

Trustees Annual Report for 1st Harpenden Scout Group

For the Period: 01/01/21 to end date 31/12/21

Reference and Administration Details

Charity name	1 st Harpenden (Methodist) Scout Group
Other names charity is known by	1 st 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	01/01/2021 – 31/10/2021
Claire Petevinos	Secretary	
Andrew Wrentmore	Trustee, Group Scout Leader (GSL)	
Bridget Payne	Trustee	01/01/2021 – 05/09/2021
Steve Cast	Scout Section Leader	
Alan Grace	Trustee	
Andrew Bartlett	Treasurer	01/06/2021 – 31/12/2021
Jane Thomas	Scout Section Leader	
Chris Smith	Trustee	05/09/2021 – 31/12/2021

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 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. For much of the year, the Group was still restricted to outdoor, socially distanced activities due to the covid pandemic but our sections continued to run a full programme of activities following the balanced programme provided by the Scout Association. Here is a selection of events from our Beavers, Cubs and Scout sections:

Farm visit, raft building, hedgehog sanctuary, Beaver activity day, bike hike, Cub olympics, backwoods cooking, axe skills, tent pitching, orienteering, chip shop challenge, 3-night summer camp, paddle boarding, pumpkin night, ice skating, Christmas party.

Fundraising events were only possible once the pandemic restrictions were lifted; the enormous turn-out for our annual AGM with BBQ and Bonfire Night celebrations showed the continued commitment of our young people, Scouting volunteers and parents.

We also began using our new outdoor shed; the result of years of fundraising, grants and dedication from our premises team. The shed provides storage space for kit and drying space for tents freeing up our hut for the regular sessions.

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	S Nash
Full names	Karen West	Sam Nash
Position	Chairman	Treasurer

Date: 21/10/22

1st Harper

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Natwest Current Account
Haarlem Funds (included in the amount above)
Committed Funds (uncleared)
Petty Cash
Shed
Total Cash Reserve

Natwest Curi

Income

Subscriptions
Fund Raising
Donations
Loan
Activities
Camp
Summer Camp
Gift Aid
Miscellaneous
Fleeces/T-shirts
Hut Lettings
Misc

Expenditure

Equipment
Activities
Badges
Misc
Training
Admin
County Subs
Insurance (Premises)
Electricity
Hut Maint.
Water rates
Fund Rasing Expenses
Sundries

Camp Expenses
Scout Summer Camp
Covid Expenses
Petty Cash

Net Cash Flow

Bank Balance - Brought Forward 31/12/20

Bank Balance - Carried Forward

Committed Funds

Unreconciled Income
Uncleared Cheques /Payments
Cashbook Balance

Haarlem F

Camp Funds

Payments

Net

Camp Balance Carried Forward

Waitrose
Co-Op
Harpenden Trust
One Foundation
Expenses

Shed Fundraising Balance - Carried Forward

Uncommitted Funds



Error

nden Accounts Summary

Year 2018

Summary

	2020	2021
	25,908.29	31,728.98
	0.00	-149.06
	35.00	0.00
	0.00	0.00
	1,311.63	0.00
	25,943.29	31,728.98

rent Account

	£	14,575.00
	£	4,420.59
	£	582.00
	£	-
	£	4,708.84
	£	1,580.00
	£	4,650.00
	£	2,725.46
	£	18.10
	£	-
	£	-
	£	-
	£	33,259.99

	£	1,867.02
	£	5,937.10
	£	972.57
	£	-
	£	228.00
	£	313.05
	£	6,385.50
	£	1,254.06
	£	169.93
	£	3,575.85
	£	365.25
	£	525.43
	£	-

	£	600.00
	£	5,178.71
	£	101.83
	£	-
	£	27,474.30
	£	5,785.69

£ 25,908.29

Dec 01

£ 31,728.98

£	-
£	-

£ 31,728.98

Fundraising

	£	-
-£	149.06	
-£	149.06	
	-£	149.06

Shed Fundraising

	278.00	
	6,348.63	
	8,000.00	
	5,000.00	
		19626.63
		0.00

£ 31,728.98



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Payment vs Fund Raising

Lost Check - confirmed with Claire AB

Key
To be entered
Calculated from sheets

-£ 1,228.26 Loss associated with Activities

portion of subs to fixed expenses	£ 102.25
	£ 101.09

Cash Reserve	£ 8,487.79	Min expected cash reserve level expected to
		County subs
		Insurance prem
		Electric
		Water
		Admin (OSM etc.)

	offset
	0
Expected - Bal	01/03/2022
0.00	31,728.98

48.48

end of moth Balance
0
Jan 03
31,728.98

Noted Error

£

0.03

be circa 7-8k approx one year of fixed costs

1	2
Dec 01	Oct 31
32,302.63	30,991.91

1st Harpenden Accounts

Year 2021

Summary

	2020	2021
Natwest Current Account	25,908.29	31,728.98
Haarlem Funds (included in the amount above)	0.00	-149.06
Committed Funds (uncleared)	35.00	0.00
Petty Cash	0.00	0.00
Shed	1,311.63	0.00
Total Cash Reserve	25,943.29	31,728.98

Natwest Current Account

Income

Subscriptions	£ 14,575.00
Fund Raising	£ 4,420.59
Donations	£ 582.00
Loan	£ -
Activities	£ 4,708.84
Camp	£ 1,580.00
Summer Camp	£ 4,650.00
Gift Aid	£ 2,725.46
Miscellaneous	£ 18.10
Fleeces/T-shirts	£ -
Hut Lettings	£ -
Misc	£ -
	£ 33,259.99

Expenditure

Equipment	£ 1,867.02
Activities	£ 5,937.10
Badges	£ 972.57
Misc	£ -
Training	£ 228.00
Admin	£ 313.05
County Subs	£ 6,385.50
Insurance (Premises)	£ 1,254.06
Electricity	£ 169.93
Hut Maint.	£ 3,575.85
Water rates	£ 365.25
Fund Raising Expenses	£ 525.43
Sundries	£ -
Camp Expenses	£ 600.00
Scout Summer Camp	£ 5,178.71
Covid Expenses	£ 101.83
Petty Cash	£ -
	£ 27,474.30

Net Cash Flow

£ 5,785.69

Bank Balance - Brought Forward 31/12/20

£ 25,908.29

Bank Balance - Carried Forward

31-Dec

£ 31,728.98

I have examined the Accounts for the year ended 31 Dec 2021 which have been produced on a Receipts and Payment Basis. In my opinion the statement reflects a true and fair view of the financial accounts.

Paul Hunt
Paul Hunt, (CIMA)