

# 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

Weymouth West Air Scout Group

Other names the charity is known by

N/A

Registered charity number (if any)

2	6	9	3	7	5
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HQ registration number

1	0	0	1	0	0	4	7
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Charity's principal address

The Scout Hut

Granby Close

Weymouth

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	John Naylor	Chair	
2	Des Lochrie	Treasurer	
3	Vikki Thomas	Secretary	
4	Tracey Naylor	Administrator	
5	Paul Kingman	Parent Representative	
6	Stephen Richards	Parent Representative	
7	Gary Clothier	Group Scout Leader	
8	Ann Isbell	ABSL	
9	Charlotte Cartwright	CSL	
10	Ian Camp	ESL	
11			
12			
13			
14			
15			

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

(These will be published in the annual report of the charity)

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 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 two 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.

**Section B****Structure, governance and management (continued)****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. 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 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>The Group provides weekly meetings for youth members with a core age of 6 to 18 following the Scout Association's progressive and balanced training programme. The volunteer adult leadership team all meet the Scout Association's training requirements, including ongoing learning and DBS clearances ensuring activities are undertaken safely and members safeguarded. Weekly meetings are supplemented by opportunities for camping and other outside activities.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
Public benefit statement	<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> <p>The Group success is primarily due to the huge contribution made by all the volunteers both uniformed and the executive committee. Adults commit time, not just by attendance at weekly meetings and camps, but with planning, training and supporting other sections within the Group and undertaking responsibilities within the District. The Group also works well together supporting other adults and their young people; something we all value.</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

COVID-19 Impacted heavily on Scouting locally and nationally with many Group leaders, particularly those in the care sector, having their work increase significantly. Due to the commitment of our leadership team with the support of the Group Executive, scouting either virtually, or face to face with restrictions continued throughout the year, including the summer holiday of 2020, ensuring communications and activities were available to all members. The Group has ensured all costs have been met as well as building a ring fenced sum of £47,069 towards to proposed building extension to provide disabled facilities, better access, breakout room and more storage. The Group also secured £10,000 from Weymouth Council as part of the UK Government COVID recovery funding programme and £3,543 from Gift Aid. Membership of the Group remained stable in the reporting year. Face to face camping nights were virtually nil due to COVID, however, many virtual camps were held. The Group Executive has continued to support the uniformed members by maintaining the premises and providing the funding required to execute the Scouting Programme effectively.

**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 £47,000 against this at year end. This is above the level required for operating expenses. However this can be explained by income being allocated to the extension fund.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

None

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

**Investment Policy**

- the charity's principal sources of funds (including any fundraising);

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;

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 and objectives;

## Section F

## Other Optional Information

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

The Group is striving to improve the facilities available at the Group's Headquarters for less able members. This will be achieved by extending the building to install a disabled toilet and shower, plus additional showers for use when the HQ is used for night's away experiences. Additional breakout space is planned for smaller group sizes with young people who would benefit for the smaller adult ratio.

## 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)

John Naylor Gary Clothier

Position (eg Secretary, Chair)

Group Chair Group Scout Leader

Date

2 4 0 9 2 1

# Weymouth West Air Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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## Receipts and payments

	31/03/2020	31/03/2021
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	13,826	10,439
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	13,826	10,439
Donations	50	422
Gift Aid	8,527	3,543
Crowdfunder	-	-
Weymouth & Portland Borough Council	10,000	10,000
Camp Income	6,196	1,917
<b>Sub total</b>	<b>38,599</b>	<b>26,321</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Hall Hire	1,050	1,169
Sleepovers/Activities	1,331	
Scarf sales	42	2
Other fundraising activities	262	-
<b>Sub total</b>	<b>2,685</b>	<b>1,171</b>
<b>Investment income</b>		
Bank interest	106	24
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
<b>Sub total</b>	<b>106</b>	<b>24</b>
<b>Total Gross Income</b>	<b>41,390</b>	<b>27,516</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>41,390</b>	<b>27,516</b>

# Weymouth West Air Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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## Receipts and payments

	Unrestricted funds £	Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Capitation (Annual Scouting Membership Fee)	4,158	3,625
	-	
Lease Rates rent	274	13
Water and Sewerage	926	254
Electricity and Gas	508	193
Insurance	795	842
Repairs and Renewals	696	1,108
Grounds Maintenance	300	240
Refuse	172	-
Camp Expenditure refund	6,106	215
Uniforms	-	-
Camp Refunds	-	1,150
Covid costs	-	1,968
Badges and Scarves	535	1,228
Tents sectional costs	3,092	-
<b>Sub total</b>	<b>17,562</b>	<b>10,836</b>
<b>Fundraising expenses</b>		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>17,562</b>	<b>10,836</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>17,562</b>	<b>10,836</b>
<b>Net of receipts/(payments)</b>	<b>23,828</b>	<b>16,680</b>
<b>Cash funds last year end</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>23,828</b>	<b>16,680</b>



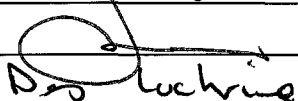
## Statement of assets and liabilities at the end of the year

