

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 Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets 9 times a year.

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.

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

Another challenging year for the Group as we recover from the Covid-19 lockdowns

We continue to run 6 sections, with 2 Beaver Colonies, 2 Cub Packs and 2 Scout Troops. The leader team remains strong with around 30 in the team. Total youth membership has increased as we have filled vacancies left unfilled during the previous year. We ended the year with 127 members, up from just over 100 last year. We expect this to rise a little during the 2022/23 year as we try to manage a waiting list of more than 70 youngsters (half of whom are old enough to join now).

For the majority of the year the sections have been able to meet face to face and by the second half of the year all sections were back to meeting weekly. We resumed camping and other overnight activities in the autumn term after a break of nearly 2 years and started to catch up on things that the youngsters had missed out on because of Covid. Programmes were outside as much as possible, with a lot of time hiking, and many evenings on the water in kayaks and traditional rafts. We caught up on many badges that could be completed outdoors, such as the Paddlesports, Navigator and Naturalist badges and completed service projects providing benefit to the local community and to wildlife in the area.

During the year we purchased more kayaks, paddles, buoyancy aids and other equipment so that we could increase our adventurous activity offerings.

The 'uniformed' side of the group continues to be very well

supported by the Executive Committee which also boasts a strong membership. We were concerned that we may experience some financial challenges as we moved out of Covid lockdowns, but a Restart Grant from the Government helped ensure we stayed in a good position and allowed us to start planning to complete work we delayed at the onset of Covid. Increasing membership should ensure continued financial stability and an opportunity to continue to develop the Group.

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

Given the unknown duration of Covid and its impacts, the Scout Group maintained its risk-averse approach from 2020 through 2021 and sought available grants to cover any anticipated losses. Grants provided by Swindon Borough Council last year totaled £12,667 and were used to off-set the loss for the current year caused by loss of subscription income, a lower gift aid claim and lower fundraising income. Without the grant then the Scout Group would have been subject to a loss of £7,710. Accounting policy means we keep £20,000 in reserves. This is to cover 6 months of running costs and emergency repairs. The Executive have prudently decided to retain this policy in place. This leaves us with excess reserves at year end of £30,630. Further improvements to the equipment, facilities, and training are planned in 2022/23, with approximately £15,700 provisionally allocated. In addition, we recognise that climate change is a huge issue for us and future generations. At Highworth Scouts we are looking at how we can reduce our carbon footprint and provide an example to others. We want to set ourselves the ambition of trying to become a carbon neutral Scout Group by 2030. Some funds, in the order of £6,000 have been set aside to help this transition. A separate sub-group with parental participation is planned to provide guidance to the Executive Committee on this topic. The Executive Committee agreed that there would be no increase in subs until at least March 2022. We consciously decided not to increase subs during lockdown but this means there has not been an increase in 3 years. This position was reviewed in March 2022 and a small increase of £1 per term was agreed to off-set the increase costs in utility bills being experienced by the Scout Group.

Section E	Financial Review
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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 6 months running costs and funds for emergency repairs in total circa £20,000 at the end of the current financial year excess reserves of £30,630 were held. These excess reserves will be put to good use with some expenditure already earmarked for filling in the roof space in the entrance hall, replacement fire doors for the main hall, possible storage of kayaks at Cotswold Sailing Club and a Group camp.

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

Further financial review details (optional information)

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

Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

IAN WHITMORE	P. KEUSE
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Position (eg Secretary, Chair)

SECRETARY	CHAIR
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Date

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1st Highworth Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-21	To	31-Mar-22
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Receipts and payments

