

**1st Haywards Heath Scout Group**  
**Annual Report and Accounts**  
**2020 / 2021**



# Trustees' Annual Report 2020 / 2021

Year start date Year end date  
From 01 April 2020 to 31 March 2021

## Section A Reference and administration details

<b>Charity name</b>	1st Haywards Heath Scout Group
<b>Registered charity number</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	Office (alphabetically)	Dates acted if not for whole year
Sue Graham	Beaver Scout Leader	
Vacant	Beaver Parent Representative	
Julie Cornick	Cub Scout Leader	
Vacant	Cub Scout Parent Representative	
David Cornick	Group Chairman	
Julie Cornick	Group Scout Leader	
Lisa Peacey	Group Secretary	
Kevin Bellevue de Sylva	Group Treasurer	
Mike Searle	Group Quartermaster	
Terry Humphries / Graham Osbourn	Scout Leader	
Vacant	Scout Parent Representative	

### Names and addresses of advisors

Type of advisor	Name	Address
Scrutineer	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.

**Section B****Structure, governance and management (ctd)***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.

**Section C****Objectives and activities (ctd)**

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 was an unprecedented and difficult year for the Group, as it was for many people and organisations. So our main achievement was to have survived as a viable group as we come out of the pandemic. The leadership team went to great lengths to be ready for a re-start of full scouting activities and had varied programs planned for all sections. This work was not wasted as much of that planning will help us as we get back up to speed again from April. We have done our best to keep young people engaged whilst not being able to meet in person - supporting badge work being carried out at home and keeping a near constant dialogue with parents throughout lockdown. As a result we have managed to maintain a healthy membership level and even have a substantial waiting list for our Beavers section in particular. We really look forward to 'business as usual' being re-established. The replacement of the hall heating system and updating the electrics were two 'successes' achieved during lockdown.

Financially, we faced a much reduced income during the pandemic. This was primarily due to an agreed reduction in our regular rent income of approx. £15k compared to last year. We also saw an approx. £1k reduction in our income from our occasional weekend Hall hire. We felt it appropriate to offer a temporary suspension of subscription fees for those who did not feel able to continue donating. We are grateful to those who were able to continue. Due to the capitation (membership) fees payable to the Scout Association, we made a net 'loss' of approx. £900 compared to the subsistence fees collected.

The loss of income was partly offset by a government Retail, Leisure and Hospitality Grant of £10k which has enabled to Scout Group to survive financially. The remainder was offset by reduced electricity bills (due to reduced occupancy); the pausing of any projects involving significant expenditure; and of course reduced expenditure on scouting activities. We therefore ended the financial year in a similarly strong position to the start.

**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 has 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)*

Our main plans for 2021 are focused on a return to "normality" and providing the diverse and comprehensive scouting experience for all sections. Our plans are well advanced to achieve this. On a capital projects level, we are looking again at renewing the fencing around the hut to provide a more usable garden area for secure outdoor scouting activities, and perhaps some permanent outdoor workbenches and seating to bring indoor scouting activities, such as crafting, outside during the spring/summer months. It is also likely that we will consider updating our tent stock as some of our existing tents are now quite tired.

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s) Kevin de Sylva

Full name(s) Kevin Bellevue de Sylva

Position (e.g. Secretary, Chair) Treasurer

Date 19th May 2021

## Scrutineer'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 2021

### *Respective responsibilities of Trustees and Scrutineer*

The Group's trustees are responsible for the preparation of the accounts. They consider that neither an audit or independent examination is required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) .

It is my responsibility to without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

### *Basis of Scrutineer's Statement*

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages 7 to 10.

### *Scrutineer's statement*

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: Michael A Elliott

Qualification: Fellow of the Association of Chartered Certified Accountants

Address: RH16 2SE

Date: 5<sup>th</sup> May 2021

# 1st Haywards Heath Scout Group Receipts and Payments Account

Year start date                      Year end date  
For the year from 01 April 2020 to 31 March 2021

