



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	06	04	2020	<b>To</b>	05	04	2021

## Section A Reference and administration details

Charity name

3RD ASHFORD (ST MATTHEWS) SCOUT GROUP

Other names charity is known by

Registered charity number (if any)

305789

Charity's principal address

Ford Close	
Ashford	
Middlesex	
<b>Postcode</b>	<b>TW15 3SB</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Canon Stuart King	Chairman		PCC of St Matthew's
2	Tracy Adams	AGSL		Scout Association
3	Rob Adams	SL		Scout Association
4	Richard Jones	CL		Scout Association
5	Catherine Mason	BL		Scout Association
6	Claire Wilcox	Secretary		Scout Association
7	Naomi Sutton	Treasurer		Group Scout Council
8	Heidi Soutar			Group Scout Council
9	Lela Evans			Group Scout Council
10	Pippa Spink			Group Scout Council
11	Paul Meadows	Vice Chairman		Group Scout Council
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed dated 16th June 1961
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointment by Scout Association and St Matthew's PCC Election at Group Scout Council The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>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 every 2 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 and equipment; The raising of funds and administration of finance; The insurance of persons and equipment; Group Public Occasions; Assisting in the recruitment of leaders and other adult support; Appointing any subcommittees; Appointing Group Administrators and Advisors other than those elected.</p> <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 for all payments and a comprehensive insurance policy to ensure that insurable risks are covered.</p>
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**Summary of the objects of the charity set out in its governing document**

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.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

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. Through the provision of regular meetings for children of all backgrounds ages 5 - 14 as Beavers, Cubs and Scouts enabling community networking, sports, camping, outdoor activities, learning life skills, fund raising, interfacing with local church and general character building and development into possible young leaders and explorer scouts

**Additional details of objectives and activities (Optional information)**

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

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Through a full compliment of Leaders, and helpers, 3rd Ashford has provided activities for over fifty children throughout the year.

In the HQ we have continued our ongoing improvements programme, (to ensure the children have a warm comfortable environment) and have recently had a considerable amount of work done to the boundaries.

## 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 3 months running costs, circa £330

### Details of any funds materially in deficit

### Further financial review details (Optional information)

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

For the financial year 2020/21 - Total Income = £36,414.41 - Total Expenditure = £25,078.77

#### INCOME –

SUBS - Individual subs income for the year amounted to £6,716.00, a decrease of £4,630.00. Of this £3195.00 is capitation to the District.

GRANTS / DONATIONS – Total for £19,117.00 received in grants / donations.

GIFT AID – No further submissions processed in this tax year.

RENT - No rent income for this tax year reported.

FUNDRAISING – No fundraising done due to the pandemic.

#### EXPENDITURE -

ACTIVITIES – Activities Expenditure decreased to £10,618.00 and the Activities Income decreased to £8,648.00. Please note this is due to refunds processed to parents for the cancellation of WINGS.

ELECTRICITY – Total electricity paid was £ 360.00. We had to purchase oil and this amounted to £662.30 paid in September 2020.

MAINTENANCE – Total spent on the hut was £3,254.13. Included in this was work done to the front and back of the Hut to renew the guttering with additional downpipes. Also added white PVC cladding and replaced ply panels on side elevation and on doors to match, with added coats of paint for protection. The Maintenance amount still includes the Maintenance Agreement with WORCESTER for our boiler.

MATERIALS AND EQUIPMENT – Total spent was £181.32.

CONTRIBUTIONS TO CAMP COSTS – Nothing to add for this year.

LEASE PAYMENT – Nothing from the council for the current year, so added the annual lease payment back as a liability of £750.00 to be chased up with the Council.

CLEANING – Worth mentioning that for the periods that the sections were allowed to re-open, our cleaning costs increased substantially due to COVID requirements. We are trying to manage this now with our Leaders

taking on some of the cleaning activities after the section meetings and we thank them kindly for their willingness to help us keep our costs down.

