

**82<sup>nd</sup> Bristol (St. Bernadette) Scout Group**

**Board of Trustees' Annual Report**

**For the Period 6<sup>th</sup> April 2022 to the 5<sup>th</sup> April 2023.**

<b>Trustee</b>	<b>Position</b>	<b>Trustee</b>	<b>Position</b>
<b>Jemma Brown</b>	Scout Group Leader	<b>Kevin Morley</b>	Nominated Member
<b>Stephen Williams</b>	Chairman	<b>Claire Blake</b>	Elected Member
<b>Kate Maynard</b>	Secretary	<b>Paul Hambly</b>	Elected Member
<b>Philip Hennessey</b>	Treasurer	<b>John Lawson</b>	Elected Member
<b>Millie Talbot</b>	Scout Leader	<b>Lianne Sheldon</b>	Elected Member
<b>Angela Williams</b>	Cub Scout Leader	<b>Natalie Norley</b>	Elected Member
<b>Debra Chappell</b>	Beaver Scout Leader	<b>Ryan Probert</b>	Elected Member

**Governing Bodies.**

Scout Association Registration number:

**The Scout Association**

**39782**

Charity Commission Registration number

**The Charity Commission of England and Wales**

**287697**

**Bank (All accounts).**

**Lloyds Bank.**

**Westbury-on-Trym Branch.**

**PO Box 1000**

**BX1 1LT**

Account Scrutineer

**Mr Geoff Starling**

82<sup>nd</sup> Bristol Scout Group

Principal Address

(Treasurer)

**31 Davids Road**

**Whitchurch**

**Bristol.**

**BS14 9JH**

82<sup>nd</sup> Bristol Scout Group web site:

**[www.82ndscouts.org.uk](http://www.82ndscouts.org.uk)**

82nd Bristol Scout Group email address:

**[82ndbristolscouts@gmail.com](mailto:82ndbristolscouts@gmail.com)**

## Structure, Governance and Management.

The Scout 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.

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

In the absence of an existing Scout Group Constitution, the 82<sup>nd</sup> Bristol (St. Bernadette) Scout Group has formally adopted that of the Scout Association detailed in Chapter 5 of The Scout Association Policy, Rules and Regulations (P.O.R). Details for which can be found in the following link:

<https://www.scouts.org.uk/por/5-local-governance-and-finance-of-groups-districts-counties/>

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. At the heart of our role is a focus on strategy, performance, and assurance.

As charity trustees we 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 Board of Trustees (BoT) consists of ex officio members, elected members, nominated members and co-opted members. Full details of the structure, eligibility, and size of the board of trustees can again be found on the link above. The BoT meet approximately every 3 months. All members of the BoT must complete several on-line "Trustee Introduction Training" e-modules as soon as practically possible after becoming a Trustee.

This BoT exists to support the Group Volunteer Lead (currently known as the GSL), in meeting the responsibilities of the appointments and is responsible for:

- ❖ complying with the charity's governing document and the law
- ❖ managing the charity's resources responsibly
- ❖ The charity is operating compliant with POR, including effective management of the Key Policies listed in chapter 2 - The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-bullying Policy.
- ❖ Young people are meaningfully involved in decision making at all levels.
- ❖ The Scout Group has a positive image in the local community.
- ❖ Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained.
- ❖ Promote and support the development of Scouting in the local area.
- ❖ Ensure the appointment and management and operation of any sub-committees.
- ❖ Appoint any Administrators, Advisers, and co-opted members to the BoT.
- ❖ Ensure transparency of operation

### Risk Management and Internal Control

The Scout BoT has identified the major risks to which they believe the Scout 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 Scout Group would request the use of buildings, property and equipment from neighbouring organisations such as a church, community centre and other Scout Groups. We would offer similar reciprocal arrangements with these organisations. The Scout Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

