

# 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

Coxheath Scout Group

Other names the charity is known by

Registered charity number (if any)

2 8 2 1 2 3

HQ registration number

Charity's principal address

The scout hut

Westerhill Road

Coxheath, Maidstone

Postcode

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Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Robert Cox	Chair	
2	Sharon Mayhew	Treasurer	
3	Jodie Crane	Secretary	
4	Geoff Cooke		
5	Alex Foster		
6	Andy Hughes		
7	Paul Emery		
8	Juliet Hazebroek		
9	Jenny Stanbury		
10	Trudy Maxted		
11	Sofi Mallon		
12	Rachel Mcara		
13			
14			
15			

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

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

**Section B****Structure, governance and management**

Description of the charity's trusts

Type of governing document

The Group 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.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

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 (if opted to take on the responsibility) and parent's representation and meets every # 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:</p> <ul style="list-style-type: none"> <li>- enjoy what they are doing and have fun</li> <li>- take part in activities indoors and outdoors</li> <li>- learn by doing</li> <li>- share in spiritual reflection</li> <li>- take responsibility and make choices</li> <li>- undertake new and challenging activities</li> <li>- make and live by their Promise.</li> </ul>
Summary of the main activities in relation to these objects	

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further

statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

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

Summary of the main achievements of the charity during the year

## 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 X months running costs, circa £X.

The Group held reserves of approximately £X against this at year end. This is above the level/below required for operating expenses. However this can be explained by .....

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);

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

- investment policy and objectives;

**Investment Policy (Specimen 1)**

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 (Specimen 2)**

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.

**Section F**

**Other Optional Information**

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

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

G D Cooke

Full name(s)

Geoff Cooke

Position (eg Secretary, Chair)

Group Scout Leader

Date

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Coxheath Scout Group  
Profit and Loss Account  
Year ended 31/03/2022

	2021/22	2020/21
<b>Income</b>		
Subscriptions	14,189	9,652
Contribution to capitation	50	371
Scout Hall Hire	4,682	3,301
Fundraising	2,189	5,947
Donations	589	-
Grants	10,667	28,051
Misc		
Minibus Hire and contribution to petrol	198	-
Other group activities	185	-
	383	0
<b>Total Income</b>	<b>£32,749</b>	<b>£47,322</b>
<b>Expenditure</b>		
<i>Scout Hall Costs</i>		
Cleaner and Cleaning Materials	507	131
Land Rental	25	25
General Repairs and Maintenance	1,563	314
New cooker and kitchen work	1,002	-
Redecoration of exterior	-	800
New roof	-	11,929
Insurance	895	871
Utilities		-
Light and Heat	1,104	588
Water	239	266
	5,335	14,924
<i>Scouting expenditure</i>		
Beaver	313	20
Cubs	339	-
Scouts	552	192
Camps	636	715
New camping equipment	7,905	-
Other group activities	-	55
Capitation	3,975	3,713
PPE and coronavirus related expenditure	137	1,017
Outdoor activities equipment	117	-
Roundhouse	96	-
Badges	1,267	542
Misc	58	10
Donations	1,323	2,200
Xmas bowling	470	-
Gifts	515	322
Group uniform	37	156
Training	(200)	40
Poppy wreaths - Remembrance Sunday	20	20
	17,560	9,002
<i>Minibus expenditure</i>		
Tax, permits and insurance	1,580	(111)
Repairs and MOT	1,109	-
Fuel	239	-
Parking area	216	-
Profit on disposal of minibus	-267	-
Depreciation	1,620	-
	4,497	(111)
<i>Administrative costs</i>		
PPS	89	73
<b>Total Expenditure</b>	<b>27,481</b>	<b>23,888</b>
<b>Profit for the year</b>	<b>£5,268</b>	<b>£ 23,434</b>

## **Independent examiner's report to the trustees of the Coxheath Scout Troop**

I report to the trustees on my examination of the accounts of the Coxheath Scout Troop for the year ended 31<sup>st</sup> March 2022

### **Responsibilities and basis of report**

As the charity trustees of the Coxheath Scout Troop you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Coxheath Scout Troop accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Coxheath Scout Troop as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Ian Hall FCA

Fellow of the Institute of Chartered Accountants in England & Wales

Address: Springfield House  
Sandling Road  
Maidstone  
Kent  
ME14 2LP

Date: 1<sup>st</sup> September 2022