



ANNUAL REPORT

March 2021



ACKNOWLEDGEMENTS

Funding for Bathroom Renovation



1st Caehopkin (Pine) Scout Group

Trustees Annual Report & Accounts

For the Year Ended 31st March 2020

**INDEPENDENTLY EXAMINED
UNAUDITED**

Charity Number - 524846

Scout Registration Number -10013123

Section A - Reference and Administration details:

Charity Name

1st Caehopkin (Pine) Scout Group

Registered Charity Number

524846

Scout Registration Number

10013123

Principal Address

The Scout Hut,
Brooklands Road,
Caehopkin,
Swansea
SA9 1UF

Trustees

Chairman - Anthony Hodge

Treasurer – Sian Hodge

Secretary – Vacant

Group Scout Leader – Vacant

Other Trustees – Mrs Gillian Nekrews, Mr Terry Green, Mrs Catrin Campbell

District Scout Commissioner – Gareth Hayton

Section Leader Representatives – Jane Hodge, Helen Hodge, Emma Martin,
James Burton, James Martin

Bankers

Lloyds Bank, 14 Commercial Street, Ystradgynlais

Section B - Structure, governance and management:

Structure and Governance

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.

The Group is a Trust established under its rules which are common to all Scout Groups.

The Group is managed by the Group Executive, the members of which are the “Charity Trustees” of the Group Council, which is a registered educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association and are all members of the Association. Members are verified, as required, under the Child Protection Act.

The Group Executive exists to support the Section Leaders in meeting their responsibilities and ensure maintenance and suitability of property and meeting hall. Ideally the Committee comprises independent representatives in the role of Chairman, and Treasurer, other trustees and Leaders from the three sections and meets four to six times a year or in response to specific planning requirements. New Nominations for the role of Secretary will be requested at the Group AGM.

The current Chairman fills other roles in Scouting and should not act as Chairman of an individual Group. For now, dispensation has been given from The Scout Association for this to continue until a new Chairman is found.

The age group sections of the Group each have section Leaders who have right of attendance and voting rights at Trustee meetings;

- Beaver Section Leader – Jane Hodge (16 Years Leadership Experience)
- Cub Section Leader – Helen Hodge (8 Years Leadership Experience)
- Scout Section Leader – James Martin (10 Years Leadership Experience)

A number of other leaders support the running of the group with roles of Assistant Section Leaders or Section Assistants comprising;

- Beaver Assistant Leaders – 0
- Beaver Section Assistants – 1
- Cub Assistant Leaders – 1
- Cub Section Assistants - 1
- Scout Assistant Leaders – 5
- Scout Section Assistants – 0

Young Leaders (Age 14-18) normally also assist the leader teams but at the current time there are none.

A District Explorer Unit is based at Caehopkin and has a working association, through a partnership agreement. The Unit caters for children of age of 14-18. The Section Leader of this Unit is also offered attendance rights to Group meetings.

- Explorer Unit Leader – James Burton (6 Years Leadership Experience).
- Explorer Unit Assistant Leaders - 2

