

# 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	<div style="border: 1px solid black; padding: 2px;">1st St Neots Scout Group</div>								
Other names the charity is known by	<div style="border: 1px solid black; height: 20px;"></div>								
Registered charity number (if any)	<table border="1" style="display: inline-table;"><tr><td>3</td><td>0</td><td>3</td><td>3</td><td>4</td><td>7</td></tr></table>	3	0	3	3	4	7		
3	0	3	3	4	7				
HQ registration number	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Charity's principal address	<div style="border: 1px solid black; padding: 2px;">The Scout Hall</div> <div style="border: 1px solid black; padding: 2px;">Bedford St</div> <div style="border: 1px solid black; padding: 2px;">St Neots</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Postcode</div> <table border="1" style="display: inline-table;"> <tr> <td>P</td><td>E</td><td>1</td><td>9</td><td>1</td><td>A</td><td>X</td> </tr> </table> </div>	P	E	1	9	1	A	X	
P	E	1	9	1	A	X			

Names of the charity trustees who manage the charity

*(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)*

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Keith Horn	Group Scout Leader	
2	Gareth Howell	Assistant GSL	from 18/7/2018
3	Julie Keane	Treasurer	from 18/7/2018
4	Matt Griffin	Chair	
5	David Fitzgerald	Secretary	
6	Paul Easy	Exec Member	Until 18/7/2018
7	Julia Eagle	Exec Member	Until 18/7/2018
8	Stephen Gill	Exec Member	
9	Teresa Cameron	Treasurer	Until 18/7/2018
10	Kim Ludlow	Beaver Scout Leader	Until 18/7/2018
11	Chris Young	Cub Scout Leader	Until 30/11/2018
12	Danielle Bridge		From 18/7/2018
13	Ewa Fron		From 18/7/2018
14	Catherine Gregorious	Cub Scout Leader	From 18/7/2018
15	Adam Wright	Scout Leader	
16	Tim Ireland	Scout Leader	From 18/7/2018
17			
18			
19			

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

*(These will be published in the annual report of the charity)*

Type of advisor	Name	Address

Section B	Structure, governance and management
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**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. In addition, there is the Declaration of Trust, dated 30th September 1935

How the charity is constituted

(e.g. trust, association, company)

The Group is an educational charity, established under rules which are common to all Scout Groups.

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:

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 Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group. 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(s), individual section leaders (if they opt to take on the responsibility), co-opted members and parent's representatives. The Group Executive Committee meets 4/5 times a year.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

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's 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)
	<p><b>Risk and Internal Control</b></p> <p>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:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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	<p>Each of the Group's six sections runs a full programme of weekly meetings and external events and activities. There are many opportunities provided for young people to go to overnight (and longer) camps; both in accommodation and under canvas.</p>
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"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
Public benefit statement	<p>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.</p>

Section D

Achievements and performance

Summary of the main achievements of  
the charity during the year

As well as ensuring the Group raises sufficient funds (by memberships subscription fees, fund-raising and hall lettings) to cover its costs, 2018 has been a year of consolidation as we stabilise the Group after a period of rapid expansion in membership numbers. We grew from three to six sections as a consequence of the completion of our building extension. As a consequence, we are better able to satisfy some of the demand for scouting in St Neots.

Section E	Financial Review
<p><b>Brief statement of the charity's policy on reserves</b></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 12 months running costs, circa £13000.</p> <p>The Group held reserves of approximately £12000 against this at year end. This is below the level required for a full year's operating expenses, but was due to the pre-payment of loan repayments in 2018. The situation is not expected to recur.</p>
<p><b>Quantify and explain any designations</b></p>	
<p><b>Details of any funds materially in deficit (circumstances plus steps to eliminate)</b></p>	
<p><b>Further financial review details (optional information)</b></p>	
<p><b>You may choose to include additional information, where relevant, about:</b></p> <ul style="list-style-type: none"> <li>• the charity's principal sources of funds (including any fundraising);</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 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.</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>

