

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 2

to end date

3 1 0 3 2 3

## 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

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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	
4	Lionel Haslam		
5	Nicol Bradshaw		
6	Marc Goodwin		
7	Samantha Parsons	Treasurer	
8	Eric Hudson		
9	Robert Godfrey		
10	Philip Allison		
11	Andrew Bradshaw	Group Scout Leader	
12	Ruth Clements		
13	Barry Ward		
14	Helen Clayton		

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:

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 Group is managed by the Trustee Board, 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.

The Trustee Board 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 Trustee Board complete *relevnt* training within the first 5 months of joining the committee.

The Trustee Board 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 a Beaver colony, two Cubs packs, a Scout troop and two Air Scout troops. 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

Scouting at Gleadless has continued to recover following the COVID pandemic and this has culminated in the establishment of a new Air Scout troop which meets on Monday evenings. The new troop has got off to a flying start offering a fun, varied and interesting programme to complement the programmes offered by the other 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 plus a further amount for unexpected building maintenance and minibus repairs or replacement. This is considered to be circa £40,000, which is increased from last year to allow for current and forecast levels of inflation.

The Group held reserves of approximately £45,948 against this at year end. Whilst this is above the level required for operating expenses, the level of reserves has reduced significantly since last year, where they stood at £57,860. The Trustee Board considers that such reductions in reserve levels are not sustainable and has therefore taken the decision to increase member subscriptions.

Quantify and explain any designations

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);

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

- investment policy and objectives;

#### 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.

The Trustee Board 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 Trustee Board considers the cash flow requirements.

### Section F

#### Other Optional Information

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

The Group will continue to invest in the youth programme and equipment with the objective of increasing the number of young people participating in Scouting in Gleadless.

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 0 0 9 2 3

# 230th Sheffield (Gleadless) Scout Group

## DRAFT Receipts and Payments Account

	Year start date	Year start date	Year start date	Year end date
For the year from	01/04/2022	01/04/2022	01/04/2022	To 31/03/2023

### Receipts and payments

	2022/23	2022/23	2022/23	2021/22
	Unrestricted funds	Restricted funds	Total Funds	Total Funds
	£	£	£	£
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	15,897	-	15,897	13,404
Less: Membership subscriptions paid on (National/County/Area/District)	- 6,614	-	- 6,614	- 5,866
Net membership subscriptions retained	9,283	-	9,283	7,538
Donations	-	-	-	90
Camps and Activities	15,298	-	15,298	10,884
Gift Aid	2,801	-	2,801	1,236
Group Clothing	323	-	323	1,968
<b>Sub total</b>	<b>27,705</b>	<b>-</b>	<b>27,705</b>	<b>21,717</b>
<b>Grants</b>				
Scout Association Recovery Fund	-	-	-	-
COVID 19	-	-	-	11,501
DCMS Youth Investment Fund	-	-	-	35,154
Coop Community Fund	-	2,114	2,114	-
<b>Sub total</b>	<b>-</b>	<b>2,114</b>	<b>2,114</b>	<b>46,655</b>
<b>Fundraising (gross)</b>				
General Fundraising	325	-	325	-
Detail 2	-	-	-	-
Detail 3	-	-	-	-
Other fundraising activities	-	-	-	-
<b>Sub total</b>	<b>325</b>	<b>-</b>	<b>325</b>	<b>-</b>
<b>Investment income</b>				
Bank interest	-	-	-	-
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	411	-	411	222
Property Rent income	1,765	-	1,765	422
Other investment income	-	-	-	-
<b>Sub total</b>	<b>2,176</b>	<b>-</b>	<b>2,176</b>	<b>644</b>
<b>Total Gross Income</b>	<b>30,205</b>	<b>2,114</b>	<b>32,319</b>	<b>69,016</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>30,205</b>	<b>2,114</b>	<b>32,319</b>	<b>69,016</b>

# 230th Sheffield (Gleadless) Scout Group

## DRAFT Receipts and Payments Account

	Year start date	Year start date	Year start date		Year end date
For the year from	01/04/2022	01/04/2022	01/04/2022	To	31/03/2023

### Receipts and payments

	2022/23	2022/23	2022/23	2021/22
	Unrestricted funds	Restricted funds	Total Funds	Total Funds
	£	£	£	£
<b>Payments</b>				
<b>Charitable Payments</b>				
Youth programme and activities	19,268	459	19,727	13,486
Adult support and training	-	-	-	-
HQ Costs	3,557	-	3,557	2,222
Insurance	2,347	-	2,347	1,553
Repairs and Renewals	8,079	-	8,079	3,252
Materials and equipment	1,214	-	1,214	4,501
Printing and photocopying	-	-	-	-
Uniforms	1,496	-	1,496	903
AGM and trustee expenses	-	-	-	-
Bank Fees	804	-	804	837
Miscellaneous	403	-	403	349
Vehicle and Insurance	3,744	-	3,744	1,255
Group Clothing	388	-	388	2,155
DCMS Youth Investment Fund Vehicle Purchase	2,471	-	2,471	32,682
<b>Sub total</b>	<b>43,772</b>	<b>459</b>	<b>44,231</b>	<b>63,195</b>
<b>Fundraising expenses</b>				
Detail 1	-	-	-	-
Detail 2	-	-	-	-
Detail 3	-	-	-	-
Other fundraising costs	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>43,772</b>	<b>459</b>	<b>44,231</b>	<b>63,195</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>43,772</b>	<b>459</b>	<b>44,231</b>	<b>63,195</b>
<b>Net of receipts/(payments)</b>	<b>- 13,567</b>	<b>1,655</b>	<b>- 11,912</b>	<b>5,821</b>
<b>Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>- 13,567</b>	<b>1,655</b>	<b>- 11,912</b>	<b>5,821</b>

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

	31st March 2022	31st March 2022	31st March 2022	31st March 2021
	Unrestricted funds	Restricted funds	Total Funds	Total Funds
	£	£	£	£
<b>Cash funds</b>				
Bank current account	22,606	-	22,606	36,001
Equals Cards	2,471	-	2,471	1,399
Building society account	-	-	-	-
The Scout Association Short Term Investment Service	20,858	-	20,858	20,447
Cash/Floats	13	-	13	13
<b>Total cash funds</b>	<b>45,948</b>	<b>-</b>	<b>45,948</b>	<b>57,860</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>Investment assets</b>				
Investment property - detail	-	-	-	-
Quoted investments	-	-	-	-
Other investments - detail	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>				
Badge stock	-	-	-	-
Shop stock	-	-	-	-
Other stock	-	-	-	-
Land and buildings	746,816	-	746,816	295,000
Motor vehicles	-	-	-	-
Scouting equipment, furniture etc	-	-	-	-
Other	-	-	-	-
<b>Sub total</b>	<b>746,816</b>	<b>-</b>	<b>746,816</b>	<b>295,000</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>-</b>	<b>-</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 7th June 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

S Flint

S Parsons

Print Name

Sarah Flint, Chair

Sam Parsons, Treasurer



## Independent Examiner's Report to the Trustees of the

.....SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended .....  
which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages.....

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/District'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 (other than that disclosed below \*):

1. 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 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply*

Name: LUCY SKIPWORTH  
Qualification: MAAT  
Address: 4 OWLTHORPE GROVE  
SHEFFIELD, S20 5TX  
Date: 11/04/22