

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 1 8

to end date

3 1 0 3 1 9

Charity name

8th Alton Scout Group

Other names the charity is known by

Registered charity number (if any)

2 9 2 3 3 1

HQ registration number

Charity's principal address

The Cabin

Anstey Park

Alton

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	JOHN LEWIS	CHAIR	
2	DAVID PHIPPS	VICE CHAIR	Appointed 01/03/2018
3	PAUL CRANSTON	GSL	Appointed 01/07/2018
4	REBECCA WRIGHT	TREASURER	
5	ALISON CASSIDY	SECRETARY	
6	JOANNE LEWIS	AGSL	
7	ANDREW GEORGE		
8	SUSAN DANE		
9	MARK SWAIN		
10	MICHELLE JOHNSON		
11	SUSAN HOW	AGSL	
12	LISA WEBB	AGSL	
13	TREVOR MALKIN		
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 Leader, individual section leaders (if opted to take on the responsibility) and parent 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

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.

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.

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

- Weekly, term-time, structured section meetings
- A schedule of planned activities to enhance and develop learning and confidence
- Working towards badges or other developmental activities
- Active encouragement to support group fundraising and community activities
- Opportunities to participate in camps and sleepovers

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.

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.

Summary of the main achievements of the charity during the year

In the year 2018 - 2019 the Group has achieved the following significant milestones:

- Assisted with Scouts and Explorers in preparation and development of participating in overseas Scouting adventures
- Renewed and fully made use of new kayaking and buoyancy aids
- Installed new security measures to protect building, vehicles and equipment
- Fundraising at various community events to contribute to the Group funds
- Invested a good number of new beavers, cubs, scouts, explorers and leaders
- Supported district events such as St George's Day and Remembrance Day
- Replaced trailer

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 3 months running costs, circa

The Group held reserves of approximately £45,000 against this at year end. This is above the level required for operating expenses. However, there are further repairs and renewals to make. The Group is also investigating the purchase of woodland, and/or an extension to improve the hygiene facilities at the Cabin

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:

- 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

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 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.

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

The Group is currently in a healthy financial position. The Exec are looking at investing in property and/or improving the current hygiene facilities at the Cabin.

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

Signed on behalf of the charity's trustees

Signature(s)

Rebecca Wright

John Lewis

Full name(s)

Rebecca Wright

John Lewis

Position (eg Secretary, Chair)

Treasurer

Chair

Date

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8th Alton Scout Group Receipts and Payments Account

For the year from	01-Apr-18	To	31-Mar-19
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Receipts and payments

	2018/19	2017/18
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	22,030	22,756
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	22,030	22,756
Donations	3,302	2,135
Insurance claim	2,400	-
Gift Aid	5,016	5,068
Other similar income	-	-
Sub total	32,748	29,959
Grants		
Maintenance grant	-	-
Other grants	-	20,000
Sub total	-	20,000
Fundraising income		
Central	2,766	6,695
Sub total	2,766	6,695
Section receipts		
Scouts		
Sections	18,074	22,032
Other fundraising activities	-	54
Sub total	18,074	22,086
Investment income		
Bank interest	-	0
Building Society interest	-	-
The Scout Association Short Term Investment Service	27	106
Property Rent income	9,732	9,386
Other investment income	-	-
Sub total	9,759	9,492
Total Gross Income	63,348	88,232
Asset and investment sales, etc.	-	-
Total receipts	63,348	88,232

8th Alton Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-18	To	31-Mar-19
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Receipts and payments

	2018/19	2017/18
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Adult support and training	270	-
Rent	2,500	2,500
Water and Sewerage	380	479
Electricity and Gas	1,395	1,433
Insurance	2,318	2,175
Repairs and Renewals	6,864	6,258
Subscriptions	550	98
Materials and equipment	10,281	785
Printing and photocopying	46	-
Contribution to camp costs		
Uniforms	814	1,553
AGM and trustee expenses	304	405
Other costs Mini bus	1,959	1,574
Other costs capitation	8,342	8,709
Other costs phone	208	181
Other costs misc	806	-
Sub total	37,036	26,149
Fundraising expenses		
Central	854	84
Building extension / improvements	55	75,379
Section payments		
scouts	-	-
sections	25,715	22,137
Other fundraising costs	-	-
Sub total	26,624	97,601
Total Gross Expenditure	63,660	123,749
Asset and investment purchases, etc.	-	-
Total payments	63,660	123,749
Net of receipts/(payments)	- 313	-35,518
Cash funds last year end	45,535	81,053
Cash funds this year end	45,222	45,535

Statement of assets and liabilities at the end of the year

	31st March 2019	31st March 2018
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	39,998	40,338
Bank deposit account	0	-
Building society account	0	-
The Scout Association Short Term Investment Service	5,224	5,197
Cash/Floats	0	-
Total cash funds	45,222	45,535
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	225,000	145,000
Motor vehicles	1,000	1,000
Scouting equipment, furniture etc	10,000	10,000
Other	-	-
Sub total	236,000	155,750
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

JOHN LEWIS Chair

REBECCA WRIGHT Treasurer

Independent Examiner's Report to the Trustees of the 8th Alton Scout Group

I report on the accounts of the Group for the year ended 31st March 2019 which comprise the Statement of Financial Activities, the Balance Sheet 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/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: GLEN SADLER
Qualification: ACMA
Address: 39 KINGS ROAD, ALTON, HAMPSHIRE
GU34 1PX
Date: 19/08/19