

Trustee's Annual Report

For the period 1st January 2022 – 31st December 2022

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 principle address	The Scout Hall Dudlow Green Road, Appleton Warrington, WA4 5EQ

Names of the charity trustees who manage the charity:

<u>Trustee Name</u>	<u>CC</u>	<u>Position</u>	<u>Dates acted if not for year</u>
Charlie Mitchell	X	Chair	
Stephen Cummings	X	Secretary	
Paul Carey	X		
Simon O'Hara	X		
Annette Cumbo	X		Resigned 4 th July 2022
Alex Green	X		
Julie King	X	Committee Member	
Dawn MacDonald	X	Committee Member	
Claire Gladman	X	Committee Member	
Linda Paginton	X	Treasurer	From 5 th January 2022
Ian Paginton	X	Committee Member	From 5 th January 2022
Ian Cross		Scout Leader	
Cecelia Morrell		Cub Leader	Resigned 31 st December 2022
Aidan Cross		Beaver Leader	Resigned 31 st July 2022
Sarah Reeves		Beaver Leader	From 31 st July 2022
Andy Mountain		District Explorer Scout Commissioner	
Stuart Kilburn		Cub Leader	From 1 st January 2023

X (CC) Named on Charity Commission website entry

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

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

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 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 e.g., 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 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 projects e.g., 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 last made September 2019 to £120pa from £100pa set in 2012. The Committee have agreed an increase from £120pa to £140pa with effect from March 2023.
- 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 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.

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

Section D Achievements and performance

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

- Resources:** Capital investment to the building of new roller doors on the garage, updating hand dryers and heaters and installation of outdoor power sockets. The new site access ramp and steps were installed, fundraising had been targeted towards this project but it also required a significant contribution from the Group's reserves partly because the final cost was significantly higher than originally expected. A survey of the hall roof was carried out to check the condition and establish if any maintenance work was required due to concerns about its condition. The hall roof does not require replacement but some remedial work was recommended and this is being addressed. The hall lighting was updated to be more energy efficient and the cost of this work was met by funding from the Co-op Local Community Fund.
- Finances:** Registered for and received Government / Local Council Grant.
- Plant sales:** The Annual Spring Bedding Plant Fundraising (and Community) event returned in May and the Christmas plant sales fundraiser was repeated this year. Both events were successful and two of the volunteers were able to secure matched funding from their employers to benefit the Group.
- International Camp:** A group of members are attending an activity centre in Switzerland in 2023. During 2022 there have been several successful fundraising activities to raise money to enable the trip to proceed.

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, currently circa £6,400 (covering Electricity, Water, Insurance, Grass Cutting, Cleaning, Fire Extinguisher checks, Admin costs (OSM & Website), Contingency). The Group held reserves of approximately £6,400 against this at the 2022 year-end. This is at the level required for operating expenses.

The Group has also agreed to set aside funds each year towards some hall and grounds maintenance work (Electrical EICR and PAT certification, trees, flooring replacement and other similar projects) that are expected to be required over a longer period. The Group set aside £2,100 in 2022 to cover the future costs of such maintenance works.

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 is kept as Restricted Funds. During 2022 work on the ramp and LED lighting was completed and so no funds were held at the year-end for these projects.
- International Camp 2023 Fund is kept as Restricted Funds. This major event (50 travelling members at approx. £1300 each) is active. Funds held comprise of Camp fundraising profits and member payments less deposits out to the travel company. These will be closely monitored and the Camp leadership team will review regularly with the Group Executive.
- During 2021 a donation of £200 was received and this is kept as a Restricted Fund to be used towards new trees and plants.

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 (£140 per youth member per year from 1 March 2023)
- Annual Bedding and Christmas 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

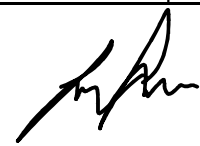
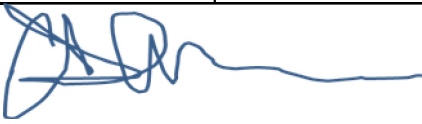
- noise reduction
- improved insulation above the main hall
- landscaping and fencing around the area of the new ramp
- building permanent campfire pit

Medium Term 2 – 5 years

- hot water heating system
- Restore driveway from double gates to garage
- building heating

Section G Declaration

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees:

