

# Trustees' Annual Report

For the period

From (start date) 01 04 21 to end date 31 03 22

## Section A

## Reference and administration details

Charity name

1st Burnmoor Scout Group

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	Until 22nd Sept 2021
4	David Forster	Chair	
5	Angela Gunn	Treasurer	From 22nd Sept 2021
6	Stephen Bailey	AGSL	From 22nd Sept 2021
7	Vicky Bell	Committee Member	From 22nd Sept 2021
8	Graham Barclay	Committee Member	From 22nd Sept 2021
9	Daniel Burnett	Committee Member	From 22nd Sept 2021
10	Stephanie Humphries	Committee Member	From 22nd Sept 2021
11	Emma Ramshaw	Committee Member	From 22nd Sept 2021
12	Janet Smith	Committee Member	From 22nd Sept 2021
13	Julie Colling	Committee Member	From 22nd Sept 2021
14			
15			

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



## 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:

## 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 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.

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 or as required.

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	<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>
Summary of the main activities in relation to these objects	<p>Weekly meetings of Beavers, Cubs, Scouts, Explorer Scouts. Weekend activities and camps. Annual week long camp.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grant making;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	<p>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.</p>
Public benefit statement	<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

The group has made significant progress in multiple key areas over the past twelve months. Critically we have managed to retain and grow the membership during the Covid-19 recovery period. With an interesting and diverse programme of activities being offered to the young people in the local and wider area. The executive committee has gained members with useful skills and experience. The group has secured investment and initiated projects to improve the HQ facilities for those within scouting as well as for other community groups. The group has ensure a stable financial footing for the coming year, through careful financial management and the efforts of the fundraising team.

## 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 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.

Quantify and explain any designations

The Group held unrestricted reserves of £28,337. This is above the level required for 12 months operating expenses of £7.5k. However, there are further cashflow contingencies which include funds allocated for Access 4 All project of a £10k.

£116,051 is held in the 'Access 4 All' account and represents grants received for the premises extension which will be completed during 2022/23. A further £49,584 was received at the end of the year from Children in Need for renovation of the kitchen area which started in March 2022. Grants of £3,200 were also received at the end of the year for the purchase of paddleboard and equipment. £3,007 is held in the 'Scouts Camp Fund' account for deposits received for Whit and Summer camps. The majority of this money represents deposits made by members for future scout camps. It is expected that this amount will be spent on camps during 2022/2023.

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
- how expenditure has supported the key
- investment policy and objectives;

1st Burnmoor Scout Group would like to acknowledge the support of all of our funders during this period, including:

Bernard Sunley Foundation, The Garfield Weston Foundation, The Joicey Trust, Tyne and Wear Community Foundation, County Durham Community Foundation, Local Councillors and AAP's, Youth Investment Fund, Awards for All, COOP Community Fund, St James Place Foundation, Catherine Cookson Foundation, High Sheriff Awards, William Webster Charitable Trust, Rothley Trust, Sir James Knott Trust, Rank Foundation, Barbour Foundation, Awards for All, Hedley Foundation, Hadrian Trust.

Without the support of these charities we could not have achieved our Access 4 All renovation, kitchen renovation and paddle board equipment in 2022/23.

#### 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.

#### Section F

#### Other Optional Information

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

Continue to offer an improving environment for the young people served by the group and to reach out into the wider community. Significant capital projects to be undertaken to upgrade some of aging infrastructure; provide wheelchair accessible facilities; and upgrade the HQ to improve the overall usefulness of the group to the local community.

Significant smaller projects for 2022/23 include upgrades to climbing, target shooting and archery areas.

#### 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

Angela Gunn

Position (eg Secretary, Chair)

Chair

Treasurer

Date

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# 1st Burnmoor Scout Group Receipts and Payments Account

For the year from	01/04/2021	To	31/03/2022
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## Receipts and payments

