

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	1st Bishop's Stortford and Hockerill Scout Group																																
Registered charity number (if any)	3 0 2 6 1 6																																
HQ registration number	1 0 0 0 9 9 9 5																																
Charity's principal address	<table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="8">The Scout Hut</td></tr> <tr><td colspan="8">Heath Row</td></tr> <tr><td colspan="8">Bishop's Stortford</td></tr> <tr> <td style="text-align: right; padding-right: 10px;">Postcode</td> <td style="width: 20px; text-align: center;">C</td> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">E</td> <td style="width: 20px; text-align: center;">N</td> </tr> </table>	The Scout Hut								Heath Row								Bishop's Stortford								Postcode	C	M	2	3	5	E	N
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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	Simon Carter	Group Scout Leader	
2	Sarah Foxall	Group Secretary	1.4.18 - 6.3.19
3	Carol Yung	Group Secretary	6.3.19 onwards
4	Nicola Whitaker	Treasurer	
5	Heather Quiney	Membership Secretary	
6	Diana Fatkullina	OSM	6.3.19 onwards
7	Ian Brixton	IT	
8	Helen Mephem	Vice-Chair	
9	Kate Richardson	Chair	

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 the conveyance dated 11 February 1909 upon the trusts of the boy scouts association trust deed and those of the Scout Association, which 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	The Group is an unincorporated association established by declaration of trust operating under rules common to all Scout Groups.

Section B**Structure, governance and management (continued)**

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 information

Executive Committee

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.

The Committee members include the Chair, Treasurer and Secretary (who must be independent, meaning they cannot be Leaders), and the Group Scout Leader. Normally (but not exclusively), trustees are drawn from the parents of the Group's young members. The Committee meets around ten times a year. None of the trustees has any beneficial interest in the charity. All of the trustees are members of the charity and guarantee to contribute £1 in the event of a winding up.

This Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

- maintenance of Group property;
- raising of funds and the administration of Group finance;
- 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 advisers 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 as follows.

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 Association's national accident insurance policy. Risk Assessments are undertaken before all activities.

Section B**Structure, governance and management (continued)**

Risk and Internal Control
(continued)

Reduced income from fund raising. The Group is primarily reliant on 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 or, 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 14. 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, or, in the worst case scenario, the complete closure of the Group.

Financial misconduct. The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatories for all payments and no self-approval of expenses.

Section C**Objectives and activities**

Summary of the objects of the charity

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.

Section C**Objectives and activities (continued)**

Summary of the objects of the charity (continued)

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

The Group runs three Beaver Scout Colonies, three Cub Scout Packs and three Scout Troops. They meet weekly, except for one Scout Troop, which meets monthly. There has been no material change in these activities during the year.

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. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Group should undertake.

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

- Ran more than 300 training sessions for young people aged 6 to 14.
- Ran more than ten camps/overnight activities for young people aged 6 to 14.
- Supported the provision of over 30 sessions for the linked Explorer Scout unit (young people aged 14 to 18).
- Enabling over 200 young people to contribute to the local community, for instance, our Inca Scout Troop members raised over £4,000 for the local foodbank by organising a quiz night, and our Navaho Cub Pack raised over £700 for Grove Cottage, the local MENCAP centre.
- Ensured our facilities have been maintained in a safe and secure manner.
- Supported over 40 leaders, trustees and other adult volunteers.
- Let the Group's HQ Hut and Priory Wood facilities to other community groups.

Section E**Financial Review**

Brief statement of the charity's policy on reserves

It is the Group's policy that unrestricted funds that have not been designated for a specific use should be maintained at a level equivalent to three to six months' expenditure. The trustees consider that reserves at this level will ensure that, if there is a significant drop in funding, they will be able to continue the Group's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained through the year.

Section E**Financial Review (continued)**

Details of any funds materially in deficit (circumstances plus steps to eliminate)

No fund of the Group's is materially in deficit

Investment policy

The Group's Income and Expenditure is very small and, as a consequence, the Group 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 Committee 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 Committee considers the cash flow requirements.

Brief statement on preparation of financial statements

The financial statements have been prepared in accordance with the Group's constitutional documents, the relevant policies and guidance of The Scouting Association and the Charities Act 2011.

