



**HUTTON (ALL SAINTS) SCOUT GROUP  
HUTTON, BRENTWOOD, ESSEX**

**REGISTERED CHARITY NO: 302029**

**REPORT AND ACCOUNTS FOR THE YEAR  
ENDED APRIL 2, 2021**

**HUTTON (ALL SAINTS) SCOUT GROUP**  
**TRUSTEES ANNUAL REPORT & ACCOUNTS FOR THE YEAR ENDED APRIL 2, 2021**

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**HUTTON (ALL SAINTS) SCOUT GROUP**  
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**Trustees**

Rev A Smith	Chairman
Mr M Hamilton	Group Scout Leader
Mr J Shorey	Assistant Group Scout Leader
Mr A Lorkins	Scout Leader
Mrs D Douglass	Cub Scout Leader
Mrs Q Page	Cub Scout Leader
Mr S Colvin	Beaver Scout Leader
Mr R W Hawkins	Treasurer
Mr S Page	Secretary

Non Leader Trustees are appointed or reappointed annually at the Annual General Meeting.

**Introduction**

Hutton (All Saints) Scout Group is a registered charity (number: 302029) and its principal address is Scout HQ, Wash Road, Hutton, Brentwood, Essex CM13 1DJ.

The Group aims to promote the development of young people in achieving their full physical, intellectual, social, and spiritual potential as individuals, as responsible citizens and as members of their local, national, and international communities. Formed in 1956, it has seen hundreds of young people move through it via the individual Beaver, Cub, Scout sections, and on to our affiliated Explorer Scout section.

Currently, the Group has nearly 80 enrolled young people, split between the three sections, which meet regularly each week at the Scout Headquarters. Martin Hamilton is the Group Scout Leader and four section leaders, several assistant leaders, helpers, and service crew, support him.

In addition, there is an Executive Committee numbering 13 people made up of Leaders, parents and other volunteers that provide administrative support and a decision-making forum for the on-going development of the Group. The Executive Committee meets at least four times a year.

The Group also has about 15 committed volunteers working within the Group on a regular basis. Many of these have been volunteers at the Group for a number of years, working with the various sections. Other volunteers work on specific projects such as the Camps.

The 2020/2021 period has been particularly challenging for the Group due to the restrictions arising from the Covid-19 pandemic. Despite these difficulties, all sections continued to meet by making use of on-line resources during 'lock downs' and face to face when allowed.

**HUTTON (ALL SAINTS) SCOUT GROUP**  
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**Treasurer's Report**

This is my seventh year as Treasurer, having taken over in June 2014. The aim of this year has been to maintain our available funds through what has been a difficult year due to the Covid pandemic.

The accounts for the year ending April 2, 2021 saw us with total cash at **£33,148.56**. This is an increase of £11,727.83 over the prior year. This is primarily due to receipt of a Covid-19 Small Business Grant for £10,000 and lower expenditure, which more than offset the decrease in income.

All of the income received and expenditure incurred by the charity during the last twelve months are summarised below and details are provided in the following pages.

**Income** (See page 11 for details)

Income for the year was **£28,402.49**, which is a decrease over the preceding year of £7,833.08.

This decrease is mostly due to less income from parental contributions arising from loss of subscription income (approx. £6,000) and no monies received paid activities including the Summer Camp (£5,434). In addition, there was a reduction in rental income (£2,500). These decreases were partially offset by receipt of a Covid-19 Small Business Grant (£10,000)

**Expenditure** (See page 12 for details)

Expenditure for the year was **£16,674.66**, which is decrease of £27,802.55 over the preceding year.

This decrease is mainly due to the on-off transfer of the Kenya funds (£16,812) to the Scouts Charity Timu Rafiki (Registered Charity No. 1178475) in 2019/2020. Excluding the transfer of Kenya funds our expenditure was £10,990.55 lower than the preceding year. This was mainly due to no Summer Camp spending and reduced spend on activities.

**Summary**

In summary, despite the fall in income from subscriptions and rent the financial position of the Group remains strong due to the receipt of the Covid-19 Small Business Grant.

Finally, I would like to thank Mr Patrick Colvin who is once again the Independent Examiner of the Accounts for this year.

**Bob Hawkins**  
**Group Treasurer**

**HUTTON (ALL SAINTS) SCOUT GROUP**  
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**Accounting Policies**

**Basis of Preparation**

The financial statements have been prepared in line with guidance issued under the Statement of Recommended Practice, Accounting, and Reporting by Charities (the Charities SORP 2005) by the Charity Commission.

