

**Trustees' Annual Report for the period
1 April 2020 to 31 March 2021**

Charity Name 2nd Quorn Scout Group
Registered Charity Number 521773

Principal Address Allen House
 Meeting Street
 Quorn
 LE12 8EU

Charity trustees who manage the charity:

Mr Byron Chatburn Chairman (wef 28.8.20)
Dr Carolyn Skilling, Secretary
Mrs Sue Child, Group Treasurer
Mr Paul Barlow
Mr Nicholas Fordyce (resigned 28.8.20)
Mrs Karen Crane
Mr Christopher Vesty (resigned 28.8.20)
Mr Kenneth Ronald (resigned 28.8.20)
Mr Jonathan Billington (wef 14.01.21)
Mr Jeremy Chapman (wef 11.03.21)
Mrs Sian Clark GSL (wef 20.10.20)

Section A. Reference and administration details

Names, addresses and type of advisers: N/A

Section B. Structure, Governance and Management

Description of the charity's trusts.

Type of Governing Document:

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:

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

Trustee Selection methods:

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

Additional Governance Issues:

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

The Committee consists of three independent representatives, Chairman, Treasurer and Secretary, together with the Group Scout Leader, individual section leaders and parents' representation and meets every two to three months.

The 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.

(b) Trustee consideration and management systems of major risks

The Group Executive Committee has identified the major risks to which they believe the Group is exposed. These have been reviewed and systems 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 organisation 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 membership fees contributes to the Scout Association's 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. This and a reduction of costs has enabled the Group to remain financially secure during the COVID pandemic.

The Committee could if necessary 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 were 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 were 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.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. These include two signatories for all payments and a comprehensive insurance policy to ensure that insurable risks are covered.

Section C. Objectives and Activities

The objectives of the Group are as a unit of the Scout Association.

The Aim of the Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the Aim of the

Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

Section D. Achievements and Performance and Contribution made by Volunteers

The last year has been challenging due to the pandemic and all sections closed for a varying period of time. However, by the end of the year a new Group Scout Leader had been appointed, filling a position that had been vacant for several years. Under their leadership, all sections are again meeting albeit only online for now.

A number of adults and young people have left the group during the pandemic but new members have again started to join in 2021. Two new members have also been recruited to the Executive committee.

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 E. Reserves and Investment 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 of 12 months running costs, circa £3,000 and in addition build further reserves for the future replacement of the minibus, the short term plans for refurbishment of Allen House and the longer term plans for replacement or alternative accommodation.

The Group held reserves of approximately £21,148 against this at year-end. This includes the reserves held for possible, eventual replacement of the minibus

The Group does not have sufficient funds to invest in longer-term investments. The Group has therefore adopted a risk adverse strategy to the investment of its funds. All funds are held in cash using mainstream banks or building societies.

Section F. Other Optional Information

Section G. Declaration

The Trustees declare that they have approved the Trustee’s report above.
Signed on behalf of the charity’s trustees:

| | | |
|-------------|------------------------|-----------------|
| Signatures: | _____ | _____ |
| Full Names: | Byron Stephen Chatburn | Susan Child |
| Positions: | Chairman | Group Treasurer |

Date: 24 June 2021

2nd Quorn Scout Group Receipts and Payments Account

Year start date

Year end date

| | | | |
|-------------------|-----------|----|-----------|
| For the year from | 01-Apr-20 | To | 31-Mar-21 |
|-------------------|-----------|----|-----------|

Receipts and payments

| | 2020/2021 | 2019/2020 |
|--|--------------------|--------------------|
| | Unrestricted funds | Unrestricted funds |
| | £ | £ |
| Receipts | | |
| Donations, legacies and similar income | - | - |
| Membership subscriptions | 7,243 | 14,920 |
| Less: Membership subscription paid to Charnwood District Scout Council | - 3,572 | - 4,524 |
| Net membership subscriptions retained | 3,671 | 10,396 |
| Donations | 601 | 1,665 |
| Activities and Camps | 201 | 6,927 |
| Gift Aid | 3,215 | 3,309 |
| Uniform and Badges | - | 178 |
| Sub total | 7,687 | 22,476 |
| Grants | | |
| Maintenence grant | | - |
| Other grants | 26,499 | 11,425 |
| Sub total | 26,499 | 11,425 |
| Fundraising (gross) | | |
| Duck Derby May | - | 648 |
| Mini Bus Raffle | - | 100 |
| Quiz | - | 1,694 |
| Sub total | - | 2,442 |
| Other income | | |
| | £ - | - |
| Sub total | | |
| Investment income | | |
| Bank interest | 3 | 16 |
| Building Society interest | | - |
| Sub total | 3 | 16 |
| Total Gross Income | 34,189 | 36,359 |
| Asset and investment sales, etc. | - | |
| Total receipts | 34,189 | 36,359 |

