



# Trustees' Annual Report

For the period

From (start date)       to end date

## Section A

## Reference and administration details

Charity name

8th Ashford Scout Group (24100)

Other names the charity is known by

Registered charity number (if any)

3 0 5 7 9 2

HQ registration number

Charity's principal address

c/o 24 Princes Road

Town Tree Hall

Ashford

Convent Road

Surrey

Ashford TW15 2EW

Postcode T W 1 5 2 L T

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	<b>Ex- officio</b>		
2	Mrs J Reed	Group Scout Leader	
3	Mr K Edgar	Assistant GSL	
4	Mr H Weetch	Assistant GSL	
5	Mrs A Collier	Beaver Scout Leader	from 1/11/20
6	Mrs T Muckian	Beaver Scout Leader	from 1/1/21
7	Mr J Logan	Cub Scout Leader	
8	<b>Nominated</b>		
9	Mrs H Litvak	Group Chair	
10	Mr D Crowe	Asst Cub Scout Leader	
11	Mr H Paine	Asst Scout Leader	
12	Mr S Collier	Asst Scout Leader	
13	Mr A Mizen	Asst Scout Leader	
14			
15			
16	<b>Elected Members</b>		
17	Mrs L Weetch	Secretary	
18	Mrs L Sears	Treasurer	
19	Mr R Meddleton	Scout Parent	
20	Mrs H Hogan	Cub Parent	
21	Mr N Ackroyd	Beaver Parent	
22	Mrs J Daniel	100 Club Organiser	
23	Mrs J Wallbanks	Group Admin	
24	Mrs C Logan	Group Admin	
25			
26			

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address
Bankers	Lloyds Bank Plc	High Street, Staines
	Barclays Bank Plc	Leicester LE87 2BB
	Virgin Money	Gosforth NE3 4TG
Auditor	David Slader	Parkland Grove, Ashford

**Section B Structure, governance and management**

Description of the charity's trusts

Type of governing document

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.

(e.g. trust deed, constitution)

How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

(e.g. appointed by, elected by)

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

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 month except August and December.

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 Adms and Advisors other than those 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 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 14.5. 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 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

All sections take part in regular camping activities, with the exception of younger Beaver Scouts who sleep indoors and also undertake a number of outings and activities. There are various programmes of fund raising across the Group for both the Group itself and local, national and Scouting charities. The sectional Leader teams ensure that the termly programmes are planned to provide a suitable balance of activities.

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.

The Group is not a grantmaking organisation and therefore has no such policy. The contribution made by volunteers cannot be overemphasised. The Group relies entirely on volunteer Leaders and helpers.

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

The total membership of the Group as at 31st January 2021 was 88 with 31 names on the waiting list. The Leaders and helpers involved continue to provide a progressive and challenging programme of events and activities. Fund raising including Gift Aid has continued to provide the necessary finance for the Group's activities.

**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 between 6 and 12 months running costs, circa £15000.

The Group held reserves of approximately £208,000 against this at year end. This is above the level required for operating expenses.

Quantify and explain any designations

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

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);

**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.

- 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. 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.

- investment policy and objectives

**Section F Other Optional Information**

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

The Group has been offered a long term lease of land at Ashford Sports Club, we have been granted permission to build and our fundraising is now underway.

**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)

HELEN LITVAK      LOUISE SEARS

Position (eg Secretary, Chair)

CHAIR      TREASURER

Date

270421

## 8th Ashford Scout Group Receipts and Payments Account

For the year from	01/04/2020	To	31/03/2021
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### Receipts and payments

	2020/21			2019/20	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Donations, legacies and similar income</b>					
Membership subscriptions	6,321	-	-	6,321	15,939
Less: Membership subscriptions paid on <small>(National/County/Area/District) enter figures with a minus sign</small>	4,308	-	-	4,308	4,653
Net membership subscriptions retained	2,013	-	-	2,013	11,286
Donations	3,942	-	-	3,942	42,263
Legacies	-	-	-	-	-
Gift Aid	3,984	-	-	3,984	3,091
Transport Donations	-	-	-	-	-
<b>Sub total</b>	9,939	-	-	9,939	56,640
<b>Grants</b>					
Maintenance grant	-	-	-	-	-
Other grants	11,334	-	-	11,334	-
<b>Sub total</b>	11,334	-	-	11,334	-
<b>Fundraising (gross)</b>					
BAG PACKING	-	-	-	-	1,654
100 CLUB	994	-	-	994	1,175
QUIZ NIGHT	-	-	-	-	1,045
Fireworks	-	-	-	-	1,941
<b>Sub total</b>	994	-	-	994	5,816
<b>Investment income</b>					
Bank interest	427	-	-	427	563
Building Society interest	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Property Rent income	-	-	-	-	-
Other investment income	-	-	-	-	-
<b>Sub total</b>	427	-	-	427	563
<b>Youth Program Activities</b>					
Group	75	0	0	75	2844
Beaver Colony	0	0	0	0	110
Cub Pack	0	0	0	0	2184
Scout Troop	0	0	0	0	3461
<b>Sub total</b>	75	0	0	75	8598
<b>Sundry Receipts</b>					
Uniform Sales	-	0	0	0	0
Equipment/Badge Sales	100	0	0	100	0
<b>Sub total</b>	100	0	0	100	0