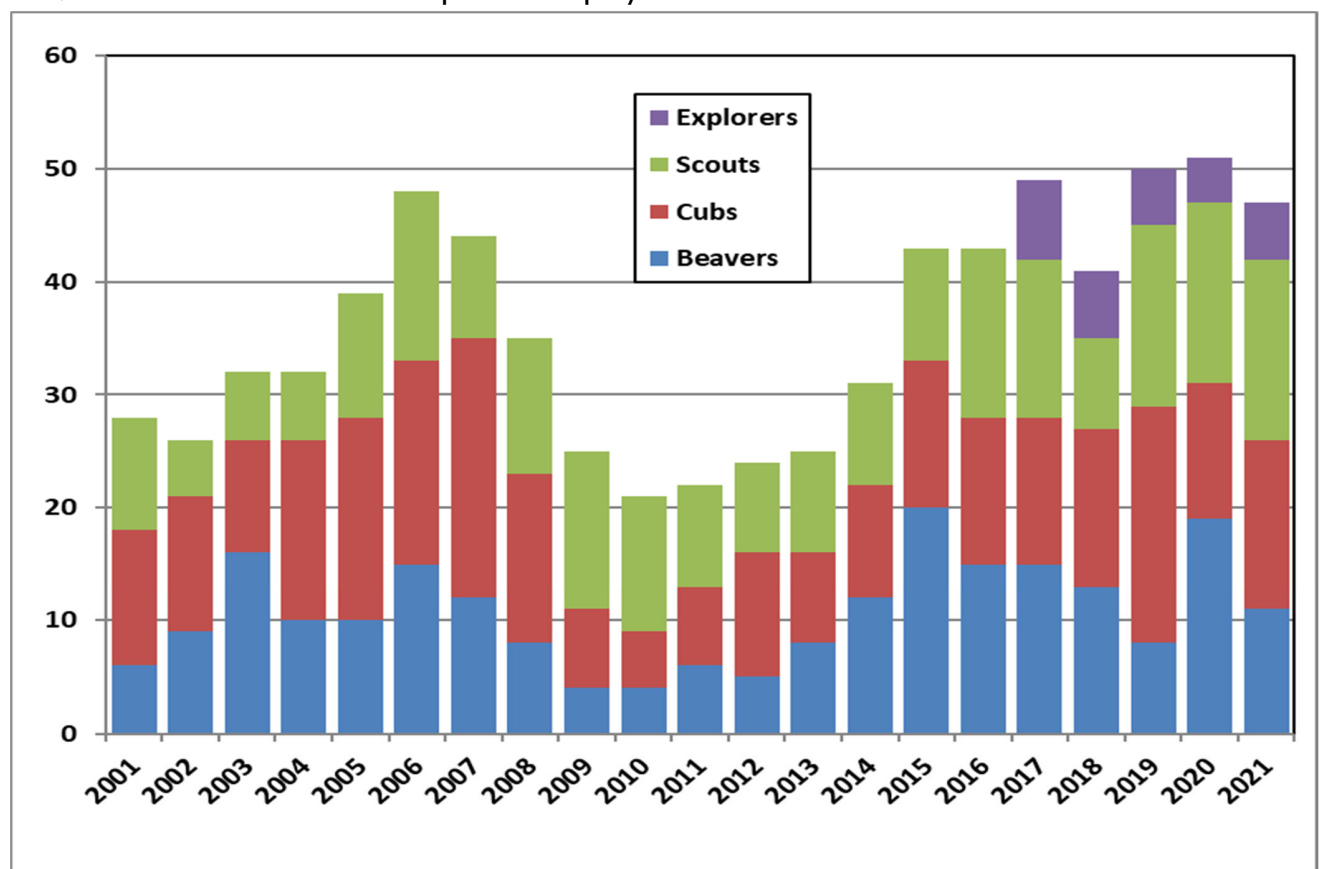
Risk and Internal Control

The Group Executive Committee has historically identified the major risks to which they believe the Group is exposed, principally reduced income from parent contributions and hut use. COVID has exposed these issues and if it were not for Government Grants for maintenance and restart the current group position would be critical. The main areas of concern historically discussed and the effects of COVID are:

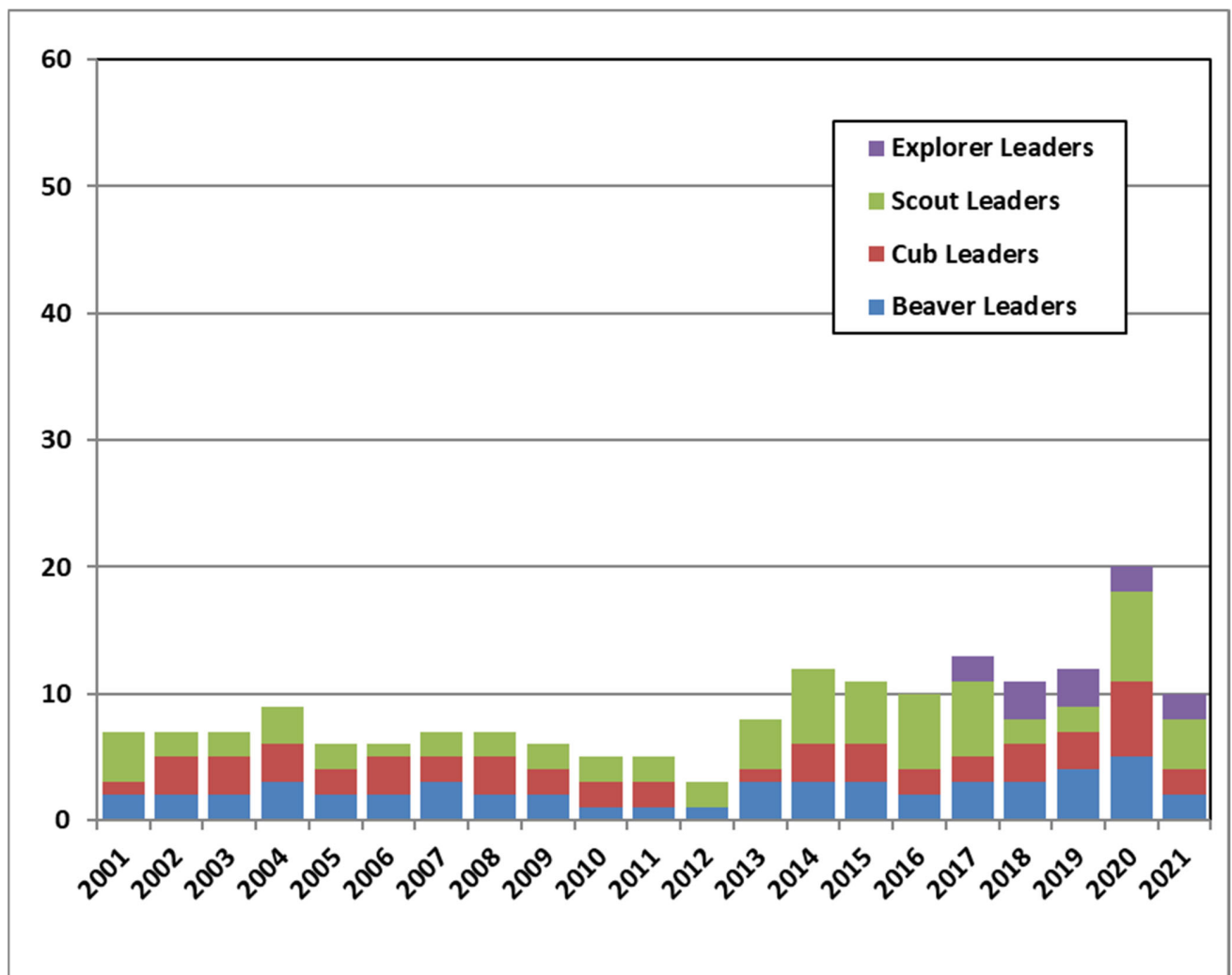
Maintaining a suitable child attendance. This is closely related to having sufficient leaders with appropriate skills. Maintenance of the Group Hut to suitable standard is also a necessity. During the year adhering to government pandemic restrictions has become a significant control. For most of the year restrictions have meant that only scouting outdoors was feasible.

Damage to the building, property and equipment. In this instance the Group would seek the use of buildings as a meeting place. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss. The marquee used to adhere to the restrictions became irreparably damaged during a severe storm and this will be an additional expenditure to replace in the coming year.

Reduced income from Donations or Fundraising. The Group is primarily reliant upon income from subscriptions and donations from other organisations using the hut. This was dramatically reduced due to COVID. Generally the Scout Section continued to meet using the Group Marquee without sidewalls as a protection from the elements. Other sections continued virtually, but this represented almost a 2/3 loss of revenue from parental payments.



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 closure of a section or in the worst case scenario the complete closure of the Group. Currently the Cub section is critically short of Leaders. Many attempts have been made to encourage additional new leaders. Some Leaders have not wanted to return or participate since COVID restrictions.



Material mismanagement or loss is mitigated by the requirement for two authorised signatories for payments and insurance policies and two leaders conducting Activities to ensure that rules and appropriate insurable clauses are covered.

Section C – Objectives and Activities:

The objectives of the Group are aligned with that of the Scout Association.

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.

These aims are achieved by providing wide-ranging, enjoyable and attractive programmes of training, progressing through the aged sections.

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 Activities

During the year key achievements have been recognised through continuing Scouting and avoiding the restrictions

This has meant that a lot of the programme has been delivered virtually.

A safe operating procedure for the hut has been adopted and suitable additional cleaning equipment purchased.

Section E - Financial Review

Banking and Accounts Held

Two Current and one Deposit accounts are held by the Group, comprising the Main Group accounts and Accounts in the name of the Scout Section. The main banking is with Lloyds in Ystradgynlais. Scout Section accounts exist for the practical management of the Main Camp Events which form a significant portion of the Groups Annual Income and Expenditure. Fund flow and balances of all accounts and cash in hand are considered in the Group Accounts.

Reserves policy

At the end of the year, total cash funds amounted to £25038, significantly inflated from the prior year by the large Grants received. However it has been recognised that a significant amount of the grant money will be required to restart normal operations and to cover the ongoing running cost that is not supported by recent income. A bulk of Scouting equipment, especially climbing equipment has during the restrictions become outdated. This would normally be replaced piecemeal as equipment reaches its useful service. It is the policy of 1st Caehopkin (Pine) Scout Group to hold a reasonable level of reserves in order to provide a sound financial basis for the continued running of Scouting at the premises. Through annual budgeting that level is varied according to perceived future needs and risks but a minimum target subject to emergency drawings of approximately £2,000 is seen as reasonable. A typical minimum reserve benchmark of three months forward running cost of the hut, insurance and activity costs would be £1026. The Current Balance is considered more than appropriate.

