



# Trustees' Annual Report for the period

Period start date				Period end date			
From	1	April	2012	To	31	March	2013

## Section A Reference and administration details

Charity name

Dartford Group Scout Council

Other names charity is known by

Registered charity number (if any) 303367

Charity's principal address

7 Broomhill Road

Dartford

Kent

Postcode

DA1 3HT

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Yvette Knight	Chair		
2	Terrence Dance	Treasurer		
3	Joanne Lamb	Secretary		
4	Leigh Villiers	Group Commissioner		
5	Stephen Newton			
6	Kelvin Holford			
7	Neil Gearing			
8	Emily Burland	DESC		
9	Paul Boreham			
10	Teresa Gordon			
11	Alex Clark	DSNC		
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The Groups governing documents are those of the 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 (eg. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (eg. 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;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>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.</p> <p>This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.</p> <p>The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, and elected representation and meets as required</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <p>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 Appointing Group Administrators and Advisors other than those who are elected.</p> <p><b>Risk and Internal Control</b> 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:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
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- Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions. 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.

## Section C

## Objectives and activities

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

The objectives 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 undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

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.

**Additional details of objectives and activities (Optional information)**

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

**Summary of the main achievements of the charity during the year**

To provide Scouting activities to 6-14 year olds in Dartford and the local area.

## 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 6 months running costs.

### 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 including any ethical investment policy adopted.

#### Investment Policy

The Group's Income and Expenditure is very small and as a consequence 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.

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.

## 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

Signature(s)	Michael Wigley	Lynne Villiers
Full name(s)	Michael Wigley	Lynne Villiers
Position (eg Secretary, Chair, etc)	Chair	Group Scout Leader
Date	29/9/21	

# 3rd Dartford Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-20	To	31-Mar-21
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### Receipts and payments

	31-Mar-20 Unrestricted funds £	31-Mar-21 Unrestricted fund £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	10,245.36	4,673.19
Less: Membership subscriptions paid on (National/County/Area/District)	5,088.00	4,080.00
Net membership subscriptions retained	5,157.36	593.19
Donations	65.00	0.00
Gift Aid	0.00	0.00
<b>Sub total</b>	<b>5,222.36</b>	<b>593.19</b>
<b>Grants</b>		
Maintenance grants	0.00	0.00
Other grants	0.00	19,431.00
<b>Sub total</b>	<b>0.00</b>	<b>19,431.00</b>
<b>Fundraising (gross)</b>		
Sectional activities (camps)	12,781.64	14.56
Other fundraising activities	20.00	0.00
Miscellaneous Income	36.00	0.00
<b>Sub total</b>	<b>12,837.64</b>	<b>14.56</b>
<b>Investment income</b>		
Bank interest	0.00	0.00
The Scout Association Short Term Investment Service	0.00	0.00
Hall Use	11,220.12	5,136.11
<b>Sub total</b>	<b>11,220.12</b>	<b>5,136.11</b>
<b>Total Gross Income</b>	<b>29,280.12</b>	<b>25,174.86</b>
<b>Asset and investment sales, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total receipts</b>	<b>29,280.12</b>	<b>25,174.86</b>

## 3rd Dartford Scout Group Receipts and Payments Account

Year start date

Year end date

For the year	01-Apr-20	To	31-Mar-21
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## Receipts and payments

	31-Mar-20 Unrestricted funds £	31-Mar-21 Unrestricted fund £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	10,894.15	1,392.13
Utility payments	2,788.95	1,596.24
Insurance	1,683.12	1,755.72
Repairs and Renewals	0.00	0.00
Materials and equipment	24.40	2,178.85
Printing and photocopying	0.00	0.00
AGM and trustee expenses	50.00	0.00
Other Miscellaneous costs	60.00	97.00
Vehicle	0.00	0.00
<b>Sub total</b>	<b>15,500.62</b>	<b>7,019.94</b>
<b>Cash/Float Payments</b>		
Petty Cash float	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Gross Expenditure</b>	<b>15,500.62</b>	<b>7,019.94</b>
<b>Asset and investment purchases, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total payments</b>	<b>15,500.62</b>	<b>7,019.94</b>
<b>Net of receipts/(payments)</b>	<b>13,779.50</b>	<b>18,154.92</b>
<b>Cash funds last year end</b>	<b>49,480.23</b>	<b>63,259.73</b>
<b>Cash funds this year end</b>	<b>63,259.73</b>	<b>81,414.65</b>

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

31-Mar-20  
Unrestricted funds

31-Mar-21  
Unrestricted funds

	£	£
<b>Cash funds</b>		
Bank current account	63,259.73	81,414.65
Bank deposit account	0.00	0.00
Building society account	0.00	0.00
The Scout Association Short Term Investment Service	0.00	0.00
Cash/Floats	0.00	0.00
<b>Total cash funds</b>	<b>63,259.73</b>	<b>81,414.65</b>
<b>Other monetary assets</b>		
Tax claim	0.00	0.00
Debts due from the County/Area/District/Group	0.00	0.00
Insurance claim	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Investment assets</b>		
Investment property - detail	0.00	0.00
Quoted investments	0.00	0.00
Other investments - detail	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Non monetary assets for charity's own use</b>		
Land and buildings	200,000.00	200,000.00
Motor vehicles	0.00	0.00
Scouting equipment, furniture etc	17,380.00	17,380.00
Other	0.00	0.00
<b>Sub total</b>	<b>217,380.00</b>	<b>217,380.00</b>
<b>Liabilities</b>		
Accounts not yet paid	0.00	0.00
Expenses incurred but not invoiced	0.00	0.00
Subscriptions not yet paid	0.00	0.00
Loan - detail	0.00	0.00
Other liabilities	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>

### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved

Signature

M Wigley
T Dance

Print Name

Michael Wigley	Chair
Terence Dance	Treasurer



# 3rd Dartford Scout Group

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Signature

M Wigley
T Dance

Print Name

Michael Wigley	Chair
Terence Dance	Treasurer