



## RECORD OF ANNUAL GENERAL MEETING

DATE OF MEETING: 7.00pm 24<sup>h</sup> September, 2020 held via Zoom

ITEM	MATTERS DISCUSSED / AGREED
1	<p><b><u>Welcome</u></b></p> <p>The meeting was opened by Chris Patmore (Chair). He thanked everyone for attending. The meeting invitation had been sent to all parents and leaders.</p> <p>Richard Hartley (GSL) continued:-</p> <p>Good evening and welcome to the 2020 annual general meeting of 1st Leverstock Green Scout Group. This year's AGM is a little different to previous years, for the first time we are holding it online.</p> <p>In previous years, as part of the AGM, we have held an evening for Young People and parents, including activities, a film about the year and a BBQ. This year, we have decided to run only the business part of the annual meeting.</p> <p>I am joined this evening by the Scout Group Chair, Chris, as well as a number of my leader team and members of the Executive Committee.</p> <p>The annual report, treasurer's report and minutes from the previous AGM were distributed by email and Facebook to members.</p>
2	<p><b><u>Group Scout Leader</u></b></p> <p>This is my sixth AGM as Group Scout Leader and it remains a privilege to be involved in such an active and exciting Scout Group.</p> <p>Looking at the 2019-2020 year, the Group has provided activities and adventures for 150 Beavers, Cubs and Scouts, including camps, weekends away, Beaver sleepovers, fire-lighting, orienteering and much more. This year we decided to support and raise money for the Essex and Hertfordshire Air Ambulance, and to date have raised nearly £400.</p> <p>As well as our 150 young members, we have a waiting list with some 40 names on it.</p> <p>The Scout Group continues to be a part of the local community. We support the Leverstock Green summer fair, fireworks displays in the village and at Hobbs Hill Wood school, and the Remembrance Day activities in November. This year the Beavers took part in Hemel Rocks, painting their rocks and hiding them in the local community.</p> <p>None of this would be possible without my leader team, and I extend my thanks to them all for their time, their dedication and their efforts with our young people.</p>

3	<p><b><u>Committee Nominations for 2019/2020</u></b></p> <p>RHartley nominated CP to continue being the Chair. CP agreed.</p> <p>CP thanked RHartley and the rest of the Exec committee for their work over the previous year. The Executive committee runs the building, the administration and maintenance and legal aspects of the group. Special thanks was made to Richie Hollis for his efforts organising the improvements to the HQ's flooring and skirting boards.</p> <p>The AGM minutes and audited accounts need to be submitted to the Charities Commission before January to maintain the charity status.</p> <p>The committee is made up of section leaders, nominated and elected members.</p> <p>CP talked about the refurbishment of the HQ and thanked those that helped in the project.</p> <p>The Chair (CP) nominated Claire Atkins as the Secretary (agreed) and Gill Barling as the Treasurer (agreed).</p> <p>All Section Leaders are ex-officio members of the Executive Committee.</p> <p>Nominated members of the Executive Committee are Marion Fenn (Membership Secretary) (agreed) and Richie Hollis (agreed).</p> <p>Elected members of the Executive Committee are as follows - Joanna Hartley (agreed), Patrick Wilks (agreed), and Mick Gurney (agreed).</p> <p>There is a parent who is a former tax inspector who is interested in joining the committee which would be a particular help with Gift Aid and tax issues.</p>
5	<p><b><u>Awards</u></b></p> <p>RHartley - It is our custom that each year we recognise the Young People who have contributed the most, engaged the most or benefitted the most from their time with the Scout Group.</p> <p>This year is no different, and I am pleased to announce that for Kestrel Pack, the Best Cub for 2019/2020 is Ollie Millar. My congratulations to Ollie. Your certificate will be given to you during a weekly meeting.</p> <p>I'd like to close the meeting with a reflection on Scouting since March this year.</p> <p>In March, Scouting, like the rest of the country, went into lockdown. We stopped holding face to face meetings and we paused the collection of monthly subscriptions. Our Scout Group faced some real challenges in this period, as did many other people. During lockdown, the resolve of Scouting shone through.</p> <p>We ran plenty of online meetings and we ran an online virtual camp. I know none of these things are quite as exciting as</p>

	<p>lighting a fire or camping for real, but we did the best we can, and I am both grateful and proud of my leader team and our parents and young people for keeping the Group going.</p>
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	<p>We have recently started face to face meetings again, and it's fantastic to see Leverstock Green Beavers, Cubs and Scouts meeting for real and enjoying their activities.</p>
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	<p>I'd like to thank you for supporting your Scout Group and for joining us this evening.</p>
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	<p>The AGM ended at 7.15pm</p>
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EXPENSES FOR THE YEAR ENDED 31 MARCH 2020					
	Notes	Expenses	Netted by direct receipts	Subtotals	LG reference
<b>Premises:</b>					
Rent		449.15			7000
Water & Sewage		966.48			7002
Electricity		1600.00			7105
Gas		481.58			7106
Telephone		60.00			7302
Buildings + contents insurance		1408.91			7604
Refuse disposal		642.68			7003
Cleaning		936.61			7501
Premises expenses		2961.31		2961.31	7503,7500
<b>Activities:</b>					
Summer Camp 2021		100.00			5207
Summer camp 2020		411.36	10483.30		5209
Summer camp 2019		12783.88	4942.62		6000
Pack hols/pack camps		2171.53	2373.30		5205,6100
Night hikes					5001
TRANSFER TO HTB BOND ACCTS					1211,1212,1213
Other		2503.67	2078.90	-1907.68	5208,5206
<b>Admin &amp; other establishment:</b>					
Section expenses	Note 2	1414.00			6204
Stationery / postage		20.27			7301
Sundry		955.47	125.76	6202,6206,6205,7701,4600,	
Van expenses		2747.80			7504
Badges		1175.78			6201
General equipment		1764.66	5.00	1633.90	20
<b>TOTAL</b>		35555.14	20008.88	2687.53	

