

Trustees' Annual Report

For the period

From (start date) 0 1 0 4 20 21 to end date 3 1 0 3 20 22

Section A

Reference and administration details

Charity name

West Ronton Scout Group

Other names the charity is known by

N/A

Registered charity number (if any)

2 6 7 7 6 4

HQ registration number

2 3 8 0 6

Charity's principal address

The Scout Hut

Cromer Road

Beeston Regis, Sheringham

Norfolk Postcode N R 2 6 8 S Q

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Jason Sheridan	Chair	
2	Helen Cardani	Group Scout Leader	
3	Michael Cole	Deputy Group Scout	Leader
4	Laura Jordan		
5	Chris Nott	Treasurer	
6	Lauren Fincher	Secretary	
7	Maureen Peck		
8	Angela Webster		
9	Judith Bywater		To 8/12/2021
10	Iain Hawkins		
11	John Creasey		To 10/6/2021
12	Emile Breytenbach		
13	Chloe Haller		
14	Richard Shepherd		To 7/10/2021
15	Ann Nunn		To 7/10/2021
16			
17			
18			

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

Type of advisor	Name	Address
Independent Examiner	Tony Larnier Accountants	23 Station Road, Sheringham, Norfolk NR26 8RF
Honorary President	Mary Love	

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 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:

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.

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 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 3 times a year.

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 adult support;

Appointing any sub committees that may be required;

Appointing Group Administrators and Advisors.

Risk and Internal Control

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. The Group also has insurance covering helpers against personal accident. 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 - See Note 3.

Reduction or loss of leaders. The group is - See Note 4.

Reduction or loss of members. The Group - See Note 5.

The group has in place systems of internal - See Note 6.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<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>
Summary of the main activities in relation to these objects	<p>There have been limited physical activities undertaken during the past year due to the closure of face to face scouting ordered by the Scout Association because of the Covid 19 pandemic. This ended during the year.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<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. 	
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

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 £5,000.

The Group held reserves of approximately £50,000 against this at year end. This is above what is required for operating expenses. A loan repayment of £1,600 is due within the next 4 months. The scout hut roof will soon be replaced, costing approx £15,000.

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 or COIF Deposit Fund.

• 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.

The collection of waste paper and glass is the Group's major source of fundraising income. Our principal fundraising event is now the annual Plant Sale.

Section F

Other Optional Information

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

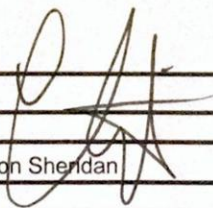
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

 Christopher D Nott

Full name(s)

Jason Sheridan Chris Nott

Position (eg Secretary, Chair)

Chair Treasurer

Date

06 10 20 22

West Runton Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	01/04/2021	To	31/03/2022

Receipts and payments

	2021/22			2020/21
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Receipts				
Donations, legacies and similar income				-
Membership subscriptions	1,824	-	-	1,370
Less: Membership subscriptions paid on to North East Norfolk District	- 1,600	-	-	- 1,728
Net membership subs retained	224	-	-	358
Donations	65	-	-	60
Covid 19 Grants	22,391	-	-	10,000
Gift Aid	2,696	-	-	-
	-	-	-	-
Sub total	25,376	-	-	9,702
Activities	163	-	-	-
Uniform & Badges	254	-	-	-
Sundries	168	-	-	171
Sub total	585	-	-	171
Fundraising (gross)				-
General	2,510	-	-	1,146
Waste Paper Recycling	4,145	-	-	3,412
Glass Recycling	6,066	-	-	9,826
Other fundraising activities	-	-	-	-
Sub total	12,721	-	-	14,384
Investment income				
Bank interest	-	-	-	-
COIF interest	32	-	-	8
The Scout Association Short Term Investment Service	-	-	-	-
Property Rent income	400	-	-	150
Security Deposits - Returnable	-	-	-	50
Sub total	432	-	-	108
Total Gross Income	39,114	-	-	24,365
Asset and investment sales, etc.	-	-	-	-
Total receipts	39,114	-	-	24,365

