

# 1<sup>st</sup> St Neots Scout Group 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 St Neots Scout Group

Other names the charity is known by:

Registered charity number (if any):

303347

HQ registration number:

10009988

Charity's principal address:

The Scout Hall

Bedford St

St Neots

Postcode:

PE19 1AX

## Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Keith Horn	Group Scout Leader	
2	Gareth Howell	Chair	
3	Darrell Heard	Treasurer	Until 22/6/21
4	Teresa Cameron	Treasurer	From 1/9/21
5	Sue Telling	Secretary	Until 22/6/21
6	Vanja Sutter		Until 22/6/21
7	Klaudia Gorzynska		
8	Graham Capper		
9	Catherine Gregorious		
10	Adam Wright		
11	Helen Barnard		From 22/6/21
12	Elly Warburton		From 22/6/21
13	Samantha Mason	Secretary	From 6/9/21

## Names and addresses of advisers

Type of advisor	Name	Address

## Section B - Structure, governance, and management

### Description of the 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. In addition, there is also a Declaration of Trust, dated 30th September 1935.
How the charity is constituted (e.g. trust, association, company)	<p>The Group is an educational charity, established under rules which are common to all Scout Groups.</p> <p>The Group is managed by the Group Executive Committee, the members of which are also the Charity Trustees.</p> <p>The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment and is responsible for:</p> <ul style="list-style-type: none"> <li>- Maintenance of the Group's property;</li> <li>- Raising funds and administration of the Group's finances;</li> <li>- Insurance of persons, property and equipment;</li> <li>- Group public occasions;</li> <li>- Assisting in the recruitment of leaders and other adult supporters;</li> <li>- Appointing any sub committees that may be required; and,</li> <li>- Appointing Group Administrators and Advisors other than those who are elected.</li> </ul> <p>The Committee comprises three independent representatives – Chair, Treasurer and Secretary – together with the Group Scout Leader, individual Section Leaders (if they opt to take on the responsibility), elected members, nominated members and co-opted members.</p> <p>The Group Executive Committee meets 5/6 times a year.</p>
Trustee selection methods	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.



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Additional governance issues

Policies and procedures adopted for:

a) the induction and training of trustees;

Members of the Executive Committee are required to complete a programme of mandatory training within the first 5 months of joining the committee. They are also cleared for working with children by the Disclosure and Barring Service.

b) trustee' consideration of major risks and the systems and procedures to manage them

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**

This is assessed as a **Medium** risk with **good controls**. The building is equipped with fire detectors, alarms and extinguishers. In the event of damage, 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.

**Injury to leaders, helpers, supporters and members**

This is assessed as a **Medium** risk with **good controls**. All Leaders are trained to minimise injury to themselves and others. Written Risk Assessments are undertaken before all activities and a process of dynamic risk assessment is continued during activities. Through annual membership fees, The Group contributes to the Scout Association's national accident insurance policy.

**Reduced income from fund raising**

This is assessed as a **Medium** risk with **reasonable controls**. The Group is primarily reliant upon income from membership subscriptions and fundraising. The Group holds a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee has the option to raise subscription fees to increase the income to the group on an ongoing basis, either temporarily or permanently.

**Reduction or loss of leaders and other adult volunteers**

This is assessed as a **Medium** risk with **reasonable controls**. 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, there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, this could result in the complete closure of the Group. The Group is always actively recruiting for additional Leaders.

#### **Reduction or loss of young members**

Based on the predicted growth of St Neots and the demand for scouting, this is assessed as a **Low** risk. 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 could result.

## Section C – Objectives and activities

Summary of the objects of the charity set out in its governing document

#### **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.



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Summary of the main activities in relation to these objects

Each of the Group's six sections runs a full programme of weekly meetings and external events and activities. Throughout the year, there are opportunities provided for young people to go to overnight (and longer) camps; both in accommodation and under canvas.

#### Additional details of the objectives and activities

• policy on grant making;

The Group does not make grants to other bodies, however it does occasionally make donations to other scouting charities.

• contribution made by volunteers;

The Group could not function without the contributions of its volunteers: Young Leaders, Adult Leaders, Managers, Trustees and Supporters. All are unpaid but reasonable expenses are reimbursed.

• policy on investments.

The Group does not currently invest any of its reserves.

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 of the charity during the year

The start of 2021 was another challenging period due to the continuing pandemic. Our Hall remained closed for the early part of the year, and this is reflected in our financial results. Our sections continued to meet virtually and resumed face to face meetings as soon as possible. During the year we were able to improve the wiring in the main hall to add six additional power sockets, replace the tables with lighter equivalents, and installed a storage shed for use by regular external users of our hall.

