

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

3rd Staines Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 5 7 9 6

Charity's principal address

c/o 15 Westbourne Road

Staines

Middlesex

Postcod T

W

1

8

1

H

F

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Bob Knight	Group Scout Leader	
2	Graham Peterkin	Group Chairman	
3	Moya Zenonos	Group Secretary	
4	Andrew Williams	Group Treasurer	
5	Linda Knight	Beaver Scout Leader	
6	Alan Jones	Cub Scout Leader	
8	James Ayling	Scout Leader	
9	Helen Watson	Scout/Cub Parent	
10	Deborah Miles	Scout Parent	
11	Ness Enderby	Scout Parent	
12	Phil Wells	Parent	
13	Adam Pow	Beaver / Cub Parent	
14	Richard Hawthorn	Scout Parent	
15	Roger Dix	Group President	
16	David Moore	Group Vice President	

Section A

Reference and administration details (continued)

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

Type of advisor	Name	Address
Bankers	Barclays Bank PLC	71 High Street, Staines
Examiner	CP Mason	1 Royal Crescent, London W11 4SL

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 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 3 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.

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	<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	<p>We have provided a full and active programme across all 3 sections all year. We have maintained a good balance between our plans for improvement of the premises, cash flow and fund raising with concentration on leadership and recruitment.</p> <p>Subscriptions are charged for membership to cover immediate running costs of the Group and these do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions.</p> <p>Two key principles demonstrate that Scouting's aims are for the public benefit are that through the Scout method young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously and the benefits Scouting activities provide far outweigh the risks. Any private benefits from Scouting are incidental , other than to those as a beneficiary.</p>

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.

Section D	Achievements and performance
-----------	------------------------------

Summary of the main achievements of the charity during the year	<p>During the Covid Lock down we have maintained a Zoom program for members. We gave parents the choice of reducing their Subscriptions in line with their current financial circumstances. Member numbers declined mainly because we did not recruit new members to a totally Zoom presentation of the program. The year ended in March 2021 with Zoom programmes/camps running well, with good engagement and support from parents. We have addressed the safety of the outside area and drive and have carried out tarmacing of the area, giving a smooth surface. We have also replaced the lighting in the main hall and improved the illumination in the outside area.</p> <p>Beavers 14, Cubs 15, Scouts 30, Leaders 16, Assistants 2, Young Leaders 8</p>
---	---

Section E


Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>At the end of the year the Group held just over £50,000 in respect of Unrestricted Funds, more than would normally be considered necessary. At the end of the year the outcome of the pandemic was still very uncertain and even at the date of this report the position is far from clear. Equipment (including vehicles) that was normally used on a regular basis had been left idle and the Trustees recognised that time and money would be incurred before the Group was back to any degree of normality. The Trustees continue to monitor the Group's reserves and will act accordingly.</p> <p>There was £30,947 held as Restricted Funds at the end of the year, representing monies received in respect of the proposed trip to Switzerland net of amounts paid out in respect thereof.</p>
Quantify and explain any designations	

Details of any funds materially in deficit (circumstances plus steps to eliminate)	None
--	------

Further financial review details (optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • the charity's principal sources of funds 	<p>Investment Policy (Specimen 1)</p> <p>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. An improved level of interest is now available and it is our intention to increase our activities in savings next year.</p>
<ul style="list-style-type: none"> • how expenditure has supported the key objectives of the charity; 	<p>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.</p>
<ul style="list-style-type: none"> • investment policy and objectives 	

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	From April 2021 onwards we are planning for the resumption of face to face meetings, with hygiene measures in place coupled to new Risk Assessments. We plan to re activate the minibuses, making them suitable for use again on the public road. We hope growing our numbers will be an easy process but recognise it will entail a lot of paper work for the parents to give permission for their member's attendance.

