



# **258<sup>th</sup> Birmingham St Anne's Scout Group**

## **Trustees' Annual Report & Accounts For the Period April 2020 to March 2021**

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		31	03	2021



## Reference & Administration Details

<b>Charity Name:</b>	258 <sup>th</sup> Birmingham St Anne's Scout Group		
<b>Registered Charity No:</b>	1186015	<b>Group Registration No:</b>	10014508
<b>Charity's Principal Address:</b>	The Scout Hut 252, Redhill Road West Heath Birmingham, B38 9DS		

### Names of the Charity Trustees who Manage the Charity:

	Trustee Name	Office (if any)	Dates acted (if not for whole year)
1	Tristan Powell	Group Chairman	
2	Paul Goon	Group Scout Leader (GSL)	
3	Joanne Else	Group Treasurer	
4	Ross Conway	Assistant Beaver Scout Leader	
5	Tammy Hatton	Beaver Scout Leader	
6	Sharon Louise Hart	Cub Scout Leader	
7	Mark Chandler	Exec Committee Member	

### Custodian Trustees:

1	The Scout Association Trust Corporation
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### Names of the Charity's Advisors:

	Advisor	Role	Dates acted (if not for whole year)
1	HSBC Bank PLC	Bankers	
2	Alison Ellison	Scrutineer	

## Structure, Governance and Management

### Description of the Charity's Trusts

<b>Type of Governing Document:</b>	The Group's governing documents are those of The Scout Association. They consist of a Royal Charter dated 4th January 1912 and supplemental charters dated 28th March 1949, 18th February 1959, 5th May 1967 and 19 July 1991, which in turn give authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.
<b>How the Charity is Constituted:</b>	The Group is a trust established under its rules which are common to all Scouts.
<b>Trustee Selection Methods:</b>	The Trustees are appointed in accordance with the Policy Organisation and Rules of The Scout Association.

### Additional Governance Issues

<b>Additional information about:</b> <ul style="list-style-type: none"> <li>The charity's organizational structure and any wider network with which the charity works.</li> </ul>	<p>The Group is managed by the Group Executive Committee, of which a sub-set of the members 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.</p> <p>The Committee consists: Chair, Treasurer and Secretary; Group Scout Leader; individual section leaders (if opted to take on the responsibility), elected and nominated</p>
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	<p>representatives and co-opted persons. It meets every two months.</p> <p>Members of the Executive Committee complete Module 1, Trustee Induction, Safeguarding, Safety and General Data Protection Regulations (GDPR) 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 their appointment and is responsible for: The maintenance of Group property and equipment; 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.</p>
<ul style="list-style-type: none"> <li><b>Trustees' consideration of major risks and the system and procedures to manage them.</b></li> </ul>	<p><b>Risk and Internal Control</b></p> <p>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:</p> <p>Damage to the building, property and equipment. Should this occur 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.</p> <p>Injury to leaders, helpers, supporters and members. The Group through the membership fees contributes to the Scout Associations national accident insurance policy. The Group also purchase additional insurance cover for</p>

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occasional/parent helpers. 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.

The Group has in place systems of internal financial control that are designed to provide reasonable assurance against material mismanagement or loss. These include a requirement for two signatories for all cheque payments.

# Trustees' Annual Report for the period



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## Objectives

### Description of the Charity's Trusts

<p><b>Summary of the Objects of the Charity set out in its Governing Document:</b></p>	<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 cooperate 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:</p> <ul style="list-style-type: none"> <li>- enjoy what they are doing and have fun</li> <li>- take part in activities indoors and outdoors</li> <li>- learn by doing</li> <li>- share in spiritual reflection</li> <li>- take responsibility and make choices</li> <li>- undertake new and challenging activities</li> <li>- make and live by their Promise.</li> </ul>
<p><b>Contribution made by Volunteers:</b></p>	<p>The 258<sup>th</sup> Birmingham St Anne's adult volunteer team is a dedicated hard-working group of people who are supportive of one another and our young people. They are innovative, creative and truly committed to providing an outstanding Scouting experience to everyone in the group. From our committee members who work so hard in the background,</p>