## Section E – Financial Review

Brief statement of the charity's policy on reserves	The Group's policy 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 8 months running costs.
Quantify and explain any designations	There are no specific designations.
Details of any funds materially in deficit (circumstances plus steps to eliminate)	None

### Further financial review details (optional information)

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

<ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising)</li> </ul>	<p>The Group's primary sources of funding are membership subscriptions from young members, hall hire fees and fundraising.</p> <p>Hall hire income was down on 2019 (2020 was also down). Luckily, we were able to claim support grants from the various government schemes and this made up for the shortfall.</p>
<ul style="list-style-type: none"> <li>how expenditure has supported the key objectives of the charity;</li> </ul>	<p>Most income is spent on:</p> <ul style="list-style-type: none"> <li>- running the programme;</li> <li>- maintaining and operating the hall;</li> <li>- insurances and other required costs;</li> <li>- servicing loans that were taken out to extend the building.</li> </ul>
<ul style="list-style-type: none"> <li>investment policy and objectives;</li> </ul>	<p>The Group does not have sufficient excess 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.</p> <p>The Group Executive 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 Group Executive considers the cash flow requirements.</p>



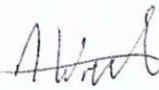

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### Section F – Other Optional Information

Plans for future periods  
(details of any significant  
activities planned to  
achieve them)

### 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)	Adam Wright	Gareth Howell
Position	Group Scout Leader	Chair
Date	16-3-22	16/3/22

# 1st St Neots Scout Group

## Receipts and Payments Account

For the period from	1st Jan 2021	To	31st Dec 2021	
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Receipts and payments	Unrestricted funds	Restricted funds	Endowment funds	2021	2020
	£	£	£	£	£
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership Subscriptions	£ 14,134		£ -	£ 14,134	£ 10,889
Less: Membership subscriptions paid on	£ (3,619)		£ -	£ (3,619)	£ (3,854)
Net membership subscriptions retained	£ 10,515		£ -	£ 10,515	£ 7,035
Camps & Events income	£ 2,226		£ -	£ 2,226	£ (1,301)
Donations	£ 100		£ -	£ 100	£ 779
Legacies	£ -		£ -	£ -	£ -
Gift Aid	£ 549		£ -	£ 549	£ 1,745
Other income	£ (25)	£ 773	£ -	£ 748	£ -
<b>Sub Total</b>	<b>£ 13,365</b>	<b>£ 773</b>	<b>£ -</b>	<b>£ 14,138</b>	<b>£ 8,257</b>
<b>Grants</b>					
Maintenance grants	£ -	£ -	£ -	£ -	£ -
Other grants	£ 18,708	£ 3,700	£ -	£ 22,408	£ 10,000
New section grant	£ -	£ -	£ -	£ -	£ -
<b>Sub Total</b>	<b>£ 18,708</b>	<b>£ 3,700</b>	<b>£ -</b>	<b>£ 22,408</b>	<b>£ 10,000</b>
<b>Fundraising (gross)</b>					
Activities	£ 1,293		£ -	£ 1,293	£ 4,663
Other	£ 113		£ -	£ 113	£ -
<b>Sub Total</b>	<b>£ 1,406</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 1,406</b>	<b>£ 4,663</b>
<b>Investment income</b>					
Bank Interest	£ -	£ -	£ -	£ -	£ -
Hall hire	£ 1,659		£ -	£ 1,659	£ 1,520
Balancing transactions	£ -	£ -	£ -	£ -	£ 1
Other investment income	£ -	£ -	£ -	£ -	£ -
<b>Sub Total</b>	<b>£ 1,659</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 1,659</b>	<b>£ 1,521</b>
<b>Total Gross Income</b>	<b>£ 35,138</b>	<b>£ 4,473</b>	<b>£ -</b>	<b>£ 39,611</b>	<b>£ 24,442</b>
<b>Asset and investments sales, etc.</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>Total Receipts</b>	<b>£ 35,138</b>	<b>£ 4,473</b>	<b>£ -</b>	<b>£ 39,611</b>	<b>£ 24,442</b>
<b>Payments</b>					
<b>Charitable Payments</b>					
Adult support & training	£ (120)		£ -	£ (120)	£ (120)
Bank charges	£ (1,041)		£ -	£ (1,041)	£ (579)
Cleaning	£ (940)		£ -	£ (940)	£ (1,196)
Donations	£ -		£ -	£ -	£ (500)
Equipment Purchases & renewals	£ (356)	£ -	£ -	£ (356)	£ -
Group expenditure	£ (1,592)		£ -	£ (1,592)	£ (3,515)
Hall redevelopment	£ (3,723)	£ (3,700)	£ -	£ (7,423)	£ -
Insurance	£ (1,223)		£ -	£ (1,223)	£ (1,274)
Refunds	£ -		£ -	£ -	£ -
Rent & Rates	£ (349)		£ -	£ (349)	£ (340)
Sundries	£ -		£ -	£ -	£ -
Utilities	£ (648)		£ -	£ (648)	£ (154)
Youth programme and activities	£ (2,605)	£ (745)	£ -	£ (3,350)	£ (2,317)
<b>Sub Total</b>	<b>£ (14,407)</b>	<b>£ (4,445)</b>	<b>£ -</b>	<b>£ (18,852)</b>	<b>£ (11,253)</b>
<b>Fundraising Expenses</b>					
Main activities	£ (146)		£ -	£ (146)	£ (1,986)
Other activities	£ -		£ -	£ -	£ -
<b>Sub Total</b>	<b>£ (146)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ (146)</b>	<b>£ (1,986)</b>
<b>Other Expenses</b>					
Loan repayments	£ (12,700)		£ -	£ (12,700)	£ -
Loan Interest	£ (1,008)		£ -	£ (1,008)	£ (1,320)
<b>Sub Total</b>	<b>£ (13,708)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ (13,708)</b>	<b>£ (1,320)</b>
<b>Total Gross Expenditure</b>	<b>£ (28,261)</b>	<b>£ (4,445)</b>	<b>£ -</b>	<b>£ (32,706)</b>	<b>£ (14,559)</b>
<b>Asset &amp; Investment Purchases</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>Total Payments</b>	<b>£ (28,261)</b>	<b>£ (4,445)</b>	<b>£ -</b>	<b>£ (32,706)</b>	<b>£ (14,559)</b>
<b>Excess/(Deficit) of Receipts over Payments</b>	<b>£ 6,877</b>	<b>£ 28</b>	<b>£ -</b>	<b>£ 6,906</b>	<b>£ 9,883</b>
<b>Brought forward from previous year</b>	<b>£ 20,003</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 20,003</b>	<b>£ 10,120</b>
<b>Carried forward to next year</b>	<b>£ 26,880</b>	<b>£ 28</b>	<b>£ -</b>	<b>£ 26,909</b>	<b>£ 20,003</b>

