

Trustees' Annual Report

For the period

From (start date) **1st April 2021** to end date **31st March 2022**

Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

Charity's principal address

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Alan Holman	Chairman	
2	Huw Tipton	Treasurer	
3			
4			

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

Trustee selection methods

Policies and procedures adopted for:

Members of the Executive Committee complete training within the first 5 months of joining the committee.

a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them

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;

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:

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.

Section C	Objectives and activities
Summary of the objects of the charity	<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> <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.</p>

Risk and Internal Control	<p>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/dual authorisation for all payments and a comprehensive insurance policies to ensure that insurable risks are covered. All units within the group have allocated funds that the leader can use at their discretion to support meeting nights and normal running of the unit. They are restricted within these funds and expenses are always reviewed and approved by the Treasurer. The laid down controls were maintained throughout COVID lockdown the Group did not experience any reduction of funds and liquidity. The Chairman, Treasurer, Secretary, and Acting GSL have the authority to make defined financial commitments on behalf of the group. All major and or commitments are the subject of discussion and agreement by the Exec prior to implementation. Commitments by other persons need approval by at least 2 of the 3 authorized people and ideally presented via the Executive Committee meetings if timing permits. Payments can be delegated by the Executive Committee members to other persons who have a need to regularly procure on the group's behalf. These are clearly identified and documented in advance. Every expenditure is processed via our bank account which requires dual authorization.</p>
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Public benefit statement	<p>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.</p>
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Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>The Executive Committee (Treasurer, Chairman, Secretary and Acting GSL), "the team" work very well together and provide material support for the Group with the Acting GSL and leaders delivering the aims of the Scout group. The Group is very pleased advice that Ann Tegerdine has continued as Secretary and adds material strength to the Exec team. Colin Tegerdine continues to support the Group in his role as Acting GSL their expertise is much appreciated. The District's Commissioner (DC) is assisting-supporting us and we refer to him from time to time for guidance. All areas of the group (Beavers, Cubs and Scouts) continue to operate throughout the year and delivered both a fun and educational programme for the members of the group. The accomplishment this financial year was to maintain the Group's financial position whilst containing operating costs.</p>


Section E	Financial Review
Reserves Policy	<p>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 £8000. The Group benefitted from grants within the financial year which boosted reserves, however, the Group is also aware of significant upcoming costs with regards property maintenance and equipment replacement. Therefore, the reserves held are currently higher than normal operational costs.</p> <p>The Group held reserves of approximately £22,000 against this at year end. This is above the level required for operating expenses. However this can be explained by unusual levels of income (grants) received in the last months of the financial year and expected property maintenance costs (replacement of roof of headquarters) over the next few years.</p> <p>The Group is aware of increasing costs in terms of utilities, insurance and general running costs and is planning for increases in expenditure in the future. The Group is also vigilant to the possibility of other events (such as the return of Covid) which may interrupt income flows, and therefore will look to maintain higher levels of reserves in the future to mitigate the risk of the closure of the Group if further events or restrictions are imposed in the future.</p> <p>Investment Policy The Group's normal 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.</p> <p>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.</p>

Receipts and payments accounts		£
Receipts		
Donations		4011
Grants		####
Interest Received		2
Total		####
Payments Out		
Property Maintenance		2508
Uniform		858
Utility Bills		1347
Office and expenses		764
Membership Fees		2250
Total		7727

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		<i>Alan Holman</i>
Full name	Huw Tipton	Alan Holman
	Treasurer	Chairman
Date	17th January 2023	17th January 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

19th Kings Lynn Scout Group	304141
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CC16a

Receipts and payments accounts

For the period from	01/04/2021	To	31/03/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	4,011	-	-	4,011	1,849
Covid Local Restriction Grants	2,096	-	-	2,096	-
Covid Closed Business Lockdown Payment Grant	4,000	-	-	4,000	-
Covid National Lockdown Restriction Grant	4,612	-	-	4,612	-
Omicrom Hospitality and Leisure Grant	2,667	-	-	2,667	-
Interest Received	2	-	-	2	-
Coronavirus business grant	8,000	-	-	8,000	10,000
Charitable Grant	750	-	-	750	25
Sub total (Gross income for AR)	26,138	-	-	26,138	11,874
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,138	-	-	26,138	11,874
A3 Payments					
Property maintenance	2,508	-	-	2,508	2,847
Membership Fees	2,250	-	-	2,250	2,100
Uniform	858	-	-	858	285
Utility Bills	1,347	-	-	1,347	847
Office and expenses	764	-	-	764	78
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	7,727	-	-	7,727	6,157
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,727	-	-	7,727	6,157
Net of receipts/(payments)	18,411	-	-	18,411	5,717
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	18,411	-	-	18,411	5,717

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	3,917	-	-
	Reserve Account	22,098	-	-
		-	-	-
	Total cash funds	26,015	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Huw Tipton	20/12/2022



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
19th Kings Lynn Scout Group

**On accounts for the
year ended**

31 st March 2022	Charity no (if any)	304141
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Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2022**

**Responsibilities and
basis of report**

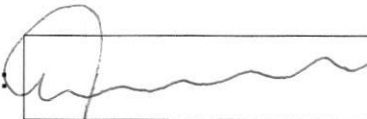
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

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: 

Date: 24.1.2023

Name: Mr Gary Manning

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

Retired Bank Manager

Address:

64 Stow Road, Wiggshall St Mary Magdalen
Kings Lynn
PE34 3DJ

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

None