

# 1st Haywards Heath Scout Group

## Annual Report 2017/18



**1st Haywards Heath Scout Group**  
**Registered Charity No. 267349**

# Trustees' Annual Report 2017/18

Year start date Year end date  
 From 01 April 2017 to 31 March 2018

## Section A Reference and administration details

<b>Charity name</b>	1st Haywards Heath Scout Group
<b>Other names the charity is known by</b>	
<b>Registered charity number (if any)</b>	267349
<b>Charity's principal address</b>	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	
Sue Graham	Beaver Scout Leader	
Keely Perkins	Beaver Scout Parent Representative	
Andy Searle	Scout Parent Representative	
Terry Humphries	Scout Leader	
Mike Searle	Group Quartermaster	
Lisa Theobald	Group Secretary	
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, the Chair, Treasurer and Secretary together with the Group Scout Leader, 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 risks 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.
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 main income streams are 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. The worst case scenario would be 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. The worst case scenario would be 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*

The 1<sup>st</sup> Haywards Heath Scout Group has gone from strength to strength in 2017-2018 with expanding membership, more volunteers (though we can always use some more!) and an increasing number of young leaders to help us run our programs.

Each section has run a wide variety of activities this year, including the very popular weekend hike and sleepover on the Lord Amory (a ship moored at Canary Wharf) for the cubs, a rifle shooting club for the Scouts and a wide and varies programme for the Beavers.

In addition to supporting events, the Executive Committee have supported a complete renovation of the Scout Hut kitchen, the provision of new electrics/lighting for the Hut and working with our tenants (Treetops Nursery) for an upgrade of our patio area.

With the help of our Group Secretary and Scout Leader we have successfully supplemented our income with

**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. This year, the Group has significantly increased the reserves held to £9,600 which is equivalent to operating expenses for approximately 6 months.

*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)*

We plan to support a full range of scouting activities for all sections next year and will continue our steady upgrade of our facilities with a new floor for the main hall. We plan to continue or our current arrangement with our tenants until the expiry of their current 3 year lease in 2019 at which point the Executive Committee will decide whether to continue supporting a nursery in our premises.

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 2018.

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 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: 10<sup>th</sup> May 2018

# 1st Haywards Heath Scout Group Receipts and Payments Account

Year start date                      Year end date  
For the year from 01 April 2017 to 31 March 2018

## Receipts and payments

	2016/17 Unrestricted funds	2017/18 Unrestricted funds
<b>Receipts</b>		
<i>Donations, legacies and similar income</i>		
Membership subscriptions	£ 6,145	£ 7,050
Less: Membership subscriptions passed to National/County/District	-£ 3,102	-£ 3,648
Net membership subscriptions retained	£ 3,043	£ 3,402
Donations for scouting activities	£ 4,414	£ 4,602
Gift Aid	£ -	£ 2,634
Retailer shopping reward donations via EasyFundraising.org.uk	£ 87	£ 69
<b>Sub total</b>	<b>£ 7,544</b>	<b>£ 10,707</b>
<i>Grants</i>		
Scout Association grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>£ -</b>	<b>£ -</b>
<i>Fundraising (gross)</i>		
Hall hire (after refunds)	£ 1,885	£ 1,511
Hut rental	£ 16,320	£ 19,870
Fundraising stall events	£ -	£ -
Marquee hire	£ -	£ -
Other fundraising activities	£ -	£ -
<b>Sub total</b>	<b>£ 18,205</b>	<b>£ 21,381</b>
<i>Investment income</i>		
Bank interest	£ 2	£ 6
<b>Sub total</b>	<b>£ 2</b>	<b>£ 6</b>
<b>Total Gross Income</b>	<b>£ 25,751</b>	<b>£ 32,094</b>
<b>Asset and investment sales, etc</b>	<b>£ -</b>	<b>£ -</b>
<b>Total receipts</b>	<b>£ 25,751</b>	<b>£ 32,094</b>

# 1st Haywards Heath Scout Group Receipts and Payments Account

For the year from Year start date  
01 April 2017 to Year end date  
31 March 2018

