

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

**Trustees' Annual Report**

For the Period 6<sup>th</sup> April 2019 to the 5<sup>th</sup> April 2020.

**APPROVED**

| Trustee                 | Position                         | Trustee               | Position       |
|-------------------------|----------------------------------|-----------------------|----------------|
| <b>Jemma Williams</b>   | Group Scout Leader               | <b>Liz Ayers</b>      | Elected Member |
| <b>Steve Williams</b>   | Chairman                         | <b>Natalie Norley</b> | Elected Member |
| <b>Ben Bennett</b>      | Secretary                        | <b>Kate Aplin</b>     | Elected Member |
| <b>Philip Hennessey</b> | Treasurer                        | <b>Toni Meli</b>      | Elected Member |
| <b>Millie Talbot</b>    | Scout Leader                     | <b>Kevin Morley</b>   | Elected Member |
| <b>Angela Williams</b>  | Cub Scout Leader                 | <b>Lianne Sheldon</b> | Elected Member |
| <b>Debra Chappell</b>   | Beaver Scout Leader              |                       |                |
| <b>Neil Hewlett</b>     | Trustee (Resigned December 2019) |                       |                |

**Bankers**

**Lloyds TSB Bank.  
Westbury-on-Trym Branch.  
PO Box 1000  
BX1 1LT**

**Other Advisors**

**The Scout Association**

**Account Scrutineer**

**Richard O'Sullivan**

**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:**

**N/A**

**Scout Association Registration number:**

**39782**

**Charity Commission Registration number**

**287697**

## Structure, Governance and Management.

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.

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

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

The Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group, which is an educational charity, manages the group. 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 (if one appointed), individual section leaders and parent's representation and meets approximately 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 Management 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 a church, community centre and other Scout Groups. We would offer similar reciprocal arrangements 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. Occasional helpers are covered under a separate 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 were 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 and 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 were a reduction in membership in a particular section or the group as a whole 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 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 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 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.

### Achievements and Performance.

See attached reports from the GSL and various Scout Section Leaders together with the Chairman's and Treasurers report for an overview of the work carried out over the last 12-month period.

## Financial Review

### Reserve Policy

The 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 Group Executive Committee considers that the group should hold a sum of 12 months running cost, circa £10,000.

The Group held reserves of £27,812 against this at year-end. This is above the level required for operating expenses. However, this can be explained by: -

- Deposits paid in for events that will occur during the next financial year included postponed and cancelled activity camps and events due to Corvid 19 outbreak.
- Possible refunds to parents and guardians for cancelled events and possible subscription reductions due to temporary cancelling of all face to face meetings due to social distancing during the Corvid 19 pandemic
- 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 private hire.

### Investment Policy

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

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.

### Plans for the coming year.

The planning for the next financial year is currently on hold due to the Scout Group being unable to conduct face to face meetings due to restrictions caused by the Corvid-19 pandemic. Once restrictions are lifted planning will be undertaken to provide a full programme within the limitations that we might be faced with. In the meantime, section meetings and our Scout programme will be conducted through our dedicated Facebook page and by conference (online) sessions

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

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

*S J Williams*

**Stephen Williams**

**Chair**

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

Date 28<sup>th</sup> April 2020

*B Bennett*

**Ben Bennett**

**Secretary**

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

Date 28<sup>th</sup> April 2020

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

### Receipts and Payments Accounts

For the Period from 6<sup>th</sup> April 2019 to 5<sup>th</sup> April 2020.

|                                 |                  |
|---------------------------------|------------------|
| <b>Cash funds last year end</b> | £                |
| Scout Sections Float            | 150.00           |
| Lloyds TSB Current              | 1,539.25         |
| Lloyds TSB Savings              | 21,000.54        |
| Cash                            | 0.00             |
| <b>TOTAL</b>                    | <b>22,689.79</b> |