**1st St Neots Scout Group**  
**Trustee's Report for the year ending 31st December 2018**

<b>Section F</b>	<b>Other Optional Information</b>
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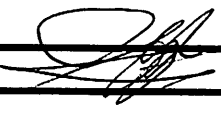
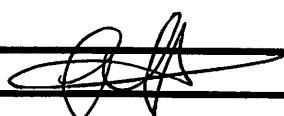
Plans for future periods (details of any significant activities planned to achieve them)

<b>Section G</b>	<b>Declaration</b>
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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)

Keith Horn	Gareth Howell
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Position (eg Secretary, Chair)

Group Scout Leader	Assistant Group Scout Leader
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Date

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# 1st St Neots Scout Group

## Receipts and Payments Account

For the period	1st Jan 2018	To	31st Dec 2018	
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	2018	2017
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Receipts and payments	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Last year £
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<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership Subscriptions	£ 9,354	£ -	£ -	£ 9,354	£ 12,569
Less: Membership subscriptions paid on	£ (3,864)	£ -	£ -	£ (3,864)	£ (2,970)
Net membership subscriptions retained	£ 5,490	£ -	£ -	£ 5,490	£ 9,599
Camps & Events income	£ 7,045	£ -	£ -	£ 7,045	£ 4,510
Donations	£ 2,098	£ -	£ -	£ 2,098	£ 2,217
Legacies	£ -	£ -	£ -	£ -	£ -
Gift Aid	£ -	£ -	£ -	£ -	£ 10,000
Scout Loans	£ -	£ -	£ -	£ -	£ -
<b>Sub Total</b>	<b>£ 14,633</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 14,633</b>	<b>£ 26,326</b>

<b>Grants</b>					
Maintenance grants	£ -	£ -	£ -	£ -	£ -
Other grants	£ -	£ -	£ -	£ -	£ 200
New section grant	£ 3,000	£ -	£ -	£ 3,000	£ -
<b>Sub Total</b>	<b>£ 3,000</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 3,000</b>	<b>£ 200</b>

<b>Fundraising (gross)</b>					
Activities	£ 3,411	£ -	£ -	£ 3,411	£ 9,940
Other	£ -	£ -	£ -	£ -	£ -
<b>Sub Total</b>	<b>£ 3,411</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 3,411</b>	<b>£ 9,940</b>

<b>Investment income</b>					
Bank Interest	£ 49	£ -	£ -	£ 49	£ -
Hall hire	£ 6,000	£ -	£ -	£ 6,000	£ 2,970
Balancing transaction (see note at end)	£ (59)	£ -	£ -	£ (59)	£ -
Other investment income	£ -	£ -	£ -	£ -	£ -
<b>Sub Total</b>	<b>£ 5,989</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 5,989</b>	<b>£ 2,970</b>

<b>Total Gross Income</b>	<b>£ 27,033</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 27,033</b>	<b>£ 39,435</b>
<b>Asset and Investments sales, etc.</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>Total Receipts</b>	<b>£ 27,033</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 27,033</b>	<b>£ 39,435</b>

### Payments

<b>Charitable Payments</b>					
Youth programme and activities	£ 4,017	£ -	£ -	£ 4,017	£ 5,825
Adult support & training	£ -	£ -	£ -	£ -	£ -
Rent & Rates	£ 298	£ -	£ -	£ 298	£ 748
Utilities	£ 1,128	£ -	£ -	£ 1,128	£ 1,723
Uniforms	£ -	£ -	£ -	£ -	£ -
Insurance	£ 1,179	£ -	£ -	£ 1,179	£ 1,125
Hall redevelopment	£ 1,336	£ -	£ -	£ 1,336	£ 18,773
Sundries	£ -	£ -	£ -	£ -	£ 82
Refunds	£ -	£ -	£ -	£ -	£ -
Group expenditure	£ 7,900	£ -	£ -	£ 7,900	£ 8,922
Cleaning	£ 769	£ -	£ -	£ 769	£ 950
Donations	£ -	£ -	£ -	£ -	£ -
Loan repayments	£ 14,850	£ -	£ -	£ 14,850	£ 750
Bank charges	£ -	£ -	£ -	£ -	£ 30
<b>Sub Total</b>	<b>£ 31,477</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 31,477</b>	<b>£ 38,928</b>

