

# Trustees' Annual Report

For the period

From (start date)

0	6	0	4	2	0
---	---	---	---	---	---

to end date

0	5	0	4	2	1
---	---	---	---	---	---

## Section A

### Reference and administration details

Charity name

270th Sheffield (Intake) Scout Group

Other names the charity is known by

Registered charity number (if any)

Charity's principal address

Old Intake Methodist Church

Mansfield Road

Sheffield

Postcode

S

1

2

2

A

P

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1		Chair	
2	David Parkin	Secretary	
3	Steven Reinhardt	Treasurer	
4	Susan Wragg	Group Scout Leader	
5	Louise Burke	Executive Committee Member	
6	Simon Wadsworth	Executive Committee Member	
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

## Section A

### Reference and administration details (continued)

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

Type of advisor	Name	Address


## 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:

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 independent representatives including, Chair, Treasurer and Secretary together with the Group Scout Leaders, and individual section leaders

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 (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>Summary of the main activities in relation to these objects</p>	<p>The objectives of the group are as a unit of the Scout Association.</p> <p>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.</p>

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers.

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

Despite a challenging year maintaining the integrity of the Group's HQ we have managed to maintain cashflow to aid the effective running of the Group.  
We have also received a maintenance grant during the year to help with repairs, along with a grant to supply activities for the members of the Group

## 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 £4998.

The Group held reserves of £14,042 against this at year end. This is above the level required for operating expenses.

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 (

### Investment Policy (Specimen 1)

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 or The Scout Association's Short Term Investment Service.

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

• investment policy and objectives

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 (Specimen 2)

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)

--

### 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)

David Parkin	Steven Reinhardt
--------------	------------------

Position (eg Secretary, Chair)

Secretary	Treasurer
-----------	-----------

Date

0	9	0	9	2	1
---	---	---	---	---	---

# 270th Sheffield (Intake) Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	06/04/2020	To	05/04/2021
-------------------	------------	----	------------

### Receipts and payments

	2020/2021	2019/2020
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	967	5,633
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	967	5,633
Donations	550	153
Legacies	-	-
Gift Aid	-	3,178
Other similar income	22,759	-
<b>Sub total</b>	<b>24,276</b>	<b>8,964</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	10,000	-
<b>Sub total</b>	<b>10,000</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Insurance Claim	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	-	4,008
<b>Sub total</b>	<b>-</b>	<b>4,008</b>
<b>Investment income</b>		
Bank interest	5	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	350	2,973
Other investment income	-	-
<b>Sub total</b>	<b>355</b>	<b>2,973</b>
<b>Total Gross Income</b>	<b>34,631</b>	<b>15,945</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>34,631</b>	<b>15,945</b>

## 270th Sheffield (Intake) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	06/04/2020	To	05/04/2021
----------------------	------------	----	------------

### Receipts and payments

	2020/2021	2019/2020
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	-	2,912
Adult support and training	-	-
Rent	-	-
Water and Sewerage	1,998	1,069
Electricity and Gas	4,924	3,767
Insurance	1,456	1,469
Repairs and Renewals	16,481	3,250
Materials and equipment	-	-
Printing and photocopying	-	-
Contribution to camp costs	- 794	- 544
Uniforms	-	-
AGM and trustee expenses	-	12
Capitation	3,223	3,019
Badges	-	491
Cleaning	-	-
<b>Sub total</b>	<b>27,288</b>	<b>15,444</b>
<b>Fundraising expenses</b>		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	22	1,051
<b>Sub total</b>	<b>22</b>	<b>1,051</b>
<b>Total Gross Expenditure</b>	<b>27,309</b>	<b>16,495</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>27,309</b>	<b>16,495</b>
<b>Net of receipts/(payments)</b>	<b>7,321</b>	<b>- 551</b>
<b>Cash funds last year end</b>	<b>13,492</b>	<b>14,043</b>
<b>Cash funds this year end</b>	<b>20,813</b>	<b>13,492</b>

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

	5th Apr 2021 Unrestricted funds £	5th Apr 2020 Unrestricted funds £
<b>Cash funds</b>		
Bank current account	12,040	9,402
Bank deposit account	8,774	4,090
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>20,813</b>	<b>13,492</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Scout Hall	60,000	60,000
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>60,000</b>	<b>60,000</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	50	50
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>50</b>	<b>50</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 31st August 2018 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

\_\_\_\_\_

*S. Reinhardt*

Print Name

David Parkin	Secretary
Steven Reinhardt	Treasurer



# 270th Sheffield (Intake) Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	06/04/2020	To	05/04/2021
-------------------	------------	----	------------

### Receipts and payments

	2020/2021	2019/2020
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	967	5,633
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	967	5,633
Donations	550	153
Legacies	-	-
Gift Aid	-	3,178
Other similar income	22,759	-
<b>Sub total</b>	<b>24,276</b>	<b>8,964</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	10,000	-
<b>Sub total</b>	<b>10,000</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Insurance Claim	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	-	4,008
<b>Sub total</b>	<b>-</b>	<b>4,008</b>
<b>Investment income</b>		
Bank interest	5	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	350	2,973
Other investment income	-	-
<b>Sub total</b>	<b>355</b>	<b>2,973</b>
<b>Total Gross Income</b>	<b>34,631</b>	<b>15,945</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>34,631</b>	<b>15,945</b>

## 270th Sheffield (Intake) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	06/04/2020	To	05/04/2021
----------------------	------------	----	------------

### Receipts and payments

	2020/2021	2019/2020
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	-	2,912
Adult support and training	-	-
Rent	-	-
Water and Sewerage	1,998	1,069
Electricity and Gas	4,924	3,767
Insurance	1,456	1,469
Repairs and Renewals	16,481	3,250
Materials and equipment	-	-
Printing and photocopying	-	-
Contribution to camp costs	- 794	- 544
Uniforms	-	-
AGM and trustee expenses	-	12
Capitation	3,223	3,019
Badges	-	491
Cleaning	-	-
<b>Sub total</b>	<b>27,288</b>	<b>15,444</b>
<b>Fundraising expenses</b>		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	22	1,051
<b>Sub total</b>	<b>22</b>	<b>1,051</b>
<b>Total Gross Expenditure</b>	<b>27,309</b>	<b>16,495</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>27,309</b>	<b>16,495</b>
<b>Net of receipts/(payments)</b>	<b>7,321</b>	<b>- 551</b>
<b>Cash funds last year end</b>	<b>13,492</b>	<b>14,043</b>
<b>Cash funds this year end</b>	<b>20,813</b>	<b>13,492</b>

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

	5th Apr 2021 Unrestricted funds £	5th Apr 2020 Unrestricted funds £
<b>Cash funds</b>		
Bank current account	12,040	9,402
Bank deposit account	8,774	4,090
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>20,813</b>	<b>13,492</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Scout Hall	60,000	60,000
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>60,000</b>	<b>60,000</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	50	50
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>50</b>	<b>50</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 31st August 2018 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

\_\_\_\_\_

*S. Reinhardt*

Print Name

David Parkin	Secretary
Steven Reinhardt	Treasurer