Trustees' Annual Report

For the period

From (start date) 01/04/17 to end date 31/03/18

Section A Reference and administration details

Charity name	Ash Green Scout Group
Other names the charity is known by	Ash Green Scouts
Registered charity number (if any)	Not Applicable
HQ registration number	40500
Charity's principal address	New Ash Green Youth Centre, Ash Road Longfield, Kent Postcode DA3 8JY

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Louise Banks	Chairperson	
2	Peter Lewis	Group Scout Leader	
3	Bruce Clarke	Asst GSL	
4	Mark Spurgeon	Asst GSL	
5	Gillian Lewis	Treasurer	
6	Sheila Harris	Secretary	
7	Helen Richardson	Scout Leader	
8	Kelly Wills	Scout Leader	
9	Charlotte Jarvis	Cub Scout Leader	
10	Cara Smith	Beaver Scout Leader	
11	Michael Banks	Cub Scout Leader	
12	Joanne Smith	Beaver Scout Leader	
13	Mark Jennings	Explorer Scout Leader	
14	Samantha Hickman	Group Supporter	
15	Greg Van Hesteren	Group Supporter	
16	Sarah Baker	Group Supporter	
17	Antia Thain	Fund Raising	

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address
External Examiner	Emma J Jones	New Ash Green, DA3 8HU

Section B	Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	The Group's governing documents are those of the 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 (e.g. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (e.g. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:	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.
Policies and procedures adopted for: a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them	The Committee consists of three independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, Assistant Group Scout Leaders, Explorer Scout Leader and individual section leaders and parent's representation and normally meets once every school term. Members of the Executive Committee complete *'Essential Information for Executive Committee'* training within the first 5 months of joining the committee. 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; Appointing Group Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	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 hires the use of buildings from the New Ash Green Youth and Community Trust and the New Ash Green Village Association. Some Group equipment is securely stored at an additional address. The Group has sufficient contents insurance in place to mitigate against permanent loss at any/all locations. Injury to leaders, helpers, supporters and members. The Group through the capitation 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 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. 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. Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. 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. **Risk and Internal Control** The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	**The Purpose of Scouting** Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. **The Values of Scouting** As Scouts we are guided by these values: **Integrity -** We act with integrity; we are honest, trustworthy and loyal. **Respect -** We have self-respect and respect for others. **Care -** We support others and take care of the world in which we live. **Belief -** We explore our faiths, beliefs and attitudes. **Co-operation -** We make a positive difference; we co-operate with others and make friends. **The Scout Method** Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.
Public benefit statement	The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	The Group currently provides Scouting for 129 Young People in the New Ash Green, Kent area, and has a waiting list of over 50 young people. The Group actively supports the local community. We supported the New Ash Green 50th Anniversary celebrations by organising and running a Tea Party with full entertainment for the senior members of the local community. We also support the village Summer Fete, clean the village barriers and signage on behalf of the Village Association and regularly litter pick in the locality as part of our normal on-going Scouting programme. We also organised a family Water Activity day at Mote Park, Kent.

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 a sum equivalent to 12 months running costs, circa £16,000. The Group held reserves of approximately £18,800 against this at year end.
Quantify and explain any designations	In addition, the Group held approx £13,500 at 31/3/2018 in a separate account to facilitate specific activities/camps and equipment expenditure
Details of any funds materially in deficit (circumstances plus steps to eliminate)	No funds are in actual or theoretical deficit

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about: • the charity's principal sources of funds (including any fundraising);	**Investment Policy** The Trustees consider that the Group does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has adopted a low risk strategy to the investment of its funds. All funds are held in cash using only Charity accounts in mainstream banks.
• how expenditure has supported the key objectives of the charity;	The Group Treasurer 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 as well as maintaining adequate cash flow. The Group Executive are regularly kept abreast of the Group's financial situation.

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	The Group intends to acquire sufficient funds over time, through prudent financial management and additional fund raising, to enable the purchase and erection of a suitable permanent equipment store within the Youth Centre grounds.

