

# 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

10th Haywards Heath Scout Group

Other names the charity is known by

n/a

Registered charity number (if any)

1 0 4 5 6 5 1

HQ registration number

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Charity's principal address

Mid Sussex District Scout HQ

Perrymount Road, Haywards Heath

West Sussex

Postcode

R H 1 6 3 D 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	Mark Pearson	Chairman	Appointed 03/06/19
2	Jo Bevan	Group Scout Leader	
3	Fiona Plank	Co-Treasurer	Resigned 19/01/20
4	Pete Francis	Co-Treasurer	
5	Alastair Irvine	Co-Treasurer	Appointed 19/01/20
6	Isobel Webster		
7	Vicky Twibell	Secretary	Resigned 03/06/19
8	Victoria Belfield	Secretary	Appointed 19/01/20
9	Judith Gardner		
10			
11			
12			
13			
14			
15			

Names and addresses of advisers (optional information)

Type of advisor	Name	Address
N/a		

**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 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)

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:

The Committee consists of 4 independent representatives, Chair, Treasurers 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 3 months.

a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them

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)

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<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

The Scout method involves young people, working in partnership with adults, 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.

To this end, the Group has undertaken various activities including

- climbing, archery, rifle shooting, scuba diving, orienteering, cycling and many other skill based, adventurous activities
- youth leadership training course – such as Patrol Leader training and Youth Ambassador meetings
- District Scout Competitions - Challenge Hike; Checkpoint Challenge; Overland Hike; Sussex Downsman Hike and Grymsdike Hike; Rifle Shooting; Cooking; Swimming and Quiz Competitions
- District Events - St Georges Day & Remembrance Day Parades
- A summer watersports programme of kayaking and sailing courses
- Beaver, Cub and Scout overnight stays and Summer camps
- Fundraising – Community carol singing and supermarket bag packing

Additional details of the objectives and activities (optional information)

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
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Summary of the main achievements of the charity during the year

Achievements during the year include:-

- the continued growth of the Scout Group (approximately 116 members across Beavers, Cubs and two Scout Troops) with all Sections now at capacity. The Scout Group also has a waiting list of +50 young people of eligible age to join.
- delivery of high quality, varied termly programme of practical, educational, community based and adventurous activities for all Scout sections in line with Scout Association objectives
- Participation in a wide variety of District Scout events, including Swimming Gala; rifle shooting competition; cooking competition; a number of District and County hikes.

Section E	Financial Review
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Brief statement of the charity's policy on reserves

**Reserves Policy**

The Group runs on a non-profit basis with all member subscriptions and other funds raised used to cover Group running costs and activities. The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the Group.

The Group held reserves of approximately £36,000 against this at year end approximately £11,000 of which related to advance payments from members for activities subsequently cancelled as a result of the Covid-19 pandemic and which since the year end has been returned to members. The balance of £25,000 would cover approximately 7 months expenditure at current levels. This is considered reasonable and historically some money was earmarked for new premises prior to the moving to the current Scout Centre.

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;

**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)

	
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Full name(s)

MARK ROBERT LAWSON	SUMNE MARIE DEVAN
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Position (eg Secretary, Chair)

CHAIR	GROUP SCOUT LEADER
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Date

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## 10th Haywards Heath Scout Group Receipts and Payments Account

