

# Trustees' Annual Report

For the period

From (start date) 0 1 0 4 1 9 to end date 3 1 0 3 2 0

## Section A

### Reference and administration details

Charity name

16th Norwich Scout Group

Other names the charity is known by

Registered charity number (if any)

1 0 3 3 8 1 9

HQ registration number

Charity's principal address

19 The Street

Old Costessey

Norwich

Postcode

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Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Susan Irivng	Treasurer	
2	Andrew Irving	Exec Committee	
3	Peter Woodyard	Exec Committee	
4			
5			
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## Section B

### Structure, governance and management

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

How the charity is constituted

(e.g. trust, association, company)

Trustee selection methods

(e.g. appointed by, elected by)

The Group's governing documents are those 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.

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.

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 Leaders, individual section leaders (if opted to take on the responsibility) 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 (Specimen 1)**

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. The Group through the capitation fees contributes to the Scout Associations national accident 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.

**Risk and Internal Control (Specimen 2)**

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



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

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 grantmaking;
- 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

Throughout the pandemic, when face to face meetings could not take place, zoom meetings with activities, have been held to maintain the interest of the young people. This has helped to maintain friendships and the sense of belonging to a group.

**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 6 months running costs, circa £2000.

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's Income and Expenditure is very 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.

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

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 policy and objectives;

**Section F**

**Other Optional Information**

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

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

*Joan MacKay* *Andrew William Irving*

Full name(s)

JOAN MACLAY IRVING ANDREW WILLIAM IRVING

Position (eg Secretary, Chair)

TREASURER EXEC MEMBER

Date

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# Summary Sheet

29th March 2019

30th March 2020

Bank Balance	£4,809.21	Bank Balance	£7,122.21
Cash	£44.80	Cash	£150.09
Savings	£16,304.34	Savings	£16,336.95
Cheques not cashed	-£168.00	Cheques not cashed	-£9.00
Total	£20,990.35	Total	£23,600.25

Total Money at 30th March 2020 £23,600.25

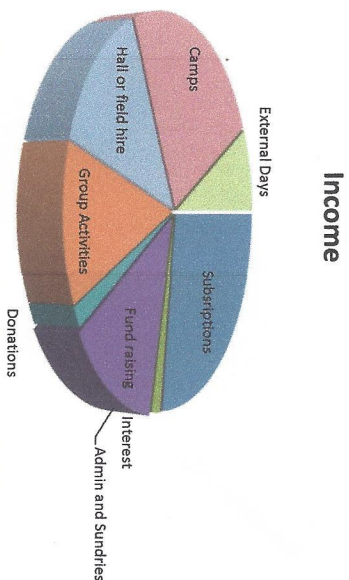
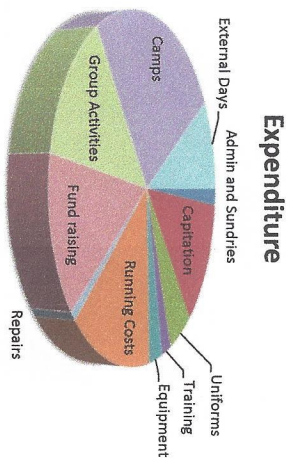
Therefore: This financial year our income was £2609.90 more than our expenses.  
See notes below:

## Breakdown

Description	Income	Expenditure	Difference
Subscriptions	£8,166.00	£0.00	£8,166.00
Admin and Sundries	£430.50	£505.06	-£74.56
Capitation	£0.00	£3,627.00	-£3,627.00
Uniforms	£0.00	£1,345.56	-£1,345.56
Training	£0.00	£538.50	-£538.50
Equipment	£0.00	£772.69	-£772.69
Running Costs	£0.00	£3,951.78	-£3,951.78
Repairs	£0.00	£254.23	-£254.23
Fund raising	£3,848.50	£3,547.63	£300.87
Group Activities	£3,427.40	£3,526.49	-£99.09
Donations	£479.30	£0.00	£479.30
Hall or field hire	£3,870.00	£0.00	£3,870.00
External Days	£2,399.00	£2,643.38	-£244.38
Camps	£7,183.10	£6,858.36	£324.74
Personal Funds	£721.87	£0.00	£721.87
Interest	£32.61	£0.00	£32.61
Total	£30,558.28	£27,570.68	£2,987.60

Notes:

- Capitation: 78 @ £46.50 per person = £3594.50
- Equipment purchased: Bouvancy Aids
- Running Costs include: Leisure Battery and Invertor
- External Days include: Gas, Electric, Water, Cleaning and Insurance
- Camp column includes: Legoland, St Georges Day
- Personal Fund: District Camp, Wings
- Hall or field hire: £344.17 more money in pot than last year (£721.87 in pot)
- Includes Zumba, Pilates, Masons, Brownies, Rainbows, party hire, Norfolk Flingers and visiting scout groups
- Coronavirus: We have taken in £1831 for events which have not gone ahead, so some of this may have to be refunded.
- Wings: We have paid out £3600 to Wings and have taken in £4031 - Some of this will need to be refunded.
- We have applied for a refund from Wings, and hope to fill the places for next year.



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I confirm this to be a correct reflection of the accounts, signed 2/9/20.

Tom Gurnee