Expenses explained above	35555.14	
Add Expenses shown on Receipts sheet as "netted by direct expenses"	8888.77	
Movement in Section Expenses	-310.66	see below
	<u>44133.25</u>	

Cash Transferred to Hampshire Trust Bank 30000.00

Overall total - Expenses + Cash Transfer 74133.25

Total expenses per Sage account 1200	74443.91
Movement in Section Expenses	-310.66
Control total	74133.25

Note 2  
Posted to Section Expense Account 6204 **1,414.00** Sage TIES UP WITH EXPENSE REPORT

Actual expensed balance 1103.34 Adjusted for actual cash expensed in the Sections

Movement in Section Expenses 310.66

**RECEIPTS FOR THE YEAR ENDED 31 MARCH 2020**

	<b>Receipts</b>	<b>Netted by direct expenses</b>	<b>Subtotals</b>	<i>LG reference</i>
<b>Membership subs</b>	<b>19169.72</b>	<b>22.00</b>		<i>4900,4901</i>
<b>Less capitation</b>	<b>66.5</b>	<b>7722.00</b>	<b>11492.22</b>	<b>6206</b>
<b>Gift Aid</b>	<b>2663.38</b>			<i>4804</i>
<b>Hall Hire</b>	<b>6330.00</b>	<b>70.00</b>	<b>8993.38</b>	<b>4002</b>
<b>Fund Raising:</b>				
<b>Fireworks</b>	<b>1720.13</b>			<b>4502</b>
<b>Fete</b>	<b>1244.57</b>	<b>477.84</b>		<b>4504</b>
<b>Sponsor money</b>	<b>125.65</b>			<i>4600</i>
<b>Easyfundraising/Amazon</b>	<b>98.51</b>			<i>4600</i>
<b>other</b>	<b>0.00</b>			<i>4600</i>
<b>Other</b>	<b>1770.50</b>	<b>596.93</b>	<b>3884.59</b>	<i>4800+7800</i>
<b>INTERBANK TRANSFER</b>				<i>1220</i>
<b>TOTALS</b>	<b>33188.96</b>	<b>8888.77</b>	<b>24370.19</b>	

Receipts shown above	33188.96
Add Receipts shown on Expenses sheet as "Netted by receipts"	20008.88
	<u>53197.84</u>

Cash Transferred from Barclays Premium account	15000.00
Total receipts per Sage account 1200	68197.84
Control total - Misc Income	68197.84
not included above:	0.00

1LG SCOUTS 2019-20		31/03/2020		2019/20	Year to date		
from 1st April 2019			Nom	Full yr	Income	Expenditure	Net
INCOME			code	Budget			
	Membership - Explorers		4901	1,200	1,600		1,600
	Membership - Group		4900	16,645	17,570	(22)	17,548
	Bank interest			50	76		76
	Hall hire		4002	3,850	6,330	(70)	6,260
	Fundraising		4501*	2,260	3,189	(478)	2,711
	Gift Aid		4804	3,100	2,663		2,663
	Activities		5208*		19,878	(17,970)	1,908
	Other income		4800*		1,771	(361)	1,410
	<b>Total</b>			<b>27,105</b>	<b>53,077</b>	<b>(18,900)</b>	<b>34,177</b>
EXPENSES							
Premises	Rent		7000	449		449	449
	Rates				(126)	126	0
	Water		7002	536		966	966
	Electricity		7105	724		1,600	1,600
	Phone		7302	60		60	60
	Gas		7106	480		482	482
	Refuse collection		7003	650		643	643
	Building insurance		7604	1,400		1,409	1,409
	Repairs/maintenance		7503	600		2,961	2,961
	Outside maintenance			1,000			0
	Fire extinguisher service			75			0
	Gas service		7503	148			0
	Cleaning		7501	1,170		937	937
Membership fee to HHDS			6206	6,750	(67)	7,722	7,656
Admin	Stationery/gifts/Section expenses		7301+6204+5000	1,838		1,434	1,434
Van	Maintenance, ins, AA		7504	1,235		2,748	2,748
Equipment	Capital / general		0020	1,500	(5)	1,765	1,760
Badges			6201	800		1,176	1,176
Uniform - (leaders)			4800	300		128	128
Expenditure on Other income				0			0
Cost of subsidise	Summer Camp 2020 subsidy			2,500			0
	Competitions		6202	500		365	365
	AGM		4800	150		108	108
	Jamboree Fund (£400 pa * 4 yrs from 18/19)			400			
Miscellaneous			6202+7701+6205	100		244	244
New Van Fund - to cover parts etc.				600			
Building Fund				0			0
Online Scout Manager			6202	150		220	220
							0
<b>Total</b>				<b>24,115</b>	<b>(197)</b>	<b>25,543</b>	<b>25,346</b>
BANK TRANSFERS					(15,000)	30,000	15,000
					(15,197)	55,543	40,346
Net (Income less Expenses)				2,990	68,274	(74,444)	(6,170)
							now
STATEMENT BALANCES							
a) Barclays statement	31.03.20			10,789.48	CR		
b) Barclays Premium Account	Capital at 31.03.20			28,915.43	CR		
c) Hampshire Trust Bank	Capital at 31.03.20			30,000.00	CR		
Total Current and Savings				69,704.91	CR		

