

Ham Scout Group Trustees Annual Report for the period 1 January 2020 to 31 December 2020

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Reference and administrative details

Registered Charity Number: **303813**

HQ: The Scout Hut, 50a Ham Common, The Avenue, Ham, Richmond, TW10 7JG

Structure, governance and management

Description of the Charity's Trusts

Ham Scout 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 (POR) of The Scout Association. Copies of the POR are available on the Scout Association's web site

<https://www.scouts.org.uk/por>.

Ham Scout Group is a trust established under its rules which are common to all Scouts. The Trustees are appointed in accordance with the POR.

Additional Governance Issues

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 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets at least every 3 months.

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.

Risks 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:

- Substantial Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the churches, schools and other Scout and Guide Groups. Similar reciprocal arrangements exist

with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss and reviews the valuations every five years.

- Minor Damage to the building, property and equipment. It is the Group's policy to make good all minor damage, particularly vandalism, as swiftly as possible. The vegetation to the rear of the Hut is kept clear to maintain visibility of the Hut from the adjacent School to deter vandalism. The state of property and equipment is a standing agenda item at group executive meetings.
- 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 by leaders before all activities. The group maintains a risk register relating to the property. Health and safety is a standing agenda item at group executive meetings.
- 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. A financial report from the treasurer is a standing agenda item at group executive meetings.
- 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. This risk is mitigated by encouraging parental assistance and seeking volunteer help from the community. This is supported by training and mentoring at district level and above.
- 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. This is mitigated by managing section numbers, and advertising vacancies on the group website, through social media channels and by promotional activity at local community events and in schools.

The group has in place systems of **internal controls** that are designed to provide reasonable assurance against material mismanagement or loss, these include dual authorisation for all payments, joint oversight of group bank accounts, and a comprehensive insurance policy to ensure that insurable risks are covered.

Objectives and activities

Group Objectives

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

Additional objectives for the reporting period.

During the past reporting year, the group, like the rest of society, had to deal with the Covid-19 Coronavirus pandemic and adjust and adapt accordingly.

Achievements and Performance

Chairman's report

2020 was a unique year for everybody and Ham Scout Group was no exception. On one hand the disruption caused by the global pandemic both severely interrupted scouting and fundraising activities. On the other hand the group adapted marvellously, held together and emerged in a stronger position than ever before, thanks to great effort by leaders, helpers and the rest of the Group Executive Committee, and the cooperation and enthusiasm of our young people and parents.

In January 2020 we were very pleased to welcome Shannon Gehrig onto the group executive in the role of Secretary, a position that has been vacant for several years. Over the course of the year Shannon settled into her role, relieving both chairman and GSL of the burden of many administrative tasks. Later in the year Matthew Embleton also volunteered to join the executive in the role of fundraiser, but first put his skills to work sourcing cleaning and hygiene materials for the group.

Administratively, 2020 opened with ongoing issues with Barclays Bank, trying to update the mandate to replace outgoing treasurer, Alex Buss, with his successor, Inga Hutchison. This was finally achieved in mid-2020 following months of problems. We lodged two formal complaints which were both upheld and apologies and a modest financial gesture received in return. Our thanks to Alex and Inga for keeping things going between them.

In July 2020 the group received a substantial donation from the former Ham Institute Charity (Charity number: 1170340) as it wound up its affairs following several years of operational deficit and the sale of its major asset, the former Ham Village Centre - the premises of the former Royal Oak pub on the corner of Ham Street and Sandy Lane, Ham. Their trustees had resolved that the residual net funds should be shared between other charitable causes in the Ham and Petersham areas and with an emphasis on projects that would have a lasting legacy value. We had made informal approaches to the main active trustees during 2019. At their request we approached

the Local Authority in 2019 to see if the freehold of the group's plot would be available but our request was refused. Instead of seeking funds for this, we applied to the Ham Institute trustees in mid-2020 for funding towards the group's proposed HQ renovation works. Ham Scout Group were successful, one of several Ham and Petersham non-profit organisations to benefit when the funds were disbursed in September. We are extremely grateful for this fantastic boost to our finances which allows us to make realistic progress in our renovation and replacement program.

