

**1st Haywards Heath Scout Group**  
**Annual Report and Accounts**  
**2019 / 2020**



# Trustees' Annual Report

## 2019 / 2020

Year start date Year end date

From 01 April 2019 to 31 March 2020

### 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	
Julie Cornick	Group Scout Leader	
Sue Graham	Beaver Scout Leader	
Lisa Peacey	Group Secretary	
Terry Humphries	Scout Leader	
Mike Searle	Group Quartermaster	

#### 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, where possible, parent's representation. The Committee meets periodically.

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
- Appointing Group Administrators and Advisors other than those who are elected.

**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***Section activities**

Each scouting section continues to run a wide and varied programme of activities. In particular, activities during the Autumn term included:

**Beavers**

The Beavers visited the railway at Beechhurst. Painted rocks and then distributed along a walk to Lindfield. They enjoyed marching along with the Piper whilst celebrating everything Scottish and St Andrews Day. Joined the Cubs for Christingle evening at All Saint's Church in Lindfield and enjoyed a Christmas meal at The Harvester.

**Cubs**

During this term the Cubs had the opportunity to attend Cub Camp at Ardingly. They had a visit to the Fire Station, Ford Materials Recycling Facility (MRF) and a visit from the Rampion Offshore Wind Farm Team as part of their Fire Safety, Personal Safety and Environmental Conservation Badges. They joined the Beavers and made a Poppy to wear at The Remembrance Day Parade.

**Scouts**

During this term the Scouts have done a spot of Orienteering, Map Reading and Night vision exercises. They have been Shelter building on Chailey Common and experienced Scuba Diving at St Francis Pool. The Scouts had a visit from The Food Bank and following this did some shopping to support them as part of their Fundraising Activity Badge

**Headquarter building improvements**

Planned improvement works were completed to renovate the Hall floor and included sanding, staining and re-varnishing the floorboards.

We also reduced our carbon footprint by replacing fluorescent strip lighting with energy efficient LED lighting.

**Section E****Financial Review**

*Brief statement of the charity's policy on reserves*

**Reserves Policy**

The Group's policy is to hold sufficient resources to continue the charitable activities of the Group for an extended period, should income and fundraising activities fall short.

*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. This will be kept under review, especially if reserves continue to grow. 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. At the time of writing, this is subject to Covid-19 social distancing restrictions during the Covid-19 pandemic. We are keen to see a return to face to face scouting , but only once it is safe to do so, and within government and Scouting Association guidelines.

We are preparing for a return to face to face scouting and will finalise plans once there is more certainty .

**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 31 March 2020

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: Michael A Elliott

Qualification: Fellow of the Association of Chartered Certified Accountants

Address: RH16 2SE

Date: 10th May 2020

# 1st Haywards Heath Scout Group Receipts and Payments Account

Year start date                      Year end date  
For the year from 01 April 2019 to 31 March 2020

## Receipts and payments

	2018 / 2019 Unrestricted funds	2019 / 2020 Unrestricted funds
<b><u>Receipts</u></b>		
<b><i>Donations, legacies and similar receipts</i></b>		
Membership subscriptions (net)	£ 6,782	£ 7,090
Less: Membership subscriptions passed to National/County/District	£ (3,430)	£ (3,400)
Net membership subscriptions retained	£ 3,352	£ 3,690
Donations for scouting activities	£ 5,250	£ 5,022
Gift Aid	£ 525	£ -
Retailer shopping reward donations via EasyFundraising.org.uk	£ 118	£ 38
<b>Sub total</b>	<b>£ 9,245</b>	<b>£ 8,750</b>
<b><i>Grants</i></b>		
Scout Association grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>£ -</b>	<b>£ -</b>
<b><i>Fundraising (gross)</i></b>		
Hall hire	£ 1,440	£ 1,090
Hut rental	£ 20,040	£ 20,440
Fundraising stall events	£ -	£ -
Marquee hire	£ 40	£ -
Other fundraising activities	£ -	£ -
<b>Sub total</b>	<b>£ 21,520</b>	<b>£ 21,530</b>
<b><i>Investment receipts</i></b>		
Bank interest	£ 19	£ 21
Other	£ -	£ -
<b>Sub total</b>	<b>£ 19</b>	<b>£ 21</b>
<b>Total receipts from above</b>	<b>£ 30,784</b>	<b>£ 30,300</b>
<b>Asset and investment sales, etc</b>	<b>£ -</b>	<b>£ -</b>
<b>Gross receipts total</b>	<b>£ 30,784</b>	<b>£ 30,300</b>