Full name	Linda Paginton	Full name	Charlie Mitchell
Position	Treasurer	Position	Chair
			
Date	16/6/23	Date	30/3/23

21st Warrington (1st Appleton) Scout Group
Accounts for the year ended 31 December 2022
Accounts kept on Receipts & Payments Basis

	31/12/2021			31/12/2022		
	£			£		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
INCOME						
Subscriptions	7,890.00		7,890.00	8,400.00		8,400.00
HMRC Gift Aid refund	2,097.29		2,097.29	2,195.81	323.42	2,519.23
Bank interest (Savings Account)	0.71		0.71	3.63		3.63
Operating Profit / Loss from 100 Club	10.32		10.32	0.00		0.00
Section income - Total	793.50	10,750.00	11,543.50	7,054.01	28,250.00	35,304.01
Fundraising (less costs)						
Plant Sales	532.88			8,329.52		
Costs	83.52			5,251.50		
Nett Plant Sales		449.36	449.36		3,078.02	3,078.02
General Fundraising	198.25			1,929.16		
Costs	0.00			0.00		
Nett General Fundraising		198.25	198.25		1,929.16	1,929.16
Crates Sales	3,962.00					
Costs	311.00					
Nett Crate Sales		3,651.00	3,651.00			
International Camp	2,503.14			7,400.36		
Costs	205.20			1,205.83		
Nett International Camp		2,297.94	2,297.94		6,194.53	6,194.53
Donations	200.00	1,000.00	1,200.00		1,000.00	1,000.00
CO-OP community fund			0.00		1,912.05	1,912.05
Rental Income	1,100.00		1,100.00	1,050.00		1,050.00
Other Income - Covid Grants	16,335.21		16,335.21	2,667.00		2,667.00
	35,023.58	11,750.00	46,773.58	26,377.63	37,680.00	64,057.63
EXPENDITURE						
Capitation fees	3,445.75		3,445.75	3,467.50		3,467.50
Section running costs - Total	3,660.16	4,900.00	8,560.16	8,940.47	11,850.00	20,790.47
Insurance	1,714.77		1,714.77	1,662.61		1,662.61
Property maintenance	20,159.84		20,159.84	6,116.15		6,116.15
Projects - Ramp construction				12,145.99	8,738.85	20,884.84
Projects - LED lighting					1,873.20	1,873.20
Electricity	1,332.01		1,332.01	1,514.78		1,514.78
Water rates	1,335.97		1,335.97	185.33		185.33
Business rates	0.00		0.00	0.00		0.00
Equipment & training	1,363.65		1,363.65	679.18		679.18
Postage, administration & secretarial	450.26		450.26	466.65		466.65
GoCardless fees				72.27		72.27
Donations paid	130.00		130.00	400.00		400.00
	33,592.41	4,900.00	38,492.41	35,650.93	22,462.05	58,112.98
(DEFICIT)/SURPLUS	1,431.17	6,850.00	8,281.17	-9,273.30	15,217.95	5,944.65
ACCUMULATED FUNDS						
Accumulated funds b/f	21,132.00	6,700.00	27,832.00	22,563.15	13,550.00	36,113.15
Allocation of funds to restricted status				-2,497.94	2,497.94	0.00
(Deficit) / Surplus for the year	1,431.17	6,850.00	8,281.17	-9,273.30	15,217.95	5,944.65
Accumulated funds c/f	22,563.17	13,550.00	36,113.17	10,791.91	31,265.89	42,057.80
BALANCE SHEET						
Lloyds Original Current Account						
Lloyds Treasurers Account	15,249.69	13,550.00	28,799.69	1,459.02	13,831.43	15,290.45
Lloyds OSM Account	188.58		188.58	1,673.76	17,434.46	19,108.22
Equals Cash Cards				380.62		380.62
Equals Cash Fund				150.00		150.00
Lloyds Savings Account	7,124.88		7,124.88	7,128.51	0.00	7,128.51
100 club						
100 club adjustments (uncashed cheques)						
Balance sheet correction						
	22,563.15	13,550.00	36,113.15	10,791.91	31,265.89	42,057.80

Accounts prepared by:
Linda Paginton
Scout Group Treasurer
Date



16/06/2023

Independent Examiner
Amy Taylor
FCA (ICAEW)
Date



17/06/2023

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 2022.

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, WA4 5FH

Date: 17/06/2023