

Trustees' Annual Report

For the Period from start date **01-01-2020** to end date **31-12-2020**

Section A

Reference and Administration details

Charity name	1 st Ampthill & Woburn Scout Group
Other names the charity is known by	Flitwick Scout Group
Register charity number	300454
Charity's principal address	15 Station Road Flitwick Bedford MK45 1JT

Names of the charity trustees' who manage the charity

Trustee Names	Office (if any)	Date acted if not for whole year
Norman Williams	Group Chairman	
Dawn Britten	Group Secretary	
Oliver Savage	Group Treasurer	
Jonathan Smith	Group Scout Leader	
Phillip Rutt	Quartermaster	
Paul Gilby	Executive Committee Member	
Nicola Taylor	Deputy Group Scout Leader	
Karen Fletcher	Cub Scout Leader	
Barry Hodgkinson	Cub Scout Leader	
Paul Goddard	Scout Leader	
Alex Fletcher	Executive Committee Member	
Lisa Schofield	Executive Committee Member	
Kathryn Singleton	Executive Committee Member	From 30 th September 2020
Susan Whittingham	Executive Committee Member	From 30 th September 2020
Peter Misson	Executive Committee Member	
Nigel Taylor	Publicity Officer	
Simon Baldwin	Scout Leader	From 30 th September 2020
Darren Reeve	Assistant Scout Leader	From 30 th September 2020

Names & addresses of advisers

Type of advisor	Name	Address

Section B

Structure, Governance Management

Description of the Charity Trust

Types 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 rules which are common to all Scouts.
Trustees' selection method	The Trustees' are appointed in accordance with the Policy, Organising and Rules of the Scout Association.
Additional governance issues	The Group is managed by the Group's Executive Committee, the members of which are the Charity Trustees of the Scout Group, which is an education charity. As charity trustees they are responsible for complying with the legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commissions as appropriate. The Committee consists of three independent representatives, Chairman, Treasurer and Secretary. With the Group Scout Leader, individual Section Leaders and parent's representation meets every two months. The Group Executive Committee exists to support the Group Section Leaders in meeting their responsibility as Uniformed Leaders and is responsible for -: - Maintenance of Group Property; - The raising of funds and the administration of Group finance; - The insurance of persons, property and equipment; - Assisting in the recruitment of leaders and other adult support; - The raising of funds and the administration of the Group finance; - Group public occasions; - Appointing any sub-committee that may be required; and - Appointing Group Administrators and Advisors other than those who are elected. The Members of the Executive Committee have undertaken Safeguard training inline with the Scouts Association rules.
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 buildings, property and equipment.

The Group would request the temporary use of building, property and equipment from neighbouring organisations such as Church, community centre and other Scout Groups.

The Group has sufficient insurance policy to prevent permanent loss, this amount is disclosed in the accounts and is currently £252,962.

Injury to leaders, helpers, supporters, administrators', and members are covered through membership fees which contribute to the Scout Associations national accident insurance policy. Risk assessments are carried out 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 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.

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 comprehensive insurance policies to ensure that insurable risks are covered. Cash payments for both purchases and receipt of subscriptions have been discouraged.

Section C

Objective and Activities

Object of the Charity

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.

Public benefit statement

The Group meets the Charity Commissioner's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D

Achievements and Performance

Main achievements

The Group has shown by diligently taking its young members through an enjoyable training programme helping them grow into responsible members of society.

In 2020 there were few face to face meetings, a single Scout expedition just prior to the pandemic and no real events to report. However, thanks to the dedication, imagination and hard work of our leaders we have managed to conduct as active a virtual programme as we could.

This virtual programme from mid March included virtual camps with the Young people and sometimes their parents camping at home and completing various activities set by the Scout Group. These camps were extremely successful and well received by all.

Individual section also ran virtual programmes setting tasks and activities to ensure that the young people continued to work towards their challenge and activity badges. All sections did run some face to face meetings during September and October in accordance with Government and Scouting rules.

