

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A

## Reference and administration details

Charity name

230th Sheffield (Gleadless) Scout Group

Other names the charity is known by

Registered charity number (if any)

5 0 9 6 5 5

HQ registration number

2 0 1 3 8

Charity's principal address

866 – 876 Gleadless Road

Sheffield

Postcode

S 1 2 2 Q F

Names of the charity trustees who manage the charity

*(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)*

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Carol Hudson		
2	Paul Clabon		
3	Sarah Flint	Chair	from 21/09/2020
4	Becky Blades		
5	Lionel Haslam		
6	Nicol Bradshaw		
7	Marc Goodwin		
8	Samantha Parsons	Secretary	
9	Eric Hudson		
10	Robert Godfrey		
11	Philip Allison		
12	Andrew Bradshaw	Group Scout Leader	
13	Ruth Clements		
14	Julie Plumb	Treasurer	
15	Barry Ward		

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

*(These will be published in the annual report of the charity)*

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 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 Leader, 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 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 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 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	<p><b>The Purpose of Scouting</b></p> <p>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></p> <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> <p><b>The Scout Method</b></p> <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>
Summary of the main activities in relation to these objects	<p>The group fulfils the above objectives by running two Beaver colonies, two Cubs packs, a Scout troop and an Air Scout troop. The Group also has an affiliated Explorer unit.</p>

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

The year has been significantly affected by the Covid-19 pandemic. However, the Group has continued to provide Scouting to all sections. This was initially through "The Great Indoors" initiative, where young people participated in activities provided on Scouts.org.uk, allowing progress to continue on their badges and awards. Later on the in year, all sections introduced virtual meetings, through which a wide range of activities took place, including quizzes, games, cooking and crafts.

During the year, the Scout HQ building and grounds have been out of use. However, they have been regularly inspected to ensure that they remain in a good state of repair. COVID-safe measures and controls have been put in place to allow reopening in April 2021 to enable face-to-face Scouting to resume.

## 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 plus a further amount for unexpected building maintenance and minibus repairs or replacement. This is considered to be circa £30,000.

Quantify and explain any designations

The Group held reserves of approximately £52,000 against this at year end. This is above the level required for operating expenses. However, this can be explained by the receipt of a number of COVID-related grants towards the end of the financial year. These will be required in the 2021/22 financial year to re-establish face-to-face Scouting, grow numbers and replace vital equipment.

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

N/A

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's Income and Expenditure is very small 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 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 Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

- investment policy and objectives;

## Section F

### Other Optional Information

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

The Group intends a return to face-to-face Scouting for all sections from April 2021. There will be a need to regrow numbers following a decline during the pandemic and there will be a need to invest in the programme and equipment order to achieve this.

The Group also intends to invest in the safety and maintenance of the building and grounds, where this is required.

## Section G

### Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

S L Flint

A J Bradshaw

Full name(s)

Sarah Flint

Andrew Bradshaw

Position (eg Secretary, Chair)

