

Cabot Scout District Trustees' Annual Report

For the period

From 1.04.20 to 31.03.21

Section A Reference and administration details

Charity name	<div>169th Bristol Scout Group</div>
Other names the charity is known by	
Registered charity number (if any)	
HQ registration number	
Charity's principal address	<div>Tranmere Avenue Bristol BS10 7JL</div>

Names of the charity trustees who manage the charity

	Trustee Name		Office (if any)	Dates acted if not for whole year
1				
2	Graham	Cooper	Treasurer and Acting Chair	
3	Kim	Milward	GSL	
4	Antony	Milward	SL	
5				
6	Bob	Brinn	Bookings Secretary	
7	Daniella	James	AGSL	
8	Julie	Webber	BSL	
9	Adrian	Fry	CSL	
10	Emma	Laird	Parent Rep	
11	Matt	Barrett	Parent Rep	
12	Christine	James	Guide Rep	
13				
14	Kyle	Fox	Parent Rep	
15	Nikki	Gregory	CSL	
16	Lynne	Haynes		

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name		Address
Financial Scrutineer	Martin Horton		29 Barleycroft. Bristol BS9 3TG

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: 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 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.</p> <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 6 weeks.</p> <p>Members of the Executive Committee complete 'Essential Information for Executive Committee' 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 the appointments and is responsible for:</p> <p>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.</p>

Risk 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:

Damage to the building, property and equipment. 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.

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

A busy programme of camps and activities is undertaken by the group as detailed in the section reports.

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

See separate reports from the sections

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 12 months running costs, circa £7000. The Group held reserves of approximately £19,500 against this at year end significantly in excess of our target of £7000 due entirely to covid related grants. The Group will be looking at how these funds can be used for the benefit of our young people.

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 (Specimen 1)

The Group's Income and Expenditure is modest with much inward and outward movement and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only a mainstream bank.

Section F Other Optional Information

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

The Ten Tors Store was completed early in 2021 and the next major project following the re-decoration of the hall will be to upgrade the alarm system.

Section G Declaration

The trustees declare that they have approved the trustees' report above
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Graham Cooper

Kim Milward

Position (eg Secretary,
Chair)

Acting Chair

GSL

Date

30.06 . 2020

169 Bristol Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	01.04.20	To	31.03.21
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Receipts and payments

	2020.21	2019.2
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	3,730	11,258
Less: Membership subscriptions paid on (National/County/Area/District)	5,297	5,750
Net membership subscriptions retained	- 1,567	5,508
Donations	268	4,431
misc		456
Gift Aid	4,371	1,255
Activities (Jamboree Refund)	- 2,465	13,073
Sub total	608	24,723
Grants		
Maintenance grant	-	-
Other grants	24,485	
Sub total	24,485	-
Fundraising (gross)		
Detail 1	57	927
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	-	-
Sub total	57	927
Investment income		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	504	5,410
Other investment income	-	-
Sub total	504	5,410
Total Gross Income	25,654	31,060
Asset and investment sales, etc.	-	-
Total receipts	25,654	31,060

169 Bristol Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	01.04.2020	To	31.03.2021
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Receipts and payments

	2020.21	2019.20.
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	- 2,323	17,809
Adult support and training	198	150
Transfer charges	93	555
Water and Sewerage	143	488
Electricity and Gas	977	1,548
Insurance	2,059	1,999
Repairs and Renewals	6,181	95
Materials and equipment	-	-
Printing and photocopying	-	-
Contribution to camp costs	-	-
Badges and Uniforms	570	1,967
Equipment		4,528
Hall maintenance and cleaning expenses	1,886	1,620
Telephone and internet	835	598
Misc		134
Sub total	10,621	31,491
Fundraising expenses	-	
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total	-	-
Total Gross Expenditure	10,621	31,491
Asset and investment purchases, etc.	-	-
Total payments	10,621	31,491
Net of receipts/(payments)	15,033	- 431
Cash funds last year end	4,422	-
Cash funds this year end	19,455	- 431

Statement of assets and liabilities at the end of the year

	31.03.21	31.03.20
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	19,455	4,422
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	19,455	4,422
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	240,000	240,000
Motor vehicles	-	-
Scouting equipment, furniture etc	18,427	18,427
Other	-	-
Sub total	258,427	258,427
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

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

Kim Milward
Group Scout Leader

Print Name

Graham Cooper
Treasurer

Scrutineer's Report to the Trustees of the 169th Bristol Scout Group

I report on the accounts of the Group for the year ended 31 March 2020

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 pages 1 to 3

Scrutineer's Statement

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

M. E. Horton

Name:Martin Horton.....
 Address: ...27 Barley Croft.....
 Westbury-on-Trym.....
 Bristol.....
 BS9 3TG.....
 Date:19/6/20.....