

# 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 Staines Scout Group

Other names the charity is known by:

Registered charity number (if any):

3 0 5 7 9 5

Charity's principal address:

c/o Colin Howell, Group Treasurer

12 Riverside Drive, Chertsey Lane,

Staines, Middlesex

Postcode

T W 1 8 3 J N

Names of the charity trustees who manage the charity:

Trustee Name	Office (if any)	Dates acted if not for whole year
Vacant	Group Chairman*	
Michael Welham	Group Scout Leader/Beaver Scout Leader	
Daniel Tate	Group Secretary	
Colin Howell	Group Treasurer	
Lorna Parr	Beaver Scout Leader	
Jackie Shepherd	Cub Scout Leader	
Iolo Thomas	Cub Scout Leader	
Danny Blackman	Scout Leader	
John Culpin	Parent Representative	
Annan Beharry	Parent Representative	
Susan Stevens	Membership Secretary	
Notes		
* As the Chairman's role is currently vacant, the Group Scout Leader is acting Chairman		

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

Type of adviser	Name	Address
Independent Examiner	Hunt Ford and Co	143-145 Stanwell Road, Ashford

# 1st Staines Scout Group - Trustees Annual Report

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

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.  
(eg. trust, association, company)

The Group is a Trust, established under its rules which are common to all Scout Groups.

Trustee selection methods  
(eg. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice):

You may choose to include additional information, where relevant, about 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.

## Foreword

Covid 19, a flu like virus was identified in China at the end of December 2019. By the end of January 2020 the Corona virus had spread throughout the world and to all regions of the UK. Infection rapidly spread across the UK, with many people hospitalised by the virus and high rates of death were taking place. In March 2020 restrictions on travel were imposed and lockdowns introduced to help prevent the spread of the virus. These restrictions were kept in place until June/July 2020 when a relaxation of the restrictions occurred. This was short lived as by August 2020 further regional and more stringent tiered restrictions were imposed as infection rates started to rise to unacceptable levels. These were kept in place and a phased reduction introduced in March 2020. Vaccinations to help minimise the impact of the virus started to be rolled out in January 2021, targeting vulnerable and elderly people first and then progressively rolling out through all age groups. By the end of March 2021 approximately 50% of the adult population had been given the first of two vaccinations.

Scouting and non Scouting Activities for the whole of the period March 2020 - April 2021 have been impacted as a result of the pandemic and the restrictions imposed by the government. For long periods no meetings were allowed to take place and when permitted some section meetings with reduced numbers attending took place at the HQ. During other periods Online Zoom meetings were arranged with varying degrees of success.

The membership has suffered during the year, with many members leaving and the intake of new members suspended. A subscription holiday was offered to all parents and this offer was accepted by many, but in contrast many parents continued with subscription payments during the full period. Comparisons with previous years activity and performance is therefore unlikely to be very meaningful.

## Group Executive Committee

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, meeting approximately every 1 to 2 months.

# 1st Staines Scout Group - Trustees Annual Report

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;
- Appointing any sub committees that may be required;
- Assisting in the recruitment of leaders and other adult support;
- 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:

(i) *Damage to the building, property and equipment.*  
The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

(ii) *Injury to leaders, helpers, supporters & members.*  
The Group through the capitation fees contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.

(iii) *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.

(iv) *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.

(v) *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 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.

(iv) *Financial loss, fraud, or mismanagement.*  
The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, with limits on authorisation of expenditure, prudent cash management and comprehensive insurance policies to ensure that insurable risks are covered.

# 1st Staines Scout Group - Trustees Annual Report

## 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 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

## Section C Objectives and activities (Continued)

Summary of the main activities in relation to these objects

All sections take part in regular activities, including camping and outings. 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 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 grant making;
- contribution made by volunteers;
- policy on investments

The Group is not a grant making 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 benefits 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 of 31st January 2021 was 71 (108 at 31st January 2020). The reduced numbers of membership showing the impact of Covid 19. The leaders and helpers involved continue to provide when possible (face to face or Zoom meetings) a programme of events and activities. No fund raising has taken place during the year. To avoid hardship a subscriptions holiday was offered to all parents, although approximately 50% of the membership continued to pay subscriptions throughout. Available Government Grants have been claimed and received. Gift-Aid has been claimed and received as in normal years; these will help to provide and support the necessary finance needed for future Group activities.

