

1st COOKHAM SCOUT GROUP

Report & Accounts
for the year ended
31 March 2021

1st Cookham Scout Group

1st Cookham Scout Group is registered as a Scout group with the Scout Association - reference number 31163. It is constituted under the terms of the Scout Association's Royal Charter and is a Registered Charity - number 300491.

Brenda Boothman and Denis Boothman are the Honorary Presidents and the Trustees are as follows:

TRUSTEES: Ex-Officio

Nigel Hague	Chair
Andy Pearce	Group Scout Leader
Mike Day	Assistant Group Scout Leader
Kate Dilley	Group Secretary
Peter Nattress	Group Treasurer (until 23 July 2020)
Tim Sharples	Group Treasurer (from 23 July 2020)
Jeff Hurst	Cub Leader
Andrew Sutherland	Scout Leader
Dave Helmuth	Explorer Leader

Trustees: Elected

Sally Crichton	Catherine Rowson
Brenda Davison	Tamsin Jones
Nick Powell	Christopher Price
Charlotte Strudwicke	Sharon Price

PRINCIPLE BANKERS

Lloyds Bank Plc. High Street Maidenhead Berkshire SL6 1JS

Contact

Mr TN Sharples, Sulby Cottage Lower Road Maidenhead SL6 9HW

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 and make up the Group Executive Committee.

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

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.

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 capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken 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 as a whole, then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario, this could be 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, this could be the complete closure of the Group."

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.

The main activities in the year, in relation to these objects, are set out in the reports of the Chairman and Group Scout Leader. 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.

Trustees Annual Report for the Year ended 31 March 2021

Chairman's Report for the last year

This year has been like no other due to the pandemic which has placed significant demands on the scout leadership. None the less, some form of scouting has been maintained throughout the pandemic restrictions. It is to the enormous credit of our leaders that in the main programmes have continued, and we now look forward to the return of some sense of normality in scouting from June onwards.

Despite these challenges, the Group's administration has been transformed with a streamlining of many processes and the better use of technology. In the last year, the following improvements have been made :

- Adoption of Online Scout Manager (OSM) to manage member data information, collection of subs, and communications to parents.
- Implementation of MS Office 365 for our dedicated email correspondence within our own email domain: scoutscookham.org.uk.
- Creation of an externally hosted fully functional and updated web site.

We have invested in our HQ building making a number of improvements to the building fabric in particular the roof.

I am also pleased report that we have entered into a long rental agreement with Montessori Nursery School, with whom we have had an excellent relationship over the years, thus securing the rental income over a 7-year period. This agreement will reduce our dependency on the two weather-related fund raising activities: the summer fair and bonfire night.

The Group continues to be well funded, therefore it is prudent these funds are protected for the future. Consequently, as part of our funds risk management, the excess Group funds previously invested with St James Place that were wholly equity based, (approximately £70,000) have been transferred to the Vanguard fund manager and placed in the lower risk "40% Life Strategy Fund".

The Scout Group continues to be well placed to offer scouting to the Cookham community for generations to come. I would like to record my thanks and appreciation to the very many people that have contributed to, and helped make this possible.

These are the Scout Leaders, the Leaders' IT Committee, and members of the Parents Support Group, and in particular: Tim Sharples our Treasurer who has transformed the finance processes since he came on board at the last AGM, and Kate Dilley who retires at our AGM this year as Group Secretary after 10 years of great service to the Group.

Group Scout Leader's report

This last year has been very challenging and difficult but here in Cookham each section has given Zoom meetings a go; some with more success than others. The Cubs and Scouts have performed miracles during the pandemic, running an on-line programme, most weeks. The Beavers and Explorer's definitely benefit more from face to face meetings. Since returning after Easter and restrictions being lifted, all sections are now making the most of face to face scouting, at Formosa.

Our IT subcommittee has been busy and have successfully completed:

- Setting up a new Group email system
- Introducing our new Group website, with a number of exciting developments, such as, selling T Shirts and Bonfire tickets in the future.
- Standardising our use of the Online Scout Management across the sections, by introducing the Parent Portal, and
- changing of subs collection to be through Go Cardless.

Tim our new Group Treasurer has been busy consolidating the Groups bank accounts, negotiating our new rental agreement with Montessori, introducing a transparent management of the Groups investments, and overseeing the new subs collection process as well as updating the Gift Aid information. Thanks Tim.

Following the recent annual Scout Census, despite the Pandemic, our Group membership figures are very healthy when compared with local and national membership figures. We have 155 youth members and 37 Leaders and section assistants, including Cookham Explorers. During the year we have attracted 5 new uniformed leaders and 4 section assistants, but we still require a new Explorer Scout leader and more help with the Scout section. Young Leaders are always needed.

Our Centenary Celebrations are well advanced with the help of our "Friends of 1st Cookham Scout Group" Facebook page. This has attracted 176 members. Spread the word. The weekend celebrations will be held on 8-10th October 2021, more details will follow on Facebook. A Group Centenary badge will be given to all members.

