



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

FIRST CHALFONT ST. GILES SCOUT GROUP

On accounts for the year  
ended

30<sup>th</sup> MARCH 2021

Charity no  
(if any)

300662

Set out on pages

1 TO 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 03 2021.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (~~other than that disclosed below \*~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

*T. Lawson*

Date:

03/05/2022

Name:

T. LAWSON

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

FCA

Address:

18, THE LAGGER

CHALFONT ST. GILES

BUCKS HP8 4DG

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



# Trustees' Annual Report

For the period

From (start date)

0 5 0 4 2 0

to end date

3 0 0 3 2 1

## Section A

## Reference and administration details

Charity name

1ST CHALFONT ST GILES SCOUT GROUP

Other names the charity is known by

Registered charity number (if any)

3 0 0 6 6 2

HQ registration number

Charity's principal address

The Scout Hut

Silver Hill

Chalfont St Giles

Postcode

H

P

8

4

P

Y

Names of the charity trustees who manage the charity

|    | Trustee Name          | Office (if any)    | Dates acted if not for whole year |
|----|-----------------------|--------------------|-----------------------------------|
| 1  | Paul Sprackling       | Chair              | 01/06/20 to 30/03/21              |
| 2  | Cassandra CH Bowerman | Treasurer          | 01/06/20 to 30/03/21              |
| 3  | Amy Enright           | Parent Rep         |                                   |
| 4  | Andy Bonsall          | Group Scout Leader | 01/06/20 to 30/03/21              |
| 5  | Rowley Maggs          | Parent Rep         |                                   |
| 6  | Mark Webster          | Chair              | 05/04/20 to 31/05/20              |
| 7  | Jeanette Couldry      | Treasurer          | 05/04/20 to 31/05/20              |
| 8  |                       |                    |                                   |
| 9  |                       |                    |                                   |
| 10 |                       |                    |                                   |
| 11 |                       |                    |                                   |
| 12 |                       |                    |                                   |
| 13 |                       |                    |                                   |
| 14 |                       |                    |                                   |
| 15 |                       |                    |                                   |

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

| Type of advisor | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

Description of the charity's trusts

Type of governing document

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.

(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:

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 ever 3months.

a) the induction and training of trustees; b) trustees' consideration of major risks and the systems and procedures to manage them

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)**



**Risk and Internal Control (Specimen 1)**

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 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 (Specimen 2)**

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.

Summary of the objects of the charity set out in its governing document

### **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.

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

Scouting activities were heavily impacted through the year due to the Covid pandemic. However, the group managed to continue Scouting activities

throughout. It was a mixture of fun and engaging online sessions and when possible face to face sessions. We spent a little more than we normally would on the face to face sessions to give the Young People a lift in what was for them a very tough year. We also ran a virtual Group camp to keep traditional Scouting activities going. Due to the amazing efforts of our leaders we kept 118 Young People engaged in Scouting over this time. We continued to work on the scouting badges using an online system. The group successfully applied where possible for financial support to make up for any loss of income over the pandemic (the group reduced subs due to the restricted programme) to leave finances healthy.

| Section E   | Financial Review  |
|---|---|
| <p>Brief statement of the charity's policy on reserves</p> <p>Quantify and explain any designations</p>   | <p><b>Reserves Policy</b></p> <p>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 6 months running costs, circa £5,000.</p> <p>The Group held reserves of approximately £42,000 against this at year end. This is above the level required for operating expenses. However, this can be explained by the potential roof renovation cost of £27,000 and reduced subscription income due to ongoing COVID,</p> |
| <p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p>   |   |
| <p>Further financial review details (optional information)</p> <p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> </ul> | <p><b>Sources of funding</b></p> <p>The Group's main income generators are the annual fireworks, subscriptions and increasingly grant funding</p>   |



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

The Group has used funds to invest in the Scout Hut and Grounds, along with continuing to deliver a wide and varied program to the young people of the Group.

• investment policy and objectives

#### Investment Policy

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)

The Group continues to refurbish the Scout Hut to support the charitable objectives of the group to educate young people. This will require the Group to raise funds and invest in some major works including replacing the roof. Future planned works include refurbishing the hall floor and replacing the external gas store.

### Section G

#### Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

 

Full name(s)

Paul Sprackling

Cassandra Bowerman

Position (eg Secretary, Chair)

Chair

Treasurer

Date

1 5 0 5 2 2