

# 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

HQ registration number

1 0 0 1 0 0 4 7

Charity's principal address

The Scout Hut

Granby Close

Weymouth

Postcode

D T 4 0 S R

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	Vacant	Secretary	
4	Paul Kingman	Parent Representative	
5	Stephen Richards	Parent Representative	
6	Gary Clothier	Group Scout Leader	
7	Ann Isbell	BSL	
8	Jacqui Clark	BSL	
9	Bryony Bishton	ABSL	
10	Charlotte Cartwright	CSL	
11	Lorraine Overden	ACSL	
12	Ian Camp	ESL	
13	Serenna Warren	Section Assistant	
14	Margaret Newton	Section Assistant	
15	Miriam Isbell	BSL	

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:

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 (vacant in year) together with the Group Scout Leader, 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 '*Trustee Induction*' 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

All sections have continued to thrive and undertake a quality programme for our young members, including nights away experiences. During the reporting year, the Group secured pre-construction funding from the Youth Improvement Fund (YIF) to allow the design, planning permission and building regulations for a totally new headquarters providing full disabled access and to be environmentally sustainable. A full grant application has been submitted for the construction of the new building and revenue costs for the storage of equipment and alternative meeting locations during the 12 month build duration. The executive is also preparing to transition to Trustee as part of the wider Scout Association programme.

**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 £55,215 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

1 2 0 7 2 3

# Weymouth West Air Scout Group

## Receipts and payments account

For the year from	01/04/2022	To	31/03/2023
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### Receipts and payments

	31/03/2023	31/03/2022
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	13,450	11,411
Donations	197	196
Gift Aid	3,021	2,594
Camp income	7,480	5,320
<b>Sub total</b>	<b>24,148</b>	<b>19,521</b>
<b>Grants</b>		
YIF	7,138	-
<b>Sub total</b>	<b>7,138</b>	<b>-</b>
<b>Fundraising events (gross)</b>		
Hall hire	225	130
Sleepovers/Activities	686	170
Uniform	126	195
Scarves/Badges	138	-
<b>Sub total</b>	<b>1,175</b>	<b>495</b>
<b>Investment income</b>		
Bank interest	151	6
<b>Sub total</b>	<b>151</b>	<b>6</b>
<b>Total Gross Income</b>	<b>32,612</b>	<b>20,022</b>
<b>Total receipts</b>	<b>32,612</b>	<b>20,022</b>

# Weymouth West Air Scout Group

## Receipts and payments account

Year and date

For the year from	01/04/2022	To	31/03/2023
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### Receipts and payments

	31/03/2023	31/03/2022
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Capitation (Annual Scouting Membership Fee)	4,150	3,563
Extension	12,003	-
Staff training	60	9
Rates	- 203	-
Water and Sewerage	480	165
Electricity and Gas	295	263
Insurance	847	797
Hall maintenance and cleaning	936	2,775
Ground maintenance	1,000	280
Refuse	110	84
Camp expenditure	6,676	3,979
Uniforms	488	-
Camp refunds	65	-
Covid costs	-	791
Badges and scarves	1,591	1,524
Tents & camping equipment	240	696
<b>Sub total</b>	<b>28,738</b>	<b>14,926</b>
<b>Fundraising expenses</b>		
Sectional costs	1,680	1,296
Sundry	-	67
<b>Sub total</b>	<b>1,680</b>	<b>1,363</b>
<b>Total Gross Expenditure</b>	<b>30,418</b>	<b>16,289</b>
<b>Total payments</b>	<b>30,418</b>	<b>16,289</b>
<b>Net of receipts/(payments)</b>	<b>2,194</b>	<b>3,733</b>
<b>Cash funds last year end</b>	<b>64,498</b>	<b>60,765</b>
<b>Cash funds this year end</b>	<b>66,692</b>	<b>64,498</b>



# Weymouth West Air Scout Group

## Receipts and payments account

For the year from	01/04/2022	To	31/03/2023
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### Statement of assets and liabilities at the end of the year

