

For the period 1<sup>st</sup> January 2021 – 31<sup>st</sup> December 2021

## Section A Reference and administration details

Charity name	21 <sup>st</sup> Warrington West (1 <sup>st</sup> 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	Now Committee Member
2	Charlie Mitchell*	Chair	From 27 <sup>th</sup> June 2021
3	Stephen Cummings*	Treasurer/Secretary	
4	Simon O'Hara*	Committee Member	
5	Annette Cumbo*	Committee Member	
6	Alex Green*	Committee Member	
7	Julie King*	Committee Member	
8	Dawn MacDonald*	Committee Member	From 16 <sup>th</sup> June 2021
9	Claire Gladman*	Committee Member	From 14 <sup>th</sup> June 2021
10	Ian Cross	Scout Leader	
11	Cecelia Morrell	Cub Leader	
12	Steve Pennington	Beaver Leader	
13	Andy Mountain	District Explorer Scout Commissioner	
*	Named on Charity Commission website entry		

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 approximately 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 and 2021, 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 and building improvements.

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

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. The building rebuild cost is reassessed every 3 years, completed in 2021. The Assets were reviewed, documented and costed for insurance renewal.
- 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. The Group takes out additional Personal Accident, Medical Expenses insurance to cover adult helpers who are not members of the The Scout Association
- 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.

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- 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.
- 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. Given the high volume of new housing in the south Warrington area, this is a very low risk.
- 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:	Capital investment to the building of new double glazing windows and doors. Significant maintenance work on asbestos survey (no significant risks identified), full building Electrical Installation Condition Report, Hall flooring sanding & revarnish, large tree maintenance.
Finances:	Registered for and received Government / Local Council Grants.
Bedding Plants:	We were unable to operate the Annual Spring Bedding Plant Fundraising (and Community) event in 2021. We were able to run a first small Christmas plant sales, which was successful and will be repeated.
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.
IT:	Invested in a new website more inline with Scout Branding, using Scouts Websites to host. Upgraded the email addresses to give more members "scout" email addresses @21stwarringtonscouts.org.uk. Invested in Microsoft O365 to improve communications and file sharing.

## 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 2021 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 Project (Ramp Project) is kept as Restricted Funds

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- International Camp 2023 Fundraising funds. This major event (49 travelling members at approx. £1300 each) is active. Fundraising has started, and member payments, plus deposit out to the travel company. These will be closely monitored and the Camp leadership team will review regularly with the Group Executive.

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

## Section F Other Optional Information

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



Fundraising is ongoing for:

Short Term 1 -2 years	Medium Term 2 – 5 years
<ul style="list-style-type: none"><li>○ access pedestrian ramp,</li><li>○ low energy lighting,</li><li>○ bricking up garage single external door</li><li>○ renewing garage roller door</li><li>○ building permanent campfire pit</li></ul>	<ul style="list-style-type: none"><li>○ hot water heating system,</li><li>○ noise reduction,</li><li>○ improved insulation above the main hall</li></ul>

## Section G Declaration

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

Signed on behalf of the charity's trustees:

Full name	Stephen Cummings	Full name	Charlie Mitchell
Position	Treasurer & Admin	Position	Chair
			
Date	10 <sup>th</sup> March 2022	Date	23 / March / 2022



**21st Warrington (1st Appleton) Scout Group**  
**Accounts for the year ended 31 December 2021**  
**Accounts kept on Receipts & Payments Basis**

