

1st Sawbridgeworth Scout Group
Annual Report 2020

Trustees' Annual Report

For the period from (start date) **01.01.2020** to (end date) **31.12.2020**

Section A – Reference and administration details

Charity name	1st Sawbridgeworth Scout Group	
Other names that the charity is known by	Not applicable	
Registered charity number (if any)	302582	
Charity's principle address	c/o Mr N R Jones (Group Scout Leader) 1st Sawbridgeworth Scout Group Headquarters Kecksys, Sawbridgeworth Herts Postcode CM21 9DT	

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
Mr P Richardson	Group Chairman	
Mr T Bill	Group Treasurer	
Mr Geoffrey Wheeldon	Group Secretary	
Mr N Jones	Group Scout Leader	
Mr D Williams	Assistant Group Scout Leader	
Mrs D Chancellor	Elected Member	
Mr L Ellington	GSL Nominated Member	
Mr M Hollingsworth	Elected Member	
Mr A Everett	Blackfoot Cub Scout Leader	
Mr T Payne	Discovery Scout Leader	
Mrs A Atkinson	Cheyenne Cub Scout Leader	up to 21st March 2020
Mrs N Shrimpton	Challenger Scout Leader	up to 21st March 2020
Mrs J Parkin	Elected Member	up to 21st March 2020
Mr E Harries	Challenger Scout Leader (from 21st March 2020, replacing N Shrimpton)	from 21st March 2020
Mr L Furnace	GSL Nominated Member	from 21st March 2020

Section A – Reference and administration details (continued)

Names and addresses of advisers (optional information)

	Type of advisor	Name	Address
1			
2			
3			
4			

Section B – Structure, governance and management

Description of charity's trusts

Type of governing document
(e.g. 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
(e.g. trust, association, company)

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

Trustee selection methods
(e.g. 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;
- trustee consideration of major risks and the systems 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 (Chairman, Treasurer and Secretary), together with the Group Scout Leader, individual Section Leaders and representatives of parents and normally meets approximately 4 times a year.

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.

Section B – Structure, governance and management (continued)

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

- Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to The Scout Association's national accident insurance policy and, in addition, the Group Executive has recently decided to take out additional insurance cover for parent helpers and others who assist the Group on an ad-hoc basis. Risk Assessments are undertaken before all activities.
- Maintenance of a safe environment which prohibits the spread of Covid-19 in line with government guidelines, while continuing to support leaders and members physical and mental wellbeing.
- 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.
- 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 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 objects 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.

Summary of the main activities in relation to these objects

By maintaining eight sections throughout 2020 (3 Beaver Colonies, 3 Cub Scout Packs and 2 Scout Troops), the 1st Sawbridgeworth Scout Group delivered a wide range of Scouting activities throughout the year for around 200 youngsters.

Additional details of the objectives and activities (optional information)

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

- policy on grant making;
- contribution made by volunteers.

Section D – Achievements and performance

Summary of the main achievements of the charity during the year

The start of the year saw the Scouts working on the Creative and Skills and Challenge badges. The Skills Challenge badge involved: 'problem solving' challenges, understanding the dangers of 'Smoking, Drugs and Alcohol' and the importance of 'Diet and Sleep' by designing colourful information posters. We also started to look at

'survival skills', with everyone making a Fire Steel. The Steels were made by whittling a handle to the correct size, drilling a hole for the actual Steel and fixing this securely to the handle. The sticker was then made from a small pair of scissors. When complete the Scouts used their own Steels to light a fire.

Cubs celebrated Chinese New Year, practised night time road safety skills, held an international cooking competition, learnt about astronomy for the astronomy badge and practised their first aid.

Beavers celebrated Chinese New Year and went on an exciting night navigation with 'muddy manoeuvres' around Pishiobury Park. Everybody practised and made cooking pancakes when it came to celebrating Shrove Tuesday.

Then in March 2020 with national lockdown's being imposed due to Covid-19 scouting moved to virtual delivery through the use of the Sawbridgeworth Scout Blog and Zoom meetings were scheduled for all Sections.

As time progressed the Zoom meetings became more adventurous and included badges (e.g. Meteorologist badge), crazy challenges like making a Tower using Spaghetti and Jelly Babies! Or Scavenger hunts and playing games, Bingo became one of the Scout favourites. Events also included a Virtual Camp and 'Rate My Bake' baking competition swiftly followed.

Face-to-face St Georges Day was unfortunately cancelled but an online version was undertaken in conjunction with the Scouting Association doing a Hike to the Moon. Further district level events included a 'Design a Badge'.

Cubs and Scouts returned to socially distanced face-to-face scouting in September – November 2020 with Bush Craft in Priory Woods, a Scout cycle along the Flitch Way, and campfires in the Scout hut grounds.

Zoom meetings returned again in December 2020 with virtual parties held to close out the year.

Section E – Financial review

Brief statement of the charity's policy on reserves

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.