<b>Total Gross Income</b>	22,869	-	-	22,869	71,616
Asset and investment sales, etc.	-	-	-	-	-
<b>Total receipts</b>	22,869	-	-	22,869	71,616

## 8th Ashford Scout Group Receipts and Payments Account

For the year from	01/04/2020	To	31/03/2021
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### Receipts and payments

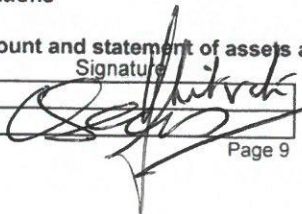
	Unrestricted funds £	Restricted funds £	2020/21 Endowment funds £	Total funds £	2019/20 Total funds £
<b>Payments</b>					
<b>Charitable Payments</b>					
Youth programme and activities	163	-	-	163	8,361
Adult support and training	-	-	-	-	48
New Build expenses	-	-	-	-	834
Water and Sewerage	139	-	-	139	-
Electricity and Gas	263	-	-	263	27
Insurance	1,230	-	-	1,230	1,190
Repairs and Renewals	418	-	-	418	804
Materials and equipment	14	-	-	14	906
ICT, Printing and photocopying	282	-	-	282	397
Camp Gas	600	-	-	600	-
Uniforms	-	-	-	-	-
AGM and trustee expenses	135	-	-	135	421
Badges and Trophies	371	-	-	371	538
Donations	244	-	-	244	234
Transport	2,090	-	-	2,090	6,756
<b>Sub total</b>	5,950	-	-	5,950	20,516
<b>Fundraising expenses</b>					
General	20	-	-	20	20
Fireworks	-	-	-	-	715
100 Club	655	-	-	655	632
Other fundraising costs	-	-	-	-	-
<b>Sub total</b>	675	-	-	675	1,367
<b>Total Gross Expenditure</b>	6,625	-	-	6,625	21,883
<b>Asset and investment purchases. etc.</b>	-	-	-	-	-
<b>Total payments</b>	6,625	-	-	6,625	21,883
<b>Net of receipts/(payments)</b>	16,244	-	-	16,244	49,733
<b>Transfers between funds</b>	-	-	-	-	-
<b>Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	16,244	-	-	16,244	49,733

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

	2020/21			Total funds £	2019/20 Total funds £
	Unrestricted £	Restricted £	Endowment £		
<b>Cash funds</b>					
Bank current account	81,328	-	-	81,328	115,126
Bank deposit account	75,000	-	-	75,000	75,000
Bank deposit account	50,005	-	-	50,005	-
The Scout Association Short Term	-	-	-	-	-
Cash/Floats	1,994	-	-	1,994	1,957
<b>Total cash funds</b>	208,327	-	-	208,327	192,083
<b>Other monetary assets</b>					
Tax claim	1,394	-	-	1,394	3,984
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
<b>Sub total</b>	1,394	-	-	1,394	3,984
<b>Investment assets</b>					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Non monetary assets for</b>					
Badge stock	150	-	-	150	180
Shop stock	50	-	-	50	150
Other stock	-	-	-	-	-
Land and buildings	-	-	-	-	-
Motor vehicles	12,000	-	-	12,000	12,000
Scouting equipment, furniture etc	49,061	-	-	49,061	48,575
Trailer	3,500	-	-	3,500	3,678
<b>Sub total</b>	64,761	-	-	64,761	64,583
<b>Liabilities</b>					
Accounts not yet paid	-	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

**Contingent liabilities and future obligations**

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

Signature 	Print Name Helen Litvak-Chair Louise Sears-Treasurer
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