**Reserves Policy**

The trustees have reviewed the Group's needs for reserves in line with guidance issued by the Charity Commission. The stated reserves policy of the Group is as follows.

Unrestricted funds are needed:

- (a) to provide funds which can be designated to specific projects, to enable these projects to be undertaken at short notice and
- (b) to cover administrative fundraising and support costs, without which the Group could not function.

Unrestricted funds are funds which are available for use at the consideration of the trustees in the pursuit of the aims of the charity and which have not been restricted for other purposes.

Restricted funds are funds, which are to be specifically used in accordance with any conditions, imposed by donors, or have been fund-raised for an express purpose.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- (a) to avoid the necessity of calling upon the parents of the members of the Group for additional further financial contributions;
- (b) to cover one year's administrative fundraising and support costs;
- (c) to provide a pool equal to 15% of the average charitable expenditure over the preceding two years, from which funds can be designated to specific projects.

When considering the reserves, the trustees take into account possible fluctuations in future income and expenditure.

As at April 2 2021, the level of reserves was **£33,148.56**.

The Trustees do not anticipate any other additional major expenditure other than general maintenance occurring in the next financial year and therefore consider the current level of reserves set at £2,000 to be satisfactory. The level of reserves is monitored and reviewed by the trustees not less than twice a year.

**HUTTON (ALL SAINTS) SCOUT GROUP**  
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**Accounting Policies (cont'd)**

**Fixed Assets**

Fixed assets are written off during the financial year in which they are purchased.

**Income received during the year**

All income received by the charity during the year is disclosed in the accounts. No amounts are included in the accounts for any services donated by the volunteers.

**Expenditure incurred during the year**

All expenditure incurred by the charity during the year is disclosed in the accounts and has been allocated under various descriptions relating to the activity concerned.

**Payments or benefits to Trustees**

No remuneration or other benefits have been paid to any trustees of the charity.

There have been no other related party transactions.

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**Independent Examiner's Report**

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent examiner's statement**

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 trustees have not met the requirements to ensure that:
  - proper accounting records are kept in accordance with section 41 of the 1993 Act; and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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I, as examiner, have checked the information and bank statements provided to me and found them to be accurate and in order.

Name of Examiner: Mr Patrick Colvin	Date

Address:  
19 Great Oaks  
Hutton  
Brentwood  
Essex  
CM13 1AZ

Approved by all Trustees on 14 September 2021

Signed on their behalf by:

Andrew Smith, Chairman

Martin Hamilton, Group Scout Leader

Bob Hawkins, Treasurer

**HUTTON (ALL SAINTS) SCOUT GROUP**  
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**Income & Expenditure Summary as at April 2, 2021**

	<b><u>2020</u></b>	<b><u>Difference</u></b>	<b><u>2021</u></b>
Total income for the year (page 12)	£ 36,235.57	(7,833.08)	£ 28,402.49
Total expenditure for the year (page 13)	£ 44,477.21	(27,802.55)	£ 16,674.66
Surplus / (Deficit) of income over expenditure	(8,241.64)	19,969.47	11,727.83
Accumulated fund balance brought forward	29,662.37	(8,241.64)	21,420.73
Accumulated fund balance carried forward	£ 21,420.73	11,727.83	<b>£ 33,148.56</b>

**HUTTON (ALL SAINTS) SCOUT GROUP**  
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**Statement of Assets & Liabilities as at April 2, 2021**

<b><u>2020</u></b>	<b><u>Assets</u></b>	<b><u>2021</u></b>
£ 21,420.73	Cash in hand and bank	£ 33,148.56
£ 21,420.73	Total Cash Available	<b>£ 33,148.56</b>
<b><u>2020</u></b>	<b><u>Liabilities</u></b>	<b><u>2021</u></b>
	<u>Accumulation Fund</u>	
£ 27,662.37	As at April 1, 2020	£ 19,420.73
(8,241.64)	Excess income/Expenditure for the year	11,727.83
£ 19,420.73	Total Liabilities	<b>£ 31,148.56</b>
	<u>General Reserves</u>	
£ 2,000.00	As at April 2	£ 2,000.00
	<b>Grand Total</b>	
£ 21,420.73		<b>£ 33,148.56</b>