Chair

Group Scout Leader

Date

1 8 0 9 2 1

# 230th Sheffield (Gleadless) 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

	2020-2021				2019-2020
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	6,516	-	-	6,516	18,636
Less: Membership subscriptions paid on (National/County/Area/District) <small>enter figures with a minus sign</small>	- 592	- 4,700	-	- 5,292	- 6,920
Net membership subscriptions retained	5,924	- 4,700	-	1,224	11,716
Donations	105	-	-	105	80
Camp & Activities	60	-	-	60	9,997
Gift Aid	2,899	-	-	2,899	2,993
Insurance Claim					
Other similar income		-	-	-	168
<b>Sub total</b>	<b>8,988</b>	<b>- 4,700</b>	<b>-</b>	<b>4,288</b>	<b>24,954</b>
<b>Grants</b>					
Scout Association	-	4,700	-	4,700	-
SCC Covid 19	21,785		-	21,785	5,192
<b>Sub total</b>	<b>21,785</b>	<b>4,700</b>	<b>-</b>	<b>26,485</b>	<b>5,192</b>
<b>Fundraising (gross)</b>					
Group Fundraising		-	-	-	3,496
Detail 2	-	-	-	-	-
Detail 3	-	-	-	-	-
Other fundraising activities	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,496</b>
<b>Investment income</b>					
Bank interest	7	-	-	7	84
Building Society interest		-	-	-	-
The Scout Association Short Term Investment Service	175	-	-	175	-
Property Rent income	80	-	-	80	-
Other investment income	-	-	-	-	-
<b>Sub total</b>	<b>263</b>	<b>-</b>	<b>-</b>	<b>263</b>	<b>84</b>
<b>Total Gross Income</b>	<b>31,036</b>	<b>-</b>	<b>-</b>	<b>31,036</b>	<b>33,726</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>31,036</b>	<b>-</b>	<b>-</b>	<b>31,036</b>	<b>33,726</b>

# 230th Sheffield (Gleadless) 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

	2020-2021			2019-2020
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
<b>Payments</b>				
<b>Charitable Payments</b>				
Youth programme and activities	350	-	-	5,034
Capitation				-
Adult support and training		-	-	-
HQ Costs	2,506	-	-	5,091
Insurance	1,544	-	-	2,246
Repairs and Renewals	1,710	-	-	5,023
Equipment	641		-	1,337
Printing and photocopying		-	-	-
Refund of camp costs prior year camp contribution	1,290	-	-	7,862
Uniforms		-	-	593
AGM and trustee expenses		-	-	-
OSM Cost	244	-	-	639
Fees/Miscellaneous	587	-	-	524
Vehicle & Insurance	1,128	-	-	58
<b>Sub total</b>	<b>10,001</b>	<b>-</b>	<b>-</b>	<b>28,408</b>
<b>Fundraising expenses</b>				
General		-	-	1,849
Detail 2	-	-	-	-
Detail 3	-	-	-	-
Other fundraising costs	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,849</b>
<b>Total Gross Expenditure</b>	<b>10,001</b>	<b>-</b>	<b>-</b>	<b>30,257</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>10,001</b>	<b>-</b>	<b>-</b>	<b>30,257</b>
<b>Net of receipts/(payments)</b>	<b>21,035</b>	<b>-</b>	<b>-</b>	<b>3,469</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds last year end</b>	<b>27,126</b>	<b>3,880</b>	<b>-</b>	<b>27,537</b>
<b>Cash funds this year end</b>	<b>48,161</b>	<b>3,880</b>	<b>-</b>	<b>31,006</b>

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

31st March 2021

31st March  
2020

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
<b>Cash funds</b>					
Bank	25,961	3,880	-	29,841	28,384
Cash	656	-	-	656	739
Equals Cards	1,317	-	-	1,317	1,833
The Scout Association Short Term Investment Service	20,225	-	-	20,225	50
	-	-	-	-	-
<b>Total cash funds</b>	<b>48,160</b>	<b>3,880</b>	<b>-</b>	<b>52,040</b>	<b>31,006</b>
<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>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>					
Land and buildings	295,000	-	-	295,000	295,000
<b>Sub total</b>	<b>295,000</b>	<b>-</b>	<b>-</b>	<b>295,000</b>	<b>295,000</b>
<b>Liabilities</b>					
Other liabilities	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 8th September 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by:

Signature	Print Name
<i>S L Flint</i>	Sarah Flint, Chair
<i>N M Bradshaw</i>	Nicol Bradshaw, Treasurer



## Independent Examiner's Report to the Trustees of the 230<sup>th</sup> Sheffield Scout Group

I report on the accounts of the Group for the year ended 31<sup>st</sup> March 2021 which comprise the Statement of Financial Activities and the Balance Sheet.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with Section 130 of the Charities Act ;and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met,

18 AUGUST 2021



Andrew Hulse FCA

c/o 6 Broadfield Court, Sheffield, S8 0XF