- ❖ **Injury to leaders, helpers, supporters, and members.** The Scout Group through the subscription fees contributes to the Scout Associations national accident insurance policy. Occasional helpers are covered under a separate insurance policy. Risk Assessments are undertaken before all Scout activities.
- ❖ **Reduced income from fund raising.** The Scout Group is primarily reliant upon income from subscriptions and fundraising. The Scout Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The BoT could raise the value of subscriptions to increase the income to the Scout Group on an ongoing basis, either temporarily or permanently.
- ❖ **Reduction or loss of Leaders.** The Scout Group is totally reliant upon volunteers to run and administer the activities of the Scout Group. If there were a reduction in the number of leaders to an unacceptable level in a particular section or the Scout Group then there would have to be a contraction, consolidation, or closure of a section and in the worst-case scenario the complete closure of the Scout Group.
- ❖ **Reduction or loss of members.** The Scout Group provides activities for all young people aged 6 to 18. If there were a reduction in membership in a particular section or the Scout Group then there would have to be a contraction, consolidation, or closure of a section and in the worst-case scenario the complete closure of the Scout Group. The Scout Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss; these include 2 different authorities for all payments and a comprehensive insurance policy to ensure that insurable risks are covered.

## **Objectivities and Activities**

### **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 Trustees for a Scout Group, we are guided the values of Scouting which are:

**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 Scout Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

## **Achievements and Performance.**

Separate reports from the GSL, the Chairman's and Treasurers report for an overview of the work carried out over the last 12-month period are available to view on the Scout Groups website.

## **Financial Review**

### **Reserve Policy**

The Scout Group's policy on reserves is to hold sufficient funds to continue the charitable activities of the Scout Group should income and fundraising activities fall short. The Scout BoT considers that the Scout Group should hold a sum of 12 months running cost, circa £12,000 - £14,000.

The Scout Group held reserves of £56,532 against this at year-end. This is far above the level required for operating expenses. However, this can be explained by: -

- Resolution by BOT (February 2022) to subsidise future Scout Group activities and residential camps until further notice but for not less than 2 years.
- A scheduled of expenditure to replace existing worn and damaged camping equipment.
- Further development of scout grounds to give larger hard standing area to provide all weather activity area.
- Reserves for future improvements and running costs to the Scout HQ premises during the period whilst the Scout premises cannot be used either for Scout meetings or prolonged period of being unable to permit private hire to the premises.

### **Investment Policy**

The Scout Group's income and expenditure is relatively small and consequently does not have sufficient funds to invest in longer-term investments such as stocks and bonds. The BoT has therefore adopted a low-risk strategy to the investment of its funds. All funds are held in cash using only a mainstream bank (Lloyds).

The BoT regularly monitors the levels of bank balances and the interest rates received to ensure the Scout 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 BoT considers the cash flow requirements.

## **Plans for the coming year.**

See our website [www.82ndscouts.org.uk](http://www.82ndscouts.org.uk) to view the reports from the various Scout Section Leaders together with the Chairman's report for an overview of the plans we have proposed together with planned activities and events for the forthcoming year.

**The Trustees declare that they have approved the Trustees' report above.**

**Signed on behalf of the Charity's Trustees.**

**Stephen Williams**  
**Chair**  
**82<sup>nd</sup> Bristol (St. Bernadette) Scout Group**

Date 18<sup>th</sup> April 2023

**Kate Maynard**  
**Secretary**  
**82<sup>nd</sup> Bristol (St. Bernadette) Scout Group**

Date 18<sup>th</sup> April 2023

## 82nd Bristol (St. Bernadette) Scout Group

### Receipts and Payments Accounts

For the Period from 6th April 2022 to 5th April 2023.

