

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

1st Welwyn Garden City St Francis Scout Group

Other names the charity is known by

Registered charity number (if any)

X N 6 7 5 8

HQ registration number

Charity's principal address

50 Marsden Green

Welwyn Garden City

Hertfordshire

Postcode

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Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Sandra Mitchell	Group Secretary	
2	Melanie Valentine	Group Treasurer	
3	Peter Jasko	Group Chairman	Elected June 2019
4	Amy Routledge	Group Scout Leader	

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Names and addresses of advisers (optional information but encouraged as best practice)
(These will be published in the annual report of the charity)

Type of advisor	Name	Address

Section B	Structure, governance and management
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Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

How the charity is constituted

e.g. trust, association, company

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.

The Group is a trust established under it's 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:

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every # months.

a) the induction and training of trustees;

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.

Section B	Structure, governance and management (continued)
	<p data-bbox="722 448 1199 472">Risk and Internal Control (Specimen 1)</p> <p data-bbox="722 477 1377 618">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 data-bbox="722 656 1383 886">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 data-bbox="722 924 1383 1036">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.</p> <p data-bbox="722 1073 1383 1279">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 data-bbox="722 1317 1377 1364">Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the</p>

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.

Risk and Internal Control (Specimen 2)

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.

Section C	Objectives and activities
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

	<p>people in their personal development, empowering them to make a positive contribution to society.</p> <p>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.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> - 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.
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Summary of the main activities in relation to these objects

	<p>We provide meetings for 3 age groups. The activities are structured to encompass the purpose and values of Scouting.</p>
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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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Each year the Group supports our local Church Christmas Tree Festival. The Scouts help to run the stalls and other fundraising activities. The Group have taken part in a District Camp, taking a leading role in the organisation of this event. Our Beavers, Cubs and Scouts have been working towards their Chief Scout Awards. As they work towards these awards they have been involved in the local community e.g litter picking and recycling.

Section E

Financial Review

Brief statement of the charity's policy on reserves

Reserves Policy

	<p>• • • • • • • • • •</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 holds a meeting to discuss this each year and will hold a figure depending on numbers to cover the expenses for the first part of the year.</p>
Quantify and explain any designations	

Details of any funds materially in deficit (circumstances plus steps to eliminate)	
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Further financial review details (optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • the charity's principal sources of funds (including any fundraising); 	<p>Investment Policy (Specimen 1)</p> <p>The Group's main source of funding is from the subscription fees which are collected for each child on a termly basis. We also collect a fee per participating child towards the cost of any outside camping activities we provide.</p>
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- how expenditure has supported the key objectives of the charity;

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.

- investment policy and objectives;

Investment Policy (Specimen 2)

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.

Section F

Other Optional Information

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

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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Sandra Ruth Mitchell	
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Position (eg Secretary, Chair)

Group Secretary	
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Date

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ACCOUNTS FOR THE YEAR ENDING DECEMBER 2019

OPENING BALANCE

As at the 31 December 2018	Main	45878.8
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SUBS	15665	
SUMMER CAMP	6020	
SCUBA	750	
Night Hike	225	
Xmas Tree Festival	2813.38	
Green Beret 2018	114	
Survival Camp	325	
Tolmers	1365	
Gold	85	
Fun Rings	12	
Phasels September Camp	2838	
Green Beret 2019	1140	
Backwoods	10	
Beaver Hike	4	
Denmark Deposits	75	
interest	6.42	
		31447.8

Quatar Master	-1205.8	
Scouts	-946.57	
Cubs	-136.68	
Beavers	-643.94	
Summer Camp	-5986.58	
Scuba	-720	
Badges	-1931.3	
Membership	-7982.5	
Tolmers Camp	-1333.2	
Buckingham Gold	-114	
Phasels Wood September Camp	-3707	
Green Beret 2019	-494	
Night Hike	-275	
		-25476.57

TOTAL	51850.03
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Independent examiner's report to the trustees of 1st Welwyn Garden City St Francis Scout Group

I report to the trustees on my examination of the accounts of the 1st Welwyn Garden City St Francis Scout Group for the year ended 31 December 2019.

Responsibilities and basis of report

As the charity trustees of the 1st Welwyn Garden City St Francis 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 1st Welwyn Garden City St Francis 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.

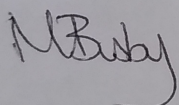
Independent examiner's statement

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:

accounting records were not kept in respect of the 1st Welwyn Garden City St Francis Scout Group as required by section 130 of the Act; or do not accord with those records.

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:

M BUSBY

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

Address: 312 KNIGHTSFIELD, WGC, HERTS, AL8 7NQ

Date: 27-04-2021