

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	<table border="1" style="width: 100%;"><tr><td>1st St Neots Scout Group</td></tr></table>	1st St Neots Scout Group														
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Other names the charity is known by	<table border="1" style="width: 100%;"><tr><td> </td></tr></table>															
Registered charity number (if any)	<table border="1" style="display: inline-table;"><tr><td>3</td><td>0</td><td>3</td><td>3</td><td>4</td><td>7</td></tr></table>	3	0	3	3	4	7									
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HQ registration number	<table border="1" style="display: inline-table;"><tr><td>1</td><td>0</td><td>0</td><td>0</td><td>9</td><td>9</td><td>8</td><td>8</td></tr></table>	1	0	0	0	9	9	8	8							
1	0	0	0	9	9	8	8									
Charity's principal address	<table border="1" style="width: 100%;"> <tr><td colspan="2">The Scout Hall</td></tr> <tr><td colspan="2">Bedford St</td></tr> <tr><td colspan="2">St Neots</td></tr> <tr> <td style="text-align: right;">Postcode</td> <td> <table border="1" style="display: inline-table;"><tr><td>P</td><td>E</td><td>1</td><td>9</td><td>1</td><td>A</td><td>X</td></tr></table> </td> </tr> </table>	The Scout Hall		Bedford St		St Neots		Postcode	<table border="1" style="display: inline-table;"><tr><td>P</td><td>E</td><td>1</td><td>9</td><td>1</td><td>A</td><td>X</td></tr></table>	P	E	1	9	1	A	X
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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	Keith Horn	Group Scout Leader	
2	Matt Griffin	Chair	until 27/6/19
3	Julie Keane	Treasurer	until 27/6/19
4	David Fitzgerald	Secretary	until 27/6/19
5	Gareth Howell	Chair	from 27/6/19
6	Klaudia Gorzynska	Treasurer	from 27/6/19
7	Sue Telling	Secretary	from 27/6/19
8	Graham Capper		
9	Catherine Gregorious		
10	Adam Wright		
11	Tim Ireland		from 27/6/19
12	Danielle Bridge		
13	Ewa Fron		
14	Stephen Gill		
15	Vanja Sutter		
16	John Routledge		from 27/6/19
17	Julie Keane		from 27/6/19
18			
19			

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

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 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. In addition, there is the Declaration of Trust, dated 30th September 1935.

How the charity is constituted

(e.g. trust, association, company)

The Group is an educational charity, established under rules which are common to all Scout Groups.

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 also the 'Charity Trustees' of the Scout Group. As charity trustees they are responsible for complying with any legislation applicable to charities. This includes: 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 they opt to take on the responsibility), elected members, nominated members and co-opted members. The Group Executive Committee meets 4/5 times a year.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee. They are also cleared by the Disclosure and Barring Service for working with children. The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment and is responsible for:

- The maintenance of Group's property;
- The raising of funds and the administration of Group finances;
- 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.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control</p> <p>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:</p> <p><i>Damage to the building, property and equipment.</i> This is assessed as a Medium risk with good controls. The building is equipped with fire detectors, alarms and extinguishers. 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.</p> <p><i>Injury to leaders, helpers, supporters and members.</i> This is assessed as a Medium risk with good controls. All Leaders are trained to minimise injury to themselves and others. Risk Assessments are undertaken before and during all activities. Through annual membership fees, The Group contributes to the Scout Association's national accident insurance policy.</p> <p><i>Reduced income from fund raising.</i> This is assessed as a Medium risk with reasonable controls. The Group is primarily reliant upon income from membership subscriptions and fundraising. The Group holds a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee has the option to raise subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p><i>Reduction or loss of leaders.</i> This is assessed as a Medium risk with reasonable controls. 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, this could result in the complete closure of the Group. The Group is always actively recruiting for additional Leaders.</p> <p><i>Reduction or loss of members.</i> Based on the predicted growth of St Neots and the demand for scouting, this is assessed as a Low risk. 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</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>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.</p> <p>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.</p> <p>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.</p>
Summary of the main activities in relation to these objects	<p>Each of the Group's six sections runs a full programme of weekly meetings and external events and activities. Throughout the year, there are opportunities provided for young people to go to overnight (and longer) camps; both in accomodation and under canvas.</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	
Public benefit statement	<p>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.</p>

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>The Group raised sufficient funds (by memberships subscription fees, fund-raising and hall lettings) to cover its costs. 2019 has been a further year of consolidation as we stabilise the Group after a period of rapid expansion in membership numbers.</p>