Running Cost & Charges

In normal operations, an analysis of running costs, including Hut running cost and Regular Activities shows that the cost per child for each session has not changed significantly from previous years. There is no reason to change the current £3 per session charge is identified at the current time.

	2020-21	2019	2018	2017
Total Running Cost for Year	£ 3,244.57	£ 4,289.51	£ 5,303.29	£ 5,646.67
Child Count @Yr End	47	59	54	49
Annual Cost / Child	£ 69.03	£ 72.70	£ 98.21	£ 115.24
Session Cost / Child	£ 1.97	£ 2.08	£ 2.81	£ 3.29

As a priority, the remaining funds exist to provide financial support to the sections to ensure a safe, varied, well equipped and appropriate programme is maintained.

Investment Policy

The Group's Income and Expenditure is small and does not have sufficient residual funds to consider long term investments other than standard Bank Interest payments.

Designated funds

There is currently no remaining Restricted funds allocated to any project.

Accounting Method and Submission

Based on the existing Thresholds of the Companies Act 2006 the Group has a small Business Classification and as such does not require a full Audit of Accounts. An Acknowledgement of this is included in signed statements to this report and accounts.

Based on Income Thresholds indicated by Charity Commission Guidelines in alignment with those of the Scout Association, the Trustees believe that preparation of accounts on a Receipts and Payment basis and for these to be reviewed by an independent Scrutineer, to be appropriate.

Section F - Additional Information

The Groups Premises including the Meeting Hut is held in Trust by the Scout Association Trust.

The Group has one key future aspiration; The construction of additional storage and toileting is a priority to ensure equipment is more accessible and we fulfill a practical solution to toileting for any disabled members using the Camp Field.

Grant and general funding will be sought to fulfill these needs.

1st Caehopkin (Pine) Scouts Registered CharityNo:524846

REPORT – March 2021

Section G - Declaration


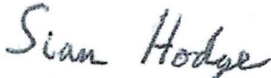
The Trustees declare that they have approved the Trustee's report above on 28th January 2022.

The Trustees have not required the Group to obtain an audit of its accounts for the year in question in accordance with its small turnover classification under section 476 Companies Act 2006, and;

The Trustees acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

Signed on behalf of the charity's Trustees:

Signature

	Anthony Hodge (Chairman)
	Sian Hodge (Treasurer)

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF 1st Caehopkin (Pine) Group - Charity No. 524846

I report on the accounts of the 1st Caehopkin (Pine) Group "The Group" for the year ended 31st March 2021, which are set out on pages 15 to 17.

Respective responsibilities of Trustees and Examiner

The Group's Trustees are responsible for the preparation of the accounts and consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

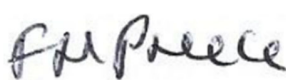
- Examine the accounts (under Section 43(3)(a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning 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 statement below.

Independent Examiner's Comments

Attached as page 13 of this report

Signed  Name ...Ffion Preece.....
Independent Examiner
Date.....26th Jan 2022.....

**COMMENTS OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF 1st
Caehopkin (Pine) Group - Charity No. 524846**

Conducted a review of record keeping and methods used in preparing Account Statement. All appears to be very good and conscientious. Each section of the Scout Group provides details of their activity spends to the Treasurer who collates to a total.

Only small error noted, now corrected was on submission of two Supermarket expense receipts. The amount originally transferred to the account record was the total indicated on the receipt. However, the receipts include some discount buy items and the saving was applied prior to actual amount to pay. Both items came to a small adjustment of less than £3.

1st Caehopkin (Pine) Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	31/03/2020	31/03/2021
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RECEIPTS

