



Trustees' Annual Report for the period

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|-------------------|----|------|----|-----------------|----|------|
| Period start date | | | To | Period end date | | |
| 13 | 04 | 2020 | | 12 | 04 | 2021 |

Section A Reference and administration details

Charity name 1st London Colney Scout Group

Other names charity is known by

Registered charity number (if any) 302554

Charity's principal address

The Scout Hut

Chicken Lane, Off St Annes Road

London Colney, Herts

Postcode

AL2 1NW

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 | Annabel Zatko | Chairperson | | |
| 2 | Sarah Chester | Treasurer | | |
| 3 | Helen Pecout | Secretary | | |
| 4 | Christopher Taylor | Group Scout Leader | | |
| 5 | Catherine Hulatt | Exec Committee Member | | |
| 6 | Camille Ward | Exec Committee Member | | |
| 7 | Gary Langridge | Scout Leader | | |
| 8 | Samantha Butcher | Beaver Leader | | |
| 9 | Ian Burnett | Beaver Leader | | |
| 10 | Elizabeth Ivory | Cubs Leader | | |
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|------|-----------------------------------|

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Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
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Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

How the charity is constituted

(eg. trust, association, company)

Trustee selection methods

(eg. appointed by, elected by)

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.

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 3 independent representatives, Chairperson, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets every month. 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 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.

Risk & Internal Control

The Group Executive Committee has identified the major risks to which 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:

1. Damage to the building, property and equipment. The group would request the use of buildings, property and equipment from neighbouring 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 to mitigate against permanent loss.
2. 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.
3. Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure 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.
4. 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.
5. Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. If there was a reduction in membership 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.

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 comprehensive insurance policies to ensure that insurable risks are covered.

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.

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)

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.

1. Weekly meetings attended by leaders of the relevant sections and the young people associated to those sections.
2. Delivery of an endorsed programme of activities designed to promote the development of the members.
3. Delivery of indoor and outdoor activities including camps and organised events at Group, District and National level.
4. Promoting participation in the religious events endorsed by the Scouting Community.
5. Promoting participation in community events and activities.

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.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Summary of the main achievements of the charity during the year

There are 3 main sources of income into the group, the first being subs - which have been reduced due to online meetings. Secondly, we would usually take an income from hut hire both private and regular bookings from an after holiday club and playgroup but this has not been possible due to the advent of Covid-19. Our third revenue stream is fundraising - again, which has not been possible recently. We were fortunate enough to have been awarded Co-op community funding again. Most of the money goes to insurance, upkeep of the hut and the bills. We fund some of the youth programme activities and provide equipment such as tents, cooking equipment. A request was made for parental support with fundraising to ensure to benefit all the children of the group and finally we have signed up to receive funds from the fundraising arm of Amazon called Smile.

Our experienced leaders try and keep the weekly programme fresh and exciting as well as teaching our young people the life skills they will need as they grow older.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Group does not have a formal reserves policy. The Accounts are produced on a receipts and payments method.

Details of any funds materially in deficit

None

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 does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk adverse strategy to the investment of funds. All funds are held in cash using only mainstream Banks or Building Societies.

Section F


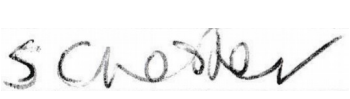
Other optional information

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) | Mrs Annabel Zatko | Mrs Sarah Chester |
| Position | Chair | Treasurer |
| Date | 22/2/22 | 22/2/22 |

