

# Trustees' Annual Report

For the period

From (start date)

0	1	0	4	20	21
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to end date

3	1	0	3	20	22
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## Section A

### Reference and administration details

Charity name

Sheringham and Beeston Regis Scout Group

Other names the charity is known by

N/A

Registered charity number (if any)

3	0	8	2	0	6
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HQ registration number

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Charity's principal address

The Scout Hut

7a De Morley Garth

Sheringham

Norfolk

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Trystan Taylor		
2	John Paine		
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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 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:

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 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 2 months.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

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 adult support;

Appointing any sub committees that may be required;

Appointing Group Administrators and Advisors other than those who are elected.

**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 would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. 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. The Group also has insurance covering helpers against personal accident. 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 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 the section. In the worst case scenario the complete closure of the group.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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.</p>
<p>Summary of the main activities in relation to these objects</p>	<p>There have been limited physical activities undertaken during the past year due to the closure of face to face scouting ordered by the Scout Association because of the Covid 19 pandemic. This ended during the year.</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
<p>Public benefit statement</p>	<p>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.</p>

**Section D****Achievements and performance**

Summary of the main achievements of the charity during the year

**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 £7,000.

The Group held reserves of approximately £26,500 against this at year end. This is above what is required for operating expenses. COVID related grants in excess of lost subscriptions have been received during the last 2 years.

Quantify and explain any designations

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

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);

**Investment Policy**

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.

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

• investment policy and objectives

## 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)

Full name(s)

Position (eg Secretary, Chair)

Date

**SHERINGHAM & BEESTON REGIS SEA SCOUT GROUP**
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022**

RECEIPTS				PAYMENTS			
Subscriptions	Beavers	820.00		Utilities	Electricity	258.00	
	Cubs	1,440.00			Gas	164.77	
	Scouts	1,500.00			Water	236.50	
	Joining Fee	20.00			Refuse	70.07	
			3,780.00				729.34
Hire of HQ	Meditation Group		84.00	Camps/Activities	Activities		243.41
Fundraising/Donations	ASTCO recycling - Textile Bank	17.57		HQ Expenses	Fire Safety	82.38	
	Briston Ukulele Group	100.00			Insurance - HQ	650.96	
			117.57		Repairs & Renewals	201.11	
					Gas Safety Check/New Fan & Thermostat	467.95	
Neckers			111.00		Business Rates	60.11	
							1,462.51
Petty Cash			330.00				
Sundry	NNDC - Covid-19 Grant	22,391.02		Uniform	Badges	331.24	
	Capitation Refund	9.00			Neckers	143.50	
	E.ON Refund	95.45					474.74
	Business Money Manager Interest	0.13		New Equipment	Rifle Range Curtain, Archery Bows &	523.28	
			22,495.60		Air Pistols		
					Laser Colour Printer	259.99	
					Ordinance Survey Maps, Tents, Tables,	747.60	
					Keys/Key Lock Box, HiVis Vests, Footballs		
					etc. Litter Pickers, Toasters, Security		
					Light, Cooking Equipment		
							1,530.87
				Petty Cash			330.00
				Bank Charges			24.00
				Sundry	Online Scout/Youth Manager	71.80	
					First Aid course	30.00	
					Insurance Non Members, Helpers & Supporters	42.00	
					Capitation	1,940.00	
					Remembrance Day Wreath	25.00	
					Postage etc.	15.11	
							2,123.91
				Total expenditure for year			6,918.78
				Surplus for the year			19,999.39
Total income for year			£ 26,918.17				£ 26,918.17

<b><u>BALANCE SHEET AS AT 31 MARCH 2022</u></b>							
Current Assets as at 31 March 2022				Reserves as at 1 April 2021			
	Cheque account		24,492.76		O/Balance 1 April 2021		6,503.22
	Business Money Manager		1,611.12				
	Cash in hand		398.73		Surplus for the year		19,999.39
			<b>£26,502.61</b>				<b>£26,502.61</b>



## **Independent examiner's report to the trustees of Sheringham and Beeston Regis Scout Group**

I report to the trustees on my examination of the accounts of the Sheringham and Beeston Regis Scout Group for the year ended 31 March 2022.

### **Responsibilities and basis of report**

As the charity trustees of the Sheringham and Beeston Regis 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 Sheringham and Beeston Regis 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:

1. accounting records were not kept in respect of the Sheringham and Beeston Regis Scout Group as required by section 130 of the Act; or
2. 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.

Signed: 

Name: Dawn Colbrook

Address: 7 Cremers Drift, Sheringham, Norfolk NR26 8HX

Date: 28<sup>th</sup> July 2022