



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 January 2020	To	31 December 2020

## Section A Reference and administration details

Charity name 1<sup>st</sup> Crookham (Odiham District) Scout Group

Other names charity is known by

Registered charity number (if any) 302270

Charity's principal address 39 Velmead Road

Fleet

Hampshire

Postcode

GU52 7LJ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Helen Payne	Group Secretary		AGM
2	Nicholas Halton	Assistant Group Scout Leader - Beavers	Resigned 01/10/2020	Ex-officio
3	Mark Medler	Group Scout Leader		Ex-officio
4	Mark Brook	Assistant Group Scout Leader - Camping		Ex-officio
5	Iain Soars	Quartermaster		AGM
6	Stephen Davis	Assistant Treasurer and Gift Aid co-ordinator		AGM
7	Jeremy Styles	Assistant Group Scout Leader - Cubs		Ex-officio
8	Sujata Sinha	Chair		AGM
9	Janette Mann	Group Treasurer		AGM
10	Toby Roe	Assistant Group Scout Leader - Scouts		Ex-officio
11	Martin Cair	Assistant Group Scout Leader - Beavers	Appointed 15/07/2020	Ex-officio
12	Emma Evans	100 Club Co-ordinator	Appointed 15/07/2020	AGM

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. 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 (eg. trust, association, company)	The Group is a trust established under rules which are common to all Scouting groups.
Trustee selection methods (eg. 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)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system 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 the Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and key staff responsible for aspects of the administrative function, meets every 2 months.

Trustees are generally recruited through the parent membership of the Scout group.

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:

Reduction or loss of members - The Group provides activities for all young people aged 6 to 14 aimed to be challenging and rewarding. 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. Currently there is a waiting list and numbers are healthy.

Damage to the building, property and equipment - The Group currently owns its den and maintains the property and grounds, which are leased from the council. The Group has sufficient buildings and contents insurance in place to mitigate permanent loss.

Injury to leaders, helpers, supporters and members - The Group, through the capitation fees, contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all



activities. Any accidents are followed by a 'lessons learned' session to help mitigate further recurrences.

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. Subscriptions are set based upon a benchmarking of local and national rates. The Group also engages in ad-hoc fund-raising initiatives which are promoted against specific activities or events. Finally, the Group is committed to fund-raising in order to finance a replacement Scout hut which is reaching end-of-life.

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 or, in the worst-case scenario, the complete closure of the Group.

## Section C

## Objectives and activities

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

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.

The Scouts offer a range of activities intended to foster physical, mental, creative, character-building and ethical development, whilst providing enjoyment and a degree of challenge.

Our Group aims to provide variety through a range of activities that will keep young Scouts engaged.

Some activities are intended to support the community at large and include litter collection and the tidying of municipal areas.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Summary of the main achievements of the charity during the year**

2020 was obviously a challenging year for scouting at all levels with the COVID pandemic being as disruptive to our usual program it has been to the rest of society in general. However, thanks to the brilliant, and sustained, efforts of all involved we managed to make a quick and smooth transition to virtual scouting allowing us to stay engaged with our young people during the various lockdowns and then make immediate returns to face-to-face scouting as soon restrictions were lifted. Thus, the group has continued to successfully run 3 Beaver colonies, 3 Cub packs and 3 Scout troops with 190+ youth members, 43 uniformed leaders and a full Executive and, at time of writing, is full to capacity. Leadership is still well provisioned, and comparatively strong overall, with welcome new faces joining the group, mostly in Beaver leadership. However, we have also had some experienced people moving on from the Scout sections and have a growing need for additional coverage at this level. All sections conducted a full program for the year, alternating between face-to-face and virtual meetings across the year:

All our Young People deserve our thanks and congratulations for their perseverance though the year, adapting to the different types of scouting and their flexibility and patience as we all learnt how to deliver scouting in a virtual setting. As ever, thanks must go to all the adults and parents who are involved in supporting the group; both on the section leadership side and less visibly, but just as importantly, executive support side. Everyone's support, for both the group and Scout UK movement, has been particularly appreciated through the COVID crisis.



## Brief statement of the charity's policy on reserves

The Group's policy on reserves is to hold reserves at least equal to cover expenditure for a term plus annual capitation fees. This would enable the Group to continue its charitable activities should income and fundraising activities fall short.

It is also holding funds collected in preparation for the future improvement and towards eventual replacement of the Scout Group's premises. Furthermore, in the event that the lease is terminated for any reason, there is an obligation placed by the council to potentially return the land to its former state without the building, so some funds are held back for prudence.

## Details of any funds materially in deficit

N/A

## 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 including any ethical investment policy adopted.

The Group overall made a large surplus of £22,169.78 for the year ended 31st December 2020. This can be split as follows:

'Group activities': surplus of £5,563:

- The Group aims to break even on its normal activities in any one year (i.e. excluding Den fundraising and expenditure).
- In 2020, the Executive made the decision to ask parents/ carers for 50% of subscription income for the summer 2020 term. This income helped us to cover our fixed costs e.g. utility bills, insurance, repairs and maintenance etc. as well as membership subscriptions paid on and paying for online activities for sections.
- In 2020, we made two gift aid claims (£4,950 for 2018 and £5,013 for 2019) during the year, meaning that we received twice as much income from gift aid than we would normally expect.
- Once this one-off event is taken into account, the Group broke even in 2020.

'Den fundraising': surplus of £16,607:

- 2020 started well for fundraising, with a successful Burns Night event plus fundraising by the Scouts for their 'bluenose hike'.
- Once lockdown hit, our ability to either fundraise or to further the rebuild project was severely compromised. The only additional fundraising that happened in 2020 was donations from parents/ carers either from cancelled events (Beavers camp/ District fun day) or from 50% of summer 2020 term subscriptions. Thank you to everyone who supported us in this way.
- We were successful in claiming government Coronavirus grant support of £11,334 plus a grant from Hampshire County Council

of £700. These amounts have been allocated to the Den rebuild account.

