

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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Charity name

1ST ROWLANDS CASTLE SCOUT GROUP

Other names the charity is known by

ROWLANDS CASTLE SCOUT AND GUIDES

((Previous name)

ROWLANDS CASTLE SCOUT AND GUIDES HEADQUARTERS

COMMITTEE (Previous name)

Registered charity number

2	7	6	1	2	4
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HQ registration number

1	0	0	1	5	1	6	7
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Charity's principal address

Rowlands Castle Scout and Guide Headquarters

Uplands Rd

Rowlands Castle

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	Rita Olive Pethick	Group Scout Leader	
2	Neil Phillips	Chair	
3	Alison Louise Eastman	Secretary	
4	Jacqueline Jones	Treasurer	
5	Brian Thomas William Pethick	SL	
6	Stephen Pethick	CSL	
7	Emma-Claire Patterson		
8			
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11			
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Description of the charity's trusts

Type of governing document

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 and by 1 st Rowlnads Castle Scout Group constitution.

How the charity is constituted

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

Trustee selection methods

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

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:

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 months.

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

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

- The maintenance of Group property;
- The raising of funds and the administration of Group finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

Risk and Internal Control

The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to Leaders, Helpers, Supporters and Members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy and pays for extra cover for non-members. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Risk and Internal Control

The group has in place systems of internal controls that are designed to provide

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

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

The Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting

As Scouts we are guided by these values:

Integrity - We act with integrity; we are honest, trustworthy and loyal.

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Co-operation - We make a positive difference; we co-operate with others and make friends.

The Scout Method

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

1st Rowlands Castle Scout Group aims to achieve these objectives by providing an enjoyable and attractive safe scouting programme giving young people skills for life. We run weekly term time meetings Beavers Beavers Chipmunk Colony on Mondays 5.45pm-6.45pm, Cubs Harrier pack on Mondays 7pm-8.30pm, Explorers Spitfire Unit on Tuesday 6.30pm – 8.30pm and Scouts Bader Troop on Fridays 7pm -9pm.

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.

Summary of the main
the charity during the year

Another strange year for us as all, face to face Scouting activities and weekly meetings for Beavers, Cubs, Scouts and Explorers were on and off during lockdowns. Leaders ran face to face activities in all sections when safe to do so to give the young people skills for life with parents providing help and support whether it's by being on the exec or helping at meetings which also had to include covid safe rules and risk assessments.

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 £1000.

The Group held reserves of approximately £1000 against this at year end.

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.

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

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Neil Phillips</i>	<i>Rita Olive Pethick</i>
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Full name(s)	Neil Phillips	Rita Olive Pethick
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Role	Chair	GSL
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Date

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1ST ROWLANDS CASTLE SCOUT GROUP ACCOUNTS 2020-2021

INCOME

Subscriptions	£1,044.53
Gift Aid	£0.00
HQ lettings	£546.00
Uniform and other Merchandise	£0.00
Group Events	£0.00
Fundraising	£67.50
Donations	£0.00
Grants	£24,313.62
Camps and Trips	£100.00
Minibus	£198.75

EXPENDITURE

Subscriptions	£1,851.07
HQ running cost	£3,539.03
HQ maintenance	£4,547.49
Uniform and other Merchandise	£24.00
Badges	£109.28
Insurance	£1,053.85
Group Events	£0.00
Fundraising	£0.00
Grants	£4,852.00
Camps and Trips	£0.00
Minibus	£132.50
I.T. Subscriptions	£220.28
Leader Training	£112.50
MISC	£516.80
Section cost	£1,501.56
Equipment	£299.94

Income total	£26,270.40
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Expenditure	£18,760.30
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income over expenditure	£7,510.10
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Opening balance 1 April 2020	£1,674.63
Closing Balance 31st March 2021	£9,184.20

Cash funds

Lloyds bank account	£8,849.78
Barclays Bank account	334.42

Non monetary assets for charity's own use

Badge stock	£43.00
Shop stock	£141.45
Other stock	£0.00
Motor vehicles	£5,000.00
Scouting equipment, furniture etc	£22,000.00

Independent Examiner's Report to the Trustees of the

1ST ROWLANDS CASTLE SCOUT GROUP

I report on the accounts of the Group for the year ended 2020 -2021

which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages.....

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 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: John Williams

Qualification: ACA

Address: 5 Marks Tey Road, Stubbington, Fareham, PO14 3LE

Date: 27 October 2021