

Trustees' Annual Report

For the period

From (start date)

| | | | | | |
|---|---|---|---|---|---|
| 0 | 1 | 0 | 4 | 1 | 7 |
|---|---|---|---|---|---|

 to end date

| | | | | | |
|---|---|---|---|---|---|
| 3 | 1 | 0 | 3 | 1 | 8 |
|---|---|---|---|---|---|

Section A

Reference and administration details

Charity name

1ST WOKINGHAM (ST PAUL'S) SCOUT GROUP

Other names the charity is known by

| |
|--|
| |
|--|

Registered charity number (if any)

| | | | | | |
|---|---|---|---|---|---|
| 2 | 8 | 2 | 9 | 3 | 2 |
|---|---|---|---|---|---|

HQ registration number

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Charity's principal address

67 Barkham Road

Wokingham

Berkshire

Postcode

R

G

4

1

2

R

G

Names of the charity trustees who manage the charity

| | Trustee Name | Office (if any) | Dates acted if not for whole year |
|----|----------------------|--------------------|-----------------------------------|
| 1 | Mrs Rachel Stanley | Treasurer | |
| 2 | Mr Shane O'Reilly | Chairman | |
| 3 | Mr Richard House | | |
| 4 | Mr Keith Winter | | |
| 5 | Mr Darren Hewitt | | |
| 6 | Mrs Elizabeth Hewitt | Secretary | |
| 7 | Mrs Karen Johnson | Group Scout Leader | |
| 8 | Mrs Elizabeth Sims | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |

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

| Type of advisor | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Description of the charity's trusts

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.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

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

You may choose to include additional information, 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.

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 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.

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 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.

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.

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

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 a sum equivalent to 12 months running costs, circa £5,000.

The Group held reserves of approximately £10,000 against this at year end. This is above the level required for operating expenses. However this can be explained by reserving funds for future maintenance of the scout hut.

Quantify and explain any designations

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

| Section C | Objectives and activities |
|---|---|
| Summary of the objects of the charity set out in its governing document | <p>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.</p> <p>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 co-operate with others and make friends.</p> <p>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.</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 may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. | |
| Public benefit statement | The Group meets the Charity Commission's public benefit |

| | |
|---|--|
| <ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising); | <p>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.</p> |
| <ul style="list-style-type: none"> how expenditure has supported the key objectives of the charity; | <p>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.</p> |
| <ul style="list-style-type: none"> investment policy and objectives | |

Section F

Other Optional Information

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

Section G

Declaration

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

Signed on behalf of the charity's trustees

| | | |
|--------------------------------|------------------|----------|
| Signature(s) | <div>SOILY</div> | |
| Full name(s) | SHANE | O'REILLY |
| Position (eg Secretary, Chair) | CHAIR | |
| Date | 02 NOV 18 | |

**INDEPENDENT EXAMINER REPORT FOR
1ST WOKINGHAM(ST PAUL'S) SCOUT GROUP**

I have examined the Income and Expenditure Record, the Profit and Loss Account and the Balance Sheet for the financial year ending 31 March 2018 and other supporting documentation and in my opinion these Accounts represent a true reflection of the financial state of the 1st Wokingham (St Paul's) Scout Group. I also certify that these accounts include all cash and bank balances irrespective of where they are held.

Signature..........(LINDE MERRICK) Date07 MAY 2018.....

G.M.MERRICK

1st Wokingham (St Paul's) Scout Group

Receipts and Payments Account

Year start date

Year end date

| | | | |
|-------------------|------------|----|------------|
| For the year from | 01/04/2017 | To | 31/03/2018 |
|-------------------|------------|----|------------|

