

Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	0	3	2	0
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Charity name

8th Alton Scout Group

Other names the charity is known by

Registered charity number (if any)

2	9	2	3	3	1
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HQ registration number

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Charity's principal address

The Cabin

Anstey Park

Alton

Postcode

G U 3 4 2 N B

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	JOHN LEWIS	CHAIR	
2	DAVID PHIPPS	VICE CHAIR	
3	PAUL CRANSTON	GSL	
4	REBECCA WRIGHT	TREASURER	
5	ALISON CASSIDY	SECRETARY	
6	JOANNE LEWIS	AGSL	
7	ANDREW GEORGE		Resigned 13/11/2019
8	SUSAN DANE		
9	MARK SWAIN		
10	MICHELLE JOHNSON		
11	SUSAN HOW	AGSL	
12	LISA WEBB	AGSL	
13	TREVOR MALKIN		
14	DAN WARFIELD		Appointed 10/07/2019
15			

Names and addresses of advisers (optional information but encouraged as best practice)

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:

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;
b) trustee' consideration of major risks and the systems and procedures to manage them

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 representation and meets every 2 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.

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.

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

- Weekly, term-time, structured section meetings
- A schedule of planned activities to enhance and develop learning and confidence
- Working towards badges or other developmental activities
- Active encouragement to support group fundraising and community activities
- Opportunities to participate in camps and sleepovers

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.



Summary of the main achievements of the charity during the year

In the year 2019 - 2020 the Group has achieved the following significant milestones:

- Assisted with Scouts and Explorers in preparation and development of participating in overseas Scouting adventures
- Purchased new tents for use by the Group
- Assisted a local resident to develop a woodland site for use by the community and scouts
- Fundraising at various community events to contribute to the Group funds
- Invested a good number of new beavers, cubs, scouts, explorers and leaders
- Supported district events such as St George's Day and Remembrance Day



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 3 months running costs, £15,000.

The Group held reserves of approximately £48,000 against this at year end. This is above the level required for operating expenses. However, there are further repairs and renewals to make. The Group is also currently looking at improving the hygiene facilities at the Cabin including an accessible toilet and shower

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

The Group's Income and Expenditure is very small and as a consequence 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.

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.

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

The Group is currently in a healthy financial position. The Exec are looking at investing in property and/or improving the current hygiene facilities at the Cabin.

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

Signed on behalf of the charity's trustees

Signature(s)

Rebecca Wright

John Lewis

Full name(s)

Rebecca Wright

John Lewis

Position (eg Secretary, Chair)

Treasurer

Chair

Date

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8th Alton Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-19	To	31-Mar-20
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Receipts and payments

	2019/20	2018/19
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	20,724	22,030
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	20,724	22,030
Donations	1,756	3,302
Insurance claim	-	2,400
Gift Aid	4,707	5,016
Other similar income	-	-
Sub total	27,187	32,748
Grants		
Maintenance grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising income		
Central	2,849	2,766
Sub total	2,849	2,766
Section receipts		
Scouts		
Sections	17,225	18,074
Other fundraising activities	-	-
Sub total	17,225	18,074
Investment income		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	18	27
Property Rent income	11,132	9,732
Other investment income	-	-
Sub total	11,150	9,759
Total Gross Income	58,412	63,348
Asset and investment sales, etc.	-	-
Total receipts	58,412	63,348

8th Alton Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-19	To	31-Mar-20
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Receipts and payments

	2019/20	2018/19
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Adult support and training	532	270
Rent	2,500	2,500
Water and Sewerage	-	380
Electricity and Gas	2,347	1,395
Insurance	2,892	2,318
Repairs and Renewals	5,332	6,864
Subscriptions	391	550
Materials and equipment	2,517	10,281
Printing and photocopying	-	46
Contribution to camp costs		
Badges & Uniforms	2,737	814
AGM and trustee expenses	683	304
Other costs Mini bus	1,545	1,959
Other costs capitation	8,880	8,342
Other costs phone	193	208
Other costs misc	114	806
Sub total	30,662	37,036
Fundraising expenses		
Central	550	854
Building extension / improvements	400	55
Section payments		
scouts	-	-
sections	23,687	25,715
Other fundraising costs	-	-
Sub total	24,637	26,624
Total Gross Expenditure	55,299	63,660
Asset and investment purchases, etc.	-	-
Total payments	55,299	63,660
Net of receipts/(payments)	3,113	-313
Cash funds last year end	45,222	45,535
Cash funds this year end	48,334	45,222

Statement of assets and liabilities at the end of the year

	31st March 2020	31st March 2019
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	43,092	39,998
Bank deposit account	0	-
Building society account	0	-
The Scout Association Short Term Investment Service	5,242	5,224
Cash/Floats	0	-
Total cash funds	48,334	45,222
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	-	-
Other stock	-	-
Land and buildings	225,000	225,000
Motor vehicles	1,000	1,000
Scouting equipment, furniture etc	10,000	10,000
Other	-	-
Sub total	236,000	236,000
Liabilities		
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 10/09/2020 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature



Print Name

JOHN LEWIS Chair

REBECCA WRIGHT Treasurer

Template 2: Unqualified report for a non-company charity preparing accruals accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 8th Alton Scout Council

I report to the trustees on my examination of the accounts of the 8th Alton Scout Group for the year ended 31 Mar 2020.

Responsibilities and basis of report

As the charity trustees of the 8th Alton Scout Group 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 8th Alton Scout Group 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 8th Alton Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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:



Name: Glen Sadler

Relevant professional qualification or membership of professional bodies (if any): ACMA

Address: 39 Kings Road, Alton, GU34 1PX

Date: 14th October 2020