	31/12/2020			31/12/2021		
	£			£		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>INCOME</b>						
Subscriptions	8,288		8,288	7,890.00		7,890.00
HMRC Gift Aid refund	1,771		1,771	2,097.29		2,097.29
Bank interest (Savings Account)	3		3	0.71		0.71
Operating Profit / Loss from 100 Club	7		7	10.32		10.32
Section income - Total	1,768		1,768	793.50	10,750.00	11,543.50
Fundraising (less costs)	1,621		1,621			
Plant Sales	0			532.88		
Costs	8			83.52		
Nett Plant Sales	(8)		(8)	449.36		449.36
General Fundraising				198.25		
Costs				0.00		
Nett General Fundraising				198.25		198.25
Crates Sales				3,962.00		
Costs				311.00		
Nett Crate Sales				3,651.00		3,651.00
International Camp				2,503.14		
Costs				205.20		
Nett International Camp				2,297.94		2,297.94
Donations	1,334	2,500	3,834	200.00	1,000.00	1,200.00
Rental Income	900		900	1,100.00		1,100.00
Other Income - Covid Grants	10,000		10,000	16,335.21		16,335.21
Adjustment						
	<b>25,686</b>	<b>2,500</b>	<b>28,186</b>	<b>35,023.58</b>	<b>11,750.00</b>	<b>46,773.58</b>
<b>EXPENDITURE</b>						
Capitation fees	3,388		3,388	3,445.75		3,445.75
Section running costs - Total	6,219	740	6,959	3,660.16	4,900.00	8,560.16
Insurance	1,660		1,660	1,714.77		1,714.77
Property maintenance	1,787		1,787	20,159.84		20,159.84
Electricity	1,210		1,210	1,332.01		1,332.01
Water rates	62		62	1,335.97		1,335.97
Business rates			0	0.00		0.00
Equipment & training	1,715		1,715	1,363.65		1,363.65
Postage, administration & secretarial	660		660	450.26		450.26
Donations paid				130.00		130.00
	<b>16,702</b>	<b>740</b>	<b>17,442</b>	<b>33,592.41</b>	<b>4,900.00</b>	<b>38,492.41</b>
<b>(DEFICIT)/SURPLUS</b>	<b>8,983</b>	<b>740</b>	<b>10,743</b>	<b>1,431.17</b>	<b>6,850.00</b>	<b>8,281.17</b>
<b>ACCUMULATED FUNDS</b>						
Accumulated funds b/f	12,149	4,940	17,089	21,132.00	6,700.00	27,832.00
(Deficit) / Surplus for the year	8,983	1,760	10,743	1,431.17	6,850.00	8,281.17
Accumulated funds c/f	<b>21,132</b>	<b>6,700</b>	<b>27,832</b>	<b>22,563.17</b>	<b>13,550.00</b>	<b>36,113.17</b>
<b>BALANCE SHEET</b>						
Lloyds Original Current Account						
Lloyds Treasurers Account	13,208	6,700	19,908	15,249.69	13,550.00	28,799.69
Lloyds OSM Account	206		206	188.58		188.58
Cash Cards						
Cash Fund						
Barclays savings account						
Lloyds Savings Account	7,124		7,124	7,124.88		7,124.88
100 club	594		594			
100 club adjustments (uncashed cheques)			0			
Balance sheet correction			0			
	<b>21,132</b>	<b>6,700</b>	<b>27,832</b>	<b>22,563.15</b>	<b>13,550.00</b>	<b>36,113.15</b>

Check (Balance - P&L) **-0.02**

**Note 1 - 100 Club**

100 Club closed in 2020, final balance transferred to Treasurers Account in 2021

**Note 2 - Restricted Funds**

Towards Access Ramp Project

**Accounts prepared by:**

Stephen Cummings

Scout Group Treasurer

Date

**Independent Examiner**

Amy Taylor

FCA (ICAEW)

Date

*Stephen Cummings*  
 10th March 2022  
*Amy Taylor*  
 17th March 2022

# Independent examiner

**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**

An unqualified template is one where the examiner has no concern to highlight to the trustees.

**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 2021.

**Responsibilities and basis of report**

As the charity trustees of the 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 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:



Name: AMY TAYLOR

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

Address: 19 EDENBRIDGE GARDENS, W4 5FH.

Date: 17/03/2022.