

# 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

Blandford Scout Group

Other names the charity is known by

Registered charity number (if any)

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HQ registration number

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Charity's principal address

Blandford Scout Hut  
Eagle House Gardens  
Blandford Forum  
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	Sam Elliott	Group Scout Leader	
2	Sybille Maddock	Chairperson	
3	Amy Dennis	Treasurer	
4	Jonathan Bowell	Secretary	
5	Rebecca Rodwell	Elected Member	
6	Christine Minchella	Elected Member	
7			
8			
9			
10			
11			
12			
13			
14			
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Names and addresses of advisers (optional information but encouraged as best practice)

*(These will be published in the annual report of the charity)*

Type of advisor	Name	Address

Description of the charity's trusts

Type of governing document

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.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group. As charity trustees they are responsible and act collectively as Charity Trustees:

- Comply with the Policy, Organisation and Rules of The Scout Association

- Protect and maintain any property and equipment owned by and/or used by the Group

- Manage the Group finances

- Provide insurance for people, property and equipment

- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities

- Promote and support the development of Scouting in the local area

- Manage risk and implement the Safety Policy locally (review incidents to prevent further ones)

- Ensure that a positive image of Scouting exists in the local community

- Appoint and manage the operation of any sub- Committees, including appointing Chair to lead the sub-Committees

- Ensure that Young People are meaningfully involved in decision making at all levels within the Group (under 18's can form a sub committee)

- Appoint administrators, advisors and co-opted members

- Approve annual report and accounts, present to Scout Council at AGM and submit to the charity commission

- Maintain appropriate confidentiality - don't discuss committee business outside of meetings

- The opening, closure and amalgamation of Sections in the Group as necessary

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

**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. 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**

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
Summary of the objects of the charity set out in its governing document	<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>
Summary of the main activities in relation to these objects	<p>Group events in the last financial year were, amongst many:</p> <ul style="list-style-type: none"> <li>• Big Spring Clean - of our hq</li> <li>• St Georges Day - at our hq</li> <li>• The Bourne Free Parade</li> <li>• Fun in the Field – supporting a local event</li> <li>• Remembrance – day of activities and parade</li> <li>• Christmas Tree Festival – community event</li> <li>• Jack and the Beanstalk Pantomime Trip</li> <li>• Fundraising events: Bingo and table top sale</li> <li>• Fundraising community events: Easter Egg Hunt, Horrible Histories Event, Georgian Fayre, The Grand Tour Cape to Cape Rally, ABW school summer fayre, Yuletide Festival</li> </ul> <p>Various badges were mastered within each group, i.e. Gardening, Cyclist, Navigation and Nights Away for the Beaver section; DIY, Astronomer, Fire Safety and Scientist for the Cub Section; and Entertainer and Backwood cooking badges for the Scout section.</p>

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 Executive Committee arranged for the whole of the roof to be replaced, external lights to be fitted to the hut and for the road to be repaired and a new parking area to be created.

Through their Scouting activities the group has enabled young people to participate in external activities including numerous camps throughout the year, where young people are able to participate in outdoor and indoor activities. The group is fully inclusive, and we pride ourselves on giving everyone an equal opportunity.

## Section E

## Financial Review

Brief statement of the charity's policy on reserves

### Reserves Policy

Our group, like most charities, hold some funds in reserve. Our level of reserves is set to ensure that there are sufficient resources to continue the core 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 three months running costs in Scouting account and a sum equivalent to six months running costs £4,000 in HQ account in reserve and this is held on deposit as detailed in article 2a of the Reserves policy. Should the level of reserves fall below the target level, the group executive committee will make efforts to restore the level within the next financial year. The amount of reserves held are: £4,000 in HQ a/c + three month running costs in Scouting a/c

Quantify and explain any designations

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

Further financial review details (optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> </ul>	<p><b>Investment Policy</b></p> <p>The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p>


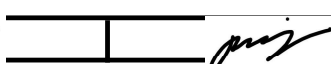
<b>Section F</b>	<b>Other Optional Information</b>
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Plans for future periods (details of any significant activities planned to achieve them)	
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<b>Section G</b>	<b>Declaration</b>
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sybille Maddock	Sam Elliott
Position (eg Secretary, Chair)	Chairperson	Group Scout Leader
Date	1 6 0 1 2 1	

# INCOME AND EXPENDITURE ACCOUNTS

## Independent Examiner's Report

Report to the trustees/ members of	BLANDFORD SCOUT GROUP		
On accounts for the year ended	31 <sup>ST</sup> March 2020	Charity no	1020421

### 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 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,
- Follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- State whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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.

