

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

3	1	0	3	1	9
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## Section A Reference and administration details

Charity name 

11th Eastbourne Scout Group																			
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Other names the charity is known by 

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Registered charity number (if any) 

1	1	6	7	7	4	3
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HQ registration number 

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Charity's principal address 

Scout Hut, Priory Road																			
Eastbourne																			
East sussex																			
Postcode										B	N	2	3	7	N	X			

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Steve Parsons	Chairman	
2	David abbey	Treasurer	
3	Jenny Bruton	Secretary	
4	Neil Pennels		
5	Suzanne Burfield		
6	Mark Osborne	Group scout Leader	
7	Zoe Evans	Assistant Grp leader	
8	Nicola fallon	Beaver leader	
9	Edie Lambert	Colony Assistant	
10	Murray Pannet	Troop assistant	
11	Daryl Welling		
13	Wendy Smith	Cub Scout Leader	
14			
15			

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

Type of advisor	Name	Address

**Section B****Structure, governance and management**

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:

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 on average 3-4 times a year.

a) the induction and training of trustees;

Members of the Executive Committee complete on-line safeguarding packages and are subject to DBS checks.

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. For the past 3 years we have had Slimming world use the HQ on Thursday. They are now formally charged a rent for the use of the HQ, this income assists to fund essential maintenance for, and the running costs of the HQ.

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 15. 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. The group use Online scout manager (OSM) for most incoming payments from parents to avoid loss through inefficient cash payments. Our Bank account is

Section C	Objectives and activities
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Summary of the objects of the charity set out in its governing document

**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.

Summary of the main activities in relation to these objects

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

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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

**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 reserve of £1000 which has been maintained throughout this period.

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);

- how expenditure has supported the key objectives of the charity;

- investment policy and objectives

#### **Investment Policy (Specimen 1)**

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.

The Group Executive regularly monitors the levels of the groups bank balance taking into account forecasted expenditure. At the start of this period our bank account had 4 sub accounts to show cash balance for the reserve (£1,000) main account, big camps and membership fees ( average circa £3,400 every January) Due to previous bank charges the accounts have been reduced to one main account with the treasurer using an accounting programme to show how much money is held in those areas to make budgeting more effective.

#### **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)

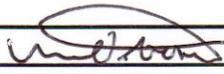
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**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

MARK OSBORNE	STEVE PARSON
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Position (eg Secretary, Chair)

ASL	CHAIRMAN
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Date

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## Independent Examiner's Report to the Trustees of the

11th Eastbourne SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended 31st March 2019  
which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages.....

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/District'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/District 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 (~~other than that disclosed below~~\*):

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

Name: B.K. PIPER (B.K. PIPER Esq)  
Qualification: Retired bank manager  
Address: 110 Coast Road,  
Pevensey Bay, East Sussex BN24 6NE  
Date: 12<sup>th</sup> April 2019

**11th Eastbourne Scout Group  
Receipts and Payments account  
for the year ended 31 March 2019**

	2018-19	2017-18	2016-2017
	£	£	£
<b>Income</b>			
Group/District Activities	3488.81	4552.20	3,224.66
Camps	6789.92	5305.28	9,770.15
Uniform and Badges	591.30	98.50	253.00
Donations	28.00	212.67	136.80
Subscriptions	8648.36	7674.80	7,125.08
Fundraising	4718.89	5683.21	7,830.23
Gift Aid	2445.49	2689.72	2,851.56
Utilities	1.15		
<b>Total Income</b>	<b>26711.92</b>	<b>26216.38</b>	<b>31,191.48</b>
<b>Expenditure</b>			
Group/District Activities	6392.70	5938.41	5,753.80
Camps	7162.39	8905.32	14,015.99
Uniform	1071.28	320.61	1,043.85
Donations	300.00	75.00	100.00
Repairs and Maintenance	456.50	929.16	1,799.25
Utilities	924.62	887.60	743.25
Badges	663.38	585.33	1,106.77
Insurance	638.23	622.51	636.45
Equipment	1010.52	996.81	183.56
Admin/Sundries/OSM	628.51	652.01	495.95
Membership	3570.00	3312.00	3,239.55
Interest			
Fund Raising	34.87		262.34
<b>Total Expenditure</b>	<b>22853.00</b>	<b>23224.76</b>	<b>29,380.76</b>
<b>excess of income over expenditure</b>	<b>3858.92</b>	<b>2991.62</b>	<b>1,810.72</b>
b/fwd	9764.60	6772.98	4,962.26
excess of income and expenditure	3858.92	2991.62	1,810.72
c/fwd	13623.52	9764.60	6,772.98
<b>represented by:</b>			
Current	13623.52	9764.60	6,772.98
Cash			
Carried forward	13623.52	9764.60	6,772.98
Reconciliation Checksum (should be 0.00)	0	0	0.00

Note Current account is now our only account with CAF Bank  
We run Section accounts within the Group accounting system

Current	£7,356.28
Big Event	£2,624.44
Membership	£1,000.00
Reserve	£1,000.00
Beavers	£699.65
Cubs	£713.71
Scouts	229.44
<b>Total=</b>	<b>£13,623.52</b>

*Barbara*  
12/4/18