

Trustees' Annual Report

For the period

From (start date)

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1

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4

1

6

to end date

3

1

0

3

1

7

Section A

Reference and administration details

Charity name

1st Ottery St Mary Scout Group

Other names the charity is known by

Registered charity number (if any)

2

9

2

6

0

3

HQ registration number

Charity's principal address

Winters Lane

Ottery St Mary

Devon

Postcode

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)
1	Mr S Pyle	Chairman
2	Mr N Jobling	Treasurer
3	Mr J Green	
4	Mr A Johnstone	
5	Ms V Maunder	
6	Mrs R Nancekivell	
7	Mrs D Offer-Hoare	
8	Ms H Pitcher	
9	Mrs K Rosewarne	
10	Mrs C Sheridan	

Description of the charity's trusts

Type of governing document
(e.g. trust deed, constitution)

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.

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:

- 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 and parent's representation and meets every regularly.

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)
	Risk and Internal Control <p>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.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	The Purpose of Scouting <p>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> The Values of Scouting <p>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.</p> The Scout Method <p>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> - 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	<p>The scout group continues to take an active role in the local community of Ottery St Mary. As a group we participate in several key events including Pixie Day and Tar Barrels. We also operate a number of fund raising activities which are open to non members and form part of the social calendar for the town. We have a close relationship with the parish church taking part in St Georges's day and Remembrance parades, as well as having regular visits to the church and engage with the Vicar to help with the young people and their spiritual reflection. The young people participate fully with a number of camps organised by the group and also take part in district events when the opportunity arises. We have a number of young leaders who work with the younger sections as part of their personal development and also giving something back to scouting locally. All sections run active programmes offering a wide range of badges and activities both indoors and outdoors.</p>
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Section C	Objectives and activities (continued)
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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.
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Section D	Achievements and performance
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Summary of the main achievements of the charity during the year	<p>The group has strengthened the leadership team of the Pattenon cub pack which was opened in 2016 to provide additional capacity, and has continued the growth of young people membership and adult volunteers. We have launched a new group web site, membership and email system. All sections had at least one camp or residential experience for young people. The group had a successful Awards Night with nearly 100 people present to see presentations of the achievements of the young people. The group had a successful quiz night in addition to other fund raising events. Ottery St Mary group hosted the East Devon Scout District St George's day parade. We have had several young people complete their D of E and also Chief Scout Awards.</p>
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Section E	Financial Review
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Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>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 circa £7,500.</p> <p>The Group held approximately £49k of cash at year end. This is above the minimum requirement above, however this can be explained as follows. The cash balance includes approximately £11k in relation to receipts and grants for the summer trip to the Netherlands. These funds are for specific payments in relation to that trip. The Executive Committee has already sanctioned spending on new camping equipment for the next financial year which will be in the region of £3K. In addition money donated by the Gilbert Heale Trust will be red ringed and used to support any young people who apply for funding to help with D of E expeditions, Queens Scout award or other such cases that the Exec Committee feel justified. Further funds will be needed to help support the new scout troop due to start in September 2017. The Executive has also set aside funds to cover the cost of plastering the hall ceiling (approx £2K) and refitting and updating the toilet facilities (approx £9K). We also expect additional revenue from fund raising will decline due to changes in the management and involvement with Tar Barrels.</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	No funds are in deficit

Further financial review details (optional information)

Investment Policy

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)

Replace camping equipment and tents; Plaster ceiling in main hall; Upgrade and replace existing toilets; create a fund specifically for young people to apply for assistance with expeditions and other scouting related activities.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature



Full name

Mr Stuart Pyle

Chair

6 June 2017

Independent Examiner's Report to the Trustees of the

1ST OTTERY ST MARY SCOUT GROUP

I report on the accounts of the Group for the year ended 31 March 2017 which comprise the Receipts and Payments Account and the Statement of Assets and Liabilities and related notes.

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 Group's 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 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:

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:

John Maybery

Qualification:

Address:

1 North Street

Ottery St Mary

Devon

Date:

19.5.2017

1st Ottery St Mary Scout Group

Receipts and Payments Account

For the year from	1 April 2016	To	31 March 2017
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Receipts and payments

	Unrestricted funds £	2016/17 Restricted funds New Building £	Total funds £	2015/16 Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	11,363.00	0.00	11,363.00	10,731.50
Less: Membership subscriptions paid on (National/County/Area/District)	(5,621.50)	0.00	(5,621.50)	(4,455.50)
Net membership subscriptions retained	5,741.50	0.00	5,741.50	6,276.00
Donations	3,594.40	0.00	3,594.40	2,415.00
Gift Aid	6,274.77	0.00	6,274.77	0.00
Major Trip Activity Receipts	10,753.00	0.00	10,753.00	12,411.60
Other activities - gross receipts	3,535.50	0.00	3,535.50	1,145.23
Sub total	29,899.17	0.00	29,899.17	22,247.83
Grants				
Grants - New Building	0.00	0.00	0.00	1,500.00
Other grants	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	1,500.00
Fundraising (gross)				
Tar Barrels	9,821.76	0.00	9,821.76	1,300.00
Jumble Sale	0.00	0.00	0.00	5,396.11
Pixie Day	1,250.00	0.00	1,250.00	1,400.00
Hire of Scout Hall	5,058.00	0.00	5,058.00	4,639.50
Other fundraising activities	1,311.92	0.00	1,311.92	4,686.88
Sub total	17,441.68	0.00	17,441.68	17,422.49
Investment income				
Bank interest	20.77	0.00	20.77	0.00
Other investment income	0.00	0.00	0.00	0.00
Sub total	20.77	0.00	20.77	0.00
Total Gross Income	47,361.62	0.00	47,361.62	41,170.32
Asset and investment sales, etc.	0.00	0.00	0.00	0.00
Total receipts	47,361.62	0.00	47,361.62	41,170.32