	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	866	1,489
Bank deposit account	6,000	12,167
Extension A/C	37,052	47,069
The Scout Association Short Term Investment Service	-	-
Cash/Floats	165	38
<b>Total cash funds</b>	<b>44,083</b>	<b>60,763</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Gilwell refund Due	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	200	200
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>200</b>	<b>200</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>

### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 24th September 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature



Print Name

John Naylor - Chair

Des Lochrie - Treasurer

# Trustees' Annual Report

For the period

From (start date) 

0	1	0	4	2	0
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 to end date 

3	1	0	3	2	1
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## Section A

## Reference and administration details

Charity name

Weymouth West Air Scout Group

Other names the charity is known by

N/A

Registered charity number (if any)

2	6	9	3	7	5
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HQ registration number

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The Scout Hut

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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
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3	Vikki Thomas	Secretary	
4	Tracey Naylor	Administrator	
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Names and addresses of advisers (optional information but encouraged as best practice)

*(These will be published in the annual report of the charity)*

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.

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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>
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Additional details of the objectives and activities (optional information but encouraged as best practice)	
<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>	<p>The Group success is primarily due to the huge contribution made by all the volunteers both uniformed and the executive committee. Adults commit time, not just by attendance at weekly meetings and camps, but with planning, training and supporting other sections within the Group and undertaking responsibilities within the District. The Group also works well together supporting other adults and their young people; something we all value.</p>
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

COVID-19 Impacted heavily on Scouting locally and nationally with many Group leaders, particularly those in the care sector, having their work increase significantly. Due to the commitment of our leadership team with the support of the Group Executive, scouting either virtually, or face to face with restrictions continued throughout the year, including the summer holiday of 2020, ensuring communications and activities were available to all members. The Group has ensured all costs have been met as well as building a ring fenced sum of £47,069 towards to proposed building extension to provide disabled facilities, better access, breakout room and more storage. The Group also secured £10,000 from Weymouth Council as part of the UK Government COVID recovery funding programme and £3,543 from Gift Aid. Membership of the Group remained stable in the reporting year. Face to face camping nights were virtually nil due to COVID, however, many virtual camps were held. The Group Executive has continued to support the uniformed members by maintaining the premises and providing the funding required to execute the Scouting Programme effectively.

**Section E****Financial Review**

Brief statement of the charity's policy on reserves

**Reserves Policy**

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Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

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Further financial review details (optional information)

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**Investment Policy**

- the charity's principal sources of funds (including any fundraising);

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

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 and objectives;

## Section F

## Other Optional Information

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

The Group is striving to improve the facilities available at the Group's Headquarters for less able members. This will be achieved by extending the building to install a disabled toilet and shower, plus additional showers for use when the HQ is used for night's away experiences. Additional breakout space is planned for smaller group sizes with young people who would benefit for the smaller adult ratio.

## 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)

John Naylor Gary Clothier

Position (eg Secretary, Chair)

Group Chair Group Scout Leader

Date

2 4 0 9 2 1

# Weymouth West Air Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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## Receipts and payments

	31/03/2020	31/03/2021
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	£	£
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Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	13,826	10,439
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<b>Total Gross Income</b>	<b>41,390</b>	<b>27,516</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>41,390</b>	<b>27,516</b>



# Weymouth West Air Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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## Receipts and payments

	Unrestricted funds £	Unrestricted funds £
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<b>Charitable Payments</b>		
Capitation (Annual Scouting Membership Fee)	4,158	3,625
	-	
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Electricity and Gas	508	193
Insurance	795	842
Repairs and Renewals	696	1,108
Grounds Maintenance	300	240
Refuse	172	-
Camp Expenditure refund	6,106	215
Uniforms	-	-
Camp Refunds	-	1,150
Covid costs	-	1,968
Badges and Scarves	535	1,228
Tents sectional costs	3,092	-
<b>Sub total</b>	<b>17,562</b>	<b>10,836</b>
<b>Fundraising expenses</b>		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>17,562</b>	<b>10,836</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>17,562</b>	<b>10,836</b>
<b>Net of receipts/(payments)</b>	<b>23,828</b>	<b>16,680</b>
<b>Cash funds last year end</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>23,828</b>	<b>16,680</b>

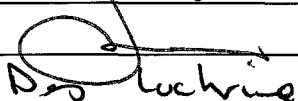
## Statement of assets and liabilities at the end of the year

	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	866	1,489
Bank deposit account	6,000	12,167
Extension A/C	37,052	47,069
The Scout Association Short Term Investment Service	-	-
Cash/Floats	165	38
<b>Total cash funds</b>	<b>44,083</b>	<b>60,763</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Gilwell refund Due	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	200	200
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>200</b>	<b>200</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>

### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 24th September 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature



Print Name

John Naylor - Chair

Des Lochrie - Treasurer

# Template for the scrutineer's report to the trustees

## Scrutineer's Report to the Trustees of the Weymouth West Air Scout Group Scout Council

I report on the accounts of the Group/District for the year ended 31st March 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 on pages 7 to 9.

### Scrutineer's Statement

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

Name: Katherine Harrison  
Address: 11 Essex Road  
Weymouth  
Dorset  
DT4 0BA  
Date: 21st September 2021