

# 3<sup>rd</sup> Hove (St Leonards) Scout Group



## Trustees' Annual Report for the period from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018



### Reference & Administration Details

Charity name **3<sup>rd</sup> Hove (St Leonards) Scout Group**

Registered charity number **305860**

HQ registration number **10010967**

Charity's principal address **Rear of Church Hall  
Glebe Villas  
Hove, East Sussex  
BN3 5SN**

#### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year
Diran Kujore	Chairman	
Adam Whisker	Secretary	
Ian Nicholls	Treasurer	
Penny Marjoram	Group Scout Leader	
Michelle Turner	Beaver Scout Leader	

# Structure, Governance & Management

## 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.

How the charity is 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 issues

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 3 independent representatives, Chair, Treasurer and Secretary, together with the Group Scout Leader, individual Section Leaders (or alternate, if they opt not to take on the responsibility) and parent's representation and meets at least 3 times a year.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first five months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment 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

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

## 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 co-operate 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.

For the 3<sup>rd</sup> Hove (St Leonards) Scout Group, the main activities in relation to these objects is the provision of the weekly section meetings, as follows:

Beaver Scouts	Wednesday	6.00 - 7.15
Cub Scouts	Tuesday	6.30 – 8.00
Scouts	Thursday	7.30 - 9.00

All sections have additional activities to support their programme beyond their weekly meetings.

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.

## Achievements & Performance

### Beavers

It's been another fun packed year and still as busy as ever. Normally, thank yous are left to the end but I want to say a mahoosive thank you to Ben (Wolf) who sadly left us this year, Tony (Orca) for sticking with us and Jo (Fox) for coming aboard with such enthusiasm, because without them, the rest of what I am about to say would not have happened.

This year we have visited the local temple and the ambulance station and we had visits from PC Price and the Scottish dancers. We learnt the song La Bamba and accompanied by Orca it is on our Facebook page if you want to see it, along with other photos of our year! We've made rockets, kites and bird feeders; decorated hats and biscuits and lots of cards and gifts. We had a successful sleepover at our HQ after walking from the Dyke-The children were fabulous. We do a lot of badge work and in the two years of being with us if they attend every evening and event they will get the chance to earn **all** the beaver badges. This therefore has paid off as most of our Beavers have earned the Bronze Award before heading off to cubs.

With all these activities we continue to hold a very strong colony but we unfortunately have to turn children away. Our waiting list only has spaces for children 4 years old please make sure we have any sibling names on our waiting list-we hate it when there is not a space for our current families!

Finally, a big thank you to those parents and siblings who come and help out in all sorts of varying ways, and especially to Rosie who has taken over running our parent rota, your help is much appreciated; and once again to Tony, Jo; our two young leaders, Holly and Frankie. Thank you everyone and here's to another exciting fun filled year!

## **Cubs**

Cub numbers have stayed at full capacity for most of the year at 40. We have participated in a wide range of activities working towards our badges. A total of 466 badges have been awarded, and 3 Chief Scout's Silver awards. We have enjoyed a number of camps, outings, visits. All the cubs have been working hard on a number of activity badges and most of them have achieved a variety of badges, I am sure you are aware of that with all the sewing I send home !

A massive thank you to Tom, Steve, Geoff and our two fantastic explorers Zach and Harley for their continuous support and to all the parents who have helped the pack throughout the year.

We continue on getting numerous requests for young people who want to join the 3rd Hove, unfortunately only a few ever get a place because we are running to capacity for all sections. We have 29 young people on our waiting list to either start at Beavers, Cubs or Scouts and 27 youngsters who are 5 and under. If you are interested in joining this amazing team we have then please talk to one of the leaders.

## **Scouts**

The scouts have had a busy 12 months. They have had two camps – PGL activity camp last September and a very successful go-karting camp in April – a huge thank you to Luke and Phil plus the other parents who organised and ran these camps. Also, four scouts were involved in the Sussex Scouts Overland Hike competition (Noah, Harry, Rowan and Alister). This involved several weekends learning important map reading and navigation skills before competing in the two-day hike and camp competition. A big thanks to Jane for all her hard work in training the scouts in order for them to be able to take part in this event. Apart from participating in a range of activities (see below) the scouts, through leafleting on behalf of Hove Lions, also raised £500 towards 3rd Hove scouting activities.

