

For the period 1st January 2020 – 31st December 2020

Section A Reference and administration details

Charity name	21 st Warrington West (1 st Appleton) Scout Group
Other names the charity is known by	-/-
Registered charity number (if any)	702874
Scout Association registration number	37242
Charity's principal address	The Scout Hall Dudlow Green Road Appleton Warrington WA4 5EQ

Note : Although there is a post box at the Scout Hall, the preferred address for correspondence is:

Treasurer address	Stephen Cummings 19 Petersham Drive Appleton Warrington WA4 5QF
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Names of the charity trustees who manage the charity:

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Paul Carey*	Chair	
2	Stephen Cummings*	Treasurer/Secretary	
3	Simon O'Hara*	Committee Member	
4	Annette Cumbo*	Committee Member	
5	Ian Cross	Scout Leader	
6	Cecelia Morrell	Cub Leader	
7	Steve Pennington	Beaver Leader	
8	Alex Green	Committee Member	
9	Julie King	Committee Member	

*	Named on Charity Commission website entry	
	Clare Pratt	Resigned as Beaver Leader March 2020

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

Type of advisor	Name
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Section B 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 a trust established under its rules which are common to all Scouts.

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.

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

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 of proper accounts and making returns to the Charity Commission as appropriate.

The Group Executive Committee consists of representatives Chair, Treasurer and Secretary together, with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 4 months, with additional meetings as required.

Members of the Group 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 other personnel other than those who are elected
- Identification and management of risk and internal controls

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Scouting's Policy, Organisation and Rules (POR) provides support and guidance to help us all run Scouting. The 21st Warrington West (1st Appleton) Scout Group operates under POR.

The Key Policies of The Scout Association are listed below (in alphabetical order):

- Development Policy
- Equal Opportunities Policy
- Privacy and Data Protection Policy (and associated Data Retention Policy)
- Religious Policy
- Safeguarding Policy
- Safety Policy
- Vetting Policy
- Youth Member Anti-Bullying Policy

In addition to these, the Group are developing a few local Policies to assist operation of the Group.

These include:

- Data Retention
- Waiting List and Register of Interest
- Admissions & Moving on
- Subscriptions
- Attendance and Behaviour
- Expenses
- Accident Reporting

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Risk and Internal Control

The Covid-19 Pandemic posed a significant challenge to the group in 2020, which was met by the Leadership and Executive keeping the Group active and strong!

The Trustees are pleased to report that through the great support of the Parents and Youth Members, and the enthusiasm of our Leaders, we have retained full membership, continued a programme of activities through Scouting-at-home (ZOOM Meetings, self-managed badge work, use of Facebook for activity promotion), and even had several new starters!

The strong position of the Group towards Risk and Internal Control means that the Group has not suffered during this time. All monies taken from members towards Camp fees were refunded in full and maintenance was still continued on the Scout Hall and Grounds.

We were able to apply for and receive Government Grants (as owners of our own premises) and these funds have been used towards operational expenses.

Parents continued to pay Membership Fees, which also allowed a full Gift Aid claim in January 2021.

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 request the correct use of buildings, property and equipment from members and other hosted organisations such as the Explorer Units, Guide Groups and other ad hoc users. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.
- In the event of damage to the property restricting use, arrangements would be sought with other local facilities for temporary use eg Parish Halls, other Scout Groups, School halls.
- 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 small reserve to ensure the continuity of activities should there be a major reduction in income. Fundraising is a regular activity towards particular projects eg building improvements or special camps.
- Membership Subscriptions. The Committee annually reviews the level of Membership Subscriptions to increase the income to the Group. An increase was made September 2019 to £120pa from £100pa set in 2012.

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- 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 Group level then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of Group would have to be considered.
- Reduction or loss of members. The Group provides activities for young people aged 6 to 14. If there was a reduction in membership in a particular section or 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 would have to be considered.
- 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 C Objectives and activities

The objectives of the Group are as a unit of The Scout Association. The aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

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.

Summary of the main activities in relation to these objects

- Running of Section and Group activities and events (weekly meetings, hikes, camps, jamborees, parades and fundraising events)
- Management of Group premises and equipment, including stores.
- Managing appointments and safeguarding within the Group.
- Management of link with Explorer Scouts and Girl Guide Groups using the facilities

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Section D Achievements and performance

Summary of the main achievements of the charity during the year.

Resources:	All members provided with a Scout Hoodie. All youth members received Scouting Christmas presents
Finances:	Registered for Government / Local Council Grants.
Bedding Plants:	We were unable to operate the Annual Bedding Plant Fundraising (and Community) event in 2020.
Crates:	Through a donation of ~800 Plastic Storage Crates we were able to raise funds by selling these through Facebook marketplace.
100 Club:	The 100 Club was closed from midyear and final payments have been issued.

Section E Financial Review

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 Executive Committee considers that the Group should hold a sum equivalent to 12 months running costs, circa £5,000. (covering Electricity, Water, Insurance, Grass Cutting, Fire Extinguisher checks, Admin costs (OSM & Website), Contingency).

The Group held reserves of approximately £5,000 against this at 2020 year end. This is at the level required for operating expenses.

Investment policy and objectives

The Group's Income and Expenditure is very small and as a consequence the Group 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.

Quantify and explain any designations:

- Capital towards Projects (Ramp Project) is kept as Restricted Funds
- Summer Camp 2020 Fundraising funds. These were spent on the expenses incurred in planning the event (Insurance, some Flights & Accommodation deposit fees). After cancellation of the Camp, all families received their monies back in full and the small balance was drawn in to overall funds.

