

# 1st Cheriton Scout Group Accounts 01/04/2020 to 31/3/2021 - Analysis for Annual Report

Detail	Group	Explorers	Scouts	Cubs	Beavers	Total
Balances at 31/3/2020						
Cash						
Bank	18696.88	1025.01	3635.63	2263.24	1413.78	27034.54
Deposit						0.00
						27034.54
Group balances allocated	18696.88	1025.01	3635.63	2263.24	1413.78	<b>27034.54</b>
Receipts 1/4/2020 to 31/3/2021	25763.27	687.50	1273.75	2020.50	797.00	30542.02
Payments 1/4/2020 to 31/3/2021	-8926.21	-179.97	-611.61	-469.56	-276.60	10463.95
	35533.94	1532.54	4297.77	3814.18	1934.18	<b>47112.61</b>
	16837.06	507.53	662.14	1550.94	520.40	20078.07
Balances at 31/3/2021						
Cash						
Bank	35533.94	1532.54	4297.77	3814.18	1934.18	47112.61
Group balances allocated	35533.94	1532.54	4297.77	3814.18	1934.18	<b>47112.61</b>
Detail	Group	Explorers	Scouts	Cubs	Beavers	Total
RECEIPTS						
Subs	2255.25	1117.50	2115.75	2437.50	1095.00	9021.00
Less Paid	0.00	-430.00	-989.00	-602.00	-473.00	-2494.00
Capitation refund	51.00	0.00	0.00	0.00	0.00	51.00
Donations/Grants	20499.28	0.00	0.00	0.00	0.00	20499.28
Activities	0.00					0.00
Camp – 2020	0.00	0.00	140.00	0.00	0.00	140.00
Camp – 2021	0.00	0.00	0.00	0.00	0.00	0.00
Jamboree	251.43	0.00	0.00	0.00	0.00	251.43
Christmas outing	0.00	0.00	0.00	0.00	0.00	0.00
Activities	0.00	0.00	0.00	185.00	175.00	360.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Fundraising						
Bingo - Tickets	0.00	0.00	0.00	0.00	0.00	0.00
Bingo - Refreshments	0.00	0.00	0.00	0.00	0.00	0.00
Raffle	0.00	0.00	0.00	0.00	0.00	0.00
Bingo Equipment purchased	0.00	0.00	0.00	0.00	0.00	0.00
Bingo - Donations	0.00	0.00	0.00	0.00	0.00	0.00
Bingo - Money Brought Forward	650.00	0.00	0.00	0.00	0.00	650.00
Give As You Live	36.31					36.31
Bag pack	0.00	0.00	0.00	0.00	0.00	0.00
Gift Aid	0.00					0.00
Boxing Day Dip	0.00	0.00	0.00	0.00	0.00	0.00

Boot Fair	0.00	0.00	0.00	0.00	0.00	0.00
Uniform	0.00	0.00	7.00	0.00	0.00	7.00
Sundries	0.00	0.00	0.00	0.00	0.00	0.00
Hire of Hut	2020.00					2020.00
Total	25763.27	687.50	1273.75	2020.50	797.00	30542.02

Detail	Group	Explorers	Scouts	Cubs	Beavers	Total
PAYMENTS						

### Premises

Maintenance	5116.29					5116.29
Hut cleaning	1040.00					1040.00
Insurance	1119.75					1119.75
Water	182.33					182.33
Electricity	862.60					862.60
Rates	0.00					0.00
Telephone/Internet	87.80					87.80

### Other expenses

Badges	181.50	27.37	62.02	78.50	37.24	386.63
Equipment	0.00	0.00	98.18	18.45	11.97	128.60
Uniform	0.00	0.00	0.00	0.00	0.00	0.00
Boot Fairs - Expenses & Howletts	0.00	0.00	0.00	0.00	0.00	0.00
Sundries	121.01	129.82	62.78	107.00	70.99	491.60
Art and craft	0.00	0.00	0.00	0.00	0.00	0.00
Stationery/postage	36.29	0.00	22.34	0.00	45.93	104.56
Activity Equipment and Courses	0.00	0.00	100.86	0.00	0.00	100.86
Cleaning/Refreshments	158.64	0.00	0.00	0.00	0.00	158.64

