

TRUSTEES' REPORT

1 April 2020 – 31 March 2021

1. REFERENCE AND ADMINISTRATION DETAILS

Group Name: 40th Hartlepool Scout Group

Group HQ: 40A Tunstall Avenue, Hartlepool. TS26 8NE

Charity Registration Number: 522697; HQ Registration Number: 10011980

Trustees

Nicola Hodgson	Chair (until 14 October 2020)
Martin Lavelle	Chair (from 14 October 2020)
Martin Lavelle	Vice Chair (until 14 October 2020)
Heather Henderson	Vice Chair (from 14 October 2020)
Alan Hodgson	Group Scout Leader
Sue Eyre	Treasurer (until 14 October 2020)
Simon Peacock	Treasurer (from 14 October 2020)
Neil Midgley	Secretary
Jason Collins	(Resigned 2 March 2021)
Heather Henderson	(Resigned 26 February 2021)
Nicola Foster	(Resigned 9 September 2020)
Jackie Robinson	(Appointed 14 October 2020)

Stephen Smith

Andrew Wood

plus

The Scout Association Trust Corporation for trusteeship of land and property owned by the Group

2. STRUCTURE GOVERNANCE AND MANAGEMENT

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.

The Group is constituted as a trust established under The Scout Association rules which are common to all Scouts.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Group Scout Council

The Group Scout Council meets once per year at the AGM. Membership is open to Scouters, Colony, Pack and Troop Assistants, Instructors, Administrators, Patrol Leaders, all parents and carers of Beavers, Cubs and Scouts, any other supporters.

Group Executive Committee

The Group is managed by the Group Executive Committee on behalf of the Group Scout Council. Members of the Group Executive Committee 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 the Group Scout Leader, Chairman nominated by the Group Scout Leader and approved by the Group Scout Council, Treasurer and Secretary elected by the Group Scout Council and up to six members elected by the Group Scout Council. It meets every two months. Additional members can be co-opted by the Committee or nominated by the Group Scout Leader with the approval of the Group Scout Council.

Members of the Executive Committee complete DBS checks and undergo 'Essential Information for Executive Committee' training as soon as practicable after appointment .

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of 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

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:

- i. Significant 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, other Scout Groups, community centre or schools. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.
- ii. Injury to leaders, helpers, supporters and members. The Group, through the capitation fees, contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.
- iii. Fundraising activities generate less income. 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.
- iv. Loss of rental income if the Cottage becomes vacant. The Group maintains close contact with the Letting Agent to ensure that the duration of any vacancy is minimised.
- v. 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.

- vi. Reduction or loss of members. The Group provides activities for all young people aged 6 to 14½. 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.

3. OBJECTS AND ACTIVITIES

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.

Activities in support of these objectives

The Group has continued to deliver the Scout Programme for the benefit of its members with lively and active meetings and events throughout the year in all Sections. Activities have been organised to ensure that members make good progress through the training scheme and achieve badge awards.

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.

4. ACHIEVEMENTS

It has been a difficult year due to the Covid-19 pandemic but as a result of a comprehensive risk assessment and the introduction of appropriate procedures and routines, some face to face meetings were held, mainly outdoors in the HQ grounds. During lockdowns imaginative virtual meetings were held using Zoom. The Group is indebted to Alan Hodgson, Iain Walton, Colm Simpson, Sue Eyre and Martin Lavelle for their tireless work and to Tees Valley North District for their support in ensuring that activities continued as much as possible.

During the periods when the HQ has not been in use, many maintenance tasks have been carried out and thanks go to Alan Hodgson, Colin Richardson, Stephen Smith, Martin Lavelle and Chris Dixon.

5. FINANCIAL REVIEW

The HQ building, coach-house, stables and adjoining cottage are owned by the Group and the land is freehold.

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 12 months running costs, circa £6,000 and in addition a significant provision for major repairs and maintenance to buildings and for major equipment purchase and renewal.

The Group held reserves of well in excess of £30,000 against this at the year end.

Although income from fundraising and subscriptions has been severely curtailed during the pandemic, Covid -19 Grants have been received from Hartlepool Council in line with government guidelines. Income has also been received from rental of the Group's cottage adjoining the HQ.

Income and Expenditure

The Group's Income and Expenditure is detailed on the attached statements which have been approved by an external examiner. The Group does not have sufficient funds to invest in longer-term investments such as stocks and shares and all funds are held in cash using only a mainstream bank and building society.

The Group Executive regularly reviews the levels of bank balances and the interest rates received to ensure the Group obtains maximum value and income from its banking arrangements, although in the present climate of low interest rates the benefits are low.

Assets

The assessed values of the Group's main assets are:

- HQ/Coach House & Stable £544,000
- Cottage £200,000
- Camping Equipment £ 16,952
- Fixtures & Fittings £ 11,025
- Trailers £ 4,500
- Badge Stock and Neckers £ 300

and the Group's insurance policies are based on these values.

