

Trustees' Annual Report

For the period

From (start date)

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to end date

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Section A

Reference and administration details

Charity name

16th Norwich Scout Group

Other names the charity is known by

Registered charity number (if any)

1	0	3	3	8	1	9
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HQ registration number

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Charity's principal address

19 The Street

Old Costessey

Norwich

Postcode

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Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Susan Irvng	Treasurer	
2	Andrew Irving	Exec Committee	
3	Peter Woodyard	Exec Committee	
4			
5			
9			

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 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.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

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

You may choose to include additional information, where relevant, about:

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 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 Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 3 months.

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.

Risk and Internal Control (Specimen 1)

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 the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

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 (Specimen 2)

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 a comprehensive insurance policies to ensure that insurable risks are covered

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p style="text-align: right;">The</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>Summary of the main activities in relation to these objects</p>	
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	
<p>Public benefit statement</p>	<p>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.</p>

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

After returning to face to face scouting, the numbers of the group have been maintained. New leaders have been recruited.

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 6 months running costs, circa £2000.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

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 Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

- how expenditure has supported the key objectives of the charity;

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.

- investment policy and objectives;

Section F

Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)


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)

Susan Irving

Position (eg Secretary, Chair)

Treasurer

Date

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Date	Details	Cheque Number	Receipt Number	Receipt Available	Amount	Capitation	Admin and Sundries	Uniform	Training	Equipment	Running Costs	Repairs	Group Activities	External Days	Refunds	Camps	Fundraising	Cashed?	Total	Monthly Total
06.04.2021	Cleaning Materials for hall (Ben Irving)		2021/001	Yes	£32.73						£32.73								£32.73	
10.04.2021	Covid supplies (Susan - Amazon)		2021/002	Yes	£51.68						£51.68								£51.68	
10.04.2021	Trading Post (March)		2021/003	Yes	£125.26			£125.26											£125.26	
11.04.2021	Racking for canoes (Marc Stacey)		2021/004	Yes	£287.86					£287.86									£287.86	
11.04.2021	Plumbing Supplies (Ashley Owen)		2021/005	Yes	£21.67						£21.67								£21.67	
22.04.2021	Photo comp and fire steel (Pete)		2021/006	Yes	£86.22					£54.00			£32.22						£86.22	
22.04.2021	2 Snooker Spinners (Norwich Gun Centre)		2021/007	Yes	£110.00					£110.00									£110.00	
27.04.2021	Petrol for Lawnmower (Marc)		2021/008	Yes	£14.80						£14.80								£14.80	
27.04.2021	Trophies (MBS group)		2021/009	Yes	£75.00								£75.00						£75.00	
28.04.2021	First Response Training (Rhoda and Kate)		2021/010	Yes	£30.00				£30.00										£30.00	£835.22
02.05.2021	Archery Equipment (Clickers)		2021/011	Yes	£722.83					£722.83									£722.83	
02.05.2021	Norwich Gun Centre		2021/012	Yes	£135.37					£135.37									£135.37	
02.05.2021	OSM (Cubs and Scouts)		2021/013	Yes	£38.28		£38.28												£38.28	
06.05.2021	1&1 Invoice (John Gilmour)		2021/014	Yes	£144.00		£144.00												£144.00	
10.05.2021	Wave (Water Bill)		2021/015	Yes	£64.44						£64.44								£64.44	
