

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

3	1	1	2	1	8
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## Section A Reference and administration details

Charity name 

2ND NEW FOREST NORTH (STANLEYS OWN) SCOUT GROUP																																																											
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Other names the charity is known by 

STANLEYS OWN SCOUT GROUP																																																											
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Registered charity number (if any) 

1	0	1	5	5	8	3
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Charity's principal address 

CHARLES KING HALL																																																											
ROMSEY ROAD, COPYTHORNE																																																											
SOUTHAMPTON																																																											
Postcode																																								S	O	40	2	P	B														

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	
1	MICHAEL GURD	PRESIDENT	
2	DEREK BOULTON	CHAIRMAN	
3	NICK NEWMAN	SECRETARY	
4	DEBORAH PARVIN	TREASURER	
5	DEREK BAULF		
6	ALAN NOSSITER		
7	KATRINA STONE		
8	SHARON STOKES		
9	KEVIN HARMER		
10	RUTH FARMERS		
11	WARREN TURVEY		
12	JACKIE HEATH		
13	JOY SELLWOOD		
14	MARY STUBBINGTON		
15	CHRISTINE DEAMER		
16	ROY FARMERS		
17	MICHAEL FERRIS		
18	RHYS BOWEN		

**Section A Reference and administration details (continued)**

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:  
 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 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders and parent's representation and meets every 2 months.

The 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, including 2 signatories for all payments. The other 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 membership 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.

Section C	Objectives and activities
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<p>Summary of the objects of the charity set out in its governing document</p>	<p>The objectives of the Group are as a unit of the Scout Association.</p> <p>The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.</p>
<p>Summary of the main activities in relation to these objects</p>	<p>The promotion of and the co-ordination of the six Sections to ensure that they provide Scouting in accordance with the Policy, Organisation and Rules of the Scout Association. This ensures that a well balanced programme is delivered to the young people in the Association by the Leaders of the Association. The main activities are regular weekly meetings of the various Sections of the Group, camps and day activities.</p>

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.

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
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<p>Summary of the main achievements of the charity during the year</p>	<p>Please see our AGM report pack which is available on request</p>
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Section E	Financial Review
<p>Brief statement of the charity's policy on reserves</p> <p>Quantify and explain any designations</p>	<p><b>Reserves Policy</b></p> <p>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 2 years average potential carnival income in unrestricted reserves.</p> <p>The Group held reserves of £15,000 against this at year end thus meeting the Group aim.</p>
<p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p>	
<p>Further financial review details (optional information)</p> <p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• the charity's principal sources of funds</li> <li>• how expenditure has supported the key objectives of the charity;</li> <li>• investment policy and objectives</li> </ul>	<p><b>Investment Policy</b></p> <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 the COIF Charities Deposit Fund.</p> <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>

**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

Full name(s)	Derek Boulton	Deborah Parvin
Position (eg Secretary, Chair)	Chair	Treasurer
Date	2 8 0 3 1 9	

## 2nd New Forest North (Stanley's Own) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Jan-18	To	31-Dec-18
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### Receipts and payments

	2018			2017	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	10,085	-	-	10,085	10,083
Less: Membership subscriptions paid on (National/County/Area/District)	5,587	-	-	5,587	4,619
Net membership subscriptions retained	4,498	-	-	4,498	5,464
Donations	1,432	-	-	1,432	-
Legacies	-	-	-	-	-
Gift Aid	3,274	-	-	3,274	1,887
Section Accounts	19,922			19,922	18,821
Jamboree	-	2,545	-	2,545	-
<b>Sub total</b>	<b>29,126</b>	<b>2,545</b>	<b>-</b>	<b>31,671</b>	<b>26,172</b>
<b>Grants</b>					
Other grants	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>					
Carnival Week	13,005	-	-	13,005	13,479
HQ Building Project - Fundraising and donations	-	4,979	-	4,979	15,295
HQ Building Project donation (Foyle Foundation)		5,000		5,000	-
HQ Building Project donation (The Rank Foundation)		2,500		2,500	-
HQ Building Project donation (Bernard Sunley)		10,000		10,000	-
HQ Building Project donation (One Family Foundation)		5,000		5,000	-
HQ Building Project donation (Garfield Weston)		15,000		15,000	-
Other fundraising activities	-	-	-	-	2,860
<b>Sub total</b>	<b>13,005</b>	<b>42,479</b>	<b>-</b>	<b>55,484</b>	<b>31,634</b>
<b>Investment income</b>					
COIF Charities Deposit Account Interest	150	-	-	150	85
Property Rent income - external	4,974	-	-	4,974	6,743
Property Rent income - Girl Guiding etc	1,134	-	-	1,134	1,620
<b>Sub total</b>	<b>6,258</b>	<b>-</b>	<b>-</b>	<b>6,258</b>	<b>8,448</b>
<b>Total Gross Income</b>	<b>48,389</b>	<b>45,024</b>	<b>-</b>	<b>93,413</b>	<b>66,254</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>48,389</b>	<b>45,024</b>	<b>-</b>	<b>93,413</b>	<b>66,254</b>