2021/22

2020/21

Unrestricted funds

Unrestricted funds

£

£

Receipts

	2021/22	2020/21
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	14,978.00	1,604.00
Less: Membership subscriptions paid on	4,680.00	4,400.00
Net membership subscriptions retained	10,298.00	(2,796.00)
Donations	113.00	56.00
Mini bus	197.00	291.00
Gift Aid	306.00	3,148.00
Other similar income	779.00	145.00
Sub total	11,693.00	844.00
Grants		
Maintenance grant	0.00	0.00
Other grants from Swindon Borough Council	12,667.00	20,684.00
Sub total	12,667.00	20,684.00
Fund-raising (gross)		
Scout post	1,899.00	
Other	476.00	1,426.00
Activities/Events/Camps	6,570.00	413.00
International Activities		
Group Closure		
Sub total	8,945.00	1,839.00
Investment income		
Bank interest	0.00	0.00
COIF		
The Scout Association Short Term Investment	0.00	0.00
Property Rent income	0.00	0.00
Other investment income	210.00	299.00
Sub total	210.00	299.00
Total Gross Income	33,515.00	23,666.00
Asset and investment sales, etc.	0.00	0.00
Total receipts	33,515.00	23,666.00

1st Highworth Scout Group

Receipts and Payments Account

For the year from	01-Apr-21	To	31-Mar-22
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Receipts and payments			
	2021/22		2020/21
	Unrestricted funds		Unrestricted funds
	£		£
Payments			
Charitable Payments			
Water costs	142.00		30.00
Electricity & gas	2,283.00		1,128.00
Insurance	1,195.00		1,065.00
Mini bus	2,772.00		1,795.00
Repairs and Renewals	8,858.00		1,107.00
Materials and equipment	1,709.00		2,053.00
Internet costs	671.00		459.00
Uniforms/Training	88.00		70.00
AGM and trustee expenses			
International Events	600.00		
Group expenses	3,486.00		2,360.00
Other	67.00		40.00
Grants			
Sub total	21,871.00		10,107.00
Fund-raising expenses			
Christmas post	890.00		
Activities/Camps	5,796.00		215.00
Other fund-raising costs			1,224.00
Sub total	6,686.00		1,439.00
Total Gross Expenditure	28,557.00		11,546.00
Asset and investment purchases, etc.			
Total payments	28,557.00		11,546.00
Net of receipts/(payments)	4,958.00		12,120.00
Cash funds last year end	45,672.00		33,552.00
Cash funds this year end	50,630.00		45,672.00

1st Highworth Scout Group

Receipts and Payments Account


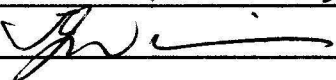
For the year from	01-Apr-21	To	31-Mar-22
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Statement of assets and liabilities at the end of the year

	2021/22	2020/21
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	34,873.00	30,125.00
Bank deposit account		
United Trust 1 year bond	15,757.00	15,547.00
The Scout Association Short Term Investment	0.00	0.00
Cash/Floats		0.00
Total cash funds	50,630.00	45,672.00
Other monetary assets		
Tax claim	0.00	0.00
Debts due to the District	0.00	0.00
Insurance claim	0.00	0.00
Sub total	0.00	0.00
Investment assets		
Other investments - detail	0.00	0.00
Sub total	0.00	0.00
Non monetary assets for charity's own use		
Badge stock	0.00	0.00
Scout Shop stock	0.00	0.00
Scout post	0.00	0.00
Land and buildings	0.00	0.00
Scouting equipment, furniture etc	0.00	0.00
Sub total	0.00	0.00
Liabilities		
Accounts not yet paid	0.00	0.00
Expenses incurred but not invoiced	0.00	0.00
Subscriptions not yet paid	0.00	0.00
Loan - detail	0.00	0.00
Sub total	0.00	0.00

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

Signature

Print Name

P. KRUSE	Chairman
T.J. WILLIAMS.	Treasurer

Independent Examiner's Report to the Trustees of the Group Executive

I report on the accounts of the Group for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes. 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 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 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:

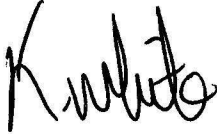
1. which gives me reasonable cause to believe that in any material respect the requirements

- 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.

Name: KEN WHITE Signature: 

Qualification: FCCA

Address: 3, SAXON MILL
CHISELDON

Date: SN4 ONP

27/04/22.