

1st Headcorn Scout Group
Trustees' Annual Report
for the period from 1st January to 31st December 2021

Section A Reference and administration details

Charity name	1st Headcorn Scout Group
Other names the charity is known by	Headcorn Scouts
Registered charity number	281713
Charity's principal address	Little Maplesden, Stepneyford Lane, Benenden, Cranbrook, Kent, TN17 4BP
Group registration number with the Scout Association	29539

The charity trustees who manage the charity

<i>Name</i>	<i>Office (if any)</i>	<i>Dates acted if not for whole year</i>
Philip Harris	Group Scout Leader	
Daniel Langford	Scout Leader	
Sian Walker	Beaver Scout Leader	To 21.1.21
Joyce Govett	Group Chairman	To 12.3.21
Ann Carroll	Group Chairman	From 12.3.21
Helen Anderson	Group Secretary	
Sally Harris	Group Treasurer	
Ann Carroll		To 12.3.21
Janet Scaysbrook		
Michael Brook-Foster MBE		
Martina Cooper		
Susan Spain		
Rachel Walker		To 21.1.21
Jennifer Sargent		
Aoife Cooper		

The custodian trustees (in whom, as trustees, the charity's property is vested and who act under the charity trustees' instruction)

Ann Carroll
Kevin Harper
Simon Rickett
Philip Harris

Independent Examiners McCabe Ford Williams, Chartered Accountants, Bank Chambers, 61 High Street, Cranbrook, Kent, TN17 3EG

Solicitors Kingsfords, 5/7 Bank Street, Ashford, Kent, TN23 1BZ

Bankers NatWest Bank, Ashford, Kent, TN24 8SH

Section B Structure, governance and management

Type of governing document

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

The Group is a trust established under its rules which are common to all UK Scout Groups.

Trustee selection methods

The trustees are appointed in accordance with *The Policy, Organisation and Rules of The Scout Association*.

Additional governance issues

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

The committee consists of 3 independent members (chair, treasurer and secretary) together with the Group Scout Leader, individual section leaders, other leaders within the Group, supporters and parents' representatives, and meets approximately monthly.

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment, in particular 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 has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. These include:

- Damage to the building, property and equipment. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.
- Injury to members, leaders, helpers, supporters and third parties. The Group, through the membership fees and the payment of a supplementary premium, is included in the Scout Association's national accident insurance and public liability policies. Risk Assessments are undertaken before all activities.
- Financial irregularity. At least three trustees have online access to view bank transactions and balances.

Section C Objectives and activities

The charity's objectives as set out in its governing document

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

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

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.

Section D Achievements and performance

Group achievements

Our normal activities have continued to be limited as a result of the coronavirus pandemic. Sometimes we have been permitted to meet face to face, but not always. We have attempted to respond positively to changing requirements by providing the best service to our members and our community that we can. Our efforts to do so have been well received and well supported.

Section E Financial review

Financial review of 2021

The pandemic continued to have a big impact on the Group's finances.

- Income excluding grants increased from £6,000 to £9,500, but still well below pre-pandemic levels.
- Expenditure increased from £15,000 to £17,000, but still less than the normal £20,000 or so.
- Government Business Support Grants of £17,000 were received, resulting in an overall increase in the Groups cash reserves from £24,000 to £33,000.

The charity's policy on reserves

The Group's policy on reserves is to hold sufficient unrestricted funds to continue the charitable activities of the Group should fundraising or other income fall short, or should unforeseen expenditure occur. The trustees consider that, in normal circumstances, a sum equivalent to twelve months gross expenditure is appropriate. However, in view of remaining uncertainties about the pandemic, this policy is considered to be too restrictive and has been relaxed until normal and predictable conditions return.

The memorial fund

The Paul Walton Memorial Fund was established in 1987 in memory of a member of the Group who died aged 16 in a tragic accident. It is a restricted fund, and exists "*to provide financial assistance to individual members of the Scout Group to enable them to participate in Scout camps or expeditions*". The fund is administered confidentially and informally by the Group Scout Leader and the Group's section leaders and, in the thirty-four years it has existed, has given assistance totalling more than £3,400 to 21 boys and girls.

Investment policy

All funds are held in cash using only mainstream banks.

Section F Plans for future period and other optional information

Future plans

Our plans are to return to providing our full range of activities as quickly as possible – a process that is already well underway. Today's generation of children have missed a great deal during the past two years, and we intend to play our part in filling some of those gaps.

Section G Declaration

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

Signed on behalf of the charity's trustees



Philip Harris
Group Scout Leader
14th June 2022



Ann Carroll
Group Chairman
14th June 2022

1st Headcorn Scout Group
Receipts and Payments Account
for the period from 1st January 2021 to 31st December 2021

	This year unrestricted funds	This year restricted funds	This year total funds	Last year total funds
	£	£	£	£
Receipts				
MEMBERSHIP SUBSCRIPTIONS (see note 2)				
Received from members	2,022		2,022	1,521
Less paid on	-2,893		-2,893	-2,648
Net membership subscriptions retained	-871	0	-871	-1,127
DONATIONS AND GRANTS				
Donations	2,159		2,159	2,345
Grants	16,859		16,859	11,334
	19,018	0	19,018	13,679
ACTIVITIES (gross)				
Camps and expeditions	3,455		3,455	150
Other activities and outings	575		575	0
	4,030	0	4,030	150
FUND RAISING (gross)				
Quizzes	1,525		1,525	1,581
Pantomime/play			0	1,193
Other events (under £500 each)	165		165	277
	1,690	0	1,690	3,051
INVESTMENT INCOME RECEIVED				
Interest			0	11
	0	0	0	11
OTHER INCOME				
Hire of equipment and premises	2,360		2,360	1,263
Miscellaneous receipts	105		105	
	2,465	0	2,465	1,263
TOTAL RECEIPTS	26,332	0	26,332	17,027

