

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

1st Broadbridge Heath Scout Group

Registered charity number (if any)

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Charity's principal address

Scout Hall

53 Billingshurst Road

Broadbridge Heath

Postcode

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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	Laura Trotman	Chair	Appointed 22 September 2020
2	James Seden Smith	Group Scout Leader	Appointed 22 September 2020
3	Alice Medley	Treasurer	Appointed 22 September 2020
4	Peter Smith	Trustee	
5	Sandra Mursell	Trustee	

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 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

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

Trustee selection methods

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

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

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 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.

The Committee consists of 2 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader and meets regularly.

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:

The on-going COVID-19 pandemic. The group has seen a significant fall in subscription and hall hire income in the year due to the effects of the pandemic. To mitigate this the trustees have applied for the grants for which the group is eligible. The trustees have followed the guidance provided by Scouting UK in all respects to mitigate other risks from the pandemic.

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 14. 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.

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>

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

The Group runs a Beaver Colony, a Cub Pack and a Scout Troop. All of these groups work on a range of activities throughout the year to work using the Scout Method to enable the members to develop both personally and within their local and wider communities.

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

The Group has continued to run its meetings for all members throughout the pandemic, meeting on-line or outside as government regulations and Scouting UK guidance has allowed. The meetings have given significant focus to activities to help the members keep active during lockdown and maintain good mental health despite the unique challenges experienced in 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 £15,000.

The Group held reserves of approximately £32,000 against this at year end. This is above the level required for operating expenses. However this can be explained by the receipt of grant income during the year which will be used to offset the expected fall in income in the next year.

Further financial review details

- 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 G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

WBK *Alice Medley*

Full name(s)

LANIZA BROWN THOMAS ALICE JANE MEDLEY

Position (eg Secretary, Chair)

CHAIR TREASURER

Date

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1st Broadbridge Heath Scout Group Receipts and Payments Account

For the year from	01-Apr-20	To	31-Mar-21
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Receipts and payments

	2020/21 Unrestricted funds £	2019/20 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	1,536	5,659
Less: Membership subscriptions paid on (National/County/Area/District)	- 2,655	- 2,856
Net membership subscriptions retained	- 1,119	2,803
Donations	259	436
Gift Aid	822	871
Sub total	- 37	4,110
Grants		
COVID-19 grants	19,431	-
Capital grants	14,736	-
Sub total	34,167	-
Investment income		
Bank interest	79	96
Property Rent income	885	9,642
Camp: February 2020	-	66
Sub total	964	9,804
Total Gross Income	35,093	13,914
Total receipts	35,093	13,914

1st Broadbridge Heath Scout Group Receipts and Payments Account

For the year from	01-Apr-20	To	31-Mar-21
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Receipts and payments

	2020/21 Unrestricted funds £	2019/20 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	227	1,840
Water and Sewerage	222	227
Electricity and Gas	1,222	2,246
Insurance	734	733
Repairs and Renewals	3,657	2,994
Materials and equipment	156	384
Capital expenditure	16,825	3,252
Rates	- 256	67
Sub total	22,789	11,743
Total Gross Expenditure	22,789	11,743
Total payments	22,789	11,743
Net of receipts/(payments)	12,305	2,170
Cash funds last year end	19,982	17,812
Cash funds this year end	32,287	19,982

Statement of assets and liabilities at the end of the year

	31-Mar-21	31-Mar-20
	Unrestricted funds £	Unrestricted funds £
Cash funds		
Bank current account	16,733	4,495
Bank deposit account	15,554	15,478
Cash/Floats	1	9
Total cash funds	32,287	19,982

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 14th September 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

[Signature]
Alice Medley

Print Name

CARLA BRONNY TROMPAIN Chair
ALICE JANE MEDLEY Treasurer



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
1st Broadbridge Heath Scout Group

On accounts for the year
ended

31st March 2021

Charity no
(if any)

802929

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.

Signed:

Date: 12/10/2021

Name:

Mark Duthie

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

ICAEW

Address:

3 Mitchley Grove

CR2 9HS

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.