

Trustees' Annual Report

For the period

From (start date)

0	1	0	4	2	0
---	---	---	---	---	---

to end date

3	1	0	3	2	1
---	---	---	---	---	---

Section A	Reference and administration details
Charity Name	2nd Sandgate Scout Group
Other names the charity is known by	
Registered charity number (if any)	303386
HQ registration number	10011597
Charity’s principal address	Undercliff
	Sandgate
	Kent
	CT20 3AT

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

Trustee Name	Office (if any)	Dates acted if not for whole year
Andrew Curd	Group Chair	
Andrew Sellors	Group Scout Leader	
Julie Roper	Group Secretary	
Paul Coates	Group Treasurer	
Liz Smith	Elected member	
Sharon Humphries	Ex-officio	

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

(These will be published in the annual report of the charity)

Type of advisor	Name	Address
Independent Scrutineer	Stuart Whorlow	Cassidy's Stour Offices Roman Road Ashford Kent TN25 7HS

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.

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

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:
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 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, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every month.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

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.

Risk and Internal Controls

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 membership fees contributes to the Scout Association's 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 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.

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 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 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.

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;
- policy on investments.

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

Achievement and performance

Summary of the main achievements of the charity during the year

Brief statement of the charity's policy on reserves

Quantify and explain any designations

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 6 months running costs, circa £5,000.

The Group held reserves of approximately £34,000 against this at year end. This is above the level required for operating expenses. However this can be explained by the receipt of Government Business Rate Relief grants due to the enforced closure caused by Covid-19

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 (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

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
-----------	----------------------------

Plans for future periods (details of any significant activities planned to achieve them)	<p>The Group currently has significant funds. Professional financial advice has been taken on how to invest part of these funds to provide the best income for the Group while minimising the risk. The Group Executive Committee will discuss and vote on the best option to achieve this.</p>
--	---

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)	Andy Sellors	Paul Coates
Position (e.g. Chair, Secretary)	Group Scout Leader	Group Treasurer

Date	1	5	1	1	2	1
------	---	---	---	---	---	---

Detailed Income and Expenditure Account

For the Year Ended 31st March 2021

	31st March 2021		31st March 2020	
	£	£	£	£
Income				
Membership Income		3,600		5,906
Trips and Camp Income		0		5,241
Fundraising Income		20		348
Gift Aid		2,851		0
Donations		360		565
Uniforms		0		102
Scout Investment Services		15		11
Other				0
COVID GRANT INCOME		20,193		0
		<u>27,039</u>		<u>12,173</u>
Expenditure				
Rates	0		126	
Insurance	335		467	
Light, Heat and Water	600		553	
Uniforms and Badges	82		538	
Repairs and Maintenance	12,148		125	
Membership Fees	1,566		2,248	
Trip Refunds to parents	1,536		0	
Camp, Trips and Events Costs	105		3,881	
Printing Postage and Stationery	0		42	
Trophies	38		109	
Material and Equipment	37		545	
Accountancy	0		0	
Other Expenses (inc rounding)	(2)		48	
Bad Debts	320		561	
Charitable Donations	0		0	
	<u>16,765</u>		<u>9,243</u>	
Net Surplus/(Deficit)		<u>10,275</u>		<u>2,930</u>

2nd Sandgate Scout Group

Balance Sheet

as at 31st March 2021

	31st March 2021		31st March 2020	
	£	£	£	£
Fixed Assets				
Land and Buildings		3,083		3,083
Equipment		<u>2,600</u>		<u>2,600</u>
		5,683		5,683
Current Assets				
Sundry Debtors and Prepayments	0		2,897	
Cash at Bank and in Hand	30,767		17,611	
Short Term Investments	<u>3,252</u>		<u>3,236</u>	
	34,019		23,744	
Current Liabilities				
Accrued income and accruals	<u>0</u>		<u>0</u>	
Net Current Assets	34,019		23,744	
Net Assets		<u><u>39,702</u></u>		<u><u>29,427</u></u>
Represented By:				
Reserves B/fwd		23,744		20,814
Net Surplus for the Year		<u>10,275</u>		<u>2,930</u>
		34,019		23,744
Non Monetary Assets for Charity's Use		<u>5,683</u>		<u>5,683</u>
		<u><u>39,702</u></u>		<u><u>29,427</u></u>

Accountants Approval

I have examined the Income and Expenditure Account and Balance Sheet for the Year Ended 31st March 2021 together with the underlying accounting records and confirm that the accounts are in accordance therewith.



Mr Stuart Whorlow ACA

Date : 13th September 2021

Template for the scrutineer's report to the trustees

Scrutineer's Report to the Trustees of the 2nd Sandgate Scout Council

I report on the accounts of the Group/District for the year ended 31st March 2021

Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages 1 to 2

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.



Name: S.C. WHORLOW FCA
Address: CASSIDY'S CHARTERED ACCOUNTANTS
..... SOUTH STOUR OFFICE
..... ROMAN ROAD
..... MERSHAM, ASHFORD, KENT TN25 7HS
Date: 11 OCTOBER 2021