1st Headcorn Scout Group
Receipts and Payments Account
For the period from 1st January 2021 to 31st December 2021

	This year unrestricted funds	This year restricted funds	This year total funds	Last year total funds
	£	£	£	£
Payments				
YOUTH PROGRAMME AND ACTIVITIES				
Camps and expeditions	5,192		5,192	250
Other activities and outings	832		832	224
Contribution towards camping fees			0	235
Purchase of badges, cards and books	802		802	248
Training aids and materials	594		594	1,056
Personal support	381		381	0
Wreaths	75		75	75
	7,876	0	7,876	2,088
PREMISES				
Water and drainage	181		181	109
Lighting, heating and cleaning	1,882		1,882	1,880
Licences and Insurance	1,895		1,895	1,898
Repairs, renewals and other premises costs	844		844	482
	4,802	0	4,802	4,369
MINIBUS EXPENSES (see note 3)				
Licence and insurance	817		817	765
Repairs and maintenance	770		770	398
Diesel and oil	134		134	0
	1,721	0	1,721	1,163
FUND RAISING EXPENSES				
Quiz nights	421		421	296
Pantomime/play			0	253
Other fundraising expenses	175		175	20
	596	0	596	569
OTHER PAYMENTS				
Equipment renewals	542		542	496
Driver training and medical examinations			0	864
Insurance	42		42	42
Retirement gifts	393		393	0
Miscellaneous payments	299		299	354
	1,276	0	1,276	1,756
TOTAL GROSS EXPENDITURE	16,271	0	16,271	9,945
ASSET AND INVESTMENT PURCHASES				
Kitchen water heater	696		696	0
Five lightweight tents	720		720	0
Security compound			0	5,714
TOTAL PAYMENTS	17,687	0	17,687	15,659

1st Headcorn Scout Group
Receipts and Payments Account
for the period from 1st January 2021 to 31st December 2021

	This year unrestricted funds	This year restricted funds	This year total funds	Last year total funds
	£	£	£	£
Summary				
Receipts less payment	8,645	0	8,645	1,368
Cash funds last year end	22,448	1,867	24,315	22,947
Cash funds this year end	31,093	1,867	32,960	24,315

1st Headcorn Scout Group
Statement of Assets and Liabilities at 31st December 2021

	31.12.21 unrestricted funds	31.12.21 restricted funds	31.12.21 total funds	31.12.20 total funds
	£	£	£	£
Cash funds				
Bank accounts	31,093	375	31,468	22,823
National Savings		1,492	1,492	1,492
Cash in hand			0	0
	31,093	1,867	32,960	24,315
Other monetary assets				
Fees and costs paid in advance	1,762		1,762	250
	1,762	0	1,762	250
Assets for the charity's own use				
Meeting hall, at cost	357,663		357,663	357,663
Motor vehicle (see note 3)	250		250	250
Equipment, furniture, etc. (see note 4)	12,000		12,000	12,000
	369,913	0	369,913	369,913
Liabilities				
Fees received in advance			0	150
	0	0	0	150
Assets less liabilities	402,768	1,867	404,635	394,328

Notes to the Accounts

1. Restricted funds

Transactions during the year were as follows:

	"The Paul Walton Memorial Fund" £	This year total £	Last year total £
Balance brought forward	1,867	1,867	1,856
Amounts received:			
Interest	0	0	11
Balance carried forward	1,867	1,867	1,867

The purpose and management of the "Paul Walton Memorial Fund" is described in section E of the trustees' report.

2. Membership subscriptions

Subscriptions are collected from members. Part of those subscriptions is paid on in the form of a membership levy to help defray the Scout Association's costs at District, County and National levels. The amount paid on is shown in the accounts as a deduction from the subscriptions received. For this year and last year, as a result of the Coronavirus pandemic, the levy paid exceeded the subscriptions collected.

3. Motor vehicle

The Group's vehicle is a 17-seater minibus purchased in 2015. At the end of 2021 it was considered to have a value of £250.

4. Equipment, furniture, etc.

The Group owns furniture and equipment with a value of approximately £12,000. Its replacement value is approximately £17,000.

5. Payments to Trustees

- (a) The Group's trustees are not remunerated.
- (b) Payments are sometimes made to trustees to reimburse payments made by them on behalf of the Group.

The above receipts and payments account and statement of assets and liabilities with accompanying notes were approved by the Trustees on 14th June 2022 and signed on their behalf by



Ann Carroll
Group Chairman



Sally Harris
Group Treasurer

Independent Examiner's Report to the Trustees of the 1st Headcorn Scout Group

I report on the accounts of the Group for the year ended 31 December 2021

which comprise the Receipts and Payments Accounts and Statement of Assets and Liabilities.

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.

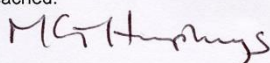
Basis of Independent Examiner's report

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

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.



Name: Martin Humphreys

Qualification: FCCA

Address: McCabe Ford Williams

Bank Chambers, 61 High Street, Cranbrook, Kent. TN17 3EG

Date: 10 August 2022

LT700006 (1st February 2017)