2nd Quorn Scout Group Receipts and Payments Account

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| For the year from | 01-Apr-20 | To | 31-Mar-21 |
|-------------------|-----------|----|-----------|

Receipts and payments

| | 2020/2021 | 2019/2020 |
|--|--------------------|--------------------|
| | Unrestricted funds | Unrestricted funds |
| | £ | £ |
| Payments | | |
| Charitable Payments | - | - |
| Activities and Camps | 2,043 | 12,830 |
| Adult support and training | 265 | 485 |
| Rent (including service bills) | - | 2,080 |
| Water and Sewerage (included in Rent above) | - | |
| Electricity and Gas (included in Rent above) | - | |
| Insurance | 497 | 468 |
| Repairs and Renewals | 38,933 | 11,290 |
| Materials and equipment | 600 | 538 |
| Printing, copying, Stationery & Postage | 79 | 278 |
| Contribution to camp costs | - | - |
| Uniforms and Badges | 473 | 1,566 |
| AGM and trustee expenses | 252 | 264 |
| Mini-Bus | 1,467 | 2,552 |
| Sub total | 44,609 | 32,349 |
| Fundraising expenses | | |
| Duck Derby | - | 86 |
| Quiz February 2020 | - | 596 |
| Jamboree Fundraiser | - | - |
| Other | - | - |
| Sub total | 44,609 | 682 |
| Total Gross Expenditure | 44,609 | 33,031 |
| Asset and investment purchases, etc. | - | |
| Total payments | 44,609 | 33,031 |
| Net of receipts/(payments) | - 10,420 | 3,327 |
| Cash funds last year end | 31,568 | 28,241 |
| Cash funds this year end | 21,148 | 31,568 |

Statement of assets and liabilities at the end of the year

| | 2020/2021 | 2019/2020 |
|--|--------------------|--------------------|
| | Unrestricted funds | Unrestricted funds |
| | £ | £ |
| Cash funds | | |
| Bank current (Group) account | 11,508 | 20,122 |
| Bank deposit (Reserve) account | 7,979 | 7,976 |
| Bank Subscriptions account | 1,661 | 3,470 |
| Cash/Floats | | - |
| | | - |
| Total cash funds | 21,148 | 31,568 |
| Other monetary assets | | |
| Tax claim | - | - |
| Debts due from the County/Area/District/Group | - | - |
| Insurance claim | - | - |
| Sub total | - | - |
| Investment assets | | |
| Investment property - detail | - | - |
| Quoted investments | - | - |
| Other investments - detail | - | - |
| Sub total | - | - |
| Non monetary assets for charity's own use | | |
| Badge stock | | - |
| Shop stock | 680 | 872 |
| Other stock | | - |
| Land and buildings | | - |
| Motor vehicles | 1,125 | 1,500 |
| Scouting equipment | 20,500 | 25,000 |
| Other | | - |
| Sub total | 22,305 | 27,372 |
| - | | |
| Accounts not yet paid | - | - |
| Expenses incurred but not invoiced | - | - |
| Subscriptions not yet paid | - | - |
| Loan - detail | - | - |
| Other liabilities | - | - |
| Sub total | - | - |

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 24.6.2021 and signed on their behalf by

Signature

| | |
|--|--|
| | |
|--|--|

Print Name

| | |
|----------------|-----------|
| Byron Chatburn | Chairman |
| Susan Child | Treasurer |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
2nd Quorn Scout Group

**On accounts for the year
ended**

31 March 2021

Charity no

521773

Set out on pages

One

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 (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

B. J. Lowe

Date:

27 SEPT. 21

Name:

BRIAN LOWE

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

ASSOCIATE CHARTERED INSTITUTE OF
MANAGEMENT ACCOUNTANTS

Address:

7 SWINFIELD ROAD,
QUORN
LE12 8RJ