

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## 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)

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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	1Apr20-31Oct20
6	Karen Cooper	Asst Grp Scout Ldr	
7	Victoria Darnell	Group Secretary	
8	Samantha Leeder	Fundraising & Supporters	
9	Paul Wickers	Scout Leader	
10	Rebecca Puvanendran	Beaver Leader	
11	Nicholas Ingham		
12			
13			
14			
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**Section B****Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

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

(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 nominated members of the Group Executive Committee elected by the Group Annual General Meeting

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	
<p>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:</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
Risk and Internal Control	
<p>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.</p>	
National Emergency	
<p>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.</p>	

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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
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Summary of the main achievements of the charity during the year

Investment in tents, camping equipment, archery equipment, lighting (funded by ECC locality fund)  
 May Fayre, Christmas Bazaar fundraising and fun events were cancelled due to the national lockdown  
 Completion of the change of lease with Essex County Council for paid use of the Scout Centre by other community organisation.  
 Continued Scouting At Home programme in response to the national lockdown, including a "virtual camp"  
 A risk management plan was approved for the Scout Centre. A few outdoor meetings were held in summer 2020.  
 Karen Cooper, Assistant Group Scout Leader comments: " I have been Zooming with both colonies of Beavers and both Cub packs and it has been really good to see the children taking part with such enthusiasm. There have been some who found Zoom wasn't for them, but that has been the minority. Alison, the Brownie and Rainbow leader has been running the games for the Thursday Beavers which have been very much enjoyed, and Bex's Tuesday meetings have been fantastic in their content and energy, with many badges attained ."

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>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.</p> <p>The Group held reserves of approximately £69K 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 above £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.</p>
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)	<p>Normal scouting activities and fundraising are on hold due to the national lockdown; however plans are now in place to resume normal scouting during 2021.</p> <p>Subscriptions were reduced by 50% during the lockdown, with allowance made delay or waive payments where necessary.</p> <p>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 is under continuing review.</p> <p>The Group received significant funding from Chelmsford City Council through emergency Business Rates Relief</p> <p>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.</p>

Section G	Declaration
The trustees declare that they have approved the trustees' report above	
Signed on behalf of the charity's trustees	
Signature(s)	<div>Richard Spencer</div> <div>Rob Jackson</div>
Full name(s)	<div>Richard Spencer</div> <div>Rob Jackson</div>
Position (eg Secretary, Chair)	<div>Treasurer</div> <div>Chairman</div>
Date	<div>030521</div> <div>030521</div>

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

Year start date

Year end date

For the year from	01-Apr-20	To	31-Mar-21
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### Receipts and payments

	2020/21	2019/20
<b>Receipts</b>		
	£	£
<b>Subscriptions &amp; "Scouting" income</b>		
Membership subscriptions	5,280.50	9,351.00
Less: Membership subscriptions paid on (National/County/Area/District)	-4,446.00	-4,160.00
Net membership subscriptions retained	834.50	5,191.00
Gift Aid	2,042.28	1,681.56
Gang Show Note 1		56.00
Youth programme and activities excluding camping	105.00	3,219.64
Contribution to camp costs Note 2	- 985.00	6,589.40
<b>Sub total</b>	<b>1,996.78</b>	<b>16,737.60</b>
<b>Donations &amp; Grants</b>		
Donations from State Street volunteer time matching scheme	760.80	3,434.02
Donations from Lloyds volunteer time matching scheme	-	1,000.00
Donations for Roof Fund	3,544.15	417.61
Chelmsford City Emergency Business Rate Relief Note 3	21,427.51	-
ECC Locality Fund Note 4	3,164.85	-
Other Donations	81.28	287.46
Grants	-	-
<b>Sub total</b>	<b>28,978.59</b>	<b>5,139.09</b>
<b>Fundraising (gross)</b>		
Jumble Sale	70.00	2,466.31
May Fayre	-	1,868.29
Christmas Bazaar	-	1,860.65
Social Events	298.30	509.00
Other fundraising activities	-	70.81
<b>Sub total</b>	<b>368.30</b>	<b>6,775.06</b>
<b>Investment income</b>		
Bank interest	-	-
Income for use of hall	180.00	780.00
Other investment income	-	-
<b>Sub total</b>	<b>180.00</b>	<b>780.00</b>
<b>Total Gross Income</b>	<b>31,523.67</b>	<b>29,431.75</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>31,523.67</b>	<b>29,431.75</b>

