

1st Fatfield Scout Group Annual Report & Accounts Year to 31st March 2016

1st Fatfield Scouts Group Annual Report & Accounts
Year to 31 March 2016

Trustees – ex officio

Chairman	Mrs A Star (Until
Secretary	Mrs D Harbottle
Treasurer	Mr S Wayman
Group Scout Leader	Mr K Wilson
Beaver Leader	Mrs K Turnbull
Beaver Leader	Mrs M Wilkinson
Cub Section Leaders	Mrs H Lyle
	Mrs A Kirby
Scout Section Leaders	Mr M Madden
Under 25's Representative	Mr M Ridley

Trustees – nominated

Other Trustee	Mrs C Wilson
Other Trustee	Mr C Ridley
Other Trustee	Mrs J Young
Other Trustee	Mrs G Cowey

Bankers	CAF Bank
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Scout registration number	22571
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Charity registration number	507923
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Charity principal address	Duxbury Park Fatfield Washington NE38 8BJ
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Contact name	Mr S Wayman
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1st Fatfield Scouts Group Annual Report & Accounts

Year to 31 March 2016

Trustees Report

Introduction

The Trustees have pleasure in presenting their annual report and financial statements for the year ended 31st March 2016.

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 include 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 2016 showed our membership numbers including leaders as 201 a decrease of 8 compared to January 2015.

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

Receipts for 2016 are up significantly compared to 2015 reflecting both grant income and a loan from the Scout Association. Additional income has also been received following the submission of a Gift Aid claim covering two financial years, thanks to all the members that have made use of the Gift Aid scheme.

Grants received in year totalled £6,755 including:

Funding Body	Purpose	£
Community Foundation Service Tyne and Wear and Northumberland	Mess Tent & Tunnel Tents	£2,400
TSA Scout Association	Funding Support	£255
1989 Willan Charitable Trust Grant	Marquee Tent	£1,400
Sainsbury's Employee Grant Scheme	Employee Grant (Volunteering)	£200
Durham Scout County	Car Park and Fencing	£2,500
TOTAL		£6,755

All grants except that received from Durham Scout County have been fully committed in 2015/16 with equipment being purchased to support scouting activities.

There has been no other significant one off purchases during the course of this financial year. Payments however, have increased to support the delivery of activities across all sections within the group. Where necessary these have been funded by an increase in income including camp income and fund raising.

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 2016 are greater than would 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 £31,098, the majority of this has been set aside to fund the car park extension along with the construction of a perimeter fence necessary to comply with the site lease requirements. It is expected this work will be undertaken during 2016/17 committing approximately £20,000 of the current balance held. Future reserves will therefore reduce back to a level necessary to cover unforeseen circumstances.

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

Grant making 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.

Approval of the trustees' report

Approved by the trustees on 10th May 2016 and signed on their behalf by:

Mr S Wayman
Group Treasurer

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Receipts and Payments Account

	2016	2015
	£	£
Total receipts for the year	54,200.82	36,464.21
Total payments for the year	(38,295.52)	(31,002.51)
Net receipts + / - payments for the year	15,905.30	5,461.70
Cash, bank and similar funds at start of year	15,192.78	9,731.08
Cash, bank and similar funds at end of year	31,098.08	15,192.78

The above account and accompanying statements of assets and liabilities were approved by the trustees on 10th May 2016 and signed on their behalf by:

Mr K Wilson, Group Manager

Mr S Wayman, Group Treasurer

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Receipts

	2016	2015
	£	£
Membership and subscription income		
Membership subscriptions	22,655.00	21,508.00
Less paid – Capitation	(6,574.00)	(6,897.00)
Total membership subscriptions	16,081.00	14,611.00
Other Income		
Investment income - bank interest	40.76	18.92
Gift aid	9,863.62	4,938.71
Donations	0.00	0.00
Grants	6,755.00	420.00
Loan	2,500.00	0.00
Neckers / Hoodies income	671.00	748.00
Fund raising	1,677.72	2,530.13
Hire of scout hut	410.00	237.25
Hire of minibus to external groups	2,171.20	1,239.10
Camping	12,121.95	9,677.69
Activity income	1,908.57	2,043.41
Total other income	38,119.82	21,853.21
Total receipts for the year	54,200.82	36,464.21

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Payments

	2016	2015
	£	£
Premises		
Utilities	(1,365.91)	(1,116.88)
Rates - council tax	(150.37)	(147.01)
Cleaning	(225.54)	(280.30)
Insurance	(1,385.38)	(1,378.70)
Ground rent	(5.00)	(5.00)
Gardening	(520.00)	(420.00)
Repairs and Maintenance	(42.60)	(1,761.45)
Broadband	(440.90)	(387.55)
Survey and Legal Fees	(1,900.00)	0.00
Total premises expenditure payments	(6,035.70)	(5,496.89)
Administration Expenses	(648.01)	(11.88)
Group activity payments		
Group activities	(7,935.82)	(8,301.53)
Equipment purchases	(4,893.42)	(2,074.09)
Neckers / Hoodies / Scout shop items	(2,912.43)	(1,884.68)
Training	0.00	(1,115.24)
Camping	(13,225.75)	(10,219.31)
Fund raising	(100.00)	(204.65)
AGM and other meetings	(250.00)	(265.00)
Refunds	0.00	(332.00)
Van hire	(224.75)	(119.36)
Minibus use	0.00	0.00
Other	(268.00)	(151.12)
Minibus internal recharge	1,331.98	1,409.20
Total group activity payments	(28,478.19)	(23,257.78)

Minibus payments

Insurance	(1,157.39)	(1,130.55)
Repairs and Maintenance	(1,130.70)	(361.91)
Fuel	(601.03)	(576.00)
Road fund license	(244.50)	(167.50)

Total minibus payments

(3,133.62)	(2,235.96)
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Asset purchase – minibus

0.00	0.00
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Total payments for the year

(38,295.52)	(31,002.51)
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**1st Fatfield Scouts Annual Report and Accounts
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Statement of Assets and Liabilities

	2016	2015
	£	£
Monetary assets		
Cash account	4,326.77	286.41
Minibus account	781.91	412.35
Deposit account	25,889.40	14,294.02
Scouts and Cubs floats	100.00	200.00
Total monetary assets	31,098.08	15,192.78
Non-monetary assets		
Scout Headquarters	0.00	0.00
Minibus	8,000.00	9,000.00
Total non-monetary assets	8,000.00	9,000.00
Liabilities	-2,500.00	0.00
Net Assets	36,598.08	24,192.78

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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 2016.

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	Carl Hickman
Qualification	Qualified Accountant
Date	22 April 2016