We had 157 members, a decrease of 37%, this was to be expected as we had no new members joining due to the pandemic. Once we have resumed face to face meetings we expect the number of members to recover. This will enable us to still be the largest Scout group in Bedfordshire.

Section E

Financial Review

Year Review

During the year the group receipts was £34,959.44 (2019 - £46,601.69) a decrease of 25%. During 2020 we received grants totalling £10,000.

The group had a surplus of £21,074.60 (2019 – £12,494.31). This amount has been added to the reserve.

The group is financed by its members who pay subscriptions once a month. The subscriptions are mainly used to pay for activities for the members, maintaining the property and purchasing equipment for the scout hut and camping. During the Covid 19 pandemic subscriptions were halved as meetings were held online and not in person

The group also arranges camps for its members. Participating members pay for each camp they attend. Due to the Covid 19 pandemic no camps were possible in this financial year. These will resume when the situation allows.

At the moment, the Town Council is considering either a move to a new building or an extension to the existing building following their decision not to go ahead with the previous proposal. The Group has deliberately been very resistant about continuing to upgrade the Scout Hut over many years as there have been several plans from the Town Council to re-house the group. As these discussions continue this remains the policy of the group and we continue to retain a reserve should funds be needed to either modernise the existing building or fit out a new building.

The Reserves policy

The Groups policy on reserves is to hold sufficient resources to continue the charitable activities for one year, should income and fundraising activities fall short or if the hut becomes unavailable due to structural failure which has been estimated at £18,000.

The group holds a capital reserve of £91,000 for the fitting out of a new hut. This will be reviewed once we have further updates on any developments for a new Scout hut.

The group held reserves of £109,391.04 (£88,316.44 – 2019) at year end.

Section F

Plans for future period

Future objectives

We aim to keep the number of members attending the group consistent for future years. The Scout Group are still exploring moving into a new hut, but little progress was made during 2020 due to Covid-19.

Section G

Declarations

The Trustees' declare that they have approval the trustee's report above

Signed on behalf of the charity's trustees

Signatures



Full Name

Jonathan Smith

Sue Whittingham

Position

Chairman

Secretary

Date: 21 October 2021

Flitwick Scout Group

Receipts and Payments Account

Year start date

For the year from	31/12/2020	31/12/2019
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Receipts and payments

	2020 Unrestricted funds £	2019 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	£ 16,946.52	£ 27,612.70
Less: Membership subscriptions paid on to District	-£ 9,266.00	-£ 9,553.00
Net membership subscriptions retained	£ 7,680.52	£ 18,059.70
Donations	£ 1,000.00	£ 5,302.45
Gift Aid	£ 9,790.80	£ -
Camp income	£ 1,505.00	£ 13,452.44
Youth programme & activities	£ 1,293.99	£ 1,880.38
Other income	£ -	£ -
Sub total	£ 21,270.31	£ 38,694.97
Grants		
Maintenance grant	£ -	£ -
Other grants	£ 10,000.00	£ -
Sub total	£ 10,000.00	£ -
Fundraising (gross)		
Carnival & BBQ	£ -	£ -
Bag packing	£ -	£ -
Flitwick 10k	£ -	£ 726.70
Uniform sales	£ 606.50	£ 662.00
Other fundraising activities	£ 932.76	£ 737.76
Sub total	£ 1,539.26	£ 2,126.46
Investment income		
Bank interest	£ 38.87	£ 69.26
Building Society interest	£ -	£ -
The Scout Association Short Term Investment Service	£ -	£ -
Property rental income	£ 2,111.00	£ 5,711.00
Other investment income	£ -	£ -
Sub total	£ 2,149.87	£ 5,780.26
Total Gross Income	£ 34,959.44	£ 46,601.69
Asset and investment sales, etc.	£ -	£ -
Total receipts	£ 34,959.44	£ 46,601.69

Flitwick Scout Group

Receipts and Payments Account

For the year from	31/12/2020	31/12/2019
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Receipts and payments

