

# 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 Crowthorne Scout Group

Other names the charity is known by

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Registered charity number (if any)

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HQ registration number

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Charity's principal address

Building 3

Pinewood Centre, Old Wokingham Road

Wokingham, Berkshire

Postcode

R G 4 0 3 A Q

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Pamela Zabbia	Group Scout Leader	to 22/09/20
2	Sandra Sidey	Group Scout Leader	from 23/09/20
3	Sarah Symes	Chair	from 26/10/20
4	David Allais	Treasurer	
5	Dawn Clifton	Vice Chair	from 26/10/20
6	Sandra Sidey	Assistant GSL	to 22/09/20
7	Pam Anne Elvin	Secretary	
8	Graham Brant	Scout Leader	
9	Dolina Andrew	Beaver Leader	
10	Matthew Cook	Scout Parent/Member	
11	Cheryl Gibbs	Cubs Parent/Member	
12	Sharon Withey	Cubs Leader	
13	Claudio Zabbio	Cubs Parent/Member	
14	Pauline Jordan	Buildings Manager	
15			

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

Type of advisor	Name	Address

**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:

## Policies and procedures adopted for:

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

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

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 3-4 months.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

The maintenance of Group property;

The raising of funds and the administration of Group finance;

The insurance of persons, property and equipment;  
Group public occasions;

Assisting in the recruitment of leaders and other adult support;

Appointing any sub committees that may be required;

Appointing Group Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control (Specimen 1)</b></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 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.</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 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p><b>Risk and Internal Control (Specimen 2)</b></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
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>All three groups meet weekly at the scout hut, outside when weather permits to partake in games, activities such as pond dipping, nature trails, treasure hunts, with cook outs and camp fires. they also participate in overnight or weekend camps, sports activities and outdoor skills workshops (scouts) such as whittling, fire lighting and knife skills. These give them life skills and teach them teamwork, respect for one another and create in some cases lifelong friendships.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	<p>We created a development plan with an action plan for the scouting group in January 2021; actions include:  undertaking risk assessments for the return to face to face scouting and ensuring all hall hirers have a risk assessment (we receive income from the hirers to help maintain the hut and keep our group going). We have plans to expand the group across all packs in future so that we have two of each pack, we will achieve this through improving our website, generally taking part in community events such as the Crowthorne Colour Trail and advertising at local schools as well as ensuring signage is clearly visible at the hut for parent enquiries.</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
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Summary of the main achievements of the charity during the year

Increased membership across all sections. Refurbishment of the scout hut over the summer of 2020, including decorations inside and out, addition of new windows, curtains and polishing and repainting the floor.

Section E	Financial Review
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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 £9,000.

The Group held reserves of approximately £21,000 against this at year end. This is above the level required for operating expenses.

Quantify and explain any designations

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

Further financial review details (optional information)

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

- the charity's principal sources of funds (including any fundraising);

#### Investment Policy

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

Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

Section G	Declaration
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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)

Sarah Kathleen Symes	
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Position (eg Secretary, Chair)

Chair	
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Date

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## 2nd Crowthorne Scout Group

### Receipts and Payments Account

For the Year from	01/04/2020	To	31/03/2021
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#### Receipts and Payments

	2020/21	2019/20
	Unrestricted Funds £	Unrestricted Funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership Subscriptions	304	4,161
Less: Membership subscriptions paid on	0	0
Net membership subscriptions retained	304	4,161
Donations	0	328
Legacies	0	0
Gift Aid	0	0
Camps	4,020	257
<b>Sub Total</b>	<b>4,324</b>	<b>4,746</b>
<b>Grants</b>		
Maintenance Grant	0	0
Accommodation Grant	20,841	0
<b>Sub Total</b>	<b>20,841</b>	<b>0</b>
<b>Fundraising (gross)</b>		
Hall rents	9,288	15,441
Other fundraising activities	92	0
<b>Sub Total</b>	<b>9,380</b>	<b>15,441</b>
<b>Investment Income</b>		
Bank Interest	0	0
Scout Association Short Term Investment Service	62	50
SEBD Scout Shop		
<b>Sub Total</b>	<b>62</b>	<b>50</b>
<b>Total Gross Income</b>	<b>34,606</b>	<b>20,237</b>
<b>Asset &amp; Investment sales etc.</b>	<b>0</b>	<b>-</b>
<b>Total Receipts</b>	<b>34,606</b>	<b>20,237</b>

## 2nd Crowthorne Scout Group

### Receipts and Payments Account

For the Year from	01/04/2020	To	31/03/2021
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#### Receipts and Payments

	2020/21	2019/20
	Unrestricted Funds £	Unrestricted Funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	66	218
Adult Support & Training	-	-
Rent/Rates	4,235	6,665
Water & Sewerage	179	480
Electricity & Gas	1,433	1,261
Insurance	1,598	1,041
Repairs and Renewals	23,437	1,272
Materials and equipment	46	116
Printing and Photocopying/stationery/post/telephone	-	-
Camp Costs	-	257
Uniforms	336	428
AGM and trustee expenses	-	35
Capitation	3,302	2,888
misc expenses	708	633
Other costs	677	95
Contribution to camp costs	-	4,250
<b>Sub Total</b>	<b>36,017</b>	<b>19,640</b>
<b>Fundraising expenses</b>		
Fundraising costs	-	-
Other fundraising costs	-	-
<b>Sub Total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>36,017</b>	<b>19,640</b>
<b>Asset &amp; Investment purchases etc.</b>	<b>-</b>	<b>-</b>
<b>Total Payments</b>	<b>36,017</b>	<b>19,640</b>
<b>Net of Receipts/(payments)</b>	<b>- 1,410</b>	<b>597</b>
<b>Cash funds last year</b>	<b>22,945</b>	<b>22,348</b>
<b>Cash funds this year end</b>	<b>21,534</b>	<b>22,945</b>



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

31/03/2021

31/03/2020



	Unrestricted Funds £	Unrestricted Funds £
<b>Cash Funds</b>		
Bank current account	8,428	4,837
Bank deposit account	5,018	10,014
The Scout Association Short term Investment Service	8,000	8,000
Cash/Floats, nominal	89	94
<b>Total cash funds</b>	<b>21,534</b>	<b>22,945</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub Total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property	-	-
Quoted investments	-	-
Other investments	-	-
<b>Sub Total</b>	<b>-</b>	<b>-</b>
<b>Non Monetary assets for charity's own use</b>		
Badge stock	-	-
Other Stock	-	-
Land and buildings	-	-
Motor Vehicles	-	-
Scouting Equipment, furniture etc	12,094	12,094
Other	-	-
<b>Sub Total</b>	<b>12,094</b>	<b>12,094</b>
<b>Liabilities</b>		
Accounts not yet paid	0	0
Expenses incurred but not invoiced	0	0
Subscriptions not paid yet	0	0
Loans	0	0
Other liabilities	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on July 2020 and signed on their behalf by

16th June 2021

Signature

Print Name

Sarah Symes Chair  
David Allais Treasurer

## Scrutineer's Report to the Trustees of the

### SECOND CROWTHORNE SCOUT GROUP

I report on the accounts of the Group/District for the year ended 31 March 2021

#### Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

#### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages 2 to 4.

#### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: RONALD BATES

Address: 39 CARNOUSTIE

HOME FARM

BRACKNELL

RG 12 8ZW

Date: 26/05/2021