In my role as GSL, I am very ably assisted by Mike Day who is AGSL. I couldn't do my role without him. He does much more than me. We have Mike to thank for recruiting so many new assistant Leaders.


Finally, I would like to personally thank every one of you for making Cookham Scout group such a success. There are a few Leaders and members of the group that have made the last 12 months possible during Covid times. On behalf of all of our young members thank you for your continued support.

Financial Review

Major Income and Expenditure Items

	This Year £	Previous Year £
Total net fund raising was lower than last year due to COVID		
Guy Fawkes Public Firework Display	-	680
Summer Fair	-	4,181
Marquee hire	-	2,080
Catering activities	-	431
Total net fund raising for the year	-	7,372
HQ Rental income	14,802	15,463
Amount spent on improvements to HQ outbuildings	3,926	27,245
New tents and other equipment purchased totalled	1,608	2,171
The Group subsidised activities including section activities, minibus hire & and supporting individuals who would not otherwise have been able to attend camps. Excluding waived subscriptions.	2,473	2,904
Leader training & insurance cost	1,710	1,543
At the end of the year Group reserves amounted to	107,645	73,809
These reserves are allocated as follows:		
Working capital requirements	3,000	131
Contingency fund in case of fund raising failures or disaster costs	40,000	40,000
Reserve for future development	64,645	33,678

Approved by the trustees on 18 May 2021
and signed on their behalf by


N Hague


TN Sharples

Receipts & Payments Account Summary for the year ended 31 March 2021

	This Year General fund £	Previous Year £
Total receipts for the year (see supporting analysis)	39,050	68,183
Total payments for the year (see supporting analysis)	<u>21,704</u>	<u>90,076</u>
Net receipts (payments) for the year	17,346	(21,894)
Surplus/(Loss) on revaluation of investments	16,490	(923)
Cash, bank and similar funds brought forward	<u>73,810</u>	<u>96,627</u>
Cash, bank and similar funds carried forward	<u>107,646</u>	<u>73,810</u>

The above account and accompanying statement of assets and liabilities were approved by the Trustees on 18 May 2021

and signed on their behalf by


N Hague


N Sharples

Receipts for the year ended 31 March 2021

	This Year £	Previous Year £
MEMBERSHIP SUBSCRIPTIONS		
Subscriptions from members	6,907	10,646
Less Paid to Scout District	<u>(7,550)</u>	<u>(7,696)</u>
	<u>(643)</u>	<u>2,950</u>
INVESTMENT INCOME RECEIVED		
Bank and building society interest	-	1
Dividend	<u>-</u>	<u>-</u>
	<u>-</u>	<u>1</u>
DONATIONS, GRANTS and CLOTHING SALES	22,435	3,454
CONTRIBUTIONS RECEIVED FOR ACTIVITIES	10	13,864
FUND RAISING INCOME (before charging fund raising expenses)	-	29,828
INCOME FROM HIRE OF HEADQUARTERS BUILDING	14,802	15,463
OTHER INCOME		
Income tax recovered on subscriptions	2,446	2,623
TOTAL RECEIPTS FOR THE YEAR	<u>39,050</u>	<u>68,183</u>

Payments for the year ended 31 March 2021

	This Year £	Previous Year £
PREMISES		
Running costs	6,764	8,972
Repairs and Renewals	3,926	27,245
DONATIONS/GRANTS: Cookham Explorers	1,639	-
Others	1,000	2,904
ACTIVITIES	2,822	23,242
FUND RAISING EXPENSES	-	22,444
ADMINISTRATION & ESTABLISHMENT EXPENSES		
Leader training and insurance	1,710	1,543
Miscellaneous	549	852
PURCHASE OF EQUIPMENT	1,608	2,171
INTEREST PAID	-	-
PURCHASE OF BADGES AND UNIFORM	1,685	703
TOTAL PAYMENTS FOR THE YEAR	<u>21,704</u>	<u>90,076</u>

Statement of Assets & Liabilities at 31 March 2021

	This Year £	Previous Year £
MONETARY ASSETS		
Invested funds - St James' Place	31,930	51,440
Interest bearing accounts at banks and building societies	64,056	11,704
Non-interest bearing accounts at banks	10,620	2,930
Cash in hand	-	-
	<u>106,606</u>	<u>66,074</u>
OTHER MONETARY ASSETS		
Tax refunds reclaimable from Inland Revenue	720	11,811
Sundry receivables	354	354
	<u>1,074</u>	<u>12,165</u>
LIABILITIES		
Expenses to be reimbursed	(35)	(236)
Reserve for overpaid subscriptions		(3,203)
Refunds due for events cancelled due to COVID	-	(990)
	<u>(35)</u>	<u>(4,429)</u>
TOTAL NET ASSETS	<u>107,645</u>	<u>73,810</u>

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

I report to the trustees on my examination of the accounts of the 1st Cookham Scout Group for the year ended 31 March 2021

Responsibilities and basis of report

As the charity trustees of the 1st Cookham Scout group 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 1st Cookham Scout Group 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 1st Cookham Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



Peter Austen
Chartered Accountant
Pippins, Popes Lane, Cookham Dean, Berkshire SL6 9NY
18 May 2021