

1st Fatfield Scout Group Annual Report & Accounts Year to 31st March 2017

**1st Fatfield Scouts Group Annual Report & Accounts
Year to 31 March 2017**

Trustees – ex officio

Chairman	Mrs I Sime
Secretary	Mrs D Harbottle (Resigned Dec 16)
Treasurer	Mr S Wayman
Group Scout Leader	Mr K Wilson
Beaver Section Leaders	Mrs K Turnbull
	Mrs M Wilkinson
Cub Section Leaders	Mrs H Lyle
	Mrs A Kirby
Scout Section Leaders	Mr M Madden
Under 25's Representative	Mr M Ridley

Trustees – nominated

Other Trustee (Parent)	Mrs J Young
Other Trustee (Parent)	Mrs G Cowey

Bankers

CAF Bank

Scout registration number

22571

Charity registration number

507923

Charity principal address

Duxbury Park
Fatfield
Washington
NE38 8BJ

Contact name

Mr S Wayman

1st Fatfield Scouts Group Annual Report & Accounts Year to 31 March 2017

Trustees Report

Introduction

The Trustees have pleasure in presenting their annual report and financial statements for the year ended 31st March 2017.

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.

How the charity is constituted

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

Trustee selection methods

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

Objectives of the Group

The group was established in 1941 by the adoption of the POR by the founding group leaders, who acted as trustees. The group's aim, in common with that of the Scout Association, is the physical, mental and spiritual development of young people.

Organisation

The group is managed by the trustees, who meet on a regular basis to discuss all aspects of day to day running. The leaders of the group are trustees by virtue of their position as a leader. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Risk and Internal Control

The trustees assess the major strategic and operational risks faced by the group on an ongoing basis and react as necessary to mitigate these risks. We arrange insurances to cover liability, personal accident and injury to young people and leaders as well as adequate insurance cover for camping and activity equipment.

In addition to comprehensive insurance provision, the group also has in place systems of internal control that are designed to provide reasonable assurance against material mismanagement or loss, this include two signatories for all payments.

Public Benefit Statement

The group meets the Charity Commission's public benefit criteria under both the advancement of education and the citizenship or community development headings.

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Trustees Report (cont.)

Review of activities and future developments (prepared by the Treasurer)

The group's census at 31st January 2017 showed our membership numbers including leaders as 213 an increase of 12 compared to January 2016.

During the past successful Scouting year, the group has organised a number of events for all members including Easter Camp, Summer Camp, and Bonfire Night to mention a few plus internal activities to help develop our young members.

Receipts for 2017 are down compared to 2016, this was expected and reflects the fact the Group received both a one off grant and a loan from the Scout Association during 2015/16. Further to this, no submission was made for Gift Aid during 2016/17, a submission will be made during the course of 2017/18 which will cover two financial years. Thanks to all members who continue to support the use of the Gift Aid scheme.

Grants received in year totalled £245 including:

Funding Body	Purpose	£
Scout Association	Walking Course	£245
TOTAL		£245

The grant received was fully committed in 2016/17.

During the course of 2016/17 the Group successfully managed the extension of the car park and commenced with the improvements required to develop the rear woodland area to support outdoor activities and camps. These improvements costs £18,132, this spend was fully funded from receipts received in 2015/16 including the previously noted grant and loan from the scout association.

After completion of the works approximately £2,500 remained, this has been carried forward into 2017/18 and will be used to improve the landscaping and to provide infrastructure to deliver outdoor group activities.

Funding for the works was supported by existing reserves, a grant and a Scout District loan. The group commenced the repayment of the five year loan in April 2016, the remaining loan balance totals £1,954.

Policy on reserves and current position

In general it is the group's aim to maintain sufficient funds to ensure the success of its activities and provide a contingency to support equipment replacement and unforeseen expenses at short notice.

Current balances as at 31 March 2017 are slightly higher than what would normally be considered necessary to maintain day to day activities for the Group. The Scout

Association recommends six months operating costs to ensure a Group can operate during unforeseen circumstances. For 1st Fatfield this is considered to be around £7,000 to £8,000.

The Group currently has balances totalling £14,841 just less than half of the amount held at the end of last financial year. In addition to the required general reserve, the balance also includes approximately £2,400, which is expected to increase year on year to meet the future cost of a replacement mini bus; further to this the balance also includes a specific allocation of £2,500 meet the cost of ground work improvements planned in 2017/18 as previously noted in this report.

In addition to cash reserves held, the Group also sets a side £2,500 each year within its budget as a contingency should additional work to the building or equipment repairs etc. be required.

Grant making policy

The group does not have a policy in respect of making grants.

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.