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>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 8 months running costs.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	<p>Investment Policy</p> <p>The Group's Income and Expenditure is small and as a consequence the Group 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.</p> <p>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.</p>

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)		
Full name(s)	Keith Horn	Gareth Howell
Position (eg Secretary, Chair)	Group Scout Leader	Chair
Date	<div style="display: flex; justify-content: space-around; padding: 0 10px;"> DDMMYY </div>	

1st St Neots Scout Group

Receipts and Payments Account

	For the period	1st Jan 2019	To	31st Dec 2019	
Receipts and payments				2019	2018
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	£	£	£	£	£
Receipts					
Donations, legacies and similar income					
Membership Subscriptions	£ 14,860	£ -	£ -	£ 14,860	£ 9,354
Less: Membership subscriptions paid on	£ (4,002)	£ -	£ -	£ (4,002)	£ (3,864)
Net membership subscriptions retained	£ 10,858	£ -	£ -	£ 10,858	£ 5,490
Camps & Events income	£ 8,555	£ -	£ -	£ 8,555	£ 7,045
Donations	£ 737	£ -	£ -	£ 737	£ 2,098
Legacies	£ -	£ -	£ -	£ -	£ -
Gift Aid	£ -	£ -	£ -	£ -	£ -
Other income	£ 5	£ -	£ -	£ 5	£ -
Sub Total	£ 20,155	£ -	£ -	£ 20,155	£ 14,633
Grants					
Maintenance grants	£ -	£ -	£ -	£ -	£ -
Other grants	£ -	£ -	£ -	£ -	£ -
New section grant	£ -	£ -	£ -	£ -	£ 3,000
Sub Total	£ -	£ -	£ -	£ -	£ 3,000
Fundraising (gross)					
Activities	£ 6,404	£ -	£ -	£ 6,404	£ 3,411
Other	£ 13	£ -	£ -	£ 13	£ -
Sub Total	£ 6,418	£ -	£ -	£ 6,418	£ 3,411
Investment income					
Bank Interest	£ -	£ -	£ -	£ -	£ 49
Hall hire	£ 4,869	£ -	£ -	£ 4,869	£ 6,000
Balancing transactions	£ -	£ -	£ -	£ -	£ (59)
Other investment income	£ -	£ -	£ -	£ -	£ -
Sub Total	£ 4,869	£ -	£ -	£ 4,869	£ 5,989
Total Gross Income	£ 31,441	£ -	£ -	£ 31,441	£ 27,033
Asset and investments sales, etc.	£ -	£ -	£ -	£ -	£ -
Total Receipts	£ 31,441	£ -	£ -	£ 31,441	£ 27,033
Payments					
Charitable Payments					
Youth programme and activities	£ (11,542)	£ -	£ -	£ (11,542)	£ (4,017)
Adult support & training	£ (79)	£ -	£ -	£ (79)	£ -
Rent & Rates	£ (553)	£ -	£ -	£ (553)	£ (298)
Utilities	£ (2,996)	£ -	£ -	£ (2,996)	£ (1,128)
Uniforms	£ -	£ -	£ -	£ -	£ -
Insurance	£ (1,221)	£ -	£ -	£ (1,221)	£ (1,179)
Hall redevelopment	£ (78)	£ -	£ -	£ (78)	£ (1,336)
Sundries	£ -	£ -	£ -	£ -	£ -
Refunds	£ -	£ -	£ -	£ -	£ -
Group expenditure	£ (3,041)	£ -	£ -	£ (3,041)	£ (7,900)
Cleaning	£ (1,615)	£ -	£ -	£ (1,615)	£ (769)
Donations	£ -	£ -	£ -	£ -	£ -
Bank charges	£ (1,106)	£ -	£ -	£ (1,106)	£ -
Sub Total	£ (22,232)	£ -	£ -	£ (22,232)	£ (16,627)
Fundraising Expenses					
Main activities	£ (2,188)	£ -	£ -	£ (2,188)	£ (770)
Other activities	£ -	£ -	£ -	£ -	£ -
Sub Total	£ (2,188)	£ -	£ -	£ (2,188)	£ (770)
Other Expenses					
Loan repayments	£ (7,400)	£ -	£ -	£ (7,400)	£ (14,850)
Loan Interest	£ (1,485)	£ -	£ -	£ (1,485)	£ -
Sub Total	£ (8,885)	£ -	£ -	£ (8,885)	£ (14,850)
Total Gross Expenditure	£ (33,305)	£ -	£ -	£ (33,305)	£ (32,247)
Asset & Investment Purchases	£ -	£ -	£ -	£ -	£ -
Total Payments	£ (33,305)	£ -	£ -	£ (33,305)	£ (32,247)
Excess/(Deficit) of Receipts over Payments	£ (1,863)	£ -	£ -	£ (1,863)	£ (5,213)
Brought forward from previous year	£ 11,983	£ -	£ -	£ 11,983	£ 17,196
Carried forward to next year	£ 10,120	£ -	£ -	£ 10,120	£ 11,983

