

Trustees' Annual Report

For the period

From (start date)

0	1	0	4	2	0
---	---	---	---	---	---

 to end date

3	1	0	3	2	1
---	---	---	---	---	---

Section A

Reference and administration details

Charity name

Putnoe Scout Group

Other names the charity is known by

Putnoe (Bedford North) Scout Group

Registered charity number (if any)

2	7	2	1	1	8
---	---	---	---	---	---

HQ registration number

--	--	--	--	--	--	--	--

Charity's principal address

Putnoe Scout Hut

Putnoe Heights

Putnoe, Bedford

Postcode

M

K

4

1

8

E

P

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Jonathan Marston	Chair	
2	Nicola Smith	Treasurer	
3	Lynn Robertson	Secretary	
4	Michelle Davis	GSL (Ex-Officio)	
5	Jarred Davis	AGSL (Ex-Officio)	
6	Colin Perkins	AGSL (Ex-Officio)	
7	Manoj Gupta	Trustee (Elected)	
8	Leanda Gandy	Trustee (Elected)	
9	Donella Henderson	Trustee (Elected)	
10	Jamie Fairweather	Trustee (Ex-Officio)	
11	Henry Latta	Trustee (Ex-Officio)	
12			
13			
14			
15			

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

Type of advisor	Name	Address

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)

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 every 2 months.

Members of the Executive Committee complete 'Trustee Introduction', 'GDPR', 'Safety' & 'Safeguarding' 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;
- * 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)
	<p>The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems (such as dual signatories for all transactions) 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. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. 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 capitation fees contributes to the Scout Associations national accident insurance policy and has an additional Personal Injury Plan policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income. The Group is primarily reliant upon income from subscriptions, fundraising and rental income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p>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.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. 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.</p> <p>Covid 19. This has been the single biggest risk to the Group since the end of March 2020. As feared, it did result in the loss of both adult volunteers and young people and although we have in the last few months received a surplus of new joiner enquiries for the Cub and Scout age groups, the number of new Beavers (essential for the long term success of the Group) has not yet recovered to pre-pandemic levels. Although we have been successful in recruiting a number of new adult volunteers, more are required and the loss of experienced Leaders has been a cause of concern and did result in the closure of the Cub Pack that operated out of the Holy Cross Church Hall, where Cubs have operated from for a long period of time.</p>

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>As Scouts, we are guided by the values of integrity, respect, care, belief and co-operation. Programmes for the weekly meetings in all Sections (Beavers, Cubs and Scouts) are designed to provide a wide variety of activities and bring out the best in the young people, whilst ensuring that they have an enjoyable time.</p>

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

All Sections run a varied and challenging programme of activities in a safe environment, which includes:- wide variety of team games; log chews/pack & patrol forums; camp fires; camps; days out; creative activities; shooting; archery; climbing; water sports; visiting local areas/centres of interest; problem solving; team work; parades.

Public benefit statement

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

As a direct result of the cessation of face to face activities due to Covid, our numbers in the annual census decreased from the 207 Young People reported on 31/01/2020 to 185 Young People on 31/01/2021. It should however be noted that due to the hard work and dedication of our Leaders, who offered virtual activities throughout, this was a significantly smaller percentage drop in numbers than seen in many Groups across the District and Country. : New requests to join are now being received, so our future continues to look bright. : Although we have lost valued adult volunteers, we have this term attracted a number of new Leaders to our Group, who have complimented our existing Leadership Team. : We continue to bank with CAF Bank, which enables us to make payments via electronic transfer, whilst satisfying the Charity Commissions and The Scouts dual signatory requirement. : We are continuing to claim back Gift Aid, using OSM to help us keep an accurate record of qualifying payments.

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 and to ensure that our property is properly maintained.

Quantify and explain any designations

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

N/A

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);

Between 04/05/2020 and 13/04/2021, The Putnoe Scout Group were fortunate to qualify for the Covid Business Rates Grants from the Bedford Borough Council, receiving a total amount of £26,315.00 from them, a large proportion of which was used to cover the cost of repair and overcoat of the entire Scout Hut roof with TDS-Tekpur, following a leak. We also received a grant of £3,544.54 from the Co-Op community fund, which covered the cost of new windows throughout. We were also lucky enough to receive a grant of £500 in June 2020 from Kuehne & Nagel Ltd, which went towards a new mess tent.

