

## Structure, governance and management

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. The Group is a trust established under its rules which are common to all Scouts. The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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 three independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and members' representation and meets every 4 months.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training along with regular refreshers in Safety and Safeguarding.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment 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 membership fees payable annually, contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken and approved by the Group Scout Leader on behalf of the District Commissioner before all activities.

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 of Finances

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss; these include clear budget setting, two signatories for all payments, a robust finance policy with spending authorisation schedule and well considered and scoped comprehensive insurance policies to ensure that insurable risks are covered.

Reduced income. The Group is primarily reliant upon income from membership subscriptions. 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. The Committee's primary plan for meet any short fall is through the hiring of the Shepway Close Centre as one of our biggest assets.

## **Objectives and activities**

### **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**

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

## Financial Review

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, designating £2400 to this purpose. This was reviewed in full in October 2022 and annually thereafter. The 2021 accounting period set the designated reserves fund at £4000. This was to include the reserves fund as set above with an additional 2 months' worth of loan repayment cover in addition to a sum for unexpected repair of the Group minibuses.

At the end of the 2022 financial year, the Group held £11,692 cash with

unallocated reserves of £5022 held in the Group's current account against this at year end.

This is above the level required for operating expenses. However this can be explained by:

- cash held for operating costs due early in the next financial year
- the Committee's continued rolling programme of maintenance of the Shepway Close Centre
- to fully fund the Group's ambitious 2018-2023 growth and development plan.

## Investment Policy



The Group's Income and Expenditure is relatively 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. The annual budget setting process takes this into consideration.

### **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.

## **Group Chair's Statement**

The Trustee Board have been fully committed in supporting the Group leadership team develop the Skills for Life growth and development plan laying out the roadmap for the future of our Group and Scouting locally and supporting the volunteer section teams in trying to bring down our waiting lists. The problem seems to be a difficult one to solve – the more we improve our programmes, resources and centre, the more people want to join us! We've supported the attempt to open a new section for Beavers, however this was not successful due to no adult being willing to volunteer to help run it. We will try again, but this year's attempt has sadly not led to the positive outcome we were aiming for.

The Trustees have also considered the budget moving forward and with the continues cost of living crisis, we can no longer keep subs at the current level. Craig and I have set this out in the letter send to all parents last month and we hope you will understand and agree with us. We will not compromise the quality of our programme, having worked so hard to get it to where it us. In our cost cutting efforts, we have removed some of the external services we were buying into, such as cleaning, and are now doing this in house using our existing volunteers who once again have stepped up to the plate to take this on. Thank you to them and of course,

any one wishing to volunteer is very welcome. Without action, our predictions were a deficit of of £10,000 in our finances by 2025 and obviously, we cannot manage this or put the group at risk. As written in the letter, we do not want finances to be a barrier to Scouting, so encourage anyone with financial difficulties casued by this increase to speak to us so we can help – we have the Penticost fund to call upon!

As always, I'd like to thank my fellow trustees for their continued support and enthusiasm in the stewardship of the Group and of course, our thanks to Craig, Alistair and the leadership team for their hard work and dedication in giving our young people the opportunity to learn skills for life.

## Annual General Meeting 2022

### Minutes Pro forma

1.	Welcome and introductions from the deputy chair- Commissioner: <b>Tony Hogben</b>	Group trustees for previous year- District
2.	Apologies for absence	Note any: Maite Last – Treasurer Abbey Sutton – Trustee Steve Fairfax – Group Chair
3.	Acceptance of the minutes from the previous meeting.	Proposed: Steve Fairfax Seconded: Craig Ward
4.	Receive & adopt the annual report	Proposed: Steve Fairfax Seconded: Craig Ward
5.	Receive & adopt the financial report	Proposed: Maite Last Seconded: Steve Fairfax
Group Deputy Chair and all trustees retire from post at this point. GSL assumes chair.		
6.	Approval of the GSLs nomination for Group Chair: Steve Fairfax	Nominated: Group Scout Leader Approved (show of voting slips)
Group Chair reappointed and resumes chair of AGM.		
7i.	Election of Group Officers: Maite Last (Treasurer)	Proposed: Steve Fairfax Seconded: Craig Ward
7ii.	Election of Group Officers: Karen Ingelbrecht (Secretary)	Proposed: Craig Ward Seconded: Amanda Sutton
8i.		Proposed: Craig Ward

Election of Group Trustees: Amanda  
Sutton Abbey Sutton Sarah Marshall Pete  
Woodsford

Seconded: Alistair Sutton

8ii. Group Scout Leader's nominations to the Trustee Board: Seconded by Ian Marshall Edward Hogben

8iii. Section Leaders who have opted in: Rebecca Ingelbrecht Ian Marshall Kate Ward

9. Appointment of Independent Examiner  
(scrutineer): Amanda Campbell  
Bookkeeping Services, Folkestone

Proposed: Amanda Sutton

Seconded: Alistair Sutton

10. Presentation of Awards. Group Scout Leader lead the presentation of awards.

10i. District Commissioner words: DC spoke of the excellent work of the Group, thanked all volunteer and  
parents and presented awards. Group Chair thanked everyone for attending and appealed for more  
leaders in all section as we have waiting lists. More leaders mean more children can participate.

