

# Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 1 to end date 3 1 0 3 2 2

Section A Reference and administration details

Charity name8th Gillingham (Wigmore) Scout Group

Other names the charity is known by

Registered charity number (if any)303389

Charity's principal address12 Fairfax Close  
Rainham  
Gillingham  
KentPostcodeME89SZ

Names of the charity trustees who manage the charity

|    | Trustee Name    | Office (if any)    | Dates acted if not for whole year |
|----|-----------------|--------------------|-----------------------------------|
| 1  | Mr Rob Gill     | GSL / Scout Leader |                                   |
| 2  | Mr Paul Cousins | Chairman           |                                   |
| 3  | Mrs Ro Brown    | Secretary          |                                   |
| 4  | Mr David Drizen | Treasurer          |                                   |
| 5  | Mrs Sylvia Gill | A/GSL / Cub Leader |                                   |
| 6  | Mr Alex Brown   | AGSL / ACSL        |                                   |
| 7  | Mr Dan Phillips |                    |                                   |
| 8  | Mr Ash Bond     |                    |                                   |
| 9  |                 |                    |                                   |
| 10 |                 |                    |                                   |
| 11 |                 |                    |                                   |
| 12 |                 |                    |                                   |
| 13 |                 |                    |                                   |
| 14 |                 |                    |                                   |
| 15 |                 |                    |                                   |
| 16 |                 |                    |                                   |
| 17 |                 |                    |                                   |

**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 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

(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:

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 three independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, 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.

**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 on-going 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 | <p>The objectives of the group are as a unit of the Scout Association.</p> <p>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.</p>   |
| Summary of the main activities in relation to these objects             | <ul style="list-style-type: none"> <li>- We continue to host a District Explorer Group</li> <li>- We hold weekend Scout and Cub camps, plus Beaver sleepovers</li> <li>- We hold week long Summer Camps for the Scouts and Cubs (sometimes a joint camp)</li> <li>- We continue to hold Group campfires to create cohesion between the sections.</li> <li>- Each section holds various activities outside the regular hut meetings to add interest</li> <li>- Wherever possible we attend events and camps held at both District and County level</li> <li>- Leaders maintain and expand their skills and knowledge by attending various training events</li> </ul> |

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 grant making;
- contribution made by volunteers.

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 | <p>Apart from the regular weekly Beavers, Cubs and Scouts meetings and the usual Scouting activities that they entail, the main achievements are those as detailed in Section C, above</p> |

**Section E****Financial Review**

Brief statement of the charity's policy on reserves

**Reserves Policy**

The Group's policy on reserves is, ideally, to hold sufficient funds to continue the charitable activities of the group during a period when income and fundraising activities unexpectedly fall short of that required. The Group Executive Committee considers this amount to be equivalent to approximately 6 months running costs, c.£3,500.

The Group's reserves at year end well exceeded that requirement, these funds are also to be used for on-going hut renovations

Quantity 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 (including any fundraising);

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

- investment policy and objectives

**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.

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 (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)

Paul Cousins Ro Brown

Position (eg Secretary, Chair)

Chairman Secretary

Date

3 1 0 3 2 2



# 8th Gillingham (Wigmore) Scout Group Receipts and Payments Account

Year start date

Year end date

|                   |              |    |               |
|-------------------|--------------|----|---------------|
| For the year from | 1 April 2021 | To | 31 March 2022 |
|-------------------|--------------|----|---------------|

## Receipts and payments

|  | 2021/22<br>Unrestricted funds<br>£ | 2020/21<br>Unrestricted funds<br>£ |
|--|------------------------------------|------------------------------------|
| <b>Receipts</b>  |                                    |                                    |
| <b>Donations, legacies and similar income</b>                          |                                    |                                    |
| Membership subscriptions   | 0.00                               | 184.19                             |
| Less: Membership subscriptions paid on (National/County/Area/District) | 0.00                               | -12,071.00                         |
| Net membership subscriptions retained                                  | 0.00                               | -11,886.81                         |
| Youth Program and Activities   | 0.00                               | 647.57                             |
| Camp   | 725.00                             | 2,270.89                           |
| Donations  | 4,123.60                           | 10,430.86                          |
| Legacies   | 0.00                               | 0.00                               |
| Gift Aid   | 1,960.66                           | 3,271.84                           |
| Other similar income   | 736.50                             | 0.00                               |
| Other income via GoCardless  | 30,469.37                          | 0.00                               |
| <b>Sub total</b>   | <b>38,015.13</b>                   | <b>16,621.16</b>                   |
| <b>Grants</b>  |                                    |                                    |
| Maintenance grant  | 2667.00                            | 10000.00                           |
| Other grants   | 0.00                               | 0.00                               |
| <b>Sub total</b>   | <b>2667.00</b>                     | <b>10000.00</b>                    |
| <b>Fundraising (gross)</b>   |                                    |                                    |
| Detail 1 - Annual  | 0.00                               | 0.00                               |
| Detail 2 - Ad Hoc  | 0.00                               | 0.00                               |
| Detail 3   | 0.00                               | 0.00                               |
| Other fundraising activities (Inc Asset Sale)                          | 0.00                               | 0.00                               |
| <b>Sub total</b>   | <b>0.00</b>                        | <b>0.00</b>                        |
| <b>Investment income</b>   |                                    |                                    |
| Bank interest  | 5.44                               | 22.43                              |
| Property Rent income   | 175.00                             | 0.00                               |
| Other investment income  | 0.00                               | 0.00                               |
| <b>Sub total</b>   | <b>180.44</b>                      | <b>22.43</b>                       |
| <b>Total Gross Income</b>  | <b>40,862.57</b>                   | <b>14,756.78</b>                   |
| <b>Asset and Investment sales, etc. (Minibus)</b>                      | <b>0.00</b>                        | <b>0.00</b>                        |
| <b>Total receipts</b>  | <b>40,862.57</b>                   | <b>14,756.78</b>                   |