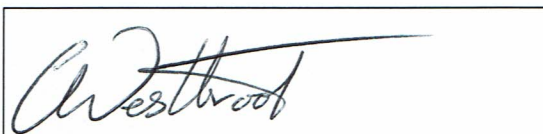
### Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- Accounting records were not kept in accordance with section 130 of the Charities Act or

The accounts do not accord with the accounting records. I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

10<sup>th</sup> May 2020

Name:

Colin Westbrook GSL St Mary Gillingham Scout Group

Address:

The Cedars, Bay Lane, Gillingham, Dorset SP8 4ER

**BLANDFORD SCOUT GROUP**  
**Balance of Accounts - Financials 01.04.2019 to 31.03.2020**

**Scout Income**

Deer Park Beavers	£ 2,478.15
Riversdale Beavers	£ 2,471.44
Portman Cubs	£ 3,905.77
Shottsford Cubs	£ 4,753.79
Stour Valley Scouts	£ 6,689.05
Tuck Shop	£ 343.30
Scout FR	£ 446.91
Gift Aid	£ 3,800.24
Misc	£ 198.00
HQ related	£ -

**Totals £ 25,086.65**

**Scout Expenditure**

Deer Park Beavers	£ 1,841.61
Riversdale Beavers	£ 1,761.12
Portman Cubs	£ 2,459.64
Shottsford Cubs	£ 3,120.41
Stour Valley Scouts	£ 6,341.34
Winterbourne Whitechurch	£ 11.20
Tuck Shop	£ 145.31
Scout FR	£ 382.10
Badges	£ 485.83
Supplies & Misc	£ 1,111.74
Capitation	£ 6,210.00
Transfer to HQ account	£ 6,733.08

**£ 30,603.38**

**HQ Income**

Float	£ 695.00
HQ FR	£ 9,236.53
Hall Hire	£ 6,212.50
Charity Donations	£ -
Misc.	£ 1,090.41

**Totals £ 17,234.44**

**HQ Expenditure**

Float	£ 695.00
HQ FR	£ 76.44
HQ Expenses	£ 232.57
Grounds Maintenance	£ 693.48
HQ Maintenance	£ 2,376.13
HQ Projects	£ -
Equipment	£ 44.00
Insurance	£ 1,180.20
Power	£ 1,907.50
Rates	£ 385.57
Water	£ 311.83
Misc	£ -

**£ 7,902.72**

**Scouting Account**

Opening Balance	£ 11,986.66
Income Total	£ 25,086.65
Expenditure Total	£ 30,603.38

**Balance £ 6,469.93**

**HQ Account**

Opening Balance	£ 4,846.50
Income Total	£ 17,234.44
Expenditure Total	£ 7,902.72

**Balance £ 14,178.22**

**Combined Accounts**

Opening Balance	£ 16,833.16
Income Total	£ 42,321.09
Expenditure Total	£ 38,506.10

**Balance £ 20,648.15**

Reviewed By

  
C. Westbrook

10 May 20



## Notes

### Scouting Income

Fundraising	£	70.00	
	£	32.10	Providing refreshments for Town Council's east egg hunt
	£	98.79	Providing refreshments at Horrible Histories event
	£	89.02	AGM profit
	£	97.00	Table Top Sale - Less £3.17 on milk etc Beavers fundraising for Moasic

### HQ Income

Fundraising	£	397.84	
	£	328.12	Bingo profit
	£	73.05	Georgian Fayre profit
	£	200.00	Fun in the Field event
	£	325.00	Donation from St Leonard's Chapter Rose Croix (Masonic Society)
	£	182.10	Railway Club contribution towards roof
	£	3,800.24	Yuletide profit
	£	820.90	Back dated Gift Aid claim towards roof
Misc	£	519.48	Bingo profit (06/03/2020)
	£	552.78	Transfer from Scouting Account to HQ to go towards electric etc (Jul 2019)
	£	10.15	Transfer from Scouting Account to HQ to go towards electric etc (Dec 2019) Amazon Smile

### Scouting Expenditure

Transfer to HQ account	£	2,932.84	
Supplies & Misc	£	18.20	Moved fundraising monies relating to roof maintenance
	£	136.63	OSM upgrade from Riversdale Beavers
	£	8.70	Website for 12 months
	£	31.06	Refreshments when leaders sorting tents
	£	18.00	Pegs, waterproofing and tape for tents
	£	75.00	OSM Adults section
	£	15.00	Shed for storing outside equipment
	£	38.09	Table for scouting
	£	12.99	Go Daddy Website renewal
	£	4.50	Lights for Christmas Tree Festival
	£	2.50	OSM Waiting List
	£	576.00	OSM Waiting List
	£	53.98	Hoodies
	£	37.78	External Lights
Scout Fundraising	£	80.49	Ink
	£	31.52	AGM refreshments
	£	46.92	AGM Food

### HQ Expenditure

Items ready for Yuletide Festival 2019

### Fundraising totals (inc prior years)

Roof works to Hut	£	13,628.77
Nature Reserve	£	1,000.00
Scouting events	£	541.35

## Special Events

<u>Event</u>	<u>Income</u>		<u>Expenditure</u>	<u>Gain/Loss</u>	
Beaver Camp June 2019	£	640.00			
Cubs Camp July 2019	£	1,425.00	£	376.47	£ 263.53
Scouts Camp August 2019	£	6,000.00	£	1,360.13	£ 64.87
Cubs Inflatable Swim Sept 19	£	105.00	£	5,449.80	£ 550.20 Final receipts not provided
Cubs Sleepover Nov 2019	£	390.00	£	-	£ 105.00
Beaver Sleepover Dec 2019	£	230.00	£	382.25	£ 7.75
Panto Dec 2019	£	703.00	£	188.73	£ 41.27
Bingo March 2020	£	937.00	£	1,145.50	-£ 442.50
			£	116.10	£ 820.90

# INCOME AND EXPENDITURE ACCOUNTS

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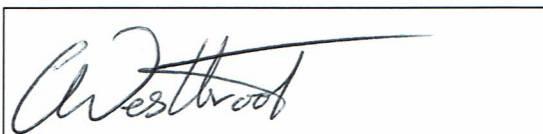
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