## Trustees' Annual Report for the period

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	the parents who support at every activity to the leaders who tirelessly plan and deliver programmes each week, the group is truly lucky to have all of them.
<b>Public Benefit Statement:</b>	<p>The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.</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>

## Activities, Achievements and Performance

	<p>Over the year the number of members decreased by 24% with 41 young people and 14 adults recorded on the annual census. This reduction is due to the impact the coronavirus pandemic has had on the group.</p> <p><b>Group Activities</b></p> <p>The 2020-21 year has been a challenging year for all due to the COVID-19 pandemic. This saw a dramatic shift in the way Scouting was delivered, moving from traditional face-2-face activities into the digital world of online meetings.</p> <p>With no face-2-face meetings possible for most of this period due to Covid restrictions, all sections stepped up to the online challenge and continued to deliver fantastic programmes using Zoom online meetings. This included a programme of Group activities with all sections and parents joining together on-line. Activities included Cards of Kindness, disability awareness, virtual group camp, virtual museum visits and a chicken workshop. A number of challenges and quizzes were also set for families.</p>
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## Trustees' Annual Report for the period

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	<p>This had a direct impact on funds coming into the group as the transition to digital was adopted and saw the use of the Group Reserves Policy being used for the first time.</p> <p>The group has also been fortunate to benefit from the Government COVID-19 Grants that have been available for the Retail, Hospitality &amp; Leisure sectors.</p> <p>However, through all the uncertainty, the sections have kept focused and delivered an entire years' worth of fantastic scouting to our Young People.</p>
	<p>The Beaver Scout Colony, which meets on a Wednesday, is led by Tammy Hatton (Snowflake) assisted by Claire Cleeton (Misty) &amp; Ross Conway (Storm), and young leader Emily.</p> <p>The Colony reduced in size slightly, with 15 members due to Beavers moving up to Cubs and minimal new members due to Covid.</p> <p>Throughout the year the Beavers have enjoyed regular weekly virtual meetings incorporating badgework, activities &amp; games. They have completed several badges including Book Reader, Communicator, My World, Builder, Creativity, Faith, and also carried out activities relating to Christmas Craft, Remembrance and Virtual parties.</p> <p>During the year 6 Beavers achieved the Chief Scout Bronze Award, the highest award in the Beaver section.</p>



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**cubs**

The Cub Scout Pack, which meets on a Thursday, is led by Sharon-Louise Hart (Akela) and assisted by Kelly Lewis (Mowgli) along with young leaders Ben & Amy and occasional parent helpers.

The Cub Pack reduced slightly to 18 members, a reduction of 14%.

The Cubs have been active through the year holding regular weekly virtual meetings where they have completed several badges including Book Reader, Skills Award, Artist, Hobbies, International, Communicator, Disability Awareness, and have also carried out a Virtual Christmas Party and managed to host 2 x Face-to-Face sessions at a local Scouting outdoor activity centre.

**SCOUTS**

The Scout Troop, which meets on a Tuesday, is led by an acting leadership team of Paul Goon (GSL), Ross Conway (ABSL), Sharon Hart (CSL) & assisted by Thomas Hearnden (section assistant).

The Troop reduced to 8 members through the year.

This year the Scouts have enjoyed regular weekly virtual meetings incorporating badgework, games and activities such as virtual camps, cooking, a variety of quizzes, Fire Safety badge, Skills award and Remembrance. Scouts also joined in the Group programme of virtual activities.

Four Scouts were invested virtually during lockdown

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### EXPLORERS

The Group has a partnership agreement with St Anne's Explorer Scout Unit which meets on a Monday, led by Josh Fellows-Campbell (ESL) & Tony Campbell (section assistant).

The Explorers section had 4 members though out the year.

Due to Covid and School exams, the Explorers Unit has not been as active as previous years.

## Financial Review

### Description of the Charity's Trusts

#### 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 £6,000.

In addition to the reserve, at the year end the Group held surplus funds of approximately £12,000 i.e. more than would be required for operating expenses alone. This reflects a wish by the Trustees to build up three additional reserves.

The first is to meet the cost of known large annual expenses and to assist with budgeting, this covers a Building Maintenance Fund, Insurance, Equipment and Annual Membership fees.

Secondly there is a Restricted Use fund, this has two components, one is money that was raised by the Cub Pack and is being held to be spent specifically by the Cub Pack when needed, the second is the remains of a Start-up Grant provided by the Scout Association to the Explorer Unit when it

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	<p>was formed to support the growth and sustainability of the section.</p> <p>The final allocated fund is a fundraising activity entitled “Raise the Roof” which has been running throughout this year and will continue into next, this is raising funds for structural repairs to the existing garage roof, which in turn will enable us to commence a further project to turn 80m sq. of garage into useable internal space.</p> <p>Should the current level of reserves increase then we will consider investment in longer term deposits.</p>
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### Further Financial Review Details

<b>Details of any Funds Materially in Deficit</b>	<p>While the Group is not required to prepare accounts under the accruals basis and therefore disclosure of funds materially in deficit is not required, for the purposes of transparency we wish to disclose that the Group currently has a long-term interest free loan outstanding to the value of £540 at the year end.</p> <p>The loan was provided by the Cole Valley South Scout District in 2013 for the purpose of ensuring the continuity of the 258th St Anne’s Scout Group, which at that time was in danger of closure. The Group has a loan agreement in place and are repaying the loan in accordance with that agreement. Furthermore, the Group has voluntarily repaid additional amounts against the loan when surplus funds have permitted and in this year we have contributed an overpayment in excess of £7,000.</p> <p>While no repayment date is stated in the loan agreement, the Group aim to have settled the loan within the next 2 years.</p>
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<b>Investment Policy and Objectives</b>	<b>Investment Policy</b> <p>The Group currently does not have sufficient funds to invest in longer term investments. The Trustees have therefore</p>
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## Trustees' Annual Report for the period

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adopted a risk averse strategy to the investment of its funds.  
All funds are held in cash using only mainstream banks.

## Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees

Signature:		
Full Name:	Tristan Powell	Paul Goon
Position:	Group Chairman	Group Scout Leader
Date:	25 <sup>th</sup> September 2021	25 <sup>th</sup> September 2021

**258th Birmingham St Anne's Scout Group**  
**Accounts for Period 1st April 2020 to 31st March 2021**

**RECEIPTS AND PAYMENTS**

	2020/21	2019/20
<u>Receipts</u>	£	£
<b>Membership subscriptions</b>		
Beavers	435.00	2,976.85
Cubs	680.60	2,772.75
Scouts	240.00	1,421.80
Explorers	120.00	998.60
	1,475.60	8,170.00
Less membership subscriptions paid to District	(2,070.00)	(2,425.50)
Net membership subscriptions retained	(594.40)	5,744.50
<b>Donations</b>		
Use of garage	-	500.00
Use of hall	-	260.00
Other charitable donations	661.70	1,350.00
Gift aid	238.71	1,812.40
<b>Grants</b>		
Birmingham City Council Covid-19 grants	21,737.07	-
Birmingham County Scouts Big Idea Grant	2,500.00	-
Sport Birmingham Tackling Inequalities funding grant	2,800.00	-
Edward Cadbury Charitable Trust	2,500.00	-
Leslie Sell Charitable Trust	500.00	-
Scout Association grant towards Explorers Unit	-	1,000.00
<b>Fundraising</b>		
Amazon Smile	69.21	
Picnic In the Park	-	331.07
Coin mile	-	218.89
Football Cards	-	230.00
Festive Fundraiser event	-	343.88
<b>Other</b>		
Uniforms & Badges	-	80.00
Group Camp 2019	-	1,250.01
Ice Scout Camp	-	538.00
Beaver sleepovers	-	190.00
Group trips	-	540.00
Sundry income	-	70.00
<b>Total Receipts</b>	<b><u>30,412.29</u></b>	<b><u>14,458.75</u></b>

**258th Birmingham St Anne's Scout Group**  
**Accounts for Period 1st April 2020 to 31st March 2021**

	2020/21	2019/20
	£	£
<b>Payments</b>		
<b>Building Costs</b>		
Council Tax	-	493.92
Water & Sewage	166.92	255.76
Electricity & Gas	584.05	1,096.37
Insurance (buildings & contents)	805.74	805.78
Repairs & Maintenance	485.00	295.37
Hut Refurbishment	4,220.85	-
<b>Fundraising expenses</b>	-	98.99
<b>Other</b>		
Materials & Equipment	449.21	1,542.30
Adult Support & Training	-	70.00
Uniforms & Badges	315.42	427.97
Group Camp 2019	-	1,734.33
Ice Scout Camp	-	598.00
Group trips	-	350.00
Youth Programme & Activities	495.68	1,318.90
Sundry expense	25.00	45.02
Insurance	42.00	42.00
District loan repayment	7,740.00	630.00
Charitable donations	-	391.29
Sport Birmingham Grant expenditure	2,783.91	-
<b>Total Payments</b>	<b><u>18,113.78</u></b>	<b><u>10,196.00</u></b>

**SUMMARY**

	2020/21	2019/20
	£	£
<b>Total Receipts</b>	<b>30,412.29</b>	<b>14,458.75</b>
<b>Total Payments</b>	<b><u>(18,113.78)</u></b>	<b><u>(10,196.00)</u></b>
<b>Surplus</b>	<b>12,298.51</b>	<b>4,262.75</b>
<b>Cash funds last year end</b>	<b><u>10,865.06</u></b>	<b><u>6,602.31</u></b>
<b>Cash funds this year end</b>	<b><u>23,163.57</u></b>	<b><u>10,865.06</u></b>



**258th Birmingham St Anne's Scout Group**  
**Accounts for Period 1st April 2020 to 31st March 2021**

**STATEMENT OF ASSETS AND LIABILITIES**

	2020/21	2019/20
	£	£
<b>Cash funds</b>		
Bank account	22,294.57	9,500.96
Cash	869.00	1,364.10
	<u>23,163.57</u>	<u>10,865.06</u>
 <b>Other monetary assets</b>		
BT debtor	10.31	10.31
 <b>Liabilities</b>		
Loan due to Cole Valley South District	(540.00)	(8,280.00)



**NOTE**

The land and buildings occupied by the Group at 252 Redhill Road, Birmingham, B38 9DS is owned by the Group but title is held by the Scout Association Trust Corporation as a Custodian Trustee.  
 No original cost or historic valuation is available for the land and buildings. A market valuation is being sought.

The above Receipts and Payments Account and Statement of Assets and Liabilities were approved  
 by the Trustees on 21<sup>st</sup> July 2021 and signed on their behalf by

Signature

Print Name

  
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 \_\_\_\_\_

Paul Goon  
 \_\_\_\_\_  
Tristan Powell  
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**258th Birmingham St Anne's Scout Group**  
**Accounts for Period 1st April 2020 to 31st March 2021**

**Scrutineer's Report to the Trustees of the 258th Birmingham St Anne's Scout Group**

I report on the accounts of the Group for the year ended 31 March 2021.

**Respective responsibilities of Trustees and Scrutineer**

As the Group'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 constitution, I have scrutinised the records and the accounts set out on pages .....1..... to .....3.....

**Scrutineer's Statement**

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

Name AUSON ELLISON 

Address 42 LAUNCESTON ROAD  
WALSALL  
WS5 3EE

Date 20th July 2021



## Appendix

### Allocation of Funds

	£
Cash funds as at 10/6/21	21,402
Reserves Policy (Group running costs)	(5,000)
<i>Reserved for upcoming expenditure</i>	
Camping Equipment	2,000
Property related Equipment	1,000
Insurance	850
Youth programme & activities	1,500
Annual membership fees	2,000
	<u>(7,350)</u>
<i>Restricted for specific use</i>	
Pack funds 2018 (Cubs)	64
Explorer Start-up Grant	717
	<u>(781)</u>
<i>Emergency reserve</i>	(2,000)
<i>Reserved for Building Fund</i>	
TK Maxx grant	800
From 2018/19 surplus	1,200
Blakemore donation	200
Birmingham County Scouts Big Idea Grant	779
Edward Cadbury Charitable Trust	0
From 2019/20 surplus	1,200
	<u>(4,179)</u>
<b>Residual free cash at 10/6/21</b>	<u><u>2,092</u></u>

Reserves policy: The Trustees deem it prudent to reserve 12 months of running costs related to the Scout hut building

The Trustees propose the allocation of £2,000 from the 2020/21 surplus to the Building Fund Reserve.