						Total Fund	Last Year
						£	£
<b>Cash funds last year end</b>	£						
Scout Sections Float		0.00					
Lloyds TSB Current		611.29					
Lloyds TSB Savings		37,324.16					
Lloyds Higher Interest Account		20,060.33					
Cash		0.00					
<b>TOTAL</b>		<b>57,995.78</b>					
<b>Membership Subscriptions</b>							
Subscriptions from members	£	7,147.00					
Subscriptions paid on to District		3,020.50					
Refund from Scout District				Code	<b>Payments</b>		
<b>Total of Subscriptions retained</b>		<b>4,126.50</b>		I20	Insurance's	687.17	662.54
	Total Fund	Last Year		S22	Activities	3,263.61	3,358.87
<b>Receipts</b>	£	£		S21	Camps	3,484.44	289.46
Subscriptions retained		4,126.50	4,047.50	U20	Uniform's/Leisurewear	1,364.30	1,954.18
Camps		1,335.00	929.00	U21	Badges	730.63	960.55
BCC Business Rate Grants			10,667.00	M22	Gas	343.51	400.86
Bag Packing			-	M23	Electric	374.39	311.31
Hire of H/Q		2,120.00	420.00	M24	Water / Sewage Rates	228.22	153.46
Gift Aid		2,424.27	2,002.56	M25	Telephone/Internet/ Zoom	542.95	581.45
Uniforms/Leisurewear/Badges		697.95	1,154.85	F13	Social Events	252.99	-
Grants			-	M20	Maintenance of HQ	601.14	593.94
Activites		3,606.00	1,480.50	H21	Mini Bus/ Coaches Hire	920.00	-
Training			-	H20	Hire of HQ Refunds	100.00	-
Donations		96.16	932.13	A20	Stationary	97.98	83.85
Stationary			-	E20	Equipment	1,956.87	555.68
Social Events			-	R20	Tuck Shop	132.54	-
Section's Float			150.00	A22	Training	108.18	30.00
Tuck Shop			-	M21	Cleaning/Consumables	91.24	
Bank Interest		40.71	63.73	F22	Donations	50.00	30.00
Misc. Income		9.46	3.20	G24	Prizes	222.72	78.00
<b>Gross Income</b>	<b>£</b>	<b>14,456.05</b>		R21	Food/Drink	142.01	46.35
<b>Cash funds last year end</b>		<b>57,995.78</b>		A23	Leaders Expences	192.55	-
<b>TOTAL INCOME</b>		<b>72,451.83</b>		B20	Bank Charges	32.00	32.00
Net of receipts (payments)		15,919.44					
<b>Cash funds this year end</b>	<b>£</b>	<b>56,532.39</b>					
<b>Cash Funds</b>							
Section's Float		0.00		<b>Total Payments</b>	<b>£</b>	<b>15,919.44</b>	
Lloyds Current Account		1,385.19					
Lloyds Savings Account		15,076.84					
Lloyds Higher Interest Account		40,070.36					
Petty Cash							
	<b>£</b>	<b>56,532.39</b>					
<b>Approved at Trustees meeting held 18th April 2023</b>				<b>Presented at the AGM held 14th July 2023</b>			
<b>A copy of the Trustees Report together with the Independent Examiners Report is available on request</b>							

## Independent Examiner's Report to the Trustees of the 82<sup>nd</sup> Bristol (St. Bernadette) Scout Council

I report to the trustees on my examination of the accounts of the 82nd Bristol (St. Bernadette) Scout Group for the Financial Year 6th April 2022 to 5th April 2023.

### Respective responsibilities of Trustees and Scrutineer

As the charity trustees of the 82nd Bristol (St. Bernadette) Scout Group 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 adopted constitution, I have scrutinised the records and the accounts set out on the attached statement of accounts.

### Scrutineer's Statement

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

Signed:



Name: Geoffrey Malcolm Starling FFA/FIPA

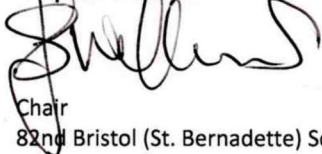
Address: Poulton Place  
Pheasant Lodge  
Oldland Common  
BS30 9PN

Date: 12 June 2023

### Trustees Statement

The Trustees of the 82nd Bristol (St. Bernadette) Scout Group declare that they have approved the Accounts attached and has been signed on their behalf by: -

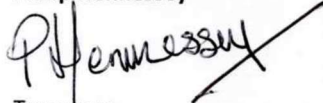
**Stephen Williams**



Chair  
82nd Bristol (St. Bernadette) Scout Group

Date: 18<sup>th</sup> April 2023

**Philip Hennessey**



Treasurer  
82nd Bristol (St. Bernadette) Scout Group

Date: 18<sup>th</sup> April 2023