					Income	Expenditure	total
Fund-raising	Auction		4501				0
	Hill Climb sponsor money		4800				0
	Fireworks		4502		1720.13		1,720
	Easyfundraising & Amazon		4600		98.51		99
	charitable activities		4600		125.65		126
	Fete		4504		1244.57	(478)	767
	Total				3,189	(478)	2,711
Activities	Summer camp 2020		5209		10,483	(411)	10,072
	Summer camp 2019		6000		4,943	(12,784)	(7,841)
	Summer Camp 2021		5207			(100)	(100)
	Cub pack Hol		5205		1,227	(1,212)	16
	Tolmers 2021		5205			(100)	(100)
	Troop Camp		5206				0
	Cub pack Camp		6100		1,146	(860)	286
	Cub night hike		5001				0
	Section activities		5208		2,079	(2,504)	(425)
	Go karts		4503				0
	Total				19,878	(17,970)	1,908
Other income	Uniform sales		4800		921	(361)	560
	Donations		4800				0
	Other		4800		850		850
	Total				1,771	(361)	1,410
Investment balances: earmarked funds			Balance at 31/3/19			Allocated in 2019-20	Balance to date
Van	To be capped at £8,275			7,675.00		600.00	8,275.00
Building	To be capped at £11,300			11,300.00			11,300.00
Jamboree	Keep at £3,400 bi-annual spend			2,000.00		400.00	2,400.00
Total Allocated				20,975.00		1,000.00	21,975.00
Unallocated Funds				22,864.03		-15,000.00	6,940.43
Total Barclays Investment Account				43,839.03	76.40	-15,000.00	28,915.43
Hampshire Trust bank (1 Year Business Bond) Matures 17.12.20							10,000.00
Hampshire Trust bank (2 Year Business Bond) Matures 17.12.21							10,000.00
Hampshire Trust bank (3 Year Business Bond) Matures 17.12.22							10,000.00
Total investment Funds				43,839.03			58,915.43
2019 Summer Camp Expenses							
Income and Expenses during FY 2018/19					8,250.00	-600.00	7650
Income and Expenses during FY 2019/20 to date					4,943	(12,784)	(7,841)
2019 Summer Camp Income and Expenses to date					13,192.62	-13,383.88	-191.26

**BANK RECONCILIATION AT 31.03.20**

	£
Bank Balance at 31.03.20	10,789.48

Posted in Sage not in Bank

Unpresented cheques

105009	22.00	
105048	20.00	
105058	303.10	
105059	25.00	
105062	30.00	
105063	352.12	
105064	40.00	-792.22

Total after adjustments	<u><u>9,997.26</u></u>
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Net bank balance per Sage	<u><u>9,997.26</u></u>
	0.00

**2019-20 NET INCOME TOTAL**

Net movement in bank for the year	-8,753.93
Bank Interest	-76.40
Total Net Income	<u><u>-8,830.33</u></u>
Movement in Section Expenses Funds	-310.66
2019/20 Net Income	<u><u>-9,140.99</u></u>

Net Income for the Year 2019/20	<u><u>9,140.99</u></u>
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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**

**THE 1<sup>ST</sup> LEVERSTOCK GREEN SCOUT GROUP**

I report on the accounts of the Group for the year ended 31<sup>st</sup> March 2020 which are set out on the following pages.

**Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts: you consider that the audit requirements of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

**Basis of 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 charity 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 I do not express an audit opinion on the view given by the accounts.

**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 have not been met
  - to keep accounting records in accordance with Section 41 of the Act
  - to prepare accounts which accord with the accounting records and
  - to comply with the accounting requirements of the Act
2. To which, in my opinion, attention should be drawn in order to establish a proper understanding of the accounts to be reached;
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 *ROBERT SALT*  
QUALIFICATION *Banker*  
ADDRESS *1 Westridge Close Hemel Hempstead Herts*  
DATE *8.9.20*

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NAME *ROBERT SALT*  
QUALIFICATION *Banker*  
ADDRESS *1 Westridge Close Hemel Hempstead Herts*  
DATE *8.9.20*