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)	DAVID J MOORE
Position (eg Secretary, Chair)	Chair
Date	02/01/21

Third Staines Scout Group **Receipts and Payments Account**

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
----------------------	------------	----	------------

Receipts and payments

		2021		2020
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	10,491	-	-	10,491
Less: Membership subscriptions paid on (National/County/Area/District)	3,965	-	-	3,965
Net membership subscriptions retained	6,526	-	-	6,526
Donations	837	-	-	837
Legacies	1,000	-	-	1,000
Gift Aid	4,187	-	-	4,187
Other similar income	2,412	-	-	2,412
Sub total	14,963	-	-	14,963
Grants				
Covid-19 grant	10,000	-	-	10,000
		-	-	-
Sub total	10,000	-	-	10,000
Fundraising (gross)				
Sections	7,044	33,329.00	-	40,373
Group Fundraising	0	-	-	-
Detail 3	0	-	-	-
Other fundraising activities (sundry credits)	0	-	-	-
Sub total	7,044	33,329	-	40,373
Investment income				
Bank interest	0	6	-	6
Building Society interest	0	-	-	-
The Scout Association Short Term Investment Service	58	-	-	58
Property Rent income	0	-	-	-
Other investment income	0	-	-	-
Sub total	58	6	-	64
Total Gross Income	32,064	33,335	-	65,400
Asset and investment sales, etc.	0	-	-	-
Total receipts	32,064	33,335	-	65,400

Third Staines Scout Group **Receipts and Payments Account**

Year start date		Year end date	
For the year from	01/04/2020	To	31/03/2021

Receipts and payments

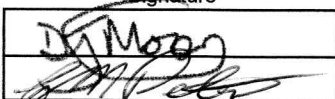
	2021			2020
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Payments				
Charitable Payments				
Youth programme and activities	4039.46	15,877	0	19,916
Adult support and training	0	0	0	0
Rent	0	0	0	0
Water and Sewerage	141	0	0	141
Electricity and Gas	277	0	0	277
Insurance (people and Buildings)	1,187	0	0	1,187
Repairs and Renewals (HQ)	338	0	0	338
Materials and equipment	954	0	0	954
Printing and photocopying	229	0	0	229
Contribution to camp costs	0	0	0	0
Uniforms	147	0	0	147
AGM and trustee expenses	0	0	0	0
Minibus & transport	1,182	0	0	1,182
Sundry	256	0	0	256
Other costs detail 3	0	0	0	0
Sub total	8,751	15,877	0	24,628
Fundraising expenses				
Xmas Fayre	20	0	0	20
Detail 2	0	0	0	0
Detail 3	0	0	0	0
Other fundraising costs	0	0	0	0
Sub total	20	0	0	20
Total Gross Expenditure	8,771	15,877	0	24,648
Asset and investment purchases, etc.	0	0	0	0
Total payments	8,771	15,877	0	24,648
Net of receipts/(payments)	23,294	17,458	0	40,752
Transfers between funds	0	0	0	0
Cash funds last year end	26,887	13,489	0	40,376
Cash funds this year end	50,181	30,947	0	81,128

Statement of assets and liabilities at the end of the year

	31st March 2021				31st March 2020
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Cash funds					
Bank current account	41,362	30,947.00	-	72,309	31,615
Bank deposit account	-	-	-	-	-
Building society account	-	-	-	-	-
The Scout Association Short Term Investment Service	8,812	-	-	8,812	8,754
Cash/Floats	7	-	-	7	7
Total cash funds	50,181	30,947	-	81,128	40,376
Other monetary assets					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
Sub total	-	-	-	-	-
Investment assets					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
Sub total	-	-	-	-	-
Non monetary assets for charity's own use					
Badge stock	-	-	-	-	-
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings	185,000	-	-	185,000	185,000
Motor vehicles	12,000	-	-	12,000	18,000
Scouting equipment, furniture etc	60,000	-	-	60,000	60,000
Other	-	-	-	-	-
Sub total	257,000	-	-	257,000	263,000
Liabilities					
Accounts not yet paid	-	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities	-	-	-	-	-
Sub total	-	-	-	-	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 3rd November 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their

Signature	Print Name
	DAVID J. MOORE
	Chair
	GRAHAM PETERKIN
	Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE THIRD STAINES SCOUT GROUP

I report to the Trustees on my examination of the accounts of the Group for the year ended 31st March 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 (the Act). My work has been undertaken so that I may 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 any 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 in accordance with the requirements of the Charities Act 2011 ('the Act'). They consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the Act, to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 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 Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of 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 I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. 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 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.



C P Mason FCA
1 Royal Crescent
London
W11 4SL

Date: 7 November 2021.