

Trustees' Annual Report

For the period

From (start date) 3 1 0 4 1 9 to end date 3 1 0 3 2 0

Section A

Reference and administration details

Charity name

2nd Chelmsford (Springfield) Scout Group

Other names the charity is known by

n/a

Registered charity number (if any)

2 6 8 6 8 3

Charity's principal address

Lawn Lane

Chelmsford

Essex

Postcode

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Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
1 Rob Jackson	Chairman	
2 Chris Chapman	Group Scout Leader	
3 Richard Spencer	Treasurer	
4 Kris Reynolds	Cub Scout Leader	
5 Robert Mann	Group Assistant	
6 Karen Cooper	Asst Grp Scout Ldr	
7 Victoria Darnell	Group Secretary	24Jul19-31Mar20
8 Samantha Leeder	Fundraising & Supporters	24Sep19-31Mar20
9 Paul Wickers	Scout Leader	21Sep19-31Mar20
10 Rebecca Puvanendran	Beaver Leader	20Sep19-31Mar20
11 Nicholas Ingham		21Sep19-31Mar20
12		
13		
14		
15		

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.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

Trustee selection methods

The Trustees are nominated members of the Group Executive Committee elected by the Group Annual General Meeting

(e.g. appointed by, elected by)

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, which include the 'Charity Trustees' of the Scout Group which is an educational charity. The charity trustees 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 Leaders, individual section/group leaders and parent's representation and meets every 3 months.

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.

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:

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.

Termination of Lease. The land on which the Scout Centre is built is subject to a 15 year lease from Essex County Council. The Group has maintained dialogue with ECC and there is no intention to break this. If the lease were terminated then an alternative base would be sought, as above.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy, and has its own personal injury policy with Unity Insurance. 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.

Risk and Internal Control

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.

National Emergency

A national emergency such as the current Covid-19 pandemic may mean the group cannot continue normal activities and fundraising. The Group leadership will put an alternative programme in place and make necessary adjustments to expenditure and income.

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 youth section meets weekly during term time with a programme of activities organised by the leaders in advance. Each youth section arranges at least one camp or sleepover per year. Other activities include handicraft, badge work, hikes, visits to museums and public services, and outdoor activities at our Riffhams woodland site. The Group participates in District and County scouting events.</p>
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>Springaree Group Camp. Investment in tents and camping equipment Scout wintercamp New cooker for the kitchen May Fayre and Christmas Bazaar fundraising and fun events. The March jumble sale was cancelled due to the national lockdown Installation of broadband internet connection Installation of CCTV and alarmed security system Agreement with Essex County Council for paid use of the Scout Centre by other community organisation. ECC have issued a "letter of comfort" which indicates they do not intend to invoke the lease break in 2021 Victoria Darnell appointed as Group secretary Chris Chapman 25 year service award Start of Scouting At Home programme in response to the national lockdown.</p>

Section E

Financial Review

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 £20K.

The Group held reserves of approximately £48K at year end. This is above the level required for operating expenses. However the Group have committed to replacing the roof of the scout centre (projected cost approx £50K) which will use up the reserves and require additional fundraising; at the moment this project is on hold due to the Covid-19 emergency.

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

There are no funds currently in deficit

• investment policy and objectives

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.

Section F

Other Optional Information

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

Normal scouting activities and fundraising are on hold due to the national lockdown; however a Scouting At Home programme is now in place including a "virtual camp" planned for April.

Subscriptions will be reduced by 50% during the lockdown, with allowance made delay or waive payments where necessary.

The Group have committed to replacing the roof of the scout centre (projected cost approx £50K); at the moment this project is on hold due to the Covid-19 emergency, which has impacted the roofing contractor, and Group fundraising. This will be reviewed, but the project is likely to be delayed

The Group plans for additional Sections to support more young people. The partnership with Guides will be extended, and with other youth organisations. The change to the conditions of the lease will allow use by Sea Cadets and other community groups.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Richard Spencer

Rob Jackson

Full name(s)

Richard Spencer

Rob Jackson

Position (eg Secretary, Chair)

Treasurer

Chairman

Date

26 04 20

03 05 20

2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year
from

01-Apr-19

To

31-Mar-20

Receipts and payments

2019/20

2018/19

Receipts

	£	£
Subscriptions & "Scouting" income		
Membership subscriptions	9,351.00	10,153.50
Less: Membership subscriptions paid on (National/County/Area/District)	(4,160.00)	(4,192.50)
Net membership subscriptions retained	5,191.00	5,961.00
Gift Aid	1,681.56	1,977.83
Gang Show Note 1	56.00	281.50
Youth programme and activities excluding camping	3,219.64	3,206.76
Contribution to camp costs	6,589.40	3,641.00
Sub total	16,737.60	15,068.09
Donations & Grants		
Donations from State Street volunteer time matching scheme	3,434.02	4,542.56
Donations from Lloyds volunteer time matching scheme	1,000.00	1,000.00
Donations for Roof Fund	417.61	-
Other Donations	287.46	55.00
Grants	-	-
Sub total	5,139.09	5,597.56
Fundraising (gross)		
Jumble Sale	2,466.31	3,135.60
May Fayre	1,868.29	1,517.71
Christmas Bazaar	1,860.65	1,770.19
Social Events	509.00	428.27
Other fundraising activities	70.81	51.18
Sub total	6,775.06	6,902.95
Investment income		
Bank interest	-	-
Income for use of hall	780.00	1,630.00
Other investment income	-	-
Sub total	780.00	1,630.00
Total Gross Income	29,431.75	29,198.60
Asset and investment sales, etc.	-	-
Total receipts	29,431.75	29,198.60

