

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

Putnoe Scout Group

Other names the charity is known by

Putnoe (Bedford North) Scout Group

Registered charity number (if any)

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HQ registration number

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Charity's principal address

Putnoe Scout Hut

Putnoe Heights

Putnoe, Bedford

Postcode

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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	Helen Aston	Trustee (Elected)	
10	Jamie Fairweather	Trustee (Ex-Officio)	01/04/2021 - 01/01/2022
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 (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	<p>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.</p> <p>Members of the Executive Committee complete '<i>Trustee Introduction</i>', '<i>GDPR</i>', '<i>Safety</i>' & '<i>Safeguarding</i>' training within the first 5 months of joining the committee.</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment and is responsible for:</p> <ul style="list-style-type: none"> * 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 and fundraising. 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 was the single biggest risk to the Group since the end of March 2020 and the impact is still being felt. As feared, it did result in the significant loss of both adult volunteers and young people and although requests to join are up, we are unlikely to exceed 200 youth members again due to the closure last year of the Jaguar Cub Pack that met at Holy Cross and the more recent closure of the Leopards Scout Troop. Although we have been successful in recruiting a lot of new and enthusiastic adult volunteers, there is no appetite to re-open the closed Sections. Everyone seems to be much busier now, with the preference being more adults to a Section to lighten the load.</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

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. : The number of adults volunteering as Leaders is at its' highest level to date (35 Leaders plus GSL) and the drive is on to help them complete the required training. The number of Exec Members however has fallen and the recruitment of new members is required. : New joiner requests have increased and we now have a waiting list for both Cubs and Scouts with our Beaver Colonies looking healthy from a number perspective, although they still have spaces available. : Our Exec has succeeded in keeping our finances bouyant over what has been a turbulent few years and we are in a good position to meet the increased cost of energy etc.

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

OFFICIAL

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

We did incur a deficit this financial year which was primarily due to an unexpected leak, resulting in the Scout Group needing to invest in significant repairs to the Scout Hut Roof. Without this exceptional expenditure we would have had a surplus thanks to the grant income.

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);

The Exec made the decision to reduce subs from £10.50 to £6.95 effective from 01/04/2020. This enabled 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.

During this financial year we received £11,962 by way of Covid grants from Bedford Borough Council. This was a significant proportion of our total income and was exceptional due to Covid.

- 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 £100 deposit for our Group Camp that was due to take place at the Sir John Lowther Centre in Kettering in May 2021 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 good position. That being said, 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

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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

Statement of assets and liabilities at the end of the year

	31-Mar-22 Unrestricted funds £	31/03/2021 Unrestricted funds £
Cash funds		
Bank current account HSBC	3,375	12,238
Bank Current account CAF	21,145	17,170
Building society account	0	-
The Scout Association Short Term	-	-
Cash/Floats	-	-
Total cash funds	24,520	29,408
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

<i>Total payments</i>	52,218	35,284
<i>Net of receipts/(payments)</i>	- 4,888	- 12,782
Cash funds last year end	29,408	16,626
<i>Cash funds this year end</i>	24,520	29,408

Putnoe Scouts Group
Receipts and Payments Account

	Year start date		Year end date
For the year from	01/04/2021	T o	21/03/2022

Receipts and payments

	2022/3 Unrestricted funds £	2021/3 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	-	11,414
Adult support and training	-	-
Rent and rates	1,589	1,796
Water and Sewerage	152	196
Electricity and Gas	511	1,018
Insurance	1,844	1,790
Repairs and Renewals	15,650	5,675
Materials and equipment	1,645	2,678
Printing & Marketing exps	130	172
Contribution to district	8,733	8,415
Uniforms	3,367	544
Telephone/internet	61	130
Fire safety		-
IT Subscriptions	437	432
OSM subs	436	404
Sub total	34,555	34,664
Fundraising expenses		
bank charge	116	70
go cardless charges	1,023	550
accountancy	120	-
Other fundraising costs Activities	16,404	-
Sub total	17,663	620
Total Gross Expenditure	52,218	35,284
Asset and investment purchases, etc.	-	-

Total receipts

47,330

48,066

Putnoe Scouts Group

Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2021	To	31/03/2022
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Receipts and payments

	2022/3 Unrestricted funds £	2021/3 Unrestricted funds: £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	18,734	15,770
Less: Membership subscriptions paid on		-
Net membership subscriptions retained	18,734	15,770
Donations	87	2,074
Legacies	-	-
Gift Aid	3,157	5,924
Other similar income		-
Sub total	21,978	23,768
Grants		
Maintenenance grant	-	-
Other grants	11,962	20,598
Sub total	11,962	20,598
Fundraising (gross)		
bag pack	-	
hoodie sale	298	-
actiiviites receipts	13,092	2,170
Other fundraising activities	-	540
Sub total	13,390	2,710
Investment income		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term	-	-
Property Rent income	-	990
Other investment income	-	-
Sub total	-	990
Total Gross Income	47,330	48,066
Asset and investment sales, etc.	-	-

Scout Group

Responsibilities and basis of report

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.

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 examination¹.

Suzanne Cusson

Name:

Qualification: CHARTERED ACCOUNTANT

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

Date 9 November 22

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1. The first of the two main parts of the report is a description of the work done during the period covered by the report.

2. The second part is a summary of the results.

3. The third part is a discussion of the results in relation to the work done during the period covered by the report.

4. The fourth part is a conclusion.

5. The fifth part is a list of references.

6. The sixth part is a list of tables.

7. The seventh part is a list of figures.

8. The eighth part is a list of appendices.

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