Trustees' responsibilities in respect of financial statements and accounting records

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Group and of the incoming resources and application of resources of the Group for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

Section E Financial Review (continued)

Trustees' responsibilities in respect of financial statements and accounting records (continued)

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Group and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Section F Other Optional Information

Plans for future periods

The Group has plans to redecorate the HQ Hut, replace the flooring and level the entrance hall to make it more wheelchair-friendly with the next year. It also has plans to improve the toilet facilities at its Priory Wood site and make them more environmentally friendly.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature 

Full name

Position (e.g. Secretary, Chair)

Date

Independent Examiner's report to the trustees of 1st Bishop's Stortford and Hockerill Scout Group

I report to the trustees on my examination of the accounts of the 1st Bishop's Stortford and Hockerill Scout Group for the year ended 31 March 2019.

Responsibilities and basis of report

As the charity trustees of the 1st Bishop's Stortford and Hockerill Scout Group, 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 1st Bishop's Stortford and Hockerill Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 1st Bishop's Stortford and Hockerill Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signature



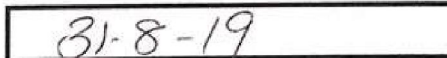
Name

Francky Williams, Extra Help at Hand Limited

Address:

14 Chequers, Bishop's Stortford, Herts, CM23 4BX

Date:



1st Bishop's Stortford & Hockerill Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	01 April 2018	To	31 March 2019
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Receipts

	2017/18	2018/19
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	22,359.07	19,997.10
Less: Membership subscriptions paid on (National/County/Area/District)	- 10,379.00	- 10,741.50
Net membership subscriptions retained	11,980.07	9,255.60
Donations	-	2,469.54
Legacies	-	-
Gift Aid	3,920.35	3,371.64
Other similar income	-	-
Sub total	15,900.42	15,096.78
Grants		
Maintenence grant	-	-
Other grants	308.99	-
Sub total	308.99	-
Fundraising (gross)		
Swasiland	7,802.44	-
Parent/carer contributions for extra section meeting activities	1,184.00	1,056.95
Parent/carer contributions for camps etc.	4,645.00	6,620.98
Other fundraising activities	-	-
Sub total	13,631.44	7,677.93
Investment income		
Bank interest	65.98	401.46
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income (hiring out HQ Hut and Priory Wood)	6,503.00	4,987.50
Other investment income	-	-
Sub total	6,568.98	5,388.96
Total Gross Income	36,409.83	28,163.67
Asset and investment sales, etc.	-	-
Total receipts	36,409.83	28,163.67

1st Bishop's Stortford & Hockerill Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01 April 2018	To	31 March 2019
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Payments

	2017/18	2018/19
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	11,947.93	14,549.37
Adult support and training	24.00	60.00
Rent	960.00	-
Water and Sewerage	413.02	493.62
Electricity and Gas	1,008.93	1,262.00
Insurance	1,585.42	1,644.08
Repairs and Renewals	2,386.17	3,839.37
Materials and equipment	869.35	934.89
Printing and photocopying	527.49	165.07
IT (OSM subscriptions, website hosting etc.)	-	103.04
Contribution to camp costs	-	-
Uniforms	-	190.08
AGM and trustee expenses	492.00	120.43
Badges etc.	1,815.42	2,039.32
Swasiland	8,267.12	779.40
Grove Cottage (MENCAP)		719.30
Bank charges	120.00	120.02
	30,416.85	27,019.99
Fundraising expenses		
Spefic project fundraising costs	-	-
Other fundraising costs	-	-
Sub total	-	-
Total Gross Expenditure	30,416.85	27,019.99
Asset and investment purchases, etc.	-	-
Total payments	30,416.85	27,019.99
Net of receipts/(payments)	5,992.98	1,143.68
Cash funds last year end	67,546.67	73,539.65
Cash funds this year end	73,539.65	74,683.33

1st Bishop's Stortford & Hockerill Scout Group

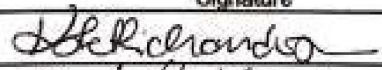
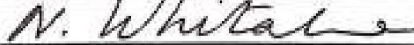
Receipts and Payments Account

Statement of assets and liabilities at the end of the year

	2017/18	2018/19
	Unrestricted funds £	Unrestricted funds £
Cash funds		
Bank current account	20,630.75	22,206.04
Bank membership account	2,908.90	2,075.83
Bank deposit account	50,000.00	50,000.00
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	73,539.65	74,281.87
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	-	200.00
Shop stock	-	-
Other stock	-	200.00
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other (eg IT equipment)	-	149.59
Sub total	-	549.59
Liabilities		
Accounts not yet paid	-	1,448.41
Expenses incurred but not invoiced	-	200.00
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	1,648.41

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees by exchange of emails by 30 August 2019 and signed on their behalf by

Signature

 
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Print Name

Kate Richardson, Chair of Trustees
Nicola Whitaker, Treasurer