Note 8

# 1st Haywards Heath Scout Group Receipts and Payments Account

For the year from Year start date  
01 April 2019 to Year end date  
31 March 2020

## Receipts and payments

	2018 / 2019 Unrestricted funds	2019 / 2020 Unrestricted funds
<b>Payments</b>		
<i>Headquarter payments</i>		
Property and equipment insurance	£ 2,410	£ 2,474
Electricity	£ 5,688	£ 4,630
Maintenance and improvements	£ 1,208	£ 10,985
Water and wastewater drainage	£ 801	£ 797
Other premises expenses	£ 118	£ 231
Ground rent (including legal fees)	£ 75	£ 75
<b>Sub total</b>	<b>£ 10,300</b>	<b>£ 19,192</b>
<i>Other charitable payments - scouting activities</i>		
Personal Accident and Medical Expenses insurance for non-member helpers	£ 42	£ 42
Camping, activities and other section costs	£ 6,217	£ 8,280
Uniforms and badges	£ 1,137	£ 932
Equipment maintenance and consumables	£ 535	£ 229
Equipment purchase (assets)	£ 224	£ 644
<b>Sub total</b>	<b>£ 8,155</b>	<b>£ 10,127</b>
<i>Other charitable payments</i>		
Printing costs	£ 97	£ 74
Digital costs (web hosting and Online Scout Manager)	£ 229	£ 182
Other payments <sup>(note 7)</sup>	£ 330	£ 419
<b>Sub total</b>	<b>£ 656</b>	<b>£ 675</b>
<b>Total of headquarter and other charitable payments</b>	<b>£ 19,111</b>	<b>£ 29,994</b>
<b>Asset and investment purchases, etc</b>	<b>£ -</b>	<b>£ -</b>
<b>Gross payments total</b>	<b>£ 19,111</b>	<b>£ 29,994</b>
<b>Net of receipts/(payments)</b>	<b>£ 11,673</b>	<b>£ 307</b>
<b>Cash funds last year end</b>	<b>£ 17,366</b>	<b>£ 29,039</b>
<b>Cash funds this year end</b>	<b>£ 29,039</b>	<b>£ 29,345</b>

# 1st Haywards Heath Scout Group Statement of Assets and Liabilities

Year start date  
For the year from 01 April 2019 to 31 March 2020 Year end date

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

	2018 / 2019 Unrestricted funds	2019 / 2020 Unrestricted funds
<b>Cash funds</b>		
Bank current account	£ 18,228	£ 8,501
Bank savings account	£ 9,624	£ 19,645
Petty cash / floats	£ 1,187	£ 1,170
<b>Total cash funds</b>	<b>£ 29,039</b>	<b>£ 29,315</b>
<b>Other monetary assets</b>		
Loan to Rifle club and badge account balance		£ 317
<b>Sub total</b>	<b>£ -</b>	<b>£ 317</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	£ 599	£ 581
Buildings, (insured value)	£ 429,991	£ 429,991
Computing equipment and printer	£ 81	£ 36
Scouting equipment	£ 2,833	£ 1,709
<b>Sub total</b>	<b>£ 433,504</b>	<b>£ 432,316</b>
<b>Short term liabilities</b>		
Accounts payable	£ -	£ -
Expenses payable	£ -	£ 17
Other	£ -	£ 99
<b>Sub total</b>	<b>£ -</b>	<b>£ 116</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 15th August 2020 and signed on their behalf by

David Cornick	Chair
Kevin de Sylva	Treasurer

# 1st Haywards Heath Scout Group

## Notes to the Accounts - For the Year Ending 31 March 2020

### 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. This consists of a summary of cash movements, a statement of assets and liabilities together with these accompanying notes.

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.

A discretionary rate relief application was made for the remaining 20%. However, Mid-Sussex District Council have granted a discretionary relief for the remaining 20% due to the Coronavirus pandemic, meaning there were no rates payable.

### 7. Other payments

In addition to miscellaneous payments, it is noted that:

- a number of payments have been made by the Scout Group to support the establishment of an associated Rifle Club. The Scout Group is in the process of being re-imbursed, the current amount outstanding being £292;
- a total of £91 was spent on gratuities and gifts for adult helpers and supporters.

### 8. Gift Aid

A Gift Aid claim for £320 is being considered by HMRC. If successful, these funds will be paid into the Scout Group account next financial year.