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

- There are no funds in deficit.

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

Membership Subscriptions £120 per youth member per year
Annual Bedding Plant Sales activity
Grant Applications

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Section F Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)
Fundraising is ongoing for:

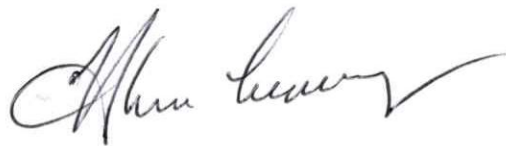
- Scout Hall and Ground projects
 - access pedestrian ramp,
 - double glazing,
 - low energy lighting,
 - hot water heating system,
 - noise reduction,
 - bricking up garage single external door
 - renewing garage roller door
 - building permanent campfire pit

Section G Declaration

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

Signed on behalf of the charity's trustees:

Signature



Full name

Stephen Cummings

Position (eg Secretary, Chair) Treasurer & Admin

Date

21/05/2021

Signature



Full name

Paul Carey

Position (eg Secretary, Chair) Chair

Date

21st May 2021

21st Warrington (1st Appleton) Scout Group
Accounts for the year ended 31 December 2020
Accounts kept on Receipts & Payments Basis

	31/12/2019			31/12/2020		
	£			£		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
INCOME						
Subscriptions		7,018	7,018		8,288	8,288
HMRC Gift Aid refund		1,094	1,094		1,771	1,771
Bank interest (Savings Account)		6	6		3	3
Income from plant sales	9,105			0		
Cost of plant sales	5,900			8		
Profit from plant sales		3,206	3,206		8	8
Operating Profit / Loss from 100 Club		151	151		7	7
Section income - Total	20,485	740	21,225	1,768		1,768
Fundraising (Inc Costs to set up)		429	429		1,621	1,621
Donations		405	4,200	11,334	2,500	13,834
Rental		1,300	1,300		900	900
Other Income			0			
Total Other Income			0			
Adjustment			0			
	<u>34,094</u>		<u>39,034</u>	<u>25,686</u>	<u>2,500</u>	<u>28,186</u>
EXPENDITURE						
Capitation fees		2,730	2,730		3,388	3,388
Section running costs - Total		22,612	22,612		6,219	6,959
Insurance		1,588	1,588		1,660	1,660
Property maintenance		3,809	3,809		1,787	1,787
Electricity		1,335	1,335		1,210	1,210
Water rates		267	267		62	62
Business rates		0	0		-	-
Equipment & training		1,407	1,407		1,715	1,715
Postage, administration & secretarial		966	966		660	660
Donations paid / Reimbursements		0	0			
Kitchen Project			0			
Transaction reversed bf from 2014			0			
Adjustment (see notes)		(292)	(292)			
	<u>34,421</u>		<u>34,421</u>	<u>16,702</u>	<u>740</u>	<u>17,442</u>
{DEFICIT}/SURPLUS						
	<u>- 327</u>		<u>4,613</u>	<u>8,983</u>	<u>1,760</u>	<u>10,743</u>
ACCUMULATED FUNDS						
Accumulated funds b/f		12,476	12,476		12,149	17,089
(Deficit) / Surplus for the year		(327)	4,613		8,983	10,743
			0			-
Accumulated funds c/f		<u>12,149</u>	<u>17,089</u>	<u>21,132</u>	<u>6,700</u>	<u>27,832</u>
BALANCE SHEET						
Lloyds Original Current Account			0			-
Lloyds Treasurers Account		4,252	4,940	13,208	6,700	19,908
Lloyds OSM Account		188	188	206		206
Cash Cards		0	0	-		-
Cash Fund		0	0	-		-
Barclays savings account		0	0	-		-
Lloyds Savings Account		7,122	7,122	7,124		7,124
100 club		587	587	594		594
100 club adjustments (uncashed cheques)			0	-		-
Balance sheet correction		0	0	-		-
	<u>12,149</u>	<u>4,940</u>	<u>17,089</u>	<u>21,132</u>	<u>6,700</u>	<u>27,832</u>

Balance check (Actual vs Theory) - 0

Note 2 - Restricted Funds

	Received	Spent or returned	Balance	Received	Spent or returned	Balance
Towards 2020 Summer Camp	740	-	740	-	740	-
Towards Access Ramp Project	4,200	-	4,200	2,500	-	6,700

£740 (£235 Gifts, £515 Christmas Fayre - should have been totalled to £750!!)
 £4,200 £1200 Appleton Parish Council, £1000 Barratts Legacy, £2000 Zurich Community

Accounts prepared by:

Stephen Cummings

Scout Group Treasurer

Date

Independent Examiner

Amy Taylor

FCA (ICAEW)

Date

Stephen Cummings
 14/5/2021

Amy Taylor
 14/05/21



Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year.

Independent examiner's report to the trustees of 21st Warrington West (1st Appleton) Scout Council.

I report to the trustees on my examination of the accounts of the 21st Warrington West (1st Appleton) Scouts for the year ended 31st December 2020.

Responsibilities and basis of report

As the charity trustees of 21st Warrington West (1st Appleton) Scouts 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 21st Warrington West (1st Appleton) Scouts 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 21st Warrington West (1st Appleton) Scouts 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:

A handwritten signature in black ink, appearing to read 'Amy Taylor'.

Name:

Amy Taylor

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

Address:

19 Edenbridge Gardens, Appleton, Warrington, WA4 5FH

Date:

14th May 2021