	2021/22				2020/21
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	10,301	-	-	10,301	11,216
Less: Membership subscriptions paid on (National/County/Area/District) order figures with a minus sign	- 3,255	-	-	3,255	- 3,264
Net membership subscriptions retained	7,046	-	-	7,046	7,952
Donations	168	-	-	168	6,787
Whit & Summer Camp - deposits received	720	-	-	720	989
SASU Funds Received	930	-	-	930	940
Gift Aid	2,265	-	-	2,265	-
Jamboree 2022 advance Payments returned from District	-	1,901	-	1,901	-
Other similar income	-	-	-	-	230
<b>Sub total</b>	<b>11,128</b>	<b>1,901</b>	<b>-</b>	<b>13,029</b>	<b>16,898</b>
<b>Grants</b>					
Covid Grants	8,000	-	-	8,000	22,938
Access for All Grants	-	93,371	-	93,371	18,996
Maintenance Grants	-	49,584	-	49,584	-
Other grants	-	3,209	-	3,208	7,225
<b>Sub total</b>	<b>8,000</b>	<b>146,164</b>	<b>-</b>	<b>154,164</b>	<b>49,159</b>
<b>Fundraising (gross)</b>					
Santa Sleigh	700	-	-	700	734
Other fundraising activities	537	-	-	537	-
<b>Sub total</b>	<b>1,237</b>	<b>-</b>	<b>-</b>	<b>1,237</b>	<b>734</b>
<b>Scout hut income</b>					
Hire of building	400	-	-	400	1,481
Hire of equipment	-	-	-	-	-
Other Scout hut Income	-	-	-	-	-
<b>Sub total</b>	<b>400</b>	<b>-</b>	<b>-</b>	<b>400</b>	<b>1,481</b>
<b>Investment income</b>					
Bank interest	3	-	-	3	8
Building Society interest	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Other investment income	-	-	-	-	-
<b>Sub total</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>8</b>
<b>Total Gross Income</b>	<b>20,769</b>	<b>148,065</b>	<b>-</b>	<b>168,834</b>	<b>68,280</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>20,769</b>	<b>148,065</b>	<b>-</b>	<b>168,834</b>	<b>68,280</b>



# 1st Burnmoor Scout Group Receipts and Payments Account

For the year from	01/04/2021	To	31/03/2022
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## Receipts and payments

	2021/22			2020/21
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
<b>Payments</b>				
<b>Charitable Payments</b>				
Youth programme and activities	3,586	-	-	1,036
Adult support and training	500	-	-	1,576
Broadband	153	-	-	151
Water and Sewerage	1,541	-	-	224
Electricity and Gas	1,995	-	-	2,021
Insurance	2,301	-	-	1,965
Repairs and Renewals	4,053	1,915	-	-
Materials and equipment	1,168	7,776	-	11,044
Jamboree refunds	-	-	-	2,210
Uniform / Badges	529	-	-	469
Planning Costs	300	-	-	462
SASU Expenditure	-	-	-	3,000
Camp Fund Expenditure	578	-	-	279
Cleaning	278	-	-	140
Bank charge	62	-	-	-
Misc / Admin	865	-	-	441
<b>Sub total</b>	<b>17,910</b>	<b>9,691</b>	<b>-</b>	<b>25,018</b>
<b>Fundraising expenses</b>				
Raffle	-	-	-	-
Casino Night	-	-	-	-
Detail 3	-	-	-	-
Other fundraising costs - Local Giving	-	-	-	1,097
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,097</b>
<b>Total Gross Expenditure</b>	<b>17,910</b>	<b>9,691</b>	<b>-</b>	<b>26,115</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>17,910</b>	<b>9,691</b>	<b>-</b>	<b>26,115</b>
<b>Net of receipts/(payments)</b>	<b>2,859</b>	<b>138,374</b>	<b>-</b>	<b>42,165</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>2,859</b>	<b>138,374</b>	<b>-</b>	<b>42,165</b>

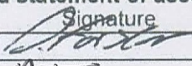



# Statement of assets and liabilities at the end of the year

	31st March 2022			31st March 2021	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
Bank current account	- 1,674	52,793	-	51,119	8,420
Bank deposit account & Kayak	30,011	967	-	30,978	28,975
Scouts Camp Fund		3,007	-	3,007	2,422
SASU Funds		1,644	-	1,644	728
Access 4 All Funds		116,051	-	116,051	22,695
<b>Total cash funds</b>	<b>28,337</b>	<b>174,462</b>	<b>-</b>	<b>202,799</b>	<b>63,240</b>
<b>Other monetary assets</b>					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group - Jamboree 2022 advance Payments		-	-		2,210
Insurance claim	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,210</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>-</b>
<b>Non monetary assets for charity's own use</b>					
Badge stock	-	-	-	-	-
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings - valued at insured cost	-	-	-	-	-
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	-	-	-	-	-
Other	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</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>	<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 16 January 2023:

Signature	Print Name
	DAVID FORSTER
	Angela Gunn
	Chair
	Treasurer



## **Independent examiner's report to the trustees of 1<sup>st</sup> Bournmoor Scout Group**

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Bournmoor Scout Group for the year ended 31 March 2022.

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

As the charity trustees of the 1<sup>st</sup> 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 1<sup>st</sup> 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.

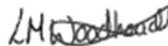
### **Independent examiner's statement**

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 1<sup>st</sup> 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:



Name: Louise Woodhead 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: 22 Crichton Ave, Chester le Street, Co Durham, DH3 3ND

Date: 31<sup>st</sup> January 2023