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 (eg Secretary, Chair)		

Date	D	D	M	M	Y	Y	

Notes to Financial Accounts 2017-2018

Key Points

- The Group finances remain healthy, with overall cash assets of £33,141 held across three bank accounts:

○ General Account balance	£16,619.37	*(£13,180.15 2016/17)*
○ Fund Raising Account balance	£13,661.83	*(£ 4,832.17 2016/17)*
○ Savings (Reserve) Account balance	£ 2,202.24	*(£ 4,291.54 2016/17)*
	£33,141.68	

General Account	
Opening Balance	£12,096.15
Deposits	£47,089.96
Payments	£42,566.74
Balance	£16,619.37

Fund Raising Account	
Opening Balance	£5,916.17
Deposits	£12,506.51
Payments	£4,760.85
Balance	£13,661.83

Savings (Reserve) Account	
Opening Balance	£4,291.54
Deposits	£4,102.70
Payments	£6,192.00
Balance	£2,202.24

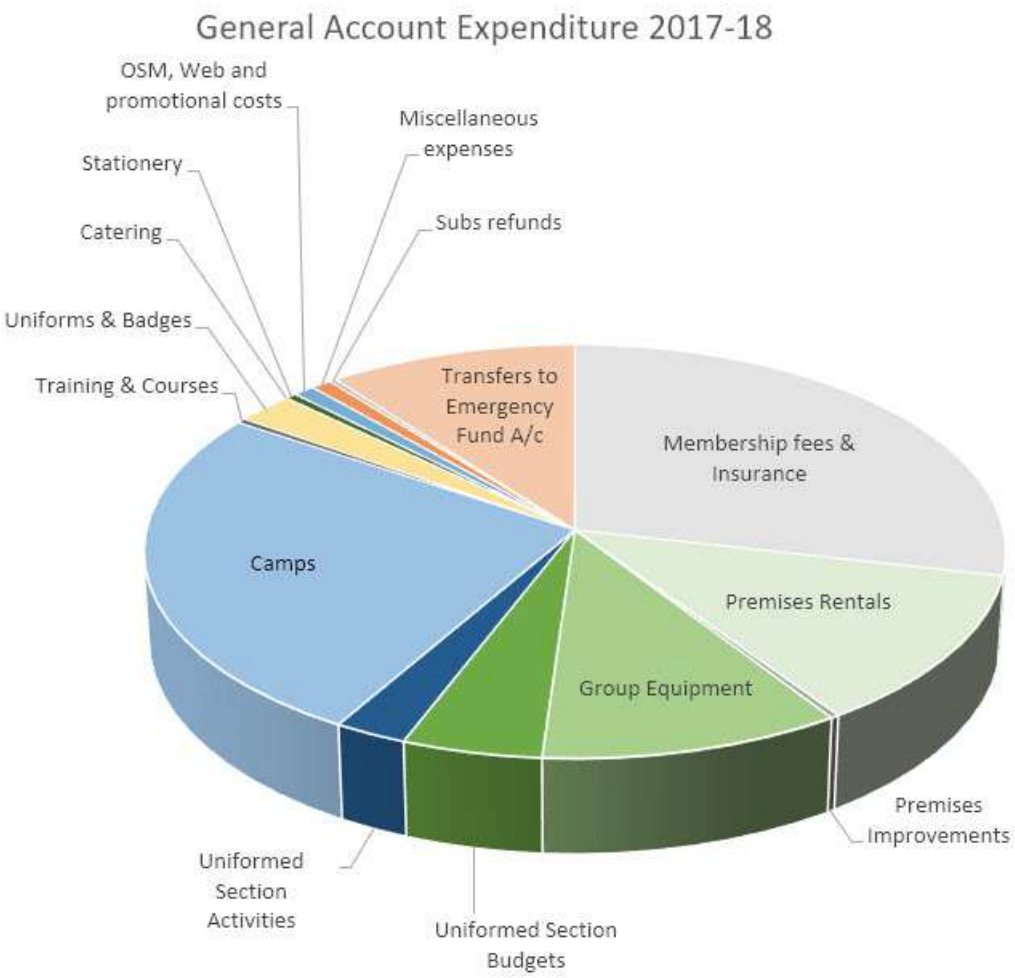
- The Group aims to maintain overall reserves equivalent to 12 months' estimated liabilities. This amounts to approx. £16,000.
- The Group transfers monies from the General Account to the Savings (Reserve) Account each month as part of our overall contingency strategy.
- The Group had outstanding liabilities of under £250 at 31/3/2018.
- The **Income and Expenditure** summary (*Page 2*) and **Pie Chart** (*Page 3*) relate to the Group's **General Account** only.
- The **Pie Chart** *(page 4)* relates to **Fund Raising** activities during the period 01/04/2017 to 31/03/2018. It does not include the balance brought forward *(£5,916.17)* from the previous year.
- The overall surplus for the financial year was £4,523 (*down from £7,401 in the 2016/17 financial year*). The reduction in our surplus was the result of the Group paying the 2016/17 Membership and Insurance invoice *(£5,952)* and the similar 2017/18 invoice *(£6,192)* both in the same 2017/18 financial year.
- Our total 'spend' on Membership fees (including Excelsior Explorers) in 2017/18 was £12,144.

