

Trustees' Annual Report

For the period	01/11/2020 to 30/10/2021
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Section A	Reference and administration details
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Charity name	1st Lostock Hall (St James) Scout Group
Other names the charity is known by	N/A
Registered charity number (if any)	521693
Charity's principal address	Scout Headquarters Moss Lane, Lostock Hall Preston, Lancashire PR5 5BT

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
Mr Tony Wojnarowski	Group Scout Leader	
Mr Dave Patten (*)	Chairperson	
Mr Kevin Warren Hart	Treasurer	
Mr Julian Earnshaw (*)	Trustee	
Mrs Andrea Emery (*)	Parent Representative	
Mr Peter Malpas (*)	Trustee	
Mrs Tracy Gibson-Storey (*)	Section Leader	
Mr Matt Gibson-Storey (*)	Section Leader	
(*) Not listed on the Charity Commission Trustees list for the Charity		

Section A	Reference and administration details (continued)
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Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address

Section B	Structure, governance and management
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Description of the charity's trusts

Type of governing document (e.g. 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 (POR) of The Scout Association. The POR's define the structure of Scouting in the United Kingdom, the Channel Islands and the Isle of Man and provides information about its management and training.
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How the charity is constituted (e.g. appointed by, elected by)	The Group is a trust established under its rules which are common to all Scouts.
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Trustee selection methods (e.g. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules (POR) of The Scout Association. The approach taken by the Group is to use the Annual General Meeting to elect Trustees to the Executive committee.
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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 Group follows the guidelines laid out in the Policy, Organisation and Rules (POR) of The Scout Association as a basis for all scouting related activities including anything related to running an Executive Committee.

The Committee during this period consisted of a Chairperson, Group Scout Leader, Treasurer and a number of Parent representatives and Trustees. Some of which are not listed on the Charity Commissions website

The Group Executive Committee exists to support the Group Scout Leader in meeting the following responsibilities:

- Complying with the Policy, Organisation & Rules of the Scout Association.
- Maintain any property & equipment owned by &/or used by the Group)
- Manage the Group finances.
- Provide insurance for people, property & equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Ensure that a positive image of Scouting exists in the local community.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group.
- The opening, closure and amalgamation of Sections in the Group as necessary.
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the District Executive Committee; and if a registered charity, to the appropriate charity regulator if the regulator's rules require it. (See Rule 13.3)
- Maintain confidentiality with regard to appropriate Executive Committee business.

We have struggled to maintain a satisfactory schedule of meetings. We are currently taking actions to remedy the current issues.

Section B

Structure, governance and management (continued)

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:

1. 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.
2. Injury to leaders, helpers, supporters and members. The Group, through the capitation fees, contributes to the Scout Associations national accident insurance policy. An additional premium is Paid to cover Non Members of the Scout Association that help on an occasional basis. Risk Assessments are undertaken before all activities.
3. 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.
4. 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 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.

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, insurance policies to ensure that insurable risks are covered, regular Trustee meeting to discuss issues, concerns and actions for the group to ensure its smooth running as far as is possible.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The objectives of 1st Lostock Hall (St James) Scout Group match that of the National Scout Organisation. They state Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society

The Scouting Values
Care: We support others and take care of the world in which we live

Respect: We have self-respect and respect for others.

Integrity: We act with integrity; we are honest, trustworthy and loyal.

Cooperation: We make a positive difference; we cooperate with others and make friends.

Belief: We explore our faiths, beliefs and attitudes

The group organises different activities to cater for the age ranges between the 3 sections (Beavers age 6 to 8, Cubs 8 to 10 1/2, Scouts 10 1/2 to 14 years of age. The group also participate in District and County activities

Summary of the main activities in relation to these objects

The Group tries to give the young people that attend a varied programme of activities based upon their age and ability. We endeavour to foster a recognition of their responsibilities in society

Additional details of the objectives and activities (optional information but encouraged as best practice)

All help is given on a volunteer basis with no one receiving any financial reward. The Group encourages its leaders to undertake any training that helps assist them with undertaking their duties as a leader. Attendance at the monthly District meeting is normally very well attended. This allows for the Leaders to keep abreast with all the information regarding events and any policy changes.

You may choose to include further statements, where relevant, about:

- Policy on grant making;
- Contribution made by volunteers.

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

Again this year has been affected by the Covid-19 pandemic.

As a group we have endeavoured to engaged with our young people through the use of Zoom and encouraging activities such as virtual camps

The sections are now meeting face to face and have undertaken a number of outside activities all inline with Government recommendations and advice.

Membership payments were suspended and any credits retained as credits for future membership payments. We did ask for 50% of the membership fee even though we were meeting we felt that we were not offering the full scouting experience. The full membership fee was restarted in September 21.

Our numbers after suffering a 50% drop are gradually recovering and we now have approximately 78 young people registered with the group.

We continue to acknowledge that it has also been a difficult time for all the leaders and volunteers, balancing the difficulties of home life whilst finding time to organise and run scouting activities.