### Activities

Christmas	0.00	5.00	0.00	0.00	0.00	5.00
Camp – 2020	0.00	0.00	0.00	230.00	75.27	305.27
Camp – 2021	0.00	0.00	0.00	0.00	0.00	0.00
Christmas meal	0.00	0.00	0.00	0.00	0.00	0.00
Jamboree	0.00	0.00	0.00	0.00	0.00	0.00
Activities	0.00	17.78	265.43	35.61	35.20	354.02

### Fundraising

Lottery licence	20.00					20.00
Bingo and raffle prizes	0.00					0.00
Bingo Night Prize Money	0.00					0.00
Bingo Money Carried Forward & vouchers	0.00					0.00
Bingo & raffle tickets, cards & equip.	0.00					0.00
Bingo/AGM – Refreshments	0.00					0.00
Bingo Sundries	0.00					0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00

Total	8926.21	179.97	611.61	469.56	276.60	10463.95
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# 1st Cheriton Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	1-Apr-20	To	31-Mar-21
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### Receipts and payments

	2019/2020 Unrestricted funds £	2020/2021 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	13,096	9,021
Less: Membership subscriptions paid on (National/County/Area/District)	4,641	2,494
Net membership subscriptions retained	8,455	6,527
Capitation refund	52	51
Donations	4	306
Gift Aid	-	-
Other similar income	-	-
<b>Sub total</b>	<b>8,511</b>	<b>6,884</b>
<b>Grants</b>		
Maintenance grant	2,500	-
Other grants	-	20,193
<b>Sub total</b>	<b>2,500</b>	<b>20,193</b>
<b>Fundraising (gross)</b>		
Evening Functions	8,532	650
Activities	15,894	751
Sundries	367	7
Other fundraising activities	2,306	36
<b>Sub total</b>	<b>27,098</b>	<b>1,445</b>
<b>Investment income</b>		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	840	2,020
Other Investment Income	-	-
<b>Sub total</b>	<b>840</b>	<b>2,020</b>
<b>Total Gross Income</b>	<b>38,949</b>	<b>30,542</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>38,949</b>	<b>30,542</b>



# 1st Cheriton Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	1-Apr-20	To	31-Mar-21
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## Receipts and payments

	2019/2020 Unrestricted funds £	2020/2021 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Fees	61	-
Water and Sewerage	341	182
Electricity and Gas	1,551	863
Insurance	1,090	1,120
Repairs and Renewals	4,122	5,116
Telephone/Internet	243	88
Badges	675	387
Materials, equipment and cleaning	1,189	1,428
Stationery/postage	262	105
Contribution to camp costs	20,827	305
Uniforms	487	-
Sundries	609	492
Minibus - deposit and hire	-	-
Outings/Activities	7,480	359
Donation	-	-
<b>Sub total</b>	<b>38,937</b>	<b>10,444</b>
<b>Fundraising expenses</b>		
Licence	20	20
Raffle, bingo and other prizes plus Fete expenses and Grand Draw	1,118	-
Bingo prize money, vouchers, tickets, equip, refreshments etc	6,478	-
Boat Fairs - payments to Howletts & expenses	-	-
<b>Sub total</b>	<b>7,616</b>	<b>20</b>
<b>Total Gross Expenditure</b>	<b>46,553</b>	<b>10,464</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>46,553</b>	<b>10,464</b>
<b>Net of receipts/(payments)</b>	<b>(7,604)</b>	<b>20,078</b>
<b>Cash funds last year end</b>	-	-
<b>Cash funds this year end</b>	<b>(7,604)</b>	<b>20,078</b>

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

	31st March 2020	31st March 2021
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	27,035	47,113
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>27,035</b>	<b>47,113</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</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	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	400,000	400,000
Motor vehicles	-	-
Scouting equipment, furniture etc	28,300	28,300
Other	-	-
<b>Sub total</b>	<b>428,300</b>	<b>428,300</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 12/05/18 the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

Chair

Treasurer



# Trustees' Annual Report

For the period

From (start date)

0	1	0	4	2	0
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to end date

3	1	0	3	2	1
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## Section A

### Reference and administration details

Charity name

1st Cheriton Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 3 3 8 4

Charity's principal address

R/O 24 Hawkins Road

Cheriton

Folkestone

Kent

Postcode

CT

19

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Matthew Dickenson	Chairman	
2	Teresa Taylor	Secretary	
3	Lizzie Cornell	Treasurer	
4	Jacqueline Wood	GSL	
5	Benjamin Taylor	Explorer Leader	
6	Suzanne Cowdroy	Explorer Leader	
7	Paul White	Scout Leader	
8	Daniel White	Scout Leader	
9	Bill Terris	Cub Leader	
10	Jonathan Robinson	Quartermaster	
11	Daphne Pascoe	Cub Helper	
12	Spencer Manwaring	Beaver Leader	
13	Carl Griffiths	Beaver Parent	
14	Alison Grimmett	Beaver Parent	
15	Tara Andrews	Cub Parent	
16	Julia Manwaring	Cub Parent	
17	John Quinn	Scout Parent	
18	Manya Hazell	Scout Parent	
19	Toni Lock	Explorer Parent	
20			