Group Scout Leader, Eve Whitehorn, will report on how scouting was affected by the pandemic but, on the annual fundraising side, both our major fundraising events, Ham Fair and Fireworks were inevitably cancelled due to lockdown and social distancing measures. However, the group successfully applied for the Government Covid-19 "Retail, Hospitality and Leisure grant" which thankfully offset the potential loss of funds to cover our normal running costs.

The pandemic sadly also stalled any progress with the ongoing negotiations between Richmond District Scouts' solicitors and the local authority on re-negotiation of the several Richmond groups' leases, Ham's included, which have expired and are being held-over.

Whilst 2020 came to an end, sadly the pandemic continued into 2021. Nevertheless, the group came through the year with an active and enthusiastic executive and leadership team and a positive outlook for the year ahead. Thank you all!

Ken Bailey
Chairman, Ham Scout Group

Group Scout Leader's report

2020 was the first year of the global pandemic. Early in the year Scouts did teamwork and local knowledge, survival skills and fire safety. Beavers sleep over with 2nd Mortlake and our Cubs sleepover at the hut in March were the last “normal” activities for the year as Face to Face meetings were reluctantly suspended on 17 March prior to Lockdown 1 commencing 26 March 2020. Scouting, however, continued with support from HQ with ideas for “The Great Indoors” and other practical suggestions for groups to use. Like most groups we moved meetings online using Zoom following the Scout online safeguarding protocol and held our first Cub Zoom on 25 March followed soon after by Beavers. Leader’s meetings were online for the whole of the year. The Scouts didn’t do zoom as they found it hard owing to competing pressure from online schoolwork but resumed when face to face returned.

Normal and regular external activities like group and District Borough camp were not able to go ahead because of restrictions so the Beavers made camps in their homes and shared pictures of these in their online meetings! Badge work continued and all badges awarded were posted to the children to keep enthusiasm up.

As the end of lockdown approached and the prospect of face-to-face activities was anticipated, there was a significant emphasis on a full-spectrum of risk assessments. The leadership team had to write, re-write, review, and finally submit these to District for approval before any activities were allowed to resume. Explorers shared their risk assessments with both Ham and P&H groups as they use both groups’ facilities. The hut was prepared for the return to face to face and a regular cleaner engaged to help ensure the safety of users.

We finally got back face to face at the end of October with adults, cubs, and scouts with face coverings, sanitiser and social-distancing measures all in place and Cubs were split into two groups to limit numbers, doubling the work for leaders and helpers. Sadly, the excitement was short lived as face to face meetings were once again prohibited from 4 November and lockdown started 5 November 2020. We were, however, still able to celebrate Remembrance Sunday – outdoors only – on 8 November at St Andrew’s Church on Ham Common as usual. As we entered “Tier 2”, scouting turned “Amber” with a return to face to face for under 18s from 2 December.

Despite all this the overall effect on membership was minimal. Numbers stayed constant during the pandemic and the waiting list doubled when we return to face to face. If only we had a waiting list of Leaders!

Evelyn Whitehorn,
Group Scout Leader, Ham Scout Group

Treasurer's report:

- Started year with healthy reserves and savings fund towards refurbishment.
- Subscription income reduced but voluntary payments received during lockdowns.
- Substantial donation as reported by chair.
- Grant income compensated for loss of fundraising opportunities.
- Finished year with best ever savings.
- Impact on Charity Commission reporting and examination requirements.
- Expenses incurred during the year totalled £2,975.68
- Income totalled £100,285
- Bank balance at year end £125,544, with accruals totalling £350.00.
- Reserve set at £6,500, one year's operating budget.

