

# Trustees' Annual Report

## For the period

From (start date) 

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 to end date 

3	1	0	3	2	2
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Section A	Reference and administration details
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Charity name 

5th Potters Bar Scout Group									
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Other names the charity is known by 

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Registered charity number (if any) 

3	0	2	5	6	0
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Charity's principal address 

124 Moffats Lane										
Brookmans Park										
Herts										
Postcode					A	L	9	7	R	W

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Martin Adams	Chair	
2	Alex Miller	Committee member	
3	Chris Brunning	Acting Group Scout Leader/ Scout Leader	
4	David Sanderson	Group Treasurer	
5	Michelle Pendrell-Smith	Assistant Cub Leader	
6	Alison Young	Committee member	
7	James Sanderson	Assistant Group Scout Leader	
8	Nicki Durrant	Committee member	
9	Mark Trollop	Committee member	
10	Dan Thomas	Group Secretary	
11	Phil Day	Committee member	
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16			
17			
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**Section A****Reference and administration details (continued)**

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

Type of advisor	Name	Address

**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 Scout Groups.

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 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (where they have elected to serve) and parent representatives and meets every 2 to 3 months.

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)
	<p><b>Risk and Internal Control</b></p> <p>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:</p> <p><b>Damage to the building, property and equipment.</b> The Group would request the use of buildings, property and equipment from neighbouring organisations such as local churches, community centres and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p><b>Injury to leaders, helpers, supporters and members.</b> The Group through the capitation fees contributes to the Scout Association's national personal accident and medical insurance policy. We also arrange our own Personal Accident Insurance for Leaders and Adults, and non-member children. Risk Assessments are undertaken before all activities.</p> <p><b>Reduced income from fund raising and/or Rent.</b> The Group is reliant upon income from fundraising and Rent. 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 level of subscriptions, either temporarily or permanently, if so required.</p> <p><b>Reduction or loss of Leaders.</b> The Group is completely reliant upon volunteers to run and administer its activities. 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 such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.</p> <p><b>Significant reduction or loss of members.</b> The Group provides activities for all local young people aged 6 to 18. If there was a significant 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 such a situation, the Group would take all necessary steps to attempt to return the Group to the status quo.</p> <p><b>Risk and Internal Control</b></p> <p>The group has in place systems of <i>internal controls</i> that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.</p>

**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

Regular weekly meetings during the school term time for Beavers, Cubs and Scouts, plus plenty of outdoor activities including, camping, hiking, cooking, canoeing, rafting, climbing, caving, cycling, and sports. All Leaders and Executive Committee members are unpaid volunteers.

Additional details of the objectives and activities

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

Membership levels are good and we continue to offer many exciting activities and opportunities to our members. We continue to train younger leaders within the Group as many of our leaders are in their mid 50's and 60's and the Group needs to plan for the future. We have secured new Nursery tenants for our building, with whom we have been working closely to carry out significant works to the compound. The Group is very much encouraged by the excellent relationship we have with our new tenants.

**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 6 months' operating costs, circa £10,000 as the minimum reserve.

The Group held reserves of approximately £27,000 at year end, which the Executive Committee considers to be entirely reasonable given the following matters: current uncertainties arising out global affairs, the eventual renewal of both minibuses to meet current emissions standards and the cost of energy.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

**Investment Policy**

- the charity's principal sources of funds (including any fundraising);

The Group's main sources of income are subscription fees, rental income from third party users of our leasehold premises and fundraising on an ad hoc basis. The Group's Income and Expenditure is relatively small and as a consequence, the Group 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 mainstream banks or building societies (or The Scout Association's Short Term Investment Service).

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

The main expenditure has been on maintaining and repairing our leasehold premises, where the majority of meetings of the Scout Group are held, plus the vehicles and trailers owned by the Group. The Headquarters is also used by two of the local Guide and Brownie Units and the local Explorer Scout Unit, in addition to rent-generating third party users of the premises.

