

# Trustees' Annual Report

For the period

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

## Section A Reference and administration details

Charity name

3rd Dunstable (St. Peters) Scout Group

Other names the charity is known by

Registered charity number (if any)

2 7 6 5 4 2

HQ registration number

1 7 8 5 6

Charity's principal address

19 Friars Walk

Dunstable

Beds

Postcode

L

U

6

3

J

A

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	Peter Dearden	Chairman	
2	Michelle Milton	Treasurer	
3	Val Redford	Secretary	
4	Karen Kenyon	Parent	
5	Michelle Bryson	Parent	
6	Richard Short	Group Scout Leader	
7	James Palmer	Scout Leader	
8	Simon Wilson	Cub Scout Leader	
9	Gillian Short	Beaver Scout leader	
10			
11			
12			
13			
14			
15			

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

## Section B

## Structure, governance and management

### Description of the charity's trusts

#### Type of governing document

(e.g. trust deed, constitution)

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.

#### How the charity is constituted

(e.g. trust, association, company)

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

#### Trustee selection methods

(e.g. appointed by, elected by)

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:

- the induction and training of trustees;
- 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 # 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.

Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control (Specimen 1)</b></p> <p>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: No areas of concern identified.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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>The 3rd Dunstable Scout Group runs 3 sections for Beaver Scouts, Cub Scouts and Scouts. These sections are for young people from 6 to 14 years old. The sections run a series of programmes, camps and other outside events to enable these young people to achieve "Skills for Life"</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	<p>The Group is run solely by Volunteers who work for the Benefit of the young people</p>
Public benefit statement	<p>The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the</p>

advancement of citizenship or community development headings.

Section D	Achievements and performance
-----------	------------------------------

Summary of the main achievements of the charity during the year

The Group through volunteer leadership has enabled the young people to achieve many Scout Awards and Badges while taking part in fun and exciting programmes relevant to the age of the young person.

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 £10,000.00

The Group held reserves of approximately £29,942.09 against this at year end. This is above the level required for operating expenses. However this can be explained by a sum of money bequeathed to the Group by a past member some of which to be used to upgrade flooring in building.

Quantify and explain any designations

Need for continual ongoing maintenance of property and purchase of equipment to enable the activities to take place.

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

None

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 (Specimen 1)**

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 or The Scout Association's Short Term Investment Service.

- 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;

**Investment Policy (Specimen 2)**

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.

**Section F**

**Other Optional Information**

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

To continue providing Scouting for young people

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Peter Dearden

Michelle Milton

Position (eg Secretary, Chair)

Chair

Treasurer

Date

10 07 2018

## **Independent Examiner's Report to the Trustees of the**

### **3rd Dunstable Scout Group**

I report on the accounts of the Group for the year ended 31 December 22 which are set out on pages 1 to 2

#### **Respective responsibilities of trustees and examiner**

The 3rd Dunstable Scout Group 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 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners 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 Group/District 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 I do not express an audit opinion on the view given by the accounts.

#### **Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

1. 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
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: .....Margaret Wilson.....

Qualification: ..Treasurer, Dunstable & District Scout Council.....

Address: .....6 Salters Way.....

.....Dunstable LU6 1BT.....

Date: .....5<sup>th</sup> June, 2022.....

## 3rd Dunstable Scout Group Receipts and Payments Account

For the year from	01/01/2022	To	31/12/2022
----------------------	------------	----	------------

### Receipts and payments

	2,022 Unrestricted funds £	2021 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	8,844	4,041
Less: Membership Subscriptions paid on (National/County/Area/District)	-3,476	3,050
Net Membership Subscriptions retained	5,368	991
Camp/Sleepover/Activity Income	3,782	2,360
Refund on Membership fees	33	31
Refund of Unspent Section Floats	197	18
Gift Aid	757	3,189
District Donation for Use of Stores	300	300
<b>Sub total</b>		
<b>Grants</b>		
Grant from Central Beds Council	4,732	16,907
Other grants	-	-
<b>Sub total</b>		
<b>Fundraising (gross)</b>		
Amazon Smile	135	-
Donations	14,497	1,073
Other fundraising activities	2,377	-
<b>Sub total</b>		
<b>Investment income</b>		
Bank interest	5	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
<b>Sub total</b>		
<b>Total Gross Income</b>		
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>		



## 3rd Dunstable Scout Group Receipts and Payments Account

For the year from	01/01/2022	To	31/12/2022
----------------------	------------	----	------------

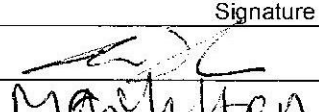
### Receipts and payments

	2022 Unrestricted funds £	2021 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Camp Costs	3,598	1,679
Badges	225	97
Rent	3,000	-
Water and Sewerage	55	50
Electricity and Gas	1,686	456
Internet	324	-
Insurance	1,226	1,187
Maintenance	1,047	36,647
Beaver Float	300	374
Cub Float	600	332
Scout Float	875	572
Equipment	2,096	118
AGM and trustee expenses	63	-
OSM Fees	-	77
Bank Fees	375	184
Covid Related Expenses	-	54
<b>Sub total</b>	<b>16,511</b>	<b>40,551</b>
<b>Fundraising expenses</b>		
Donation Food Bank	-	-
Face Painting	84	-
Lottery License	40	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>124</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>16,635</b>	<b>40,551</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>16,635</b>	<b>40,551</b>
<b>Net of receipts/(payments)</b>	<b>16,511</b>	<b>16,511</b>
<b>Cash funds last year end</b>	<b>13,353</b>	<b>30,311</b>
<b>Cash funds this year end</b>	<b>29,864</b>	<b>13,353</b>

# Statement of assets and liabilities at the end of the year

	2,022	2021
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	29,111	12,527
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	509	504
Cash/Floats	322	322
<b>Total cash funds</b>		
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>		
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>		
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>		
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>		
<b>Assets Less Liabilities</b>	29,942	13,353
<b>Contingent liabilities and future obligations</b>		

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature  
  
 Peter Deacon

Print Name  
 PETER DEACON. Chair  
 MICHELLE MILTON Treasurer