# 1st Staines Scout Group - Trustees Annual Report

## Section E Financial Review

Brief statement of the charity's policy on reserves:  
Quantify and explain any designations

**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 £14,000.  
The Group held reserves of approximately £45,000 against this at year end. This is above the level required for operating expenses and provides security of funds to facilitate planned refurbishment & improvement works and the ongoing maintenance to the Group HQ.

Details of any funds materially in deficit

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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.

**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.  
  
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

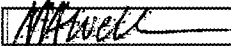
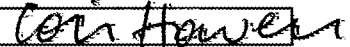
Plans for future periods (details of any significant activities planned to achieve them)

Future plans include expansion to and ongoing refurbishment and improvements to the HQ Buildings.

## 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):	Michael Welham	Colim Howell
Position (eg. Secretary, Chair):	Group Scout Leader	Treasurer
Date:	19 August 2011	

# 1st Staines Scout Group Receipts and Payments Account

For the year	from	1st April 20	To	31st March 21
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## Receipts

	2020/21			2019/20	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Donations, legacies and similar income:</b>					
Membership subscriptions	12,011.00			12,011.00	18,902.01
Less: Membership subscriptions paid on (National/County/Area/District)	3,421.48			3,421.48	4,763.26
Net membership subscriptions retained	8,589.52			8,589.52	14,142.78
Donations					60.00
Legacies					
Gift Aid	7,398.61			7,398.61	0.00
Other similar income					
<b>Sub total</b>	<b>18,988.13</b>			<b>18,988.13</b>	<b>14,202.78</b>
<b>Grants:</b>					
Maintenance Grant (Covid)	11,834.00			11,834.00	
Other grants					
<b>Sub total</b>	<b>11,834.00</b>			<b>11,834.00</b>	
<b>Fundraising (gross):</b>					
Fireworks					185.94
Other fundraising activities					
<b>Sub total</b>					<b>185.94</b>
<b>Investment income:</b>					
Property Rent income	606.00			606.00	600.00
Scottish Widows Charities account	38.12			38.12	48.19
Other investment income					
<b>Sub total</b>	<b>644.12</b>			<b>644.12</b>	<b>648.19</b>
<b>Youth Program Activities:</b>					
Group					8,780.00
Beaver Colony					2,002.00
Cub Pack					6,887.00
Scout Troop					341.80
<b>Sub-total</b>					<b>18,990.80</b>
<b>Sundry Receipts</b>					
Uniform Sales					
Other					60.00
<b>Sub-total</b>					<b>60.00</b>
<b>Total Gross Income</b>	<b>28,454.28</b>			<b>28,454.28</b>	<b>30,073.79</b>
Asset and investment sales, etc.					
<b>Total receipts</b>	<b>28,454.28</b>			<b>28,454.28</b>	<b>30,073.79</b>

# 1st Staines Scout Group Receipts and Payments Account

For the year	from	1st April 20	To	31st March 21
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## Payments

