

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	0	3	1	8
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Section A

Reference and administration details

Charity name

5th Potters Bar Scout Group

Other names the charity is known by

Registered charity number (if any)

3	0	2	5	6	0
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Charity's principal address

3 Oulton Crescent

Potters Bar

Herts

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Roger Moore	District Treasurer	
2	Martin Adams	Chair	
3	Alex Miller	Committee member	
4	Chris Brunning	Acting Group Scout Leader/ Scout Leader	
5	David Sanderson	Group Treasurer	
6	James Purton	Beaver Leader	
7	Michelle Pendrell-Smith	Assistant Cub Leader	
8	Alison Young	Committee member	
9	Briony Mackley	Committee member	
10	James Sanderson	Assistant Group Scout Leader	
11	Nicki Durrant	Committee member	
12	Mark Trollop	Committee member	
13			
14			
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20			

Section A**Reference and administration details (continued)**

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:

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 records, 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 2 to 3 months.

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
Appointing any sub committees that may be required;
Appointing Group Administrators and Advisors other than those who are elected.

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 comprehensive insurance policies to ensure that insurable risks are covered.

Summary of the objects of the charity set out in its governing document

The objectives of the group are as a unit of the Scout Association.

The Aim of The Scout Association

To promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

Values of Scouting

Scouts we are guided by the following 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 try to take care of the world in which we live.

Belief- We explore our faiths, beliefs and attitudes.

Co-operation- We co-operate with others and make friends.

Summary of the main activities in relation to these objects

Regular weekly meetings during the school term time for Beavers, Cubs and Scouts, plus plenty of outdoor activities including, camping, hiking, cooking, canoeing, rafting, climbing, caving, cycling, and sports. All Leaders and Executive Committee members are unpaid volunteers.

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.

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

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

The membership continues to be strong and we still have a large team of Leaders. A series of successful camps were organised. Our two minibuses have been replaced with younger secondhand buses following a large donation to the 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 £10,000 as the minimum reserve.

The Group held reserves of approximately £20,000 against this at year end. This is above the level required for operating expenses. However this can be explained by the extra fundraising and Gift Aid received during the financial year.

Quantify and explain any designations

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

Further financial review details (optional information)

Investment Policy

- the charity's principal sources of funds (The Group's Income and Expenditure is small and as a consequence the Group 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 main expenditure has been on maintaining and repairing our Scout Headquarters, where all meetings of the Scout Group are held, plus the vehicles and trailers owned by the Group. The Headquarters is also used by two of the local Guide and Brownie Units. The other large expenditure this year was for the purchase of two replacement minibuses used for transporting children to and from activities during the year.
- investment policy and objectives The Group Executive regularly monitors the level of the bank balance and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Although currently, as the interest rates are so low, not much time is spent on pursuing this avenue of income.

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)

M Adams *C.N. Brunning*

Full name(s)

MARTIN ADAMS CHRISTOPHER N. BRUNNING

Position (eg Secretary, Chair)

CHAIR GROUP SCOUT LEADER

Date

090119

5th POTTERS BAR SCOUT GROUP

RECEIPTS FOR THE YEAR ENDED

	31/03/2018	31/03/2017
Membership Subscriptions received	6,774.22	6,582.50
Membership Subscriptions paid	3,230.00	3,610.50
	<u>3,544.22</u>	<u>2,972.00</u>
Bank Interest	0.22	11.62
Tax refund from Covenants	4,627.10	-
Activities	2,500.46	1,061.00
Fundraising	6,192.17	3,823.91
Misc Refund	-	10.00
Use of Minibus	1,667.50	920.00
Donations	13,843.47	1,276.01
Rent	7,447.50	7,176.50
Sundry receipts (t-shirts, sale of old minibuses etc)	2,999.07	86.33
TOTAL RECEIPTS FOR THE YEAR	<u>42,821.71</u>	<u>17,337.37</u>

PAYMENTS FOR THE YEAR ENDED

	31/03/2018	31/03/2017
Water	328.16	177.64
Electricity	1,873.41	1,907.37
Insurance	2,324.02	2,995.52
Repairs & Renewals	2,226.74	2,698.59
Donations and Grants	752.19	-
Activities	3,702.62	2,877.12
Fundraising Expenses	1,786.84	365.10
Purchases(mini-bus fund)	16,895.00	-
Misc expenses (website/computer costs/pps)	880.76	637.98
Bank charges	53.00	55.00
Purchase of Capital Equipment	464.77	1,297.23
Minibus expenses	4,984.59	2,286.18
Purchase of Badges & T shirts	1,267.00	732.13
TOTAL PAYMENTS FOR THE YEAR	<u>37,539.10</u>	<u>16,029.86</u>

SURPLUS FOR YEAR

5,282.61 1,307.51

STATEMENT OF ASSETS AT :

	31/03/2018	31/03/2017
Surpluses Brought forward	12,063.90	7,003.39
2017/18 Surplus	5,282.61	1,307.51
TOTAL	<u>17,346.51</u>	<u>8,310.90</u>

Represented By:-

Nat West Bank Account (opened Dec 2016)	17,346.51	5,603.28
Bank Account CAF Cash (closed 2017)	-	529.68
Bank Deposit Account CAF Gold (closed 2017)	-	2,177.94
TOTAL	<u>17,346.51</u>	<u>8,310.90</u>

NOTES TO ACCOUNTS

	31/03/2018	31/03/2017
Total receipts for year as per book (less transfers)	46,051.71	20,947.87
Total payments for the year (less transfers)	<u>(40,769.10)</u>	<u>(19,640.36)</u>
Net surplus for the year	5,282.61	1,307.51

Bank Account

at 31-3-18 as per statement	20,794.33	9,356.28
less cheques outstanding	248 (3,230.00)	(142.50)
	246 (27.50)	(3,610.50)
	247 (90.00)	
	181 <u>(100.32)</u>	
Adjusted year end balance	17,346.51	5,603.28

INCOME

Bank total in books	58,019.71	
less opening balance	<u>(9,356.28)</u>	
		48,663.43

CAF total in books	2,095.90	
less opening balance	<u>(529.68)</u>	
		1,566.22

Gold account in books	2,000.00	
less opening balance	<u>(2,177.94)</u>	
		(177.94)

	50,051.71
Less transfers	<u>(4,000.00)</u>

Total receipts as per accounts

46,051.71

Misc Income

Sale of mini buses	2,900.00
Other income	19.67
T shirts	<u>79.40</u>
Total misc	2,999.07

EXPENSES

Bank total in books	40,673.20
CAF total in books	<u>95.90</u>

Total expenses as per accounts

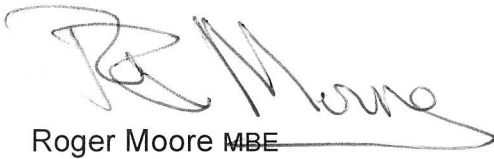
40,769.10

**5th POTTERS BAR SCOUT GROUP ACCOUNTS FOR YEAR ENDED
31/3/2018**

Independent Examiners Report to Members of 5th Potters Bar Scouts

I report that I have examined, without carrying out an audit, the books, vouchers and records of 5th Potters Bar Scouts and that the receipts and payments and particulars of the Assets and Liabilities as at 31st March 2018 are in accordance therewith and I have verified the cash and bank balances.

Signed



Roger Moore MBE

Date 10-7-18