General A/c Income & Expenditure

Income		**2017-2018**		**2016-2017**	
	Subs and Joining fees	£ 22,507		£ 19,889	
	Uniform & Scarves	£ 64		£ 84	
	Camp receipts	£ 3,500		£ 2,219	
	KIJ Camp receipts	£ 7,196		£ 1,111	
	Fund Raising/Donations	£ 417		£ 379	
	Activities and Group Outings	£ 1,270		£ 1,957	
	Charitable Income/Gift Aid etc.	£ 3,853		£ 4,693	
	Internal A/c Transfers	£ 7,276		-	
	Other Income	£ 506		£ 765	
	Section Budget Underspend	£ 370		-	
	Treasurer Cash B' fwd from 2016/17	£ 132		-	
		£ 47,090		£ 31,096	

Expenditure					
	Membership fees & Insurance		£ 12,144		-
	Premises Rentals		£ 5,101		£ 3,000
	Premises Improvements		£ 121		£ 480
	Group Equipment		£ 4,401		£ 3,626
	Group Outings		-		£ 1,550
	Uniformed Section Budgets		£ 2,117		£ 2,975
	Uniformed Section Activities		£ 1,061		£ 660
	Camps		£ 11,077		£ 5,648
	Training & Courses		£ 151		£ 1,357
	Uniforms & Badges		£ 1,025		£ 1,419
	Catering		£ 6		£ 47
	Stationery		£ 197		£ 31
	OSM, Web & promotional costs		£ 382		£ 406
	Miscellaneous expenses		£ 120		£ 640
	Equipment (Asset) Insurance		£ 146		£ *556
	Subs refunds		£ 113		-
			£ 38,162		£ 22,395
	Transfers to Emergency Fund		£ 4,404		£ 1,300
	Less Total Expenditure	£ 42,567	£ 42,567	£ 23,695	£ 23,695
	Surplus for year	£ 4,523		£ 7,401	

*Equipment (Asset) Insurance was included within 'Other expenses' *(£556.00)* in 2016/2017.

