

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

### Trustees' Annual Report

for the year ended 31 March 2023

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	
Steve Brown	Assistant Group Scout Leader	
Sarah Elderton	Secretary	
Scott Whitby-Smith	Treasurer	
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	

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, Assistant 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"> <li>• the maintenance of Group property</li> <li>• the raising of funds and the administration of Group finance</li> <li>• the insurance of persons, property and equipment</li> <li>• group events and public occasions</li> <li>• assisting in the recruitment of leaders and other adult support</li> <li>• appointing any sub committees that may be required</li> <li>• appointing Group administrators and advisors other than those who are elected.</li> </ul>

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

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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. No Serious Incident Report has had to be made to date.</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><b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.</p> <p><b>Respect</b> - We have self-respect and respect for others.</p> <p><b>Care</b> - We support others and take care of the world in which we live.</p> <p><b>Belief</b> - We explore our faiths, beliefs and attitudes.</p> <p><b>Co-operation</b> - 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"> <li>• enjoy what they are doing and have fun</li> <li>• take part in activities indoors and outdoors</li> <li>• learn by doing</li> <li>• share in spiritual reflection</li> <li>• take responsibility and make choices</li> <li>• undertake new and challenging activities</li> <li>• make and live by their Promise.</li> </ul>
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 2023

#### 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"> <li>the delivery through our Section Leaders and Adult Volunteers of a unique mix of innovative weekly activities for our Scouts, Cubs and Beavers</li> <li>adventure trips away included a visit to Longleat Safari Park with District, a hike around the Four Falls in the Brecon Beacons, a Scout camping trip to Woodhouse, Cubs taking part in the District Camp</li> <li>we slightly increased our Section numbers, with children 91 (2022: 84) and adult and young leader volunteers 47 (2022: 41)</li> <li>we successfully recruited a number of Adult Volunteers, within the Cub Section in particular, and across all sections as Occasional Helpers</li> <li>the Group received the Queen's Award for Voluntary Service as part of Avon County Scouts</li> <li>our adult team achieved a combination of awards: wood badges; Chief Scout Commendation for Good Service; 5 and 10 year Long Service Awards – we thank them each for their effort and service</li> <li>continued general maintenance of the Hut and site where necessary</li> <li>running successful community events including our Christmas Tree Sale and a Quiz &amp; Curry Night</li> <li>achieving over £250k of monies raised or pledged towards our fundraising target for our new Scout Community Centre</li> <li>we were delighted to be sent a personal message of support from Bear Grylls for our fundraising efforts to-date</li> <li>significant energy and effort has been put in over the year by our Hut Delivery Team of volunteers helping to prepare everything we need for the new build and assisting with fundraising – thank you to everyone involved</li> </ul>
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#### Financial Review

Results for the year	<p>The accounts show a General fund surplus of receipts over payments for the year of £2,097 (2022: £13,374). 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 (2022: £10,000).</p> <p>Fundraising during the year was all for the Hut Fund, with net receipts of £25,850 (2022: £16,088). The Hut Fund reserves at the year end were £224,286 (2022: £180,354), which is the balance of £224,286 (2022: £196,079) raised to date, less £15,985 (2022: £15,729) spent to date. In addition a £30,000 grant is promised for when the building work starts.</p>
Reserves policy	<p>To generate by fundraising sufficient funds in 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"> <li>to continue to offer a broad range of exciting adventure and learning activities across the Sections</li> <li>to increase awareness of our Group and our fundraising activities to the local community and businesses</li> <li>to have increased our fundraising pot to £300k</li> </ul>
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#### Section G Declaration

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

Signed on behalf of the charity's trustees:

	22 May 2023
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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 2023

	This year General Fund	This year Hut Fund	This year Total	Previous Year Total
	£	£	£	£
Total receipts for the year (page 5)	11,521	32,152	43,673	42,027
Total payments for the year (page 6)	9,424	6,302	15,726	13,504
Surplus receipts over payments for the year	2,097	25,850	27,947	28,523
Transfer to the Hut fund	(2,097)	2,097	-	-
Net surplus funds for the year	-	27,947	27,947	28,523
Cash funds last year end	10,000	180,354	190,354	161,831
Cash funds this year end	10,000	208,301	218,301	190,354

The receipts and payments account (pages 4 to 6) and the statement of assets and liabilities (page 7) were approved by the Trustees on 22 May 2023 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 2023

	This year General Fund £	This year Hut Fund £	This year Total £	Previous Year Total £
<b>Donations, legacies and similar income</b>				
Membership subscriptions	10,144	-	10,144	9,947
Less: Membership sub's paid (National and District)	(4,611)	-	(4,611)	(4,264)
Net membership subscriptions retained	5,533	-	5,533	5,683
Donation from guides	200	-	200	-
Hire charges	145	-	145	-
Donated services - web site	325	-	325	280
Gift Aid (tax claimed on sub's)	1,830	-	1,830	882
	8,033	-	8,033	6,845
<b>Grants</b>				
Retail, Hospitality and Leisure Grant Fund re Covid-19	-	-	-	10,667
	-	-	-	10,667
<b>Activities</b>				
Scouts	1,320	-	1,320	1,112
Cubs	1,214	-	1,214	1,053
Beavers 1 (Monday)	560	-	560	-
Beavers 2 (Tuesday)	392	-	392	-
	3,486	-	3,486	2,355
<b>Fundraising</b>				
Christmas tree sale	-	7,128	7,128	7,488
Individuals' donations	-	3,741	3,741	1,716
Gift Aid (tax recovered on donations)	-	510	510	437
Quiz Night	-	3,435	3,435	-
Cafe Cubbachino and Cubs Coffee Afternoon	-	1,094	1,094	588
Sales of donated items	-	2,043	2,043	1,319
Raffle and Stoke Bishop Open Day	-	203	203	-
Grants from organisations	-	12,449	12,449	9,705
	-	30,603	30,603	21,253
<b>Investment income</b>				
Bank interest	-	1,549	1,549	907
Interest on gift-aid tax receivable	2	-	2	1
	2	1,549	1,551	907
<b>Total receipts for the year</b>	<b>11,521</b>	<b>32,152</b>	<b>43,673</b>	<b>42,027</b>

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

### Payments

for the year ended 31 March 2023

	This year General Fund £	This year Hut Fund £	This year Total £	Previous Year Total £
<b>Activities</b>				
Scouts	280	-	280	1,489
Cubs	1,376	-	1,376	1,589
Beavers 1 (Monday)	657	-	657	563
Beavers 2 (Tuesday)	1,043	-	1,043	-
Other activities and meeting costs	1,736	-	1,736	24
	<u>5,092</u>	<u>-</u>	<u>5,092</u>	<u>3,665</u>
<b>Premises costs</b>				
Insurance	1,226	-	1,226	722
Light and Heat	466	-	466	211
Repairs and cleaning	98	-	98	144
Rates	100	-	100	87
	<u>1,890</u>	<u>-</u>	<u>1,890</u>	<u>4,038</u>
<b>Administration expenses</b>				
Insurance	94	-	94	84
Bank charges and OSM fees	559	-	559	542
Web and OSM fees	460	-	460	262
	<u>1,113</u>	<u>-</u>	<u>1,113</u>	<u>888</u>
<b>Other expenses</b>				
Books and uniforms	656	-	656	-
Badges and scarves	226	-	226	509
Training and recruitment	-	-	-	60
	<u>882</u>	<u>-</u>	<u>882</u>	<u>569</u>
<b>Purchase of capital equipment</b>				
Equipment	447	-	447	118
	<u>447</u>	<u>-</u>	<u>447</u>	<u>118</u>
<b>Sundry payments</b>				
Thank you functions	-	-	-	89
	<u>-</u>	<u>-</u>	<u>-</u>	<u>89</u>
<b>Total charitable payments</b>	<u>9,424</u>	<u>-</u>	<u>9,424</u>	<u>9,367</u>
<b>Fundraising expenses</b>				
Christmas tree sale	-	4,313	4,313	4,093
Plants sale	-	463	463	-
Quiz Night	-	1,189	1,189	-
Sundry	-	282	282	29
Cafe Cubbacino	-	55	55	15
	<u>-</u>	<u>6,302</u>	<u>6,302</u>	<u>4,137</u>
<b>Total payments for the year</b>	<u>9,424</u>	<u>6,302</u>	<u>15,726</u>	<u>13,504</u>

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

### Statement of Assets and Liabilities

as at 31 March 2023

	This year General Fund £	This year Hut Fund £	This year Total £	Previous Year Total £
<b>Assets</b>				
<b>Cash funds</b>				
NatWest Bank Ltd current account	-	8,029	8,029	438
CAF Bank Ltd current account	10,000	30,272	40,272	104,916
Charity Bank Ltd	-	85,000	85,000	85,000
Redwood Bank Ltd	-	85,000	85,000	-
Total funds	10,000	208,301	218,301	190,354
<b>Other monetary assets</b>				
Bristol City Council's Community Infrastructure Levy grant	-	30,000	30,000	30,000
Gift Aid tax claims re sub's and donations	1,830	155	1,985	2,340
	1,830	30,155	31,985	32,340
<b>Non monetary assets for own use</b>				
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
<b>Liabilities</b>				
	-	-	-	-

## **Independent Examiner's Report to the trustees of the**

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

#### **for the year ended 31 March 2023**

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 2023.

#### **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

22 May 2023