11. Close of business.

For Period: 01/01/2022 to 31/12/2022

Registered Charity No. 285558

	Unrestricted funds	Restricted funds	Last year 2021
	to nearest £	to nearest £	to nearest £
<b>Receipts</b>			
Bank Interest	8	-	3
Donation	280	-	239
Fundraising	5	-	-
Events	2,729	-	24
Residential Experiences	-	-	-
General	1,127	-	38
Gift Aid	2,350	-	814
Grants	-	58,407	17,609
Membership Fees	14,448	-	8,059
Minibus	1,250	-	-
Shepway Close Centre Income	12,296	-	10,077
Solar Panel FiT	2,042	-	195
<i>Receipts</i>	<b>36,533</b>	<b>58,407</b>	<b>37,058</b>
<i>Total receipts:</i>	<b>94,940</b>		<b>37,058</b>

<b>Payments</b>	Activity Equipment	(2,252)	(58,407)	(1,085)
	Administration	(2,096)	-	(2,113)
	Annual Membership Fee	(5,534)	-	(3,268)
	Badges	-	-	(293)
	Clothing	(271)	-	(1,542)
	Events	(2,626)	-	(40)
	GoCardless Fees	(562)	-	(236)
	Insurance	(3,549)	-	(1,094)
	Loan Payment	(8,596)	-	(8,820)
	Programme Delivery	(746)	-	(939)
	Residential Experiences	-	-	-
	Donations	-	-	-
	Minibus	(1,720)	-	-
	Training	(106)	-	(155)
	Utilities	(1,642)	-	(765)
	Maintenance	(4,405)	(35,877)	(4,295)

<i>Payments:</i>	<b>(34,104)</b>	<b>(94,284)</b>	<b>(24,645)</b>
<i>Total payments:</i>	<b>(128,389)</b>		<b>(24,645)</b>



*Notes:*

Includes any refunds. 2022 AMS refund and water refund included here.

Purchase of 2x minibus & equipment for the decking/garden project

Much bigger Group - reflected in subs income.

Subs returned to full price and GoCardless charges increased (+20p per transaction)

Included minibus (x2) insurance

New resources included in 'Admin' due to central nature of purchasing.

No return to residential experiences yet.

Overestimation for water after the turf was laid. Refund of £1000 in 'General' income

Decking/garden project completed

For Period: 01/01/2022 to 31/12/2022

## Group Year End Balance Sheet

Current Assets		Unrestricted	Restricted	Total
1200	Current Account	5,022.99		5,022.99
1201	Reserve Account	4,004.16		4,004.16
1203	Barclays Penticost Fund	1,006.07		1,006.07
1204	Barclays Restricted/Designated	1,000.56		1,000.56
1230	Petty Cash	50.00		50.00
1232	Equals Corporate Card	608.29		608.29
Total Current Assets:				<u>11,692.07</u>

Current Liabilities		
1254	Co-Operative Foundation Community Loan	(5,184.42)
1255	Folkestone & Hythe District Loan	(3,877.93)
Total Current Liabilities:		<u>(9,062.35)</u>

### Statement of assets and liabilities at the end of year (recording purposes only)

	2021	2022
Shepway Close Centre	728,000	728,000
Motor vehicles	-	60,000
Scouting equipment, furniture, etc... (estimated in:	85,000	85,000
Badge Stock	290	194
		<u><u>873,194</u></u>

Signature

Print Name

Date

\_\_\_\_\_  
Group Treasurer

\_\_\_\_\_  
Group Chair

# Amanda Campbell Bookkeeping Services



Bookkeeping and Payroll Services

11<sup>th</sup> Folkestone Scouts  
The Scouting Centre  
Shepway Close  
Folkestone  
Kent  
CT19 5SJ

## Independent examiner's report to the trustees of 11<sup>th</sup> Folkestone (St Johns) Scout Group.

I report on the accounts of the Trust for the year ended 31 December 2022. The charity's trustees are responsible for the preparation of the accounts. The charity's trustees have requested an independent examination of the accounts.

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 Commission under section 145(5)(b) of the 2011 Act
- To state whether particular matters have come to my attention.

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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.

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
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.
- have not been met.

Amanda Campbell FICB PM Dip

9 Charles Crescent, Folkestone, Kent CT19 4NF

17 July 2023

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