

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

3	1	0	3	2	1
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## Section A Reference and administration details

Charity name 

Hagley Ramblers Scout Group
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Other names the charity is known by 

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Registered charity number (if any) 

5	0	4	6	4	1
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HQ registration number 

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Charity's principal address 

Hagley Scout Hut								
Hall Lane								
Hagley								
Postcode	D	Y	9			9	L	L

Names of the charity trustees who manage the charity  
*(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)*

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Deborah Sue Corlett	Group Scout Leader	
2	Alison Akers	Treasurer	
3	Gill Collins	Secretary	stopped 31.8.20
4	Edwin Coles	Chair	
5	Gulraj Suren Arul	Beaver Section Leader	
6	Peter Billington	Cub Section Leader	
7	Balbir Atkar	Cub Section Leader	stopped 31.3.21
8	David Crump	Scout Section Leader	
9	David Sheppard	Scout Section Leader	
10	Jonathan Dyke		
11	Andrew Gowthorpe		
12	Richard David James Austin	Explorer Scout Leader	
13	Simon Beal	Quartermaster	
14	isabel fogliatti	Secretary	1.9.20 onwards
15			

Names and addresses of advisers (optional information but encouraged as best practice)  
*(These will be published in the annual report of the charity)*

Type of advisor	Name	Address

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:

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 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 Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2-3 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.

### **Risk and Internal Control (Specimen 2)**

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 policies to ensure that insurable risks are covered.

## **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

Regular meetings and fundraising 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.

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 Scout Group has continued to operate through a Global

Pandemic. The Group moved to on-line activities swiftly in April 2020 and continued to deliver these up to the return to face to face scouting in the summer of 2020. The Group then delivered a hybrid mixture of on-line and face to face scouting depending on the various restrictions imposed. The flexibility and innovation shown by the leaders during this time was a fantastic example of Scouting Values in action. They were a shining beacon of innovation and resilience within the community.

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 12 months running costs, circa £5000

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);

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

- investment policy and objectives;

**Investment Policy (Specimen 2)**

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.

**Section F Other Optional Information**

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

**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s) ADH Akers Deborah Corlett

Full name(s) Alison DH Akers Deborah Corlett

Position (eg Secretary, Chair) Treasurer Group Scout Leader

Date 1 8 0 8 2 1

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

**Report to the trustees/ members of**

Charity Name Hagley Ramblers Scout Group
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**On accounts for the year ended**

31.3.21	<b>Charity no (if any)</b>	504641
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**Set out on pages**

(remember to include the page numbers of additional sheets)
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I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021**.

**Responsibilities and basis of report**

As the charity's trustees, 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 Trust's 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:**

**Date:**

13<sup>th</sup> July 2021

**Name:**

Alan Logan

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

Chartered Global Management Accountant  
Member of Association of Accounting Technicians

**Address:**

24 Cutty Sark Drive  
Stourport-On-Severn  
Worcs. DY13 9RP

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Higley Rangers Scout Group	
31.3.21	Charity no (if any) 504841
I report to the trustee on my examination of the accounts of the above charity ('the Trust') for the year ended 31/03/2021.	
As the charity's trustee, 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 Trust's 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.	
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:	
<ul style="list-style-type: none"><li>• the accounting records were not kept in accordance with section 120 of the Charities Act; or</li><li>• the accounts did not accord with the accounting records; or</li><li>• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the trustees give a 'true and fair' view which is not a matter which is the part of an independent examination.</li></ul>	
I have no comments and have drawn attention to other matters in connection with the examination to which attention should be drawn in this report in order to ensure a proper understanding of the accounts to be reached.	
Signed:	Date: 19 <sup>th</sup> July 2021
Name:	Aian Logan
Relevant professional qualification(s) or body (if any):	Chartered Global Management Accountant Member of Association of Accounting Technicians
Address:	24 Cully Sack Drive Stourport-On-Severn Worce DY13 8RP

