

**1st Fatfield Scout Group
Annual Report & Accounts
Year to 31st March 2019**

**1st Fatfield Scouts Group Annual Report & Accounts
Year to 31 March 2019**

Trustees – ex officio

Chairman	Mr I Sime
Secretary	Mrs McLoughlin (from 10/07/2018)
Treasurer	Mr S Wayman
Temporary 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 B Lyle
	Mr P Allman (from 10/07/2018)
Under 25's Representative	Miss R Star

Trustees – nominated

Other Trustee	Mrs J Young
Other Trustee	Mrs G Cowey
Other Trustee	Mr Simon Thompson

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 2019

Trustees Report

Introduction

The Trustees have pleasure in presenting their annual report and financial statements for the year ended 31st March 2019.

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 includes 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 2019 showed our membership numbers including leaders as 169 a decrease of 9 compared to January 2018.

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

Receipts for 2019 are marginally down compared to 2018, in part due to £1,045 of Summer Camp income being received in 2017/18. Receipts in 2018/19 reflect the successful submission of a gift aid claim, Thank you to all members who continue to support the use of the Gift Aid scheme. Subscription income, the main sources of the groups funding is up compared to 2018 totalling £24,635 (2017/18 £23,420) reflecting the agreed increase in the monthly membership charge even though overall membership is marginally down totalling 169 in January 2019 (178, 2016/17). There were no grants received in the year (2016/17 £2,500)

In terms of payments, premises costs increased totalling £6,148 (2017/18 £4,975), the increase reflects the cost of utilities including a significant increase in water rates in part due to two individual leaks. Activity spend is similar to the last financial year at £20,071 (2017/18 £20,220).

Unlike 2016/17 and 2017/18 there was no site development spend. Further development spend is planned in 2019/20 including repairs to the kitchen and toilet floor and the heating and electrical systems to ensure the site hut remains fit for purpose.

The group continued to repay its loan to the Durham Scout County, payments totalling £504 (2017/18 £504) were made during the course of 2018/19 leaving a remaining liability of £442.

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 2019 are 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 £27,003 (2017/18 £20,027). The balance is higher than planned but necessary to ensure the group has sufficient funds to invest in the current and future membership. The Executive Committee has undertaken a building

survey, this has informed where investment is needed within the main site building. Work is planned to take place to repair the kitchen and toilet floors and to repair/update the heating and electrical systems.

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

Grantmaking 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 11th June 2019 and signed on their behalf by:

Mr S Wayman
Group Treasurer

Year 31 March 2019

Receipts and Payments Account

	2019	2018I
	£	£
	Actual	Actual
Total receipts for the year	35,345.63	36,946.32
Total payments for the year	(29,369.12)	(30,760.73)
Net receipts + / - payments for the year	5,976.51	6,185.59
Cash, bank and similar funds at the start of the year	21,026.85	14,841.26
Cash, bank and similar funds at end of year	27,003.36	21,026.85

The above account and accompanying statements of assets and liabilities were approved by the trustees on 11th June 2019 and signed on their behalf by:

Mr K Wilson, Group Manager

Mr S Wayman, Group Treasurer

Year 31 March 2019

Payments

	2019	2018
	£	£
	Actual	Actual
Premises		
Utilities	(1,963.71)	(1,238.83)
Rates - council tax	(150.37)	(146.10)
Cleaning	(220.56)	(404.11)
Insurance	(1,662.53)	(1,602.32)
Ground rent	(5.00)	(5.00)
Gardening	(640.00)	(520.00)
Repairs and Maintenance	(684.99)	(279.15)
Broadband	(317.58)	(275.40)
Survey and Legal Fees		0.00
Scout District Loan	(504.00)	(504.00)
Total premises expenditure payments	(6,148.74)	(4,974.91)
Administration Expenses	(378.00)	0.00
Group activity payments		
Group activities	(10,185.13)	(9,027.14)
Equipment purchases	(923.92)	(2,081.63)
Neckers / Hoodies / Scout shop items	(1,092.27)	(1,965.75)
Training	(308.28)	(10.00)
Camping	(6,804.06)	(7,475.18)
Fundraising	(177.60)	(92.80)
AGM and other meetings	(400.00)	(431.30)
Mileage Payments		0.00
Refunds		0.00
Van Hire		0.00
Minibus use	(30.55)	(73.30)
Other	(150.00)	(378.00)
Minibus internal recharge		1,314.30
Total group activity payments	(20,071.81)	(20,220.80)
Minibus payments		

Insurance	(935.21)	(1,053.27)
Repairs and Maintenance	(964.71)	(1,677.63)
Fuel	(705.65)	(461.06)
Road fund license	(165.00)	(167.50)
Total minibus payments	(2,770.57)	(3,359.46)
Ground Works	0.00	(2,205.56)
Asset purchase - minibus	0.00	0.00
Total payments for the year	(29,369.12)	(30,760.73)

Year 31 March 2019

Receipts

	2019	2018
	£	£
	Actual	Actual
Membership and subscription income		
Membership subscriptions	24,635.00	23,420.00
Less paid - Capitation	-6,929.00	-7,120.00
Total membership subscriptions	17,706.00	16,300.00
Other Income		
Investment income - bank interest	14.51	6.89
Gift Aid	5,589.57	5,259.72
Donations	41.89	50.00
Grants		2,500.00
Loan		
Neckers / Hoodies income		193.60
Fundraising	648.44	1,342.95
Hire of scout hut	320.00	285.00
Hire of minibus to external groups	1,621.65	702.27
Camping	5,626.00	5,597.50
Activity income	3,777.57	4,708.39
Total other income	17,639.63	20,646.32
Total receipts for the year	35,345.63	36,946.32

Year 31 March 2019

Statement of Assets and Liabilities

	2019	2018
	£	£
Monetary assets		
Cash account	6707.21	1366.94
Minibus account	3,910.63	988.90
Deposit account	16285.52	18571.01
Scouts and Cubs floats	100.00	100.00
Total monetary assets	27,003.36	21,026.85
Non-monetary assets		
Scout Headquarters		
Minibus	5,000.00	6,000.00
Total non-monetary assets	5,000.00	6,000.00
Liabilities	-442.00	-1,450.00
Net Assets	31,561.36	25,576.85

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 2019.

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

Qualification

Qualified Accountant

Date