

DRAFT VERSION
TO BE FORMALLY APPROVED BY
THE GROUP EXECUTIVE COMMITTEE
AT THE AGM ON 14th May 2022

1st Sawbridgeworth Scout Group
Annual Report 2021

Trustees' Annual Report

For the period from (start date) **01.01.2021** to (end date) **31.12.2021**

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 G Wheeldon	Group Secretary	Up to 31st August 2021
Mrs K Forbes-Jackson	Group Secretary	From 1st September 2021
Mr N Jones	Group Scout Leader	
Mr D Williams	Assistant Group Scout Leader	
Mr L Ellington	GSL Nominated Member	
Mr A Everett	Blackfoot Cub Scout Leader	
Mr T Payne	Discovery Scout Leader	
Mr E Harries	Challenger Scout Leader	
Mr L Furnace	GSL Nominated Member	

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 seven sections throughout 2021 (2 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

BEAVERS & CUBS

One of the joys of writing an end of year report is that it gives me an opportunity to look back and be thankful for all that has been accomplished.

My Skills and Team Work Awards

Badges like Book Reader Hobbies Creative Space Collector Navigator level 1 Hikes Campfires Plus so much more.

The real stars of the show are the Beavers & Cubs each one with their own character and individual way of looking at the world; no two evenings have been the same. Making this year one we will look back on and smile knowing that the joy of Scouting has been planted and is ready to grow and blossom over the next few years.

SCOUTS

Challenger and Discovery Troops run a mutual programme covering all 'normal' Troop evenings, Camps and major activities. Together we have had another busy and active year in very odd and sometimes difficult circumstances due to the ongoing Covid-19 pandemic.

Spring Term 2021

2021 began with the country in Lockdown 3! All meetings had to be held online; we tried our best to make virtual Scouting as a traditional as possible, but we had to modify the programme for Zoom.

We started with Sweetie Bingo, I'm not sure all the sweets being eaten were actually won. We had to have Personal Challenges because normal Patrol Challenges are not easy to organise on Zoom; one of the challenges saw everyone making a tower out of spaghetti and jelly babies. The towers had to be strong enough to hold up an OXO cube and the tallest tower that stayed standing the longest won the challenge!

Just before the half term break it was "Pancake night" which is always good fun, but even more interesting trying to coordinate everyone on Zoom. I think we all had an enjoyable evening and lots of pancakes were cooked and eaten☺.

After half term the online challenges continued; one week we built a boat out of old plastic bottles and various other recyclable items. The online mini Olympics was an interesting night, playing silly games like coin bowls, paper straw javelin, balloon tennis and many more. We had another online cooking night later in the term with everyone working in their own kitchens making Flapjacks. We finished the term creating a Knot board with five different Scouting knots, the

knots were demonstrated on Zoom and when made the Scouts stuck them to their display board.

Summer Term 2021

After Easter some of the Lockdown restrictions had been lifted and we could do socially distanced outside face-to-face scouting again.

Hoping the weather would be kind to us we devised a series of outside meetings starting with Fire Lighting and incinerating sausages over the food fires (always a favourite). We had an evening building and launching Bottle rockets and spent a couple of weeks whittling, with everyone making a walking stick! Some of the sticks were then used on the annual walk along the river from the Moorhen back to the HQ.

In April we held our first Activity Day of the year at Priory Woods, with Scouts practicing their camp skills; using a saw safely, fire lighting techniques, making useful camp gadgets and lots of cooking. We also held a flag pole memorial for the Duke of Edinburgh in the afternoon, before cooking for the evening meal.

In May we had another Activity day but this time we had a ramble, starting at Priory Woods and finishing at the HQ. The ramble included stops for an Ice Cream in Hatfield Forest and a longer lunch break near Woodside green, altogether we walked about 10km in just under 5 hours.

The first week after half term we made ballistas, erected hike tents and used Tranga stoves to make a cup of tea. The next week was cycle maintenance night in preparation for our annual cycle ride. For the actual ride we decided to cycle around the cycle tracks, paths and back lanes of Harlow. Most of the journey was 'off-road', but there were a few busier roads that had to be crossed, many thanks to the Dads who rode on ahead and made sure it was safe to cross when the main peloton arrived.

As the weather improved we had a couple of evenings at Pishiobury Park; playing widgames and tackling an orienteering course to solve a hidden puzzle.

To conclude the term we held our traditional widgame, BBQ and Awards Night at the Priory Woods campsite, while still adhering to the socially distance rules.

In July the restrictions had been further relaxed and Scouts were able to go camping again. Luckily we already had Priory Woods booked (just in case), so this time we camped overnight☺. The Scout Association suggested that Bivouacking would be a good way to ensure there was plenty of fresh air to reduce any chance of transmission of the virus. Bivouacs also count towards the Outdoor Challenge award. Therefore the main programme choice was made, in addition to making Bivouacs we also did all the usual camp craft;

lighting fires using various techniques, using axes & saws safely, cooking on wood fires and Backwoods cooking. On the Saturday evening we went for a ramble in Hatfield Forest but the weather turned very wet, so we had to have an inside campfire to warm up. The rain eventually stopped and we had time for a widgame in the woods before bedtime. Luckily the worst of the rain had cleared away. Checking the Bivouacs showed most were quite dry and cosy, many of the Scouts then chose to sleep in their bivy overnight.