Receipts and Payments Account
As at 13th April 2021

| Receipts | | |
|--------------------------------|-------------------------------|-------------------------------|
| | Unrestricted Funds 2020/21 | Unrestricted Funds 2019/20 |
| Membership Subscriptions | £ 6,416.25 | £ 13,366.58 |
| Donations | | £ 128.23 |
| Headquarters Income | £ 645.00 | £ 3,585.00 |
| Private Hire | | £ 40.00 |
| Business Hire | £ 165.00 | £ 2,860.00 |
| Guide/Explorers Hire | £ 480.00 | £ 885.00 |
| Youth Programme and Activities | | |
| Sale of Equipment | £ 644.00 | £ 4,125.71 |
| Kandersteg | £ 11,427.43 | £ 330.00 |
| Fundraising | | |
| Fireworks | £ 21,742.32 | £ 5,710.82 |
| Jumble Sale | | £ 700.00 |
| Co-Op Community Funding | £ 203.76 | £ 1,259.96 |
| Private Function Bar | | £ 38.77 |
| Grants | | £ 1,001.50 |
| Gift Aid | £ 20,240.93 | |
| Wine Tasting | £ 927.63 | |
| Others | £ 370.00 | £ 2,648.79 |
| Investment Income | | £ 61.80 |
| | £ 0.20 | £ 0.82 |
| Total Receipts | £ 40,875.20 | £ 27,247.16 |

| Payments | | |
|--------------------------------|-------------------------------|-------------------------------|
| | Unrestricted Funds 2020/21 | Unrestricted Funds 2019/20 |
| Youth Programme and Activities | £ 281.04 | £ 10,311.45 |
| Fundraising Costs | £ 375.10 | £ 895.00 |
| Licences | | |
| Fundraising Event Expenses | £ 375.10 | £ 895.00 |
| Adult Support & Training | | |
| Water & Sewerage | £ 35.20 | £ 150.00 |
| Electricity & Gas | £ 2,332.58 | £ 59.30 |
| Internet, Website & OSM | £ 909.05 | £ 2,257.35 |
| Insurance | £ 7,951.02 | £ 914.60 |
| Council Rent | £ 50.00 | £ 7,859.68 |
| Repairs and Renewals | £ 559.29 | |
| Materials & Equipment | £ 164.45 | £ 1,670.07 |
| Printing and Photocopying | | £ 7,016.83 |
| Badges & Uniforms | £ 583.49 | £ - |
| Other Costs | | £ 2,036.35 |
| Hut Cleaning | £ 270.00 | £ 1,010.00 |
| Charitable Donations | £ 150.00 | £ 426.00 |
| 100 Year Celebrations | | £ 121.94 |
| Misc | | £ 134.00 |
| Total Payments | £ 13,661.22 | £ 34,862.57 |

| | |
|-----------------------------------|--------------------|
| Total Receipts | £ 40,875.20 |
| Total Payments | £ 13,661.22 |
| Net of receipts/(Payments) | £ 27,213.98 |
| Cash Funds Last Year End | £ 15,005.94 |
| Cash Funds This Year End | £ 42,219.92 |

Statement of Assests and Liabilities at the end of the year
As at 13th April 2021

| | Unrestricted Funds 2020/21 | | Unrestricted Funds 2019/20 | |
|----------------------|-------------------------------|--------------------|-------------------------------|--------------------|
| Cash Funds | | £ 42,219.92 | | £ 22,621.35 |
| Bank Current Account | £ 41,420.83 | ✓ | £ 14,115.19 | |
| Bank Deposit Account | £ 447.42 | | £ 447.22 | |
| Cash Book | £ 351.67 | | £ 443.53 | |

| | | | | |
|---|--------------|---------------------|--------------|---------------------|
| Non monetary Assests for charities own use | | £ 195,347.00 | | £ 195,347.00 |
| Land and Buildings | £ 184,947.00 | | £ 184,947.00 | |
| Scout equipment, furniture Etc. | £ 10,400.00 | | £ 10,400.00 | |

| | | | | |
|-----------------------|--|---|---|---|
| Liabilities | | | | |
| Accounts not yet paid | | £ | - | £ |

The above receipts & payments account and statement of assests and liabilities were approved by the Trustees on 26th May 2021 and signed on their behalf by

Signatures



Print Name

Mrs Annabel Zatko - Chair



Mrs Sarah Chester - Treasurer



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

1st London Colney Scout Group

On accounts for the year
ended

13th April 2021

Charity no
(if any)

302554

Set out on pages

ONE & TWO

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 13th April 2021.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

MJB

Date:

24th MAY '21

Name:

MATTHEW JAMES BARBROOK

Relevant professional
qualification(s) or body
(if any):

CHARTERED GLOBAL MANAGEMENT ACCOUNTANT

Address:

35 ST ANNES ROAD
LONDON COLNEY
HERTS AL2 1LQ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.