

Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 2 to end date 3 1 0 3 2 3

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

1 0 0 1 6 9 6 9

Charity's principal address

Putnoe Scout Hut

Putnoe Heights

Putnoe, Bedford, Bedfordshire

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	Jonathan Marston	Chair	
2	Nicola Smith	Treasurer	
3	Lynn Robertson	Secretary	
4	Michelle Davis	GSL (Ex-Officio)	
5	Jarred Davis	AGSL & ESL (Ex-Officio)	
6	Manoj Gupta	Trustee (Elected)	
7	Leanda Gandy	Trustee (Elected)	
8	Helen Aston	Trustee (Elected)	
9	Colin Perkins	Trustee (Ex-Officio)	
10	Gerry Quigley	Trustee (Ex-Officio)	24/10/2022 - 08/05/2023
11	Oliver Lago	Trustee (Ex-Officio)	
12	Liam Jacklin	Trustee (Co-Opted)	20/02/2023 - To date
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:	The Group is managed by the Trustee Board (formally the 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 the '<i>Essential Information for Executive Committee</i>' training within the first 5 months of joining the committee, which consists of <i>Trustee Introduction, GDPR, Safety, Safeguarding and Module 1 - Essential Information</i>.</p> <p>The Trustee Board exists to support the Group Scout Leader in meeting the responsibilities of their appointment.</p> <p>Trustees must act collectively as charity trustees of the Scout Group, and in the best interests of its members to:</p> <p>Comply with the Policy, Organisation and Rules of The Scout Association.</p> <p>Protect and maintain any property and equipment owned by and/or used by the Group.</p> <p>Manage the Group finances.</p> <p>Provide insurance for people, property and equipment.</p> <p>Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.</p> <p>Promote and support the development of Scouting in the local area.</p> <p>Manage and implement the Safety Policy locally.</p> <p>Ensure that a positive image of Scouting exists in the local community.</p> <p>Appoint and manage the operation of any sub-committee, including appointing a Chair to lead the sub-committee.</p> <p>Ensure that Young People are meaningfully involved in decision making at all levels within the Group.</p> <p>The opening, closure and amalgamation of Sections in the Group as necessary.</p>

Section B	Structure, governance and management (continued)
	Risk and Internal Control - Risk 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 rents the land from the Church but owns the Scout Hut building and are solely responsible for the buildings and equipment insurance. 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. 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 (4 to 18 with effect from September 2023). 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.

Risk and Internal Control - Internal Control

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 comprehensive insurance policies with Unity Insurance Services 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>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</p>

with others and make friends.

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.

Summary of the main activities in relation to these objects

As Scouts, we are guided by the values of integrity, respect, care, belief and co-operation. Programmes for the weekly meetings in all Sections (Squirrels, Beavers, Cubs, Scouts and Explorers) 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.

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 are run by a team of volunteers who plan and 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 with us remains strong, although there are a couple of Sections where we would appreciate an additional volunteer to reduce the requirement for parent helpers when out and about and to protect us should a volunteer be unavailable. New joiner requests remained high and due to the increasing waiting list for all Sections, a note has been put on our website advising that our Sections are full. The Pterodactyl Explorer Unit was opened after Easter 2022. The Explorer Unit is for young people aged 14-18 years. It is held by District but linked to Putnoe Scout Group and is supported by our adult volunteer leaders. An agreement between the District and Group has been agreed. Due to the number of children aged 4-6 on our waiting list, it was discussed with District and approved by County and HQ that we would open a Squirrel Drey in September 2023. Our website (www.putnoescouts.org.uk) has been re-vamped.

Section E

Financial Review

Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>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 12 months running costs, circa £15,000 - a figure that will be reviewed at our next meeting and is expected to be increased to £20,000.</p> <p>The Group held reserves slightly above the level required for operating expenses in this financial year.</p> <p>However, this can be explained by us receiving payments in installments for both the Group Camp in Kettering and the Summer Camp at Tolmers prior to year end, but not needing to pay more than deposits during this time period.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising); 	<p>The Group's primary source of income is the monthly subscription payments received by youth members of the Scout Group. The subs are paid by direct debit on the first of each month via OSM and GoCardless and can be easily monitored by the GSL, Treasurer and Section Leaders. The Trustees regularly review the amount of the subs and they are currently set at £11.95 a month and have been since 1st October 2021. The Scout Group has a hardship policy to support any youth members who are unable to pay, but this is only taken advantage of by a very small percentage of our members. Our Treasurer claims Gift Aid on an annual basis and all members are actively encouraged to sign up to this via OSM. The Group is pro-active in seeking grants and arranging fundraising when high value items are required and a grant has been used this year to cover the cost of a fixed projector and screen. The Group's main fundraising activity was the District Bridge Walk in October 2022 which raised just over £2000 plus Gift Aid. This money was specifically used to purchase new tents for the Group. In November 2022 the Scouts took part in a cardboard box sleepout and raised £2033 which was donated to the Bedford Foodbank. The group receives 15% rebate from the Scout Shop for uniform purchased by Putnoe members and agreed to ringfence this money to support young people and adult volunteers attending the World Scout Jamboree. The Group donated £250 to each of the 3 contingents and 4 adult volunteers from the Group attending the 2023 World Scout Jamboree. Also a £600 grant from the Leslie Sell Grant was equally split between the 4 adult volunteers.</p>
<ul style="list-style-type: none"> how expenditure has supported the key objectives of the charity; 	<p>The Trustee Board regularly monitors the levels of bank balances and all large expenditure items require the permission of the Executive Committee and the policy of dual signatures is strictly adhered to.</p>
<ul style="list-style-type: none"> 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)

Due to the increased cost of living the Group will need to continually review our financial position to determine whether the amount charged by way of subs need to be increased and what (if any) fundraising events need to take place.

