

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A Reference and administration details

Charity name

8th Hornchurch (St. Andrews) Scout Group

Other names the charity is known by

N/A

Registered charity number (if any)

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Charity's principal address

15 Westland Avenue

Hornchurch

Essex

Postcode

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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	Charles Cox	Chairperson	Up to 13/09/2022
2	Paul Snell	Treasurer	
3	Susan Chart	Secretary	
4	Andrew Rice	Group Scout Leader	
5	Robert Wallace	Deputy GSL	
6	Stuart Brown	Deputy GSL	
7	Sarah Meacher	Chairperson	From 13/09/2022
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## Section A Reference and administration details (continued)

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

Type of advisor	Name	Address
N/A		

Section B	Structure, governance and management
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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 (POR).

How the charity is constituted

(e.g. trust, association, company)

The Group is a trust established under POR, the rules of which are common to all Scout Groups.

Trustee selection methods

(e.g. appointed by, elected by)

The Trustees are appointed in accordance with POR.

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 and parent's representation and meets three times a year.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of his appointment 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**

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 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 Associations national accident insurance policy. Risk Assessments are undertaken before all new 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 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.

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	Please see report below.

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.

The Group has a strong, experienced and dedicated volunteer leader team and welcomes new volunteers who bring with them enthusiasm and fresh ideas.

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>We have three Beaver Colonies, four Cub Packs and three Scout Troops catering for approx 250 members (not including warranted leaders and Executive Committee members) at January 2023.</p> <p>The Group offers an active program of section night activities, day trips and nights away experiences. The success of these activities can be measured by the strength of the Group which is one of the largest in the Greater London North East County.</p>

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>The Group's policy on reserves is to hold sufficient resources to keep its HQ building in good repair, replace equipment when needed and continue the charitable activities of the Group should income and fundraising activities fall short. The Committee considers that the group should hold a sum at least equal to 12 months running costs, circa £10,000.</p> <p>The Group (excluding the underlying sections) held reserves of approximately £50,000 against this at year end. This figure is regarded as satisfactory, since reserves are being accumulated to cover future large scale costs such as replacement of the fencing, the addition of a lean to and a replacement flat roof at the HQ, installation of disabled facilities and a new minibus as required.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	N/A

Further financial review details (optional information)

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

- the charity's principal sources of funds (if

- 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.

#### Section F

#### Other Optional Information

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

N/A

#### 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 Snell

Andrew Rice

Position (e.g. Secretary, Chair)

Treasurer

Group Scout Leader

Date

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# Consolidated Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-22	To	31-Mar-23
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## Receipts and payments

		31-Mar-23	31-Mar-22
		Unrestricted funds	Unrestricted funds
		£	£
<b>Receipts</b>			
<b>Donations, legacies and similar income</b>			
i1	Membership subscriptions	26043.50	0.00
	Less: Membership subscriptions paid on (National/County/Area/District)	0.00	0.00
	Net membership subscriptions retained	26043.50	0.00
i2	Donations	2550.40	0.00
i3	Legacies	0.00	0.00
i4	Gift Aid	6053.86	0.00
i5	Other similar income	1634.52	0.00
	<b>Sub total</b>	<b>36282.28</b>	<b>0.00</b>
<b>Grants</b>			
i6	Maintenence grant	0.00	0.00
i7	London Borough of Havering grants	0.00	0.00
	<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Fundraising (gross)</b>			
i8	Detail 1	0.00	0.00
i9	Camps	15345.42	0.00
i10	Shop	24589.48	0.00
i11	Other fundraising activities	1600.35	0.00
	<b>Sub total</b>	<b>41535.25</b>	<b>0.00</b>
<b>Investment income</b>			
i12	Bank interest	0.00	0.00
i13	Building Society interest	0.00	0.00
i14	The Scout Association Short Term Investment Service	0.00	0.00
i15	Property Rent income	0.00	0.00
i16	Other investment income	0.00	0.00
	<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Gross Income</b>		<b>77817.53</b>	<b>0.00</b>
<b>Asset and investment sales, etc.</b>		0.00	0.00
<b>Total receipts</b>		<b>77817.53</b>	<b>0.00</b>

# Consolidated Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-21	To	31-Mar-22
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## Receipts and payments

		31-Mar-22	31-Mar-21
		Unrestricted funds	Unrestricted funds
		£	£
<b>Payments</b>			
<b>Charitable Payments</b>			
e1	Youth programme and activities	4231.78	0.00
e2	Adult support and training	248.84	0.00
e3	Rent	1438.00	0.00
e4	Water and Sewerage	0.00	0.00
e5	Electricity and Gas	1483.24	0.00
e6	Insurance	1748.73	0.00
e7	Repairs and Renewals	4290.00	0.00
e8	Materials and equipment	3609.74	0.00
e9	Printing and photocopying	0.00	0.00
e10	Minibus related	1361.66	0.00
e11	Uniforms	0.00	0.00
e12	AGM and trustee expenses	1887.60	0.00
e13	Badges	2817.92	0.00
e14	Stationery	1483.50	0.00
e15	Capitation and Other	16017.12	0.00
<b>Sub total</b>		<b>40618.13</b>	<b>0.00</b>
<b>Fundraising expenses</b>			
e16	Donations	2938.54	0.00
e17	Camps	17600.98	0.00
e18	Shop	21069.08	0.00
e19	Other fundraising costs	0.00	0.00
<b>Sub total</b>		<b>41608.60</b>	<b>0.00</b>
<b>Total Gross Expenditure</b>		<b>82226.73</b>	<b>0.00</b>
<b>Asset and investment purchases, etc.</b>		<b>0.00</b>	<b>0.00</b>
<b>Total payments</b>		<b>82226.73</b>	<b>0.00</b>
<b>Net of receipts/(payments)</b>		<b>-4409.20</b>	<b>0.00</b>
<b>Cash funds last year end</b>			
<b>Cash funds this year end</b>		<b>-4409.20</b>	<b>0.00</b>

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

	31-Mar-22 Unrestricted funds	31-Mar-21 Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	69433.90	0.00
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	-298.92	0.00
<b>Total cash funds</b>	<b>69134.98</b>	<b>0.00</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	0.00	0.00
Motor vehicles	0.00	0.00
Scouting equipment, furniture etc	0.00	0.00
Other	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</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 on Xth X 2022 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

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Print Name

Chair
Treasurer



Scrutineer's Report to the Trustees of the

8th Hornchurch Scout Group

SCOUT GROUP/DISTRICT SCOUT COUNCIL

I report on the accounts of the Group / District for the year ended March 2023

Respective responsibilities of Trustees and Scrutineer

As the Group's/Districts 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 Scrutineers'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 in this report

Scrutineer's Statement

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

A handwritten signature in black ink, appearing to be 'Robert Long', enclosed within a large, loopy oval shape.

Name Robert Long

Address: 34 Park Drive  
Upminster  
Essex  
RM14 3AL

Date: 19/01/2024