

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A Reference and administration details

Charity name

2nd Chelmsford (Springfield) Scout Group

Other names the charity is known by

n/a

Registered charity number (if any)

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Charity's principal address

Lawn Lane

Chelmsford

Essex

Postcode

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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)

Full name(s)

Richard Spencer Chris Chapman

Position (eg Secretary, Chair)

Treasurer Group Scout Leader

Date

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# 2nd Chelmsford (Springfield) Scout Group

## Receipts and Payments Account

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

### 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 Note 1		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 Note 3	-	-
Christmas Bazaar / Christmas Raffle Note 3	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

Page 2 of 3

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 Note 6	400.00	400.00
Water and Sewerage	71.96	38.14
Electricity and Gas Note 7	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 Note 2	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>-</b>	<b>-</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>	<b>94,261.52</b>	<b>68,939.30</b>
<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 Note 4	-	-
Scouting equipment, furniture etc Note 5	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Expenses incurred but not invoiced - Lease payments Note 6	-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  
  
date 12/09/2023  
  
date 12/09/2023

Print Name  
Chris Chapman Group Scout Leader  
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: 

Qualification: Chartered Banker & Qualified Bookkeeper

Address: 7 FORTNABRAS WAY CM2 9JA

Date: 4/8/23