1st Ottery St Mary Scout Group

Receipts and Payments Account

For the year from	1 April 2016	To	31 March 2017
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Receipts and payments

	Unrestricted funds £	2016/17 Restricted funds New Building £	Total funds £	2015/16 Total funds £
Payments				
Charitable Payments				
Major Trip Activities	4,571.40	0.00	4,571.40	15,864.29
Other youth programme and activities	3,880.28	0.00	3,880.28	2,956.63
Adult support and training	0.00	0.00	0.00	0.00
Rent	5,770.00	0.00	5,770.00	120.00
Water and Sewerage	346.31	0.00	346.31	528.00
Electricity and Gas	1,371.89	0.00	1,371.89	762.93
Insurance	824.28	0.00	824.28	798.96
Repairs and Renewals	899.21	0.00	899.21	0.00
Telephones	0.00	0.00	0.00	0.00
Cleaning	0.00	0.00	0.00	18.80
Other Running Costs	863.79	0.00	863.79	1,385.80
Materials and equipment	3,201.94	0.00	3,201.94	1,176.75
Sundry Expenses	1,384.58	0.00	1,384.58	895.50
Sub total	23,113.68	0.00	23,113.68	24,507.66
Fundraising expenses				
Tar Barrels	1,555.08	0.00	1,555.08	238.32
Jumble Sale	0.00	0.00	0.00	2,313.09
Other fundraising costs	42.99	0.00	42.99	1,303.70
Sub total	1,598.07	0.00	1,598.07	3,855.11
Total Gross Expenditure	24,711.75	0.00	24,711.75	28,362.77
New Building Capital Payments	0.00	0.00	0.00	2,740.00
New Building Net Loan Repayments	0.00	0.00	0.00	10,500.00
Total payments	24,711.75	0.00	24,711.75	41,602.77
Net of receipts/(payments)	22,649.87	0.00	22,649.87	(432.45)
Transfers between funds	0.00	0.00	0.00	0.00
Cash funds last year end	24,853.30	1,680.00	26,533.30	26,965.75
Cash funds this year end	47,503.17	1,680.00	49,183.17	26,533.30

1st Ottery St Mary Scout Group

Statement of assets and liabilities at the end of the year

	31 March 2016			31 March 2017
	Unrestricted funds	Restricted funds New Building	Total funds	Total funds
	£	£	£	£
Cash funds				
Bank current account	12,357.27	1,680.00	14,037.27	8,224.30
Bank deposit account	24,120.29	0.00	24,120.29	14,099.52
Scout bank current account	11,025.61	0.00	11,025.61	4,209.48
Cash/Floats	0.00	0.00	0.00	0.00
Total cash funds	47,503.17	1,680.00	49,183.17	26,533.30
Other monetary assets				
Tax claim	0.00	0.00	0.00	0.00
Debts due from the County/Area/District/Group	0.00	0.00	0.00	0.00
Insurance claim	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	0.00
Investment assets				
Investment property - detail	0.00	0.00	0.00	0.00
Quoted investments	0.00	0.00	0.00	0.00
Other investments - detail	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	0.00
Non monetary assets for charity's own use				
Scout Hall - see Note 2	200,000.00	137,466.09	337,466.09	337,466.09
Scouting equipment, marquee etc - see Note 3	1,625.00	0.00	1,625.00	4,865.00
Sub total	201,625.00	137,466.09	339,091.09	342,331.09
Liabilities				
Expenses incurred but not invoiced	0.00	0.00	0.00	0.00
Subscriptions not yet paid	0.00	0.00	0.00	0.00
Loans repayable in less than 2 years - see Note 4	500.00	0.00	500.00	500.00
Other liabilities	0.00	0.00	0.00	0.00
Sub total	500.00	0.00	500.00	500.00

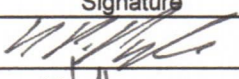
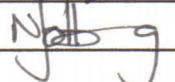
Note 1: Grants and donations have been received that are restricted to investment in the extension of the building and provision of disabled facilities. These are shown in a Restricted Fund. Building work is now complete and cash funds in the Restricted Fund represent monies available to repay loans (£500) and grants for final fit out.

Note 2: Payments made towards the extension of the building are shown as Restricted Funds in the Statements of Assets and Liabilities.

Note 3: Scout equipment and tents have been depreciated to zero value with the exception of new tents purchased in February (£1,625). A detailed inventory of all equipment is held for insurance purposes.

Note 4: The loans received in prior years were to fund the shortfall between the estimated new building fundraising and the total estimated costs of the building work. £10,500 was repaid in 2015/16, and £500 remain outstanding at the request of the loaner.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 6th June 2017 and signed on their behalf by

Signature	
	Chair
	Treasurer