The Exec made the decision to reduce subs from £10.50 to £6.95 effective from 01/04/2020. This would enable us to still receive an income to cover the ongoing cost of membership fees, rent, utility bills, insurances etc, but still offer parents and guardians value for money whilst we were only able to offer virtual activities. Most Sections were able to return to face to face Scouting in June 2021 and the Exec made the decision to increase subs to £11.95 from 1st October 2021.

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

All large expenditure items require the permission of the Executive Committee and the policy of dual signatures is strictly adhered to.

- investment policy and objectives

The Group 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)

The deposit for our Group Camp that was due to take place at the Sir John Lowther Centre in Kettering this year, has due to the restrictions that were in place due to Covid, been moved to secure a reservation for the May Day weekend in 2023.

As a result of the careful management of the Group during the Coronavirus Pandemic, the Putnoe Scout Group is in a better position financially than many other Groups. That being said, in 2022 the Exec will need to review our financial position and determine what (if any) fundraising events need to take place.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

MA Davis

NC Smith

Full name(s)

Michelle Anne Davis

Nicola Caroline Smith

Position (eg Secretary, Chair)

Group Scout Leader

Treasurer

Date

2 1 1 1 2 1

Putnoe Scouts Group Receipts and Payments Account

For the year from	01/04/2020	To	31/03/2021
-------------------	------------	----	------------

Receipts and payments

	2021/3 Unrestricted funds £	2020/3 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	15,770	26,906
Less: Membership subscriptions paid on		-
Net membership subscriptions retained	15,770	26,906
Donations	2,074	
Legacies	-	-
Gift Aid	5,924	4,296
Other similar income		-
Sub total	23,768	31,202
Grants		
Maintenance grant	-	-
Other grants	20,598	-
Sub total	20,598	-
Fundraising (gross)		
bag pack	-	
hoodie sale	-	2,017
activities receipts	2,170	24,926
Other fundraising activities	540	797
Sub total	2,710	27,740
Investment income		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term	-	-
Property Rent income	990	4,643
Other investment income	-	-
Sub total	990	4,643
Total Gross Income	48,066	63,585
Asset and investment sales, etc.	-	-
Total receipts	48,066	63,585

**Putnoe Scouts Group
Receipts and Payments Account**

For the year from	01/04/2020	T o	31/03/2021
----------------------	------------	--------	------------

Receipts and payments

	2021/3 Unrestricted funds £	2020/3 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	11,414	25,893
Adult support and training	-	504
Rent and rates	1,796	1,510
Water and Sewerage	196	282
Electricity and Gas	1,018	825
Insurance	1,790	2,076
Repairs and Renewals	5,675	3,645
Materials and equipment	2,678	3,443
Printing & Marketing exps	172	575
Contribution to district	8,415	9,328
Uniforms	544	3,915
Telephone/internet	130	348
Fire safety		95
IT Subscriptions	432	426
OSM subs	404	387
Sub total	34,664	53,252
Fundraising expenses		
bank charge	70	80
go cardless charges	550	1,510
accountancy	-	60
Other fundraising costs	-	-
Sub total	620	1,650
Total Gross Expenditure	35,284	54,902
Asset and investment purchases, etc.	-	-
Total payments	35,284	54,902
Net of receipts/(payments)	12,782	8,683
Cash funds last year end	16,626	7,943
Cash funds this year end	29,408	16,626

Statement of assets and liabilities at the end of the year

	31-Mar-21	31/03/2020
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account HSBC	12,238	7,731
Bank Current account CAF	17,170	8,895
Building society account	0	-
The Scout Association Short Term	-	-
Cash/Floats	-	-
Total cash funds	29,408	16,626
Other monetary assets		
Tax claim		-
Debts due from the	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	-	-
Liabilities		
Accounts not yet paid		
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on

and signed on their behalf by

Signature

Jonathan Marston
Nicola Smith

Print Name

Jonathan Marston	Chair
Nicola Smith	Treasurer

Independent Examiner's Report to the Trustees of the Putnoe (Bedford North)

Scout Group

I report on the accounts of the Group for the year ended 31 March 2021 which comprises of a Receipts and Payments Account and a Statement of assets and liabilities.

Responsibilities and basis of report

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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

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

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.



Name:

Suzanne Goodson BSc FCA – For and on behalf of Wright Connections Limited

Qualification: CHARTERED ACCOUNTANT

Address: BEDFORD I-LAB, PRIORY BUSINESS PARK, STANNARD WAY, BEDFORD, MK44 3RZ

Date 17 December 2021