## Receipts and payments

	2019 / 2020 Unrestricted funds	2020 / 2021 Unrestricted funds
<b><u>Receipts</u></b>		
<i><b>Donations, legacies and similar receipts</b></i>		
Membership subscriptions collected	£ 7,090	£ 1,611
Less: Membership subscriptions passed to National/County/District	£ (3,400)	£ (2,499)
Net membership subscriptions retained	£ 3,690	£ (888)
Donations for scouting activities	£ 5,022	£ 20
Gift Aid	£ -	£ 320
Retailer shopping reward donations via EasyFundraising.org.uk	£ 38	£ 55
<b>Sub total</b>	<b>£ 8,750</b>	<b>£ (492)</b>
<i><b>Grants</b></i>		
Scout Association grant	-	-
Other grants	-	£ 10,000
<b>Sub total</b>	<b>£ -</b>	<b>£ 10,000</b>
<i><b>Fundraising</b></i>		
Hall hire	£ 1,090	£ 75
Hut rental	£ 20,440	£ 5,348
Fundraising stall events	£ -	£ -
Marquee hire	£ -	£ -
Other fundraising activities	£ -	£ -
<b>Sub total</b>	<b>£ 21,530</b>	<b>£ 5,423</b>
<i><b>Investment receipts</b></i>		
Bank interest	£ 21	£ 10
Other	£ -	£ -
<b>Sub total</b>	<b>£ 21</b>	<b>£ 10</b>
<b>Total receipts from above</b>	<b>£ 30,300</b>	<b>£ 14,941</b>
<b>Asset and investment sales, etc</b>	<b>£ -</b>	<b>£ -</b>
<b>Gross receipts total</b>	<b>£ 30,300</b>	<b>£ 14,941</b>

# 1st Haywards Heath Scout Group Receipts and Payments Account

Year start date                      Year end date  
For the year from 01 April 2020 to 31 March 2021

## Receipts and payments

	2019 / 2020 Unrestricted funds	2020 / 2021 Unrestricted funds
<b>Payments</b>		
<i>Headquarter payments</i>		
Property and equipment insurance	£ 2,474	£ 2,572
Electricity	£ 4,630	£ 2,461
Maintenance and improvements	£ 10,985	£ 4,973
Water and wastewater drainage	£ 797	£ 564
Other premises expenses	£ 231	£ 220
Ground rent (including legal fees)	£ 75	£ -
<b>Sub total</b>	£ 19,192	£ 10,790
<i>Other charitable payments - scouting activities</i>		
Personal Accident and Medical Expenses insurance for non-member helpers	£ 42	£ 84
Camping, activities and other section costs	£ 8,280	£ 369
Uniforms and badges	£ 932	£ 504
Equipment maintenance and consumables	£ 229	£ 104
Equipment purchase (assets)	£ 644	£ 872
<b>Sub total</b>	£ 10,127	£ 1,933
<i>Other charitable payments</i>		
Printing costs	£ 74	£ 69
Digital costs (web hosting and Online Scout Manager)	£ 182	£ 185
Other payments	£ 419	£ 64
<b>Sub total</b>	£ 675	£ 317
<b>Total headquarter and other charitable payments</b>	£ 29,994	£ 13,040
<b>Asset and investment purchases, etc</b>	£ -	£ -
<b>Gross payments total</b>	£ 29,994	£ 13,040
<b>Net of receipts/(payments)</b>	£ 307	£ 1,901
<b>Cash funds last year end</b>	£ 29,039	£ 29,345
<b>Cash funds this year end</b>	£ 29,345	£ 31,246

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

For the year from Year start date  
01 April 2020 to Year end date  
31 March 2021

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

	2019 / 2020 Unrestricted funds	2020 / 2021 Unrestricted funds
<b><i>Cash funds</i></b>		
Bank current account	£ 8,501	£ 470
Bank savings account	£ 19,645	£ 30,001
Petty cash / floats	£ 1,200	£ 775
<b>Total cash funds</b>	£ 29,345	£ 31,246
<b><i>Other monetary assets</i></b>		
Badge account balance and loan to Rifle Club	£ 317	£ 344
<b>Sub total</b>	£ 317	£ 344
<b><i>Non monetary assets for charity's own use</i></b>		
Badge stock	£ 581	£ 336
Buildings, (insured value)	£ 429,991	£ 429,991
Computing equipment and printer	£ 36	£ 153
Scouting equipment	£ 1,709	£ 1,807
<b>Sub total</b>	£ 432,316	£ 432,288
<b><i>Short term liabilities</i></b>		
Accounts payable	£ -	£ -
Expenses payable	£ 17	£ -
Other	£ 99	£ -
<b>Sub total</b>	£ 116	£ -

### Contingent liabilities and future obligations

None

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 21<sup>st</sup> May 2021 and signed on their behalf by

Dave Cornick	Chair
Kevin de Sylva	Treasurer

# 1st Haywards Heath Scout Group

## Notes to the Accounts - For the Year Ending 31 March 2021

### 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 a review by a Scrutineer (rather than independent examination) as the gross income of the Group was under £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 Scout Association 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.

It is noted that this year that Mid-Sussex District Scouts did charge any capitation fee.

### 6. Business Rates

Business rates relief during the pandemic meant there were no rates payable.