	2020 Unrestricted funds £	2019 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme & activities	£ 3,739.17	£ 6,102.64
Camp expenses	£ 120.00	£ 10,151.35
Adult support and training	£ 20.30	£ 110.00
Rent	£ 5.00	£ 5.00
Rates, water & sewerage	£ 443.73	£ 640.86
Electricity & Gas	£ 1,420.76	£ 1,275.87
Insurance	£ 980.89	£ 1,177.27
Repairs & renewals	£ 2,680.23	£ 2,608.28
Cleaning	£ 401.90	£ 1,370.92
Materials & equipment	£ -	£ -
Stationery, printing & photocopying	£ -	£ -
Equipment	£ 1,239.60	£ 2,387.53
Website / Computer / Internet expenses	£ 875.78	£ 398.64
Uniform and Badges	£ 449.12	£ 2,295.17
Donations paid out	£ 259.00	£ 1,047.99
OSM Fees	£ 739.25	£ 1,337.81
Other costs	£ 510.11	£ 2,915.17
Sub total	£ 13,884.84	£ 33,824.50
Fundraising expenses		
Meals, Carnival & BBQ	£ -	£ -
T Shirts & Flitwick 10k run	£ -	£ 252.88
Other fundraising costs	£ -	£ 30.00
Sub total	£ -	£ 282.88
Total Gross Expenditure	£ 13,884.84	£ 34,107.38
Asset and investment purchases, etc.	£ -	£ -
Total payments	£ 13,884.84	£ 34,107.38
Net of receipts/(payments)	£ 21,074.60	£ 12,494.31
Cash funds last year end	£ 88,316.44	£ 75,822.13
Cash funds this year end	£ 109,391.04	£ 88,316.44

Flitwick Scout Group

Statement of assets and liabilities at the end of the year

	2020 Unrestricted funds £	2019 Unrestricted funds £
Cash funds		
Bank current account	£ 25,133.94	£ 25,114.27
Bank deposit account	£ 81,198.96	£ 60,163.23
Building society account		
The Scout Association Short Term Investment Service	£ 3,058.14	£ 3,038.94
Cash/Floats		
Total cash funds	£ 109,391.04	£ 88,316.44
Other monetary assets		
Tax claim	£ -	£ -
Debts due to the Group	£ -	£ -
Insurance claim	£ -	£ -
Sub total	£ -	£ -
Investment assets		
Investment property - detail	£ -	£ -
Quoted investments	£ -	£ -
Other investments - detail	£ -	£ -
Sub total	£ -	£ -
Non monetary assets for charity's own use		
Badge stock	£ -	£ -
Shop stock	£ -	£ -
Other stock	£ -	£ -
Land and buildings	£ 252,962.00	£ 252,709.00
Motor vehicles	£ -	£ -
Scouting equipment, furniture etc	£ 46,857.00	£ 46,717.00
Sub total	£ 299,819.00	£ 299,426.00
Liabilities		
Accounts not yet paid	£ -	£ -
Expenses incurred but not invoiced	£ -	£ -
Subscriptions not yet paid	£ -	£ -
Loan - detail	£ -	£ -
Other liabilities	£ -	£ -
Sub total	£ -	£ -

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on and signed on their behalf by

Signature		
	Treasurer	Kathryn Singleton
	Chairman	Jonathan Smith

Notes to the accounts

- 1- Comparisons shown where applicable. The Scouting equipment
- 2- The value of land, buildings and property were taken from the insurance valuation



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

1st AMPTHILL & WOBURN SCOUT GROUP

**On accounts for the year
ended**

31 DECEMBER 2020

**Charity no
(if any)**

300454

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

**Responsibilities and
basis of report**

As the charity's trustees, 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 Trust's 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**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

June 2021

Name:

Mr Iain Watson

Relevant professional qualification(s) or body (if any):

ACMA

Address:

577 Meanwood Road

Leeds, West Yorkshire

LS6 4AY

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No material matters to disclose.