	31/03/2023 Unrestricted funds	31/03/2022 Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	1,691	2,145
Bank deposit account	9,699	10,169
Extension account	55,215	52,074
The Scout Association Short Term Investment Service	-	-
Cash/Floats	87	110
<b>Total cash funds</b>	<b>66,692</b>	<b>64,498</b>
(agree balances with receipts and payments account) ok		
<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>		
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>
<b>Total net assets</b>	<b>66,892</b>	<b>64,698</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

*Des Lochrie*

Print Name

*John Aspinall* 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 for the year ended 31st March 2023

### **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 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: 10th July 2023

# Weymouth West Air Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2022	To	31/03/2023
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## Receipts and payments

	31/03/2023	31/03/2022
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	13,450	11,411
Donations	197	196
Gift Aid	3,021	2,594
Camp Income	7,480	5,320
	-	-
<b>Sub total</b>	<b>24,148</b>	<b>19,521</b>
<b>Grants</b>		
YIF	7,138	-
Other grants	-	-
<b>Sub total</b>	<b>7,138</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Hall Hire	225	130
Sleepovers/Activities	686	170
Uniform	126	195
Scarves Badges	138	-
<b>Sub total</b>	<b>1,175</b>	<b>495</b>
<b>Investment income</b>		
Bank interest	151	6
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
<b>Sub total</b>	<b>151</b>	<b>6</b>
<b>Total Gross Income</b>	<b>32,612</b>	<b>20,022</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>32,612</b>	<b>20,022</b>

# Weymouth West Air Scout Group Receipts and Payments Account

Year start date

Year end date

year ending	31//03/2023	To	31/03/2022
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## Receipts and payments

	Unrestricted funds £	Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Capitation (Annual Scouting Membership Fee)	4,150	3,563
Extension	12,003	-
Staff Training	60	9
Rates	203	-
Water Sewage	480	165
Electricity & Gas	295	263
Insurance	847	797
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Covid costs	-	791
Badges and Scarfes	1,591	1,524
Tents camp Equipment	240	696
<b>Sub total</b>	<b>29,144</b>	<b>14,926</b>
<b>Fundraising expenses</b>		
Sectional Costs	1,680	1,296
Sunddry	-	67
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>1,680</b>	<b>1,363</b>
<b>Total Gross Expenditure</b>	<b>30,824</b>	<b>16,289</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>30,824</b>	<b>16,289</b>
<b>Net of receipts/(payments)</b>	<b>1,788</b>	<b>3,733</b>
<b>Cash funds last year end</b>	-	-
<b>Cash funds this year end</b>		<b>64,498</b>

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

	Unrestricted funds £	Unrestricted funds £
<b>Cash funds</b>		
Bank current account	1,691	2,145
Bank deposit account	9,699	10,169
Extension A/C	55,215	52,074
The Scout Association Short Term Investment Service	-	-
Cash/Floats	87	110
<b>Total cash funds</b>	<b>66,692</b>	<b>64,498</b>
(agree balances with receipts and payments account) OK		
<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>Total net assets</b>	<b>66,892</b>	<b>64,698</b>

### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

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Print Name

John Naylor Chair
Des Lochrie Treasurer



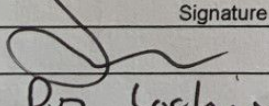
# Weymouth West Air Scout Group Receipts and payments account

For the year from	01/04/2022	To	31/03/2023
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## Statement of assets and liabilities at the end of the year

	31/03/2023 Unrestricted funds	31/03/2022 Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	1,691	2,145
Bank deposit account	9,699	10,169
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The Scout Association Short Term Investment Service	-	-
Cash/Floats	87	110
<b>Total cash funds</b>	<b>66,692</b>	<b>64,498</b>
(agree balances with receipts and payments account)	ok	ok
<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>		
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>
<b>Total net assets</b>	<b>66,892</b>	<b>64,698</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature  
  
 Desmund Lochrie

Print Name  
 JOHN NAYLOR Chair  
 DESMUND LOCHRIE Treasurer

I have completed an examination and confirm that there are no material matters that have come to my attention.

KHJ Lonsdale, 6/7/23.