

1st Fatfield Scout Group Annual Report & Accounts Year to 31st March 2020

1st Fatfield Scouts Group Annual Report & Accounts
Year to 31 March 2019

Trustees – ex officio

Chairman	Mr I Sime
Secretary	Mrs McLoughlin
Treasurer	Mr S Wayman
Temporary Group Scout Leader	Mr K Wilson
AGSL	Mr M Madden
Beaver Section Leaders	Mrs K Turnbull
Cub Section Leaders	Mrs H Lyle (resigned 24/12/2019)
	Mrs A Kirby (resigned 01/09/2019)
	Mr N Stoker (From 01/09/2019)
Scout Section Leaders	Mr B Lyle
	Mr P Allman
Under 25's Representative	Miss R Star

Trustees – nominated

Other Trustee	Mrs J Young (resigned 31/03/2019)
Other Trustee	Mrs G Cowey (resigned 31/03/2019)
Other Trustee	Mr Simon Thompson

Bankers

CAF Bank

Scout registration number

22571

Charity registration number

507923

Charity principal address

Duxbury Park
Fatfield
Washington
NE38 8BJ

Contact name

Mr S Wayman

1st Fatfield Scouts Group Annual Report & Accounts

Year to 31 March 2020

Trustees Report

Introduction

The Trustees have pleasure in presenting their annual report and financial statements for the year ended 31st March 2020.

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.

Objectives of the Group

The group was established in 1941 by the adoption of the POR by the founding group leaders, who acted as trustees. The group's aim, in common with that of the Scout Association, is the physical, mental and spiritual development of young people.

Organisation

The group is managed by the trustees, who meet on a regular basis to discuss all aspects of day to day running. The leaders of the group are trustees by virtue of their position as a leader. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Risk and Internal Control

The trustees assess the major strategic and operational risks faced by the group on an ongoing basis and react as necessary to mitigate these risks. We arrange insurances to cover liability, personal accident and injury to young people and leaders as well as adequate insurance cover for camping and activity equipment.

In addition to comprehensive insurance provision, the group also has in place systems of internal control that are designed to provide reasonable assurance against material mismanagement or loss, this includes two signatories for all payments.

Public Benefit Statement

The group meets the Charity Commission's public benefit criteria under both the advancement of education and the citizenship or community development headings.

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Trustees Report (cont.)

Review of activities and future developments (prepared by the Treasurer)

The group's census at 31st January 2020 showed our membership numbers including leaders as 172 an increase of 3 compared to January 2019.

During the past successful Scouting year, the group has organised a number of events for all members including Summer Camp, and Bonfire Night to mention a few plus internal activities to help develop our young members.

Receipts for 2020 are down compared to 2019, within this there are some material changes to the Group's income. Subscription income remains broadly in line with the previous financial year totalling £24,218 (2018/19 £24,365) however the Group's contribution to National Headquarters and Durham Scout County increased reflecting the rising cost of managing and maintaining this central support function to local scout groups.

The Group has not submitted a claim to the Gift Aid scheme in 2019/20. This will be submitted in 2020/21 and will cover both the 2019/20 and 2020/21 scouting financial year; thank you to all members who continue to support the use of the Gift Aid scheme.

One grant application was submitted to and approved by Teekay Petrojarl in 2019/20 totalling £463.15.

In terms of payments, premises costs increased totalling £7,786 (2018//19 £6,148), the increase is attributable to the cost of grounds maintenance and repairs undertaken to the scout hut heating system..

The group continued to repay its loan to the Durham Scout County, payments totalling £442 (2018/19 £504) were made during the course of 2019/20 leaving a remaining liability of £442 (2018/19 £946 restated).

Policy on reserves and current position

In general, it is the group's aim to maintain sufficient funds to ensure the success of its activities and provide a contingency to support equipment replacement and unforeseen expenses at short notice.

Current balances as at 31 March 2020 are higher than what would normally be considered necessary to maintain day to day activities for the Group. The Scout Association recommends six months operating costs to ensure a Group can operate during unforeseen circumstances. For 1st Fatfield this is considered to be around £7,000 to £8,000.

The Group currently has balances totalling £32,222 (2018/19 £27,003). The balance is higher than planned but necessary to ensure the group has sufficient funds to invest in the current and future membership. The Executive Committee has undertaken a building survey, this has informed where investment is needed within the main site building. Work

is planned to take place to repair the kitchen and toilet floors and to repair/update the heating and electrical systems. Funding has also been set aside as a contribution to support the future replacement of the minibus.

In addition to cash reserves held, the Group also sets aside approximately £2,500 each year within its budget as a contingency should additional work to the building or equipment repairs etc. be required.

Grantmaking policy

The group does not have a policy in respect of making grants.

Investment policy

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 using only mainstream banks or building societies.

Post Balance Sheet events.

Following the closure of the 2019/20 financial position, the Group has been significantly impacted by the Covid-19 pandemic. Following Government advice the Group has ceased all face to face scouting activities and closed the building to all members and leaders. At the time of writing it was not known when charitable activities will be able to return and in what form.