The Statement of Assets shows that the group has reserves at 31 December 2020 of £90,795.70 at year end. The funds are held as working capital and as a reserve in the event of business interruption (£24,063.68) and for the purpose of the future improvement or eventual replacement of the den (£65,848.51). Our policy of holding a level of 'general' reserves plus the generosity of Scouting families in 2020 means that we are in a strong position to be able to weather the challenges of Coronavirus and ensure that we are in a position to continue to provide Scouting opportunities in Fleet and Church Crookham as well as supporting the wider Scout movement.

## Section F

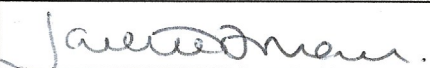
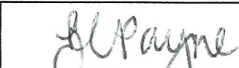
## Other optional information

## 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)	Janette Mann	Helen Payne
Position (eg Secretary, Chair, etc)	Treasurer	Secretary
Date	21 October 2021	

**1ST CROOKHAM (ODIHAM DISTRICT) SCOUT GROUP**

Registered Charity Number 302270

**Financial Statement for the Year ended 31st December 2020**

	1st Crookham Scouts Year to 31-Dec-20 £	Den Fundraising Year to 31-Dec-20 £	Total Year to 31-Dec-20 £	Year to 31-Dec-19 £
<b>INCOME</b>				
Membership subscriptions	18,230.00		18,230.00	21,375.00
Less: Membership subscriptions paid on (District) -	8,350.50		8,350.50 -	7,886.40
Den rebuilding fundraising		5,104.99	5,104.99	7,133.26
Donations/grants	-		-	822.10
Hall Hire	620.00		620.00	1,017.00
T-Shirts	56.00		56.00	286.90
Hart District Council grant		11,334.00	11,334.00	-
Hart Voluntary grant	300.00		300.00	-
Hampshire CC Grant		700.00	700.00	-
New shed donation	-		-	2,500.00
Gift Aid	9,963.35	610.68	10,574.03	5,001.09
Camps / Activities	-		-	13,144.50
100 Club	150.00		150.00	-
Miscellaneous	57.99		57.99	21.40
<b>Total Income</b>	<b>21,026.84</b>	<b>17,749.67</b>	<b>38,776.51</b>	<b>43,414.85</b>
<b>EXPENDITURE</b>				
Utilities & Cleaning	2,726.57		2,726.57	2,585.93
Insurance	1,846.56		1,846.56	1,488.64
Repairs & Maintenance	3,143.46		3,143.46	1,176.86
Website costs	147.47		147.47	131.88
Badges	1,438.55		1,438.55	1,700.00
Den rebuild expenses		810.00	810.00	8,140.32
Den rebuild fundraising expenses		332.74	332.74	-
Courses / Uniforms	453.60		453.60	454.65
T - Shirts	-		-	318.00
Equipment	1,437.01		1,437.01	1,201.36
New shed expenditure	-		-	4,418.00
Section Expenses	3,218.63		3,218.63	7,051.07
Camps / Activities	73.00		73.00	13,142.69
Miscellaneous	387.65		387.65	1,131.19
Fundraising Expenses	-		-	179.26
Online payment fees/ charges	591.49		591.49	974.53
<b>Total Expenditure</b>	<b>15,463.99</b>	<b>1,142.74</b>	<b>16,606.73</b>	<b>44,094.38</b>
<b>Surplus / (Deficit) for the year</b>	<b>5,562.85</b>	<b>16,606.93</b>	<b>22,169.78 -</b>	<b>679.53</b>

**STATEMENT OF ASSETS**

	Year to 31-Dec-20	Year to 31-Dec-19 £
Total Assets brought forward	268,625.92	269,305.45
Surplus / (Deficit) for the year	22,169.78	(679.53)
<b>Total Assets carried forward</b>	<b>290,795.70</b>	<b>268,625.92</b>
Represented by:		
Headquarters (February 2016 valuation)	200,000.00	200,000.00
Total Non Monetary Assets Note 1	<b>200,000.00</b>	<b>200,000.00</b>
HSBC Current Account	24,063.68	18,412.37
Barclays current account	65,848.51	49,102.22
Cash	105.30	135.30
Section Funds Note 2	778.21	976.03
Total Monetary Assets	90,795.70	68,625.92
<b>Total Assets</b>	<b>290,795.70</b>	<b>268,625.92</b>

Note 1: A valuation of the den for insurance purposes was undertaken and agreed by the Executive committee in 2016

Note 2: Included in Section funds is a liability amount of £3.99 owed to the Swifts section leader. This balance was cleared in February 2021.  
Total cash held by section leaders was as follows:

	£
Cash held by section leaders	782.20
Amount owed to Swifts section leader	(3.99)
Net section funds as shown above	<u>778.21</u>



## **Independent examiner's report to the trustees of 1<sup>st</sup> Crookham (Odiham District) Scout Group**

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Crookham (Odiham District) Scout Group for the year ended 31<sup>st</sup> December 2020.

### **Responsibilities and basis of report**

As the charity trustees of the 1<sup>st</sup> Crookham (Odiham District) 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 1<sup>st</sup> Crookham (Odiham District) 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 1<sup>st</sup> Crookham (Odiham District) Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed:



Name: I Masters

Relevant professional qualification or membership of professional bodies (if any): FCA ICAEW 1353184

Address: Fleet, Hampshire

Date: 10/5/21