

# Trustees' Annual Report

For the period

From (start date) 1<sup>st</sup> April 2020 To 31<sup>st</sup> March 2021

**Charity name**

1st Shenfield Scout Group

**Other names the charity is known by**

**Registered charity number (if any)**

30 20 30

**Charity's principal address**

The Scout Hut  
Chelmsford Road,  
Shenfield  
Brentwood, Essex  
CM15 8RQ

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mark Salvatore	Chairman	
2	Peter Sarbutt	Treasurer	
3	Lucy Mills	Secretary	
4	Janet Stuckey	Acting GSL	
5			
6			
7			
8			

## Section B - Structure, governance and management

### Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	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 (e.g. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (e.g. appointed by, elected by)	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)

The Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group, which is an educational charity, manages the Group. 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 Acting Group Scout Leader, individual section leaders, co-opted members and parent's representation and meets every 3/4 months and or as the business of the group requires.

Note Face to Face meetings during COVID have not been possible or safe, in order to run the Group effectively in these challenging times we have had Zoom Exec's –higher volume of email and telephone traffic. We view cohesiveness and management of the Group Exec has not suffered.

This Group Executive Committee exists to support the Acting Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of Group property-we have completed all routine servicing and safety checks during COVID.
- The raising of funds and the administration of Group finance-fund raising in real terms ceased during COVID.
- The insurance of persons, property and equipment-reviewed policies and adjusted to suit COVID challenge.
- 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.
- Scout activities during COVID reduced to a much lower level than normal-Leaders have run Zoom meetings and when possible held outside activities.
- We have supported Leaders with additional funding as requested during COVID.
- Provision of task specific Risk Assessments.
- Implement Scout Association directives etc. as relating to COVID.

### 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 militate against them. The main areas of concern that have been identified are:

We identified COVID specific risks-prepared relevant Risk Assessments to ensure all Group members were able to undertake Scouting tasks in a COVID safe and secure manner,

We are pleased to advise that no COVID infections were reported due to Group activities.



Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighboring 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, gift-aid, and match funding 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.

We saw fund raising effectively cease in COVID lockdown we advise funding shortfall was replaced by standard HMG grants (We are a rate payer) and some of our match funding remained in place.

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.

We saw no reduction in number of leaders.

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.

We saw a reduction in number of young members this was in line with those experienced across the movement.

### **Risk and Internal Control (Financial)**

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/dual authorisation for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

All units within the group have allocated funds that the leader can use at their discretion to support meeting nights and normal running of the unit. They are restricted within these funds and expenses are always reviewed and approved by the Treasurer.

The laid down controls were maintained throughout COVID lockdown the Group did not experience any reduction of funds and liquidity.

The Chairman, Treasurer, Secretary, and Acting GSL have the authority to make defined financial commitments on behalf of the group.

Note:- all major and or commitments are the subject of discussion and agreement by the Exec prior to implementation.

Commitments by other persons need approval by at least 2 of the 3 authorized people and ideally presented via the Executive Committee meetings if timing permits. Payments can be delegated by the Executive Committee members to other persons who have a need to regularly procure on the group's behalf (e.g. regular payments to service providers). These are clearly identified and documented in advance. Every expenditure is processed via our bank account which (See para 1 of this section) requires dual authorization.

## **Section C – Objectives and Activities**

The objectives of the group are as a unit of the Scout Association.

The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is



by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

### **Additional Information**

The Scout group relies heavily on the contribution of volunteers. All leaders and assistant leaders are voluntary as are the members of the Executive committee.

## **Section D – Achievements and Performance**

The Executive Committee (Treasurer, Chairman, Secretary and Acting GSL), “the team” work very well together and provide material support for the Group with the Acting GSL and leaders delivering the aims of the Scout group. The Group is very pleased advice that Lucy Mills has continued as Secretary and adds material strength to the Exec team. Janet Stuckey continues to support the Group in her role as Acting GSL- their expertise is much appreciated. The District’s Commissioner (DC) is assisting-supporting us and we refer to him from time to time for guidance. All areas of the group (Beavers, Cubs and Scouts) continue to operate throughout the year and delivered both a fun and educational programme for the members of the group. The accomplishment this financial year was to maintain the Group’s financial position whilst containing operating costs.

