Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 1 to end date 3 1 0 3 2 2

Section A **Reference and administration details**

Charity name	64TH BUSHEY AND OXHEY SCOUT GROUP
Other names the charity is known by	
Registered charity number (if any)	3 0 2 5 2 1
HQ registration number	
Charity's principal address	BOURNEHALL LANE BUSHEY HERTS Postcode W D 2 3 3 J U

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	David Holdback	Chair	Whole Year
2	Jilna Patel	Trustee	Whole Year
3	Bruno Ashton	Trustee	Whole Year
4	Sam Shepherd	Trustee	Whole Year
5	Julia Almira Meloy	Trustee	Whole Year
6	Wendy Jayne Clark	Trustee	Whole Year
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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 (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 Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation. 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 comprehensive insurance policies to ensure that insurable risks are covered. Furthermore, 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.

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 maintained its 3 sections (Scouts, Cubs and Beavers) with a total average membership of 78.

Each section held weekly meetings at the scout hut as well as participating in regular additional activities including camps and events both locally and nationally.

The Group also received a Covid grant from the local council during the year

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 12 months running costs, circa £20,000.

The Group held reserves of approximately £50,000 against this at year end. This is well above the level 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;	

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)	David Holdback	
Position (eg Secretary, Chair)	Chair	
Date	12 04 2022	

64TH BUSHEY AND OXHEY SCOUT GROUP

Annual Accounts for the year ended 31 March 2022

	2022	2021
Income Statement	**£**	**£**
Income	25,214	27,580
Expense	(18,355)	(13,613)
Net Income	**6,859**	**13,967**
Balance Sheet	**£**	**£**
Bank	50,905	44,757
Accrued Income - Grants	-	-
Accrued Expenses	-	-
Net Assets	**50,597**	**43,738**
Reserves - brought forward	43,738	29,771
Net Income - current year	6,859	13,967
Total Reserves	**50,597**	**43,738**

The income for 2022 includes local authority support grants, relating to the Covid pandemic, totalling £8,000

BARRY HULIN

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2 November 2022

Mrs Jilna Patel
27 Moatfield Road
Bushey
Herts WD23 3BP

Dear Jilna,

64th Bushey & Oxhey Scouts Accounts 2021/2022

I am writing to you to confirm that I have scrutinised these accounts as requested. Whilst it is not necessary for the accounts to be audited you have adopted the recommendation that these accounts be independently examined which involves the following procedures:

- comparison of these accounts with the accounting records;
- inspection of all accounting records for material errors;
- analytical review of the accounts to identify problems;
- review of accounting policies, material assumptions & judgements;

As an examiner I have an understanding of your activities & accounting systems, the nature of your assets, liabilities, income & expenditure was able to plan this work properly.

I am pleased to say that I did find your accounts to be in very good order and am happy to agree with them. I did suggest that you enroll under the Gift Aid Scheme, where you confirmed that this was well in hand.

I recommended that when presenting the accounts to the Trustees you include a narrative showing the development of the finances year on year and left an example from my own Group to give you some ideas. You should include details of the bankers that have changed from Barclays to Metro Bank.

This narrative should include a reference to any significant items that were likely to occur in the following year where you did say you have agreed to the installation of new windows at a cost of around £15,000 for which you have sufficient funds to meet.

I understand that there were no conditions attached to the Covid Grant and the previous Local Authority Grant was to replace the roof which was completed.

All utility bills are up to date although you are owed £571.37 from Castle Water as one bill was paid twice, once by the previous treasurer personally and once by you in the name of the Group. All Utilities are in the name of the Group.

Whilst not part of this process I did make reference to your insurances and thank you for sending me details. I will comment on those arrangements separately by e-mail.

In closing can I say it was delightful to meet you and thank you for your co-operation in this

process. You are doing an excellent job for your Group. With best wishes.

Yours sincerely

Barry Hulin FCII

Watford South District Treasurer