14.05.2021	Eon Electricity		2021/016	Yes	£40.15						£40.15								£40.15	
17.05.2021	Canoe Rescue course FSRI (Peter Allen)		2021/017	Yes	£60.00				£60.00										£60.00	
19.05.2021	Refund to Joe Cockaday (PF)		2021/018	Yes	£65.00										£65.00				£65.00	
19.05.2021	Refund to Joe Cockaday (St George's Day)		2021/019	Yes	£5.00										£5.00				£5.00	£1,275.07
06.06.2021	Expenses for Lofty (David Barrell)		2021/020	Yes	£158.31						£158.31								£158.31	
17.06.2021	Clickers Archery (Pete)		2021/021	Yes	£82.09					£82.09									£82.09	£240.40
03.07.2021	Jays Skip Hire (Old Hut removal)		2021/022	Yes	£480.00							£480.00							£480.00	
10.07.2021	Laminator, pouches and box		2021/023	Yes	£71.04		£71.04												£71.04	
10.07.2021	LED lights for back room		2021/024	Yes	£53.98							£53.98							£53.98	
10.07.2021	Climbing wall for activity days		2021/025	Yes	£500.00								£500.00						£500.00	
11.07.2021	OSM Calander (Marc Stacey)		2021/026	Yes	£36.00		£36.00												£36.00	
14.07.2021	E Fire - Extinguisher checks		2021/027	Yes	£42.00						£42.00								£42.00	
27.07.2021	Ben Burgess Cab air filter		2021/028	Yes	£91.14						£91.14								£91.14	£1,274.16
08.08.2021	Wave (Water Bill)		2021/029	Yes	£114.49						£114.49								£114.49	
08.08.2021	Eon Electricity		2021/030	Yes	£119.70						£119.70								£119.70	
12.08.2021	Unity Insurance		2021/031	Yes	£678.48						£678.48								£678.48	
23.08.2021	Trading Post (to July)		2021/032	Yes	£416.44			£416.44											£416.44	
23.08.2021	Dry bags X6 (Marc Stacey)		2021/033	Yes	£59.94					£59.94									£59.94	£1,389.05
31.08.2021	Scouts diving - Christal Seas Scuba Ltd		2021/034	Yes	£406.00									£406.00					£406.00	
07.09.2021	OSM - Beavers		2021/035	Yes	£14.06		£14.06												£14.06	
15.09.2021	Glasses and Art (Pete Allen t/f for diving + pf)		2021/036	Yes	£30.20								£30.20						£30.20	£450.26
06.10.2021	Beavers baking (Kate Moreton)		2021/037	Yes	£12.79								£12.79						£12.79	
07.10.2021	September camp expenses (Pete)		2021/038	Yes	£171.15											£171.15			£171.15	
12.10.2021	marbles (John Pettifer)		2021/039	Yes	£2.29								£2.29						£2.29	
13.10.2021	First Aid Course X4		2021/040	Yes	£60.00				£60.00										£60.00	
13.10.2021	OSM (Scouts)		2021/041	Yes	£36.13		£36.13												£36.13	
20.10.2021	Trading Post (September)		2021/042	Yes	£152.21			£152.21											£152.21	
21.10.2021	First Aid Training (Pete Allen)		2021/043	Yes	£15.00				£15.00										£15.00	
21.10.2021	Refund to Cavanagh (Caleb Garnham)		2021/044	Yes	£344.00										£344.00				£344.00	
23.10.2021	Waste pipe and fittings (Ashley Owen)		2021/045	Yes	£16.05						£16.05								£16.05	
23.10.2021	Bacon and rolls (Ashley Owen)		2021/046	Yes	£6.68								£6.68						£6.68	
28.10.2021	Eon Electricity		2021/047	Yes	£178.65						£178.65								£178.65	£994.95
04.11.2021	Kent Jamboree		2021/048	Yes	£1,170.00											£1,170.00			£1,170.00	
04.11.2021	Refund to Alexa Gartna		2021/049	Yes	£126.00										£126.00				£126.00	
04.11.2021	Beaver District Day		2021/050	Yes	£60.00									£60.00					£60.00	
10.11.2021	Wave (Water Bill)		2021/051	Yes	£87.69						£87.69								£87.69	
10.11.2021	Sep Camp (Peter Allen + £5 to Movie night)		2021/052	Yes	£61.30								£61.30						£61.30	
12.11.2021	Trading Post (October)		2021/053	Yes	£136.56			£136.56											£136.56	
20.11.2021	PPL PRS Music License		2021/054	Yes	£118.60						£118.60								£118.60	
23.11.2021	RoyalBritish Legion Weath	1368	2021/055	Yes	£20.00		£20.00												£20.00	£1,780.15
12.12.2021	Hippodrome (District Beavers)		2021/056	No	£184.00									£184.00					£184.00	
15.12.2021	Battlestations Scouts		2021/057	yes	£570.00									£570.00					£570.00	
29.12.2021	Cub Party and Toilet Rolls (Peter Allen)		2021/058	Yes	£60.13						£5.00		£55.13						£60.13	£814.13
08.12.2021	Eon Electricity		2021/059	Yes	£141.58						£141.58								£141.58	
13.01.2022	Trading Post (December)		2021/060	Yes	£28.80			£28.80											£28.80	
14.01.2022	Crystal Seas Beave Scuba		2021/061	Yes	£100.00								£100.00						£100.00	
15.01.2022	Cleaning Materials for hall (Susan Irving)		2021/062a	Yes	£34.53						£34.53								£34.53	
20.01.2022	Blue towels (Susan Irving)		2021/062b	Yes	£14.38						£14.38								£14.38	
24.01.2022	Cub expenses (Kate Ghairi)		2021/063	Yes	£17.98								£17.98						£17.98	£337.27

