

## SCRUTINEER'S REPORT

### Scrutineer's Report to the Trustees of the 1st Stanstead Abbotts and St Margaret's Scout Group

I report on the accounts of the Group for the year ended 31 December 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 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

#### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on the following pages.

#### Scrutineer's Statement

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



Geoffrey Addy  
34 Furlong Way  
Great Amwell  
Ware  
SG12 9TF

27<sup>th</sup> May 2017



#### Scout HQ - Hall for hire

40' x 25' (13m x 8m) hall, plus kitchen and car park. Ideal for classes, clubs, meetings, children's parties. Regular or one-off bookings. Daytime and evenings available.

Please telephone our Booking Secretary on 01920 320100 for more details.

# STATEMENT OF ACCOUNTS

## 1st Stanstead Abbotts & St Margaret's Scout Group Receipts and Payments Account

	Year start date	Year end date
For the year from	1st January 2016	T o 31st December 2016
<b>Receipts and payments</b>		
	<b>2016</b>	<b>2015</b>
	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	17,789	14,065
Less: Membership subscriptions paid on (National/County/Area/District)	6,110	5,329
Net membership subscriptions retained	11,679	8,736
Donations	1,100	2,899
Gift Aid	3,081	3,247
<b>Sub total</b>	<b>15,860</b>	<b>14,882</b>
<b>Scout Group Activity Income</b>		
Group Activities		
Family Camp/Family Day	-	600
Scout Activities	11,380	12,380
Cub Activities	3,540	1,355
Beaver Activities	2,099	2,219
Peter Geer Trophy Events		
<b>Sub total</b>	<b>17,019</b>	<b>16,554</b>
<b>Fundraising (gross)</b>		
Equipment Rental	20	31
Branded Clothing	61	364
<b>Sub total</b>	<b>81</b>	<b>395</b>
<b>Investment income</b>		
Bank interest		2
Property Rent income	757	1,350
Other investment income	-	-
Miscellaneous income		
<b>Sub total</b>	<b>757</b>	<b>1,352</b>
<b>Total Gross Income</b>	<b>33,717</b>	<b>33,183</b>

## Receipts and payments

	2016 Unrestricted funds £	2015 Unrestricted funds £
<b>Payments</b>		
Charitable Payments	63	62
Running costs of HQ	3,143	3,573
Insurance	2,317	2,269
<b>Scout Group Activity Expenses:</b>		
Group Activities	-	-
Family Camp/Family Day		756
Scout Activities	13,302	15,248
Cub Activities	5,199	1,363
Beaver Activities	4,230	4,772
Peter Geer Trophy Events	1,454	1,427
Other:	-	185
<b>General Expenses:</b>		
Administration	605	281
Group Expenses	526	369
Leader Training	141	31
AGM and Open Night expenses	791	776
Equipment	1,297	2,403
Uniforms & badges	858	2,135
<b>Sub total</b>	<b>33,926</b>	<b>35,650</b>
<b>Fundraising expenses</b>		
Branded Clothing	-	231
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>231</b>
<b>Total Gross Expenditure</b>	<b>33,926</b>	<b>35,881</b>
<b>Asset and Investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>33,926</b>	<b>35,881</b>
<b>Net of receipts/(payments)</b>	<b>(209)</b>	<b>(2,698)</b>
<b>Cash funds last year end</b>	<b>14,277</b>	<b>16,975</b>
<b>Cash funds this year end</b>	<b>14,068</b>	<b>14,277</b>

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

	31st December 2016 £	31st December 2015 £
<b>Cash funds</b>		
Bank current account	10,423	9,945
Bank deposit account	3,176	3,176
Bank subscriptions account	469	1,156
Cash/Floats	-	-
<b>Total cash funds</b>	<b>14,068</b>	<b>14,277</b>



# TRUSTEES' ANNUAL REPORT

## A. Reference & administration details

The 1st Stanstead Abbots & St. Margaret's Scout Group, Scout Association registration number 11590, is a charity registered with the Charity Commission for England & Wales, registration number 302583.

This document is the Trustees Annual Report for the period 1 January 2016 to 31 December 2016.

The charity's principal address is the Scout Headquarters, Marsh Lane, Stanstead Abbots, Hertfordshire SG12 8QT.

### Charity trustees for 1 Jan – 31 Dec 2016

Trustee Name	Office
Mr Gavin Miles (from June 2016)	Chairman
Mr Andy Goldthorpe (to June 2016)	Chairman
Mrs Nicola Gardener	Secretary
Ms Anne Sauntson	Treasurer
Mr Paul Stretch	Group Scout Leader
Mr Neil Johnson	Scout Leader
Ms Elaine Alles	Cub Scout Leader
Mrs Joanna Bignall	Beaver Scout Leader
Miss Lucy Isham	Beaver Scout Leader
Ms Katie Goodall	Asst Cub Scout Leader
Mr Richard Atkins	
Mr Leslie Daniels	
Mrs Fiona McKenzie-Smith	
Mr Mark Watt	
Mrs Suzy Jowitt-Wycherley	
Mrs Catherine Moorcroft	

## B. Structure, governance & management

### 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 of constituted

The Group is a trust established under its rules that are common to all Scouts.

### Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

### Additional governance information

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 three independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders and parent's representation, and normally meets monthly.

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 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.

### **Risk and internal control**

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 for them. The main areas of concern that have been identified are:

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. The Group has sufficient buildings and contents insurance in place to mitigate for permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the annual membership fees contributes to the Scout Associations national accident insurance policy. Risk assessments are undertaken before all activities.

Reduced income from fundraising. 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.

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.

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.

## **C. Objectives & Activities**

### **The Purpose of Scouting**

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

### **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 cooperate with others and make friends.

### **The Scout Method**

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.

## **D. Achievements & Performance**

The main activities and achievements of the Group are described elsewhere in the report.

## **E. Financial Review**

### **Reserves Policy**

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 £10,000.

The Group held reserves of £14,068 against this at year-end. This will leave us above the level of operating expenses required. This is to cover the annual membership charge due in the first quarter of 2017 (approximately £6,000), plus planned equipment purchases required by the respective sections in 2017 and HQ maintenance reserves.


### 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.

### Declaration

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

Signed on behalf of the charity's trustees



Gavin Miles  
Group Chairman



Paul Stretch  
Group Scout Leader

5<sup>th</sup> June 2017.

