

10TH WIDNES ST MICHAELS CHURCH OF ENGLAND SCOUT GROUP

Trustees Annual Report

From 1st January 2019 to 31st December 2019

1 Reference and Administration Details

Charity Name: 10th Widnes St Michaels C of E Scout Group
Other names Hough Green Scouts
Charity Number: 701064
Scout registration 6660XS
Principal Address: 4 Hall Avenue, Widnes WA8 8XS

1.1 Trustees

Nicholas Walker	Group Chair
Gary Austin	Group Secretary
Susan Rosbottom	Group Treasurer
Karen Foggin	Group Scout Leader
Leza Walker	Group Deputy Chair
Elizabeth Ainsworth	Executive Committee Member
Colin Rosbottom	Executive Committee Member
Rachel Cooper	Beaver Leader
Amanda Brown	Assistant Beaver Leader
Alison Ryan	Assistant Beaver Leader
Jamie Foulger	Cub Leader
David Worthington	Assistant Scout Leader
Richard Hamilton	Assistant Scout Leader
Jael Casas	Assistant Scout Leader
Emily Brown	Assistant Scout Leader
Jack Woodward	Assistant Scout Leader
Josh Foulger	QM & Group Assistant

2 Structure, Governance and Management

2.1 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 (POR) of the Scout Association.

2.2 Group Scout Council

The Group Scout Council is the electoral body to which the Group Executive Committee is accountable. Membership of the Group Scout Council is open to:

- Scouters
- Group Active Support Managers and members
- Colony Pack and Troop Assistants
- Skills Instructors
- Administrators
- Advisers
- Patrol Leaders

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- All Parents of Beavers, Cubs and Scouts
- The sponsoring authority or its nominee
- Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council
- The District Commissioner and District Chair are ex-officio members of the Group Scout Council.

2.3 Constitution

The Group is a trust established under the Policy, Organisation and Rules of the Scout Association.

2.4 Trustee Selection

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

2.5 Group Executive Committee

The Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

Members of the Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of The Scout Association
- Protect and maintain any property and equipment owned by and/or used by the Group
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fund-raising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- The opening, closure and amalgamation of sections as necessary.
- And all other duties as set out in Policy, Organisation and Rules.

2.6 Risk and Internal Control

The Group Executive Committee has identified the major risks to which they believe the Group is exposed which are:

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2.6.1 Injury to Leaders, Helpers, Supporters or Members

The Group supports compliance with the Safety Policy and ensures appropriate risk assessment; elimination, reduction and control measures are taken to reduce the likelihood of any injuries.

In addition, through membership fees, the Group contributes to the Scout Association's national accident insurance policy.

2.6.2 Damage to Buildings, Property or Equipment

The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

2.6.3 Reduced Income from Subscriptions and Fund Raising

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group holds adequate reserves to ensure the continuity of activities should there be a major reduction in income. The committee could also raise the value of subscriptions to increase the Group income either temporarily or permanently.

2.6.4 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 volunteers to an unacceptable level, then there would have to be a contraction, consolidation or closure of activities or sections.

2.6.5 Reduction or Loss of Members

If there were a reduction in membership of a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section.

3 Objectives and Activities

The primary objective of the Group is that of the Scout Association generally, namely:

'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:

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- 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 cooperate 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.

The activities of the Group are:

- The provision of the Scouting programme for 6-14 year old members

4 Achievements and Performance

Fundraising - Despite restrictions imposed by St Michaels P.O.C. regarding use of HQ premises and outside space, our fundraising efforts this year brought in a welcome £3096.11. This included solicited donations totalling £300 from Halton Borough Council, a valued regular supporter. Of note, Scout and Group bag packs raised £621.13 and £1,102.32 respectively, and our consistently popular Christmas Fair made £467.31 profit. £350.35 was raised via 'Smarties' tubes, and our quiz raised £255. Halton Play Council approved a 'Splash' grant to us of £280, but clearance of our corresponding invoice was pending at 31st December 2019. Levy received in time to be included in these accounts totalled £2194.

Building projects - We continue to ring-fence bequest monies totalling £143,648.80 from the estate of Mr Kenneth Dean for our 'building fund'. These monies may be utilised as contingency, exceptionally, and subject to the approval of the Group Executive Committee.

4.1 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.

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5 Financial Review

5.1 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, and so the Group Executive Committee aims to maintain £5K as contingency.

Accordingly, the Group maintained this amount at year end. This is below the level required for operating expenses over 12 months. However, monies restricted for our 'building fund' may be utilised as contingency, exceptionally, and subject to the approval of the Group Executive Committee.

