

43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group

Trustees' Annual Report

for the year ended 31 March 2021

Section A	Reference and administration details
Name	43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group
Other names known by	43rd Bristol Scout Group
Registered charity number	302159
Principal address	Scout Hut, 15 - 17 Kewstoke Road, Stoke Bishop, Bristol

Names of the Group Executive Committee members, who are the Trustees:

Name	Office	Date
Charles Elderton	Chair	
Nicky Woodfield	Group Scout Leader	
Sarah Elderton	Secretary	
Scott Whitby-Smith	Treasurer	
Steve Brown	Scout Leader	
Yvonne Griffiths	Cub Leader	To 16 June 2020
Jacquie Carn	Group Supporter	
Carolyn Jenkins	Fundraising Committee Chair	
Jon Kennedy	Web Master	
Andy Judd	Community Liaison Officer	
Rev'd Jema Ball	Sponsor's Representative	From 16 June 2020

Section B	Structure, governance and management
Description of the charity's trust:	
Governing document	The Group's governing documents are those of 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 constituted	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
Management	<p>The Group is managed by the Group Executive Committee, with the majority of the members being 'Charity Trustees' of the Scout Group. This consists of the Chair, Treasurer and Secretary together with the Group Scout Leader and individual Section Leaders and any parent representatives (as required). 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. The Committee meets a minimum of 3 times a year.</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments 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 events and 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.

43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group

Trustees' Annual Report

for the year ended 31 March 2021

Section B Structure, governance and management (continued)	
Risks 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:
Risks	<p>1. Safeguarding members. The Group gives this a high priority and applies the policies laid down by the Scout Association.</p> <p>2. Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities. A Risk Assessment of the entire premises and its environs has been undertaken and agreed by the Executive.</p> <p>3. 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 that Section or the Group. In the worst case scenario the complete closure of the Group.</p> <p>4. 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 a whole then there would have to be a contraction, consolidation or closure of that Section or the Group. In the worst case scenario the complete closure of the Group.</p> <p>5. Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The Group does hold reserves to ensure the continuity of activities should there be a major reduction in income. The Committee could then raise the level of subscriptions to increase the income to the Group on an ongoing basis, either temporarily or permanently.</p> <p>6. Damage to the building, property and equipment. The Group would then request the use of buildings, property and equipment from neighbouring organisations such as the church, community groups and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p>
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 requiring two signatories/ authorisations for all payments and comprehensive insurance policies to ensure that insurable risks are covered.
Section C Objectives and activities	
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	<p>As Scouts we are guided by these values:</p> <p>Integrity - We act with integrity; we are honest, trustworthy and loyal.</p> <p>Respect - We have self-respect and respect for others.</p> <p>Care - We support others and take care of the world in which we live.</p> <p>Belief - We explore our faiths, beliefs and attitudes.</p> <p>Co-operation - We make a positive difference; we co-operate with others and make friends.</p>
The Scout Method	<p>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> • 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.
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.

43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group

Trustees' Annual Report

for the year ended 31 March 2021

Section D Achievements and performance

Summary of the main achievements during the year	<p>Key achievements across the year included:</p> <ul style="list-style-type: none"> the continued delivery through our Section Leaders and helpers of a unique mix of innovative weekly on-line activities via Zoom across the year. This included a virtual Camp. maintaining similar numbers across the different Sections despite the challenging times, both children (2021: 81, 2020: 78) and volunteers (2021: 34, 2020: 31) Increasing the number of Young Leaders working across the sections for DoE Awards and improving their formal and informal training ensuring the Group applied for and received any Covid-19 funding that was available continued maintenance of the Hut and site where necessary, including new fire doors and wooden steps preparation of a 10 year Tree Management Plan of the site. Essential tree works were completed in March 2021 to remove unsafe trees and to pollard others where high risk of trees or large branches falling down and causing damage reaching £191,000 (2020 £167,000) of fundraising for our new Scout Community Centre 1 of our volunteers received a 20-year Long Service Award all Group events had to be cancelled due to the pandemic apart from our Annual Tree Sale which was held 3 days after lockdown was lifted in early December 2021. We set up an on-line pre-ordering click and collect service, along with a paid-for door-to-door delivery service. This proved to be one of our most successful tree sales ever! a busy Hut Build Project Sub-Committee that has prepared a simpler and more cost effective re-design of the building, revisited pre-planning and completed a CCTV survey of a main Wessex Water sewer running across the site.
--	---

Section E Financial Review

Results for the year	<p>The accounts show a General fund surplus of receipts over payments for the year of £16,086 (2020 £2,393). This surplus was designated or transferred from the General Fund to the Hut Fund. The General Fund reserves at the year end were £10,000 (2020 £10,000).</p> <p>Fundraising during the year was all for the Hut Fund, with net receipts of £9,802 (2020 £15,663). The Hut Fund reserves at the year end were £151,831 (2020 £125,942), which is the balance of £164,682 raised to date, less £12,851 spent to date.</p>
Reserves policy	<p>By fundraising to raise sufficient funds for the Hut Fund to finance the planned rebuilding of the Scout Hut.</p> <p>To hold sufficient resources in the General Fund to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee consider that a sum equivalent to 12 months running costs should be held, circa £10,000.</p> <p>To transfer any excess above and beyond that needed for the General Fund into the Hut Fund.</p>
Investment policy	<p>The Group has adopted a risk averse strategy to the investment of its funds. All funds are held in deposit or current accounts in mainstream banks.</p>

Section F Other Optional Information

Plans for the future	<p>Plans for the future:</p> <ul style="list-style-type: none"> final reports and preparations to be completed before we make a full planning application for our new Scout Community Centre later in 2021 to continue with our fundraising in a more co-ordinated and focussed way once we have planning permission confirmed to continue to operate as best we can as an active and well run Scout Group in light of the restrictions imposed by the Covid19 pandemic.
----------------------	---

Section G Declaration

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

Signed on behalf of the charity's trustees:		10 May 2021
Name	Charles Elderton	
Position	Chair	

43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group

Receipts and Payments Account Summary

for the year ended 31 March 2021

	This year General Fund	This year Hut Fund	This year Total	Previous Year Total
	£	£	£	£
Total receipts for the year (page 5)	21,951	15,245	37,196	33,251
Total payments for the year (page 6)	5,863	5,444	11,307	15,195
Surplus receipts over payments for the year	16,088	9,801	25,889	18,056
Transfer to the Hut fund	(16,088)	16,088	-	-
Net surplus funds for the year	-	25,889	25,889	18,056
Cash funds last year end	10,000	125,942	135,942	117,886
Cash funds this year end	10,000	151,831	161,831	135,942

The receipts and payments account (pages 4 to 6) and the statement of assets and liabilities (page 7) were approved by the Trustees on 10 May 2021 and signed on their behalf by:

Charles Elderton

Chair

Scott Whitby-Smith

Treasurer

43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group

Receipts

for the year ended 31 March 2021

	This year General Fund £	This year Hut Fund £	This year Total £	Previous Year Total £
Donations, legacies and similar income				
Membership subscriptions	4,279	-	4,279	9,584
Less: Membership sub's paid (National and District)	(4,120)	-	(4,120)	(3,542)
Net membership subscriptions retained	159	-	159	6,042
Donated services - web site	380	-	380	188
Gift Aid (tax recovered on sub's)	1,980	-	1,980	1,970
	2,519	-	2,519	8,200
Grants				
Retail, Hospitality-and Leisure Grant Fund re Covid-19	19,431	-	19,431	-
	19,431	-	19,431	-
Activities				
Scouts	-	-	-	1,095
Cubs	-	-	-	741
Beavers	-	-	-	322
	-	-	-	2,158
Fundraising				
Christmas tree sale	-	6,758	6,758	5,599
Individuals' donations	-	2,236	2,236	3,650
Gift Aid (tax recovered on donations)	-	564	564	344
Quiz Night	-	-	-	2,398
Cafe Cubbachino and Cubs Coffee Afternoon	-	-	-	1,532
Cubs' games	-	-	-	323
Sales of donated items	-	922	922	1,341
Raffle	-	-	-	1,383
Corporate donations	-	-	-	3,158
Grants from organisations	-	3,098	3,098	2,019
	-	13,578	13,578	21,747
Investment income				
Bank interest	-	1,667	1,667	1,137
Interest on gift-aid tax receivable	1	-	1	9
	1	1,667	1,668	1,146
Total receipts for the year	21,951	15,245	37,196	33,251

43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group

Payments

for the year ended 31 March 2021

	This year General Fund £	This year Hut Fund £	This year Total £	Previous Year Total £
Activities				
Scouts	154	-	154	1,613
Cubs	90	-	90	911
Beavers	275	-	275	471
Other activities and meeting costs	169	-	169	224
	688	-	688	3,219
Premises costs				
Insurance	707	-	707	652
Light and Heat	275	-	275	381
Repairs and cleaning	2,678	-	2,678	1,930
Rates	63	-	63	146
Hut rebuilding project costs	-	1,315	1,315	2,154
	3,723	1,315	5,038	5,263
Administration expenses				
Insurance	84	-	84	177
Bank charges and OSM fees	324	-	324	402
Sundry	267	-	267	260
	675	-	675	839
Other expenses				
Books and uniforms	27	-	27	85
Badges and scarves	620	-	620	401
Training and recruitment	-	-	-	193
	647	-	647	679
Purchase of capital equipment				
Equipment	130	-	130	90
	130	-	130	90
Sundry payments				
Thankyou functions	-	-	-	38
	-	-	-	38
Total charitable payments	5,863	1,315	7,178	10,128
Fundraising expenses				
Christmas tree sale	-	4,055	4,055	3,511
Plants sale	-	-	-	578
Quiz Night	-	20	20	908
Hut fund	-	54	54	-
Raffle	-	-	-	70
	-	4,129	4,129	5,067
Total payments for the year	5,863	5,444	11,307	15,195

43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group

Statement of Assets and Liabilities

as at 31 March 2021

	This year General Fund £	This year Hut Fund £	This year Total £	Previous Year Total £
Assets				
Cash funds				
NatWest Bank current account	-	7,998	7,998	26,723
NatWest Bank deposit account	-	-	-	17,091
CAF Bank current account	10,000	13,833	23,833	7,030
Shawbrook Bank Ltd deposit account	-	85,000	85,000	85,000
PayPal	-	-	-	98
Total funds	10,000	151,831	161,831	135,942
Other monetary assets				
Bristol City Council's Community Infrastructure Levy grant	-	30,000	30,000	30,000
Gift Aid tax claims re sub's and donations	822	437	1,259	2,519
	822	30,437	31,259	32,519
Non monetary assets for own use				
Wooden Scout Hut (insured value)	310,000	-	310,000	310,000
Scout Hut fixtures and fittings (insured value)	5,000	-	5,000	5,000
Scouting equipment (insured value)	12,000	-	12,000	12,000
	327,000	-	327,000	327,000
Liabilities				
	-	-	-	-

Independent Examiner's Report to the trustees of the

43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group for the year ended 31 March 2021

I report to the trustees on my examination of the accounts of the 43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the 43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group 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 43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group accounts carried out under section 145 of the 2011 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:

- accounting records were not kept in respect of the 43rd Bristol (St Mary Magdalene, Stoke Bishop) Scout Group as required by section 130 of the Act; or
- the accounts do not accord with those records.

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.

Martin Horton

Independent Examiner
Westbury-on-Tym, Bristol

10 May 2021