## Section A

### Reference and administration details (continued)

Names and addresses of advisers (optional information but encouraged as best practice)

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/District's/Area's/County's (delete as appropriate) 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

(e.g. trust, association, company)

The Group/District/Area/County (delete as appropriate) 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 but encouraged as best practice)

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

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.

Policies and procedures adopted for:  
a) the induction and training of trustees;  
b) trustee consideration of major risks and the systems and procedures to manage them

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets every 2 months.

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 (Specimen 1)



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. 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. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

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.

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. 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 18. 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.

#### **Risk and Internal Control (Specimen 2)**

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 a comprehensive 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 objectives of the group are as a unit of the Scout Association.



Summary of the main activities in relation to these objects

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.

Additional details of the objectives and activities (optional information but encouraged as best practice)

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

- policy on grantmaking;
- contribution made by volunteers.



**Section D**

**Achievements and performance**

Summary of the main achievements of the charity during the year

Full programme of scouting for all sections including camping and a large variety of indoor and outdoor activities.



**Section E**

**Financial Review**

Brief statement of the charity's policy on reserves

### Reserves Policy

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 X months running costs, circa £X.

The Group held reserves of approximately £X against this at year end. This is above the level/below required for operating expenses. However this can be explained by .....

Quantify and explain any designations

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

Further financial review details (optional information)

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

- the charity's principal sources of funds (in

### Investment Policy (Specimen 1)

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.

- how expenditure has supported the key objectives of the charity;

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.

- investment policy and objectives

### Investment Policy (Specimen 2)

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.



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)

Position (eg Secretary, Chair)

Date

From: teresa taylor tere  
Subject: 1st Cheriton  
Date: 21 May 2021 at 11:35  
To: Cornell, Lizzie lizzieco



Hi,  
I am happy with the accounts.

Kind Regards  
Teresa

Teresa Taylor, Secretary, 1st Cheriton Scout Group



**From:** Matt Dickenson mtdick  
**Subject:** Re: Annual Accounts  
**Date:** 4 June 2021 at 17:46  
**To:** Lizzie Cornell lizzieco



Hi Lizzie

Yes, all fine.

Many thanks for your hard work. Much appreciated.

Best wishes, Matt

On 2 Jun 2021, at 20:16, Lizzie Cornell <lizzieco> wrote:

Hi Matt

Have you had time to look over the accounts? Can you let me know if you're happy to sign them off. Thank you

Best wishes

Lizzie

Begin forwarded message:

**From:** Lizzie Cornell <Lizzie  
**Date:** 21 May 2021 at 08:52:20 BST  
**To:** V

**Subject: Annual Accounts**

Hi all

With the AGM is being delayed this year I have attached the annual accounts so I can get the books off to our independent. Like last year if Matt and Teresa could send me an email agreeing to sign them off that would be great.

Any questions, let me know.

Lizzie

--

**Elizabeth Cornell**

1st Cheriton Scout Group Treasurer

Tel: 01223 311111

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<Accounts 20202021 Report.docx>  
<Accounts Trustees Annual Report Figures LT700001 2020-2021.xls>  
<Accounts Trustees Annual Report LT700001 Write Up 2020-2021.xls>

## Independent Examiner's Report to the Trustees of the

### 1<sup>st</sup> CHERITON SCOUT GROUP

I report on the accounts of the Group for the year ended 2021 which comprise the Receipts and Payments Account and Statement of Assets and Liabilities.

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

The Group's trustees are responsible for the preparation of the accounts. They 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 Commissioners (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 Commissioners. An examination includes a review of the accounting records kept by the District and a comparison of the accounts presented with those records. It also includes consideration of 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 accounting requirements of the Charities Act

have 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.

Name: P. CHANDLER

Qualification: M.C.I.M.A.

Address: 20 OLD MEAD FOLKESTONE

KENT CT15 5UR

Date: 27/3/21