Inga Hutchison,
Treasurer, Ham Scout Group

Financial review

Reserves policy

The group aims to hold an average six months' operating budget as a reserve with a minimum of four month's budget and maximum of one year's budget at any one time. Funds in excess of one year's operating budget will normally be designated for use against a particular project, typically related to maintenance or specific group activities, as is the case currently.

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. Reserve funds are held in a savings account. The group's bankers are:
Barclays Bank, 6 Clarence Street, Kingston upon Thames, KT1 1NY.

Other Optional Information

Looking ahead, the solid financial base the group has been fortunate to achieve during 2020 is expected to translate into renovation of key elements of the hut, notably the toilet and kitchen facilities but also replacement of external storage, camping and other equipment and general repairs and improvements all round. Although Richmond District Scouts' negotiations for new leases from the local authority have stalled during the pandemic, the group executive remain hopeful that

refurbishment of facilities, coupled with greater freedom for non commercial hire of the hut, will permit greater community benefit on one hand and a welcome new source of future revenue for the group on the other.

Declaration

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

Signature(s) Ken Bailey, Evelyn Whitehorn

Balance sheet

Richmond upon Thames District Scout Council

Income and Expenditure	Ham	
Year ending 31st December 2020	Scout Group	
UNRESTRICTED FUNDS		Notes
Gross Subscription Received	1,745.67	
less Capitation paid to District	(2,068.00)	
Net Subscriptions		(322.33)
Voluntary Income		
Funds raising for general activities	764.54	
Donations received	89,826.65	
Legacies (without restrictions) etc		
Non specific grants		
Loans		
Other income	10,000.00	
Total Voluntary Income		100,591.19
Non Voluntary Income		
Training Fees		
Badge & Uniform Income		
Interest	16.39	
Investment Income		
Misc Income		
Total Non Voluntary Income		16.39
Total Income		100,285.25
Expenditure for General Scouting Activities		
General Activities	525.38	
Purchase of Equipment		
Major activity 1 A		
Major activity 2 A		
Major activity 3 A		
Total General Expenditure		525.38
Overhead Costs		
Indirect Costs		
Admin Costs	1,997.13	
Trustees' (Group Executives') Expenses		
Badge & Uniform Expenditure	453.17	
Training		
AGM		
Donations		
Accommodation Costs		
Misc		
Total Overhead Costs		2,450.30
Total Expenditure		2,975.68
SURPLUS on UNRESTRICTED FUNDS		97,309.57
RESTRICTED FUNDS		
Income for Specific Activities		
Camp 1		
Camp 2		
Camp 3		
Fundraising for special reason		
Fund raising for Charity		
Prepayment for Future Camps/Events		
Total Income for Specific Activities		
Expenditure for Specific Activities		
Camp 1		
Camp 2		
Camp 3		
Fundraising for special reason		
Fund raising for Charity		
Total Expenditure for Specific Activities		
SURPLUS/(DEFICIT) on RESTRICTED FUNDS		
SURPLUS/(DEFICIT) on ALL FUNDS		97,309.57
Opening Cash & Bank		
b/f Opening Bank Balance	28,234.82	
Cash Held		
Reserves		
Reserves Scout Association		
Opening Cash & Bank	28,234.82	
Transfers in		
Transfers out		
Change on year inc Cash	97,309.57	
Calculated Bank & Cash as at 31-Dec-20	125,544.39	
Closing Cash & Bank		
Banks as per statement 31-Dec-20	125,894.39	
less outstanding cheques/credits		
Corrected Bank Balance	125,894.39	
Cash Held		
Reserves		
Difference in Contra Account	(350.00)	
Closing Cash & Bank	125,544.39	
Difference		

Independent examiner's report

Independent Examiner's Report to the Trustees on the accounts of Ham Scouts Group

I report on the accounts for the year ended 31 December 2020.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

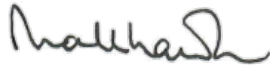
My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

- which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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