

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	0	3	2	1
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Section A

Reference and administration details

Charity name

6th Staines(Christchurch) Scout Group

Other names the charity is known by

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Registered charity number (if any)

2	6	9	0	9	2
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Charity's principal address

Woodbury Base

Burges Way

Staines

Middx

TW18 1YA

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr Gary Waters	Chairman	
2	Mrs Rebecca Bashan	Secretary	
3	Mr Stewart Holmes	Treasurer	
4	Mr Harvey Hieke	GSL	
5	John Biggs	AGSL	
6	Mr Richard Batt	SL	
7	Mr David Brown	ASL	
8	Mr Stuart Oborn	ACSL	
9	Diana Brown	BSL	
10	Mrs Catherine Batt	Scout Rep/Badge Rep	
11	Mrs Syreeta Tranfield	Cub Representative	
12	Mr Marcus Burley	Beaver Representative	
13	Ms Siobhan O'Neil	Media Representative	
14	Mrs Sharon Holmes	Manor Mead CSL & BL	
15	Mr Brian Rosher	Floor	
16	Miss Carol Belshaw	Floor	
17	Mrs Joyce Gibson	Floor	
18	Mrs Beverly Ridler	Quartermaster	
19	Mrs Chris Pepall	OSM Representative	
20			

Section A**Reference and administration details (continued)**

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

Type of advisor	Name	Address
Independent Examiner	Akash Ruparelia	25 Park Avenue, Staines, Middx.

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted

(e.g. trust, association, company)

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

Trustee selection methods

(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Policies and procedures adopted for:

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

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets every month.

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)
	<p>Risk and Internal Control</p> <p>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:</p> <p>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.</p> <p>Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and income from Minitots day nursery, supplemented by fundraising activities over the year. 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.</p> <p>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.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>Risk and Internal Control</p> <p>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.</p>

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p> <p>Summary of the main activities in relation to these objects</p>	<p>The objectives of the group are as a unit of the Scout Association.</p> <p>The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.</p> <p>All sections would normally take part in camping activities with the exception of Beaver Scouts who undertake a sleepover at the HQ during the year and Manor Mead Cubs & Beavers who's activities are school based, however due to Covid restrictions over the year these have not been possible unfortunately the Group have been unable to hold, activities such as the Fun Day. Annual Carol service and Fireworks display, it is hoped that these events can be provided in 2021/22.</p> <p>Again due to the restrictions the various programmes of fund raising across the Group for both the Group itself and local, national and scouting charities have not been possible. The sectional leader teams have during the lockdown periods continued with section meetings via Zoom ensuring that the section members could continue to work towards badges and Scout awards.</p> <p>Subscriptions are charged for membership to cover immediate running costs of the group and these do not unduly restrict membership. The group follows the principle that no one should be excluded because of inability to pay membership subscriptions. (optional information but encouraged as best practice)</p>
<p>Additional details of the objectives and activities</p> <p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers. 	<p>The Group is not a grant making organisation and therefore has no such policy.</p> <p>The contribution made by volunteers cannot be over emphasised. The Group relies entirely on volunteer leaders and helpers, in running a successful programme for all the young people.</p>

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

The total membership of the Group as at 31st January 2021 was 74, 60 children and 14 Leaders . The Volunteer Leaders and Helpers involved continue to provide progressive and challenging programme of events and activities. , Limited Face to Face Scouting over the last year has meant the Group needed to change to Zoom meetings. This approach was completed to ensure that all members remained in Scouting and continued to participate in Scouting activities, albeit online. The online attendance has been fantastic, with activities being run every week and badges being awarded. Even through the challenges presented by the pandemic, 6th Staines Scout Group has awarded 333 badges to it's members, including 6 top awards across all three sections.

Section E**Financial Review**

Brief statement of the charity's policy on reserves

Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £8000

Quantify and explain any designations

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

NONE

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds

Investment Policy

The Group's Income and Expenditure is small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.

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

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

- investment policy and objectives

The Group have received the Grants provided by Spelthorne C.C for COVID lockdown, these totaled £17335 and have been set aside to protect the Group from reduced income over the coming months with the closure of Minitots Nursery.

Section F**Other Optional Information**

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

Our aspirations over the next 6-12 months and when face to face Scouting is back to normal, is to hold a Group wide 'Return to Scouting' Celebration, to show our appreciation for their continue support. All members, family and friends will be welcome to take part in all the exceptional activities 6th Staines Scout Group has to offer.

