

Trustees' Annual Report

For the period

From (start date)

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to end date

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Section A

Reference and administration details

Charity name

5th Knutsford Scout Group

Other names the charity is known by

Registered charity number (if any)

5 2 5 1 6 9

HQ registration number

Charity's principal address

The Scout Hut

Blackhill Lane

Knutsford

Postcode

W A 1 6 8 Q E

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	Mike Houghton	Chair	
2	Simon Parker	Treasurer	
3	Laura Jennings	Group Scout Leader	
4	Tony Leadbeater		
5	Amanda Porter	Secretary	
6			
7			
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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

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.

(e.g. trust deed, constitution)

How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

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 4 independent representatives that include the 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 3 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.

Section B**Structure, governance and management (continued)****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:

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.

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 policy to ensure that insurable risks are covered.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<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>
<p>Summary of the main activities in relation to these objects</p>	<p>The activities are planned around supporting our beavers, Cubs and Scouts to achieve their Chief Scout Bronze, Silver & Gold Awards and focus on building confidence and self-esteem. The activities also support them to learn important life skills, leadership skills, team building, outdoor adventure, education, and fun!</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p>	
<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. 	<p>The Scout Group relies entirely upon volunteers as leaders to conduct Scouting activities and as supporters to help maintain the hut and grounds.</p>
<p>Public benefit statement</p>	<p>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.</p>

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

This year activities have been significantly affected by Coronavirus, however activities has continued through online learning and meetings. In addition outdoor activities in small groups, when permitted have taken place and virtual camps with Scouts camping in their own back gardens have also been organised and well attended. Prior to the onset of the pandemic, camps and outdoor activities have been organised. Climbing has continued to be a popular activity and the indoor wall in the hut has been well used in this respect.

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 £10,000. In addition the Group Executive Committee considers it prudent to build a reserve for major repairs and maintenance, for example, replacement of flooring or roofing. The minimum sum to be held should be £5,000.

The Group held reserves of approximately £13,000 in the deposit account and there are sufficient funds in the current account to cover the gap between the potential demand and the funds mentioned above.

Quantify and explain any designations

Not applicable

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

Not applicable

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);

Investment Policy

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.

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

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 and objectives;

Investment Policy

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)

Normal Scouting activities to resume once the Coronavirus Pandemic is over.

Refurbishment of the toilets in the hut to include disabled access and acquisition of additional land, through leasing, in order to extend the training area outside the hut.

Completion of a shooting range facility within the hut.

Installation of outdoor lighting and deep maintenance of he hut, including painting of woodwork.

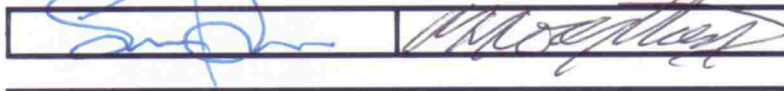
Section G

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)

Simon Parker Mike Houghton

Position (e.g. Secretary, Chair)

Treasurer Chair

Date

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5th Knutsford Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Sep-19	To	31-Aug-20
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Receipts and payments

	2019/20			2018/19
	Unrestricted funds £	Restricted funds £	Kandersteg funds £	Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	16,081.76	-	-	16,081.76
Less: Capitation Fees (National/County/Area/District)	- 8,679.50	-	-	- 8,679.50
Net membership subscriptions retained	7,402.26	-	-	7,402.26
Donations	1,645.00	a -	-	1,645.00
50th Anniversary Hoodie Income	-	-	-	-
Gift Aid	2,458.91	b -	-	2,458.91
Miscellaneous	379.20	-	9,797.90	10,177.10
Hire of Hut (for Elections) & Equipment	540.00	-	-	540.00
Sub total	12,425.37	-	9,797.90	22,223.27
Grants				
Cheshire East Grant	10,000.00	c -	-	10,000.00
Other grants	-	-	-	-
Sub total	10,000.00	-	-	10,000.00
Fundraising (gross)				
Firework Ticket Sales	1,632.00	-	-	1,632.00
May Day Programme Sales	-	-	-	-
Lions Street Fair BBQ	-	-	-	-
Rugby Club Burger Sales	-	-	-	-
Sub total	1,632.00	-	-	1,632.00
Investment income				
Bank interest	-	59.19	-	59.19
COIF Deposit Account Interest	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Property Rent income	-	-	-	-
Other investment income	-	-	-	-
Sub total	-	59.19	-	59.19
Total Gross Income	24,057.37	59.19	9,797.90	33,914.46
Asset and investment sales, etc.	-	-	-	-
Total receipts	24,057.37	59.19	9,797.90	33,914.46

5th Knutsford Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Sep-19	To	31-Aug-20
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Receipts and payments