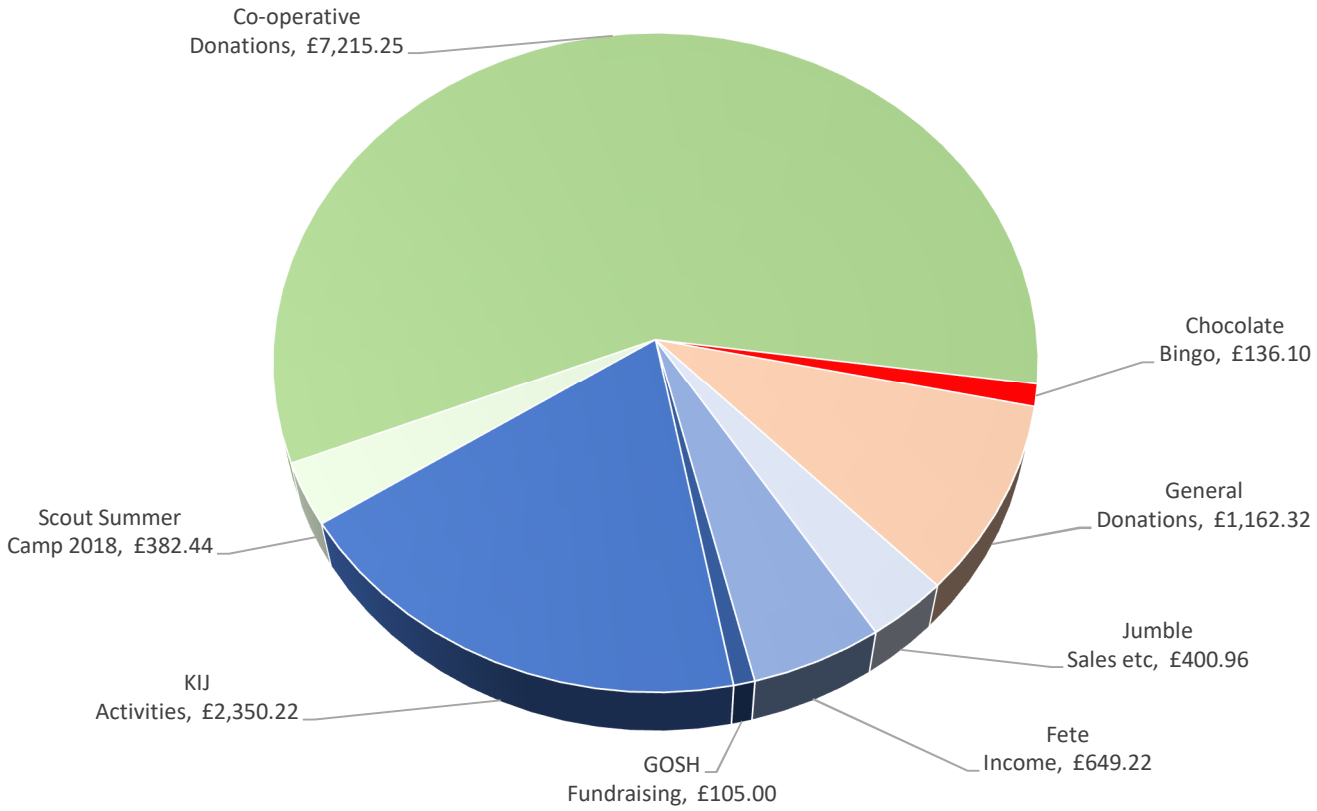


General Account Notes

- Significant increases in expenditure were:
  - Rental of premises – up from £3,000 (2016/17) to £5,101 (2017-18). This is as a result of one invoice (Jan-Mar 17, £1,067) NOT being paid until after the end of the 2016/17 Financial Year.
  - Camp Costs – KIJ increased the overall Camping spend from £5,648 in 2016/17 to £11,077 in 2017/18.
  - Equipment purchases rose from £3,626 to £4,383. Main purchases this year were 3 inflatable marquees for £2,000 (*replacing worn out stock*).
- Subscriptions Income rose from £19,889 to £22,507 – partly due to the increase in subs from September 2017 from £13 to £15 a calendar month (*additional £2,000 approx*) and partly due from the Treasurer's efforts to reduce the substantial outstanding subs arrears at 31/3/2017 *(£800)* to £140 by 31/3/2018.
- Control of subscription arrears is now much more stringent than had been the case in the past.
- Gift Aid – money the Group can claim back from the subscriptions parents pay, fell from £4,693 in 2016/17 to £3,853 in 2017/18. *If you are not currently subscribing to GIFT AID and you pay income tax, please complete a GIFT AID form (available from the Group) – it costs you nothing, but the Group can re-claim the Income tax you have paid on those subscriptions.*
- The noticeably large 'Internal Account Transfers' figure of £7,276 into 'Income' in the *Income & Expenditure account analysis* relates to the transfer of money from our Reserves to the General Account to facilitate payment of the 2017/18 Membership invoice due in March each year. The Treasurer has in place a process of transferring regular monies each month from the General Account to our Reserves for this purpose and that process will continue into 2018/19.

Fund Raising Account Receipts 2017-2018

(excluding £5,916.17 balance Brought forward into 2017-18)



The total Fundraising receipts for the 2017-18 Financial Year was £12,401.51

Fund Raising Account Notes

- The overall account balance has grown substantially from £4,832 *(2016/17)* to £13,661 *(2017/18)*, largely due to donations *(£7,215)* from the NAG Co-Op where we are one of their 'nominated charities'.
- *If you haven't done so already, please nominate Ash Green Scouts as your Co-op charity and then buy from the NAG Co-op when you can – the Group benefits!*
- The *'long term'* intention for non-specific fund-raising activity is to purchase and erect a garage-type building to store our substantial equipment on site at the Youth Centre.