Section E

Financial Review

Brief statement of the charity's policy on reserves

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 minimum of 2 months running costs. This equates to circa £1000.

2020- 2021 showed a credit of £10,779, mainly due to the grants that were received. The Group now holds cash reserves of £34,922 which includes £3,647 savings held in a NATWEST savings account, which is well in excess of 2 months of funds.

Quantify and explain any designations

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

No money is owed to any party or organisation.

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).
- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives.

During the Pandemic we were lucky enough to be eligible for a number of Government Grants administered by South Ribble Borough Council. These grants amounted to £17,669.

The Group's Income and Expenditure come from weekly subscriptions, limited hire of the HQ and a small amount of fund raising. The Group adopts a low risk strategy for the investment of its funds. All of the funds are held in mainstream banking organisations (Current and Savings) apart for a small amount of money which is held by the Treasurer and by various sections as floats.

The expenditure of the group is used for 2 purposes. Firstly for the upkeep and running costs of the headquarters, without which the Group could not function. Secondly the funds are used in the support of the activities carried out. Camps and higher cost activities are funded by the parents / guardians of the children attending with the group funding any shortfall.

We actively encourage Gift aid will be a concern going forward due to the greatly reduced membership income. For the year 2019-20 we received £1,676. The aim will be to ensure that, where possible, we are making the most of the scheme.

We also managed to fund the refurbishment of our HQ Toilets with the aid of a £6000 Grant from St Gerard's fundraising activities.

Section F

Other Optional Information

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

The key challenge for the group is to continue to give the best scouting experiences we can whilst continuing to do it in a safe way inline with the Scout Associations advice and ensuring we comply with any government legislation.



The ongoing challenge continues with our efforts to find willing volunteers to join the group to enable our group to continue to grow.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Full name(s)	DAVID JOHN PATTEN	KEVIN WARREN HART
Position (e.g. Secretary, Chair)	CHAIR	TREASURER
Signature(s)		
Date(s)	14-03-22	14/3/22

1ST LOSTOCK HALL (ST JAMES) SCOUT GROUP
Receipts and Payments Accounts for the year ended 31 October 2021

<u>Receipts</u>	<u>2021</u>	<u>2020</u>	<u>Payments</u>	<u>2021</u>	<u>2020</u>
	£.	£.		£.	£.
Balances at 1 November 2020			Section Expenses	738	910
Bank Current Account	20,099	15,967	Uniforms/Neckers/Badges	1,698	925
Bank Reserve Account	3,647	3,636	Leader Training	110	155
Section Floats	197	236	Camps Trips/Events	2,074	1,314
Cash in Hand	200	361	Equipment	1,002	112
Subscriptions	3,830	4,613	Hq Expenses		
Fundraising	1,832	23	Gas/Electric	2,051	1,740
Grant St Gerards Institute	6,000	0	Cleaning	860	743
Camps Trips and Events	1,512	1,330	Insurance	1,615	1,565
Investitures	397	170	Hut Maintenance (Inc Toilets)	15,184	495
Hire of Scout HQ	6,360	2,728	Water	193	375
Gift Aid Tax Refund	1,676	1,910	Donations	70	0
Covid 19 Grants	17,669	5,965	Scout Headquarters Levy	1,960	3,335
Donations	98	97	Fundraisin	393	447
Badges/Uniform	15	48	Pantomime	439	233
Pantomime	225	36	Sundries	371	804
Sundries	0	26			
Bank Interest	0	11	Balances at 31 October 2021		
Section Activities	0	139	Bank Current Account	30519	20,099
			Bank Reserve Account	3648	3,647
			Section Floats	574	197
			Cash in Hand	221	200
			Paypal	37	0
	<u>63,757</u>	<u>37,296</u>		<u>63,757</u>	<u>37,296</u>

Total Assets of Group at 31 October 2021

			£
Balances	Bank/Cash		34,999
Equipment		Ins Value	30,819
Gift Aid	Debtor	Estimated	978
Scout HQ	Building	Ins Value	<u>230,110</u>
			<u>296,906</u>
HQ and District Levy		Estimated	<u>1,470</u>
Total Net Assets			<u>295,436</u>

Chairman

[Signature]

28-02-22

Treasurer

[Signature]

23/2/22

Independent Examiner's Report

**Report to the trustees/
members of** 1sst Lostock Hall (St James) Scout Group

**On accounts for the year
ended** 31 October 2021 **Charity no
(if any)** 521693

Set out on pages Page 1
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/10/2021.

**Responsibilities and
basis of report** As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 23.2.2022

Name: Michael Sullivan FFA FTA FIPA

**Relevant professional
qualification(s) or body
(if any):** Fellow of the Institute of Financial Accountants
Fellow of the Institute of Tax Advisors
Fellow of the Institute of Public Accountants

Address: 24 Kingsway West

Penwortham

Preston PR1 0JA