Further information on the achievements and performance of the Charity both operationally and financially can be found in the Chairman’s and Treasurers report to the 2020-21 Financial Accounts as presented in the AGM.

The Exec and Leaders are very aware of the impact of the COVID pandemic on the Group’s:- activities- ability to fund raise-financial management and wellbeing of its members.

The pandemic impacted thru most of the financial year 2020-21 we note below continued actions taken to ensure members safety and financials.

Subscription’s Exec contacted all parents offering either cancellation of subs or reduction to 50% the majority of parents agreed to 50% reduction.

Min-bus was mothballed and safely stored.

Insurances reviewed and adjusted accordingly

Utility companies (Paid DD) advised and billing revised.

Hall made secure and safe-Unity insurance advised and their recommendations implemented.

Alternative means of communication (Zoom) used as required.

We view the Group due to its Exec members and leaders functioned and communicated well and positively doing the whole pandemic period to date. It learnt new skills and adapted to the new environment.

## **Section E – Financial Review**

### **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 1-2 months running costs, circa £2500.

The Group held funds of approximately £36,384.96 at year-end which is £10,801.21 more than the previous year. These funds are still materially above the level required for operating expenses. This cumulated surplus results from historical extensive fundraising activities in previous years, operating costs being contained through good housekeeping.

We continue to apply strict control measures for major purchases regardless of type. The group will continue to reassess the situation on surplus funds each financial year.

The impact of the COVID pandemic on the Group’s finance’s is much more clear at this time namely a growth in available funds (See above) it is key that we maintain strict control of all aspects of our finances at



all times

The group only holds unrestricted funds although this does include designated funds within it. Each section (Beavers, Cubs and Scouts) have an allocation within the overall group funds which the leaders manage themselves in order to fund the meeting night activities and extra activities. The group also holds "designated funds" which form part of unrestricted funds. They are essentially earmarked for a particular purpose (e.g. Minibus, HQ works, Equipment etc) and reviewed on an ongoing basis during the year.

### Investment Policy

The Group's Income and Expenditure is 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. The group holds a current account together with a reserve account. The Group Executive regularly monitors the levels of bank balances, the group pays no bank charges and receives a free electronic banking facility. Both accounts require no notice but dual authorization to move-withdraw funds, before doing so the Group Executive considers the cash flow requirements.

### Principle sources of income/expenditure

The Group's income historically came from fund raising activities (primarily Plant sales and Fireworks), match funding, subscriptions paid by the members and gift aid. The loss of historical types of funding was replaced with a series of HMG grants. We must be wary that if COVID continues we will need to seek new sources of funding. A national membership fee based on the number of members is paid annually this plus insurances and HQ running costs are the largest items of expenditure. Expenditure items like annual camps-trips are normally funded by parents separately.

### Financial Performance during year



The Group maintains a strong financial footing, bearing in mind rising costs and some reductions in numbers of young members, all in all the funds available to the Group at the year-end are very pleasing. The Group has seen some reductions in revenue streams namely hall rental-jumble sale income this has been somewhat countered in this year by increase in donations. Further detail can be found in the Treasurers report and is detailed in the 2020-21 accounts. The Exec are very mindful of the reduction in revenue and is actively seeking alternatives.

