

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	0	3	2	1
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Section A Reference and administration details

Charity name

BLACKLANDS SCOUT GROUP

Other names the charity is known by

N/A

Registered charity number (if any)

1	0	6	8	1	9	9
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HQ registration number

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Charity's principal address

101 BLACKLANDS WAY							
WEST MALLING							
KENT							
Postcode	M	E	1	9	6	D	S

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	MRS ELAINE GREENWOOD		
2	MR GARETH BROWN		
3	MR ADAM RAY		
4	MR STEPHEN RUTT		
5	MRS DAWN MOSS		
6	MR SCOTT KER		
7	MRS TINA HAYWARD		
8	MR WAYNE NEAVES		
9	MR ANTONY SHAW		
10	MR CLIFFORD MOSS		
11	MR GRAHAM PAPI		
12	MR DAVID COOPER		
13	MR SIMON SHIRE		
14	MRS EMMA DONLON		
15			
16			
17			

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

1 LT700001 (3rd December 2018)

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.

How the charity is constituted

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

Trustee selection methods

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)

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.

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.

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. 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.

Risk and Internal Control

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, 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

We follow a progressive training scheme incorporating both indoor and outdoor activities, skills for life and developing leadership skills

Additional details of the objectives and activities (optional information but encouraged as best practice)

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

Obtaining grants to improve the scout building and purchase of equipment to ensure the group can continue to grow and play a role in the development of young people in the community

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 6 months running costs, circa £5000.

The Group held reserves of approximately £7000 against this at year end. This is above the level required for operating expenses.

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

N/A

Further financial review details (optional information)

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;

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)

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Antony Shaw	Graham John Papi
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Position (eg Secretary, Chair)

Chair	Treasurer
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Date

30/11/2021

**BLACKLANDS SCOUT GROUP
BALANCE SHEET
AS AT 31 MARCH 2021**

	2021
FIXED ASSETS	
Equipment	14,170
CURRENT ASSETS	
Bank accounts	26,684
Cash in hand	198
Debtors & prepayments	<u>290</u>
	<u>27,172</u>
TOTAL ASSETS	<u>41,342</u>
CURRENT LIABILITIES	
Creditors and accruals	<u>300</u>
NET ASSETS	<u>41,042</u>
CAPITAL ACCOUNT	<u>41,042</u>

**BLACKLANDS SCOUT GROUP
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

	2021	2020
INCOME		
Membership subscriptions:		
Beavers	440	1,726
Cubs	670	2,883
Scouts	690	2,420
	1,800	7,029
Grants:		
Equipment	3,000	2,000
Other grants	20,193	0
	23,193	2,000
Donations	250	800
Fund raising	244	2,156
Other:		
Activities	0	951
Camps	0	6,572
Camping fees	0	38
Uniforms	16	89
	16	7,650
TOTAL INCOME	25,503	19,635
PAYMENTS		
Capitation	3,009	3,984
Building:		
Ground Maintenance	292	1,210
Building Maintenance	530	0
Light & Heat	193	239
Insurance	2,010	1,306
	3,025	2,755
Fundraising		493
Other:		
Replacement equipment	1,071	589
Uniforms	0	746
OSM subscriptions	0	157
Activities & session expenses	87	1,664

Camps	0	6,285
Miscellaneous	<u>112</u>	<u>236</u>
	<u>1,270</u>	<u>9,677</u>
TOTAL EXPENSES	<u>7,304</u>	<u>16,909</u>
NET INCOME	<u>18,199</u>	<u>2,726</u>

Scrutineer's report to the trustees

Scrutineer's Report to the Trustees of the Blacklands Scout Group Scout Council

I report on the accounts of the Group/District for the year ended 31 March 2021.

Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages 1 to 2

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: JANE HUTTON Jane Hutton
Address: 11 HIGH TREES
DARTFORD
KENT
DA9 6PL
Date: 18/8/2021