5.2 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.

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5.3 Financial Statement for Financial Year Ending 31st December 2019

		Income	Expenses	Net
Opening Balances	Sub-total	159,259.80		159,259.80
Sections				
Loans and Grants			(280.00)	(280.00)
Beavers		1,156.00	(703.00)	453.00
Cubs			(14.50)	(14.50)
Scouts		390.74	(884.34)	(493.60)
Levy		2,194.00		2,194.00
	Sub-total	3,740.74	(1,881.84)	1,858.90
Capitation	Sub-total	1,804.00	(2,065.50)	(261.50)
HQ				
Repairs and Renewals			(960.53)	(960.53)
Heating and Lighting			(768.00)	(768.00)
Insurance			(2,407.92)	(2,407.92)
Rent			(52.00)	(52.00)
Cleaning			(565.77)	(565.77)
Utilities			(147.48)	(147.48)
HBC Non Domestic Rates			(140.24)	(140.24)
Stores and Equipment			(60.00)	(60.00)
	Sub-total		(5,101.94)	(5,101.94)
Fund Raisers				
Christmas Fayre		638.20	(170.89)	467.31
Donations - Solicited		300.00		300.00
Quiz Night		303.40	(48.40)	255.00
Scout Bag Pack		621.13		621.13
Group Bag Pack		1,102.32		1,102.32
Smartie Tubes		390.40	(40.05)	350.35
	Sub-total	3,355.45	(259.34)	3,096.11
Miscellaneous				
Licenses and Fees			(20.00)	(20.00)
Interest/Gift Aid		730.93		730.93
Sundry Expenses			(356.33)	(356.33)
Group Camp			(50.00)	(50.00)
	Sub-total	730.93	(426.33)	304.60
Total Income and Expenditure		168,890.92	(9,734.95)	159,155.97
Closing Balance c/fwd				159,155.97

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NOTES:

1. The Financial Statement was prepared using the Receipts and Payments basis.
2. The movements in restricted funds during the year were:

STATEMENT OF ASSETS AND LIABILITIES

	Unrestricted £	Restricted £	Total £
Cash/Bank funds	4,169.59	154,986.38	159,155.97
350CHF cash held over from Summer 2010 activity trip to Kandersteg, Switzerland, but no other monetary assets.			
Investment assets (see Note 3)	6,200.00		6,200.00
No Liabilities (see Note 4)			

3. Fixed asset owned by the Group is the HQ building at Hall Avenue, rateable value £6200. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable furnishings and the contents of the stores (tentage, etc.).

4. No liabilities to record on the Statement of Assets and Liabilities; no bills/costs outstanding for works, services, or goods.

MOVEMENTS IN RESTRICTED FUNDS DURING THE YEAR

	Balance B/Forward £	Receipts £	Payments £	Balance C/Forward £
Camps	1,105.64		-50.00	1,055.64
Contingency	5,000.00			5,000.00
International Fund	1,739.97			1,739.97
Woggle	1,000.00			1,000.00
Sections	1,975.94	2,167.87	-1,601.84	2,541.97
Bequest from Mr Kenneth Dean	142,931.99	716.81		143,648.80
	153,753.54	2,884.68	-1,651.84	154,986.38

Accounts prepared by *Sue Rosbottom* (Group Treasurer)
(Signed on hard copy)

Accounts checked by *Jayne Vernon* (AAT Qualified)
(Signed on hard copy)

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Independent Examiner's Report to the trustees/members of 10th Widnes St Michaels C of E Scout Group

Report on the accounts for the year ended 31st December 2019 which are set out earlier in this document.

Retrospective responsibilities of trustees and examiner - An independent examination is needed for this year and will fulfil the requirements of the Charity Commission. It is my responsibility to examine the accounts, and state whether particular matters have come to my attention.

Basis of examiner's statement - In the course of 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 comprehensive accounting records; and
 - to prepare accounts which accord with the accounting records and comply with accounting requirements; 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.

.....*Jayne Vernon* (Signed on hard copy)

6 Future Major Projects

The Group Executive Committee is planning to put new flooring throughout the building, and also intends to clear the area at the back of the storage containers for an outdoor activity area

7 Declaration

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

Signed on behalf of the charity's trustees:

Full Name: **Karen Foggin**

Position: **Group Scout Leader**

Signature:

Date:

Full Name: **Nick Walker**

Position: **Group Chair**

Signature:

Date: