

# 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

1st Bournville Scout Group (100th Birmingham)

Other names the charity is known by

First Bournville Scouts

Registered charity number (if any)

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HQ registration number

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Charity's principal address

The Scout Hut

Laurel Grove

Birmingham

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Dan Avery	Chair	
2	Sandra Wise	Treasurer	
3	Claire Skinner	Secretary	01/01/21-19/09/21
4	Ruth Tanner	Group Scout Leader	
5	Graham Tanner	Scout Leader	
6	Rachel Jennings	Beaver Scout Leader	
7	Clare Prestleton	As. Cub Scout Leader	01/01/21 - 19/09/21
8	Tom Cumming	Secretary	19/09/21 - 31/12/21
9	Maggie Silverman		01/01/21-19/09/21
10	Ed Ullathorne		
11	Maddeline Halstead		
12	Mary Van Roy	As. Group Scout Leader	
13	Martin George		16/11/21 - 31/12/21
14	Andrew Hopkins	Explorer Scout Leader	
15			

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

Type of advisor	Name	Address
Finance and accounts	Gemma Sparkes	36 Beech Road B30 1LI

**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)

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 approximately every 2 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**

The Group Executive Committee is identifying the major risks to which they believe the Group is exposed, these are being reviewed and systems are being 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 local church, community centre and other Scout Groups. Similar reciprocal arrangements could 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 membership 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 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.

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
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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>
Summary of the main activities in relation to these objects	<p>Each section of the Group meets weekly in term time and takes part in a programme of activities and games as well as working toward various badges and awards. Throughout the year there are many opportunities for young people to go away on camps and other trips. Activities are also organised off site (climbing or water activities for example). The group also takes part in several community events including the Bournville Festival and CoCoMAD.</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
Public benefit statement	<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 has largely seen a return to normal activities for the group however ongoing COVID 19 restrictions proved a challenge. Our Scouts and Explorers managed a successful week long camp to Pikes Pool in August despite the complex COVID rules. Various improvements have been made to the building and grounds including new windows and decorating the main hall.

**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. In addition to this the group should hold an emergency fund for building repairs of £8500. The group should also aim to hold a minimum £5000 in its current account at all times.

This year the Exec has planned to allocate a further £8500 to a new kitchen, £5700 to other building improvements, £1000 to legal costs associated with the lease renewal and £4300 to new equipment purchases.

Quantify and explain any designations

After deducting the above there remains around £8000 which is to be used over the next 5 years for equipment purchases, further building projects and other capital expenditure.

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);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives

**Investment Policy**

The Group currently 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)

We are planning a new kitchen in 2022 as well as some small maintenance projects. Scouts and Explorers are planning a joint summer camp to Hawkhirst Activity Centre in Northumberland in August.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Dan Avery	Ruth Tanner
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Position (eg Secretary, Chair)

Chair	Group Scout Leader
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Date

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
1st Bournville Scout Group (100th Birmingham)

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/01/2021

To

Period end date  
31/12/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Membership Fees	13,274	-	-	13,274	14,520
Camp Fees	9,175	-	-	9,175	4,079
Hall Hire	200	-	-	200	240
Section Income incl Uniform Sales	1,374	-	-	1,374	3,702
Grants	19,737	-	-	19,737	10,000
Gift Aid	6,639	-	-	6,639	-
Bank Interest	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>50,400</b>	<b>-</b>	<b>-</b>	<b>50,400</b>	<b>32,541</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>50,400</b>	<b>-</b>	<b>-</b>	<b>50,400</b>	<b>32,541</b>
<b>A3 Payments</b>					
Scout Association Fees	4,140	-	-	4,140	4,197
Rent & Rates	402	-	-	402	104
Utilities	1,681	-	-	1,681	1,688
Insurance	698	-	-	698	740
Premises Refurbishment	9,685	-	-	9,685	3,271
Camps & Trips	7,077	-	-	7,077	3,740
Section Expenses	1,867	-	-	1,867	2,362
Badges & Uniform	3,152	-	-	3,152	2,595
Other Expenditure	3,256	-	-	3,256	322
<b>Sub total</b>	<b>31,957</b>	<b>-</b>	<b>-</b>	<b>31,957</b>	<b>14,293</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>31,957</b>	<b>-</b>	<b>-</b>	<b>31,957</b>	<b>14,293</b>
<b>Net of receipts/(payments)</b>	<b>18,443</b>	<b>-</b>	<b>-</b>	<b>18,443</b>	<b>18,248</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>25,234</b>	<b>-</b>	<b>-</b>	<b>25,234</b>	<b>6,986</b>
<b>Cash funds this year end</b>	<b>43,676</b>	<b>-</b>	<b>-</b>	<b>43,676</b>	<b>25,234</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Accounts	43,237	-	-
	Pocket Cards	440	-	-
	Cash & Cheques	-	-	-
	<b>Total cash funds</b>	<b>43,676</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Sandra Wise	15/05/2022	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
1<sup>st</sup> Bournville Scout Group (100<sup>th</sup> Birmingham)

On accounts for the year  
ended

31 December 2021

Charity no  
(if any)

1178529

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

G Sparkes

Date:

11/10/22

Name:

Gemma Sparkes

Relevant professional  
qualification(s) or body  
(if any):

Member of ICAEW (8934782)

Address:

36 Beech Road  
Bournville



**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**