In January, Ian decided that after 5 years of commitment to 3rd Hove scouts, including time as the scout leader, that it was time to move on. A huge thanks to Ian for all the years supporting the scouts – your commitment and hard work is appreciated.

Since February I, alongside Luke, Jane, Adam, Ian, Phil and Sam plus the support of a team of parent helpers including: - Ian, Iain, Tom, Diran, Dave, Dave, and others have run a programme of exciting and interesting activities. These have included map reading and photo map challenge, health and fitness, outdoor cooking, code breaking, world challenge, pioneering, wide games at Hillside, South Downs hike and lots of fun and games.

Other special events included bike skills and maintenance (thanks Dom and Julie); disability awareness (thanks Adrian) and jewellery making as part of Father's Day present making (thanks Reggie and Bronwen).

We have currently 27 invested scouts and with more cubs moving up in September and January plus others wanting to join. The scout section is in a strong and healthy position.

Again, thank you for all the support from the scout leadership team and Penny, parents and the scouts themselves. Next year is looking great with a sailing session and PGL activity weekend already planned for September.

## 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 4 months running costs, circa £5000.

The Group held reserves of approximately £12,000 against this at year-end. This is above the level required for operating expenses. However, this can be explained by surplus funds being held for tent replacement programme and internal works to the loft and storage areas.

### Details of any funds materially in deficit

Not currently applicable.

### Investment Policy

The Group does not have sufficient funds to invest in longer-term investments and 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

Signature

Full name **Diran Kujore**

**Ian Nicholls**

Position **Group Chairman**

**Treasurer**

Date 01/07/2018

# 3rd Hove (St Leonards) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	Apr-17	To	Mar-18
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## Receipts and payments

	2017/18	2016/17
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	11,751	11,144
Less: Membership subscriptions paid on (National/County/Area/District)	- 3,813	- 7,080
Net membership subscriptions retained	7,938	4,064
Donations		1,500
Scouting Activities	8,701	8,019
Gift Aid	4,855	-
	-	-
<b>Sub total</b>	<b>21,494</b>	<b>13,583</b>
<b>Grants</b>		
Maintenence grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Other fundraising activities	2,684	284
	-	-
	-	-
	-	-
<b>Sub total</b>	<b>2,684</b>	<b>284</b>
<b>Investment income</b>		
Bank interest	24	66
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	2,583	4,211
Other investment income	-	-
<b>Sub total</b>	<b>2,606</b>	<b>4,277</b>
<b>Total Gross Income</b>	<b>26,785</b>	<b>18,145</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>26,785</b>	<b>18,145</b>

# 3rd Hove (St Leonards) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2017	To	31/03/2018
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## Receipts and payments

	2016/17 Unrestricted funds £	2016/17 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	14,412	12,278
Utilities	1,513	1,911
Insurance	-	577
Repairs and Renewals	7,873	22,585
Materials and equipment	590	-
Stationary/photocopying		
misc	570	500
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Sub total</b>	<b>24,958</b>	<b>37,851</b>
<b>Fundraising expenses</b>		
Fundraising expenses	-	-
	-	-
	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>24,958</b>	<b>37,851</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>24,958</b>	<b>37,851</b>
<b>Net of receipts/(payments)</b>	<b>1,826.83</b>	<b>- 19,705.77</b>
<b>Cash funds last year end</b>	9,599	29,305
<b>Cash funds this year end</b>	<b>11,426</b>	<b>9,599</b>

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

	1st April 2018	1st April 2017
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	1,878	3,065
Bank deposit account	9,548	6,534
Building society account		
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>11,426</b>	<b>9,599</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 27th September 2016 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

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Print Name

	Diran Kujore - Chairman
	Ian Nicholls - Treasurer





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

3<sup>rd</sup> Hove (St Leonards) Scout Group

On accounts for the year  
ended

31<sup>st</sup> March 2018

Charity No.

305860

Set out on pages

1-3

Respective responsibilities  
of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 Commission (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 statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the 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:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*A. Andrew Bell*

Date: 01/05/2018

Name:

Andrew Bell

Relevant professional  
qualification(s) or body:

Chartered Member of the Institute of Internal Auditors (CMIIA)

Address:

61 Trafalgar Road,  
Portslade, BN41 1GT  
East Sussex

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

