

# Trustee's Annual Report

For the period from 1 August 2020 to end date 31 July 2021

## Section A Reference and administration details

Charity name	1st Bishop's Stortford and Hockerill Scout Group
Registered charity number	302616
HQ registration number	1000995
Charity's principal address	The Scout Hut Heath Row Bishop's Stortford CM23 5EN

Names of charity trustees who manage the charity (*will be published in the Charity Register*)

	Trustee name	Office (if any)	Dates acted if not for whole period
1	Simon Carter	Group Scout Leader	
2	Helen Mephram	Chair	
3	Kate Richardson	Treasurer	
5	Diana Fatkullina	Membership Secretary	
6	Ian Brixton	IT & Facilities	
7	Nicola Whitaker		to 16.01.21
8	Robert Westcott		from 30.09.20

## Section B Structure, governance, management

Governing documents	The Group's governing documents are the conveyance dated 11 February 1909 upon the trusts of the boy scouts association trust deed and those of the Scout Association, which 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 an unincorporated association established by declaration of trust operating under rules common to all Scout Groups.
Trustee selection methods	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

## Executive Committee

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 members include the Chair, Treasurer and Secretary (who must be independent, meaning they cannot be Leaders), and the Group Scout Leader. Normally (but not exclusively), trustees are drawn from the parents of the Group's young members. The Committee meets around ten times a year. None of the trustees has any beneficial interest in the charity.

This Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

- maintenance of Group property;
- raising of funds and the administration of Group finance;
- 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 advisers 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 as follows.

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 in place to mitigate against permanent loss. The Group has carried out substantial maintenance work on the Scout Hut this year, replacing the heating system and outdoor lighting.

Injury to leaders, helpers, supporters and members The Group through the membership fees contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities, including more recently, those related to COVID19.

Reduced income from fund raising The Group is primarily reliant on income from subscriptions, other member contributions and rental income from the Scout Hut and Priory Wood. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Group was fortunate to receive government grants totalling over £17,000, which the Group was very grateful to receive. This more than compensated for the reduced rental income and additional expenses associated with COVID19 precautions for face-to-face meetings.

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 or, in the worst-case scenario, the complete closure of the Group.

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, or, in the worst-case scenario, the complete closure of the Group. The Group has a waiting list and has done for many years, so this risk is currently considered to be remote.

Financial misconduct The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatories for all payments and no self-approval of expenses.

Personal data The Group maintains systems and procedures aimed at ensuring it protects the personal data it controls and uses personal data in compliance with data protection legislation.

## Section C Objectives and activities

### Summary of the objects of the charity

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.

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.

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.

### Summary of the main activities in relation to these objects

The Group runs three Beaver Scout Colonies, three Cub Scout Packs and three Scout Troops. They meet weekly, except for one Scout Troop, which meets monthly. Other than suspending face-to-face meetings when required because of COVID, with some sections continuing to meet via Zoom, there has been no material change in these activities during the year.

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. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Group should undertake.

## Section D Achievements and performance

Summary of the main achievements of the charity during the year

- Ran more than 200 face-to-face training sessions and around 70 virtual sessions for young people aged 6 to 14.
- Ran six camps/overnight activities for young people aged 6 to 14.
- Supported the provision of over 30 sessions for the linked Explorer Scout unit (young people aged 14 to 18).
- Enabled over 214 young people to contribute to the local community, for instance, our Inca and Aztec Scout Troop members raised over £1,800 for the local foodbank and night shelter for the homeless.
- Ensured our facilities have been maintained in a safe and secure manner, including replacing the flooring in our HQ Hut, repainting its interior and replacing or repairing the doors on our outside store rooms. We also installed our first compost toilet at the group's Priory Wood campsite.
- Supported 54 leaders, trustees and other adult volunteers.
- Let the Group's HQ Hut and Priory Wood facilities to other community groups.

## Section E Financial review

The charity's policy on reserves

It is the Group's policy that unrestricted funds that have not be designated for a specific use should be maintained at a level equivalent to three to six months' expenditure. The trustees consider that reserves at this level will ensure that, if there is a significant drop in funding, they will be able to continue the Group's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained through the year.

Details of any funds materially in deficit (circumstances plus steps to eliminate)

No fund of the Group's is materially in deficit

Investment policy

The Group's Income and Expenditure is 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 or The Scout Association's Short-Term Investment Service.

Brief statement  
on preparation of  
financial  
statements

The Group Executive Committee regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Committee considers the cash flow requirements.

Trustees'  
responsibilities in  
respect of  
financial  
statements and  
accounting  
records

The financial statements have been prepared in accordance with the Group's constitutional documents, the relevant policies and guidance of The Scouting Association and the Charities Act 2011.

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Group and of the incoming resources and application of resources of the Group for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Group and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Section F Other optional information

Plans for future  
periods

In the coming financial year, the Group will be completing the programme of replacement for some of the fencing around the boundary of its Priory Wood campsite and installing a second compost toilet at Priory Wood. The Group expects to be able to pay the associated costs from rental income and by applying for grants. However, the Group has sufficient reserves to cover these costs if required. This has been taken into consideration when deciding to proceed with these works.

## Section G Declaration

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The trustees declare that they have approved the trustee's report above.

