

# Trustees' Annual Report

For the period

From (start date)       to end date

## Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address

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	Bob Harison	Chair	From 11/12/2019
2	Rebecca Gentle	Secretary	From 07/11/2018
3	Anabelle Guillory	Treasurer	From 17/12/2018
4	Matthew Radford	Group Scout Leader	From 18/09/2018
5			
6			
7			
8			
9			
10			

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
Banker	HSBC	1-2 Market Place, Wokingham, RG40 1AL

## Section B Structure, governance and management

Description of the charity's trusts

1 LT700001 (3rd December 2018)

Type of governing document  (e.g. trust deed, constitution)	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  (e.g. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (e.g. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
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	<p>The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders and Assistance Group Scout Leader, if appointed. The Committee meets every 2-3 months. Section leaders are invited to attend the Committee meetings.</p> <p>Members of the Executive Committee complete '<i>Essential Information for Executive Committee</i>' training within the first 5 months of joining the committee.</p> <p>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.</p>

**Section B**

**Structure, governance and management (continued)**

**Risk and Internal Control (Specimen 1)**

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.

**Risk and Internal Control (Specimen 2)**

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 policies to ensure that insurable risks are covered.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development,</p>

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

The Group operates six sections: 2 Scout sections, 2 Cub sections and 2 Beaver sections.

The Group follows a balanced programme of activities across all age ranges in order to develop all children in scouting principles. Each section meets weekly in term time. Each section leader prepares a termly programme to ensure that a wide variety of themes activities are organised. Working towards badges are an important part of the programme. Many meetings are held at 'Finchbase', but throughout the programme all children will have the opportunity, and are encouraged to engage in camping and other community based projects. These activities happen on and off site and are planned in accordance with scouting regulations, safeguarding practices and are fully risk assessed.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

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

For the period April 2021 to March 2022, Finchampstead Scout group activities slowly started picking up again after almost 2 years of events on hold due to the Covid19 Pandemic. There was no time to organise a Scout Summer camp in 2021 but some scouts were able to join the Cubs summer Pirate camp in early September 2021. A Scout Survival Camp was held at the end of October 2021. In November 2021, the group had a fundraising event at the Wokingham Winter Carnival and in February 2022, the group ran one of the Wokingham Half marathon water stations. Otherwise, the Cubs and Scouts enjoyed participating again in outdoors activities such as Katakanoeing, paddle boarding and kayaking and the Cubs traditional trip to the Christmas Pantomime resumed in December 2021. The yearly Eastrek and Three Towers walking events did not go ahead in 2021.

**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 4 months running costs, circa £10,000.

The Group hold further reserves for spend on 'Finchbase' once the current lease position is resolved and for replacement of the Group's minibus should this be required. The Group held total reserves of £71,195 against this at year end.

Quantify and explain any designations

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

Net receipts for the year were £10,119. This is in large explained by the allocation of 1 grant (Omicron Hospitality and Leisure Grant 2021) in the aftermath of the COVID19 pandemic and increased fundraising activities (e.g. Lottery).

Further financial review details (optional information)

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

**Investment Policy (Specimen 1)**

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

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. Some funds are held in a no notice deposit account to maximise interest received.

- investment policy and objectives;

**Section F**

**Other Optional Information**

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

The Group is finalising a new 14 year lease with the local council for 'Finchbase'. Once secured the Group will invest in the base.

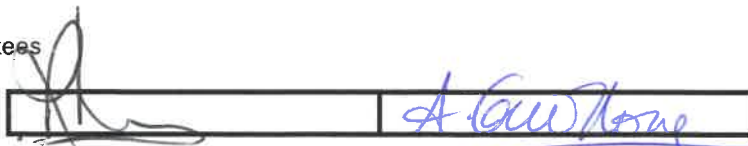
**Section G**

**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)

Robert Harrison      Anabelle Guillory

Position (eg Secretary, Chair)

Chairman      Treasurer

Date

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# 1st Finchampstead Scout Group (Charity 1015754) Receipts and Payments Account

	Year start date	Year end date
For the year from	2021	To 2022
<b>Receipts and payments</b>		
	<b>2021/22</b>	<b>2020/21</b>
	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>£</b>	<b>£</b>

## Receipts

<b>Donations, legacies and similar income</b>		
Membership subscriptions	12,837	9,773
Less: Membership subscriptions paid on (National/County/Area/District)	0	(14,273)
Net membership subscriptions retained	12,837	(4,501)
Explorer Subscription	532	-
Donations (Wokingham Marathon)	531	10
Gift Aid	1,310	2,863
Refund of 2018-2020 utility bills from Contractor	-	5,205
Wokingham Borough Council refunded overcharged utility bills	-	1,063
Other similar income (Scout shop rebate; refund business rates 2020 in July 2021)	159	5
<b>Sub total</b>	<b>15,369</b>	<b>4,645</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants - Small Business Rate Relief Recipient 2020 and National Lockdown Grant 2020 and Omicron Hospitality and Leisure Grant 2021	2,667	11,334
<b>Sub total</b>	<b>2,667</b>	<b>11,334</b>