## 2nd New Forest North (Stanley's Own) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Jan-18	To	31-Dec-18
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### Receipts and payments

	2018			2017	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
<b>Payments</b>					
<b>Charitable Payments</b>					
Youth programme and activities inc badges	2,458	-	-	2,458	1,893
HQ - Cleaning	3,112	-	-	3,112	2,298
HQ - Utilities	3,396	-	-	3,396	3,322
HQ - Insurance	4,215	-	-	4,215	4,116
HQ - Repairs and Renewals	1,769	-	-	1,769	2,635
HQ - Licences	673	-	-	673	782
Equipment	757	-	-	757	1,661
Printing, postage, stationery & sundry expenses	283	-	-	283	380
Uniforms	405	-	-	405	406
Donations	-	-	-	-	403
Section Accounts	19,829	-	-	19,829	19,433
Jamboree	-	6,166	-	6,166	-
Tree works	456	-	-	456	-
HQ Building Project	-	41,604	-	41,604	32,963
<b>Sub total</b>	<b>37,353</b>	<b>47,770</b>	<b>-</b>	<b>85,123</b>	<b>70,292</b>
<b>Fundraising expenses</b>					
Carnival Week	5,168	-	-	5,168	4,716
Other fundraising costs	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>5,168</b>	<b>-</b>	<b>-</b>	<b>5,168</b>	<b>4,716</b>
<b>Total Gross Expenditure</b>	<b>42,521</b>	<b>47,770</b>	<b>-</b>	<b>90,291</b>	<b>75,008</b>
<b>Asset and investment purchases, etc.</b>	-	-	-	-	-
<b>Total payments</b>	<b>42,521</b>	<b>47,770</b>	<b>-</b>	<b>90,291</b>	<b>75,008</b>
<b>Net of receipts/(payments)</b>	<b>5,868</b>	<b>- 2,746</b>	<b>-</b>	<b>3,122</b>	<b>- 8,754</b>
<b>Transfers between funds</b>	-	16,250	-	-	-
<b>Cash funds last year end</b>	37,414	11,418	-	48,832	57,586
<b>Cash funds this year end</b>	<b>27,032</b>	<b>24,922</b>	<b>-</b>	<b>51,954</b>	<b>48,832</b>



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

	31-Dec-18			31-Dec-17	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
Bank current account	6,984	-	-	6,984	9,873
COIF Charities Deposit Account	7,161	24,922	-	32,083	26,933
Held by Sections	11,208	-	-	11,208	11,115
Cash in Hand	1,679	-	-	1,679	911
<b>Total cash funds</b>	<b>27,032</b>	<b>24,922</b>	<b>-</b>	<b>51,954</b>	<b>48,832</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>-</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>-</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>-</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>	<b>-</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 28th March 2019 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf

Signature	Print Name
Derek Boulton	Chair
Debbie Parvin	Treasurer

# Independent Examiner's Report to the Trustees of the

## 2<sup>ND</sup> NEW FOREST NORTH (STANLEYS OWN) SCOUT GROUP

I report on the accounts of the Group for the year ended 31 December 2018, which comprise the Receipts and Payments Account, the Statement of Assets and Liabilities and related notes.

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 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 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:

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.

Name: .....

TONI PEARCE 

Qualification: .....

ACCA

Address: .....

CHARTERS, SOUTHAMPTON ROAD

BARTLEY, SOUTHAMPTON, SO40 2NA

Date: .....

21/4/19