Receipts and payments

| | 2017/18 | 2015/16 |
|--|--------------------|--------------------|
| | Unrestricted funds | Unrestricted funds |
| | £ | £ |
| Receipts | | |
| Donations, legacies and similar income | | |
| Membership subscriptions | 9,196 | 9,240 |
| Less: Membership subscriptions paid on (National/County/Area/District) | 4,096 | - |
| Net membership subscriptions retained | 5,100 | 4,893 |
| Donations | 7,414 | 5,746 |
| Use of Hall / Equipment | 2,543 | 2,646 |
| Section Activities Income | 2,285 | |
| Camp Income | 3,546 | |
| Legacies | - | - |
| Gift Aid | - | - |
| Other similar income | 112 | 253 |
| Sub total | 20,999 | 13,538 |
| Grants | | |
| Maintenance grant | - | - |
| Other grants | - | - |
| Sub total | - | - |
| Fundraising (gross) | | |
| May Fayre | 640 | 666 |
| Fireworks | 795 | 845 |
| Other Fundraising | 2,152 | - |
| Winter Fayre | 959 | 1,025 |
| Sub total | 4,546 | 2,536 |
| Investment income | | |
| Bank interest | 3 | 10 |
| Building Society interest | - | - |
| The Scout Association Short Term Investment Service | - | - |
| Property Rent income | - | - |
| Other investment income | - | - |
| Sub total | 3 | 10 |
| Total Gross Income | 25,549 | 16,083 |
| Asset and investment sales, etc. (Hut Roof) | 25,600 | - |
| Total receipts | 51,149 | 16,083 |

1st Wokingham (St Paul's) Scout Group

Receipts and Payments Account

Year start date

Year end date

| | | | |
|----------------------|------------|----|------------|
| For the year from | 01/04/2017 | To | 31/03/2018 |
|----------------------|------------|----|------------|

Receipts and payments

| | 2017/18 | 2016/17 |
|--|--------------------|--------------------|
| | Unrestricted funds | Unrestricted funds |
| | £ | £ |
| Payments | | |
| Charitable Payments | | |
| Youth programme and activities (section activities) | 2,152 | 690 |
| Adult support and training | - | - |
| Rent | 779 | 318 |
| Rates, Water and Sewerage | 215 | 534 |
| Electricity and Gas | 837 | 721 |
| Insurance | 2,345 | 2,230 |
| Repairs and Renewals | 1,453 | 1,154 |
| Materials and equipment | - | - |
| Website Costs | 94 | 96 |
| Contribution to camp costs | 3,485 | 842 |
| Uniforms & badge costs | 1,065 | 542 |
| AGM and trustee expenses | | |
| Cleaning | 1,008 | |
| Provision for future Capital Expenses | 6,894 | 10,794 |
| Miscellaneous | | |
| Sub total | 20,328 | 16,236 |
| Fundraising expenses | | |
| Detail 1 | 930 | 823 |
| Detail 2 | - | - |
| Detail 3 | - | - |
| Other fundraising costs | | |
| Sub total | 930 | 823 |
| Total Gross Expenditure | 21,257 | 17,059 |
| Asset and investment purchases, etc. (Hut Roof) | 25,600 | - |
| Total payments | 46,857 | 17,059 |
| Net of receipts/(payments) | 4,292 | - 975 |
| Cash funds last year end | | |
| Cash funds this year end | 4,292 | - 975 |

Statement of assets and liabilities at the end of the year

| | 2017/18 Unrestricted funds | 2016/17 Unrestricted funds |
|---|-------------------------------|-------------------------------|
| | £ | £ |
| Cash funds | | |
| Bank current account | 17,495 | 18,112 |
| Bank deposit account | 7,552 | 25,755 |
| Building society account | - | - |
| The Scout Association Short Term Investment Service | - | - |
| Cash/Floats | - | - |
| Total cash funds | 25,047 | 43,867 |
| Other monetary assets | | |
| Tax claim | - | - |
| Debts due from the County/Area/District/Group | - | - |
| Insurance claim | - | - |
| Sub total | - | - |
| Investment assets | | |
| Investment property - detail | - | - |
| Quoted investments | - | - |
| Other investments - detail | - | - |
| Sub total | - | - |
| Non monetary assets for charity's own use | | |
| Badge stock | - | - |
| Shop stock | - | - |
| Other stock | - | - |
| Land and buildings | - | - |
| Motor vehicles | - | - |
| Scouting equipment, furniture etc | - | - |
| Other | - | - |
| Sub total | - | - |
| Liabilities | | |
| Accounts not yet paid | - | - |
| Expenses incurred but not invoiced | - | - |
| Subscriptions not yet paid | - | - |
| Loan - detail | - | - |
| Provision for future capital expenditure | - | - |
| Sub total | - | - |

NET ASSETS AND LIABILITIES

25,047

43,867

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature




Print Name

| | |
|----------------|-----------|
| Shane O'Reilly | Chair |
| Rachel Stanley | Treasurer |