Autumn Term 2021

Autumn term saw us continuing with the outdoor theme while the weather permitted; including cooking on wood fires (in the dark), an evening practising our knots and lashings and another following a town trail to find clues and solve a mystery, one of the clues included a stop at the fish & chip shop to buy a bag of chips.

As the nights got colder we moved inside a bit more often and started work on the Creative Challenge award; making gliders from polystyrene plates and Guy Fawkes 'Guys' from balloons and card for the model making section. We spent a few weeks practising and performing stunts and campfire plays for the performance section.

Mid-November saw us turn our attention to the annual Cooking Competition which ties in with the cooking section of the Creative Challenge award. This year we had William the District Commissioner, plus the current and three previous Sawbridgeworth Mayors all wanting to come and judge the competitions. As usual the judges had a hard job deciding the winners of each competition due to the excellent cooking and team work of all the Patrols.

In December we had an evening making Paracord Christmas Trees that could be used as Christmas decorations to pass the Skills development section.

We had two night hikes during the term, in early November we had our traditional November hike, going north past the cemetery, then the across the fields up to Spellbrook, before returning via the river tow path to Kecksy's bridge and back up hill to the HQ. In early December we had our second night hike with a circular walk from Bell Street car park via Pishiobury Park and the Rivers Nursery.

Unfortunately due to the number of Covid cases increasing nationally in the period before Christmas and the new restrictions introduced by the Government and Scout Association, we decided to postponed the Troop Christmas parties until the end of January 2022.

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 £40,558 plus £35,064 in the Building Contingency fund.

Details of any funds materially in deficit

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

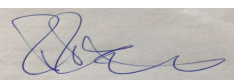
- The charity's principal sources of funds (including any fundraising);
- How expenditure has supported the key objectives of the charity;
- Investment policy and objectives

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	Karen Forbes-Jackson
Position (e.g. Chairman, Secretary)	Chairman	Secretary
Date	14/05/22	14/05/22

1st Sawbridgeworth Scout Group

Receipts and Payments Account - 1st January 2021 to 31st December 2021

RECEIPTS

Subs from Sections	9,274.07
Less Levy Paid	53.50
Go Cardless Fees	0.00
Hall Rent	10,150.00
Donations	1,050.00
Discount on Levy	0.00
Gift Aid	7,563.12
Group Activities	1,406.25
Fund Raising	2,820.70
Miscellaneous	10,240.93

PAYMENTS

Electricity	2,394.29
Insurance	893.61
Building Repairs/Maint	2,705.55
Water	391.67
Donations	0.00
Group Activities	5,071.46
Training	0.00
Fund Raising	20.00
Administration	651.12
Lease	629.04
Annual Levy	5,831.50
New Equipment	3,421.99
Badges	982.22
Miscellaneous Expenditure	260.47

Total 42,558.57

Total 23,252.92

Excess of Receipts over Payments

19,305.65

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

Cash / Bank balances at 31.12.2021

Cash in Hand / Floats	0.00
Treasurer's A/C	75,400.12
Business A/C	0.00
Scouts STIS	0.00

Total 75,400.12

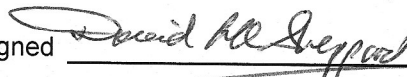
Increase in Cash / Bank Balances

19,305.65

I certify that the accounts as presented above are correct

David Sheppard
Independent Examiner

Signed



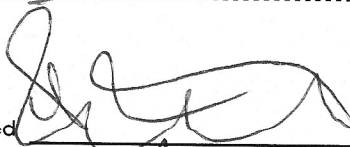
Date

12/05/22

Group Executive Committee

Mr Peter Richardson
Chairman

Signed

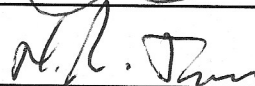


Date

19/07/22

Mr Nick Jones
Group Scout Leader

Signed



Date

19/7/22

Mr Tim Bill
Group Treasurer

Signed



Date

19/7/22

1st Sawbridgeworth Scout Group

Balance Sheet as at 31st December 2021

Receipts and Payments 2021

Receipts	42,558.57	
Payments	<u>23,252.92</u>	
Surplus		19,305.65

Transferred to:		
Building Contingency	0.00	
		<u>0.00</u>
		19,305.65

Unrestricted Accounts

General Account			
Funds b/f		56,094.47	
Transferred from Receipts and Payments			<u>19,305.65</u>
			75,400.12

Equipment Account			
Inventory b/f	13,752.41		
New equipment	<u>3,421.99</u>		
	17,174.40		
less depreciation (10%)	<u>-1,717.44</u>		
	15,456.96		
Funds b/f		<u>0.00</u>	
		15,456.96	
Transferred from Receipts and Payments			<u>0.00</u>
			15,456.96