- investment policy and objectives

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

**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)

DocuSigned by:  
*Martin Adams*  
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DocuSigned by:  
*David Sanderson*  
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Full name(s)

Martin Adams

David Sanderson

Position (eg Secretary, Chair)

Chairman

Treasurer

Date

26 September 2022

## 5th POTTERS BAR SCOUT GROUP

RECEIPTS & PAYMENTS ACCOUNT SUMMARY  
FOR THE YEAR ENDED 31ST MARCH 2022

	31/03/2022	31/03/2021
Total receipts for the year	£33,867.23	£17,626.46
Total payments for the year	£23,108.81	£23,450.40
Surplus/(Deficit) for the year	£10,758.42	-£5,823.94
<b>RECEIPTS FOR THE YEAR ENDED</b>	<b>31/03/2022</b>	<b>31/03/2021</b>
Membership Subscriptions received	£3,109.27	£3,898.02
Membership Subscriptions refunded	-	-
Membership Subscriptions paid	£3,009.00	£3,286.00
	£100.27	£612.02
Bank Interest	-	-
Building Society Interest	-	-
Scout Association Loan	-	-
Tax refund from Covenants	-	-
Activities	£2,615.46	£100.00
Scout Camps	£6,991.33	£1,858.36
Fundraising	£13.67	£320.44
Fundraising (mini-bus fund)	-	-
Misc Refund	-	-
Insurance claim	-	-
Use of Minibus	£1,536.11	£490.00
Donations	£85.00	-
Rent	£19,001.75	£10,959.64
Grants	-	-
Sundry receipts (t-shirts, sale of old minibuses etc)	£514.64	-
<b>TOTAL RECEIPTS FOR THE YEAR</b>	<b>£30,858.23</b>	<b>£14,340.46</b>
<b>PAYMENTS FOR THE YEAR ENDED</b>	<b>31/03/2022</b>	<b>31/03/2021</b>
Rent	£346.16	£2,485.36
Water	£224.98	£542.61
Electricity	£3,177.21	£1,998.52
Broadband	£324.87	£299.88
Insurance	£1,724.18	£1,682.50
Repairs & Renewals	£3,207.39	£5,441.68
New Building costs	-	-
Donations and Grants	£75.00	£135.00
Activities	£3,446.75	£366.51
Scout Camps	£5,027.31	£4,080.14
Fundraising Expenses	-	-
Purchases( mini-bus fund )	-	-
Loan Repayment	-	-
Training	-	-
Misc expenses (website/computer costs/other)	£531.92	£341.30
Bank charges	-	-
Purchase of Capital Equipment	£184.84	£535.66
Minibus expenses	£4,375.20	£4,889.62
Purchase of Badges & T shirts	£463.00	£651.62
<b>TOTAL PAYMENTS FOR THE YEAR</b>	<b>£23,108.81</b>	<b>£23,450.40</b>
<b>STATEMENT OF ASSETS (&amp; LIABILITIES) AT</b>	<b>31/03/2022</b>	<b>31/03/2021</b>
Cash	-	-
Nat West Bank Account - 13152343	£27,556.28	£21,917.12
Nat West Bank Account - 13618377	£1,986.76	£22.74
Unpresented cheques	-£100.32	-£142.81
Uncleared cheques/debits	-	-£103.75
Uncleared credits	-	-
<b>TOTAL</b>	<b>£29,442.72</b>	<b>£21,693.30</b>
Surplus for year	£10,758.42	-£5,823.94
Surplus brought forward	£22,734.78	£28,558.72
<b>TOTAL</b>	<b>£33,493.20</b>	<b>£22,734.78</b>

## Independent examiners report to members of the 5th Potters Bar Scout Group

I report that I have examined, without carrying out an audit, the books vouchers and records of the 5th Potters Bar Scout Group and that the receipts and payments and particulars of the assets and liabilities as at the 31st March 2022 are in accordance therewith and I have verified the cash and bank balances.



Roger Moore MBE

Date 18 September 2022

The above accounts summary was presented to the Group Scout Council at the AGM held on the 30th September 2022. Approved by the Trustees and signed on their behalf by

Martin Adams -  
Chairman

DocuSigned by:

Martin Adams

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David  
Sanderson -  
Treasurer

DocuSigned by:

David Sanderson

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26 september 2022

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