

# Trustees' Annual Report

For the period

From (start date)       to end date

## Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address   
  
  
 Postcode

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	David Harry Room	Chair	
2	Ian Yeomans	Treasurer	
3	Amanda Jane Cardall	Secretary	
4	Simon Cardall	Group Scout Leader	
5	Paul Anthony Brettell	AGSL	
6	Amelia Victoria Connolly		
7	Jeffrey Cross		
8	Elaine Patricia Chaplain		
9	Lindsey Jane Harverson		
10	Keith Charles Stock		
11	Richard Hands		
12	Robert Cattell		
13	Derek Barnett		
14	Anthony Barnett		
15	Mark Bostock		
16	Rachel Austin		
17	Samantha Dawn Lucas		Until 11/05/2020
18	Kate Taylor (nee Vale)		
19	David James Willetts		
20	Gary Lee Millward		
21	Adrian Miles		
22	Samantha Miles		

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

Type of advisor	Name	Address
None		

**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 Scout Groups.

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 Leader, Assistant Group Scout Leader, two section leaders and parent's representatives. It meets every month, except August.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee. They also complete safety and safeguarding training.

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, and claims for negligence etc. The Group through the membership fees contributes to the Scout Association's national 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>	<p>The Group has ten, age specific sections, which meet at separate times in the week. (2 Beaver Colonies, 3 Cub Packs, 3 Scout Troops and 2 Explorer Units).</p> <p>Each section runs a balanced programme consisting of weekly meetings, with team building games and training, outside activities and visits. The sections also run camps and weekends away. These programmes are complemented by activities and camps run at Group, District, County and national level.</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	<p>In general the Group does not make grants. The Group will occasionally support individual members with grants for specific expeditions. Each application is considered individually by the Group Executive Committee.</p> <p>The Group is run by volunteers. There are no paid staff.</p>
<p>Public benefit statement</p>	<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

On the 17th March 2020, Covid 19 forced the suspension of face to face scouting. This continued throughout the whole report year apart from a brief period in the summer.

The leaders have provided an on-line programme of activities, supported by activities run by National HQ, County and District. This programme has received wide support from the young people and their parents

Despite this, in the annual census, held in January 2021, the group recorded a fall in the number of youth members of 24%. This is consistent with the national picture. We expect numbers to rebound when face to face scouting fully resumes.

**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 also hold reserves to cover specific future expenditure and to allow for unexpected repairs to the building.

The Group held unrestricted reserves of approximately £47,000 against this at year end. The trustees are of the opinion that this is sufficient.

Quantify and explain any designations

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

There are no funds materially in deficit.

Further financial review details (optional information)

The Group usually raises funds through quarterly subscriptions and a programme of fundraising events. The Group claims Gift Aid on subscriptions where possible. The Group will apply for charitable grants to support specific projects.

During lockdown, the Group reduced the level of subscriptions and was unable to run many of the fundraising events. Income was supplemented by a series of Covid grants received from the local authority.

The Group's funds are used to maintain the Group headquarters and to maintain and periodically replace the minibuses and equipment. The funds also cover the national membership fee. They are normally used to support camps and activities undertaken by the members.

The funds were used to cover essential costs and to maintain the Group Headquarters. We were also able to progress with planned improvements to the HQ in readiness for the return to face to face scouting.

The Group does not have sufficient funds to invest in longer term investments. The Group adopts a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

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

**Section F Other Optional Information**

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

Once conditions allow, we plan to open a third Beaver Colony to meet demand for places.

**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)	Simon Cardall	David Room
Position (eg Secretary, Chair)	Group Scout Leader	Chair
Date	1	3
	0	9
	2	1

Charity Name 237 Castle Bromwich Scout Group	No (if any) 504710
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## Receipts and payments accounts

For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>Receipts</b>				
Membership Subscriptions	15120.70	-	15,121	26150
less Capitations paid on	7565.00	-	7,565	8473
<b>Net Subscriptions</b>	<b>7555.70</b>	-	<b>7,556</b>	17677
Gift Aid	3991.00	-	3,991	6377
Donations	10068.00	-	10,068	4389
Other Income		-	-	2679
Funds Match	83.01	-	83	951
Fund Raising/Covid Grant	22549.15	-	22,549	18771
Camp Bank		-	-	0
Jamboree		0.00	-	0
Explorers Camp		0.00	-	0
Solar	1716.23		1,716	1714
Building	10250.00		10,250	25500
<b>Sub total</b>	<b>56213.09</b>	<b>-</b>	<b>56,213</b>	<b>78057</b>
<b>Bank Interest</b>	0.00	-	-	2
<b>Total receipts</b>	<b>56,213.09</b>	<b>-</b>	<b>56,213</b>	<b>78059</b>
<b>Payments</b>				
Youth Programme and Activities	665.23	-	665	1947
Training	0.00	-	-	21
Utilities	1950.13	-	1,950	3360
Van Costs	285.56	-	286	1905
Insurances	2646.55	-	2,647	4467
Repairs & Maintenance	17012.59	-	17,013	12251
Uniforms & Badges	273.78	-	274	2000
equipment	1093.77	-	1,094	3341
Misc	222.13	-	222	956
Overseas Trip		-	-	14958
Building	13772.66		13,773	23079
<b>Total payments</b>	<b>37922.40</b>	<b>-</b>	<b>37,922</b>	<b>68285</b>
<b>Net of receipts/(payments)</b>	<b>18290.69</b>	<b>-</b>	<b>18,291</b>	<b>9774</b>
Transfers between funds			-	
Cash funds last year end	29138	7,267	36,405	
<b>Cash funds this year end</b>	<b>47429.12</b>	<b>7,267</b>	<b>54,696</b>	

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds to nearest £	Total Funds to nearest £
<b>Cash funds</b>	Bank Current Account	42,427.74	7,267	49,694
	Bank Deposit Account	3242.54	-	3,243
	Building Society	0.00		-
	Cash	1,758.84	-	1,759
	<b>Total cash funds</b> <small>(agree balances with receipts and payments account(s))</small>	<b>47429.12</b>	<b>7,267</b>	<b>54,696</b>
		OK	OK	

	Details	Current value	Current value	
<b>Other monetary assets</b>			-	-
			-	-

	Details			
<b>Investment assets</b>			-	-
			-	-

	Details	Current value	Current value	Total
<b>Assets retained for the charity's own use</b>	Land & Buildings	152,480	-	152,480
	Motor Vehicles	20,000	-	20,000
	Trailer/Solar Panels	10,500	-	10,500
	Scouting Equipment	35,000	-	35,000
	Furniture & Fittings	7,000	-	7,000
	<b>Total</b>		<b>224,980</b>	-

<b>Total Assets</b>		<b>272,409</b>	<b>7,267</b>	<b>279,676</b>
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	Details		Amount due	When due
<b>Liabilities</b>	None		-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature


Print Name

Ian Yeomans
David Room

Date of approval

13/09/2021
13/09/2021

**Independent Examiner's Report to the Trustees of**  
**237<sup>th</sup> Birmingham (1<sup>st</sup> Castle Bromwich) Scout Group**

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

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is required.

It is my responsibility to:

- Examine the accounts under Section 43 of the 1993 Act
- To follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements
  - To keep accounting records in accordance with Section 41 of the 1993 Act; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act.

have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M Lawrence & Co.

30<sup>th</sup> September 2021