	To end Mar/2021			Previous Year
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Receipts				
Gross Membership subscriptions (Beavers£, Cubs£, Scouts£)	£ 1,439.15		£ 1,439.15	£ 2,470.96
Less: Membership subscriptions paid on (National/Country/District)	£ -		£ -	£ -
Net membership subscriptions retained	£ 1,439.15		£ 1,439.15	£ 2,470.96
Scarves & Badges	£ -		£ -	£ 123.56
Scout Section Camp and Events	£ -		£ -	£ 1,587.76
Insurance Claim	£ -		£ -	£ 1,156.68
			£ -	
Sub total	£ 1,439.15	£ -	£ 1,439.15	£ 5,338.96
Grants				
Local Community Council	£ 400.00	£ -	£ 400.00	£ 200.00
Powys COVID Recovery Grants	£ 23,000.00	£ -	£ 23,000.00	
Other Grants	£ 80.00	£ -	£ 80.00	
Sub total	£ 23,480.00	£ -	£ 23,480.00	£ 200.00
Fundraising (gross)				
Easy Fundraising	£ -			£ 42.60
Sub total	£ -	£ -	£ -	£ 42.60
Investment income				
Bank interest	£ -			£ -
Hut Use Donations	£ 1,972.85		£ 1,972.85	£ 1,864.64
Equipment Use Donations	£ -			£ 678.00
Other Donations	£ -			£ 526.85
Sub total	£ 1,972.85	£ -	£ 1,972.85	£ 3,069.49
Total Gross Income	£ 26,892.00	£ -	£ 26,892.00	£ 8,651.05
Asset and investment sales, etc.	£ -	£ -		£ -
Total receipts	£ 26,892.00	£ -	£ 26,892.00	£ 8,651.05

1st Caehopkin (Pine) Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	31/03/2020	31/03/2021
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PAYMENTS


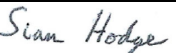
	To end Mar/2021			Previous Year
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Charitable Payments				
Cub programme and activities	£ -			£ 301.77
Scout programme and activities	£ 116.98		£ 116.98	£ 624.26
Scout Subs Refunds	£ 156.00		£ 156.00	
Camp & Events	£ -			£ 3,248.15
Scout Section Capitation & 3P Ins	£ 901.00		£ 901.00	
Scout Database Cost	£ 43.00		£ 43.00	£ 269.00
Equipment Replacement	£ 3,346.76		£ 3,346.76	
Equipment Loan Expenses	£ -			£ 30.60
Badges (Scouts)	£ -			£ 80.20
Bathroom Renovation (Tesco Bags of Help)	£ -	£ -		£ 404.00
Sub total	£ 4,563.74	£ -	£ 4,563.74	£ 4,957.98
Running Costs				
Hut Expenses	£ 208.56		£ 208.56	£ 142.02
Water and Sewerage	£ 86.97		£ 86.97	£ 235.66
Refuse	£ 54.00		£ 54.00	£ 86.40
Electricity	£ 541.34		£ 541.34	£ 348.00
Gas	£ 1,113.36		£ 1,113.36	£ 1,920.54
Insurance	£ 1,240.34		£ 1,240.34	
Sub total	£ 3,244.57	£ -	£ 3,244.57	£ 2,732.62
Fundraising expenses				
None	£ -			
Sub total	£ -	£ -	£ -	£ -
Total Gross Expenditure	£ 7,808.31	£ -	£ 7,808.31	£ 7,690.60
Asset purchases, etc.				
Total payments	£ 7,808.31	£ -	£ 7,808.31	£ 7,690.60
Net of receipts/(payments)	£ 19,083.69	£ -	£ 19,083.69	£ 960.45

ASSETS & LIABILITIES at the end of the year

	To end Mar/2021			Previous Year
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Cash funds				
Group Current Account Lloyds	£ 21,789.89	£ -	£ 21,789.89	£ 2,928.37
Scout Section Current Account HSBC	£ 2,471.70	£ -	£ 2,471.70	£ 2,249.53
Cash/Floats (Beavers - £212.93, Cubs - £564.34)	£ 777.27		£ 777.27	£ 777.27
Total cash funds	£ 25,038.86	£ -	£ 25,038.86	£ 5,955.17
Other monetary assets				
Other Assets	£ -	£ -	£ -	£ -
Sub total	£ -	£ -	£ -	£ -
Investment assets				
Investment	£ -	£ -	£ -	£ -
Sub total	£ -	£ -	£ -	£ -
Non monetary assets for charity's own use				
Badge stock	£ 328.00		£ 328.00	
Scouting Equipment	£ 6,919.00		£ 6,919.00	
Hut Equipment, Furniture, etc	£ 2,000.00		£ 2,000.00	
Land and buildings (Insurance Assesment)	£ 242,418.00		£ 242,418.00	
Motor vehicles	£ -			
Other				
Sub total	£ 251,665.00	£ -	£ 251,665.00	£ -
Liabilities & Payments Due				
Capitation	£ 2,448.00		£ 2,448.00	
Tesco Bags Of Help Bathroom Grant Final Payment Due To Group		NIL (Overspent Grant)		

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 28th January 2022 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Anthony Hodge (Chairman)

Sian Hodge (Treasurer)