5. DECLARATION

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

Signature: Chairman

MARTIN LAVELLE

Signature: Treasurer

SIMON PEACOCK

Date

40TH HARTLEPOOL SCOUT GROUP

Charity number 520697

INCOME & EXPENDITURE ACCOUNTS and STATEMENT OF ASSETS & LIABILITIES

YEAR ENDED 31 MARCH 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUST OF THE 40TH HARTLEPOOL SCOUT GROUP

I report on the Income & Expenditure Accounts, Funds Reconciliation and Statement of Assets & Liabilities of the group for the year ended 31 March 2021, which are set out on pages 1 to 4.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under Section 145(5) of the 2011 Act
- to state whether particular matter have come to my attention

Basis of Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

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 2011 Act and
- to prepare accounts, which accord with the accounting records and comply with the accounting requirements of the 2011 Act, and

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;

Name: Salaam Shaheen
Occupation: FCCA
Address: Parkside, Park Avenue, Hartlepool, TS26 0DZ
Date: 11th May 2021

Signature:



40th Hartlepool Scout Group

Income & Expenditure Accounts and Statement of Assets & Liabilities Year Ended 31 March 2021

Income & Expenditure Summary With Funds Reconciliation

	£	£
Cash at Bank 1 April 2020		
Current Account	10,118	
Savings	<u>12,984</u>	
		23,102
Total Income In Year (Page 2)		26,464
Total Expenditure In Year (Page 3)		(8,585)
		<u> </u>
		40,981
		<u> </u>
Cash at Bank 31 March 2020		
Current Account	27,833	
Savings	<u>13,148</u>	
		<u> </u>
		40,981
		<u> </u>

40th Hartlepool Scout Group

Income & Expenditure Accounts and Statement of Assets & Liabilities Year Ended 31 March 2021

Detailed Income Statement	2021		2020	
	£	£	£	£
<u>Donations, Legacies & Similar Income</u>				
Membership subscriptions	217		3,226	
Membership subscriptions paid on	-		(1,427)	
Net membership subscriptions retained	217		1,799	
Donations & Legacies	900		435	
Gift aid	832		787	
Use of headquarters	-		40	
Uniform	6		3	
		1,955		3,064
<u>Grants</u>				
Other Grants	19,717		-	
		19,717		-
<u>Fundraising (GROSS)</u>				
Bag pack	-		-	
Grand raffle	-		843	
Christmas fayre	-		279	
Boxing Day dip	586		-	
		586		1,122
<u>Investment Income</u>				
Building Society interest	64		97	
Property rental income	4,142		4,858	
		4,206		4,955
Total Income In Year		26,464		9,141

40th Hartlepool Scout Group

Income & Expenditure Accounts and Statement of Assets & Liabilities Year Ended 31 March 2021

Detailed Expenditure Statement

	2021		2020	
	£	£	£	£
<u>Charitable Payments</u>				
Youth programme and activities	78		1,807	
Activity fees received	-		(515)	
Youth programme and activities cost	78		1,292	
Council tax	-		-	
Water and sewerage	203		203	
Electricity and gas	889		693	
Insurance	1,759		1,701	
Repairs and maintenance	4,906		5,314	
Equipment (Asset)	504		1,383	
Printing, photocopying, stationery and postage	68		107	
Contribution to camp costs	-		903	
Uniform	50		403	
AGM, parents evening and trustee expenses	-		134	
Music licence	128		125	
		8,585		12,258
<u>Fundraising Expenditure</u>				
Grand raffle	-		51	
Christmas fayre	-		6	
		-		57
Total Expenditure In Year		8,585		12,315

40th Hartlepool Scout Group

Income & Expenditure Accounts and Statement of Assets & Liabilities
Year Ended 31 March 2021

Statement of Assets & Liabilities

	2021		2020	
	£	£	£	£
<u>Assets</u>				
<i>Cash Funds</i>				
Bank Current Account	27,833		10,118	
Bank Deposit Account	<u>13,148</u>		<u>12,984</u>	
		40,981		23,102
<i>Investment Assets</i>				
Investment Property	<u>200,000</u>		<u>200,000</u>	
		200,000		200,000
<i>Non-Monetary Assets</i>				
Stock	300		300	
Land & Buildings	544,000		544,000	
Fixtures, fittings & Equipment	27,977		27,473	
Other (Trailers)	<u>4,500</u>		<u>4,500</u>	
		576,777		576,273
Total Assets		817,758		799,375
<u>Liabilities</u>				
<i>Miscellaneous</i>				
Expenses	-		56	
Bank Deposit Account	<u>-</u>		<u>20</u>	
		-		76
Total Liabilities		-		76
Total Assets less Total Liabilities		<u>817,758</u>		<u>799,299</u>

40TH HARTLEPOOL SCOUT GROUP

Charity number 520697

INCOME & EXPENDITURE ACCOUNTS and STATEMENT OF ASSETS & LIABILITIES

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