

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	0	3	2	1
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Section A Reference and administration details

Charity name

4th St Albans Scout Group

Registered charity number

3	0	2	5	6	9
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HQ registration number

1	0	0	0	0	7	6	9
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Charity's principal address

Jim Green Memorial Hall						
25 Riverside Road						
St Albans						
Postcode	A	L	1	1	R	X

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Cameron Lavin	Chair	
2	Ron Dasgupta	Treasurer	07.09.20 - 31.03.21
3	Sarah Pratt	Secretary	
4	Ian Hamilton Woods		
5	Geoff Bassil		
6	Mark Young		
7	Kathryn-Rhys-Parry		
8	Margaret Caldwell		01.04.20 - 22.10.20
9	Antony Witton		01.04.20 - 17.11.20

Section B Structure, governance and management

Type of governing document

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

The Group is a trust established under its rules which are common to all Scouts.

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Section B

Structure, governance and management (continued)

Additional governance issues

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 Group Executive Committee consists of 3 independent representatives (Chair, Treasurer and Secretary) together with the Group Scout Leader, individual section leaders (if they have opted to take on the responsibility) and parental representation (ideally with representation from parents of members of each section). The Group Executive Committee meets every 3-4 months. Due to the COVID-19 pandemic, meetings during the financial year have been held virtually (via Zoom).

Members of the Group Executive Committee complete five training modules within the first 5 months of joining the committee: 'Essential Information', 'General Data Protection Regulations (GDPR)', 'Safety', 'Safeguarding' and 'Trustee Introduction'.

The 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.

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

Damage to the building, property and equipment. The Group would seek to facilitate temporary use of buildings, property and equipment from neighbouring organisations such as churches, community centres and other Scout Groups and / or could hold section meetings at outdoor locations. 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.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control (continued)</p> <p>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. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently and / or look for alternative sources of grants or other income (as has been possible during the current financial year to support the Group during the COVID-19 pandemic).</p> <p>Reduction or loss of leaders. The Group is totally reliant upon volunteers to run and administer the activities of all sections. 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.</p> <p>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 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.</p> <p>COVID-19. COVID-19 and the resulting national regulations (including 'lock-downs') has restricted the activities of the Group over the financial year. The Group has followed 'The Scouts Framework' in this respect throughout the year. This framework covers when 'physical meetings' are permitted, the considerations required together with permissions process for restarting any face-to-face activity, together with legal and liability conditions and control measures for everyone within the Group to follow.</p>
Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>

Section C	Objectives and activities (continued)
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Summary of the main activities in relation to these objects

Scouts

Over the year, numbers across the two troops have averaged 75 with seven full time leaders. Despite the restrictions caused by 'lockdown', four scouts have managed to achieve their Gold Standard Chief Scouts Award during the year.

The Scouts have been kept busy and active throughout the difficult times on Zoom, including two virtual camps (one spy themed and the other WW2) and a survival themes term, outdoor challenge and expedition challenge activities. Scouts took part in the District 'Store Cupboard Challenge' with one taking first place.

In addition, both troops took part in a sponsored virtual walk challenge to raise funds for scout groups having funding difficulties during lockdown.

Cubs

Over the year, numbers across both packs averaged 61 with each having three warranted leaders. Over 100 badges have been issued with five cubs gaining their Chief Scouts Silver Award.

Activities have been mainly a hybrid of Zoom and parent led activities with a space theme. Virtual camps have also been held successfully and a make your own gingerbread house competition was held with a very high quality of entries.

The two packs raised over £1000 for the Scout Association 'Race Around The World' event to support Groups struggling financially. Other fund raising events saw the cubs take part in a Penny Hike and a Christmas Funny Walk.

Beavers

Over the year, it was decided to keep the numbers in each of the two Colonies to 15. This was to enable face to face meetings to take place (where government restrictions allowed) and because of leadership constraints.

