

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

Romsley St Kenelm's Scout Group

Registered charity number (if any)

5 0 8 0 0 6

HQ registration number

3 7 8 2 3

Charity's principal address

Romsley Scout Centre
St. Kenelm's Road
Romsley
Halesowen
B62 0PN

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Alex Perry	Group Chairman	
2	Sharon Venton-Cooke	Group Treasurer	
3	Rod Cartwright		
4	Sue Hemmings		
5	Marcia Cooper		
6	Andy Shepherd		
7	Alastair Grant		
8	Emma Pickford-Perry		
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Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document

Romsley St. Kenelm's Scout Group's governing documents are its Constitution and relevant documents 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 Group's Constitution.

Additional governance issues

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

Members of the Executive Committee are provided with Induction material and 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 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;

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 other organisations such as the Church Hall 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 Association's national accident insurance policy.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions, fundraising and Scout Centre hire. The Group holds reserves 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
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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.

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
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Summary of the main achievements of the charity during the year

The Scout Group started the year meeting online with weekly Zoom meetings due the pandemic lockdown and face-to-face meetings resumed in June 2021. The lockdown has a major impact on income to maintain the Scout Centre and the government grants we use for keeping the Centre going and restarting our activities. We also received a generous donation from the Co-op Community Fund towards our Minibus Fund. Activities are now getting back to normal and we have seen a major increase to our membership.

Section E**Financial Review****Reserves Policy**

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the Group should income fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 18 months running costs. In addition any surplus rental income to be set aside to fund future maintenance and development of the Scout Centre.

Investment Policy

The Group's Income and Expenditure is 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 Investment Service.

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.

Section F**Other Optional Information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

Andy Shepherd

Full name(s)

Andrew Tom Gauden Shepherd

Position (eg Secretary, Chair)

Group Administrator

Date

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ROMSLEY ST. KENELM'S SCOUT GROUP (Charity No. 508006)

RECEIPTS AND PAYMENTS ACCOUNT

For year 1st March 2022 to 28th February 2023

RECEIPTS	General Funds	Restricted Funds	Total
MEMBERSHIP & ACTIVITY FEES	£11,739.88		£11,739.88
<i>sub-total</i>	£11,739.88		£11,739.88
FUND RAISING			
Bromsgrove District Council (Govt. Covid Grants)	£6,500.00		£6,500.00
<i>sub-total</i>	£6,500.00	£0.00	£6,500.00
SCOUT CENTRE			
Income	£7,814.00		£7,814.00
<i>sub-total</i>	£7,814.00		£7,814.00
OTHER INCOME			
Donations (Minibus Appeal)		£927.23	£927.23
Gift Aid	£0.00		£0.00
Minibus	£0.00		£0.00
<i>sub-total</i>	£0.00	£927.23	£927.23
INTEREST	£0.00		£0.00
<i>sub-total</i>	£0.00		£0.00
TOTAL RECEIPTS	£26,053.88	£927.23	£26,981.11

PAYMENTS

	General Funds	Restricted Funds	Total
SCOUT CENTRE			
Electricity & Water	£5,439.98		£5,439.98
Telephone & Broadband	£665.84		£665.84
Cleaning & Maintenance	£3,319.10		£3,319.10
Insurance	£1,821.75		£1,821.75
sub-total	£11,246.67		£11,246.67
MINIBUS			
Insurance	£925.91		£925.91
Road Tax	£295.00		£295.00
Fuel	£0.00		£0.00
MOT & Servicing	£285.63		£285.63
sub-total	£1,506.54		£1,506.54
EQUIPMENT			
Camping Equipment	£500.86		£500.86
Canoe Insurance	£142.00		£142.00
sub-total	£642.86		£642.86
ACTIVITIES			
Capitation Fees	£2,957.50		£2,957.50
Activities & Meetings	£13,454.57		£13,454.57
sub-total	£16,412.07		£16,412.07
OTHER EXPENDITURE			
Badages & Presentations	£927.75		£927.75
Parish Magazine Advert	£0.00		£0.00
Scout Centre Accoustic	£7,274.40		£7,274.40
	£0.00		£0.00
sub-total	£8,202.15		£8,202.15
TOTAL PAYMENTS	£38,010.29	£0.00	£38,010.29

RECEIPTS AND PAYMENTS ACCOUNT SUMMARY
FOR THE YEAR ENDED 28th February 2023

	General Funds	Restricted Funds	Total
Total receipts for the year	£26,053.88	£927.23	£26,981.11
Total payments for the year	£38,010.29	£0.00	£38,010.29
Net receipts for the year	-£11,956.41	£927.23	-£ 11,029.18
Funds brought forward	£49,942.65	£5,156.32	£55,098.97
Funds carried forward	£37,986.24	£6,083.55	£ 44,069.79

STATEMENT OF ASSETS & LIABILITIES
FOR THE YEAR ENDED 28th February 2023

	General Funds	Restricted Funds*	Total
Lloyds Current a/c	£ 27,120.67	£6,083.55	£33,204.22
Scout Charity Fund	£ 10,865.57		£10,865.57
Cash/Cheques in Hand	£ -		£0.00
TOTAL	£37,986.24	£6,083.55	£44,069.79

***RESTRICTED FUNDS**

Minibus Fund	£6,083.55
Len Shaw Memorial	£465.00

Template for the scrutineer's report to the trustees

Scrutineer's Report to the Trustees of the Romsley St Kenelm's Scout Group

I report on the accounts of the Group/District for the year ended 28th February 2023

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 3

Scrutineer's Statement

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

Name: Rex Butler

Address: 29 Haden Hill Road, Halesowen. B63 3NE

Date: 27th April 2023