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Gary Waters	Harvey Hieke
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Position (eg Secretary, Chair)

Chairman	GSL
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Date

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6th Staines (Christchurch) Scout Group

Receipts and Payments Account

Year start date

For the year from	1st April 2020	To
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Receipts and payments

2019/20
Unrestricted
funds
£

Receipts

Donations, legacies and similar income	
Membership subscriptions	8,421
Less: Membership subscriptions paid on (National/County/Area/District)	3,305
Net membership subscriptions retained	5,116
Donations	500
Legacies	-
Gift Aid	1,382
Other Income	103
Sub total	7,101
Grants	
COVID Spelthorne CC	
Sub total	-
Fundraising (gross)	
Group Fireworks	1,176
Activity Day	182
Group Skittles and Other Group Activities	469
Christmas Carol Concert	-
Rotary Christmas Float	
Sub total	1,826
Investment income	
Bank interest	-
Building Society interest	-
The Scout Association Short Term Investment Service	46
Property Rent income	16,883
Other investment income	-
Sub total	16,929
Youth Programme and Activities	
Camps	4,829
Sub total	4,829
Total Gross Income	30,685
Asset and investment sales, etc.	-
Total receipts	30,685

6th Staines (Christchurch) Scout Group Receipts and Payments Account

Year start date

For the year from	1st April 2020	To
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Receipts and payments

2019/20
Unrestricted
funds
£

Payments

Charitable Payments	
Youth programme and activities incl Group	4,100
Adult support and training	15
Rent - Surrey County Council	3,784
Water and Sewerage	1,344
Electricity and Gas	2,174
Insurance	2,188
Repairs and Renewals	3,066
Materials and equipment	1,644
Printing and photocopying	140
Contribution to camp costs	5,005
Uniforms	443
Transfer Subs (Explorer Scouts)	140
AGM and trustee expenses	1
Admin Costs	
Group Expenditure	6,180
Waste Removal	1,639
Sub total	31,862
Fundraising expenses	
Group Fireworks	980
Group Skittles and other Activities	154
Donations	
Other Expenses	50
Sub total	1,184
Total Gross Expenditure	33,046
Asset and investment purchases, etc.	-
Total payments	33,046
Net of receipts/(payments)	- 2,361
Cash funds last year end	27,738
Cash funds this year end	25,377

Statement of assets and liabilities at the end of the year

2019-2020

Unrestricted funds
£

Cash funds	
Bank current account	16,798
Bank deposit account	-
Building society account	-
The Scout Association Short Term Investment Service	7,223
Cash/Floats	1,356
Total cash funds	25,377
Other monetary assets	
Tax claim	-
Debts due from the County/Area/District/Group	-
Insurance claim	-
Sub total	-
Investment assets	
Investment property - detail	-
Quoted investments	-
Other investments - detail	-
Sub total	-
Non monetary assets for charity's own use	
Badge stock	-
Shop stock	-
Other stock	-
Land and buildings	558,939
Motor vehicles	-
Scouting equipment, furniture etc	50,000
Other	-
Sub total	608,939
Liabilities	
Accounts not yet paid	-
Expenses incurred but not invoiced	-
Subscriptions not yet paid	-
Loan - detail	-
Other liabilities	-
Sub total	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the statement) and signed on their behalf by

Signature

Print Name

Gary W
Harvey
Stewart H

Year end date

31st March 2021

2020/21

Unrestricted funds

£

6,932
2,937
3,995
-
-
1,548
57
5,600
17,335
-
17,335
800
800
-
-
46
14,700
-
14,746
105
105
38,586
-
38,586

Year end date

31st March 2021

2020/21

Unrestricted funds

£

686
2,838
1,376
2,021
2,346
3,625
684
114
136
5,374
1,667
20,867
50
50

20,917

-

20,917

17,669

25,377

43,046



2020-2021

Unrestricted funds
£

34,467
7,223
1,356
43,046
-
-
-
-
-
-
-
-
-
565,646
50,000
-
615,646
-
-
-
-
-
-
-

approved by the
the accounts) and

Waters	Chair
Hieke	GSL
Colmes	Treasurer

Independent Examiner's Report to the Trustees of the

6th STAINES (CHRISTCHURCH) SCOUT GROUP, SPELTHORNE DISTRICT, SURREY COUNTY

I report on the accounts for the year ended 31st March 2021 of the Group 6th STAINES (CHRISTCHURCH) which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

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 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 (other than that disclosed below *):

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.

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

Name:Akash Ruparelia.....

Qualification:Chartered Certified

Accountant

LT700006 (1st February 2017)

Address:25 Park Avenue, Staines, Surrey TW18

2EF.....

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Date: