

# **1<sup>st</sup>/4<sup>th</sup> Addlestone (St. Paul's) Scout Group**



## **Annual Report and Accounts 2020/2021**



**Registered Charity No. 279333**



## Trustees' Annual Report for the period



		Period start date			Period end date		
<b>From</b>	01	04	2020	<b>To</b>	31	03	2021

### Reference and administration details

<b>Charity name</b>	1 <sup>st</sup> /4 <sup>th</sup> Addlestone (St. Paul's) Scout Group		
<b>Other names charity is known by</b>			
<b>Registered charity number (if any)</b>	279333		
<b>Charity's principal address</b>	Fleur de Lys Scout Centre, Spinney Hill		
	Addlestone		
	Surrey		
	Postcode	KT15 1AD	

### Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr. M. Wilson	Group President	
2	Dr. P. Lympny	Cub Scout Leader	
3	Mr. K. Coombs	Beaver Scout Leader	
4	Mrs. E. Morris	Cub Scout Leader	
5	Mr. P. Reynolds	Group Treasurer	
6	Mrs. T. Henshaw	Group Secretary	
7	Mr. D. Hicks		
8	Mrs. E. Taylor		
9	Mr. D. Smith		
10	Mr. S. Barrett-Jolley	Scout Leader/Group Scout Leader	
11	Mr. G. Kerr	Group Chairman	
12	Mr. M. White	Quartermaster	
13	Mrs. H. Lane		
14	Miss V Coombs	Beaver Scout Leader	From Sept. 2020 – ongoing
15	Mrs. S. Geere	Beaver Scout Leader	From Sept. 2020 - ongoing
16	Mr. S. Livesley	Beaver Scout Leader	Until July 2021
17	Mrs. A. Edwards		Until July 2021
18	Mr. K. Coombs	Assistant Beaver Scout Leader	

### Names and addresses of advisers (Optional information)

Type of advisor	Name	Address
<b>Bankers</b>	Lloyds Bank plc	Addlestone
	The Scout Association Short Term Investment Service (COIF)	EC4, London

# Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. 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 (eg. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (eg. 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)

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

- Policies and procedures adopted for the induction and training of trustees.
- The charity's organisational structure and any wider network with which the charity works.
- Relationship with any related parties.
- Trustees' consideration of major risks and the system 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 Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders and parents' representation and other nominated by the Group Scout Leader. The committee meets every 4 months.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment which are to:

- Comply with the Policy, Organisation and Rules of The Scout Association
- Protect and maintain any property and equipment owned by and/or used by the Group
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-Committees.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- Open, close and amalgamate Sections in the Group as necessary
- The Executive Committee also:
- Appoints Administrators, Advisers, and Co-opted members of the Executive Committee
- Approves the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; files a copy with the District Executive Committee and with the Charity Commission (if appropriate).

- Maintain confidentiality with regard to appropriate Executive Committee business.

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 contributes to the Scout Association's national accident insurance policy through the capitation fees. 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 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.
- 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 policy to ensure that insurable risks are covered.

## Objectives and activities

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

The objectives of the Group are as a unit of the Scout Association.

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.

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

Subscriptions are charged for membership to cover the 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 their inability to pay membership subscriptions or fees charged for camps or outings.

### Additional details of objectives and activities (Optional information)

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Two key principles demonstrate that Scouting's aims are for the public benefit are that through the Scout method, young people develop towards achieving their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously and the benefits Scouting activities provide far outweigh the risks. Any private benefits from Scouting are incidental, other than those as a beneficiary.

## Achievements and performance

### Summary of the main achievements of the charity during the year

Despite starting the year in the middle of Covid lockdown, we have continued to provide a full and varied programme in all Sections. During the first half of the year, all Sections continued meeting via Zoom and although attendance was lower than when face to face meetings many activities continued, and badges awarded.

The beginning of the year showed an apparent drop in membership as some members were not particularly comfortable with on-line meetings, however, I am pleased to report that once restrictions eased, and face to face meetings resumed, our numbers have bounced back. Currently our membership numbers 121 young people.

Recent months have seen our meetings and activities returning to a 'new' normal with the addition of Covid precautions.

With half our meetings on-line and half face to face in our Cub section, we have awarded two Chief Scout Silver Awards. Congratulations to them both.

In order to maintain the young people's engagement, we have relied on the ingenuity and resourcefulness of our great team of leaders in all sections. In total 23 leaders across all sections. These along with the 'back room' boys (and girls) who make up our Executive Committee. So, to them all I would like to say a big thank you for all your time and efforts in this, particularly, difficult year.

We would like to thank ALL for their help and assistance provided over the last year. With a Group this size it would be impossible to single out any one person, so to you all a very big thank you.

Having thanked all those who have put in so much to the Group, I would like to invite anyone else to come and join us. If you can spare an hour or two and would be willing to help in the development of our young people, please consider it. Whatever your skillset. It is rewarding and fulfilling but most of all it's great fun.

## 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 Executive Committee considers that the Group should hold a sum equivalent to 12 months running costs, circa £12,000 plus an additional £8,000 to cover emergencies relating to the building (£5000) or equipment (£3,000).

### Details of any funds materially in deficit

## 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).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

### 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, Charities Official Investment Funds 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.

## Other optional information

## Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	(signed) G Kerr	(signed) P. Reynolds
<b>Full name(s)</b>	Mr. G. Kerr	Mr. P. Reynolds
<b>Position (e.g. secretary, chair, etc)</b>	Group Chairman	Group Treasurer
<b>Date</b>	16/10/2021	

# 1st/4th Addlestone (St.Paul's) Scout Group

## Receipts and Payments Account

For the year from	1st.April 2020	To	31st.March 2021
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### Receipts and payments

	.2020/2021	.2019/2020
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
<b>Group Subs</b>	1711.56	12845.41
Membership subscriptions	0.00	0.00
Less:Membership subscriptions paid on (National/County/District)	5475.25	5973.75
Net membership subscriptions retained	-3763.69	6871.66
Donations and grants	21947.36	1659.44
Telephone/Internet Refund	0.00	0.00
Gift Aid tax refund	8358.32	3092.04
Insurance Claim	34544.00	0.00
<b>Sub total</b>	<b>61085.99</b>	<b>11623.14</b>
<b>Youth programme and activities</b>		
<b>Explorers</b>	0.00	0.00
Group Activities + Archery	196.51	10057.19
Beavers/Cubs/Scouts	359.69	6902.45
Badge Sales	0.00	0.00
Uniform Sales	0.00	200.24
<b>Sub total</b>	<b>556.20</b>	<b>17159.88</b>
<b>Fundraising (gross)</b>		
Jumble Sales/Car Boot	621.81	9158.54
Waste Paper/Cardboard	0.00	629.20
Scout Shop	16.62	53.72
Other fundraising activities	0.00	83.00
<b>Sub total</b>	<b>638.43</b>	<b>9924.46</b>
<b>Investment income</b>		
Bank interest	0.00	0.00
Building Society interest	0.00	0.22
The Scout Association Short Term Investment Service/ COIF interest	60.47	251.83
Property Rent income	0.00	0.00
Other investment income	0.00	0.00
<b>Sub total</b>	<b>60.47</b>	<b>252.05</b>
Sundry Receipts	0.00	0.00
<b>Total Gross Income</b>	<b>62341.09</b>	<b>38959.53</b>
<b>Asset and investment sales, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total receipts</b>	<b>62341.09</b>	<b>38959.53</b>



# 1st/4th Addlestone (St.Paul's) Scout Group Receipts and Payments Account

For the year from	1st.April 2020	To	31st.March 2021
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## Receipts and payments

	.2020/2021	.2019/2020
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	417.35	18377.18
Adult support and training	0.00	0.00
Insurance Claim Replacement Hall Floor	38863.20	0.00
Water and Sewerage	24.66	222.58
Electricity and Gas	2604.72	1922.01
Insurance	1728.40	1632.12
Repairs and Renewals inc. Water Main Replacement	3090.94	1936.05
Materials & Equipment inc. Covid Prevention	660.33	0.00
Refunds on cancelled activities	615.50	0.00
Donations	25.00	0.00
Scout Shop	67.75	38.00
AGM and trustee expenses	0.00	270.26
Telephone/Internet	417.34	406.57
Sundry Payments	405.72	313.91
Purchase of Badges	91.06	690.75
<b>Sub total</b>	<b>49011.97</b>	<b>25809.43</b>
<b>Fundraising expenses</b>		
Jumble Sales/Car Boots	0.00	0.00
Waste Paper/Cardboard	0.00	77.64
	0.00	0.00
Other fundraising costs	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>77.64</b>
<b>Total Gross Expenditure</b>	<b>49011.97</b>	<b>25887.07</b>
<b>Asset and investment purchases, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total payments</b>	<b>49011.97</b>	<b>25887.07</b>
<b>Net of receipts/(payments)</b>	<b>13329.12</b>	<b>13072.46</b>
<b>Cash funds last year end</b>	<b>62439.74</b>	<b>49367.28</b>
<b>Cash funds this year end</b>	<b>75768.86</b>	<b>62439.74</b>

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

	31st.March 2021	31st.March 2020
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	24612.12	11305.46
Bank deposit account	0.00	0.00
Building Society Account	0.00	0.00
The Scout Association Short Term Investment Service/ COIF	50962.29	50901.82
Cash/Floats	194.45	232.46
<b>Total cash funds</b>	<b>75768.86</b>	<b>62439.74</b>
<b>Other monetary assets</b>		
Tax Claim (Estimated)	0.00	1985.56
Debts due to group. ( Paper recycling claim)	0.00	0.00
Events Paid for in advance.	0.00	1410.00
<b>Sub total</b>	<b>0.00</b>	<b>3395.56</b>
<b>Investment assets</b>		
Investment property - detail	0.00	0.00
Quoted investments	0.00	0.00
Other investments - detail	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Non monetary assets for charity's own use (basis of valuation)</b>		
Badge stock	246.80	246.80
Shop stock	0.00	0.00
Other stock	0.00	0.00
Land and buildings Insurance value	781202.00	773467.00
Motor Vehicles (Ride on Lawnmower) Insurance value	4372.00	4329.00
Scouting equipment, furniture etc Insurance value	61446.00	60838.00
Camping Equipment Insurance value	10644.00	10539.00
<b>Sub total</b>	<b>857910.80</b>	<b>849419.80</b>
<b>Liabilities</b>		
Accounts not yet paid	0.00	0.00
Expenses incurred but not invoiced	0.00	0.00
Subscriptions not yet paid	0.00	0.00
Loan - detail	0.00	0.00
	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of asserts and liabilities were approved by the trustees on the 8th. July 2021.( the date of the executive meeting at which these were approved) and signed for on their behalf by :-

(signed) G.Kerr.  
 (signed) P.Reynolds.  
 31700002

Print Name

G.Kerr Chairman  
 P.J.Reynolds Treasurer



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**Independent Examiner's Report to the Trustees of the**  
**1<sup>st</sup>/4<sup>th</sup> ADDLESTONE (ST. PAUL'S)**

.....SCOUT GROUP

I report on the accounts of the Group for the year ended ...31<sup>st</sup>.March 2021 which comprise the Receipts and Payments Account and Statement of Assets and Liabilities set out on pages ...1. to ...3.....

This report is made solely to the trustees in accordance with Section 144(2) of the Charities Act 2011 (the 2011 act) 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the 2011 Act.
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 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:

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 2011 Act ;and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed: .....

Name: ..... MAHAMMAD NUCKCHADY

Qualification: ..... CHARTERED ACCOUNTANT

Address: ..... 53 QUEEN ANNES GROVE

..... ENFIELD MIDDLESEX, EN1 2JS

Date: ..... 14 SEPTEMBER 2021