# Hagley Ramblers Scout Group Receipts and Payments Account

Year start date

For the year from	1.4.20	To
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## Receipts and payments

2020/21  
Unrestricted funds  
£

### Receipts

<b>Donations, legacies and similar income</b>	
Membership subscriptions	15,946
Less: Membership subscriptions paid on (National/County/Area/District)	- 6,005
Net membership subscriptions retained	9,942
Donations	1,049
Legacies	-
Gift Aid	2,420
Minibus	-
<b>Sub total</b>	<b>13,411</b>
<b>Grants</b>	
Maintenence grant lottery	1,500
Other grants - Covid BDC grants	19,431
<b>Sub total</b>	<b>20,931</b>
<b>Fundraising (gross)</b>	
Bonfire 2020	160
Big bond bash 2020	-
Camps and activities	146
Other fundraising activities	-
<b>Sub total</b>	<b>306</b>
<b>Investment income</b>	
Bank interest	2
Building Society interest	-
The Scout Association Short Term Investment Service	-
Property Rent income	3,093
Other investment income	-
<b>Sub total</b>	<b>3,094</b>
<b>Total Gross Income</b>	<b>37,742</b>

Asset and investment sales, etc.

-
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**Total receipts**

37,742
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# Hagley Ramblers Scout Group Receipts and Payments Account

Year start date

For the year from	1.4.20	To
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## Receipts and payments

2020/21  
Unrestricted funds  
£

### Payments

<b>Charitable Payments</b>	
Youth programme and activities	338
Adult support and training	-
Rent	-
Water and Sewerage	248
Electricity and Gas	1,173
Insurance	1,359
Repairs and Renewals hut	800
Materials and equipment	-
Printing and photocopying	-
Contribution to camp costs	350
Uniforms and badges	452
AGM and trustee expenses	584
Hut cleaning	552
Hut equipment	125
Hut hire refunds	-
Hut build costs	13,776
Minibus	1,159
<b>Sub total</b>	<b>20,917</b>
<b>Fundraising expenses</b>	
Bonfire 2019	-
Big bond bash 2020	-
Hagley Stag Run 2019	-
Other fundraising costs	-
<b>Sub total</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>20,917</b>

Asset and investment purchases, etc.

-

**Total payments**

20,917

**Net of receipts/(payments)**

16,825

Cash funds last year end

14,953

**Cash funds this year end**

31,778

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

	Z Unrestricted funds £
<b>Cash funds</b>	
Bank current account	5,727
Bank deposit account	22,601
Business saver account	3,465
The Scout Association Short Term Investment Service	-
Cash/Floats	-
<b>Total cash funds</b>	<b>31,792</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>Investment assets</b>	
Investment property - detail	-
Quoted investments	-
Other investments - detail	-
<b>Sub total</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>Liabilities</b>	
Accounts not yet paid	14
Expenses incurred but not invoiced	-
Subscriptions not yet paid	-
Loan - detail	-
Other liabilities	-
<b>Sub total</b>	<b>14</b>

## Contingent liabilities and future obligations

5 LT700002 (1st January 2017)

**The above receipts and payments account and statement of assets and liabilities were approved by the Executive Committee on 15/11/200X (the date of the Executive Committee meeting that approved the accounts) and signed on 15/11/200X**

Signature


Print Name


Year end date

**31.3.21**

**2019/20**

**Unrestricted funds**

**£**

16,939
- 6,716
10,223
39,928
-
5,314
210
55,675
-
150,000
150,000
22,632
233
-
-
22,865
375
-
-
4,010
-
4,385
232,925

-
232,925

Year end date

**31.3.21**

**2019/20**

**Unrestricted funds**

**£**

4,104
-
834
233
1,133
1,026
484
2,052
-
2,087
1,631
48
842
2,546
725
372,913
1,238
<b>391,897</b>
11,443
240
12
-
<b>11,695</b>

**403,592**

	-
	403,592
-	170,667
	185,620
	14,953



**by the Trustees on Xth  
their behalf by**

Chair
Treasurer