Expenditure April 2021 to March 2022

Date	Details	Cheque Number	Receipt Number	Receipt Available	Amount	Capitation	Admin and Sundries	Uniform	Training	Equipment	Running Costs	Repairs	Group Activities	External Days	Refunds	Camps	Fundraising	Cashed?	Total	Monthly Total
31.01.2022	Keys Cut (Stacy Hartshorn)		2021/064	Yes	£12.75							£12.75							£12.75	
31.01.2022	Cleaner Wages (Ross Irving - January)		2021/065	Yes	£80.00						£80.00								£80.00	
31.01.2022	OSM Cubss (Kat)		2021/066	Yes	£36.95		£36.95												£36.95	
04.02.2022	NR Asphalt (Parking Area)		2021/067	Yes	£864.00							£864.00							£864.00	
04.02.2022	Trading Post (January)		2021/068	Yes	£63.21			£63.21											£63.21	
09.02.2022	British Gas Bill		2021/069	Yes	£21.81						£21.81								£21.81	
10.02.2022	Eon Electricity		2021/070	Yes	£17.69						£17.69								£17.69	
10.02.2022	Crystal Seas Beave Scuba		2021/071	Yes	£40.00								£40.00						£40.00	
11.03.2022	Wave (Water Bill)		2021/072	yes	£129.39						£129.39								£129.39	
22.02.2022	Martyn Green - carpark		2021/073	Yes	£240.00							£240.00							£240.00	
23.02.2022	PPL PRS Music License		2021/074	Yes	£161.52						£161.52								£161.52	
24.02.2022	Crystal Seas Beave Scuba		2021/075	Yes	£40.00								£40.00						£40.00	£1,707.32
26.02.2022	OSM Beavers		2021/076	Yes	£33.76		£33.76												£33.76	
26.02.2022	Cleaner Wages (Ross Irving -February)		2021/077	Yes	£60.00						£60.00								£60.00	
28.02.2022	Kent Jamboree (26 x£80 + £17.50)		2021/078	Yes	£2,097.50											£2,097.50			£2,097.50	
02.03.2022	Thompsons Sawmillss (Gate for Field Andreew)		2021/079	Yes	£503.83							£503.83							£503.83	
03.03.2022	Capitation (75 x £52.50)		2021/080	Yes	£3,937.50	£3,937.50													£3,937.50	
06.03.2022	GB Digger hire for carpark		2021/081	Yes	£120.00							£120.00							£120.00	
06.03.2022	Nights away book and Tarps (Chris Spears)	cash	2021/082	Yes	£27.62								£27.62						£27.62	
08.03.2022	Meal at Hart for Loftly, Will, Steve and Andy		2021/083	Yes	£68.80		£68.80												£68.80	
08.03.2022	Eon Electricity		2021/084	Yes	£36.39						£36.39								£36.39	
09.03.2022	Trading Post		2021/085	Yes	£6.50			£6.50											£6.50	
15.03.2022	Norfolk CC (Archery course, Kate and Ashley)		2021/086		£480.00				£480.00										£480.00	
16.03.2022	Scout Shooting competition		2021/087	Yes	£28.00									£28.00					£28.00	
16.03.2022	Cub Expenses (Kate)		2021/088	Yes	£12.24								£12.24						£12.24	
21.03.2022	Pellets from Steve Reynolds		2021/089	Yes	£10.00								£10.00						£10.00	
30.03.2022	Hall Cleaning (March)		2021/090	Yes	£80.00						£80.00								£80.00	
30.03.2022	Binny Sanitary Bins (Susan)		2021/091	Yes	£58.19						£58.19								£58.19	
30.03.2022	Stationery Order (all sections Amazon susan)		2021/092	Yes	£235.26					£235.26									£235.26	£7,795.59
																			£0.00	
																			£0.00	
					£18,893.57	£3,937.50	£499.02	£928.98	£645.00	£1,687.35	£2,671.06	£2,274.56	£1,023.45	£1,248.00	£540.00	£3,438.65	£0.00	Check	£18,893.57	18893.57

Summary Sheet

30th March 2021

30th March 2022

Bank Balance	£9,535.42	Bank Balance	£6,578.96
Cash	£96.37	Cash	£116.96
Savings	£34,148.38	Savings	£46,928.25
Interest	£12.97	Cheques not cashed	£0.00
Total	£43,793.14	Total	£53,624.17

Total Money at 30th March 2022 **£53,624.17**

Therefore: This financial year our income was £9831.03 more than our expenses.