To mitigate financial risk a grant application was made under the Small Business Grant Funding scheme. The application was successful with the Group receiving £10,000 in April 2020, this will provide financial resilience to the Group's fixed costs during the period of closure.

Approval of the trustees' report

Approved by the trustees on 14th September 2020 and signed on their behalf by:

Mr S Wayman
Group Treasurer

**1st Fatfield Scouts Annual Report and Accounts
Year 31 March 2020**

Receipts and Payments Account

	2020	2019
	£	£
	Actual	Actual
Total receipts for the year	32,971.14	35,345.63
Total payments for the year	(27,752.35)	(29,369.12)
Net receipts + / - payments for the year	5,218.79	5,976.51
Cash, bank and similar funds at start of year	27,003.36	21,026.85
Cash, bank and similar funds at end of year	32,222.15	27,003.36

The above account and accompanying statements of assets and liabilities were approved by the trustees on 14 September 2020 and signed on their behalf by:

Mr K Wilson, Group Manager

Mr S Wayman, Group Treasurer

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Receipts

	2020	2019
	£	£
	Actual	Actual
Membership and subscription income		
Membership subscriptions	24,218.00	24,635.00
Less paid - Capitation	-7,482.00	-6,929.00
Total membership subscriptions	16,736.00	17,706.00
Other Income		
Investment income - bank interest	30.06	14.51
Gift aid	0.00	5,589.57
Donations	0.00	41.89
Grants	463.15	0.00
Neckers / Hoodies income	60.00	0.00
Fund raising	0.00	648.44
Hire of scout hut	945.12	320.00
Hire of minibus to external groups	993.30	1,621.65
Camping	10,767.45	5,626.00
Activity income	2,976.06	3,777.57
Total other income	16,235.14	17,639.63
Total receipts for the year	32,971.14	35,345.63

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Payments

	2020	2019
	£	£
	Actual	Actual
Premises		
Utilities	(2,261.47)	(1,963.71)
Rates - council tax	(163.72)	(150.37)
Cleaning	(101.57)	(220.56)
Insurance	(1,831.27)	(1,662.53)
Ground rent	(5.00)	(5.00)
Gardening	(1,040.00)	(640.00)
Repairs and Maintenance	(1,941.13)	(684.99)
Broadband	0.00	(317.58)
Scout District Loan	(442.00)	(504.00)
Total premises expenditure payments	(7,786.16)	(6,148.74)
Administration Expenses	0.00	(378.00)
Group activity payments		
Group activities	(7,380.66)	(10,185.13)
Equipment purchases	(390.84)	(923.92)
Neckers / Hoodies / Scout shop items	(2,224.61)	(1,092.27)
Training	(295.00)	(308.28)
Camping	(6,543.88)	(6,804.06)
Fund raising	0.00	(177.60)
AGM and other meetings	(400.00)	(400.00)
Minibus use	0.00	(30.55)
Other	(471.64)	(150.00)
Total group activity payments	(17,706.63)	(20,071.81)
Minibus payments		
Insurance	(865.50)	(935.21)
Repairs and Maintenance	(395.73)	(964.71)
Fuel	(833.33)	(705.65)
Road fund license	(165.00)	(165.00)
Total minibus payments	(2,259.56)	(2,770.57)
Total payments for the year	(27,752.35)	(29,369.12)

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Statement of Assets and Liabilities

	2020	2019
	£	(restated)
	£	£
Monetary assets		
Cash account	1,122.20	6,707.21
Minibus account	7,584.37	3,910.63
Deposit account	23,515.58	16,285.52
Scouts and Cubs floats	0.00	100.00
Total monetary assets	32,222.15	27,003.36
Non-monetary assets		
Scout Headquarters		
Minibus	4,500.00	5,000.00
Total non-monetary assets	4,500.00	5,000.00
Liabilities	-442.00	-946.00
Net Assets	36,280.15	31,057.36

2019 outstanding loan liability has been amended to correctly report two years outstanding.

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Notes to the Accounts

Accounting Policies

- Income shown in the Receipts and Payments Account is before deduction of any expenses.
- Non-monetary assets shown in the Statement of Assets & Liabilities were given an estimated valuation by the trustees based on their knowledge of the assets involved and their age and condition.
- These accounts have been prepared in accordance with the Statement of Recommended Practice *Accounting and Reporting by Charities*, as applicable to the Group.
- The accounts have been prepared on a receipts and payments basis.

Independent Examiner's Report to the Trustees of 1st Fatfield Scout Group

I report on the accounts of the Group for the year ended 31st March 2020.

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 43(2) of the Charities Act 1993 ("the 1993 Act") and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under Section 43(3)(a) of the 1993 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the 1993 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements;

- to keep accounting records in accordance with Section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name	Callum Stinger
Qualification	Accounting Technician
Date	12 September 2020