

# 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

29th Ormskirk (Burscough St John) Scout Group

Other names the charity is known by

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Registered charity number (if any)

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HQ registration number

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Charity's principal address

Rear St Johns Church Hall, School Lane

Burscough, Ormskirk

Lancs

Postcode

L

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A

E

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mike Pye	Group Scout Leader	
2	Chris Nevill	Chairman	
3	Peter Smith	Deputy Chairman	
4	Derek Dillon	Treasurer	
5	Carol Stannard	Assistant Cub Scout Leader	
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12			
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15			

Names and addresses of advisers (optional information but encouraged as best practice)

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 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:

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.

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 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 month.

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 the

**Section B****Structure, governance and management (continued)****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 C

Reduction or loss of leaders. The group is totally reliant upon

Reduction or loss of members. The Group provides activities

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>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <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>	
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

The charity has continued to provide support to the running of Burscough St John Scout Group. It provides the record keeping and accounting required to allow the leaders, assisted by Young Leaders, to provide Scouting to all of the young people.

## 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 12 months running costs, circa £10,000.

The Group held reserves of approximately £12,500 against this at year end. This is above the level required for operating expenses.

Quantify and explain any designations

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

There are no funds materially in deficit.

Further financial review details (optional information)

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

**Investment Policy**

<ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> </ul>	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.
<ul style="list-style-type: none"> <li>how expenditure has supported the key objectives of the charity;</li> </ul>	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.
<ul style="list-style-type: none"> <li>investment policy and objectives</li> </ul>	

## Section F

## Other Optional Information

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

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## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Derek Dillon	Chris Nevill
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Position (eg Secretary, Chair)

Treasurer	Chair
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Date

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**29th Ormskirk Scout Group Accounts for Year Ending 31st March 2018****Page 1**Income

Beavers Subscriptions/Events/Activities etc.	3994
Cubs Subscriptions/Events/Camps etc.	6889
Scouts Subscriptions/Events/Camps etc.	8803
Christmas Stamps	853
Gift Aid	1307
Bag2School	192
District Shop Dividend	59
Donations	587
EasyFundraising	215
Summer Fair	624
Bank Interest	33

## Use of HQ

1st Brownies	240
4th Brownies	240
Rainbows	240
Explorers	270
Other	90
Lease Rebate	1000

Total Group Income

25635

Expenditure

Beavers Events/Activities/Expenses etc.	2114
Cubs Activities/Camps/Expenses etc.	4180
Scouts Activities/Camps/Expenses etc.	7053
Capitation	3003
Badges	800
Tents/Tables/Equipment	390
Events	1605
Lottery Licence	20
Training	190
Sundry Other	348

## HQ Upkeep

Insurance	985
Gas/Electricity	771
Water	129
Maintenance/Repair	572
Lease	1000
Fire Extinguishers	183

Total Group Expenditure

23343

Income less Expenditure

2292

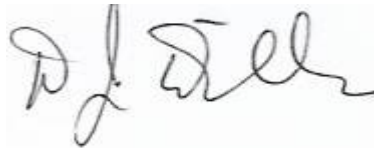
**29th Ormskirk Scout Group Accounts for Year Ending 31st March 2018**

**Page 2**

Accounts Reconciliation

<u>Accounts at End of Year</u>	<u>2017</u>	<u>2018</u>
Scout SI Account	5218	<b>5245</b>
Deposit Account	3814	<b>4179</b>
Current Account	1466	<b>2927</b>
Treasurer	0	<b>700</b>
Beaver Leader	63	<b>10</b>
Cub leader	88	<b>64</b>
Scout leader	38	<b>38</b>
Cheques in Transit	-220	<b>-405</b>
 <u>Total Funds at End of Year</u>	 10467	 <b>12758</b>
 Profit/Loss over Year	 1415	 <b>2292</b>

Treasurer

A handwritten signature in black ink, appearing to read 'D. Dillon', written over a light blue rectangular background.

Derek Dillon



## Scrutineer's Report to the Trustees of the

29<sup>TH</sup> ORMSKIRK (BURSCOUGH ST JOHN) SCOUT GROUP

I report on the accounts of the Group/District for the year ended 31/03/2018

### Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages 1 to 2

### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: Mabel Dignam.....

Address: 60 Ellerbrook Drive .....

Burscough.....

Ormskirk.....

Lancs.....

L40 5SZ.....

Date: 13/10/2018..... *M. Dignam*