

# Cabot Scout District Trustees' Annual Report

## For the period

From  to

### Section A Reference and administration details

Charity name	<input type="text" value="169&lt;sup&gt;th&lt;/sup&gt; Bristol Scout Group"/>
Other names the charity is known by	<input type="text"/>
Registered charity number (if any)	<input type="text" value="302179"/>
HQ registration number	<input type="text"/>
Charity's principal address	<input type="text" value="Tranmere Avenue&lt;br/&gt;Bristol&lt;br/&gt;BS10 7JL"/>

### Names of the charity trustees who manage the charity

	Trustee Name		Office (if any)	Dates acted if not for whole year
1	Graham	Cooper	Chair	
2	Kim	Milward	GSL	
3	Jo	Green	Treasurer	
4	Matt	Waite	SL	
5	Antony	Milward	SL	
6	Bob	Brinn	Bookings Secretary	APR 22 to DEC 22
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	Jess	Gale	Parent Rep	
15	Nicky	Gregory	CSL	
16	Paul	Webber	IND	
17	Kyle	Fox	Parent Rep	
18	Sharon	Merritt	Squirrels Leader	

### 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 Scout Association. They consist of a Royal Charter, which in turn
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	gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association
<b>How the charity is constituted (e.g. trust, association, company)</b>	The Group is a trust established under its rules which are common to all Scouts.
<b>Trustee selection methods (e.g. appointed by, elected by)</b>	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
<b>Additional governance issues (optional information but encouraged as best practice)</b> 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 6/8 weeks. The Secretary's position which was vacant was filled on 6<sup>th</sup> April 2023</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. Where the beneficiary is also one of the signatories, an independent second signatory to be used. The Group also has a comprehensive insurance policy 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, expeditions and activities are 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.

The Group have embarked on a series of fund-raising activities and have been applying for grants in relation to its headquarters building.

### **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 presented and distributed at the AGM

## **Section E Financial Review**

Brief statement of the charity's policy on reserves	<b>Reserves Policy</b> 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 £9,000.

#### 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)

During the year, the Group undertook an extensive removal of dead trees in its grounds and are now gradually replacing them with new stock.

Following a review in the latter part of the year, the Group announced increased subscription rates and building hire fees with effect of April 2023. This was agreed to counter the effects of rising prices particularly those for the supply of electricity and gas.

#### 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)



Position (eg Secretary, Chair)



Date

# 169th Bristol (Brentry) Scout Group (Charity no. 302179)

## Receipts and payments account

	Year start date		Year end date
For the year from	01.04.2022	To	31.03.2023

### Receipts and payments

	2022.23	2021.22
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	14,095	10,197
Donations	2,046	883
Clothing	1,263	687
Gift Aid (21.22 paid April 22)	1,777	-
Other similar income	147	174
<b>Sub total</b>	<b>19,328</b>	<b>11,941</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	2,000	8,000
<b>Sub total</b>	<b>2,000</b>	<b>8,000</b>
<b>Fundraising events (gross)</b>		
Detail 1	1,854	114
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	-	-
<b>Sub total</b>	<b>1,854</b>	<b>114</b>
<b>Scout hut income</b>		
Hire of building	3,106	2,520
Hire of equipment	-	-
Other Scout hut income	-	-
<b>Sub total</b>	<b>3,106</b>	<b>2,520</b>
<b>Investment income</b>		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Income</b>	<b>26,288</b>	<b>22,575</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>26,288</b>	<b>22,575</b>

# 169th Bristol (Brentry) Scout Group (Charity no. 302179)

## Receipts and payments account

	Year start date		Year end date
For the year from	01.04.2022	To	31.03.2023

### Receipts and payments

	2022.23	2021.22
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Membership subscriptions paid on (National/County/Area/District)	7,314	6,084
Youth programme and activities (Net)	2,784	5,297
Adult support and training	199	-
Transfer Charges	-	-
Water and Sewerage	224	178
Electricity and Gas	3,097	1,134
Insurance	2,513	2,338
Repairs and Renewals (need to split out hall maint)	5,566	169
Miscellaneous	626	516
New Alarm Installation	-	2,758
Equipment	106	3,000
Uniforms and Badges	4,146	2,706
AGM and trustee expenses	-	-
Hall Maintenance and Cleaning expenses	2,486	2,760
Telephone and Internet	964	823
Go Cardless Fees	807	536
<b>Sub total</b>	<b>30,832</b>	<b>28,299</b>
<b>Fundraising expenses</b>		
Detail 1	599	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>599</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>31,431</b>	<b>28,299</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>31,431</b>	<b>28,299</b>
<b>Net of receipts/(payments)</b>	<b>- 5,143</b>	<b>- 5,724</b>
<b>Cash funds last year end</b>	<b>13,731</b>	<b>19,455</b>
<b>Cash funds this year end</b>	<b>8,588</b>	<b>13,731</b>

# 169th Bristol (Brentry) Scout Group (Charity no. 302179)

## Receipts and payments account

	Year start date		Year end date
For the year from	01.04.2022	To	31.03.2023

### Statement of assets and liabilities at the end of the year

	2022.23 Unrestricted funds	2021.22 Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	8,588	13,731
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>8,588</b>	<b>13,731</b>
	(agree balances with receipts and payments account) ok	ok
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings (as per insurance valuation)	509,763	458,420
Motor vehicles	-	-
Scouting equipment, furniture etc (as per insurance valuation)	59,046	52,115
Other	-	-
<b>Sub total</b>	<b>568,809</b>	<b>510,535</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>577,397</b>	<b>524,266</b>

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
Chair
Treasurer

Scrutineer's Report to the Trustees of the

169<sup>th</sup> Bristol Scout Council

I report on the accounts of the Group/District for the year ended 31 March 2023.....

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.

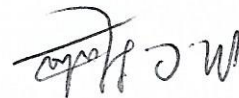
Basis of Scrutineer's Statement

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 ..... to .....3.....

Scrutineer's Statement

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

Signed



27 Barley Croft

Westbury-on-Trym

Bristol

BS9 3TG

Date 17/7/2023