	Year start date		Year end date
	For the year from	4/1/19	To 3/31/20
<b>Receipts and payments</b>			
	<b>2019/20</b>		<b>2018/19</b>
	<b>Unrestricted funds</b>		<b>Unrestricted funds</b>
	£		£
<b>Receipts</b>			
<b>Donations, legacies and similar income</b>			
Membership subscriptions		13,609	11,672
Scout camp		11,960	3,864
Cub camp		2,331	2,111
Beaver camp		987	589
Scout activities		2,280	2,380
Cub activities		316	2,126
Panto		4,322	1,850
Gift Aid		4,487	1,876
Watersports activities		4,563	8,485
<b>Sub total</b>		<b>44,855</b>	<b>34,953</b>
<b>Grants</b>			
Watersports grants		3,227	2,192
<b>Sub total</b>		<b>3,227</b>	<b>2,192</b>
<b>Fundraising (gross)</b>			
Fundraising		6,872	3,394
<b>Sub total</b>		<b>6,872</b>	<b>3,394</b>
<b>Investment Income</b>			
		- 0	-
<b>Sub total</b>		<b>- 0</b>	<b>-</b>
<b>Total Gross Income</b>		<b>54,954</b>	<b>40,539</b>
<b>Asset and investment sales, etc.</b>		- 0	1,770
<b>Total receipts</b>		<b>54,954</b>	<b>42,309</b>

## 10th Haywards Heath Scout Group Receipts and Payments Account

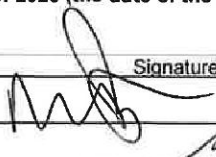
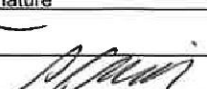
	Year start date		Year end date
	For the year from	4/1/19	To 3/31/20
<b>Receipts and payments</b>			
	<b>2019/20</b>		<b>2018/19</b>
	<b>Unrestricted funds</b>		<b>Unrestricted funds</b>
	£		£
<b>Payments</b>			
<b>Charitable Payments</b>			
Rent / premises		2,380	1,160
Insurance and Capitation		6,292	5,361
Equipment		3,178	3,898
Watersports		6,312	10,857
Scout Trips / Activities		6,377	5,502
Cubs Trips / Activities		1,045	3,361
Beavers Trips / Activities		807	381
Scout Camp		3,069	3,374
Cub Camp		1,985	1,880
Beaver Camp		1,419	372
Badges, T-shirts, Scarves		1,630	880

Uniform / Training	727	303
Panto	2,140	1,765
Gifts	190	220
Sundry	- 0	- 0
<b>Sub total</b>	<b>37,551</b>	<b>39,314</b>
<b>Fundraising expenses</b>		
Fund Raising	432	217
	- 0	-
	- 0	-
Other fundraising costs	- 0	-
<b>Sub total</b>	<b>432</b>	<b>217</b>
<b>Total Gross Expenditure</b>	<b>37,983</b>	<b>39,531</b>
<b>Asset and investment purchases, etc.</b>	<b>- 0</b>	<b>-</b>
<b>Total payments</b>	<b>37,983</b>	<b>39,531</b>
<b>Net of receipts/(payments)</b>	<b>16,971</b>	<b>2,778</b>
<b>Cash funds last year end</b>	<b>19,421</b>	<b>16,643</b>
<b>Cash funds this year end</b>	<b>36,392</b>	<b>19,421</b>

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

	31st March 2020	31st March 2019
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	36,392	19,421
	-	-
<b>Total cash funds</b>	<b>36,392</b>	<b>19,421</b>
<b>Other monetary assets</b>		
	-	-
	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
	-	-
	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
	-	-
	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
	-	-
	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29 November 2020 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

	Signature	Print Name	
		MARK POULSON	Chair
		PETER FRANCIS	Treasurer



## **Independent examiner's report to the trustees of 10<sup>th</sup> Haywards Heath Scout Group Council**

I report to the trustees on my examination of the accounts of the 10<sup>th</sup> Haywards Heath Scout Group Council for the year ended 31 March 2020.

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

As the charity trustees of the 10<sup>th</sup> Haywards Heath Scout Group Council 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 10<sup>th</sup> Haywards Heath Scout Group Council 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 10<sup>th</sup> Haywards Heath Scout Group Council 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.

Signed: *LSmith*

Name: LUCY SMITH

Relevant professional qualification or membership of professional bodies (if any): ACA (ICAEW)

Address: FLAT 8 CHERRY BLOSSOM COURT, LONDON, W4 2DG

Date: 06 December 2020