	2020/21			2019/20	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Premises</b>					
Rent	720.00			720.00	720.00
Cleaning	752.93			752.93	1,113.30
Water and Sewerage	243.18			243.18	682.62
Electricity and Gas	639.67			639.67	881.73
Insurance	2,327.28			2,327.28	1,541.10
Broadband	489.00			489.00	
Repairs and Renewals	7,876.08			7,876.08	1,043.65
<b>Subtotal</b>	<b>12,935.10</b>			<b>12,935.10</b>	<b>5,992.32</b>
<b>Youth Program and Activities</b>					
Group					5,829.78
Beaver Scout Colony	510.28			510.28	1,734.82
Cub Scout Pack	754.90			754.90	5,876.64
Scout Troop	55.80			55.80	1,712.89
<b>Sub total</b>	<b>1,320.68</b>			<b>1,320.68</b>	<b>15,154.14</b>
<b>Vehicles</b>					
Vehicle Hire					235.00
Vehicle Fuel					
<b>Sub total</b>					<b>235.00</b>
<b>Other Costs</b>					
Leader Training					
Postage and Stationery	226.07			226.07	
Uniforms Purchases					490.16
AGM and Admin expenses	103.00			103.00	88.00
Purchase of Equipment (Covid)	1,088.78			1,088.78	3,945.82
Jamboree Contribution					
Legal Fees for Lease Amendment	1,080.00			1,080.00	1,250.00
<b>Sub total</b>	<b>2,478.85</b>			<b>2,478.85</b>	<b>5,774.98</b>
<b>Fundraising expenses</b>					
Fundraising Costs	20.00			20.00	20.00
<b>Sub total</b>	<b>20.00</b>			<b>20.00</b>	<b>20.00</b>
<b>Donations</b>	100.00			100.00	
<b>Total Gross Expenditure</b>	<b>16,852.64</b>			<b>16,852.64</b>	<b>34,362.34</b>
<b>Asset and investment purchases, etc.</b>					
<b>Total payments:</b>	<b>16,852.64</b>			<b>16,852.64</b>	<b>34,382.34</b>
<b>Net of receipts/(payments)</b>	<b>11,601.64</b>			<b>11,601.64</b>	<b>(1,288.52)</b>
<b>Transfers between funds</b>					
<b>Cash funds last year end</b>	<b>37,150.65</b>			<b>37,150.65</b>	<b>38,439.18</b>
<b>Cash funds this year end</b>	<b>48,752.30</b>			<b>48,752.30</b>	<b>37,150.68</b>

# 1st Staines Scout Group Receipts and Payments Account

For the year	from	1st April 20	To	31st March 21
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## Youth Programme and Activities - Receipts

Group	2020/21			2019/20	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Family Camp</b>					5,750.00
Kanderleg Camp Deposits					
Other Activities					
<b>Sub-total</b>					5,750.00
<b>Beaver Scout Colony</b>					
Transfer of Subs from Group					2,002.00
Outings & Activities					
Camping					
Fundraising					
<b>Sub total</b>					2,002.00
<b>Cub Scout Pack</b>					
Transfer of Subs from Group					2,900.00
District Camp					1,627.00
Activities					420.00
Sundry Receipts					
PGL Camp					2,420.00
<b>Sub total</b>					6,867.00
<b>Scout Troop</b>					
Transfer of Subs from Group					100.00
Camping					
Scouts about					
Activities					
Fundraising					241.99
IBM Grant					
Sundry Receipts					
<b>Sub total</b>					341.99
<b>Total activity receipts</b>					14,960.99

