

# 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 North Walsham Scout Group																																
Other names the charity is known by																																	
Registered charity number (if any)	3 0 4 1 4 5																																
HQ registration number	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																																
Charity's principal address	<table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="8">1st North Walsham Scout Group</td></tr> <tr><td colspan="8">Midland Road</td></tr> <tr><td colspan="8">North Walsham</td></tr> <tr><td style="text-align: right;">Postcode</td><td style="width: 20px;">N</td><td style="width: 20px;">R</td><td style="width: 20px;">2</td><td style="width: 20px;">8</td><td style="width: 20px;">9</td><td style="width: 20px;">J</td><td style="width: 20px;">R</td></tr> </table>	1st North Walsham Scout Group								Midland Road								North Walsham								Postcode	N	R	2	8	9	J	R
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Postcode	N	R	2	8	9	J	R																										

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	Martin Pearman	Chairman	
2	Aron Bailey	GSL	
3	Alison Burgess	Treasurer	
4	Susan Austin	Secretary	
5	Josh Weekes		
6	Sally Weekes		
7	Rosie Burrell		
8	Tony Ward		
9	Robert Wilson		
10	Gail Spencer	AGSL	
11	Mike Pepperall		
12	Ian Hoy		
13			
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


<b>Section B</b>	<b>Structure, governance and management</b>
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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:

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 3 months.

a) the induction and training of trustees;

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)

### 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.

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
<p>Summary of the objects of the charity set out in its governing document</p>	<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>
<p>Summary of the main activities in relation to these objects</p>	

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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.

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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.

<b>Section D</b>	<b>Achievements and performance</b>
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Summary of the main achievements of the charity during the year

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<b>Section E</b>	<b>Financial Review</b>
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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 running costs, circa £10.000

Quantify and explain any designations

The Group held reserves of approximately £12,000 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)

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 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)

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Position (eg Secretary, Chair)

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Date

D	D	M	M	Y	Y
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# 1st North Walsham Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	1/4/2020	To	31/3/2021

## Receipts and payments

	Current Year			Previous yr	
	Unrestricted funds £	Restricted funds £	Designated funds £	Total funds £	Total funds £
<b>Receipts (change rows as needed)</b>					
<b>Donations, legacies and similar income</b>	£350.00			£350.00	£4,524.00
Membership subscriptions	£1,690.00		£5,860.00	£7,550.00	£14,867.01
Subtotal	£2,040.00	£0.00	£5,860.00	£7,900.00	£19,391.01
Fundraising	£264.38			£264.38	£705.53
Covid grants			£20,708.00	£20,708.00	£0.00
Misc	£89.98			£89.98	£0.00
NEN capitation refund	£68.50			£68.50	£111.25
Use of HQ/equipment				£0.00	£1,081.00
<b>Sub total</b>	<b>£422.86</b>	<b>£0.00</b>	<b>£20,708.00</b>	<b>£29,030.86</b>	<b>£21,288.79</b>
<b>Activities</b>					£0.00
Uniform & Badges					£104.75
Section events					£1,480.00
Sundries					£91.71
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,676.46</b>
<b>Fundraising (gross)</b>					
General	£0.00	£0.00	£0.00	£0.00	£0.00
Summer Fair	£0.00	£0.00	£0.00	£0.00	£0.00
community work	£0.00	£0.00	£0.00	£0.00	£0.00
Other fundraising activities	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Investment income</b>					
Bank interest	£0.00	£0.00	£0.00	£0.00	£0.00
COIF Interest	£14.74	£0.00	£0.00	£14.74	£0.00
The Scout Association Short Term Investment Service	£0.00	£0.00	£0.00	£0.00	£0.00
Property Rent income	£0.00	£0.00	£0.00	£0.00	£0.00
Other investment income	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£14.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£14.74</b>	<b>£0.00</b>
<b>Total Gross Income</b>	<b>£2,477.60</b>	<b>£0.00</b>	<b>£26,568.00</b>	<b>£29,030.86</b>	<b>£22,965.25</b>
<b>Asset and investment sales, etc.</b>	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total receipts</b>	<b>£2,477.60</b>	<b>£0.00</b>	<b>£26,568.00</b>	<b>£29,030.86</b>	<b>£22,965.25</b>