2nd Chelmsford (Springfield) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year

01-Apr-19

To

31-Mar-20

Receipts and payments

2019/20

2018/19

Payments

	£	£
"Scouting" expenses		
Youth programme and activities excluding camping	7,443.96	5,748.89
Contribution to camp costs	6,875.56	3,583.83
Gang Show Note 1	-	564.00
Materials and equipment	1,875.09	445.87
Adult support and training	-	-
Uniforms	-	-
Sub total	16,194.61	10,342.59
Property expenses		
Lease payment	400.00	400.00
Water and Sewerage	125.71	67.75
Electricity and Gas	697.68	2,132.86
Communications	289.20	-
Insurance	3,260.92	3,170.01
Repairs and Renewals	3,353.61	2,938.75
Sub total	8,127.12	8,709.37
Charity running expenses		
AGM and trustee expenses	-	-
General admin expenses	109.45	100.98
Sub total	109.45	100.98
Fundraising expenses		
Jumble Sale & Sundries	4.00	53.41
May Fayre	32.94	32.50
Christmas Bazaar	4.98	24.56
Social Events	32.00	51.27
Other fundraising costs	-	-
Sub total	73.92	161.74
Total Gross Expenditure	24,505.10	19,314.68
Asset and investment purchases, etc.	-	-
Total payments	24,505.10	19,314.68
Net of receipts/(payments)	4,926.65	9,883.92
Net assets from last year end	43,090.23	33,206.31
Net Assets this year end	48,016.88	43,090.23

2nd Chelmsford (Springfield) Scout Group

Statement of assets and liabilities at the end of the year

	31st March 2020	31st March 2019
	£	£
Cash funds		
Bank current account - Santander	22,915.39	20,682.85
Bank Current account - CAF Bank	25,401.79	20,717.85
Bank deposit account	-	-
The Scout Association Short Term Investment Service	-	-
Group Cash Account	224.27	1,140.53
Section Petty Cash	685.43	1,349.00
Total cash funds	49,226.88	43,890.23
Other monetary assets		
Tax claim	-	-
Insurance claim	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Land and buildings Note 2	-	-
Scouting equipment, furniture etc Note 3	-	-
Other	-	-
Sub total	-	-
Liabilities		
Expenses incurred but not invoiced - Lease payments Note 4	-1,200.00	-800.00
Other liabilities	-10.00	-
Sub total	-1,210.00	-800.00
NET ASSETS	48,016.88	43,090.23

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on [Pending Approval] and signed on their behalf by:

Signature	
date 31/5/2020	
date 1/5/2020	

Print Name	
Rob Jackson, Group Chair	
Richard Spencer, Treasurer	

Notes

Note 1: Gang Show payments received in FY2019-20 for tickets bought FY2018-19. There was no Gang Show in 2020.

Note 2: The Group benefits from a lease dated 29th September 2016 between Essex County Council and The Scout Association over land to the east of Lawn Lane, Springfield. The term of the lease is till 29th September 2031. The lease is subject to various restrictive covenants which essentially restrict the value of the lease and buildings thereon to the current purpose only. On 1st July 2019 The insured value of buildings was £569,495. The Group also owns the freehold on woodland at Riffhams, Danbury. The woodland is overseen by English Nature and subject to restrict its use to the current purpose only. Therefore no monetary value is attributed in the accounts and any expenditure is not capitalised.

Note 3: The Group holds camping and other equipment which the Trustees consider necessary to achieve its aims. Due to the relatively specialised nature of the equipment the Trustees have decided not to attribute any monetary value in the accounts and any expenditure is not capitalised. The equipment is currently insured on a new for old basis £25,322

Note 4: The annual £400 lease payment due under the lease has not been invoiced by the Freeholder but has been expensed through the accounts each year.

**Independent Examiner's Report to the Trustees of the
2nd CHELMSFORD (SPRINGFIELD) SCOUT GROUP
Registered Charity no. 268683 (the "Group")**

I report on the accounts of the Group for the year ended 31st March 2020 which were set out on pages 1 to 3

This report is made solely to the trustees of the Group in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the Group'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 Group'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, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's constitution have not been met.



Name: Alexander Wilson
Qualification: Chartered Banker & MCIB
Address: 3 Alyssum Close, Chelmsford, CM1 6YF
Date: 26 July 2020

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For the year
from

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Basis of Independent Examiner's report

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Name: Alexander Wilson
Qualification: Chartered Banker & MCIB
Address: 3 Alyssum Close, Chelmsford, CM1 6YF
Date: 26 July 2020