

# Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	1	2	1	7
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## Section A

## Reference and administration details

Charity name

1st Newton and Kingsley Scout Group

Other names the charity is known by

Registered charity number (if any)

5	0	6	1	0	0
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HQ registration number

3	1	4	5	6			
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Charity's principal address

Scout HQ

Pike Lane

Kingsley

Postcode

W

A

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E

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Andy McGovern	Group Contact	
2	Peter Storey	Quartermaster	
3	Kim Oultram		
4	Colette McIntyre	Treasurer	
5	Zoe Hayes	Secretary	
6	Guy Topping	Chairman	
7	Tracey Remington	Subs Secretary	
8			
9			
10			
11			
12			
13			
14			
15			

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

Type of advisor	Name	Address
Accounts	Charles Chia	16 Beech View Road, Kingsley, WA6 8DG

## Section B

## Structure, governance and management

ion of the charity's trusts

governing document

The Group's/ governing documents are those of the 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.

st deed, constitution)

charity is constituted

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

st, association, company)

selection methods

ointed by, elected by)

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

al governance issues (optional information but encouraged as best practice)

y choose to include additional  
ion, 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.

and procedures adopted for:  
duction and training of trustees;  
e' consideration of major risks  
systems and procedures to  
them

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 2 months.

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)****Risk and Internal Control (Specimen 1)**

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:

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.

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.

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.

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.

**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	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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.</p>
Summary of the main activities in relation to these objects	
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
Public benefit statement 4 LT700001 (1st February 2017)	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

Grant applications were very successful in gaining us funds to complete some major HQ upgrades  
Fund raising was OK, Bedding PLany sale raised £800, but needs to be upped next year  
Group raised profile in local community

## Section E

## Financial Review

Brief statement of the charity's policy on reserves

### 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 the sum of £10k for this purpose.

The Group held reserves of approximately £24818 against this at year end.

Quantify and explain any designations

This is great progress to building a sustainable group

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

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

**Investment Policy (Specimen 1)**

- the charity's principal sources of funds (including any fundraising);

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.

- 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)

We began many grant applications in the 2016 time frame that came to fruition in 2017

### Section G

### Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

*A.M.G.* *P.D. Storey*

Full name(s)

A McGovern P Storey

Position (eg Secretary, Chair)

Group Contact Trustee

Date

29/10/18

**TO WHOM IT MAY CONCERN**  
**1ST NEWTON & KINGSLEY SCOUT GROUP**

This is to certify that, based on the information presented to me, the financial year 2017 accounts for the 1st Newton & Kingsley Scout Group are true and accurate.



**Charles Chia**

16 Beech View Road, Kingsley, Frodsham, WA6 8DG

Date: 28<sup>th</sup> September 2018



1ST NEWTON & KINGSLEY SCOUT GROUP

SUMMARY OF ACCOUNTS: Year Ending 2017

<u>INCOME</u>		<u>EXPENDITURE</u>	
	£		£
Subscriptions	7,948.72	Building maintenance : - Scout Hut Maintenance - Cleaning	2,777.21 437.25
Fundraising	4,882.25	Diocese of Chester - rent	0.00
Grant Income	13,750.00	Capitation	2,418.00
Scout Group Trips & Activities	1,312.00	Insurance	1,093.11
		Fundraising Costs	1,671.65
Bank Interest	0.81	Equipment	
		Office	48.00
Other	861.35	Badges	56.96
HMRC Charities Credit	2,341.61	Scout Group Trips & Activities	2,229.84
		Utilities	1,354.00
		Other	28.00
Total Income	31,096.74	Total Expenditure	12,114.02
Savings Account at 1.1.17	6,337.24	Savings Account at 31.12.17	6,338.05
Bank balance at 01.01.17	6,053.31	Bank balance at 31.12.17	24,818.22
Petty Cash at 01.01.17	77.28	Petty Cash 31.12.17	294.28
	43,564.57		43,564.57