

# Trustees' Annual Report

For the period

From (start date)

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## Section A

## Reference and administration details

Charity name

1st Wroughton Scout Group

Other names the charity is known by

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Registered charity number (if any)

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HQ registration number

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Charity's principal address

HQ Weirside Ave

Wroughton

Swindon

Postcode

S N 4 9 A L

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Hilary Bather	None	Whole Year
2	Ross McLee	None	Whole Year
3	Matt Bather	None	01/04/21 to 11/01/22
4	Jamie McRobie	None	Whole Year
5	Ben Jankinson	None	Whole Year
6	Rod Tatem	None	Whole Year
7	Robert Graves	None	Whole Year
8	Billy Smith	None	Whole Year
9			
10			
11			
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

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 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:

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 and parent's representation and meets every 3 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:

GDPR - New legislation on data protection. The group uses Online Scout Manager as a mechanism to ensure data security and parent permissions. All paper copies of child and parent details are no longer held. Any electronic versions are kept to a minimum.

Condition of the building, property and equipment. Yearly reviews of the property are carried out to ensure safe for all that use the Hall, this involves both internal safety checks and also where necessary experts to assess - such as asbestos roof. All recommendations are discussed and remedied at the groups committee meetings. 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. Separate insurance is also held at a group level.

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. This is monitored and managed within each section and any risks addressed through committee meetings.

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

**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

Camping, Hiking, Archery, Rifle shooting, Orienteering, Cycle Speedway, Helping in the community, Competitions (such as scrapheap challenge, cookery), Annual , PGL, cycling, outdoor fire safety, rockets.

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 grant making;
- 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

Continuing recovery from pandemic impacts, while managing to further grow our member base. Providing interesting and engaging activities for members, whilst fully abiding by ever-changing restrictions. Sessions back to 100% face-to-face, across multiple venues, as well as outdoor sessions. Community involvement back to pre-pandemic levels, providing valuable exposure to the village and surrounding areas, as well as contributing to a solid and stable financial position.

**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 4 months running costs, circa £7k

The group at present has several bank accounts and are looking to consolidate and remove excess funds from activity account allowing for more clarity on non reserve pot. The group is currently saving towards a new building which explains the current account balances.

Quantify and explain any designations

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);

**Investment Policy**

The Group although has sufficient funds to invest in in longer term investments due to plans to build new premises the group has agreed to adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

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

• investment policy and objectives

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 accounts have ceased with the group and will be reassessed once the premise decision has been made. Banking options have been discussed this year, however no decision has been made yet on an alternative provider, given several banks have suspended taking on new community/charity customers due to Covid restrictions/absences.

**Section F**

**Other Optional Information**

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

Plans for a new premises within the Parish have been put on hold, due to difficult financial and economic conditions affecting the local Parish Council. The group remains in contact with the Parish Council with regards to the group's ongoing need for space, due to a burgeoning membership.

With the Group's current banking provider beginning to charge for our accounts, we have begun to look for alternative providers.

**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)

Ben Jankinson      Hilary Bather

Position (eg Secretary, Chair)

Treasurer      Group Scout Leader

Date

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# 1st Wroughton Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	2021	To	2022

## 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	21,938	-	-	21,938	13,089
Less: Membership subscriptions paid on <small>(National/County/Area/District) enter figures with a minus sign</small>	- 4,374	-	-	- 4,374	- 3,901
Net membership subscriptions retained	17,564	-	-	17,564	9,188
Donations	57	-	-	57	250
Legacies	-	-	-	-	-
Gift Aid	-	-	-	-	-
Additional activities Income	2,927	-	-	2,927	994
<b>Sub total</b>	<b>20,548</b>	<b>-</b>	<b>-</b>	<b>20,548</b>	<b>10,432</b>
<b>Grants</b>					
Maintenance grant	-	-	-	-	-
Other grants	13,951	-	-	13,951	13,200
<b>Sub total</b>	<b>13,951</b>	<b>-</b>	<b>-</b>	<b>13,951</b>	<b>13,200</b>
<b>Fundraising (gross)</b>					
Wroughton Carnival	522	-	-	522	-
Scout post Fire work display	1,705	-	-	1,705	-
Detail 3	-	-	-	-	-
Other fundraising activities	320	-	-	320	-
<b>Sub total</b>	<b>2,546</b>	<b>-</b>	<b>-</b>	<b>2,546</b>	<b>-</b>
<b>Investment income</b>					
Bank interest	12	-	-	12	72
Building Society interest	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Property Rent income	1,481	-	-	1,481	84
Other investment income	-	-	-	-	-
<b>Sub total</b>	<b>1,493</b>	<b>-</b>	<b>-</b>	<b>1,493</b>	<b>156</b>
<b>Total Gross Income</b>	<b>38,538</b>	<b>-</b>	<b>-</b>	<b>38,538</b>	<b>23,788</b>
Asset and investment sales, etc.	-	-	-	-	-
<b>Total receipts</b>	<b>38,538</b>	<b>-</b>	<b>-</b>	<b>38,538</b>	<b>23,788</b>