Signed on behalf of the charity's trustees

Signature



Name

Kate Richardson

Position

Treasurer

Date

19 April 2022

# 1st Bishop's Stortford & Hockerill Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01 August 2020	to	31 July 2021
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### Receipts

	31Mar19/31Jul20	2020/21
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions (net of refunds)	14,248.00	19,552.00
Less: Membership subscriptions paid on (National/County/Area/District)	- 10,591.50	- 11,118.00
Net membership subscriptions retained	3,656.50	8,434.00
Donations (including those raised for other charities)	2,586.17	689.19
Legacies	-	-
Gift Aid	5,090.49	2,468.04
Other similar income	-	144
<b>Sub total</b>	<b>11,333.16</b>	<b>11,735.23</b>
<b>Grants</b>		
Government COVID-related grant	10,000	17,406.93
Other grants	2,800	-
<b>Sub total</b>	<b>12,800</b>	<b>17,406.93</b>
<b>Fundraising (gross)</b>		
Parent/carer contributions for extra section meeting activities	2,677.93	825.50
Parent/carer contributions for camps etc.(net of refunds)	5,316.63	36.00
Other fundraising activities	10	-
<b>Sub total</b>	<b>8,004.56</b>	<b>861.50</b>
<b>Investment income</b>		
Interest earned on deposits held with financial institutions	498.84	416.51
The Scout Association Short Term Investment Service	-	-
Property Rent income (hiring out HQ Hut and Priory Wood)	7,102.00	3,380.00
Other investment income	-	-
<b>Sub total</b>	<b>7,600.84</b>	<b>3,796.51</b>
<b>Total Gross Income</b>	<b>39,738.56</b>	<b>33,800.17</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>39,738.56</b>	<b>33,800.17</b>

# 1st Bishop's Stortford & Hockerill Scout Group

## Receipts and Payments Account

Year start date

Year end date

01 August 2020

to

31 July 2021

### Payments

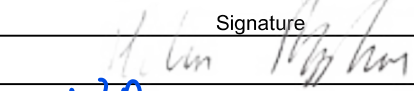

	2019/31Jul20	2020/21
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Paying anticipated expenses from prev year	1,648	1,440
Youth programme and activities (including camps)	14,345.53	3,319.68
Adult support, training, incl. thank you gifts	328.01	570.38
Rent	1,932.00	960.00
Utilities (wate, sewerage,electricity, gas, wifi)	1,832.26	1,027.30
Insurance	1,268.06	1,256.51
Repairs and Renewals	15,987.64	17,889.04
Materials and equipment	1,300.39	1,408.75
IT (OSM subscriptions, website hosting etc.) and admin (printing, postage etc.	585.06	490.11
Uniforms	288.37	526.40
AGM and trustee expenses	711.34	125.00
Badges etc.	2,068.69	819.15
Other donations of funds raised (Bishop's Sortford Food Bank, Holy Trinity Nightshelter)	400.00	-
Bank and payment servicer (gocardless) charges	766.96	858.99
	<b>43,462.72</b>	<b>30,691.31</b>
<b>Fundraising expenses</b>		
Spefiic project fundraising costs	-	-
Other fundraising costs	96.00	96.00
<b>Sub total</b>	<b>96</b>	<b>96</b>
<b>Total Gross Expenditure</b>	<b>43,558.72</b>	<b>30,787.31</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>43,558.72</b>	<b>30,787.31</b>
<b>Net of receipts/(payments)</b>	<b>- 3,820.16</b>	<b>3,012.86</b>
<b>Cash funds last year end</b>	<b>74,683.33</b>	<b>70,863.17</b>
<b>Cash funds this year end</b>	<b>70,863.17</b>	<b>73,876.02</b>



## Statement of assets and liabilities at the end of the year

	2019/31Jul20	2020/21
	Unrestricted funds £	Unrestricted funds £
<b>Cash funds</b>		
Bank current and membership accounts	19,962.87	22,559.22
Bank deposit account	50,900.30	51,316.81
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>70,863.17</b>	<b>73,876.03</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Uncollected rent from Hut and Priory Wood	-	666.00
Credits for services not used (eg because of COVID19)	300	300.00
Insurance claim	-	-
<b>Sub total</b>	<b>300</b>	<b>966</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	200	200.00
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other (eg IT equipment)	79.19	26.40
<b>Sub total</b>	<b>279.19</b>	<b>226.40</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	238.27
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities (eg COVID-related refunds not yet made or credits not yet used, charitable donations not yet made)	1,550	-
<b>Sub total</b>	<b>1,550.00</b>	<b>238.27</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 8 March 2022 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Helen Mephram
	Kate Richardson
	Chair
	Treasurer

# Independent Examiner's report to the trustees of 1st Bishop's Stortford and Hockerill Scout Group

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I report to the trustees on my examination of the accounts of the 1st Bishop's Stortford and Hockerill Scout Group for the year ended 31 July 2021.

## Responsibilities and basis of report

As the charity trustees of the 1st Bishop's Stortford and Hockerill 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 1st Bishop's Stortford and Hockerill 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:

- accounting records were not kept in respect of the 1st Bishop's Stortford and Hockerill Scout Group as required by section 130 of the Act; or
- 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.

Signature

*Frillions*

Name

Francky Williams, Extra Help at Hand Limited

Position

Independent Examiner

Date

1/3/22

Address

21 Manor Links, Bishop's Stortford  
CM23 5RA