1st St Neots Scout Group

Receipts and Payments Account

Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash funds	Group Account	£ 3,925	£ -	£ -
	Hall Account	£ 4,745	£ -	£ -
	Beavers Account		£ -	£ -
	Cubs Account		£ -	£ -
	Scouts Account	£ -		
	GoCardless	£ 0		
	Equals	£ 1,446		
	Temp Loans	£ 4	£ -	£ -
	Total cash funds	£ 10,120	£ -	£ -

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Other monetary assets		£ -	£ -	£ -

	Details	Fund to which asset bel	Cost (optional)	Current value (optional)
Investment assets	Scout Hall, Bedford St	Unrestricted	£ -	£ 150,000


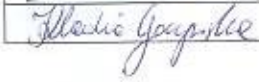
	Details	Fund to which asset bel	Cost (optional)	Current value (optional)
Assets retained for the charity's own use			£ -	£ -

	Details	Fund to which liability re	Amount due (opt)	When due (optional)
Liabilities	Scout Association Loan	Unrestricted	£ 48,000	2027
	County Scout Loan	Unrestricted	£ 4,300	2023
	District Scout Loan	Unrestricted	£ 4,300	2023

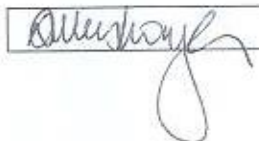
The above receipts & payments account and statement of assets & liabilities were approved by the Trustees on <<>> and signed by:

Group Scout Leader - Keith Horn

Treasurer - Klaudia Gorzynska

Signature	Print Name	Date of approval
	Keith Horn	20/06/2020
	Klaudia Gorzynska	12/06/2020

Independent Reviewer's Report - The attached Receipts & Payments and Statement of Assets & Liabilities have been examined by myself and are in accordance with books & vouchers. The receipts and payments as shown are, to the best of my knowledge, authorised transactions.

Signature	Print Name	Date of approval
	Christine Mushonga	18/06/2020

Examiner - Christine Mushonga (ACCA)

Note :

1st St Neots Scout Group

Receipts and Payments Account

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Brought forward from previous year	£ 11,983	£ -	£ -	£ 11,983	£ 17,196
Carried forward to next year	£ 10,120	£ -	£ -	£ 10,120	£ 11,983

1st St Neots Scout Group

Receipts and Payments Account

Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash funds	Group Account	£ 3,925	£ -	£ -
	Hall Account	£ 4,745	£ -	£ -
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	Cubs Account		£ -	£ -
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	GoCardless	£ 0		
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	Temp Loans	£ 4	£ -	£ -
	Total cash funds	£ 10,120	£ -	£ -

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Other monetary assets		£ -	£ -	£ -

	Details	Fund to which asset bel	Cost (optional)	Current value (optional)
Investment assets	Scout Hall, Bedford St	Unrestricted	£ -	£ 150,000



	Details	Fund to which asset bel	Cost (optional)	Current value (optional)
Assets retained for the charity's own use			£ -	£ -

	Details	Fund to which liability re	Amount due (opt)	When due (optional)
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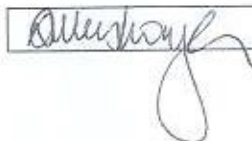
The above receipts & payments account and statement of assets & liabilities were approved by the Trustees on <<>> and signed by:

Group Scout Leader - Keith Horn

Treasurer - Klaudia Gorzynska

Signature	Print Name	Date of approval
	Keith Horn	20/06/2020
	Klaudia Gorzynska	12/06/2020

Independent Reviewer's Report - The attached Receipts & Payments and Statement of Assets & Liabilities have been examined by myself and are in accordance with books & vouchers. The receipts and payments as shown are, to the best of my knowledge, authorised transactions.

Signature	Print Name	Date of approval
	Christine Mushonga	18/06/2020

Examiner - Christine Mushonga (ACCA)

Note :