# 1st Wroughton Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	2021	To	2022

## Receipts and payments



	2021/22			2020/21	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Payments</b>					
<b>Charitable Payments</b>					
Youth programme and activities	6,498	-	-	6,498	2,534
Adult support and training	1,345	-	-	1,345	-
Rent	492	-	-	492	369
Water and Sewerage	-	-	-	-	29
Electricity and Gas	995	-	-	995	1,722
Insurance	819	-	-	819	861
Repairs and Renewals	883	-	-	883	483
Materials and equipment	-	-	-	-	-
Printing and photocopying	-	-	-	-	-
Contribution to camp costs	-	-	-	-	-
Uniforms	486	-	-	486	198
AGM and trustee expenses	-	-	-	-	-
Internet	441	-	-	441	400
Rifle shooting	-	-	-	-	-
Group	5,514	-	-	5,514	679
<b>Sub total</b>	<b>17,471</b>	<b>-</b>	<b>-</b>	<b>17,471</b>	<b>7,276</b>
<b>Fundraising expenses</b>					
Carnival	738	-	-	738	-
Scout post	736	-	-	736	-
Detail 3	-	-	-	-	-
Other fundraising costs	80	-	-	80	-
<b>Sub total</b>	<b>1,554</b>	<b>-</b>	<b>-</b>	<b>1,554</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>19,025</b>	<b>-</b>	<b>-</b>	<b>19,025</b>	<b>7,276</b>
<b>Asset and investment purchases, etc.</b>	-	-	-	-	1,075
<b>Total payments</b>	<b>19,025</b>	<b>-</b>	<b>-</b>	<b>19,025</b>	<b>8,351</b>
<b>Net of receipts/(payments)</b>	<b>19,513</b>	<b>-</b>	<b>-</b>	<b>19,513</b>	<b>15,437</b>
Transfers between funds	-	-	-	-	-
Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	<b>19,513</b>	<b>-</b>	<b>-</b>	<b>19,513</b>	<b>15,437</b>

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

	2021/22			31st March 2021	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
Bank current account	42,106		-	42,106	18,231
Bank deposit account		120,616	-	120,616	120,605
Building society account	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Cash/Floats	96	-	-	96	96
<b>Total cash funds</b>	<b>42,202</b>	<b>120,616</b>	<b>-</b>	<b>162,818</b>	<b>138,932</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>-</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	1,500	-	-	1,500	1,500
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings	-	-	-	-	-
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	6,321	-	-	6,321	7,396
Other	-	-	-	-	-
<b>Sub total</b>	<b>7,821</b>	<b>-</b>	<b>-</b>	<b>7,821</b>	<b>8,896</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 23rd March 2022 and signed on their behalf by

Signature	Print Name
	Ben Jankinson
	Hilary Bather

## Scrutineer's Report to the Trustees of 1<sup>st</sup> Wroughton Scout Group

I report on the accounts of for the year ended 31<sup>st</sup> March 2022

### Respective responsibilities of Trustees and Scrutineer

As the charity's trustees you are responsible for the operation of the charity, keeping records and preparation of the accounts; you consider that regulation permits a scrutiny to be undertaken without the requirement of an audit. It is my responsibility, without carrying out an audit, to scrutinise the accounts and to report to you.

### Basis of Scrutineer's Statement

In accordance with the directions given in the charity's constitution, I have scrutinised the records held by the treasurer and the statement of accounts set out on pages 1 to 3

### Scrutineer's Statement

In my opinion the accounts are in accordance with the records provided and comply with the constitution.

Name CHARLOTTE SUNDERLAND

Address 23 ASHWELL CLOSE, SOWDON, SN3 1DY

Signature 

Date 22 March 2023