

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	0	3	2	1
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Section A

Reference and administration details

Charity name

Adlington Scout Group

Other names the charity is known by

Registered charity number (if any)

5 2 5 1 1 0

HQ registration number

Charity's principal address

Grove Crescent

Adlington

Chorley

Postcode

P R 6 9 R J

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Tracey Brocklehurst	GSL	
2	Fay Perry	Secretary	
3	Hayden Flint	Treasurer	
4	Mark Brocklehurst	Chair	
5	Paul Evans	Asst. Treasurer	
6	Lynne Percival	Cub Leader	
7			
8			
9			
10			
11			
12			
13			
14			
15			

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

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

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:

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.

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 Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every # months.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

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.

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 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.

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 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.</p> <p>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.</p> <p>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.</p>
Summary of the main activities in relation to these objects	
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Section E

Financial Review

Brief statement of the charity's policy on reserves

Reserves Policy

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 £12000.

The Group held reserves of approximately £19400 against this at year end. This is above the level required for operating expenses. However this can be explained by further Covid-19 restrictions meaning activities and further development of the Scout Hut and grounds have been delayed.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

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

- the charity's principal sources of funds (including any fundraising);

- how expenditure has supported the key objectives of the charity;

- investment policy and objectives;

Investment Policy (Specimen 1)

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 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.

Investment Policy (Specimen 2)

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.

Section F

Other Optional Information

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

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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

HAYDEN FLINT	
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Position (eg Secretary, Chair)

TREASURER	
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Date

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ADLINGTON SCOUT GROUP

STATEMENT OF INCOME AND EXPENDITURE – YEAR ENDING 31ST MARCH 2021

<u>INCOME</u>	<u>2020/2021</u>	<u>2019/2020</u>	<u>EXPENDITURE</u>	<u>2020/2021</u>	<u>2019/2020</u>
Subscriptions	23649.00	22295.00	Camps	0.00	0.00
Gift Aid Refund	1416.47	0.00	Scout Levy	5002.00	5740.00
White Bear Way Income	0.00	708.29	Licence Fees	0.00	0.00
Group Camp	0.00	0.00	Wreaths & Tributes	0.00	0.00
Other Events	0.00	0.00	Jamboree	0.00	250.00
Uniform	0.00	0.00	Section Expenses	4600.00	3440.00
Bank Interest	7.11	15.63	Uniform	0.00	329.80
Donations – White Bear Explorers	0.00	0.00	Events	239.25	0.00
Rainbows/Brownies	600.00	1320.00	Walk Expenses	0.00	417.59
Donations	100.00	450.00	Training	0.00	564.00
Grants	9750.47	2000.00			
Refunds	0.00	0.00			
			<u>HQ EXPENSES</u>		
			Repairs/Renewals	508.82	560.53
			Rent/Rates	814.16	804.72
			Gas, Electricity & Water	2831.85	2725.72
			Insurance	1153.36	717.43
			Cleaning & Sundries	98.33	112.53
			Refunds	0.00	0.00
			Building	13736.48	40.00
			Depreciation of Equipment	389.01	444.59
				29373.26	
				19532.01	5405.52
				<u>29373.26</u>	<u>16146.91</u>
			Surplus Income over Expenditure	<u>6149.79</u>	<u>10642.01</u>
				35523.05	26788.92
35523.05		26788.92			

BALANCE SHEET AS AT 31ST MARCH 2021

<u>ACCUMULATED FUND</u>	<u>2020/2021</u>	<u>2019/2020</u>	<u>FIXED ASSETS</u>	<u>2020/2021</u>	<u>2019/2020</u>
At 31st March...	60023.12	49381.11	Group HQ as at 31st March 2020	40479.45	40479.45
Surplus Income over Expenditure	6149.79	10642.01	Plus Additions to 31st March 2021		
				<u>40479.45</u>	<u>40479.45</u>
			Equipment as at 31st March 2020	2519.33	2510.00
			Plus Additions to 31st March 2021	74.04	453.92
				2593.37	2963.92
			Less Depreciation of Equipment	389.01	444.59
				2204.37	2519.33
<u>CURRENT LIABILITIES</u>			<u>CURRENT ASSETS</u>		
			Hardship/Jamboree Fund	4085.76	4085.76
			Cash at Bank	19393.22	12928.46
			Cash in Hand	10.12	10.12
	66172.92	60023.12		66172.92	60023.12



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

ADLINGTON SCOUT GROUP

On accounts for the year
ended

2021

Charity no
(if any)

525110

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

J. Isherwood

Date:

19-01-22

Name:

JACQUELINE ISHERWOOD

Relevant professional
qualification(s) or body
(if any):

Address:

40 RAILWAY RD

ADLINGTON

PR6 9RB