

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A Reference and administration details

Charity name

1st Shoreham-by-Sea (Kingston Buci) Scout Group

Other names the charity is known by

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Registered charity number (if any)

3 0 5 9 0 5

HQ registration number

1 0 0 1 2 6 8 8

Charity's principal address

Scout Headquarters
Eastern Avenue
Shoreham-by-Sea
Postcode
B N 4 3 6 P E

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Nigel Divers	Chair	
2	Anita Salter	Secretary	
3	David Abbott	Treasurer	
4	Maureen Abbott	Group Scout Leader	
5	Julia Keywood	Cub Leader	
6	Jane Davis	Beaver Leader	
7	Sandra Cranfield		
8	Sue Earnshaw		
9	Pauline Zahoui		
10			
11			
12			
13			
14			
15			

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

Type of advisor	Name	Address

**Section B****Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

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.

How the charity is constituted

(e.g. trust, association, company)

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

Trustee selection methods

(e.g. 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:

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 Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 months.

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 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:

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.

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

This report covers the period from Jan 2020 to the end of Decemner 2020, this encompasses the whole of the lockdown periods in 2020 and during times of face to face meeting, under Guidelines as there were in place at that time. Scouting continued for all Sections normally until March 2020, whereupon the country entered Lockdown. Our Leaders, helpers, parents and young people met all challenges the lockdown brought, and we were able to "meet" via zoom to continue to allow the young people to flourish and remain connected during this time.

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.

Our funds were reduced during this time, but fortunately the Playgroup continued to operate, albeit on a restricted timetable with lower numbers. We received no funds from additional hiring of the hall, as we allowed playgroup sole use of the premises. However we were advised to apply for Business Rate grants from Adur Council and were awarded two grants during the year. These grants were to assist with the financial effects of the pandemic.

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

All sections maintained good numbers throughout the period, with excellent communication between leaders and parents/supporters at home to allow the young people to remain connected.

**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 12 months running costs, circa £25,000. It is also policy to hold a sum of £5,000 to cover annual lease payments so that no financial burden falls on the Scout Association should the Group close.

The Group held reserves of approximately £36,000 against this at year end. This is above the level required for operating expenses. However the Group will be required to make back payments on the lease, currently £11,000, plus solicitors fees once the lease is completed. This will be met from the reserve fund and the general fund. The general fund has increased as only essential maintenance has been carried out pending the completion of the lease. Once completed improvements to the property are proposed.

Quantify and explain any designations

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

None

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's 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 or The Scout Association's Short Term Investment Service.

• how expenditure has supported the key objectives of the charity;

• investment policy and objectives

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)

The Exec Committee is currently arranging quotes for the refurbishment of the Training Room and also to update the washroom facilities. We will look to heating and ceiling in due course.

**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) A N I T A S A L T E R

Position (eg Secretary, Chair) S E C R E T A R Y

Date 2 7 0 9 2 1

# 1st Shoreham-by-Sea (Kingston Buci) Scout Group Receipts and Payments Account

For the year from	01/01/2020	To	31/12/2020
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## Receipts and payments

	2020	2019
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	9,641	9,767
Net membership subscriptions retained	9,641	9,767
Donations	-	746
Legacies	-	-
Gift Aid	1,603	2,578
Business Rate Grants	11,334	-
<b>Sub total</b>	<b>22,579</b>	<b>13,092</b>
<b>Activities</b>		
Sections' activities	1,388	5,625
	-	-
<b>Sub total</b>	<b>1,388</b>	<b>5,625</b>
<b>Fundraising (gross)</b>		
Cubs Charity Box	110	-
Christmas Bag Packing	19	2,686
Uniform	-	-
Other fundraising activities	15	57
<b>Sub total</b>	<b>144</b>	<b>2,743</b>
<b>Investment income</b>		
Bank interest	167	211
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	7,304	7,717
Other investment income	-	-
<b>Sub total</b>	<b>7,471</b>	<b>7,928</b>
<b>Total Gross Income</b>	<b>31,582</b>	<b>29,387</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>31,582</b>	<b>29,387</b>

# 1st Shoreham-by-Sea (Kingston Buci) Scout Group

## Receipts and Payments Account

For the year from	01/01/2020	To	31/12/2020
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### Receipts and payments


	2020	2019
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Membership subscriptions paid on (National/County/District)	4,607	4,104
Sections' activities	1,382	8,681
Adult support and training	-	-
Rent	-	-
Rates	-	98
Water and Sewerage	311	502
Electricity and Gas	1,321	1,658
Insurance	2,627	2,557
Repairs, Renewals and Cleaning	6,702	5,082
Materials and equipment (QM)	266	742
Printing and photocopying	-	44
	-	-
Badges and Uniforms	892	718
AGM and trustee expenses	276	229
Donations from Fundraising	1,060	120
		954
<b>Sub total</b>	<b>19,444</b>	<b>25,489</b>
<b>Fundraising expenses</b>		
Christmas Bag Packing	-	58
	-	-
	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>58</b>
<b>Total Gross Expenditure</b>	<b>19,444</b>	<b>25,547</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>19,444</b>	<b>25,547</b>
<b>Net of receipts/(payments)</b>	<b>12,138</b>	<b>3,840</b>
<b>Cash funds last year end</b>	-	-
<b>Cash funds this year end</b>	<b>12,138</b>	<b>3,840</b>

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

	31/12/2020	31/12/2019
	Unrestricted funds £	Unrestricted funds £
<b>Cash funds</b>		
Bank current account	40,571	28,601
Bank deposit account	41,328	41,161
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>81,899</b>	<b>69,762</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	-	-
<b>Sub total</b>	<b>-</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 8th September 2021 and signed on their behalf by

Signature	
	
D Abbott	

Print Name	
Nigel Francis Divers	Chair
DAVID ABBOTT	Treasurer

## Independent Examiner's Report to the Trustees of the 1<sup>st</sup> Shoreham-by-Sea (Kingston Buci) Scout Group

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Shoreham-by-Sea (Kingston Buci) Scout Group for the year ended 31<sup>st</sup> December 2020.

### Responsibilities and basis of report

As the charity trustees of 1<sup>st</sup> Shoreham-by-Sea (Kingston Buci) Scout Group 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 1<sup>st</sup> Shoreham-by-Sea (Kingston Buci) Scout Group 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 1<sup>st</sup> Shoreham-by-Sea (Kingston Buci) Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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: 

Name: JANE PAYNTER

Relevant professional qualification or membership of professional bodies (if any):

MAAT

Address: 63 DOWNSWAY, SHOREHAM-BY-SEA, WEST SUSSEX

Date: 21/5/21