

1st Haywards Heath Scout Group

Annual Report 2016/17



1st Haywards Heath Scout Group
Registered Charity No. 267349

Trustees' Annual Report 2016/17

Year start date Year end date
 From 01 April 2016 to 31 March 2017

Section A Reference and administration details

Charity name	1st Haywards Heath Scout Group
Other names the charity is known by	
Registered charity number (if any)	267349
Charity's principal address	The Vic Forster Scout Centre Franklands Village Haywards Heath RH16 3RS

Names of the charity trustees who manage the charity

Trustee Name, (alphabetical order)	Office (if any)	Dates acted if not for whole year
Kevin Bellevue de Sylva	Group Treasurer	
David Cornick	Group Chairman	
Julie Cornick	Cub Scout Leader	
Kate Graham	Cub Scout Parent Representative	Resigned 28/11/16
Sue Graham	Beaver Scout Leader	
Keely Perkins	Beaver Scout Parent Representative	Appointed 17/10/16
Sally Pulham	Group Secretary	Resigned 01/07/16
Andy Searle	Scout Parent Representative	
Chris Searle	Scout Leader	
Mike Searle	Group Quartermaster	
Lisa Theobold	Group Secretary	Appointed 17/10/16
June Tremlett	Acting Group Scout Leader	

Names and addresses of advisers

Type of advisor	Name	Address
Independent Financial Examiner	M A Elliott, FCCA	RH16 2SE

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.

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.

Additional governance issues

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 Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets regularly.

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; and

Risk and Internal Control

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:

1. Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as other Scout Groups. The Group has sufficient buildings insurance in place to mitigate against permanent loss. The amount of contents insurance is to be reviewed early next financial year
2. Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Association's national accident insurance policy. Additional insurance has been taken out for non-member helpers and supporters. Risk Assessments are undertaken before all activities.
3. Reduced income. The Group is primarily reliant upon income from Hut rental, Hall hire and subscriptions. 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.
4. 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.
5. Reduction or loss of members. The Group provides activities for all young people from Beavers through to Scouts. 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**

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.

Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education

Section D**Achievements and performance***Summary of the main achievements of the charity during the year*

This has been a very successful year for the Group, with increasing numbers across Scout Sections, new Executive Committee members and a new Scout Leader due to be appointed at the start of the next financial year. Among the many renovations made to our premises during the past year, we have cleared and resurfaced our car park, upgraded external lighting, water heaters and have re-wired the whole electrical system. In addition, we have supported numerous section activities and requests for new equipment. We have fully stabilised our finances by agreeing a new lease with Treetops nursery for a period of 3 years.

The Scout Section have had a very successful year, having won the: Mid Sussex District Quiz; Mid Sussex District Cooking Competition; Mid Sussex Challenge Hike; Mid Sussex District Escape and Evasion; Long Man's Trophy; Downsman Hike; and the Grimsdyke Hike (Orienteering Hike in the Chiltern Hills).

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 reserves of £4,000, which is equivalent to approximately 2 months' average expenditure, (excluding income).

The Group held reserves of approximately £4,005 against this at year end. This is above the level required for operating expenses.

Further financial review details

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.

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the Group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

Section F**Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

The major component of our improvement plan for the Scout Hut next year will be an upgrade to the kitchen, including new flooring and upgraded units. The garden area will be upgraded with some artificial grass areas. We will continue to subsidise novel experiences for all scout sections, including visits by the World Land Speed Record Team, and an ant weight Robot building session, as well as more traditional outdoor events, such as hikes and nature walks.

In terms of finances, a Gift Aid claim for subsistence donations going back to 2014 has been submitted to HMRC following a process of re-registration.

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)

Position (e.g. Secretary, Chair)

Date

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

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

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

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 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and

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/District 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 any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with Section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: M A Elliott, FCCA

Qualification: Fellow of the Association of Chartered Certified Accountants

Address: RH16 2SE

Date: 26th June 2017

1st Haywards Heath Scout Group

Statement of Assets and Liabilities

Year start date Year end date
 For the year from 01 April 2016 to 31 March 2017

Statement of assets and liabilities at the end of the year

	1st April 2016 Unrestricted funds	31st March 2017 Unrestricted funds
Cash funds		
Bank current account	£ 1,476	£ 5,074
Bank savings account 1	£ 7,002	£ 4,001
Bank savings account 2 (dormant)	£ 4	£ 4
Petty cash / floats ^{Note 7}	£ 440	£ 370
Total cash funds	£ 8,922	£ 9,448
Other monetary assets		
Grant	£ 234	£ -
Sub total	£ 234	£ -
Non monetary assets for charity's own use		
Badge stock	£ 534	£ 945
Buildings, (insured value)	£ 429,991	£ 429,991
Computing equipment and printer	£ 506	£ 418
Scouting equipment	£ 1,389	£ 3,161
Sub total	£ 432,420	£ 434,514
Liabilities		
Accounts not yet paid	£ 266	-
Expenses incurred but not invoiced	£ 10	-
Sub total	£ 276	£ -

Contingent liabilities and future obligations

An electricity bill has been received for the month of March 2017 to the sum of £494 . This was received and will be paid just after year end but, as these are not accrual accounts, has been reported here for completeness.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 10th July 2017 and signed on their behalf by

<i>David Cornick</i>	Chair
<i>Kevin de Sylva</i>	Treasurer

1st Haywards Heath Scout Group

Notes to the Accounts - For the Year Ending 31st March 2017

1. Basis of Accounting

Charities registered in England and Wales that are not companies are allowed under section 133 of the Charities Act 2011 to prepare receipts and payments accounts, provided the charity's gross income is not over £250,000. The Group has decided to prepare the financial statements on the more simplified basis of receipts and payments.

The examination of the accounts is subject to independent examination as the gross income of the Group was over £25,000.

2. Nature and Purpose of the Fund

The majority of the Groups funds are unrestricted (or general) funds. These are funds that the Group may spend for any purpose in accordance with the constitution of the Group.

There were no endowment or restricted funds received by the Group. The unrestricted funds were therefore also the total funds.

3. Trustee Remuneration

The Trustees did not receive any remuneration.

4. Related Party Transactions

The Group has a duty to disclose any material transactions between the Group and the Trustees. This would include payments received by themselves, relatives or employers for goods and services provided to the Group. None of the Trustees have had transactions with the Group.

5. UK Headquarters Membership Fees ('Capitation')

The UK Headquarters membership fee is paid annually to the UK Headquarters to contribute to the costs of supporting Scouting UK-wide, including insurance for its members. In addition, a fee is paid to both the County and District Scouts to contribute to the costs of supporting Scouting locally.

As these membership fees are "paid on", i.e. collected by the Group on behalf of the District, County and Headquarters, they have been deducted from membership subscriptions collected and shown net in the Receipts details. This is in accordance with the principles established by The Scout Association and is because the fees paid out are in effect being held by the Group as agents before being passed on.

6. Non-domestic (Business) Rates

The Scout Group benefits from 80% charitable business rate relief for the Scout premises. In addition Mid-Sussex District Council have granted a discretionary charitable relief for the remaining 20%, meaning there were no rates payable.

7. Floats / Petty Cash Assets at Year End

The annual reconciliation of theoretical cash in hand at year end, against actual monies held showed an imbalance (deficit) of £29.58. It is considered that this is due to an accumulation of previous reconciliations / accounting, rather than any unaccounted spending. In order to prevent future disparities, a system of quarterly reconciliations will be implemented.