90,857.08

Assets

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

Barclays Bank			
Deposit (Contingency Account)	0.00		
Business A/C	<u>75,400.12</u>		
			75,400.12

Equipment Account			
Inventory b/f	13,752.41		
New equipment	<u>3,421.99</u>		
	17,174.40		
less depreciation (10%)	<u>-1,717.44</u>		
		<u>15,456.96</u>	
		<u>90,857.08</u>	

Liabilities

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

Outstanding Liability		<u>0.00</u>
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D Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.21 to (end date) 31.12.21

(A1) Receipts

Budget 2021		Unrestricted Funds 2021	Unrestricted Funds 2020
	MEMBERS SUBSCRIPTIONS		
22,100	Subs from Sections	9,274.07	18,222.90
0	Less Levy Paid	53.50	0.00
22,100		9,327.57	18,222.90
	INVESTMENT INCOME RECEIVED		
0	Go Cardless Fees	0.00	0.00
7,800	Hall Rent	10,150.00	4,490.00
7,800		10,150.00	4,490.00
	DONATIONS / GRANTS		
0	Donations	1,050.00	3,000.00
0	Discount on Levy	0.00	0.00
5,525	Gift Aid	7,563.12	8,794.88
5,525		8,613.12	11,794.88
	ACTIVITIES		
0	Group Activities	1,406.25	306.00
0		1,406.25	306.00
	FUND RAISING (gross)		
0	Fund Raising	2,820.70	4,221.25
0		2,820.70	4,221.25
	OTHER INCOME		
0	Miscellaneous	10,240.93	10,371.69
0		10,240.93	10,371.69
	SUNDRY RECEIPTS		
0	Miscellaneous	0.00	0.00
0	Transfer of funds	0.00	0.00
0		0.00	0.00
35,425	TOTAL RECEIPTS FOR THE YEAR	42,558.57	49,406.72

Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.21 to (end date) 31.12.21

(A2) Payments

Budget 2021		Unrestricted Funds 2021	Unrestricted Funds 2020
	PREMISES		
2,500	Electricity	2,394.29	2,091.88
1,000	Insurance	893.61	974.78
3,000	Building Repairs/Maint	2,705.55	2,005.92
150	Water	391.67	99.27
<u>6,650</u>		<u>6,385.12</u>	<u>5,171.85</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	5,071.46	1,196.98
0	Loan Repayment	0.00	0.00
250	Training	0.00	0.00
<u>4,250</u>		<u>5,071.46</u>	<u>1,196.98</u>
	FUND RAISING EXPENSES		
200	Fund Raising	20.00	0.00
<u>200</u>		<u>20.00</u>	<u>0.00</u>
	ADMINISTRATION / ESTABLISHMENT EXPENSES		
882	Administration	651.12	814.24
0	Cleaning	0.00	0.00
450	Lease	629.04	400.00
9,300	Annual Levy	5,831.50	8,900.00
<u>10,632</u>		<u>7,111.66</u>	<u>10,114.24</u>
	PURCHASE OF CAPITAL EQUIPMENT		
6,000	New Equipment	3,421.99	259.98
0	New Build	0.00	0.00
<u>6,000</u>		<u>3,421.99</u>	<u>259.98</u>
	SUNDRY PAYMENTS		
2,000	Badges	982.22	616.77
0	Miscellaneous Expenditure	260.47	108.50
5,000	Contingencies	0.00	0.00
<u>7,000</u>		<u>1,242.69</u>	<u>725.27</u>
<u>34,732</u>	TOTAL PAYMENTS FOR THE YEAR	<u>23,252.92</u>	<u>17,468.32</u>

Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.21 to (end date) 31.12.21

Receipts and Payments summary

	Unrestricted Funds 2021	Unrestricted Funds 2020
TOTAL RECEIPTS FOR THE YEAR	42,558.57	49,406.72
TOTAL PAYMENTS FOR THE YEAR	<u>23,252.92</u>	<u>17,468.32</u>
NET RECEIPTS FOR THE YEAR	19,305.65	31,938.40
CASH, BANK & SIMILAR FUNDS LAST YEAR END	<u>56,094.47</u>	<u>24,156.07</u>
CASH, BANK & SIMILAR FUNDS THIS YEAR END	75,400.12	56,094.47

Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.21 to (end date) 31.12.21

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

	2021	2020
B1 CASH FUNDS		
Cash in Hand / Floats	0.00	0.00
Treasurer's A/C	75,400.12	56,094.47
Business A/C	0.00	0.00
Scout Association Short Term Investment Service	0.00	0.00
	<u>75,400.12</u>	<u>56,094.47</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.	15,456.96	13,752.41
	<u>15,456.96</u>	<u>13,752.41</u>
TOTAL ASSETS	<u>90,857.08</u>	<u>69,846.88</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

19/07/22
19/7/22

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 2021, 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
12th May 2022