At the end of the year, income reserves amounted to £31,900.00.

Details of any funds materially in deficit

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

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

Signatures		
Full names	Peter Richardson	Geoff Wheeldon
Position (e.g. Chairman, Secretary)	Chairman	Secretary
Date	20-10-21	19/10/21

1st Sawbridgeworth Scout Group

Receipts and Payments Account - 1st January 2020 to 31st December 2020

RECEIPTS

Subs from Sections	18,699.35
Less Levy Paid	0.00
Go Cardless Fees	-476.45
Hall Rent	4,490.00
Donations	3,000.00
Discount on Levy	0.00
Gift Aid	8,794.88
Group Activities	306.00
Fund Raising	4,221.25
Miscellaneous	10,371.69

PAYMENTS

Electricity	2,091.88
Insurance	974.78
Building Repairs/Maint	2,005.92
Water	99.27
Donations	0.00
Group Activities	1,196.98
Training	0.00
Fund Raising	0.00
Administration	814.24
Lease	400.00
Annual Levy	8,900.00
New Equipment	259.98
Badges	616.77
Miscellaneous Expenditure	108.50

Total 49,406.72

Total 17,468.32

Excess of Receipts over Payments

31,938.40

Cash / Bank Balances at 31.12.2019

Cash in Hand / Floats	0.00
Treasurer's A/C	24,156.07
Business A/C	0.00
Scouts STIS	0.00

Total 24,156.07

Cash / Bank balances at 31.12.2020

Cash in Hand / Floats	0.00
Treasurer's A/C	56,094.47
Business A/C	0.00
Scouts STIS	0.00

Total 56,094.47

Increase in Cash / Bank Balances

31,938.40

I certify that the accounts as presented above are correct

David Sheppard
Independent Examiner

Signed David Sheppard Date 21/04/21

Group Executive Committee

Mr Peter Richardson
Chairman

Signed [Signature] Date 20/10/21

Mr Nick Jones
Group Scout Leader

Signed N. L. Jones Date 20/10/21

Mr Tim Bill
Group Treasurer

Signed [Signature] Date 20/10/21

D Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.20 to (end date) 31.12.20

(A1) Receipts

Budget 2020		Unrestricted Funds 2020	Unrestricted Funds 2019
	MEMBERS SUBSCRIPTIONS		
22,000	Subs from Sections	18,222.90	20,419.15
0	Less Levy Paid	0.00	0.00
<u>22,000</u>		<u>18,222.90</u>	<u>20,419.15</u>
	INCOME RECEIVED		
0	Go Cardless Fees	0.00	0.00
7,800	Hall Rent	4,490.00	8,515.00
<u>7,800</u>		<u>4,490.00</u>	<u>8,515.00</u>
	DONATIONS / GRANTS		
0	Donations	3,000.00	60.00
0	Discount on Levy	0.00	97.00
5,500	Gift Aid	8,794.88	0.00
<u>5,500</u>		<u>11,794.88</u>	<u>157.00</u>
	ACTIVITIES		
0	Group Activities	306.00	5,528.27
<u>0</u>		<u>306.00</u>	<u>5,528.27</u>
	FUND RAISING (gross)		
0	Fund Raising	4,221.25	2,770.62
<u>0</u>		<u>4,221.25</u>	<u>2,770.62</u>
	OTHER INCOME		
0	Miscellaneous	10,371.69	10.10
<u>0</u>		<u>10,371.69</u>	<u>10.10</u>
	SUNDRY RECEIPTS		
0	Miscellaneous	0.00	0.00
0	Transfer of funds	0.00	0.00
<u>0</u>		<u>0.00</u>	<u>0.00</u>
<u>35,300</u>	TOTAL RECEIPTS FOR THE YEAR	<u>49,406.72</u>	<u>37,400.14</u>

Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.20 to (end date) 31.12.20

(A2) Payments

Budget 2020		Unrestricted Funds 2020	Unrestricted Funds 2019
	PREMISES		
2,500	Electricity	2,091.88	2,718.75
1,000	Insurance	974.78	882.30
3,000	Building Repairs/Maint	2,005.92	2,597.97
150	Water	99.27	153.85
<u>6,650</u>		<u>5,171.85</u>	<u>6,352.87</u>
	DONATIONS / GRANTS		
0	Donations	0.00	0.00
<u>0</u>		<u>0.00</u>	<u>0.00</u>
	ACTIVITIES		
4,000	Group Activities	1,196.98	10,155.91
0	Loan Repayment	0.00	0.00
250	Training	0.00	0.00
<u>4,250</u>		<u>1,196.98</u>	<u>10,155.91</u>
	FUND RAISING EXPENSES		
200	Fund Raising	0.00	0.00
<u>200</u>		<u>0.00</u>	<u>0.00</u>
	ADMINISTRATION / ESTABLISHMENT EXPENSES		
749	Administration	814.24	1,385.05
0	Cleaning	0.00	0.00
400	Lease	400.00	0.00
9,300	Annual Levy	8,900.00	9,603.00
<u>10,449</u>		<u>10,114.24</u>	<u>10,988.05</u>
	PURCHASE OF CAPITAL EQUIPMENT		
6,000	New Equipment	259.98	1,331.07
0	New Build	0.00	0.00
<u>6,000</u>		<u>259.98</u>	<u>1,331.07</u>
	SUNDRY PAYMENTS		
2,000	Badges	616.77	1,491.54
0	Miscellaneous Expenditure	108.50	10,038.50
5,000	Contingencies	0.00	0.00
<u>7,000</u>		<u>725.27</u>	<u>11,530.04</u>
<u>34,549</u>	TOTAL PAYMENTS FOR THE YEAR	<u>17,468.32</u>	<u>40,357.94</u>

Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.20 to (end date) 31.12.20

Receipts and Payments summary

	Unrestricted Funds 2020	Unrestricted Funds 2019
TOTAL RECEIPTS FOR THE YEAR	49,406.72	37,400.14
TOTAL PAYMENTS FOR THE YEAR	<u>17,468.32</u>	<u>40,357.94</u>
NET RECEIPTS FOR THE YEAR	31,938.40	-2,957.80
CASH, BANK & SIMILAR FUNDS LAST YEAR END	<u>24,156.07</u>	<u>27,113.87</u>
CASH, BANK & SIMILAR FUNDS THIS YEAR END	56,094.47	24,156.07

Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.20 to (end date) 31.12.20

(B) Statement of Assets and Liabilities at the end of the period

	2020	2019
B1 CASH FUNDS		
Cash in Hand / Floats	0.00	0.00
Treasurer's A/C	56,094.47	24,156.07
Business A/C	0.00	0.00
Scout Association Short Term Investment Service	0.00	0.00
	<u>56,094.47</u>	<u>24,156.07</u>
B2 OTHER MONETARY ASSETS		
n/a	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
B3 INVESTMENT ASSETS		
n/a	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
B4 ASSETS RETAINED FOR CHARITY'S OWN USE		
Motor vehicles	0.00	0.00
Scouting equipment, furniture, etc.	13,752.41	15,020.48
	<u>13,752.41</u>	<u>15,020.48</u>
TOTAL ASSETS	<u>69,846.88</u>	<u>39,176.55</u>
B5 LIABILITIES		
n/a	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
TOTAL LIABILITIES	<u>0.00</u>	<u>0.00</u>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees at the meeting of the 1st Sawbridgeworth Group Executive on xxxx 2020 and signed on their behalf by:

Trustee and position

Peter Richardson - Chairperson

Nick Jones - Group Scout Leader

Signature




Date

20.10.21
20/10/21

1st Sawbridgeworth Scout Group

Balance Sheet as at 31st December 2020

Receipts and Payments 2020

Receipts	49,406.72	
Payments	<u>17,468.32</u>	
Surplus		31,938.40

Transferred to:		
Building Contingency	0.00	
		<u>0.00</u>
		31,938.40

Unrestricted Accounts

General Account			
Funds b/f		24,156.07	
Transferred from Receipts and Payments		<u>31,938.40</u>	
			56,094.47

Equipment Account			
Inventory b/f	15,020.48		
New equipment	<u>259.98</u>		
	15,280.46		
less depreciation (10%)	<u>-1,528.05</u>		
	13,752.41		
Funds b/f		<u>0.00</u>	
		13,752.41	
Transferred from Receipts and Payments		<u>0.00</u>	
			13,752.41

69,846.88

42,774.60

Assets

Cash in Hand / Floats		
Cash in Hand / Floats	0.00	
		0.00

Barclays Bank		
Deposit (Contingency Account)	0.00	
Business A/C	<u>56,094.47</u>	
		56,094.47

Equipment Account		
Inventory b/f	12,656.18	
New equipment	<u>259.98</u>	
	15,280.46	
less depreciation (10%)	<u>-1,528.05</u>	
		<u>13,752.41</u>
		<u>69,846.88</u>

Liabilities

	0.00
	<u>0.00</u>
Total Liability	<u>0.00</u>

Outstanding Liability	<u>0.00</u>
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Independent Examiner's Report to the Trustees of the
1st Sawbridgeworth Scout Group
(Registered Charity No 302582)

I report on the accounts of the 1st Sawbridgeworth Scout Group ('the charity') for the year ended 31st December 2020, which comprise the Receipts and Payments Account, the Balance Sheet and related notes as set out on pages 1 – 10. This report is made solely to the Trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees for my examination work.

Respective responsibilities of Trustees and Examiner

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- ◆ examine the accounts (under Section 145 of the Charities Act);
- ◆ to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act); and
- ◆ to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



D L A Sheppard BA (Hons), FCA
21 Avenue Road
Bishop's Stortford
Hertfordshire
CM23 5NT
21st April 2021