

Trustees' Annual Report

For the period

From (start date)

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to end date

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Section A

Reference and administration details

Charity name

3rd Camberwell Scout Group

Other names the charity is known by

n/a

Registered charity number (if any)

3 0 3 8 2 9

HQ registration number

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Charity's principal address

92 Oglander Road

London

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr Andrew Clayton	Chair	
2	Mrs Caroline Boxall	Group Scout Leader	
3	Mr Simon Boxall	Cub Leader	
4			
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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

(e.g. trust deed, constitution)

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.

How the charity is constituted

(e.g. trust, association, company)

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

Trustee selection methods

(e.g. appointed by, elected by)

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

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 3 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

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.

GDPR. GDPR regulations have been implemented during 2017/18. The leaders are in the process of taking GDPR Scout training and managing the parent data appropriately.

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.

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	Weekly meetings and activities including support for the London Marathon, joining with other local groups for activities (eg table tennis, quiz, swimming gala)
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. 	<p>With thanks to everyone who has contributed their time and fundraising activity during 2017/18.</p> <p>During 2018/19, we will be investigating implementation of Gift Aid and maintaining control of GDPR.</p>
Public benefit statement	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

The charity continued to provide a full range of activities for the Beaver, Cub and Scout section of the group throughout the year, including

Summer trip to Kandersteg, Switzerland
Sponsored walk
Parent quiz evenings
Beaver, cub and scout camps
Scout Winter Camp

Section E**Financial Review**

Brief statement of the charity's policy on reserves

Reserves Policy

The Group held reserves of approximately £47,000 against this at year end. This is above the level required for operating expenses. However this can be explained by the fact that the premises are managed by the group and all maintenance and repair work must be funded by the group. The high reserves cover the possibility of a high cost maintenance programme needing to be put into place, for example, replacement of roof. The reserves will be reviewed on an ongoing basis.

Quantify and explain any designations

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

none

Further financial review details (optional information)

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

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

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.

- 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

Section F

Other Optional Information

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

We are continuing with extensive external works to be completed during 2018/19. This will cost around £20k. We will also need to retain reserves to cover any future repairs to the cub hut.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Andrew Clayton

Caroline Boxall

Position (eg Secretary, Chair)

Chair

Group Scout Leader

Date

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3rd Camberwell Scout Group Receipts and Payments Account

For the year from	2017	To	2018
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Receipts and payments

	2017/18	2016/17
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	3,858	5,285
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	1,472	3,335
Donations	100	-
Legacies	-	-
Gift Aid	-	-
Other similar income	15,281	7,388
Sub total	19,853	19,723
Grants		
Maintenance grant	-	-
Other grants	1,000	-
Sub total	1,000	-
Fundraising (gross)		
Kandersteg fundraising	1,472	1,920
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	-	-
Sub total	1,472	1,920
Investment income		
Bank interest	-	-
Building Society interest	220	263
The Scout Association Short Term Investment Service	-	-
Property Rent income	6,613	5,113
Other investment income	-	-
Sub total	6,833	5,376
Total Gross Income	28,156	18,019
Asset and investment sales, etc.	-	-
Total receipts	28,156	18,019

3rd Camberwell Scout Group Receipts and Payments Account

For the year from	2017	To	2018
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Receipts and payments

	2017/18	2016/17
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	2,508	3,025
Adult support and training	-	-
Rent	-	-
Water and Sewerage	124	111
Electricity and Gas	1,466	467
Insurance	670	638
Repairs and Renewals	1,822	607
Materials and equipment	30	4,865
Printing and photocopying	-	-
Contribution to camp costs	9,713	7,692
Uniforms	-	-
AGM and trustee expenses	-	-
Business rates (to be refunded)	506	-
Dulwich Explorers	767	-
Sundry expenses	108	-
Sub total	17,714	17,405
Fundraising expenses		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total		
Total Gross Expenditure	17,714	17,405
Asset and investment purchases, etc.		
Total payments	17,714	17,405
Net of receipts/(payments)	8,444	614
Cash funds last year end	54,732	54,118
Cash funds this year end	63,176	54,732

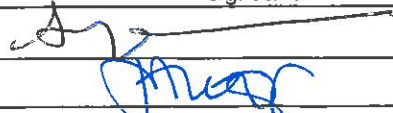
Statement of assets and liabilities at the end of the year

	31-Mar-18	31-Mar-17
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	16,214	7,883
Bank deposit account	-	-
Building society account	46,962	46,742
The Scout Association Short Term Investment Service	-	-
Cash/Floats - cub balances (written off in 2017/18)	-	108
Total cash funds	63,176	54,732
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	-	-
Other liabilities	-	-
Sub total	-	-

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

Andrew Clayton (Chair)

Jane Cooper (Treasurer)

Scrutineer's Report to the Trustees of the 3rd Camberwell Cub and Scout Group

I report on the accounts of the Group for the year ended 31 March 2017.

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.

Scrutineer's Statement

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

Signed: 

Name: Joanna Broadbent.

Address: 13 Lowden Road, London, SE24 0BJ

Date: 28 July 2018