

1st Camelsdale Scout Group

Registered charity number 268462

Trustees' Annual Report

For the year 1st September 2019 to 31st August 2020



Trustees' Annual Report

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Trustees' Annual Report

For the year 1st September 2019 to 31st August 2020

A. Reference and administration details

1st Camelsdale Scout Group

Registered charity number 268462

Scout HQ, Marley Lane, Camelsdale, Haslemere GU27 3RF

Names of the charity trustees who manage the charity:-

| Trustee Name | Office (if any) | Dates acted if not for whole period above |
|---------------------|------------------------|--|
| Rebecca Jones | Chairperson | |
| Mark Russell | Group Scout Leader | |
| Zoe White | Treasurer | |
| Kate Perry | Secretary | 7 th November 2019 |

B. Structure, governance and management

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.

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

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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 Group Executive Committee consists of Chairperson, Treasurer and Secretary together with the Group Scout Leader, individual Section leaders (Beavers, Cubs and Scouts) and other independent representatives and meets approximately 5 times per year.

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

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.

C. Objectives and activities

The objectives of the Group are as a unit of The Scout Association.

The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

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.

D. Achievements and performance

With 86 uniformed members and 15 leaders at the annual census (January 2020), we have the membership base and leader teams to put the Group in a strong position with plans to continue to expand each of the youth sections and to upgrade the Scout Hut in the next decade.

E. Financial Review

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 running costs for 6 months, circa £3,000. The Committee also requires the Group to hold circa £10,000 to cover unplanned expenditure that could arise from maintaining an aging HQ building and surrounding woodland and campsite. Therefore, a total of £13,000 is required.

In addition to this amount the Group has designated the following expenditure for the coming financial year from this years' receipts:

| | |
|-------|-----------------------------------|
| £3845 | Log Cabin |
| £520 | Hut Repairs |
| £350 | Gas Cage |
| £1000 | Fire Pit Shelter |
| £100 | Sainsbury's Active Kids Vouchers. |

The Group held unrestricted funds of £22,995 against this requirement at period end. This is slightly above the level required as explained above because we anticipate the coming year will see a reduction in income if there are further pandemic (Covid-19) restrictions.

In addition to the above designated funds, we are holding £1000 which is the anticipated amount required for the next water bill due to a water leak discovered during the year. The leak went unnoticed as the supplier had not read the meter for two years. Once the bill is received during Autumn 2020, we will attempt to reclaim some or all of this money.

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.

N.B. 284 Barclay Shares are held in trust on our behalf which resulted from de-mutualisation of a previously held Building Society Account. On 28th August 2020, these shares were valued at 111.96 per share.

F. Other optional information

The Trustees have no additional information to include in this report.

G. Declaration

The trustees declare that they have approved the Trustees' Report above

Signed on behalf of the charity's Trustees

Rebecca Jones – Chairperson

1st December 2020

**Independent Examiner's Report
to the Trustees of 1st Camelsdale Scout Group
Registered charity number 268462**

I report to the trustees on my examination of the accounts of the Group 1st Camelsdale Scouts for the year ended 31 August 2020 which comprise the Receipts and Payments Accounts and related notes set out on pages 7-8.

Responsibilities and basis of report

As the charity trustees of 1st Camelsdale Scouts you are responsible for the preparation of the account in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 1st Camelsdale Scouts 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 Camelsdale Scouts as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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: 

Name: AMANDA HODSON

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

Address: 5 MELBONDALE, HASLEMERE, GU27 1RQ

Date: 19/11/20

1st CAMELSDALE SCOUT GROUP
REGISTERED CHARITY 268462
RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE PERIOD 1 SEPTEMBER 2019 TO 31 AUGUST 2020