Approval of the trustees' report

Approved by the trustees on 26th September 2017 and signed on their behalf by:

Mr S Wayman
Group Treasurer

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Receipts and Payments Account

	2017	2016
	£	£
	Actual	Actual
Total receipts for the year	33,771.92	54,200.82
Total payments for the year	(50,028.74)	(38,295.52)
Net receipts + / - payments for the year	(16,256.82)	15,905.30
Cash, bank and similar funds at start of year	31,098.08	15,192.78
Cash, bank and similar funds at end of year	14,841.26	31,098.08

The above account and accompanying statements of assets and liabilities were approved by the trustees on 26th September 2017 and signed on their behalf by:

Mr K Wilson, Group Manager

Mr S Wayman, Group Treasurer

**1st Fatfield Scouts Annual Report and Accounts
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Receipts

	2017	2016
	£	£
	Actual	Actual
Membership and subscription income		
Membership subscriptions	24,090.00	22,655.00
Less paid - Capitation	(7,215.00)	(6,574.00)
Total membership subscriptions	16,875.00	16,081.00
Other Income		
Investment income - bank interest	24.81	40.76
Gift aid	0.00	9,863.62
Donations	229.94	0.00
Grants	245.00	6,755.00
Loan	0.00	2,500.00
Neckers / Hoodies income	838.10	671.00
Fund raising	1,125.70	1,677.72
Hire of scout hut	330.00	410.00
Hire of minibus to external groups	2,142.05	2,171.20
Camping	7,442.52	12,121.95
Activity income	4,518.80	1,908.57
Total other income	16,896.92	38,119.82
Total receipts for the year	33,771.92	54,200.82

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Payments

	2017	2016
	£	£
	Actual	Actual
Premises		
Utilities	(1,436.03)	(1,365.91)
Rates - council tax	(151.59)	(150.37)
Cleaning	(266.88)	(225.54)
Insurance	(1,458.24)	(1,385.38)
Ground rent	(5.00)	(5.00)
Gardening	0.00	(520.00)
Repairs and Maintenance	(507.28)	(42.60)
Broadband	(382.46)	(440.90)
Survey and Legal Fees	0.00	(1,900.00)
Scout District Loan	(546.00)	0.00
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Total premises expenditure payments	(4,753.48)	(6,035.70)
Administration Expenses	(40.50)	(648.01)
Group activity payments		
Group activities	(12,483.30)	(7,935.82)
Equipment purchases	(1,105.76)	(4,893.42)
Neckers / Hoodies / Scout shop items	(2,677.78)	(2,912.43)
Training	(935.00)	
Camping	(8,217.31)	(13,225.75)
Fund raising	(152.80)	(100.00)
AGM and other meetings	(555.65)	(250.00)
Mileage Payments	0.00	0.00
Refunds	0.00	0.00
Van hire	0.00	(224.75)
Minibus use	(187.85)	0.00
Other	(254.25)	(268.00)
Minibus internal recharge	2,295.10	1,331.98
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Total group activity payments	(24,274.60)	(28,478.19)

Minibus payments		
Insurance	(1,192.67)	(1,157.39)
Repairs and Maintenance	(696.74)	(1,130.70)
Fuel	(772.86)	(601.03)
Road fund license	(165.00)	(244.50)
Total minibus payments	(2,827.27)	(3,133.62)
Ground Works	(18,132.89)	0.00
Asset purchase - minibus	0.00	0.00
Total payments for the year	(50,028.74)	(38,295.52)

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Statement of Assets and Liabilities

	2017	2016
	£	£
Monetary assets		
Cash account	1,238.18	4,326.77
Minibus account	2,391.79	781.91
Deposit account	11,111.29	25,889.40
Scouts and Cubs floats	100.00	100.00
Total monetary assets	14,841.26	31,098.08
Non-monetary assets		
Scout Headquarters		0.00
Minibus	7,000.00	8,000.00
Total non-monetary assets	7,000.00	8,000.00
Liabilities	-1,954.00	-2,500.00
Net Assets	19,887.26	36,598.08

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Notes to the Accounts

Accounting Policies

- Income shown in the Receipts and Payments Account is before deduction of any expenses.
- Non-monetary assets shown in the Statement of Assets & Liabilities were given an estimated valuation by the trustees based on their knowledge of the assets involved and their age and condition. .
- These accounts have been prepared in accordance with the Statement of Recommended Practice *Accounting and Reporting by Charities*, as applicable to the Group.
- The accounts have been prepared on a receipts and payments basis.

Independent Examiner's Report to the Trustees of 1st Fatfield Scout Group

I report on the accounts of the Group for the year ended 31st March 2017.

Respective responsibilities of trustees and examiner

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year under Section 43(2) of the Charities Act 1993 ("the 1993 Act") and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under Section 43(3)(a) of the 1993 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the 1993 Act; and
- To state whether particular matters have to come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements;

- to keep accounting records in accordance with Section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name	Carl Hickman
Qualification	Qualified Accountant
Date	7 August 2017