

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

1st Burnmoor Scouts

Other names the charity is known by

Registered charity number (if any)

5 2 5 1 8 9

HQ registration number

Charity's principal address

Robert Forster House

Fencehouses

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	Allan Forster	GSL	
2	Susan Beck	Secretary	
3	Julie Colling	Treasurer	
4	David Forster	Chair	
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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

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.

(e.g. trust deed, constitution)

How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

(e.g. appointed by, elected by)

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 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)

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. 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 and a comprehensive insurance policies 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

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

Weekly meetings of Beavers, Cubs, Scouts, Explorer Scouts.
Weekend activities and camps. Annual week long camp.

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.

Sub committees have been established under the banner 'Access for All' to oversee the redevelopment of the site. Responsibilities to include, but not limited to, fundraising, grant applications and co-ordinating the redevelopment.

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

This has been an unprecedented and challenging year which covered the period of Covid 19 lockdown restrictions BUT membership grew by 10% over the year. Leaders showed amazing resolve during this period and stepped up to the challenge, staying fully engaged with all members offering a full membership programme during the year

which included zoom meetings/outdoor meetings/camp at home etc depending on what was permitted by law at the time. Community involvement also increased with the local food bank relocating to the Hall and First Aid training being undertaken at the Hall too. Funding was obtained to enable the group to adapt to the new Covid restrictions with outdoor spaces for meetings and improved walkways/access around the site.

Section E	Financial Review
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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 operating costs going forward. This has been increased from the allowance of 6 months in previous years given that recent events have resulted in the cash flow being disrupted for a full year. There is no guarantee that this will not be repeated and that the income stream would continue as it has this year if it did and we need to ensure that the group is protected for the future generations.

The Group held reserves of £37,395. This is above the level required for 12 months operating expenses of £7.5k. However this can be explained by:- Outstanding restricted grant funds for specific projects (walkways/outdoor spaces/kayak) £7.2k, Funds allocated for new door/LED lighting/refurbished kitchen £8k, County donation (Louise) £1k, Completion of climbing wall £1k, PPE & H&S Compliance £0.7K, Misc invoices expected within 3 months c£2.0k, Contingency Funds allocated for Access 4 All project £10k

There is also the sum of £2,422 held in the 'Scouts Camp Fund' account which represents deposits received for Whit & Summer camps. The majority of this money represents deposits made by members for future scout camps. It was not possible to hold any camps during the last financial year due to Covid restrictions. It is expected that this amount will be spent on camps during 2021/2022. A further sum of £22,695 is held in the 'Access 4 All' account and represents grants received for the premises extension.

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:

Investment Policy

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- 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)

Planned return to F2F scouting in April 2021, subject to Government guidelines. Ongoing Site Clearance, Construction of Walkways, Outdoor meeting spaces/Outdoor shelters/Completion of Climbing Wall & Archery range/Improved use of Poly Tunnel (heating) to assist with social distancing. Fund raising to enable Hall to be made suitable for Disabled access and use including access/toilets - a new member has joined who is in a wheelchair - 'Access for All' . Looking to encourage/support new members who are disabled and have suitable facilities available for 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) David Forster Julie Colling

Position (eg Secretary, Chair) Chair Treasurer

Date D D M M Y Y

1st Burnmoor Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	1.4.20	To	31.3.21
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Receipts and payments

	2020/21			2019/20
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	11,216	-	-	11,216
Less: Membership subscriptions paid on (National/County/Area/District) <small>enter figures with a minus sign</small>	- 3,264	-	-	- 3,264
Net membership subscriptions retained	7,952	-	-	7,952
Donations	6,787	-	-	6,787
Whit & Summer Camp - deposits received	989	-	-	989
SASU Funds Received	-	940	-	940
A4A Income Received		18,996		18,996
Other similar income - Payments from parents for events ie Jamboree	230	-	-	230
Sub total	15,958	19,936	-	35,894
Grants				
Covid Grants	22,938	-	-	22,938
Other grants		7,225	-	7,225
Sub total	22,938	7,225	-	30,163
Fundraising (gross)				
Casino Night		-	-	-
Raffle		-	-	-
Santa Sleigh	734	-	-	734
Other fundraising activities		-	-	-
Sub total	734	-	-	734
Investment income				
Bank interest	8	-	-	8
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Property Rent income	1,481	-	-	1,481
Other investment income	-	-	-	-
Sub total	1,489	-	-	1,489
Total Gross Income	41,119	27,161	-	68,280
Asset and investment sales, etc.	-	-	-	-
Total receipts	41,119	27,161	-	68,280

