

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	1	2	2	1
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Section A

Reference and administration details

Charity name

114TH STOKE-ON-TRENT AND NEWCASTLE-
UNDER-LYME DIVISION 1ST TRENTAM SCOUT
GROUP

Other names the charity is known by

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Registered charity number (if any)

1	0	3	7	6	5	6
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Charity's principal address

Trentham Scout House, Churchill Avenue

Trentham, Stoke on Trent

Staffordshire

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	Kevin Sutton	Trustee	05/04/2022
2	Esther Harrison-Cloke	Trustee	10/03/2021
3	Iwan Stec	Trustee	01/03/2021
4	Sarah Turner	Trustee	
5			

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

(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:

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.

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.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p>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.</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>Activities include a wide range of topics done on weekday evenings with additional camps over the weekend now covid-19 restrictions have lifted. This includes group camps, visits to other organisations such as our local church and visits from other organisations such as the police and bee keeping society.</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>Volunteers are the lifeblood of the group. We maintain significant support from our executive team and Beaver, Cubs and Scout leaders with additional ad-hoc support from parents and other helpers.</p> <p>We pursue an active policy when applying for grants to further improve our facilities and enable a wider range of activities to our members.</p>
<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

2021 was a return to normal scouting following covid-19 restrictions. The group maintained a high level of membership despite restrictions on face to face activities through the efforts of its volunteers.

The group also secured a record level of grant funding which will be used to improve the group facilities for future generations.

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 £7,000.

The Group held reserves of approximately £7,323 against this at year end. This is above the level required for operating expenses and an additional reserve is held in addition for emergencies.

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);

The charity's principal source of funds is subs paid by young people joining the group. In addition the group undertakes fundraising activities through hire of the hall to local groups, internal fund raising and applying for available grants.

• how expenditure has supported the key objectives of the charity; Expenditure in 2021 allowed a full provision of activities despite ongoing covid restrictions and ensured the ongoing maintenance and safety of our scouting facility.

• investment policy and objectives; 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.

Section F

Other Optional Information

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

2022 will see significant improvements to our building and facility, including a climbing wall, improved campfire area, jubilee garden and a renovated kitchen. This is in addition to resuming camping activities for all members to provide a full scouting experience

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)

Kevin Sutton

Position (eg Secretary, Chair)

Treasurer

Date

250522

Scrutineer's Report to the Trustees

I report on the accounts of the 114th Trentham Scout Group for the year ended 31st December 2021

Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility 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/District's constitution, I have scrutinised the records and the accounts set out in the Outgoings/Incoming sheet and the Balance Sheet and reconciled these with the Current Account.

Scrutineer's Statement

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

I have now completed the audit on the information provided. I am happy that the income and expenditure as recorded in the ledgers have gone through the Current Account and are correct.

The recording keeping is so much better than last year. However, there are still a few improvements that could be made these are attached. Considering the issues, the group has had this year I am pleased to sign off the Accounts.



Signed

Name: ...Mrs Bridget Johnson CPFA
9 Chapel Lane
Kingsley holt
Stoke on Trent
ST10 2BG

Date: 5th May 2022

Notes for 114th Trentham Group 2022 Accounts

I have now completed the audit on the information provided

I am happy that the income and expenditure as recorded in the ledgers have gone through the Current Account and are correct

My calculation do not quite agree with yours There is a difference of £149.55 which I presume is your Petty Cash

I have not seen the Deposit Account but you record only a few pence increase so I am not concerned

I was unable to reconcile all the receipts provided. I think this is because there is not order to them, some are missing and some may relate to Petty Cash. Considering the difficulties the group has had this year I am pleased to sign off the Accounts

For next year and completeness, the auditor should see

The petty cash book – and receipts

Receipts for items paid for through the Current bank account sorted - in months

Direct debits – a list

The Deposit Account

Outgoings

Item Name	Code	Comments	Actual
Activity Costs	P - Activ		£ 160.00
Badges/Neckers/Uniform	P - Badges		£ 880.30
Bin Collection	P - Bins		£ 311.08
Capitation	P - Cap		£ 2,992.00
HQ Cleaning & Supplies	P - Clean		£ 873.56
Electric	P - Elec	Includes a refund !	£ 334.10
Fire Alarm/Extinguishers	P - Fire		£ 158.70
Gas	P - Gas		£ 390.23
GSL Maintenance	P - GSL		£ 300.00
Unity Insurance	P - Insur		£ 1,466.27
Internet & WiFi	P - Internet		£ 471.28
SOT Lease	P - Lease		£ 500.00
General Maintenance	P - Maint		£ 5,723.75
Stationary and printing	P - Stat		£ 141.82
Termly Costs	P - Term		£ 1,080.00
Training	P - Train		£ 200.00
Services Water	P - Wat		£ 1,069.01
Group Camp Jul 21	P - Gcamp		£ 2,164.98
Scout Camp Oct 21	P-ScoutCamp		£ 190.00
Total			£ 19,407.08

This Balance Sheet			
Incomings 2021		£	56,200.06
Outgoings 2021		£	19,407.08
Difference		£	36,792.98

Current Account statement	£	29,341.81
Deposit Account Statement	£	7,323.52
Petty Cash	£	127.65
Total	£	36,792.98

Section Accounts Summary	IN	OUT	Balance
Beavers	£ 548.13	£ 519.17	£ 28.96
Cubs	£ 542.57	£ 526.70	£ 15.87
Scouts	£ 1,647.00	£ 1,432.11	£ 214.89
GSL	£ 403.64	£ 401.38	£ 2.26
Section spend is not included in this balance sheet			£ 261.98

Cash at Start of Year £25,909.33

Incoming

Item Name	Code	Comments	Actual
Slimming World	I - S World		£ 1,350.00
Group Subscriptions	I - Subs		£ 7,198.00
Girl Guides	I - Guides		£ 200.00
Party / Private Bookings	I - Party		£ 921.00
Other Block Bookings	I - Other	Little Athletes	£ 306.00
Sub Total			£ 9,975.00
Other Income			
Adjustments	adj		£ -
Amazon	G - Amazon		£ 210.80
Co-op	G - Coop		£ -
Councillors	G - Council		£ 400.00
Gift Aid	G - GiftAid		£ -
S-O-T Buisness Grant	G - Grant		£ 17,669.21
General income other	G - Other		£ 500.00
Sale of goods	G - Sale		£ 15.00
Group Camp Jul 21	P - Gcamp		£ 1,520.00
Sub Total			£ 20,315.01
Interest	Int	Deposit account	£ 0.72
Total			£ 30,290.73

Grant Summary		
Received	£ 30,149.21	See separate page for details
Allocated	£ 7,232.39	
Left to spend in 2022	£ 22,916.82	

Income		
Accounts at start of year		£ 25,909.33
Total Subs & Hall Hire		£ 9,975.00
Total other Income		£ 20,315.01
Refunds adjustments		
Interest		£ 0.72
Total Income		£ 56,200.06
Outgoings		£ 19,407.08
Balance		£ 36,792.98