

Annual Accounts & Trustees Annual Report

2020/2021

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 0

to end date

3 1 0 3 2 1

Section A

Reference and administration details

Charity name

1st Foots Cray Scout Group

Other names the charity is known by

n/a

Registered charity number (if any)

3 0 3 5 1 7

HQ registration number

1 0 0 1 7 6 1 8

Charity's principal address

Rectory Lane

Sidcup

Kent

Postcode

D A 1 4 5 B P

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Steve Harvey	Chair	to 17th Aug 2020
2	Joy Hopkins	Chair	From 17th Aug 2020
3	Karl Cantwell	Group Scout Leader	
4	Richard Potts	Treasurer	
5	Maz Potts	Secretary	
6	Carly Dickinson	Scout Leader	
7	Chris Smith	Cub Scout Leader	
8	Sarah Hall	Beaver Scout leader	
9	Vicky Burrige	Parent Rep	From 17th Aug 2020
10	Claire Day	Parent Rep	From 17th Aug 2020
11	Julie Wright	Parent Rep	From 17th Aug 2020
12	Mark Morris	Parent Rep	From 17th Aug 2020
13			
14			
15			

Type of advisor	Name	Address
Banker	Lloyds Bank	PO Box 1000, BX1 1LT

Description of the charity's trusts

Type of governing document

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.

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.

Additional governance issues (practice)

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

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2-3 months.

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.

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 would request the use of buildings, property and equipment from neighbouring organisations such as the Scout District, other Scout Groups. 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.

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.

Summary of the objects of the charity set out in its governing document

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

The Group currently has three active sections, Beavers, Cubs and Scouts. These meet on a weekly basis throughout the year, at our HQ in Rectory Lane. In addition, a number of other activities are offered, that may take place at weekends or other days, these enhance the Scout Association training program, and are events such as camps, trips, outings, Watersports etc. The Group utilises its own leaders, other scout instructors and outside organisations to fulfil this.

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

This has been a challenging year for the Group due to COVID-19. However thanks to the dedication and perseverance of the Group's leaders and supporters all sections have managed to continue with an adapted weekly program of activities for all members. The Group was an early adopter of online meetings and programs during the periods that we could not meet face to face and quickly adopted the COVID safe protocols so that we could revert to outdoor meetings as soon as possible. Whilst the Group has maintained its high level of quality program delivery, finances have taken a hit due to decrease use of the hall, reduction in monthly subscriptions whilst most running costs have increased. Fortunately this has been offset by the Government COVID grants the Group has obtained and also several grants from other sources. As a result the Group is in a very good financial position going forward with high membership numbers in all sections. The Group also started a new Explorer Unit named Excalibur which is showing a strong membership and leadership.

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 Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £10,000.

Several years ago the Group started a building fund to be used to re-build the scout hall when the current building is no longer fit for purpose. This fund currently stands at £40,415 and as these are allocated funds the Executive considers these funds to also cover the reserve policy.

Investment Policy

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.

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. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

Section F Other Optional Information

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

The Group has a program of building upgrades and equipment renewals, in addition to the building fund, a sum of £18,850 has been allocated for overall improvements. As COVID lockdown eases the Group is in an excellent position to continue its Charitable aims.

The Group continues to engage with the council in discussion relating to the lease renewal, as the current lease has expired.

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)	Joy Hopkins	Karl Cantwell
Position (eg Secretary, Chair)	Chair	Group Scout Leader
Date	0 9 0 9 2 1	

1st Foots Cray Scout Group Receipts and Payments Account

Year start date

Year end date

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

	Unrestricted funds £	2020/21 Restricted funds £	Total funds £	2019/20 Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	6,035.00	-	6,035.00	10,981.50
Less: Membership subscriptions paid on (National/County/Area/District)	2,407.00	-	2,407.00	2,796.20
Net membership subscriptions retained	3,628.00	-	3,628.00	8,185.30
Building / Grounds Hire	110.00	-	110.00	980.00
Donations	690.52	-	690.52	1,762.45
Gift Aid	2,814.72	-	2,814.72	2,587.51
Programme & Activity Receipts	-	-	-	5,157.70
Sub total	7,243.24	-	7,243.24	18,672.96
Grants				
BVSC / National Lottery Community Fund	-	3,789.00	3,789.00	-
Co-Op Local Causes Fund	-	-	-	39.43
Government COVID-19 Grants	20,193.00	-	20,193.00	-
Jack Petchey	-	250.00	250.00	-
Magic Little Grants (Local Giving)	-	500.00	500.00	-
Marks & Spencer	-	-	-	500.00
Neighbourly	-	-	-	400.00
Tesco / Groundworks	-	500.00	500.00	150.00
Sub total	20,193.00	5,039.00	25,232.00	1,089.43
Fundraising (gross)				
Australia Bush Fire	-	-	-	99.00
Bag Packing	-	-	-	-
Carol Singing	-	-	-	594.05
Easy Fundraising	56.29	-	56.29	-
Other	44.53	-	44.53	84.90
Sub total	100.82	-	100.82	777.95
Investment income				
Bank interest	30.65	-	30.65	227.22
Other investment income	-	-	-	-
Sub total	30.65	-	30.65	227.22

