

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 1 8

to end date

3 1 0 3 1 9

## Section A

## Reference and administration details

Charity name

2nd Southam (Open) Scout Group

Other names the charity is known by

2nd Southam Scout Group

Registered charity number (if any)

1 0 2 0 1 0 2

HQ registration number

Charity's principal address

The Scout Hut

Welsh Road West

Southam

Postcode

C V 4 7 0 J N

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	Gordon Ferguson	Group Scout Leader	
2	Margaret greenway	Group Treasurer	
3	Lucy Vials	Group Secertery	
4	Andrew Steele	Cub Section Leader	
5	Hilary Crosby	Beaver Section Leader	
6	Lee Thomas	Cub Section Leader	
7	Kyle Fergusom	Scout Section Leader	
8	Kathryn Ferguson	Explorer Section Leader	
9	Malcolm Anderson	Scout Section Leader	
10			
11			
12			
13			
14			
15			

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

## Description of the charity's trusts

## Type of governing document

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.

(e.g. trust deed, constitution)

## How the charity is constituted

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

(e.g. trust, association, company)

## 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 half term.

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.

**Section B****Structure, governance and management (continued)****Risk and Internal Control**

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.

**Section C****Objectives and activities**

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.

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 Group has had a full and varied program of events which included an international trip the Haarlem Jamborette in the Netherlands.

#### 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 sum equivalent to 24 months running costs, circa £8k.

The Group held reserves of approximately £8k against this at year end. This is above the level/below required for operating expenses.

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 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)

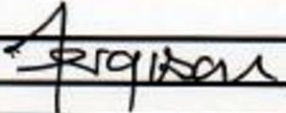
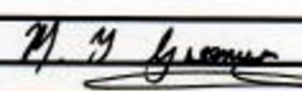
**Section G**

**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)

Gordon Ferguson Margaret Greenway

Position (eg Secretary, Chair)

Group Scout Leader Group Treasurer

Date

1 7 0 1 2 0

## 2nd Southam Scout Group Receipts and Payments Account

Year start date      Year end date

For the year from 1st April 2018 To 31st March 2019

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

	2018/19 £	2017/18 £
<b>Cash funds</b>		
Bank current account	195.12	1,470.84
Bank deposit account	8,090.66	6,900.16
The Scout Association Short Term Investment Service	597.44	597.44
Cash/Floats	0.00	0.00
<b>Total cash funds</b>	<b>8,883.22</b>	<b>8,968.44</b>
<b>Other monetary assets</b>		
	0.00	0.00
	0.00	0.00
	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Investment assets</b>		
	0.00	0.00
	0.00	0.00
	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	500.00	500.00
Land and buildings	160,000.00	160,000.00
Scouting equipment, furniture etc	25,000.00	25,000.00
Other	0.00	0.00
<b>Sub total</b>	<b>185,500.00</b>	<b>185,500.00</b>
<b>Liabilities</b>		
Scout Association Capital	4,500.00	5,000.00
Stratford District Council Land Rent	200.00	200.00
Council Tax	200.00	200.00
Eon Electricity Bill	1,200.00	700.00
Water Plus	100.00	100.00
Insurance	1,200.00	1,100.00
Proficiency Badge Bill	250.00	250.00
Normal Running & Maintenance Costs	1,500.00	4,500.00
<b>Sub total</b>	<b>9,150.00</b>	<b>12,050.00</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 10th January 2020 and signed on their behalf by:

Signature

Signature

Print Name

G.I. FERGUSON

Chair (Act)

M.T. Greenway

Treasurer

## 2nd Southam Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	1st April 2018	To	31st March 2019

### Receipts

	2018/19 £	2017/18 £
Lease	0.00	0.00
Insurance	0.00	0.00
Electricity	0.00	0.00
Water Rates	0.00	0.00
Council Tax	0.00	0.00
Administration & Consumables	0.00	0.00
General Maintenance	0.00	0.00
Group Equipment	0.00	0.00
Uniform	0.00	0.00
Proficiency Badges	0.00	0.00
Leader Training	0.00	0.00
Section Activities/Admin	20.00	330.00
Section Camps/Events	308.00	1,654.45
Group Camps/Events	0.00	2,585.55
District Camps/Events	1,497.49	160.00
County Camps/Events	2,065.73	1,035.00
International Camps	9,987.00	0.00
Miscellaneous	0.00	1,412.33
IT Systems	0.00	0.00
Bank Charges	0.00	0.00
Bank Interest	3.50	1.69
Capitation	0.00	0.00
Section Floats	0.00	0.00
Group Subs	11,781.50	12,628.50
Gift Aid	8,081.12	3,048.90
Fund Raising & Donations	968.38	644.17
<b>Total Gross Income</b>	<b>34,712.72</b>	<b>23,500.59</b>
<b>Asset and investment sales, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total receipts</b>	<b>34,712.72</b>	<b>23,500.59</b>

## 2nd Southam Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	1st April 2018	To	31st March 2019

### Payments

	2018/19 £	2017/18 £
Lease	200.00	400.00
Insurance	1,072.44	1,033.93
Electricity	1,140.00	660.00
Water Rates	74.53	118.57
Council Tax	194.74	189.21
Administration & Consumables	784.93	48.00
General Maintenance	651.65	3,989.47
Group Equipment	6,082.65	154.98
Uniform	0.00	0.00
Proficiency Badges	457.47	0.00
Leader Training	0.00	0.00
Section Activities/Admin	2,581.60	4,317.76
Section Camps/Events	0.00	1,340.81
Group Camps/Events	0.00	1,805.00
District Camps/Events	2,599.00	0.00
County Camps/Events	2,618.12	670.00
International Camps	11,368.82	0.00
Miscellaneous	0.00	220.00
IT Systems	569.41	180.00
Bank Charges	0.00	0.00
Bank Interest	0.00	0.00
Capitation	4,402.58	4,500.00
Section Floats	0.00	0.00
Group Subs	0.00	170.00
Gift Aid	0.00	0.00
Fund Raising & Donations	0.00	58.50
<b>Total Gross Expenditure</b>	<b>34,797.94</b>	<b>19,856.23</b>
<b>Asset and investment purchases, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total payments</b>	<b>34,797.94</b>	<b>19,856.23</b>
<b>Net of receipts/(payments)</b>	<b>-85.22</b>	<b>3,644.36</b>
<b>Cash funds last year end</b>	<b>8,968.44</b>	<b>5,324.08</b>
<b>Cash funds this year end</b>	<b>8,883.22</b>	<b>8,968.44</b>



## Independent Examiner's Report to the Trustees

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2019.

### **Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which 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.

Signed:  Date: 7/1/20

Name: IAN WELCH

Relevant professional qualification(s) or body (if any): ACMA

Address: 50A LARUICK PLACE  
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CV32 5DF