See notes below:

Breakdown

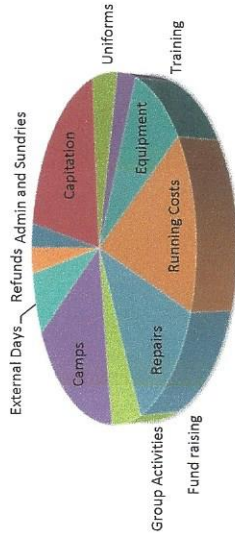
Description	Income	Expenditure	Difference
Subscriptions	£8,877.00	£0.00	£8,877.00
Admin and Sundries	£51.00	£499.02	-£448.02
Capitation	£0.00	£3,937.50	-£3,937.50
Uniforms	£0.00	£928.98	-£928.98
Training	£0.00	£645.00	-£645.00
Equipment	£260.00	£1,687.35	-£1,427.35
Running Costs	£0.00	£2,671.06	-£2,671.06
Repairs	£0.00	£2,274.56	-£2,274.56
Fund raising	£49.00	£0.00	£49.00
Group Activities	£394.00	£1,023.45	-£629.45
Donations / Grant	£10,766.70	£0.00	£10,766.70
Hall, Equip or field hire	£1,985.00	£0.00	£1,985.00
External Days	£1,082.00	£1,248.00	-£166.00
Camps	£5,159.50	£3,438.65	£1,720.85
Personal Funds	£0.00	£428.50	-£428.50
Interest	£3.90	£0.00	£3.90
Refunds	£525.00	£540.00	-£15.00
Total	£29,153.10	£19,322.07	£9,831.03

Notes:

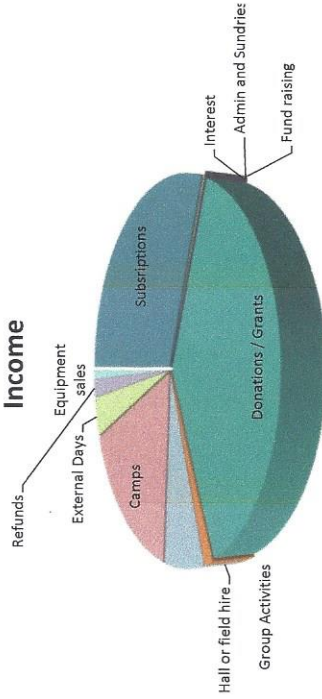
Capitation: 75 @ £52.50 per person = £3937.50
Equipment purchased: Canoe racking, spinners and archery equipment
Dry bags and stationery
Running Costs Include: Gas, Electric, Water, Cleaning and Insurance
External Days Include: Suba diving and Hippodrome
Camp column includes: Kent Jamboree in 2022
Personal Fund: £428.50 less money in pot than last year (£531.15 in pot)
Hall or field hire: Includes Masons, Rainbows, Zumba and Norfolk Fingers

Coronavirus: We still have £1529 for events which have not gone ahead, so some of this may have to be refunded.
Kent: We have £1850.50 payments for Kent.

Expenditure



Income



Description	Expenditure
Admin and Sundries	£499.00
Capitation	£3,937.50
Uniforms	£928.98
Training	£645.00
Equipment	£1,687.35
Running Costs	£2,671.06
Repairs	£2,274.56
Fund raising	£0.00
Group Activities	£1,023.45
Camps	£3,438.65
External Days	£1,248.00
Refunds	£540.00
Total	£18,893.55

Description	Income
Subscriptions	£8,877.00
Interest	£3.90
Admin and Sundries	£51.00
Fund raising	£49.00
Donations / Grants	£10,766.70
Group Activities	£394.00
Hall or field hire	£1,985.00
Camps	£5,159.50
External Days	£1,082.00
Refunds	£525.00
Equipment sales	£260.00
Total	£29,153.10

Accounts reviewed and approved by Town Clerk on 14/9/2022