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|  |                 |
|--|-----------------|
| <b>Membership Subscriptions</b>        | £               |
| Subscriptions collected                | 7,666.00        |
| Subscriptions paid on to District      | 3,140.50        |
| <b>Total of Subscriptions retained</b> | <b>4,525.50</b> |

|                             | 2019/20  | 2018/19   |
|-----------------------------|----------|-----------|
| <b>Income</b>               | £        | £         |
| Subscriptions retained      | 4,525.50 | 4,531.50  |
| Camps                       | 6,941.00 | 9,298.00  |
| Bag Packing                 | 872.00   | 817.00    |
| Hire of H/Q                 | 2,790.00 | 2,317.50  |
| Gift Aid                    | 5,442.00 | 5,398.10  |
| Uniforms/Leisurewear/Badges | 698.00   | 1,180.75  |
| Lottery Grant               | 1,000.00 | 10,000.00 |
| Activities                  | 2,513.00 | 5,645.00  |
| Training                    | 0.00     | 0.00      |
| Donations                   | 394.55   | 171.94    |
| Stationary                  | 0.00     | 0.00      |
| Social Events               | 110.00   | 108.90    |
| Misc Income                 | 0.00     | 0.00      |
| Tuck Shop                   | 260.50   | 227.00    |
| Bank Interest               | 13.11    | 12.80     |

|                                 |   |                  |
|---------------------------------|---|------------------|
| <b>Gross Income</b>             | £ | <b>25,559.66</b> |
| <b>Cash funds last year end</b> |   | 22,689.79        |
| <b>Total</b>                    |   | <b>48,249.45</b> |
| Less Expenditure (Payments)     |   | 20,437.01        |
| <b>Cash funds this year end</b> | £ | <b>27,812.44</b> |

### Expenditure

|                       | 2019/20  | 2018/19   |
|-----------------------|----------|-----------|
|                       | £        | £         |
| Insurance's           | 686.54   | 670.33    |
| Camp's                | 8,639.40 | 10,098.49 |
| Uniform's/Leisurewear | 1,333.03 | 2,934.34  |
| Badges                | 688.09   | 400.49    |
| Gas                   | 299.18   | 340.51    |
| Electric              | 383.41   | 311.68    |
| Water / Sewage Rates  | 271.40   | 135.12    |
| Telephone/Internet    | 419.92   | 328.76    |
| Social Events         | -        | 72.00     |
| Maintenance/HQ        | 796.60   | 2,294.20  |
| Lottery Expenditure   | 12.99    | 13,159.07 |
| Mini Bus/ Coaches     | 708.50   | 1,175.00  |
| Hire of H/Q Refunds   | £260.00  | -         |
| Activities            | 4,227.52 | 4,501.63  |
| Stationary            | 9.81     | 87.00     |
| Equipment             | 1,083.07 | 1,602.40  |
| Tuck Shop             | 188.98   | 320.29    |
| Training              | -        | 139.49    |
| Cleaning/Consumables  | 23.67    | 39.72     |
| Donations             | 100.00   | 120.00    |
| Prizes                | 116.50   | 217.30    |
| Food/Drink            | 130.50   | 80.11     |
| Leaders Expenses      | 25.90    | 94.59     |
| Bank Charges          | 32.00    | 32.00     |

**Total Payments** £ **20,437.01**

|                            |                    |
|----------------------------|--------------------|
| <b>Cash Funds</b>          |                    |
| Section's Floats           | 150.00             |
| Lloyds Treasurers Account  | 1,448.79           |
| Lloyds Bus Instant Account | 26,213.65          |
| Petty Cash                 | 0.00               |
|                            | £ <b>27,812.44</b> |

### Caveat

|                               |            |
|-------------------------------|------------|
| Due to Corvid 19 outbreak     |            |
| JCA Camp postponed/cancelled. |            |
| Credit note (£4256.00 + VAT)  | -£5,107.20 |

Approved at Trustees meeting\* held  
27th April 2020

Presented at the (Virtual) AGM held  
24th July 2020

A copy of the Trustees Report together with the  
Independent Examiners Report is available on request

\* Trustees meeting held by Zoom conference call due to social distancing measures in place

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE 82<sup>ND</sup> BRISTOL SCOUT GROUP FOR THE FINANCIAL YEAR 6<sup>TH</sup> APRIL 2019 TO 5<sup>TH</sup> APRIL 2020.**

I REPORT ON THE ACCOUNTS OF THE 82<sup>ND</sup> BRISTOL (ST. BERNADETTE) SCOUT GROUP FOR THE YEAR ENDED 5<sup>TH</sup> APRIL 2018, WHICH COMPRISE OF THE STATEMENT OF FINANCIAL ACTIVITIES, THE BALANCE SHEET AND ANY RELATED NOTES ATTACHED.