Total Gross Income	27,567.71	5,039.00	32,606.71	20,767.56
Asset, investment sales, insurance claims paid out etc.		-	-	1,824.00
Total receipts	27,567.71	5,039.00	32,606.71	22,591.56

1st Foots Cray Scout Group Receipts and Payments Account

	Year start date	Year end date
For the year from	01-Apr-20	31-Mar-21

Receipts and payments

	Unrestricted funds £	2020/21 Restricted funds £	Total funds £	2019/20 Total funds £
Payments				
Charitable Payments				
Admin/office/travel	732.90	-	732.90	1,156.05
Advertising (inc website)	100.00	-	100.00	100.00
AGM Expenses	-	-	-	174.25
Bank Fees (inc GoCardless & Paypal fees)	181.05	-	181.05	599.05
Business Rates	-	-	-	282.24
Electricity	247.42	-	247.42	544.04
Equipment	1,558.55	1,125.00	2,683.55	762.17
Insurance	521.91	-	521.91	393.67
Professional Cleaner	60.00	-	60.00	-
Programme and activities	1,180.49	-	1,180.49	7,876.97
Rent	169.00	-	169.00	169.00
Repairs & Renewals	5,309.42	-	5,309.42	5,767.59
Water	20.00	-	20.00	293.10
Sub total	10,080.74	1,125.00	11,205.74	18,118.13
Fundraising expenses				
Australia Bush Fire			-	108.99
Sub total	-	-	-	108.99
Total payments	10,080.74	1,125.00	11,205.74	18,227.12
Net of receipts/(payments)	17,486.97	3,914.00	21,400.97	4,364.44
Transfers between funds	-	-	-	-
Cash funds last year end	43,906.47	125.00	44,031.47	39,667.03
Cash funds this year end	61,393.44	4,039.00	65,432.44	44,031.47

Statement of assets and liabilities at the end of the year

	31st Mar 2021			31st Mar 2020
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Cash funds				
Bank Current Account	2,127.58	-	2,127.58	9,466.17
Building Fund Deposit account	40,415.86	-	40,415.86	37,236.50
Allocated Funds Account (note 1)	18,850.00	4,039.00	22,889.00	-
Gift Vouchers	-	-	-	125.00
Cheque(s) not yet presented		-	-	2,796.20
Total cash funds	61,393.44	4,039.00	65,432.44	44,031.47
Other monetary assets				
Unpaid Subs	-	-	-	-
Other	-	-	-	-
Sub total	-	-	-	-
Non monetary assets for charity's own use				
Badge stock	150.00	-	150.00	150.00
Other stock	20.00	-	20.00	20.00
Land and buildings (note 2)	130,574.00	-	130,574.00	60,000.00
Motor vehicles/trailers	-	-	-	
Scouting/camping equipment (note 2)	21,222.00	-	21,222.00	6,000.00
Other	-	-	-	-
Sub total	151,966.00	-	151,966.00	66,170.00
Liabilities				
Accounts not yet paid	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-
Other liabilities	-	-	-	-
Sub total	-	-	-	-

Contingent liabilities and future obligations

The Group leases land from The London Borough of Bexley - The current lease expired Dec 2017 and a new lease is under negotiations. A figure of £1,000 has been allowed for legal and associated fees to secure a new lease. Should the Group vacate the land it is required to remove all buildings and equipment, cost to do this would be approx £15,000

Note 1 - The Group has implemented a new policy of moving funds that have been allocated against new/replacement equipment or specific improvements to an Allocated Account, which is held as a savings account with Lloyds Bank

Note 2 - Historically the accounts have represented a notional book value for these items aligned with the expected resell value, but for 2020/21 the Insured value has been used which represents a replacement costs.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 09 Sep 2021

Signature	
Joy Hopkins	Chair
Karl Cantwell	Group Scout Leader

Independent examiner's report to the trustees of 1st Foots Cray Scout Group

I report to the trustees on my examination of the accounts of the 1st Foots Cray Scout Group for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity trustees of the 1st Foots Cray 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 1st Foots Cray 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 1st Foots Cray 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: Roger Liscoe

Relevant professional qualification or membership of professional bodies (if any):
Retired Bank Manager

Address: 96 Barton Drive, Barton on Sea, New Milton, Hampshire, BH25 7JL

Date: 20th July 2021