West Runton Scout Group Receipts and Payments Account

Year start date		Year end date	
For the year from	01/04/2021	To	31/03/2022

Receipts and payments

	2021/22			2020/21
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Payments				
Charitable Payments				
Youth programme and activities	1,165	-	-	1,165
Adult support and training	120	-	-	120
Loan Repayments (See Note 1)	-	1,600	-	1,600
Water and Sewerage	55	-	-	55
Electricity and Gas	525	-	-	525
Insurance	1,720	-	-	1,720
Repairs and Renewals	-	-	-	-
Materials and equipment	-	-	-	-
Printing and photocopying	198	-	-	198
Cleaning	260	-	-	260
Uniforms and Badges	429	-	-	429
Building Project	-	-	-	-
Telephone & Broadband	565	-	-	565
Business Rates	104	-	-	104
Sundries	20	-	-	20
Sub total	5,161	1,600	-	6,761
Fundraising expenses				
General	-	-	-	-
Waste Glass collection charge	1,735	-	-	1,735
Detail 3	-	-	-	-
Other fundraising costs	-	-	-	-
Sub total	1,735	-	-	1,735
Total Gross Expenditure	6,896	1,600	-	8,496
Asset and investment purchases, etc.	222	-	-	222
Total payments	7,118	1,600	-	8,718
Net of receipts/(payments)	31,996	-	-	30,396
Transfers between funds	-	-	-	-
Cash funds last year end	25,320	3,200	-	28,520
Cash funds this year end	57,316	1,600	-	58,916

Statement of assets and liabilities at the end of the year

	31st March 2022			31/03/2021	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Cash funds					
Bank Current Account	16,745	-	-	16,745	18,381
Bank deposit account	-	-	-	-	-
COIF Charities Deposit Account	40,571	1,600	-	42,171	10,139
The Scout Association Short Term Investment Service	-	-	-	-	-
Cash/Floats	-	-	-	-	-
Total cash funds	57,316	1,600	-	58,916	28,520
Other monetary assets					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
Sub total	-	-	-	-	-
Investment assets					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
Sub total	-	-	-	-	-
Non monetary assets for charity's own use					
Badge stock	200	-	-	200	197
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings	252,800	-	-	252,800	252,800
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	22,895	-	-	22,895	23,878
Other	-	-	-	-	-
Sub total	275,895	-	-	275,895	276,875
Liabilities					
Security Deposits potentially refundable	-	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loans due within 1 year See Note 1	-	1,600	-	1,600	1,600
Loans due after 1 year See Note 1	-	-	-	-	1,600
Sub total	-	1,600	-	1,600	3,200

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on ~~16th of May~~ 2022 and signed on their behalf by

6th of October

Signature
Chris Nott

Print Name

Jason Sheridan - Chair

Chris Nott - Treasurer

West Ronton Scout Group

Note to Accounts for the year from 1/4/21 to 31/3/22

Note 1

The Group received interest free loans repayable in equal annual installments, one remains as follows:-

		Repaid this year	Due within 12 months	Due after 12 months
On 14/7/2017	£8,000 over 5 years	£1,600	£1,600	Nil

Note 2

	<u>Land & Buildings</u>	<u>Equipment</u>
As at 1/4/21	£252,800	£23,878
Additions	£0	£222
Sub Total	£252,800	£24,100
Depreciation (5%)		£1,205
As at 31/3/22	£252,800	£22,895

Continuation of Trustees Annual Report

Note 3

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.

Note 4

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.

Note 5

provides activities for all young people aged 4 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

Note 6

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.

INDEPENDENT EXAMINERS' REPORT

TO THE TRUSTEES OF THE WEST RUNTON SCOUT GROUP

We report to the trustees on our examination of the accounts of the West Runton Scout Group (the Trust) for the year ended 31 March 2022.

RESPONSIBILITIES AND BASIS OF REPORT

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

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

INDEPENDENT EXAMINERS' STATEMENT

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

We 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.

Tony Larner

Tony Larner
Chartered Certified Accountants
23 Station Road
Sheringham
Norfolk
NR26 8RF

4 August 2022