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

Year start date

Year end date

For the year from	01-Apr-20	To	31-Mar-21
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### Receipts and payments

	2020/21	2019/20
<b>Payments</b>		
	£	£
<b>"Scouting" expenses</b>		
Youth programme and activities excluding camping	914.88	7,443.96
Contribution to camp costs Note 2	750.00	6,875.56
Gang Show Note 1	-	-
Materials and equipment	1,232.82	1,875.09
Adult support and training	-	-
Uniforms	-	-
<b>Sub total</b>	<b>1,397.70</b>	<b>16,194.61</b>
<b>Property expenses</b>		
Lease payment Note 7	400.00	400.00
Water and Sewerage	42.03	125.71
Electricity and Gas	1,117.20	697.68
Communications	388.80	289.20
Insurance	3,390.17	3,260.92
Repairs and Renewals	3,603.36	3,353.61
<b>Sub total</b>	<b>8,941.56</b>	<b>8,127.12</b>
<b>Charity running expenses</b>		
AGM and trustee expenses	-	-
General admin expenses	261.99	109.45
<b>Sub total</b>	<b>261.99</b>	<b>109.45</b>
<b>Fundraising expenses</b>		
Jumble Sale & Sundries	-	4.00
May Fayre	-	32.94
Christmas Bazaar	-	4.98
Social Events	-	32.00
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>73.92</b>
<b>Total Gross Expenditure</b>	<b>10,601.25</b>	<b>24,505.10</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>10,601.25</b>	<b>24,505.10</b>
<b>Net of receipts/(payments)</b>	<b>20,922.42</b>	<b>4,926.65</b>
<b>Net assets from last year end</b>	<b>48,016.88</b>	<b>43,090.23</b>
<b>Net Assets this year end</b>	<b>68,939.30</b>	<b>48,016.88</b>



## 2nd Chelmsford (Springfield) Scout Group

### Statement of assets and liabilities at the end of the year

	31st March 2021	31st March 2020
	£	£
<b>Cash funds</b>		
Bank current account - Santander	43,662.02	22,915.39
Bank Current account - CAF Bank	26,093.59	25,401.79
Bank deposit account	-	-
The Scout Association Short Term Investment Service	-	-
Group Cash Account	451.67	224.27
Section Petty Cash	332.02	685.43
<b>Total cash funds</b>	<b>70,539.30</b>	<b>49,226.88</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Land and buildings Note 5	-	-
Scouting equipment, furniture etc Note 6	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Expenses incurred but not invoiced - Lease payments Note 7	-1,600.00	-1,200.00
Other liabilities	0.00	-10.00
<b>Sub total</b>	<b>-1,600.00</b>	<b>-1,210.00</b>
<b>NET ASSETS</b>	<b>68,939.30</b>	<b>48,016.88</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 21st April 2021 and signed on their behalf by:

Signature \_\_\_\_\_  
 date 26/4/2021  
 Richard Spencer date 27.4.2021

Print Name \_\_\_\_\_  
 Rob Jackson, Group Chair  
 Richard Spencer, Treasurer

#### Notes

Note 1: There was no Gang Show in 2021

Note 2: Eurojam and May camps 2020 were cancelled. These transactions are refunds paid out and received

Note 3: The Group are registered for business rates though are exempt from payments. Chelmsford City provided emergency rate relief because of the Covid lockdown

Note 4: Essex County Council provided a grant to community organisations to purchase equipment and infrastructure. This refunded expenses on archery equipment, lighting and tents

Note 5: 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 2020 The insured value of buildings was £589,427. 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 6: 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 £26,208

Note 7: 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

2<sup>nd</sup> CHELMSFORD (SPRINGFIELD) SCOUT GROUP (*Charity No. 268683*)

I report on the accounts of the Group/~~District/County/Area~~ for the year ended 31<sup>st</sup> March 2021

which are set out on pages 3 to 6

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity'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 charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/~~District'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/~~District~~ 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/~~District's~~ constitution have not been met.



Name: Alexander Wilson

Qualification: Chartered Banker & MCIB

Address: 3 Alyssum Close, Chelmsford, CM1 6YF

Date: *12 June 2021*

LT700006 (1<sup>st</sup> February 2017)