1st Burnmoor Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	1.4.20	To	31.3.21
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Receipts and payments

		2020/21			2019/20
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Payments					
Charitable Payments					
Youth programme and activities	1,036	-	-	1,036	5,854
Adult support and training	1,576	-	-	1,576	-
Broadband	151	-	-	151	148
Water and Sewerage	224	-	-	224	301
Electricity and Gas	2,021	-	-	2,021	1,922
Insurance	1,965	-	-	1,965	1,861
Repairs and Renewals	-	-	-	-	-
Materials and equipment	11,044		-	11,044	15,053
Gt Nth Run Admission Fees	-	-	-	-	410
Jamboree refunds	2,210	-	-	2,210	-
Uniforms/Badges	469	-	-	469	1,275
Planning Application	462	-	-	462	
SASU Expenditure	3,000			3,000	
Camp Fund Expenditure	279	-	-	279	
Cleaner	140	-	-	140	940
Misc & admin	441	-	-	441	836
Sub total	25,018	-	-	25,018	28,600
Fundraising expenses					
Raffle	-	-	-	-	
Casino Night	-	-	-	-	834
Detail 3	-	-	-	-	-
Other fundraising costs - Local Giving	1,097	-	-	1,097	-
Sub total	1,097	-	-	1,097	834
Total Gross Expenditure	26,115	-	-	26,115	29,434
Asset and investment purchases, etc.	-	-	-	-	-
Total payments	26,115	-	-	26,115	29,434
Net of receipts/(payments)	15,004	27,161	-	42,165	- 4,084
Transfers between funds	-	-	-	-	-
Cash funds last year end	-	-	-	-	-
Cash funds this year end	15,004	27,161	-	42,165	- 4,084

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
	£	£	£	£	£
Cash funds					
Bank current account	8,420	-	-	8,420	2,877
Bank deposit account & Kayak	21,750	7,225	-	28,975	10,000
Scouts Camp Fund	2,422	-	-	2,422	1,712
SASU Funds	-	728	-	728	2,788
Access 4 All Funds	-	22,695	-	22,695	3,700
Total cash funds	32,592	30,648	-	63,240	21,077
Other monetary assets					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group - Jamboree 2022 advance payments	2,210	-	-	2,210	-
Insurance claim	-	-	-	-	-
Sub total	2,210	-	-	2,210	-
Investment assets					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
Sub total	-	-	-	-	-
Non monetary assets for charity's own use					
Badge stock	-	-	-	-	-
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings - valued at insured cost	-	-	-	-	-
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	-	-	-	-	-
Other	-	-	-	-	-
Sub total	-	-	-	-	-
Liabilities					
Accounts not yet paid - Jamboree funds collected	-	-	-	-	421
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities	-	-	-	-	-
Sub total	-	-	-	-	421

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 22nd September 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their

Signature	Print Name
	Chair
	Treasurer

Independent examiner's report to the trustees of 1st Bournmoor Scout Group

I report to the trustees on my examination of the accounts of the 1st Bournmoor Scout Group for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the 1st Bournmoor 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 the 1st Bournmoor 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 1st Bournmoor 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:

AJGunn

Name: Angela Gunn BA(hons) FCA

Relevant professional qualification or membership of professional bodies (if any):
Fellow Chartered Accountant of Institute of Chartered Accountants in England and Wales (ICAEW)

Address: 1 Bishops Gate, Durham DH1 4JU

Date: 27th January 2022