<b>Fundraising Expenses</b>					
Main activities	£ 770	£ -	£ -	£ 770	£ 5,725
Other activities	£ -	£ -	£ -	£ -	£ -
<b>Sub Total</b>	<b>£ 770</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 770</b>	<b>£ 5,725</b>

<b>Total Gross Expenditure</b>	<b>£ 32,247</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 32,247</b>	<b>£ 44,653</b>
<b>Asset &amp; Investment Purchases</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>Total Payments</b>	<b>£ 32,247</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 32,247</b>	<b>£ 44,653</b>

<b>Excess/(Deficit) of Receipts over Payments</b>	<b>£ (5,213)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ (5,213)</b>	<b>£ (5,218)</b>
<b>Brought forward from previous year</b>	<b>£ 17,196</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 17,196</b>	<b>£ 22,414</b>
<b>Carried forward to next year</b>	<b>£ 11,983</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 11,983</b>	<b>£ 17,196</b>



# 1st St Neots Scout Group Receipts and Payments Account

Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted fund: to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash funds	Group Account	£ 8,751	£ -	£ -
	Hall Account	£ 421	£ -	£ -
	Beavers Account	£ 88	£ -	£ -
	Cubs Account	£ 151	£ -	£ -
	Scouts Account	£ 2,572	£ -	£ -
	<b>Total cash funds</b>	<b>£ 11,983</b>	<b>£ -</b>	<b>£ -</b>

(agree balances with receipts and payments account(s))

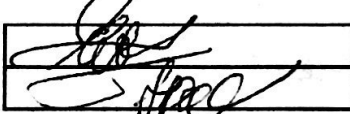
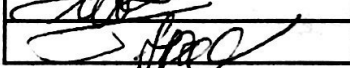
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Unrestricted fund: Restricted funds Endowment funds

Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		£ -	£ -	£ -
Investment assets	Details	Fund to which as	Cost (optional)	Current value (optional)
	Scout Hall, Bedford St	Unrestricted	£ -	£ 170,000
Assets retained for the charity's own use	Details	Fund to which as	Cost (optional)	Current value (optional)
			£ -	£ -
Liabilities	Details	Fund to which as	Amount due (opti)	When due (optional)
	Scout Association Loan	Unrestricted	£ 54,000	2027
	County Scout Loan	Unrestricted	£ 5,000	2023
	District Scout Loan	Unrestricted	£ 5,000	2023

The above receipts & payments account and statement of assets & liabilities were approved by the Trustees on 15/5/2019 and signed by:

Group Scout Leader - Keith Horn

Treasurer - Julie Keane

Signature	Print Name	Date of approval
	Keith Horn	30/5/19
	Julie Keane	30/5/19

Independent Reviewer's Report - The attached Receipts & Payments and Statement of Assets & Liabilities have been examined by myself and are in accordance with books & vouchers. The receipts and payments as shown are, to the best of my knowledge, authorised transactions.

Examiner - Markand Patel (AGGA)

TERESA CAMERON  
(MACT)

Signature	Print Name	Date of approval
	TERESA CAMERON Markand Patel	26/10/19

**Note - The additional amount of £58.50 could be located (i.e. the difference between recorded value of N&P account of £120.00 as of 31st Dec 2017 and actual value of £178.50) either as a reconciled outgoing payment or an unexpected additional receipt. A balancing transaction has been logged in Receipts on 1st Jan 2018 and assigned to "Balancing transaction" alongside other Savings Transfer.**