# 1st North Walsham Scout Group Receipts and Payments Account

Year start date

Year end date

For the year  
from

1/4/2020

To

31/3/2021

## Receipts and payments

	Current Year			Total funds £	Previous yr Total funds £
	Unrestricted funds £	Restricted funds £	Designated funds £		
<b>Payments (change row titles as needed)</b>					
<b>Charitable Payments</b>				£0.00	
Section payments				£0.00	£3,252.00
Adult support and training			£45.00	£45.00	£80.00
Adult Uniform costs				£0.00	£0.00
Water and Sewerage			£564.00	£564.00	£755.74
Council Tax				£0.00	£367.92
Electricity and Gas			£773.25	£773.25	£866.20
Waste collection			£184.92	£184.92	£293.09
Heating Oil			£373.12	£373.12	£0.00
Badges and adult neckers			£106.55	£106.55	£1,645.47
OSM and Website fees			£319.91	£319.91	£299.20
Cleaner and materials			£1,050.00	£1,050.00	£1,540.48
Exec/meeting expenses			£10.00	£10.00	£1,032.23
Insurance			£1,379.80	£1,379.80	£1,345.60
Building and grounds maintenance			£3,141.34	£3,141.34	£8,347.36
Capitation payment			£5,472.00	£5,472.00	£6,199.25
Stores and Stationery			£909.12	£909.12	£350.62
Remembrance day badges and wreaths				£0.00	£541.00
Misc			£8.50	£8.50	£0.00
Phone and internet			£217.44	£217.44	£0.00
Refund of subs			£3,185.00	£3,185.00	£79.00
Fundraiser fees				£0.00	£156.76
GSL expenses				£0.00	£724.25
Section events				£0.00	£1,487.17
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£17,739.95</b>	<b>£17,739.95</b>	<b>£29,363.34</b>
<b>Fundraising expenses</b>					
General	£0.00	£0.00	£0.00	£0.00	£0.00
Waste Glass collection charge	£0.00	£0.00	£0.00	£0.00	£0.00
Detail 3	£0.00	£0.00	£0.00	£0.00	£0.00
Other fundraising costs	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Gross Expenditure</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£17,739.95</b>	<b>£17,739.95</b>	<b>£29,363.34</b>
<b>Asset and investment purchases, etc.</b>			£0.00	£0.00	
<b>Total payments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£17,739.95</b>	<b>£17,739.95</b>	<b>£29,363.34</b>
<b>Net of receipts/(payments)</b>	<b>£2,477.60</b>	<b>£0.00</b>	<b>£8,828.05</b>	<b>£11,305.65</b>	<b>-£6,398.09</b>
<b>Transfers between funds</b>	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Cash funds last year end</b>	<b>£246.30</b>		<b>£15,518.69</b>	<b>£15,764.99</b>	<b>£22,163.08</b>
<b>Cash funds this year end</b>	<b>£2,723.90</b>	<b>£0.00</b>	<b>£24,346.74</b>	<b>£27,070.64</b>	<b>£15,764.99</b>

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

	Current Year			Total funds £	Previous yr Total funds £
	Unrestricted funds £	Restricted funds £	Designated funds £		
<b>Cash funds</b>					
Bank current account	£1,919.31		£25,136.59	£27,055.90	£15,764.99
Bank deposit account					
COIF Charities Deposit Account			£12,724.38	£12,724.38	£12,709.64
The Scout Association Short Term Investment Service					£0.00
Cash/Floats	£20.00			£20.00	£0.00
<b>Total cash funds</b>	<b>£1,939.31</b>	<b>£0.00</b>	<b>£37,860.97</b>	<b>£39,800.28</b>	<b>£28,474.63</b>
<b>Other monetary assets</b>					
Tax claim	£0.00	£0.00	£0.00	£0.00	£0.00
Debts due from the County/Area/District/Group	£0.00	£0.00	£0.00	£0.00	£0.00
Insurance claim	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Investment assets</b>					
Investment property - detail	£0.00	£0.00	£0.00	£0.00	£0.00
Quoted investments	£0.00	£0.00	£0.00	£0.00	£0.00
Other investments - detail	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Non monetary assets for charity's own use</b>					
Badge stock					
Shop stock					£0.00
Other stock					£0.00
Building	£236,181.00	£0.00	£0.00	£236,181.00	£236,181.00
Land	£50,000.00	£0.00	£0.00	£50,000.00	£50,000.00
Scouting equipment, furniture etc	£24,514.00	£0.00	£0.00	£24,514.00	£24,514.00
Other					£0.00
<b>Sub total</b>	<b>£310,695.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£310,695.00</b>	<b>£310,695.00</b>
<b>Liabilities</b>					
Accounts not yet paid	£0.00	£0.00	£0.00	£0.00	£0.00
Expenses incurred but not invoiced	£0.00	£0.00	£0.00	£0.00	£0.00
Subscriptions not yet paid		£0.00	£0.00	£0.00	£1,260.00
Loan - detail	£0.00	£0.00	£0.00	£0.00	£0.00
Other liabilities	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,260.00</b>

### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on ..... and signed on their behalf by

Signature	Print Name
	Chair
	Treasurer

## **Scrutineers Report to the Trustees of the**

1<sup>st</sup> North Walsham Scot Group

I report on the accounts of the Group for the year ended 31<sup>st</sup> March 2021

### **Respective responsibilities of the Trustees and Scrutineer**

As the Groups' trustees you are responsible for the preparation of the accounts; you consider the 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 report to you.

### **Basic of Scrutineers Statement**

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages 1 to 3

### **Scrutineer's Statement**

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



Nicola Barker

35 Norwich Road

North Walsham

NR28 0DS

15<sup>th</sup> March 2020