## Receipts and payments

	2016/17 Unrestricted funds	2017/18 Unrestricted funds
<b>Payments</b>		
<i>Headquarter payments</i>		
Property and equipment insurance	£ 2,564	£ 2,661
Electricity	£ 3,739	£ 4,315
Maintenance and improvements	£ 7,397	£ 7,193
Water and wastewater drainage	£ 983	£ 345
Other premises expenses	£ 240	£ 260
Ground rent (incl legal fees)	£ 575	£ 575
<b>Sub total</b>	<b>£ 15,499</b>	<b>£ 15,348</b>
<i>Other charitable payments - scouting activities</i>		
Personal Accident and Medical Expenses insurance for non-member helpers	Not reported separately	£ 41
Camping, activities and other section costs	£ 6,613	£ 6,983
Uniforms and badges	£ 698	£ 1,039
Equipment maintenance and consumables	£ 444	£ 115
Equipment purchase (assets)	£ 1,721	£ 279
<b>Sub total</b>	<b>£ 9,476</b>	<b>£ 8,457</b>
<i>Other charitable payments</i>		
Printing costs (not previously reported separately)	N/A	£ 86
Digital costs (web hosting and Online Scout Manager) (Previously reported as part of miscellaneous expenses)	£ -	£ 213
Miscellaneous expenses (motion picture licence, miscellaneous petty cash, etc)	£ 250	£ 71
<b>Sub total</b>	<b>£ 250</b>	<b>£ 370</b>
<b>Total Gross Expenditure</b>	<b>£ 25,225</b>	<b>£ 24,175</b>
<b>Asset and investment purchases, etc</b>	<b>£ -</b>	<b>£ -</b>
<b>Total payments</b>	<b>£ 25,225</b>	<b>£ 24,175</b>
<b>Net of receipts/(payments)</b>	<b>£ 526</b>	<b>£ 7,919</b>
<b>Cash funds last year end</b>	<b>£ 8,922</b>	<b>£ 9,448</b>
<b>Cash funds this year end</b>	<b>£ 9,448</b>	<b>£ 17,367</b> <small>Note 7</small>



# 1st Haywards Heath Scout Group

## Statement of Assets and Liabilities

Year start date                      Year end date  
For the year from 01 April 2017 to 31 March 2018

### Statement of assets and liabilities at the end of the year

	1st April 2017 Unrestricted funds	31st March 2018 Unrestricted funds
<b>Cash funds</b>		
Bank current account	£ 5,074	£ 7,017
Bank savings account 1	£ 4,001	£ 9,605
Bank savings account 2 (dormant)	£ 4	£ -
Petty cash / floats	£ 370	£ 744
<b>Total cash funds</b>	<b>£ 9,448</b>	<b>£ 17,366</b> <span style="float: right; font-size: small;">Note 7</span>
<b>Other monetary assets</b>		
Grant	£ -	£ -
<b>Sub total</b>	<b>£ -</b>	<b>£ -</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	£ 945	£ 752
Buildings, (insured value)	£ 429,991	£ 429,991
Computing equipment and printer	£ 418	£ 162
Scouting equipment	£ 3,161	£ 3,174
<b>Sub total</b>	<b>£ 434,514</b>	<b>£ 434,079</b>
<b>Short term liabilities</b>		
Accounts payable	£ -	-£ 1,114
Expenses payable	£ -	-£ 17
Other	£ -	-£ 100
<b>Sub total</b>	<b>£ -</b>	<b>-£ 1,231</b>

#### Contingent liabilities and future obligations

None

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on the 24<sup>th</sup> July 2018 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 31<sup>st</sup> March 2018

### 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

All 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. Difference Between Cash Fund Amounts

There is a noted there is a £1 difference between the total cash fund figure of £17,367 reported on page 8 and the total cash fund figure of £17,366 reported on page 9. It is considered that the most likely cause of this difference is the consecutive rounding up and down in order to report amounts to the nearest whole £. The correct amount of cash held is £17,366.