

***1<sup>st</sup> Devizes Scout Group***

## **ANNUAL ACCOUNTS**

**for the year ending**

***31st March 2021***

**Charity Number: 305927**

**1<sup>st</sup> Devizes Scout Group**

**Trustees' Annual Report for the year to 31 March 2021**

**Section A Objectives and activities**

<b>Summary of the objects of the charity as set out in its governing document</b>	<p>The objectives of the group are as a unit of the Scout Association.</p> <p><b>The purpose of scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p>
<b>Summary of the main activities in relation to these objects</b>	<p>The Group main function is to support the sections in achieving the aims of the Scout Association. As a Group the main activities during the last twelve months have been for the sections to take part in a variety of scouting activities.</p> <p>There has been a healthy increase in both members and volunteers. In all the sections badges and awards have been achieved. Due to COVID-19 activities have been both virtual and where possible face to face when permitted.</p> <p>The Provision of Scouting within the Group is totally dependent on the contribution made by volunteers.</p>
<b>Public Benefit</b>	<p>The Trustees have paid due regard to the Charity Commission guidance on Public Benefit in deciding what activities the charity should undertake.</p> <p>Membership subscriptions are charged to cover the 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>Scouting's aims are that through the scout method young people develop towards their full potential and 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 beneficiary.</p>

**Section B Achievements and performance**

<b>Summary of the main achievements of the charity during the year</b>	<p>Most of this years activities have been affected by COVID-19. We continued virtually with all the sections until we were approved for face to face meetings in October 2020, this reverted to virtual again through the second lockdown. An active and full programme has been maintained across all the sections when COVID-19 restrictions allowed, with the exceptions of night away and camps.</p> <p>There has been significant improvements and repairs carried out to the hall, both inside and out. We have made our Group physically more visible to passers-by and have a better internet presence to advertise the group.</p> <p>We have improved our governance and processes with greater use of technologies within the sections and Executive Committee.</p>
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## Section C Financial review

<b>Policy on Reserves</b>	<p>The Group policy on reserves is to hold sufficient resources to continue the charitable activities of the Scout Group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, approximately £4,000.</p> <p>The Group held free reserves of approximately £4,000 against this at year-end.</p>
<b>Further financial review details</b>	<p>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.</p>

## Section D Structure, governance and management

<b>Type of governing document</b>	<p>The Group 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</p>
<b>How the charity is constituted</b>	<p>The Group is a trust established under its rules which are common to all Scouts</p>
<b>Trustee selection methods</b>	<p>The Trustees are appointed in accordance with the Policy Organisation and Rules of The Scout Association</p>
<b>Additional governance issues</b>	<p>The Group is managed by the Group Executive Committee, the members of which are the “Charity Trustees” of the Scout Group that 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 applicable</p>
	<p>The committee consists of 10 Independent members who meet approximately every 6 weeks.</p> <p><b>Ex – officio</b> Chairperson, Treasurer, Secretary, Group Scout Leader, Scout Section Leader and Explorer Scout Leader</p> <p><b>Nominated 0</b> <b>Elected Members 2 <i>NB nominated members cannot be a greater number than elected members</i></b></p>
	<p>This Group Executive Committee exists to support the Group Leaders in meeting the responsibilities of their appointments and is responsible for:</p> <p>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.</p>

	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
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## Section E Reference and administration details

<b>Charity Name</b>	1 <sup>st</sup> Devizes Scout Group
<b>Charity Number</b>	305927
<b>Charity's principal address</b>	Scout Hall, Southbroom Road, Devizes, SN10 5AD

## Names of the charity trustees who manage the charity

	<b>Trustee Name</b>	<b>Office</b>	<b>Dates acted if not for whole year</b>
	<b>Ex Officio</b>		
1	<b>Paula Winchcombe</b>	Chairperson	
2	Steph McHale	Secretary	
3	Sarah Culshaw	Treasurer	
4	Rob Gudgeon	Group Scout Leader	
5	Lucy Dempsey	Explorer Scout Leader	
	<b>Nominated</b>		
	Dave Stovell	Scout Section Leader	From 26 <sup>th</sup> Sept 2020
	<b>Elected</b>		
	Joanne Worrall		From 26 <sup>th</sup> Sept 2020
	Thomas Straker		From 26 <sup>th</sup> Sept 2020

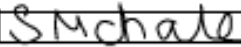
## Name and address of advisor

<b>Type of advisor</b>	<b>Name</b>	<b>Address</b>
Independent Examiner	Hayley Dew	159 Bradley Road, Trowbridge, Wiltshire, BA14 0RT

## Section G Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

<b>Signature</b>	
<b>Full name</b>	Steph McHale
<b>Position held</b>	Group Secretary
<b>Date</b>	05/07/2020

## Scrutineer's Report

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

1<sup>st</sup> DEVIZES SCOUT GROUP

I report on the accounts of the Group/District for the year ended 31<sup>st</sup> 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 3.

