 268683*)

I report on the accounts of the Group/~~District/County/Area~~ for the year ended 31<sup>st</sup> March 2021 which are set out on pages 3 to 6

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/~~District's~~ trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/~~District~~ and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act ;and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's/~~District's~~ constitution have not been met.



Name: Alexander Wilson

Qualification: Chartered Banker & MCIB

Address: 3 Alyssum Close, Chelmsford, CM1 6YF

Date: *12 June 2021*

LT700006 (1<sup>st</sup> February 2017)