THIS REPORT IS MADE SOLELY TO THE TRUSTEES IN ACCORDANCE WITH SECTION 145 OF THE CHARITIES ACT 2011. MY WORK HAS BEEN UNDERTAKEN SO THAT I MIGHT STATE TO THE CHARITY'S TRUSTEES THOSE MATTERS I AM REQUIRED TO STATE TO THEM, IN AN INDEPENDENT EXAMINER'S REPORT, AND FOR NO OTHER PURPOSE. TO THE FULLEST EXTENT PERMITTED BY LAW, I DO NOT ACCEPT OR ASSUME RESPONSIBILITY TO ANYONE OTHER THAN THE CHARITY AND THE CHARITY'S TRUSTEES FOR MY EXAMINATION WORK.

## **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

THE 82<sup>ND</sup> BRISTOL (ST. BERNADETTE) SCOUT GROUPS TRUSTEES ARE RESPONSIBLE FOR THE PREPARATION OF THE ACCOUNTS. THEY CONSIDER THAT AN AUDIT IS NOT REQUIRED FOR THIS YEAR (UNDER SECTION 144 OF THE CHARITIES ACT 2011 (THE CHARITIES ACT)) AND THAT AN INDEPENDENT EXAMINATION IS NEEDED.

IT IS MY RESPONSIBILITY TO:

- EXAMINE THE ACCOUNTS (UNDER SECTION 145 OF THE CHARITIES ACT);
- TO FOLLOW THE PROCEDURES LAID DOWN IN THE GENERAL DIRECTIONS GIVEN BY THE CHARITY COMMISSIONERS (UNDER SECTION 145(5)(B) OF THE CHARITIES ACT); AND TO STATE WHETHER PARTICULAR MATTERS HAVE COME TO MY ATTENTION.

## **BASIS OF INDEPENDENT EXAMINER'S REPORT**

MY EXAMINATION WAS CARRIED OUT IN ACCORDANCE WITH THE GENERAL DIRECTIONS GIVEN BY THE CHARITY COMMISSIONERS. AN EXAMINATION INCLUDES A REVIEW OF THE ACCOUNTING RECORDS KEPT BY THE 82<sup>ND</sup> BRISTOL (ST. BERNADETTE) SCOUT GROUP 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 STATEMENT BELOW.

## **INDEPENDENT EXAMINER'S STATEMENT**

IN CONNECTION WITH MY EXAMINATION, NO MATTER HAS COME TO MY ATTENTION, WHICH GIVES ME REASONABLE CAUSE TO BELIEVE THAT IN ANY MATERIAL RESPECT THE REQUIREMENTS, TO KEEP ACCOUNTING RECORDS IN ACCORDANCE WITH SECTION 130 OF THE CHARITIES ACT, AND TO PREPARE ACCOUNTS WHICH ACCORD WITH THE ACCOUNTING RECORDS AND COMPLY WITH THE ACCOUNTING REQUIREMENTS OF THE CHARITIES ACT HAVE NOT BEEN MET; OR TO WHICH, IN MY OPINION, ATTENTION SHOULD BE DRAWN IN ORDER TO ENABLE A PROPER UNDERSTANDING OF THE ACCOUNTS TO BE REACHED.

## **INDEPENDENT EXAMINER**

Name **Mr Richard O'Sullivan**  
Address **153 West Town Lane**  
**Bristol**  
Post Code **BS14 9EA**

SIGNATURE

DATE 20<sup>TH</sup> JULY 2020  
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## **TRUSTEES STATEMENT**

THE TRUSTEES OF THE 82<sup>ND</sup> BRISTOL (ST. BERNADETTE) SCOUT GROUP DECLARE THAT THEY HAVE APPROVED THE ACCOUNTS ATTACHED AND HAS BEEN SIGNED ON THEIR BEHALF BY;

**STEPHEN WILLIAMS**

**PHILIP HENNESSEY**

CHAIRMAN  
82<sup>ND</sup> BRISTOL (ST. BERNADETTE) SCOUT GROUP

TREASURER  
82<sup>ND</sup> BRISTOL (ST. BERNADETTE) SCOUT GROUP

DATE...20<sup>TH</sup> JULY 2020.....

DATE.....20<sup>TH</sup> JULY 2020.....