Trustees' annual report

A. Reference & administration details

The 1st Stanstead Abbotts & 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 Trustee's Annual Report for the period 1 January 2017 to 31 December 2017.

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

Charity trustees for 1 January – 31 December 2017

Trustee Name	Office
Gavin Miles	Chair
Nicola Gardener	Secretary
Anne Sauntson	Treasurer
Paul Stretch	Group Scout Leader
Neil Johnson	Scout Leader
Elaine Alles	Cub Scout Leader
Jacob Weber from 01/04/17	Cub Scout Leader
Joanna Morton	Beaver Scout Leader
Lucy Isham	Beaver Scout Leader
Catherine Moorcroft	
Fiona McKenzie-Smith	
Leslie Daniels	
Mara Hougham from 07/09/17	
Mark Watt	
Richard Atkins	
Suzy Jowitt-Wycherley until 05/07/17	

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 meets approximately ten times a year.

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. Risk assessments are undertaken before all activities. The Group through the annual membership fees contributes to the Scout Association's national personal accident and medical insurance policy and its third party liability insurance policy.

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 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.

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.

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 Chair

Paul Stretch
Group Scout Leader

8 June 2018

Statement of financial activities and balance sheet

	For the year from	1st January 2017	To	31st December 2017

Receipts and payments

	2017 Unrestricted funds	2016 Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	19,270	17,789
Less:Membership subscriptions paid on (National/County/Area/District)	6,357	6,110
Net membership subscriptions retained	12,913	11,679
Donations	1,327	1,100
Gift Aid	4,015	3,081
Sub total	18,255	15,860
Scout Group Activity Income		
Group Activities	-	
Family Camp/Family Day	-	-
Scout Activities	13,059	11,380
Cub Activities	2,560	3,540
Beaver Activities	1,879	2,099
Training	30	
Sub total	17,528	17,019
Fundraising (gross)		
Equipment Rental	20	20
Repair income	228	
Insurance refund	89	
AGM Income	334	-
Branded Clothing	11	61
Sub total	682	81
Investment income		
Bank interest	1	
Property Rent income	953	757
Other investment income	-	-
Miscellaneous income		
Sub total	954	757
Total Gross Income	37,419	33,717

Receipts and payments

	2017 Unrestricted funds	2016 Unrestricted funds
	£	£
Payments		
Charitable Payments	63	63
Running costs of HQ	2,960	3,143
Insurance	2,444	2,317
Repairs	656	-
Garden equipment	60	
Scout Group Activity Expenses:		
Scout Activities	15,317	13,302
Cub Activities	3,905	5,199
Beaver Activities	3,995	4,230
Peter Geer Trophy Events	785	1,454
Other:	-	-
General Expenses:		
Administration	290	605
Group Expenses	467	526
Leader Training	141	141
AGM and Open Night expenses	761	791
Equipment	800	1,297
Uniforms & badges	1,563	858
Sub total	34,207	33,926
Fundraising expenses		
Branded Clothing	-	
Other fundraising costs	-	
Sub total	-	
Total Gross Expenditure	34,207	33,926
Asset and investment purchases, etc.	-	-
Total payments	34,207	33,926
Net of receipts/(payments)	3,212	(209)
Cash funds last year end	14,068	14,277
Cash funds this year end	17,280	14,068

Statement of assets and liabilities at the end of the year

	31st December 2017	31st December 2016
	£	£
Cash funds		
Bank current account	12,985	10,423
Bank deposit account	3,177	3,176
Bank subscriptions account	1,118	469
Cash/Floats		-
Total cash funds	17,280	14,068

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Independent Examiner's report

Independent Examiner'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 2017 which comprise the Statement of Financial Activities and the Balance Sheet that follows.

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 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 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

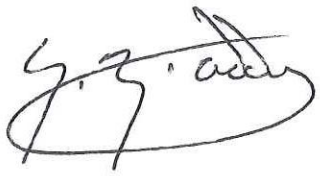
In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements

   a. to keep accounting records in accordance with Section 130 of the Charities Act; and

   b. 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.



Geoffrey Addy
ACMA

7 June 2018