## Section F – Other Optional Information

## 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)	Mark Salvatore	Peter Sarbutt
Position (e.g. Secretary, Chair)	Chairman	Treasurer
Date	14/12/2021	14/12/2021

# 1st Shenfield Scout Group

## Receipts and Payments Account

For the year from	01/04/2020	To	31/03/2021
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### Receipts and payments

	2020/21 Unrestricted funds £	2019/20 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	-	-
Adult support and training	-	-
Rent	546	479
Utilities (Water, Sewerage, Electricity, Gas & Telephone)	1,100	986
General Administration costs (stamps, photocopying etc)	-	225
Insurance (excluding Minibus Insurance)	2,655	2,594
Hall renovation and maintenance	9,893	1,499
Materials and equipment	-	261
Camp & trip costs	700	5,458
Meeting night expenses	559	2,798
Badges & Uniforms	-	401
Teambuilding/Recruitment/Social Events	- 950	185
Legal Costs	-	-
Minibus (including insurance and general fuel)	- 165	1,511
Donations made	-	-
Caretaker costs (labour & materials)	82	1,238
Bank charges	-	-
Hire of external facilities	-	-
	-	-
<b>Sub total</b>	<b>14,420</b>	<b>17,635</b>
<b>Fundraising expenses</b>	-	-
Plant & Jumble Sales	-	1,501
Webb Ivory	-	-
Other	-	-
Other fundraising costs	-	2,185
<b>Sub total</b>	<b>-</b>	<b>3,685</b>
<b>Total Gross Expenditure</b>	<b>14,420</b>	<b>21,320</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>14,420</b>	<b>21,320</b>
<b>Net of receipts/(payments)</b>	<b>10,801</b>	<b>3,599</b>
<b>Cash funds last year end</b>	<b>24,506</b>	<b>20,907</b>
<b>Cash funds this year end</b>	<b>35,307</b>	<b>24,506</b>

# 1st Shenfield Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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### Receipts and payments

	2020/21 Unrestricted funds £	2019/20 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	2,772	8,991
Less: Membership subscriptions paid on (National/County/Area/District)	- 2,193	- 2,600
Net membership subscriptions retained	579	6,391
Donations	1,330	6,466
Legacies	-	-
Gift Aid	3,115	-
Receipts for trips and camp fees	-	5,823
Other similar income	-	-
<b>Sub total</b>	<b>5,024</b>	<b>18,679</b>
<b>Grants</b>	20,193	-
Maintenance grant	-	-
Other grants	20,193	-
<b>Sub total</b>	<b>20,193</b>	<b>-</b>
<b>Fundraising (gross)</b>	-	-
Plant & Jumble Sales	-	2,288
Webb Ivory	-	-
Other fundraising activities	-	3,218
	-	-
<b>Sub total</b>	<b>-</b>	<b>5,505</b>
<b>Investment income</b>	-	-
Bank interest	4	22
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	155
Other investment income (inc. hire of minibus & equipment)	-	558
<b>Sub total</b>	<b>4</b>	<b>735</b>
<b>Total Gross Income</b>	<b>25,221</b>	<b>24,919</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>25,221</b>	<b>24,919</b>

# Statement of assets and liabilities at the end of the year

	31st March 2021	31st March 2020
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account (inc eq's issued but not cleared)	24,481	13,680
Bank deposit account	10,826	10,826
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>35,307</b>	<b>24,506</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	6,233	6,926
Scouting equipment, furniture etc	41,368	42,647
Trailers	-	-
<b>Sub total</b>	<b>47,601</b>	<b>49,573</b>
<b>Liabilities</b>		
Accounts invoiced but not paid (Utilities - Phone)	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

## Contingent liabilities and future obligations

None

## Notes to accounts;

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 10th December 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

*P Sarbutt*

*Mark Salvatore*

Print Name

Peter Sarbutt (Treasurer)

Mark Salvatore (Chairman)



# Statement of assets and liabilities at the end of the year

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Bank current account (inc cq's issued but not cleared)	24,481	13,680
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Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>35,307</b>	<b>24,506</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	6,233	6,926
Scouting equipment, furniture etc	41,368	42,647
Trailers	-	-
<b>Sub total</b>	<b>47,601</b>	<b>49,573</b>
<b>Liabilities</b>		
Accounts invoiced but not paid (Utilities - Phone)	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>


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## Notes to accounts;

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Print Name

Peter Sarbutt (Treasurer)

Mark Salvatore (Chairman)