#### **Scrutineer's Statement**

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

Name: .....Hayley Dew.

Address: .159 Bradley Road

.....Trowbridge

.....Wiltshire

.....BA14 0RT

Date: .....5 June 2021.

## Group Accounts

### 1st Devizes Scout Group Receipts and Payments Account

For the year from

01-Apr-20 To

31-Mar-21

Receipts and payments		
	2020/2021	2019/2020
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
Donations, legacies and similar income		
Membership subscriptions	3,230	3,160
(National/County/Area/District)	-1,681	-2,080
Net membership subscriptions retained	1,549	1,080
Donations	128	851
Legacies	-	-
Gift Aid	-	-
Other similar income	6,842	12,248
<b>Sub total</b>	<b>8,519</b>	<b>14,179</b>
Grants	19,598	
Maintenance grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>19,598</b>	<b>-</b>
Fundraising (gross)		
Events		2,301
Activities	-	-
Detail 3	-	-
Other fundraising activities	-	-
<b>Sub total</b>	<b>-</b>	<b>2,301</b>
Investment income		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Income</b>	<b>28,117</b>	<b>16,480</b>
Asset and investment sales, etc.	-	-
<b>Total receipts</b>	<b>28,117</b>	<b>16,480</b>

**1st Devizes Scout Group**  
**Receipts and Payments Account**

For the year from

01-Apr-20 To

31-Mar-21

**Receipts and payments**

	<b>2020/2021</b>	<b>2019/2020</b>
	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>£</b>	<b>£</b>
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	224	1,143
Youth programme and activities - refunds	1677	
Adult support and training	400	-
Rent	-	-
Water and Sewerage	24	141
Electricity and Gas	2427	3,216
Insurance	1235	2,396
Repairs and Renewals	2306	4,424
Materials and equipment	438	676
Printing and photocopying		-
Contribution to camp costs		2,875
Uniforms	443	53
AGM and trustee expenses	203	740
Badges	498	800
Sundries	2981	2,548
Outings		1,035
<b>Sub total</b>	<b>12,856</b>	<b>20,046</b>
<b>Fundraising expenses</b>		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs		53
<b>Sub total</b>	<b>0</b>	<b>53</b>
<b>Total Gross Expenditure</b>	<b>12,856</b>	<b>20,099</b>
<b>Asset and investment purchases, etc.</b>		-
<b>Total payments</b>	<b>12,856</b>	<b>20,099</b>
<b>Net of receipts/(payments)</b>	<b>15,261</b>	<b>-3,619</b>
<b>Cash funds last year end</b>	<b>9,862</b>	<b>13,481</b>
<b>Cash funds this year end</b>	<b>25,123</b>	<b>9,862</b>

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

	31 03 2021	31 03 2020
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	25123	9862
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>25,123</b>	<b>9,862</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	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</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 04 June 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
Paul Winchcombe	Chair
Sarah Culshaw	Treasurer



## **Treasurer's Report**

### **End of Year process**

The SORP form that we provide to District summaries all the income and expenditure for our three bank accounts for the financial year.

To create this all bank accounts are first submitted to a Scrutineer who confirms that they represent all transactions undertaken.

We then produce detailed lists of all cheques used, Direct Debits and items banked for these three accounts with descriptions of their use.

We then allocate these items to the categories on the SORP form.

We also provide to District an annual bank return showing the details of all our accounts with their opening and closing balances

### **Summary Detail**

#### **Section Account**

Income	Subs, capitation and monies for activities are paid into this account
Expenditure	Badges, equipment, activities and outings are all paid from this account

#### **Fundraising Account**

Income	This comes from donations and fundraising activities
Expenditure	Any additional equipment required as well as support for outings comes from this account

#### **Hall Account**

<b>Income</b>	
Hall Hire	Provides funds from hiring out the hall to local community groups
Car Parking	Provides funds from hiring out car parking spaces to local residents
Others	There is additional income that is added to this account
<b>Expenditure</b>	
Mains services	Gas, electricity and water are paid from this account
Other services	BT, anti virus software, on-line Scout Manager and printing and photocopying are paid from this account
Additional items	Tree felling, keys and locksmith and new lights are paid from this account
Special items	Mainly cleaning products and storage bags are paid for out of this account
Activity support	Helping support St Georges Camp, AGM and trustees, Poppy wreath and uniforms are paid out of this account
Hall maintenance	Anything covering hall maintenance including paint is paid from this account