# 1st Staines Scout Group Receipts and Payments Account

For the year from 1st April 20 To 31st March 21

## Youth Programme and Activities - Payments

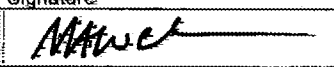

Group	2020/21			2019/20	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Family Camp	-	-	-	-	4,387.54
Kandersteg Camp	-	-	-	-	240.00
Transfer of Subs to sections	-	-	-	-	4,692.00
Other Activities	-	-	-	-	-
<b>Sub total:</b>	-	-	-	-	<b>9,320.54</b>
<b>Beaver Scout Colony</b>	-	-	-	-	-
Activities	443.28	-	-	443.28	419.17
Clothing	-	-	-	-	704.75
Badges and Woggles	-	-	-	-	447.30
Camping	-	-	-	-	160.60
Postage & Stationery	-	-	-	-	-
Equipment (Projector)	-	-	-	-	-
Sundry Payments	67.00	-	-	67.00	43.88
<b>Sub total:</b>	<b>510.28</b>	-	-	<b>510.28</b>	<b>1,738.82</b>
<b>Cub Scout Pack</b>	-	-	-	-	-
District Camp	-	-	-	-	1,438.37
Badges	-	-	-	-	241.67
Activities	263.88	-	-	263.88	1,035.05
Stationery	-	-	-	-	-
Equipment	23.97	-	-	23.97	64.00
General Expenditure	485.77	-	-	485.77	608.15
RGL Camp	-	-	-	-	2,420.00
Sundry Payments	1.30	-	-	1.30	81.50
<b>Sub total</b>	<b>754.90</b>	-	-	<b>754.90</b>	<b>5,878.64</b>
<b>Scout Troop</b>	-	-	-	-	-
Camping	-	-	-	-	720.00
Scoutabout	-	-	-	-	-
Badges	-	-	-	-	-
Activities	-	-	-	-	948.85
Kandersteg Costs	-	-	-	-	-
Kandersteg Fundraising Costs	-	-	-	-	-
Kandersteg Funds Transferred to Group	-	-	-	-	-
Sundry Payments	66.50	-	-	66.50	43.00
<b>Sub total</b>	<b>66.50</b>	-	-	<b>66.50</b>	<b>1,712.85</b>
<b>Total activity payments</b>	<b>1,320.68</b>	-	-	<b>1,320.68</b>	<b>18,568.85</b>

# 1st Staines Scout Group

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

	Unrestricted funds	Restricted funds	Endowment funds	31 March 21 Total funds	31 March 20 Total funds
	£	£	£	£	£
<b>Cash funds:</b>					
Bank Current Account:	1,044.14			1,044.14	13,707.22
Scottish Widows Charities Account:	45,797.96			45,797.96	19,762.84
Cash/Floats					445.97
<b>Funds held by Sections:</b>					
Beaver Scout Colony:	598.88			598.88	1,094.14
Cub Scout Pack	1,074.28			1,074.28	1,829.18
Scout Troop:	255.00			255.00	310.56
<b>Total cash funds:</b>	<b>48,782.30</b>			<b>48,782.30</b>	<b>37,150.66</b>
<b>Other monetary assets:</b>					
Tax claim					
Debt due from the County/District/Group					
Insurance claim					
<b>Sub total</b>					
<b>Investment assets</b>					
Investment property - detail					
Quoted investments					
Other investments - detail					
<b>Sub total</b>					
<b>Non monetary assets for charity's own use</b>					
Badge stock:					
Shop stock:					
Other stock					
Land and buildings - HCC Insured for	450,000.00			450,000.00	450,000.00
Scouting equipment, furniture etc. Insured for	34,866.00			34,866.00	35,525.00
Other					
<b>Sub total</b>	<b>484,866.00</b>			<b>484,866.00</b>	<b>486,525.00</b>
<b>Liabilities</b>					
Accounts not yet paid					
Expenses incurred but not invoiced					
Subscriptions not yet paid					
Kandersteg Camp Liabilities (Overpayments to be returned)					800.00
Family Camp Liabilities					
<b>Sub total</b>					<b>800.00</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on  
(the date of the Executive Committee meeting that approved the accounts)  
and signed on their behalf by:

Signature  	Print Name: Michael Welham - Group Scout Leader Colin Howell - Treasurer
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# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

1<sup>st</sup> Staines Scout Group

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no:  
(if any)

305795

Set out on pages

1-10

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 Commission (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 statement

My examination was carried out in accordance with 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 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.

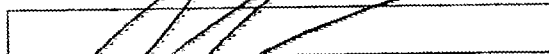
Independent  
examiner's statement

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:

Signed:



Date:

28/09/2021

Name:

Mr LJ FORD

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

FCPA

<b>Address:</b>	HUNT FORD & CO
	OSBOURNE HOUSE, 143-145 STANWELL ROAD, ASHFORD,
	MIDDLESEX TW15 3QN

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.