**HUTTON (ALL SAINTS) SCOUT GROUP**  
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**Statement of Income as at April 2, 2021**

<u>2020</u>		<u>INCOME</u>	<u>2021</u>	
<u>YTD Total</u>	<u>Amount</u>	<u>Item</u>	<u>Amount</u>	<u>YTD Total</u>
		Parents Contribution		
	£ 12,404.28	All Sections	£ 5,518.00	
<b>£ 12,404.28</b>				<b>£ 5,518.00</b>
	190.00	Charity Collections	-	
	-	Firework Displays	-	
<b>£ 190.00</b>				<b>£ -</b>
	-	Capitation	-	
	-	HQ Running Costs	-	
<b>£ -</b>				<b>£ -</b>
	-	Grant / Donations	10,000.00	
<b>£ -</b>				<b>£ 10,000.00</b>
	177.87	Uniform	-	
	5,434.00	Summer Camp	-	
	-	Equipment	-	
	-	Kenya	-	
<b>£ 5,611.87</b>				<b>£ -</b>
	34.02	Bank Interest	7.90	
	5.00	Bank Adjustment	-	
	17,990.40	HQ Rent	12,559.15	
	-	Rate Rebate	317.44	
<b>£ 18,029.42</b>				<b>£ 12,884.49</b>
		<b><u>TOTAL INCOME</u></b>		
<b>£ 36,235.57</b>				<b>£ 28,402.49</b>

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**Statement of Expenditure as at April 2, 2021**

<u>2020</u>		<u>EXPENDITURE</u>	<u>2021</u>	
<u>YTD Total</u>	<u>Amount</u>	<u>Item</u>	<u>Amount</u>	<u>YTD Total</u>
	£ 4,929.45	All Sections	£ 1,565.36	
<b>£ 4,929.45</b>				<b>£ 1,565.36</b>
	190.00	Charity Collections	-	
	-	Fundraising	-	
	-	Subscription Refund	150.00	
<b>£ 190.00</b>				<b>£ 150.00</b>
	3,680.00	Capitation	2,193.00	
	487.92	Group	132.76	
<b>£ 4,167.92</b>				<b>£ 2,325.76</b>
	4,644.15	HQ Running Costs	5,249.59	
	219.45	HQ Maintenance	1,791.42	
	-	New Facilities	-	
	-	Vehicle Costs	-	
<b>£ 4,863.60</b>				<b>£ 7,041.01</b>
	555.50	Uniform	21.90	
	6,805.29	Summer Camp	-	
	879.84	Equipment	647.93	
	16,812.00	Kenya	-	
<b>£ 25,052.63</b>				<b>£ 669.83</b>
	2,121.23	Insurance	2,255.26	
	1,717.42	Electricity	1,457.01	
	776.81	Communications	762.11	
	-	Bank Charges	-	
	658.15	Water	448.32	
<b>£ 5,273.61</b>				<b>£ 4,922.70</b>
		<b><u>TOTAL EXPENDITURE</u></b>		
<b>£ 44,477.21</b>				<b>£ 16,674.66</b>

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**Notes to the Accounts**

The following notes are by way of further explanation of the information shown in the respective Income and Expenditure Statements.

**Income**

**1. Grants and Donations**

A Covid-19 Small Business Grant of £10,000 was received in June 2020

**2. Rental Income**

Rental income for the year was £12,559.15 from the following sources.

Item	Income
Pre-School	£ 10,211.40
Fusion Dance	2,080.00
Tai Chi	141.75
Brownies	126.00
<b>Total</b>	<b>£ 12,559.15</b>

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**Notes to the Accounts**

**Expenditure**

**1. HQ Running Costs**

<b>Item</b>	<b>Amount</b>
Cleaning	£ 3,030.00
Waste Disposal	550.20
Grass Cutting	500.00
Printer Ink	430.90
Pest Control	300.00
Rates	265.00
Fire Alarm Service	97.20
Toiletries	76.29
<b>Total</b>	<b>£ 5249.59</b>

**2. HQ Maintenance**

<b>Item</b>	<b>Amount</b>
Building Repairs	£ 743.54
Cladding	579.91
Toilet Repairs	242.93
Kitchen Cladding	125.00
Other Repairs	100.04
<b>Grand Total</b>	<b>£ 1791.42</b>

**3. Equipment**

<b>Item</b>	<b>Amount</b>
Gazebos	647.93
<b>Grand Total</b>	<b>£ 647.93</b>