

## Trustees Annual Report for 1<sup>st</sup> Harpenden Scout Group

For the Period: 01/01/20 to end date 31/12/20

### Reference and Administration Details

Charity name	1 <sup>st</sup> Harpenden (Methodist) Scout Group
Other names charity is known by	1 <sup>st</sup> Harpenden Scout Group
Registered Charity Number	302529
Charity's Principal Address	Granary Lane Scout Hut (off) Cowper Road Harpenden AL5 5NF

Names of the Charity Trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not the whole year
Karen West	Chairman	
Claire Birch	Treasurer	
Claire Petevinos	Secretary	
Andrew Wrentmore	Trustee, Group Scout Leader (GSL)	
Bridget Payne	Trustee	
Steve Cast	Scout Section Leader	
Alan Grace	Trustee	
Emmanuelle Bentley-Sanders	Assistant Group Scout Leader	

Professional Advisors

Type of Advisor	Name	Address
Independent Examiner	Paul Hunt	16 Welbeck Rise, Harpenden, AL5 1SN
Bank	NatWest	10 St Peter's Street, St Albans AL1 3LY

### 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.

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 3 independent representatives; Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders and parent's representation and meets half termly.

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
- 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

## **Risk and Internal Control**

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 policy to ensure that insurable risks are covered.

## **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.

The leaders provide an enjoyable and attractive scheme of progressive training based on the Scout Promise and law, and guided by the Scout Association's balanced programme. This method involves young people working in partnership with adults; enjoying what they are doing; participating in varied and progressive activities; working in groups; taking part in activities outdoors; sharing in prayer and worship; challenging themselves in a safe environment; and making and living out their Scout Promise.

## **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.

## **Achievements and Performance**

Each section organises various opportunities for the young people to experience new challenges, however as of 23<sup>rd</sup> March 2020 face to face activities were suspended due to global pandemic. The group quickly and effectively transferred to online activities. Here is a summary of the activities provided following the balanced programme provided by the Scout Association:

- Monopoly Run – Scouts March 2020
- Good attendance and turnout at virtual St. Georges Day Parade.
- We've had the Beaver trips to the Farm and Stick Men, Cub Mug-cakes.
- Cubs-Got-Talent, Scouts scarf-pizzas.
- Great Indoors, Food Bank Donations, supporting Harpenden Cares, Hiking to the Moon, CampAtHome world record breakers.
- A Painted Stones Rainbow to raise funds for Dunstable Hospital, we have an award from the High Sheriff of Bedfordshire.
- Great Indoors Weekender.
- For RaceRoundTheWorld we raised £1,100 for Scout Groups who needed support to survive & Care for Care Homes led by Kasia Johnson.

All fundraising events were cancelled due to global pandemic.

## **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 12 months running costs, circa £5,000.

### **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.

### **Declaration**

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

Signatures	KMWest	Ckair Birch
Full names	Karen West	Claire Birch

Position	Chairman	Treasurer
----------	----------	-----------

Date: 2<sup>nd</sup> October 2021

	2019	2020
Natwest Current Account	23,553.80	25,943.29
Haarlem Funds (included in the amount above)	0.00	0.00
Committed Funds (uncleared)	0.00	0.00
Petty Cash	0.00	0.00
Shed	11,626.63	1,311.63
Total Cash Reserve	<u>23,553.80</u>	<u>25,943.29</u>

### Natwest Current Account

#### Income

Subscriptions	£ 13,590.00
Fund Raising	£ 23.30
Donations	£ 18,600.00
Loan	£ -
Activities	£ 1,348.80
Camp	£ 2,813.80
Summer Camp	£ 1,256.00
Gift Aid	£ 2,996.91
Miscellaneous	£ 435.70
Fleeces/T-shirts	£ -
Hut Lettings	£ 235.00
Misc	£ -
	<u>£ 41,299.51</u>

#### **Key**

To be entered

Calculated

#### Expenditure

Equipment	£ 493.70
Activities	£ 2,294.93
Badges	£ 1,171.29
Misc	£ 470.58
Training	£ 111.29
Admin	£ 271.34
County Subs	£ 5,544.00
Insurance (Premises)	£ 1,284.11
Electricity	£ 587.27
Hut Maint.	£ 20,654.72
Water rates	£ 317.49
Fund Raising Expenses	£ 250.00
Sundries	£ -
Camp Expenses	£ 3,282.20
Scout Summer Camp	£ 1,256.00
Covid Expenses	£ 921.10
Petty Cash	£ -
	<u>£ 38,910.02</u>

#### **Net Cash Flow**

**£ 2,389.49**

Bank Balance - Brought Forward 31/12/19

**£ 23,553.80**

**Bank Balance - Carried Forward 31/12/2020**

**£ 25,943.29**

#### **Committed Funds**

Unreconciled Income	£ -
Uncleared Cheques	£ -
<b>Cashbook Balance</b>	<u><b>£ 25,943.29</b></u>

### Haarlem Fundraising

Camp Funds		£	-
Transfers In	£	-	
Net	£	-	
Camp Balance Carried Forward		£	-

### Shed Fundraising

Waitrose	278.00		
Co-Op	6,348.63		
Harpenden Trust	8,000.00		
One Foundation	5,000.00		
Expenses			18315
Shed Fundraising Balance - Carried Forward		1,311.63	

Uncommitted Funds	£	24,631.66
-------------------	---	-----------



	2019	2020
Natwest Current Account	23,553.80	25,943.29
Haarlem Funds (included in the amount above)	0.00	0.00
Committed Funds (uncleared)	0.00	0.00
Petty Cash	0.00	0.00
Shed	11,626.63	1,311.63
Total Cash Reserve	23,553.80	25,943.29

### Natwest Current Account

#### Income

Subscriptions	£ 13,590.00
Fund Raising	£ 23.30
Donations	£ 18,600.00
Loan	£ -
Activities	£ 1,348.80
Camp	£ 2,813.80
Summer Camp	£ 1,256.00
Gift Aid	£ 2,996.91
Miscellaneous	£ 435.70
Fleeces/T-shirts	£ -
Hut Lettings	£ 235.00
Misc	£ -
	£ 41,299.51

#### Key

To be entered  
Calculated

#### Expenditure

Equipment	£ 493.70
Activities	£ 2,294.93
Badges	£ 1,171.29
Misc	£ 470.58
Training	£ 111.29
Admin	£ 271.34
County Subs	£ 5,544.00
Insurance (Premises)	£ 1,284.11
Electricity	£ 587.27
Hut Maint.	£ 20,654.72
Water rates	£ 317.49
Fund Raising Expenses	£ 250.00
Sundries	£ -
Camp Expenses	£ 3,282.20
Scout Summer Camp	£ 1,256.00
Covid Expenses	£ 921.10
Petty Cash	£ -
	£ 38,910.02

#### Net Cash Flow

£ 2,389.49

Bank Balance - Brought Forward 31/12/19

£ 23,553.80

Bank Balance - Carried Forward 31/12/2020

£ 25,943.29

#### Committed Funds

Unreconciled Income	£ -
Uncleared Cheques	£ -
Cashbook Balance	£ 25,943.29

I have audited the financial statements of the 1st Horpenden Scout Group for the year end 31 Dec 2020 which comprise the Income and Expenditure Account. In my opinion this gives a true and fair view of the state of the Group's Accounts.

Paul Hunt (ACMA)  
03.06.21