

# 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	<table border="1"><tr><td colspan="10">Henlow Clifton Scout Group</td></tr></table>	Henlow Clifton Scout Group																																									
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Other names the charity is known by	<table border="1"><tr><td colspan="10">None</td></tr></table>	None																																									
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Registered charity number (if any)	<table border="1"><tr><td>3</td><td>0</td><td>0</td><td>4</td><td>5</td><td>7</td></tr></table>	3	0	0	4	5	7																																				
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HQ registration number	<table border="1"><tr><td>1</td><td>0</td><td>0</td><td>1</td><td>2</td><td>7</td><td>1</td><td>7</td></tr></table>	1	0	0	1	2	7	1	7																																		
1	0	0	1	2	7	1	7																																				
Charity's principal address	<table border="1"><tr><td colspan="10">Church Road Henlow Bedfordshire</td></tr><tr><td colspan="10"></td></tr><tr><td colspan="10"></td></tr><tr><td colspan="5">Postcode</td><td>S</td><td>G</td><td>1</td><td>6</td><td>6</td><td>A</td><td>N</td></tr></table>	Church Road Henlow Bedfordshire																														Postcode					S	G	1	6	6	A	N
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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	DC Devereux	Chair	
2	S Belamy	Treasurer	To September 2022
3	G Thorpe	GSL	
4	S Panton	Scouter	
5	C Panton	Scouter	
6	L Needhan	Membership Secretary	To September 2022
7	L Davidson	Scouter	
8	A Davidson	Scouter	
9	V Patch	Secretary	To September 2022
10			
11			
12			
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
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Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

How the charity is constituted

e.g. trust, association, company

Trustee selection methods

(e.g. appointed by, elected by)

The Group's 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.

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.

Additional governance issues (optional information but encouraged as best practice)

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

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 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 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets every 3 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. This we have done in September 2022</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</p>

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**

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 (2 on line authorizations) for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

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:  - 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.</p>
Summary of the main activities in relation to these objects	

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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.

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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
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Summary of the main achievements of the charity during the year

scouting in Henlow Clifton Scout Group We have come out of covid in a strong position with all sections fully operational. Our new hut (called The Brooker) is 98% finished with just a small amount of access work to be completed. i am particularly pleased to report that even after spending nearly £70k on the new hut we are in a strong financial position. We have been helped in the last two years with covid grants and a grant from the Central Bedfordshire Council. The cost of utilities is a concern for us and we wait to find out what if any support we will receive from the central government. During the year we have seen the numbers of young people wanting to join exceeded our capacity and this is particularly a problem at scout level. Even with two troops we have in excess of 52 young people wanting to join.

Section E	Financial Review
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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 12 months running costs, circa £15k.

Quantify and explain any designations

The Group held reserves of approximately £25k against this at year end. This is above the level/below required for operating expenses. However this can be explained by on going costs for our new hut

Details of any funds materially in deficit (circumstances plus steps to eliminate)

None

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.

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**

None

**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

DC Devereux

G Thorpe

Full name(s)

David Devereux

Graham Thorpe

Position (eg Secretary, Chair)

Chair Exec Committee

Group Scout Leader

Date

06/09/22







# Henlow Clifton Scout Group (Charity no. 300457 )

## Receipts and payments account

For the year from	6-Apr-21	To	5-Apr-22
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### Receipts and payments

	2021/22	2020/21
	Unrestricted funds £	Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Membership subscriptions paid on (National/County/Area/District)	7,402.50	6,982.50
Youth programme and activities	8,222.02	4,130.56
Adult support and training	84.00	-
Water and Sewerage	200.00	2.08
Electricity and Gas	1,701.51	1,009.31
Insurance	1,420.11	1,167.20
Repairs and Renewals	4,390.48	1,545.96
Materials and equipment	486.34	2,846.29
Uniforms	64.49	-
Cleaning / gardening	874.08	2,455.73
Group expenses	1,034.51	515.44
New hut	41,231.50	5,706.50
<b>Sub total</b>	<b>67,111.54</b>	<b>26,361.57</b>
<b>Fundraising expenses</b>		
Fireworks	758.01	-
<b>Sub total</b>	<b>758.01</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>67,869.55</b>	<b>26,361.57</b>
<b>Asset and investment purchases, etc.</b>		
<b>Total payments</b>	<b>67,869.55</b>	<b>26,361.57</b>
<b>Net of receipts/(payments)</b>	<b>(778.28)</b>	<b>2,619.70</b>
<b>Cash funds last year end</b>	<b>45,829.74</b>	<b>43,210.04</b>
<b>Cash funds this year end</b>	<b>45,051.46</b>	<b>45,829.74</b>

# Henlow Clifton Scout Group (Charity no. 300457 )

## Receipts and payments account

For the year from	6-Apr-21	To	5-Apr-22
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### Receipts and payments

	2021/22 Unrestricted funds £	2020/21 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	14,137.45	3,876.50
Donations	214.00	-
Gift Aid	898.24	4,029.81
Easy Fundraising	150.34	107.86
Other similar income (programme & activity)	7,702.30	714.02
<b>Sub total</b>	<b>23,102.33</b>	<b>8,728.19</b>
<b>Grants</b>		
Other grants	39,584.00	20,240.93
<b>Sub total</b>	<b>39,584.00</b>	<b>20,240.93</b>
<b>Fundraising events (gross)</b>		
Fireworks	3,649.87	-
<b>Sub total</b>	<b>3,649.87</b>	<b>0.00</b>
<b>Scout hut income</b>		
Hire of building	750.00	-
<b>Sub total</b>	<b>750.00</b>	<b>0.00</b>
<b>Investment income</b>		
Bank interest	5.07	12.15
<b>Sub total</b>	<b>5.07</b>	<b>12.15</b>
<b>Total Gross Income</b>	<b>67,091.27</b>	<b>28,981.27</b>
<b>Asset and investment sales, etc.</b>		
<b>Total receipts</b>	<b>67,091.27</b>	<b>28,981.27</b>

# **Henlow Clifton Scout Group (Charity no. 300457 )** **Receipts and payments account**

For the year from	6-Apr-21	To	5-Apr-22
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## **Statement of assets and liabilities at the end of the year**

	4/5/2022	4/5/2021
	Unrestricted funds £	Unrestricted funds £
<b>Cash funds</b>		
Bank current account	4,005.32	1,134.49
Bank deposit account	36,506.60	44,501.53
Cash/Floats	4,539.54	193.72
<b>Total cash funds</b>	<b>45,051.46</b>	<b>45,829.74</b>
<b>Total net assets</b>	<b>45,051.46</b>	<b>45,829.74</b>

I confirm that I have examined the books and records for the year to 5 April 2022 and are in accordance therewith



Jayne Hunt

16 November 2022



# Henlow Clifton Scout Group (Charity no. 300457 )

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16 November 2022