£ (12.00)



# 1st St Neots Scout Group

## Receipts and Payments Account

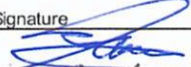
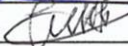
Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash funds	Group Account	£ 19,043	£ 28	£ -
	Hall Account	£ 5,755	£ -	£ -
	Beavers Account	£ -	£ -	£ -
	Cubs Account	£ -	£ -	£ -
	Scouts Account	£ -		
	GoCardless	£ 10		
	Equals	£ 2,072		
	I-Zettle	£ 1	£ -	£ -
<b>Total cash funds</b>		<b>£ 26,880</b>	<b>£ 28</b>	<b>£ -</b>
(agree balances with receipts and payments account(s))				
		OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		£ -	£ -	£ -
Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Scout Hall, Bedford St	Unrestricted	£ -	£ 150,000
Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			£ -	£ -
Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Scout Association Loan	Unrestricted	£ 36,000	2027
	County Scout Loan	Unrestricted	£ 4,300	2025
	District Scout Loan	Unrestricted	£ 3,600	2025

The above receipts & payments account and statement of assets & liabilities were approved by the Trustees on 15/3/21 and signed by:

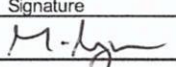
Deputy Group Scout Leader

Treasurer

Signature	Print Name	Date
	Keith Horn	27/10/22
	Gareth Howell	27/10/22

Independent Reviewer's Report - The attached Receipts & Payments and Statement of Assets & Liabilities have been examined by myself and are in accordance with books & vouchers. The receipts and payments as shown are, to the best of my knowledge, authorised transactions.

Examiner -

Signature	Print Name	Date
	Michael Myner	27/10/22

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
1<sup>st</sup> St Neots Scouts

**On accounts for the year  
ended**

31/12/2021

**Charity no  
(if any)**

303347

**Set out on pages**

(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 31/12/2021.

**Responsibilities and  
basis of report**

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

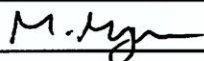
**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:**



**Date:**

27/10/22

**Name:**

Michael Myner

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

**Address:**

39 Lammas Way, Letchworth, Herts, SG6 4LN



**Section B****Disclosure**

Only complete if the examiner needs to highlight material 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.**