

## Trustees Annual Report & Accounts for the year ended December 31<sup>st</sup> 2019

### Reference and Administration Details

Charity Name: 30<sup>th</sup> Warrington (Penketh Methodist) Scout Group  
Registered Charity Number: 1059442  
Group Registration Number with the Scout Association 44651

Contact Name and Address Miss K Shaw  
5 Hunt Close  
Great Sankey  
Warrington WA5 8FW

<b>Trustees</b>	<b>Name</b>
Group Scout Leader	Mr Mark Tombs
Beaver Leader	Mrs H Harper
Cub Leader	Mr Steve Devers
Scout Leader	Mr I Gornall
Chairman	Vacant
Treasurer	Miss K Shaw
Secretary	Ms S Done

Bankers – TSB Bank  
33 Honiton Way  
Penketh  
Warrington  
Cheshire WA5 2EZ

### Structure, Governance and Management

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.

The Group is a trust established under its rules which are common to all Scouts.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

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 Leader, individual Section Leaders and parent’s representation. The Committee meets approximately every three months, with additional meetings as required. 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 administration the 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;
- 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 have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

- Damage to property and equipment. The Group would request the use of property and equipment from neighbouring organisations such as the Penketh Methodist Church and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient insurance in place to mitigate against permanent loss.
- Injury to leaders, helpers’ supporters and members. The Group through the capitations fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.
- Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The Committee could raise the value of subscriptions to increase the income to the Group on an ongoing basis, either temporarily or permanently.
- 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 closure of the Group.

- Reduction or loss of members. The Group provides activities for all young people aged between 6 to 18. If there was a reduction in membership 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.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss; these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

### **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.

### **Achievement and Performance**

We began the year with eighty-seven young people, supported by twenty-one adult leaders and Executive Members. By the end of the year the number of young people had fallen slightly, to seventy-nine, whilst the number of adults had increased to twenty-nine. This growth in adult numbers reflects the filling of vacant roles on our Executive Committee and the continued support of our former Scouts who have returned to join us as Leaders having reached the age of eighteen.

During the year, our Beavers have achieved five Bronze Awards; our Cubs have achieved five Silver Awards and our Scouts two Gold Awards, the highest awards in each of the sections.

Our Beavers have completed lots of other badges too and as well as events attended with the rest of the Group have visited 'Pets at Home' for the Animal Friend badge, RAF Cosford for the Air Activities badge and joined in with the district sports day and swimming gala.

Mindful of others' needs, our Cubs have been busy fundraising for Red Nose Day and for the World Wildlife Fund, whilst badgework has focused on safety, with road safety, cycling and emergency first aid to the fore.

Some 157 badges were earned by the Scouts over the course of the year, covering activities as diverse as hiking and camping, through fire safety and sports such as fencing, to entertainment and music. A real eye-opener was the plastic awareness activity, where we



found out just how large a pile a weeks'-worth of plastic waste collected from all our Scout families made!

Once again, the Scouts achieved a creditable third place in the annual Chariot Race camp at Bispham Hall in the autumn and continued with their programme of camping, including a survival camp, hammocking and the monthly Zodiac camp.

We were pleased and proud that four of our Leaders and two of our Young Leaders were selected to attend the World Scout Jamboree held in North America in the summer; all the more so when they came back and told us about their experiences, which we hope will encourage more young people to try for the next event in a few years' time.

All three sections have attended Remembrance Day services, either at our own church or through participation in the community act of remembrance and we all attended the district carol service at St. Elphin's early in December. We also attended the district St. George's Day event hosted by the Warrington Wolves Rugby League team.

Several fundraising events have taken place during the year, culminating in a successful and enjoyable bingo night shortly before Christmas.

Mark Tombs

Group Scout Leader

30th Warrington (Penketh Methodist) Scout Group

**Financial Review**

*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 a contingent sum of £2,000.

*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.

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

Signed on behalf of the charity's trustees

Signature	Print Name	Title	Date

**Receipts and Payments Account Summary for the year ended 31<sup>st</sup> December 2019**

	Year ended 31 <sup>st</sup> December 2019 Unrestricted Funds	Year ended 31 <sup>st</sup> December 2018 Unrestricted Funds
Total Receipts for the Year	£17,864	£28,361
Total Payments for the Year	£14,021	£22,296
Net receipts(payment )for the Year	£3,843	£6,065
Cash Funds Brought Forward	£16,769	£10,704
Cash Funds Carried forward	£20,612	£16,769