Balances as at 5<sup>th</sup> April 2021

Current account            £21,202.23  
Savings account            £13,332.95

**Total                            £34,535.18**

We want to say a huge thank you to Paul Meadows for all his work on the Grant Applications! With the decision to stop subscription payments for periods of time during the national lockdowns, this has helped the Group immensely.

**Section F                            Other optional information**

**Section G                            Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<i>Signed on original Document</i>	<i>Signed on original Document</i>
<b>Full name(s)</b>	Canon Stuart King SSC	Naomi Sutton
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	18 Sep 2021	

## 3rd Ashford (St Matthew's) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	6-Apr-20	To	5-Apr-21
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### Receipts and payments

	2020/21	2019/20
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	6,716	11,346
Less: Membership subscriptions paid on (National/County/Area/District)	-	2,978
Net membership subscriptions retained	3,521	8,368
Donations	19,117	1,202
Legacies	-	-
Gift Aid	-	3,774
Other similar income	-	-
<b>Sub total</b>	<b>22,638</b>	<b>13,344</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Fundraising Income	-	8,357
Activities	8,648	15,983
Uniform	199	341
Other fundraising activities	-	-
<b>Sub total</b>	<b>8,847</b>	<b>24,681</b>
<b>Investment income</b>		
Bank interest	41	55
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
<b>Sub total</b>	<b>41</b>	<b>55</b>
<b>Total Gross Income</b>	<b>31,526</b>	<b>38,080</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>31,526</b>	<b>38,080</b>

## 3rd Ashford (St Matthew's) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	6-Apr-19	To	5-Apr-20
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### Receipts and payments

	2020/21	2019/20
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	10,618	14,151
Adult support and training	-	265
Rent	-	11,830
Water and Sewerage	-	-
Electricity and Heating Oil	1,022	360
Insurance	2,122	2,066
Repairs and Renewals	3,254	2,336
Materials and equipment	181	744
Printing and photocopying	475	314
Contribution to camp costs	-	-
Uniforms	595	264
AGM and trustee expenses	-	-
Badges	1,194	1,304
Donations	90	90
Cleaning	598	605
<b>Sub total</b>	<b>20,150</b>	<b>34,329</b>
<b>Fundraising expenses</b>		
Fundraising expenses	-	2,536
	-	-
	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>2,536</b>
<b>Total Gross Expenditure</b>	<b>20,150</b>	<b>36,864</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>20,150</b>	<b>36,864</b>
<b>Net of receipts/(payments)</b>	<b>11,377</b>	<b>1,215</b>
Cash funds last year end	-	-
<b>Cash funds this year end</b>	<b>11,377</b>	<b>1,215</b>

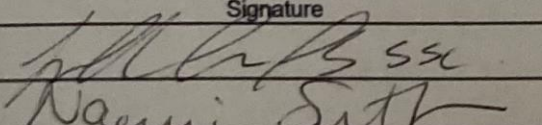
# Statement of assets and liabilities at the end of the year

	2020/21	2019/20
	Unrestricted funds £	Unrestricted funds £
<b>Cash funds</b>		
Bank current account	21,202	9,867
Bank deposit account	13,333	13,292
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>34,535</b>	<b>23,159</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	750	-
<b>Sub total</b>	<b>750</b>	<b>-</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 18 September 2021 and signed on their behalf by

Signature



Print Name

FR STUART KZAGSK Chair

NAOMI SUTTON Treasurer

## Independent Examiner's Report to the Trustees of the

3<sup>rd</sup> ASHFORD (ST. MATTHEWS) SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended 05/04/2021  
which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages.....

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

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

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention (~~other than that disclosed below~~ \*):

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

\* Please delete the words in the brackets if they do not apply

Name: JULIE BELL

Qualification: PCC TREASURER

Address: 45 CHERTSEY ROAD, ASHFORD COMMON  
MIDDLESEX, TW5 1SR.

Date: 11/09/2021