The Group will also need to take the increased costs into account when calculating the cost of our Nights Away experiences, since the amount charged per day for food etc needs to cover our costs.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Jonathan Marston

Full name(s)

Jonathan

Marston

Position (eg Secretary, Chair)

Date

21/12/2023

Putnoe Scout Group (Charity no. 272118)

Receipts and Payments Account

	Year start date		Year end date	
For the year from	4/1/22	To	3/31/23	

Receipts and payments

	2023/03				2022/03
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Receipts					
Donations, legacies and similar income					
Membership subscriptions	25,895	-	-	25,895	18,734
Donations	- 0	-	-	-	87
Legacies	- 0	-	-	-	-
Gift Aid	3,806	-	-	3,806	3,157
		-	-	-	-
Sub total	29,701	- 0	- 0	29,701	21,978
Grants					
restricted donation	- 0	2,100	-	2,100	-
equipment	- 0	3,000	-	3,000	11,962
Sub total	- 0	5,100	-	5,100	11,962
Fundraising events (gross)					
bridgewalk	1,703	-	-	1,703	-
activities	14,957	-	-	14,957	13,092
sale of hoodies	374	-	-	374	298
amazon	27				
christmas party		425			
cardboard box sleepout	2,033		-	2,033	-
Sub total	19,094	425	-	19,067	13,390
Scout hut income					
Hire of building	27	-	-	27	-
Hire of equipment	- 0	-	-	-	-
Other Scout hut income	- 0	-	-	-	-
Sub total	27	-	-	27	-
Investment income					
Bank interest	12	-	-	12	-
Building Society interest	- 0	-	-	-	-
The Scout Association Short Term Investment Service	- 0	-	-	-	-
Other investment income	- 0	-	-	-	-
Sub total	12	-	-	12	-
Total Gross Income	48,834	5,525	- 0	53,907	47,330
Asset and investment sales, etc.	- 0	-	-	-	-
Total receipts	48,834	5,525	-	53,907	47,330

Putnoe Scout Group (Charity no. 272118)

Receipts and Payments Account

	Year start date		Year end date	
For the year from	4/1/22	To	3/31/23	

Receipts and payments

	2023/03				2022/03
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Payments					
Charitable Payments					
Membership subscriptions paid on (National/County/Area/District)	- 0	-	-	-	8,733
Youth programme and activities	- 0	-	-	-	-

Adult support and training	430	-	-	430	-
Rent	1,969	-	-	1,969	1,589
Water and Sewerage	227	-	-	227	152
Electricity and Gas	412	-	-	412	511
Insurance	2,007	-	-	2,007	1,844
Repairs and Renewals	4,165	-	-	4,165	15,650
Materials and equipment	5,774	3,000	-	8,774	1,645
Printing and photocopying	185	-	-	185	130
Contribution to camp costs		-	-	-	-
Uniforms	4,023	-	-	4,023	3,367
bank fees	1,787	-	-	1,787	1,139
internet	136	-	-	136	61
service fire alarm and exting	306	-	-	306	-
OSM / Quickbooks subs	1,066	-	-	1,066	993
Sub total	22,487	3,000	-	25,487	35,814
Fundraising expenses	- 0	-	-	-	-
WSJ donation	1,750	2,525	-	4,275	-
donation to food bank	2,033	-	-	2,033	-
donation to mercey scouts	2,000	-	-	2,000	-
Activities	17,445	-	-	17,445	16,404
Sub total	23,228	2,525	-	25,753	16,404
Total Gross Expenditure	45,715	5,525	- 0	51,240	52,218
Asset and investment purchases, etc	- 0	-	-	-	-
Total payments	45,715	5,525	- 0	51,240	52,218
Net of receipts/(payments)	3,119	-	-	51,240	- 4,888
Transfers between funds	- 0	-	-	-	-
Cash funds last year end	24,520	-	-	24,520	29,408
Cash funds this year end	27,639	-	-	27,639	24,520

Should agree to 'Total'

Putnoe Scout Group (Charity no. 272118) Receipts and Payments Account

	Year start date		Year end date
For the year from	4/1/22	To	3/31/23

Statement of assets and liabilities at the end of the year

	Xst X 200Z			Xst X 200Y
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Cash funds				
Bank current account	24,324	-	-	24,324
Bank deposit account	3,315	-	-	3,315
Building society account	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Cash/Floats	-	-	-	-
Total cash funds	27,639	-	-	27,639
(agree balances with receipts and payments a/c)	ok	ok	ok	ok
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				
Badge stock	-	-	-	-
Shop stock	-	-	-	-

Should agree to 'Cash'

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	-	-	-	-	-
Total net assets	27,639	-	-	27,639	24,520

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	Print Name
<i>[Signature]</i>	JONATHAN MARSTON Chair
<i>[Signature]</i>	NICOLA C 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 2023 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: 22 December 23