<b>Fundraising (gross)</b>		
Amazon Smile and similar	299	360
Lottery (OneLottery for 1st Finchampstead Scouts Group)	593	-
Other fundraising activities (Wokingham Winter Carnival 28/22/2021 and Ella Sehringer's Hike in August 2021)	1,068	-
<b>Sub total</b>	<b>1,960</b>	<b>360</b>
<b>Investment income</b>		
Bank interest	7	24
<b>Sub total</b>	<b>7</b>	<b>24</b>
<b>Youth Activities (gross)</b>		
Beavers Outings	5	30
Cubs Outings	1,635	10
Scouts Outings	358	-
Beavers Camp	-	-
Cubs Camps	1,803	-
Scout Camps	4,077	4,880
Group Activities (Kandersteg 2021->2022)	-	3,100
<b>Sub total</b>	<b>7,878</b>	<b>8,020</b>

<b>Total Gross Income</b>	<b>24,383</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>
<b>Total receipts</b>	<b>24,383</b>

<b>Total Gross Income</b>	<b>27,880</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>
<b>Total receipts</b>	<b>27,880</b>

# 1st Finchampstead Scout Group (Charity 1015754)

## Receipts and Payments Account

	Year start date	Year end date
For the year from	2021	2022
<b>Receipts and payments</b>		

	2021/22 Unrestricted funds £	2020/21 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Rent & Rates	501	347
IT subscriptions (e.g. Zoom meetings)	258	277
Water (Hut only)	236	310
Electricity (Hut and Stores)	620	1,239
Gas for camps	-	-
Insurance	1,417	1,374
Repairs and Renewals	27	-
Materials and equipment	270	582
Finchbase & Stores maintenance	1,279	696
Minibus (mostly stationary all year due to COVID19)	717	1,114
Uniforms/Badges	940	347
AGM and trustee expenses	-	8
Miscellaneous (Bank charges)	38	31
<b>Sub total</b>	<b>6,305</b>	<b>6,325</b>
<b>Fundraising expenses</b>		

Details		
Other fundraising costs	-	-
<b>Sub total</b>		-

<b>Youth programme and activities</b>		
Beavers Outings	312	30
Cubs Outings	2,040	139
Scouts Outings	499	-
Beavers Camp	-	-
Cubs Camp	1,845	30
Scouts Camps	3,950	5,885
Group Activities (inc. Kandersteg21->22)	2,050	6,717
Pack Activities	761	229
<b>Sub total</b>	<b>11,457</b>	<b>13,031</b>

**Total Gross Expenditure** 19,356

**Asset and investment purchases, etc.** -

**Total payments** 19,356

**Net of receipts/(payments)** 5,027

**Cash funds last year end** 56,049

**Cash funds this year end** 61,076

# Statement of assets and liabilities at the end of the year

31-Mar-22

31-Mar-21

Unrestricted funds

Unrestricted funds

£

£

<b>Cash funds</b>		
Bank current accounts (income and payments)	23,622	11,805
Bank current accounts: Kandersteg fundraising	150	1,392
Bank deposit accounts: Finchbase extension	13,100	13,100
Bank deposit accounts: Minibus Replacement	18,000	18,000
Bank deposit account: Reserves	16,323	16,779
Cash/Floats	-	-
<b>Total cash funds</b>	<b>71,195</b>	<b>61,076</b>
<b>Other monetary assets</b>		
Payments for FY2021/2022 and FY2022/23 camps (Offshore sailing camp 2020 postponed to June and then September 2021, K21 postponed to 2022 and then 2023)	5,914	6,274
Prepayments to County/Area/District/Group	-	6,875
Insurance claim	-	-
<b>Sub total</b>	<b>5,914</b>	<b>13,149</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Motor vehicles (Minibus)	-	-
Fixtures & Fittings	1,500	1,500
Scouting equipment, furniture etc	-	-
Bike trailer & Equipment trailer	-	-
<b>Sub total</b>	<b>1,500</b>	<b>1,500</b>
<b>Liabilities</b>		
non-credited council tax rebate		113

Subscriptions not yet paid (CHECK WITH VANDANA)			
Cheque 10590 not cashed in by Beavers Leader for expenses claim on outing.	30		30
Cheque 101686 not cashed in by volunteer for Survival Camp expenses	42		
Cheque 101700 not cashed in by Beavers Leader for expenses claim on badges and certificates	30		
Cheque 101620 not cashed in by Cubs leader for IT expenses			72
Cheque 101620 not cashed in by Cubs leader for pack activity			54
Kandersteg refunds cheques not cashed in by parents			2,050
WINGS deposit refunds not cashed in by parents: cheques 101561 and 101567	360		360
Camps Fees Received in Advance (Offshore sailing camp 2020 then postponed in September 2021) and deposits paid for activities in following financial year			400
<b>Sub total</b>		<b>461</b>	<b>3,078</b>

**Contingent liabilities and future obligations**

**The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 3rd October 2022 and signed on their behalf by**

	Signature
	

Print Name	Chair
Robert Harrison	
Anabelle Guillory	Treasurer

### **Independent examiner's report to the trustees of 1<sup>st</sup> Finchampstead Scout Group.**

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Finchampstead Scout Group for the year ended 31 March 2022

#### **Responsibilities and basis of report**

As the charity trustees of the 1<sup>st</sup> Finchampstead 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 1<sup>st</sup> Finchampstead 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 1<sup>st</sup> Finchampstead 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: Charlotte Mott FCA BSc (Hons)

Relevant professional qualification or membership of professional bodies (if any): ICAEW 9082189

Address: 67 Nine Mile Ride, Finchampstead, Wokingham, Berkshire

Date: 3 October 2022