Receipts for the year ended 31<sup>st</sup> December 2019

	Year ended 31 <sup>st</sup> December 2019 Unrestricted Funds	Year ended 31 <sup>st</sup> December 2018 Unrestricted Funds
<b>Donations, legacies and similar income</b>		
Membership subscriptions	£8,442	£6,812
Less: Membership subscriptions paid on District	£3,696	£3,078
Net membership subscriptions retained	£4,746	£3,734
Donations	£950	£4,956
Legacies	£0	£0
Gift Aid	£1,913	£1,466
Other income	£7,422	£12,572
<b>Total</b>	<b>£15,030</b>	<b>£22,729</b>
<b>Grants</b>		
Maintenance Grant	£0	£0
Other Grants	£0	£0
<b>Total</b>	<b>£0</b>	<b>£0</b>
<b>Fundraising (gross)</b>		
Sale of plants	£1,805	£2,360
Other fundraising activities	£1,029	£3,269
<b>Total</b>	<b>£2,834</b>	<b>£5,629</b>
<b>Investment income</b>		
Bank interest	£0	£4
Building society interest	£0	£0
The Scout Association Short Term Investment Service	£0	£0
Property Rent income	£0	£0
Other investment income	£0	£0
<b>Total</b>	<b>£0</b>	<b>£4</b>
<b>TOTAL RECEIPTS</b>	<b>£17,864</b>	<b>£28,361</b>

Payments for the year ended 31<sup>st</sup> December 2019

	Year ended 31 <sup>st</sup> December 2019 Unrestricted Funds	Year ended 31 <sup>st</sup> December 2018 Unrestricted Funds
<b>Charitable Payments</b>		
Donations	£1,200	£25
Youth programme and activities	£5,834	£13,095
Adult Support and training	£50	£0
Rent	£0	£0
Water and Sewerage	£0	£0
Electricity and Gas	£0	£0
Insurance	£2,543	£1,589
Repairs and Renewals	£1,194	£901
Materials and Equipment	£961	£1,521
Printing and photocopying	£0	£0
Contribution to camp costs	£0	£0
Uniforms	£0	£0
AGM and trustee expenses	£97	£32
Other expenses	£1,118	£481
<b>Total</b>	<b>£12,998</b>	<b>£17,643</b>
<b>Fundraising expenses</b>		
Plants	£1,023	£1,487
Other fundraising	£0	£88
<b>Total</b>	<b>£1,023</b>	<b>£1,575</b>
<b>Gross Expenditure</b>	<b>£14,021</b>	<b>£19,219</b>
<b>Asset &amp; Investment purchases, etc.</b>	£0	£3,078
<b>TOTAL PAYMENTS</b>	<b>£14,021</b>	<b>£22,296</b>

Statement of Assets & Liabilities for the year ended 31<sup>st</sup> December 2019

	Year ended 31 <sup>st</sup> December 2019 Unrestricted Funds	Year ended 31 <sup>st</sup> December 2018 Unrestricted Funds
<b>Cash Funds</b>		
Bank Current accounts	£19,542	£16,455
Bank Deposit accounts	£750	£0
Building society accounts	£0	£0
The Scout Association Short Term Investment Service	£0	£0
Cash in hand	£320	£314
<b>Total cash funds</b>	<b>£20,612</b>	<b>£16,769</b>
<b>Other monetary Assets</b>		
Tax claim	£0	£0
Debts due to group	£0	£0
Insurance Claim	£0	£0
<b>Total</b>	<b>£0</b>	<b>£0</b>
<b>Investment assets</b>		
Investment Property	£0	£0
Quoted Investments	£0	£0
Other investments	£0	£0
<b>Total</b>	<b>£0</b>	<b>£0</b>
<b>Non Monetary assets for charity's own use</b>		
Badge stock	£0	£0
Shop stock	£0	£0
Other stock	£0	£0
Land and Buildings	£0	£0
Motor vehicles	£9,500	£9,500
Scouting equipment , furniture etc *	£10,500	£10,500
Other	£0	£0
<b>Total</b>	<b>£20,000</b>	<b>£20,000</b>
<b>Liabilities</b>		
Accounts not yet paid	£0	£0
Expenses incurred not yet invoiced	£0	£0
Subscriptions not yet paid	£0	£0
Loan – details	£0	£0
Other Liabilities	£0	£0
<b>Total</b>	<b>£0</b>	<b>£0</b>





As at the Statement date no contingent liabilities had been identified.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on and signed on their behalf by:

<b>Signature</b>	<b>Print Name</b>	<b>Date</b>
	<b>Chair</b>	
	<b>Treasurer</b>	