	2019/20				2018/19
	Unrestricted funds	Restricted funds	Kandersteg funds	Total funds	Total funds
	£	£	£	£	£
Payments					
Charitable Payments					
Leaders Expenses	1,000.00	-	-	1,000.00	1,403.28
50th Anniversary Celebration Expenses	245.16	-	-	245.16	967.00
Rent	0.60	-	-	0.60	0.60
Water and Sewerage	223.73	-	-	223.73	192.02
HQ Cleaning	-	-	-	-	260.00
Insurance	-	-	-	-	1,154.28
Maintenance	1,535.70	-	-	1,535.70	2,811.54
Equipment	160.39	-	-	160.39	1,234.61
Badges	177.00	-	-	177.00	209.84
Payment for activities and camps	1,000.00	-	-	1,000.00	120.00
50th Anniversary Hoodie Purchase	-	-	-	-	2,229.70
Miscellaneous	69.17	-	-	69.17	102.00
Internet	887.04	-	-	887.04	621.12
Gas	2,027.00	-	-	2,027.00	2,108.00
Electricity	1,503.52	-	-	1,503.52	1,085.19
Sub total	8,829.31	-	-	8,829.31	14,499.23
Fundraising expenses					
Firework sales returned to District	936.66	-	-	936.66	-
Lions Street Fair BBQ	-	-	-	-	-
Detail 3	-	-	-	-	-
Other fundraising costs	-	-	-	-	-
Sub total	936.66	-	-	936.66	-
Total Gross Expenditure	9,765.97	-	-	9,765.97	14,499.23
Asset and investment purchases, etc.	-	-	-	-	-
Total payments	9,765.97	-	-	9,765.97	14,499.23
Net of receipts/(payments)	14,291.40	59.19	9,797.90	24,148.49	5,671.36
Transfers between funds	-	-	-	-	-
Cash funds last year end	23,005.39	13,110.67	-	36,116.06	30,444.70
Cash funds this year end	37,296.79	13,169.86	9,797.90	60,264.55	36,116.06

Statement of assets and liabilities at the end of the year

	31-Aug-20			31-Aug-19	
	Unrestricted funds £	Restricted funds £	Kandersteg funds £	Total funds £	Total funds £
Cash funds					
Lloyds Bank current account (main)	37,296.79	-	-	37,296.79	23,005.39
Lloyds Bank current account (second)	-	-	9,797.90	9,797.90	-
COIF Deposit Account	-	13,169.86	-	13,169.86	13,110.67
COIF Deposit Account (Jackson Memorial Fund)	-	-	-	-	-
Cash/Floats	-	-	-	-	-
Total cash funds	37,296.79	13,169.86	9,797.90	60,264.55	36,116.06
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	-	-	-	217,985.00	217,985.00
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	-	-	-	26,089.20	28,988.00
Trailers	-	-	-	-	4,132.00
Sub total	-	-	-	244,074.20	251,105.00
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 02/11/2020 and signed on their behalf by:

Signature	Print Name	
	Mike Houghton	Chair
	Simon Paker	Treasurer

NOTES TO ACCOUNTS 2019/20

- a These include those received for use of hut by other Scout and Guide Groups and other users including, but not limited to, Community Badminton Clubs.
- b Gift Aid claim is for 2018/19 period.
- c This is the Government Coronavirus Grant received through Cheshire East Council.
- d This is monies received from parents for the planned Kandersteg Camp in 2021. We have opened a separate account for this purpose.
- e The insurance payment was paid later this year due to Coronavirus issues and as a result has fallen outside of the FY19-20. It will appear in the FY20-21 accounts. Note that cover was maintained throughout.
- f This comprises of regular general maintenance of the hut and equipment plus the annual inspection and maintenance of the climbing wall.

This was a payment from the General account into the Kandersteg account (see note d) to facilitate payment of the camp deposit. It will be repaid in 2021 once the parental payments have been completed.
- g

- Payments for gas are comparable to the previous year despite the hut being closed for a significant period due to coronavirus and the heating being turned off. This is because the consumption was based upon estimated readings as access to the hut was not available during the period, therefore the direct debit payments were not altered. As a consequence we are in a credit situation which should result in a lesser payment next financial year.
- h

- This is money returned to Knutsford District out of the ticket sales made by 5th Knutsford. All groups have to do this in order to finance the set up expenses. Accounts for the fireworks are published separately by the District.
- i
 - j This is the valuation used by the Scout Insurance Company UNITY.
 - k As no significant purchases of equipment were made this year the overall value of equipment has been depreciated by 10%.
 - l The value defined last year was the original value of two trailers, which was the value used for insurance purposes. Consequently, the value for accounting purposes has never been depreciated. One of the trailers was sold a number of years ago and as the remaining trailer is over 10 years old it has now been written off for accounting purposes.

Independent examiner's report to the trustees of 5th Knutsford Scout Group Scout Council

I report to the trustees on my examination of the accounts of the 5th Knutsford Scout Group for the year ended 31st August 2020.

Responsibilities and basis of report

As the charity trustees of the 5th Knutsford Scout Group 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 5th Knutsford Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 5th Knutsford Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name: AC Slater

Relevant professional qualification or membership of professional bodies (if any):

Address: 3 Woodside, Knutsford

Date: 20 December 2020