SECTION A - Receipts and payments

| | Unrestricted Fund | Restricted Fund | TOTAL 2019/20 | TOTAL 2018/19 |
|--|----------------------|--------------------|--------------------------|------------------|
| Receipts | | | | |
| Membership Subscriptions | 7,988 | - | 7,988 | 10,789 |
| Less : Membership subscriptions paid onto District | (4,386) | - | (4,386) | (3,750) |
| Net membership subscriptions retained | 3,602 | - | 3,602 | 7,039 |
| GiftAid | - | - | - | 8,313 |
| Scheme 2a Grant (Covid) | 10,000 | - | 10,000 | - |
| Rents from hire of Scout HQ | 1,882 | - | 1,882 | 3,305 |
| Fundraising events income | 2,357 | 2,833 | 5,190 | 7,213 |
| Camp contributions received | 545 | - | 545 | 4,877 |
| Trip contributions received | 651 | - | 651 | 1,365 |
| Sundry income | 178 | - | 178 | 406 |
| Total receipts | 19,215 | 2,833 | 22,049 | 32,518 |
| Payments | | | | |
| MyScout & GoCardless fees | 437 | - | 437 | 601 |
| Scout hut standing costs | 3,975 | - | 3,975 | 3,821 |
| Scout hut running costs | 1,672 | - | 1,672 | 1,754 |
| Scout hut woodland maintenance costs | 212 | - | 212 | 485 |
| Fundraising events costs | 364 | - | 364 | 1,249 |
| Donations paid | 52 | - | 52 | 168 |
| Camp costs paid | 1,104 | - | 1,104 | 5,139 |
| Trip costs paid | 413 | - | 413 | 2,561 |
| Other activity costs paid | 1,556 | - | 1,556 | 1,396 |
| Scouting equipment purchased | 4,091 | - | 4,091 | 2,767 |
| Badges, scarves & handbooks purchased | 623 | - | 623 | 945 |
| Leader training & support | 257 | - | 257 | 656 |
| Legal & professional fees | - | - | - | 234 |
| Sundry costs | 29 | 77 | 106 | 383 |
| Total payments | 14,784 | 77 | 14,861 | 22,161 |
| Net of receipts | 4,432 | 2,756 | 7,188 | 10,357 |
| Cash funds last year end | 18,563 | 28,280 | 46,843 | 36,486 |
| Cash funds this year end | 22,995 | 31,037 | 54,031 | 46,843 |

SECTION B - Statement of assets and liabilities

| | Unrestricted Fund | Restricted Fund | TOTAL 2019/20 | TOTAL 2018/19 |
|-------------------------|----------------------|--------------------|--------------------------|------------------|
| Cash funds | | | | |
| Bank current accounts | 22,843 | 173 | 23,016 | 18,529 |
| Bank deposit account | - | 30,864 | 30,864 | 28,162 |
| Cash in hand | 151 | - | 151 | 151 |
| Total cash funds | 22,995 | 31,037 | 54,031 | 46,843 |

The accounts were approved by the Trustees on



Rebecca Jones - Chair

Zoe White - Group Treasurer

1st Camelsdale Scout Group
Registered Charity 268462
Notes to the Accounts

1. The accounts have been prepared on the basis of historic cost. There has been no change to the accounting policies since last year.
2. The Group owns the freehold land and building located on Marley Lane, GU27 3RF which is used for Scouting activities and is hired out to generate income for the Group. The property was purchased for a peppercorn amount in 1964 and has not been valued in the accounts.
3. The movements in restricted funds during the year were :

| | Bal b/fwd | Receipts | Payments | Bal c/fwd |
|-----------------|---------------|--------------|-------------|---------------|
| Hardship fund | 118 | 132 | (77) | 173 |
| Rebuilding fund | 28,162 | 2,701 | - | 30,864 |
| | <u>28,280</u> | <u>2,833</u> | <u>(77)</u> | <u>31,037</u> |

The Hardship fund represents a donation made to pay for membership fees, camp fees and related equipment for youth members whose families are unable to pay. This period there was one hardship case where the fund has been used to pay for their annual subscription.

The Rebuilding fund represents accumulated donations and fundraising for the rebuilding of the Scout Hut, which can only be spent for that purpose.

4. We've experienced a considerable reduction in our main income from membership subscriptions and also from hut rental income etc. due to the current pandemic and its restrictions (we are bound to follow Government and National Youth Agency guidelines regarding any face to face activities and have reduced membership subscriptions and restricted hut hirings accordingly). We have received from the local council (Chichester District Council) the Small Business Rate Relief Scheme 2A grant of £10,000 which has helped considerably in avoiding our going into a deficit for this year.
5. During this year we have built the cabin on the campsite which is represented by a larger expense against "Scouting equipment purchased". We have received £1250 from Haslemere Town Council and £1166 from Tesco Bags of Help towards the cabin costs. There are further expenses expected during 20/21 to cover the fitting out of the cabin. The £3845 held in designated funds is intended for this purpose.
6. All Trustees and Leaders give their time voluntarily and receive no remuneration.