Meetings continued on Zoom during 'lockdown' but this proved more difficult than for the other sections because of the age of the young people. Recruitment of 'parent helpers' is continuing and it is hoped that it will be possible to revert to face to face meetings as soon as possible.

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.

Section D

Achievements and performance

Summary of the main achievements during the year

As can see by the Sectional reviews, the Group has continued to run and engage its young people throughout the financial year, which has seen life and activities constrained by the COVID-19 pandemic.

Section E	Financial Review
Brief statement of the charity's policy on reserves and investments	<p>Reserves Policy</p> <p>The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income from subscriptions, hall hire, fundraising activities and other income sources fall short. Given the Group ownership of the Headquarters building, sufficient reserves to cover on-going maintenance and repair are also required.</p>

<p>Investment Policy</p> <p>The Group's Income and Expenditure is relatively small and as a consequence, the Group, 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.</p>

Section F	Other Optional Information
Plans for future periods	The Group very much hopes that a return to 'face to face' meetings will be possible during the next financial year.

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Cameron Lavin	Ian Hamilton Woods
Position (eg Secretary, Chair)	Chair	Group Scout Leader
Date	1 2 0 7 2 1	

4th St Albans 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	2019/20
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	10,024	17,942
Less Membership subscriptions paid on (National/County/Area/District)	8,873	8,100
Net membership subscriptions retained	1,152	9,842
Donations	60	10
Scouting Activities	674	14,817
Gift Aid	1,759	1,703
Other similar income	-	623
Sub total	3,644	26,896
Grants		
Maintenance grant	-	-
Other grants	20,241	-
Sub total	20,241	-
Investment Income		
Bank interest	17	66
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent Income	8,276	10,192
Other investment income	931	1,960
Sub total	9,323	12,209
Total Gross Income	33,408	39,105
Asset and investment sales, etc.	-	-
Total receipts	33,408	39,105

4th St Albans 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	2019/20
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	1,737	14,996
Adult support and training	70	471
Rent	-	-
Water and Sewerage	303	487
Electricity and Gas	2,606	2,808
Insurance	1,244	1,182
Repairs and Renewals	5,676	1,367
Materials and equipment	-	1,009
Printing and photocopying	-	-
Contribution to camp costs	-	-
Uniforms	407	2,008
AGM and festive expenses	-	-
Other costs detail 1	-	-
Other costs detail 2	-	-
Other costs detail 3	-	-
Sub total	12,641	24,698
Fundraising expenses		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total	-	-
Total Gross Expenditure	12,641	24,698
Asset and investment purchases, etc.	-	-
Total payments	12,641	24,698
Net of receipts/(payments)	21,387	14,587
Cash funds last year end	-	-
Cash funds this year end	21,387	14,587

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Statement of assets and liabilities at the end of the year

	31/03/2021	31/03/2020
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	25,192	11,560
Bank deposit account	41,811	33,584
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	66,803	45,144
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	302	302
Other investments - detail	-	-
Sub total	302	302
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	1	1
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	1	1
Liabilities		
Accounts not yet paid	363	71
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	363	71

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 12th July 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

R. Dasgupta

Print Name

CH. LWIN Chair

Treasurer

RON DASGUPTA
(TREASURER)

Independent examiner's report to the trustees of 4th St Albans Scout Group Council

I report to the trustees on my examination of the accounts of the 4th St Albans Scout Group for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the 4th St Albans 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 4th St Albans 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.

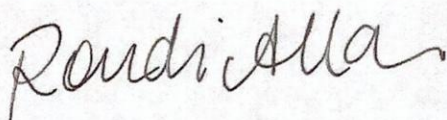
Independent examiner's statement

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 4th St Albans 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: Rondi Allan

Relevant professional qualification or membership of professional bodies: Former Chartered Accountant – Price Waterhouse – Audit Dept

Address: 4 New Barnes Avenue, St Albans. Hertfordshire.

Date: 9th September 2021