

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 1 5

to end date

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Section A

Reference and administration details

Charity name

8th Hornchurch (St. Andrews) Scout Group

Other names the charity is known by

N/A

Registered charity number (if any)

3 0 3 7 0 0

Charity's principal address

29 Ravenscourt Drive

Hornchurch

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	Shehzeen Kholasi	Chairperson	
2	Gareth Pearce	Treasurer	01/04/15-30/09/15
3	Davied Rowe	Treasurer	01/10/15-31/03/16
4	Jane Easman	Secretary	
5	Andrew Rice	Group Scout Leader	
6	Keith Carver	Assistant GSL	
7	Robert Wallace	Assistant GSL	
8	Stuart Brown	Assistant GSL	
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Section A

Reference and administration details (continued)

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address
N/A		

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)

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 (POR).

How the charity is constituted

(e.g. trust, association, company)

The Group is a trust established under POR, the rules of which are common to all Scout Groups.

Trustee selection methods

(e.g. appointed by, elected by)

The Trustees are appointed in accordance with POR.

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, 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.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets three times a year.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of his appointment 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="612 394 887 423">Risk and Internal Control</p> <p data-bbox="612 468 1273 582">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 them. The main areas of concern that have been identified are:</p> <p data-bbox="612 629 1273 801">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="612 815 1273 929">Injury to leaders, helpers, supporters and members. The Group through the membership fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all new activities.</p> <p data-bbox="612 987 1273 1160">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="612 1211 1273 1384">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> <p data-bbox="612 1420 1273 1592">Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. 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.</p> <p data-bbox="612 1608 1273 1749">The group has in place systems of <i>internal controls</i> 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>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The objectives of the group are as a unit of the Scout Association.</p> <p>The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.</p>
Summary of the main activities in relation to these objects	Please see report below.

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 grant making;
- contribution made by volunteers.

The Group has a strong, experienced and dedicated volunteer leader team and welcomes new volunteers who bring with them enthusiasm and fresh ideas.

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>During the year, the number of sections remained stable at nine, three Beaver Colonies, four Cub Packs and two Scout Troops catering for 218 members (with 42 warranted leaders and Executive Committee members) at January 2016. The Group offers an active program of section night activities, day trips and nights away experiences. The success of these activities can be measured by the strength of the Group which is one of the largest in the Greater London North East County.</p>

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>The Group's policy on reserves is to hold sufficient resources to keep its HQ building in good repair, replace equipment when needed and continue the charitable activities of the group should income and fundraising activities fall short. The Committee considers that the group should hold a sum at least equal to 12 months running costs, circa £8,500.</p> <p>The Group held reserves of approximately £34,000 against this at year end. This figure is regarded as satisfactory, since reserves are being accumulated to cover future large scale costs such as replacement of the flat roof at the HQ and a new minibus as required.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	N/A

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (if

- how expenditure has supported the key objectives of the charity;

- investment policy and objectives

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.

The Group Executive regularly monitors the levels of bank balances.

Section F

Other Optional Information

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

N/A

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

 

Full name(s)

Davied Rowe Andrew Rice

Position (e.g. Secretary, Chair)

Treasurer Group Scout Leader

Date

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Receipts for the year ended March 2016

Budget £		This Year £	Previous Year £
	MEMBERSHIP SUBSCRIPTIONS	25,380.00	
		-5,915.00	
<u>0</u>		<u>19,465.00</u>	<u>0.00</u>
	INVESTMENT INCOME RECEIVED		
	Bank Interest	1.83	
	Building Society Interest	0.00	
	The Scout Association Short Term Investment Service	0.00	
	Dividends an interest	0.00	
	Property rents	330.00	
		0.00	
<u>0</u>		<u>331.83</u>	<u>0.00</u>
	DONATIONS / GRANTS	3,340.20	
	Awards	700.00	
<u>0</u>		<u>4,040.20</u>	<u>0.00</u>
	ACTIVITIES	1,062.86	
	Camps	16,977.06	
		0.00	
<u>0</u>		<u>18,039.92</u>	<u>0.00</u>
	FUND RAISING (gross)	277.00	
	Scout Shop / Tuck Shop	0.00	
	Shop	9,716.55	
		9,993.55	0.00
	OTHER INCOME		
	Income tax recovered -	0.00	
	on subscriptions and donations	0.00	
	on dividends and interest	0.00	
<u>0</u>		<u>0.00</u>	<u>0.00</u>
	SUNDRY RECEIPTS	1,084.78	
		0.00	
	Badge receipts	0.00	
	Loans received	0.00	
<u>£0.00</u>	TOTAL RECEIPTS FOR THE YEAR	<u>52,955.28</u>	<u>0.00</u>