# 8th Gillingham (Wigmore) Scout Group Receipts and Payments Account

Year start date

Year end date

|                   |              |    |               |
|-------------------|--------------|----|---------------|
| For the year from | 1 April 2021 | To | 31 March 2022 |
|-------------------|--------------|----|---------------|

## Receipts and payments

|   | 2021/22<br>Unrestricted funds<br>£ | 2020/21<br>Unrestricted funds<br>£ |
|---|------------------------------------|------------------------------------|
| <b>Payments</b>                             |                                    |                                    |
| <b>Charitable Payments</b>                  |                                    |                                    |
| Youth programme and activities              | 13,954.77                          | 4,977.38                           |
| Adult support and training                  | 0.00                               | 0.00                               |
| Rent  | 0.00                               | 0.00                               |
| Water and Sewerage                          | 161.91                             | 272.91                             |
| Electricity and Gas                         | 742.43                             | 369.58                             |
| Insurance                                   | 366.08                             | 1,429.68                           |
| Repairs and Renewals                        | 412.21                             | 207.00                             |
| Materials and equipment                     | 3,891.54                           | 2,228.56                           |
| Printing and photocopying                   | 311.35                             | 136.96                             |
| Contribution to camp costs                  | 305.05                             | 0.00                               |
| Uniforms                                    | 3,537.28                           | 643.53                             |
| AGM and trustee expenses                    | 0.00                               | 86.74                              |
| Other costs detail 1 - Donations to Charity | 0.00                               | 70.00                              |
| Other costs detail 2 - Security             | 174.07                             | 44.08                              |
| Other costs detail 3 -                      |                                    |                                    |
| Other costs detail 4 - Miscellaneous        | 1,112.76                           | 280.97                             |
| <b>Sub total</b>                            | <b>24,969.45</b>                   | <b>10,747.39</b>                   |
| <b>Fundraising expenses</b>                 |                                    |                                    |
| Detail 1 - Annual                           | 21.00                              | 0.00                               |
| Detail 2 - Ad Hoc                           | 0.00                               | 0.00                               |
| Detail 3 - Float                            | 0.00                               | 0.00                               |
| Other fundraising costs                     | 0.00                               | 0.00                               |
| <b>Sub total</b>                            | <b>21.00</b>                       | <b>0.00</b>                        |
| <b>Total Gross Expenditure</b>              | <b>24,990.45</b>                   | <b>10,747.39</b>                   |
| <b>Asset and investment purchases, etc.</b> | <b>-</b>                           | <b>-</b>                           |
| <b>Total payments</b>                       | <b>24,990.45</b>                   | <b>10,747.39</b>                   |
| <b>Net of receipts/(payments)</b>           | <b>15,872.12</b>                   | <b>4,009.39</b>                    |
| <b>Cash funds last year end</b>             | <b>53,737.10</b>                   | <b>49,727.71</b>                   |
| <b>Cash funds this year end</b>             | <b>69,609.22</b>                   | <b>53,737.10</b>                   |



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

|  | 31 March 2022      | 31 March 2021      |
|--|--------------------|--------------------|
|  | Unrestricted funds | Unrestricted funds |
|  | £                  | £                  |
| <b>Cash funds</b>                                |                    |                    |
| Bank current account                             | 14,542.36          | 1,384.38           |
| Bank deposit account                             | 55,164.14          | 52,500.00          |
| Petty Cash                                       | 166.72             | 116.72             |
| <b>Total cash funds</b>                          | <b>69,873.22</b>   | <b>49,865.71</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> |                    |                    |
| Badge stock                                      | 0.00               | 0.00               |
| Shop stock                                       | 0.00               | 0.00               |
| Other stock                                      | 0.00               | 0.00               |
| Land and buildings                               | 275,000.00         | 275,000.00         |
| Motor vehicles                                   | 0.00               | 0.00               |
| Scouting equipment, furniture etc                | 25,000.00          | 25,000.00          |
| Other  | 0.00               | 0.00               |
| <b>Sub total</b>                                 | <b>300,000.00</b>  | <b>300,000.00</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 by the Trustees at the AGM and signed on their behalf by

Signature



Print Name

|              |           |
|--------------|-----------|
| Paul Cousins | Chairman  |
| David Drizen | Treasurer |

## **Scrutineer's Report to the Trustees of the**

8<sup>th</sup> GILLINGHAM (WIGMORE) SCOUT GROUP

I report on the accounts of the Group for the year ended 31 March 2022.

### **Respective responsibilities of Trustees and Scrutineer**

As the Group'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 1993 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 constitution, I have scrutinised the records and the accounts set out on pages 1 to 3

### **Scrutineer's Statement**

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

Signed:



Name: **Simon Peter McConnon**

Address: **10 Cambridge Road**

**Strood**

**Kent ME2 3HW**

Date: **July 2<sup>nd</sup>, 2022**