

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 0

to end date

3 0 0 9 2 1

Section A

Reference and administration details

Charity name

1 st Minchinhampton Scout Group

Other names the charity is known by

N/A

Registered charity number (if any)

3

0

2

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FCRDQH5H

HQ registration number

Charity's principal address

Coronation Hut

Dr Browns Road

Minchinhampton

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	C Ballinger	Group Scout Leader	
2	S Hewitt	Treasurer	
3	S Sawyer	Secretary	
4	N Williams	Trustee	
5	T Pearce	Trustee	
6	T Newman	Trustee	
7	J Lynn	Trustee	
8			
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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
N/A		

Section B

Structure, governance and management

Description of the charity's trusts

1 LT700001 (3rd December 2018)

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 together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets typically every 2 months. Members of the Executive Committee complete '<i>Essential Information for Executive Committee</i>' 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 (Specimen 1) 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

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.

Risk and Internal Control (Specimen 2)

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	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. 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.

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

Delivering Scouting through our 3 sections :- Scouts, Cubs & Beavers

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.

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

- Continued Scouting activity despite the Pandemic using on line facilities when meeting in person was not possible.
 Ongoing Maintenance activities

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 24 months running costs, circa £8000.

The Group held reserves of approximately £10000 against this at year end. This is above the level/below required for operating expenses. However this can be explained by exceptional grants (£22k) received due to the COVID pandemic, other donations, and gift aid as well a lower level of activity

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);

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

- investment policy and objectives;

Investment Policy

The Group regularly monitors the bank balance level. Due to the current level of funds the executive committee plan to review the level of reserves to be held and to invest any excess in an interest bearing account.

Section F

Other Optional Information

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

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

C Ballinger	S Sawyer
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Position (eg Secretary, Chair)

Group Scout Leader	Secretary
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Date

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**1st Minchinhampton Scout Group
Receipts and Payments Account**

	1st April 2020	To	30th Sept 2021
Receipts and payments			
	2020/21 Unrestricted funds		2019/20 Unrestricted funds
Receipts			
Donations, legacies and similar income			
Membership subscriptions	£ 7,985.00		£ 5,942.56
Less: Membership subscriptions paid on	£ 2,537.00		£ 3,869.00
Net membership subscriptions retained	£ 5,448.00		£ 2,073.56
Donations	£ 1,924.25		£ -
Gift Aid	£ 4,504.84		£ 1,170.21
Activities	£ -		£ 2,595.21
Sub total	£ 11,877.09		£ 5,838.98
Grants	£ 22,137.57		
Fundraising (gross)	£ -		£ -
Investment income	£ -		£ -
Other (loan of Chairs, BBQ & Payphone)	£ 40.00		£ 96.00
Bank interest			
Property Rent income	£ 2,455.10		£ 4,892.10
Sub total	£ 24,632.67		£ 4,988.10
Total Gross Income	£ 36,509.76		£ 10,827.08
Asset and investment sales, etc.	£ -		£ -
Total receipts	£ 36,509.76		£ 10,827.08
Payments			
Charitable Payments			
Youth programme and activities	£ 2,202.25		£ 6,805.15
Adult support and training	£ -		£ -
Rent	£ -		£ -
Water and Sewerage	£ 286.87		£ 125.14
Electricity and Gas	£ 1,294.79		£ 1,150.94
Insurance	£ 3,050.58		£ 234.64
Repairs and Renewals	£ 2,892.03		£ 2,506.20
Materials and equipment	£ 858.83		£ 127.98
Printing and photocopying	£ 347.54		£ 408.56
Contribution to camp costs	£ -		£ -
Uniforms (Badges)			
AGM and trustee expenses	£ 16.98		£ -
Telephone	£ 136.95		£ 64.87
Sub total	£ 10,391.74		£ 11,423.48
Fundraising expenses			
Other fundraising costs	£ -		£ -
Total Gross Expenditure	£ 10,391.74		£ 11,423.48
Asset and investment purchases, etc.	£ 845.75		£ -
Total payments	£ 11,237.49		£ 11,423.48
Net of receipts/(payments)	£ 25,272.27		£ 596.40
Cash funds last year end	£ 20,765.81		£ 21,362.21
Cash funds this year end	£ 46,038.08		£ 20,765.81

Statement of assets and liabilities at the end of the year

	30th Sept 2021 Unrestricted funds £	31st March 2020 Unrestricted funds £
Cash funds		
Bank Current Account	£ 45,819.21	£ 21,021.50
Bank Savings Account	£ -	£ -
Building society account	£ -	£ -
The Scout Association Short Term Investment Service	£ -	£ -
Cash/Floats	£ 218.87	£ 187.33
Total cash funds	£ 46,038.08	£ 20,834.17
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 own use		
Badge stock	£ -	£ -
Shop stock	£ -	£ -
Other stock	£ -	£ -
Land and buildings	£ 275,100.00	£ 275,100.00
Motor vehicles		
Scouting equipment, furniture etc	£ 15,095.00	£ 14,250.00
Other	£ -	£ -
Sub total	£ 290,195.00	£ 289,350.00
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		

**Scrutineer's Report to the Trustees of the
1st Minchinhampton Scout Group Scout Council**

I report on the accounts of the Group/District for the 18 months ending 30/09/2021

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 page 1

Scrutineer's Statement

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

Name: HANNAH KEDDIE
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Address: 4 GODDARD WAY
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TUFFLEY
GLOUCESTERSHIRE
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GL4 0YA
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Date: 07/03/2023
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