Payments for the year ended March 2016

Budget £		This Year £	Previous Year £
	PREMISES		
	Rent	1,054.24	
	Rates	0.00	
	Light and Heat	1,501.05	
	Insurance	1,901.61	
	Repairs and Renewals	1,250.29	
		0.00	
0		5,707.19	0.00
	DONATIONS/GRANTS	847.43	
		0.00	
0		847.43	0.00
	ACTIVITIES	2,406.02	
	Camps	17,284.09	
0		19,690.11	0.00
	FUND RAISING EXPENSES	0.00	
	Shop	8,072.10	
0		8,072.10	0.00
	ADMIN/ESTABLISHMENT EXPENSES	431.02	
	Training	350.00	
0		781.02	0.00
	TRUSTEES EXPENSES	0.00	
	OTHER EXPENSES	188.08	
	Motoring Expenses	977.53	
0		1,165.61	0.00
	PURCHASE OF CAPITAL EQUIPMENT	5,192.52	
	CAPITATION	7,902.30	
0		13,094.82	0.00
	PURCHASE OF BADGES	2,040.33	
	SUNDRY PAYMENTS	1,462.79	
	Loans repaid	0.00	
		0.00	
£0.00	TOTAL PAYMENTS FOR THE YEAR	52,861.40	0.00

Statement of Assets & Liabilities at March 2016

	This Year £	Previous Year £
MONETARY ASSETS Cash, bank and similar funds		
Bank Current Account(s)	33,678.34	
Bank Deposit Account(s)	0.00	
Bank Term Deposit(s)	0.00	
Building Society Account(s)	0.00	
The Scout Association Short Term Investment Service	0.00	
Cash in hand	111.05	
	<u>33,789.39</u>	<u>0.00</u>
OTHER MONETARY ASSETS		
Tax Claim for Year Ending.....	0.00	
Debts Due to Group/District	0.00	
	<u>0.00</u>	<u>0.00</u>
INVESTMENT ASSETS		
Government Stocks at market value	0.00	
Other quoted securities at market value	0.00	
Other investments	0.00	
Property held for investment purposes	0.00	
NON-MONETARY ASSETS Assests for Charity's own use		
Badge Secretary's stock	0.00	
Group/District shop stock	0.00	
Land and buildings.....	0.00	
Motor vehicles.....	0.00	
Scouting equipment, furniture, etc.....	0.00	
LIABILITIES Those due within one year	0.00	
Accounts not yet paid	0.00	
Expenses incurred not invoiced	0.00	
Subscriptions not yet paid	0.00	
Other	0.00	
	<u>0.00</u>	<u>0.00</u>
LIABILITIES Those payable after one year		
Loan (with details).....	0.00	
Hire Purchase owing	0.00	
Leasing payments outstanding	0.00	
Other long term liabilities	0.00	
	<u>0.00</u>	<u>0.00</u>
CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS		

Scrutineer's Report to the Trustees of the

8th HORNCHURCH SCOUT GROUP CONSOLIDATED

I report on the accounts of the Group for the year ended 31st March 2016

Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 1993 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineers's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out as attached

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name ROBERT LONG 

Address: 34 PARK DRIVE,

UPMINSTER,

ESSEX

RM14 3AL

Date: 14/10/2016