

# 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

273rd SHEFFIELD HANDSWORTH

Other names the charity is known by

Registered charity number (if any)

5 0 9 0 5 2

Charity's principal address

Scout Hut, Parish Centre

Handsworth Road

Sheffield

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	John Turner	Chairperson	
2	Louise Parkin	Secretary	
3	Richard Blackburn	Treasurer	
4	Tony Williams	Group Scout Leader	
5	Kevin Fiander	Ass. Cub Leader	
6	Jenny Williams	Beaver Scout Leader	
7	Lesley Fiander	Parents	
8	Yvonne Messenger	Parents	
9	Adam Shackshaft	Ass. Scout Leader	
10	John Hurdley	Section Assistant	
11			
12			
13			
14			
15			
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17			
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## 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/District's/Area's/County's (delete as appropriate) 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/District/Area/County (delete as appropriate) 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 2 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 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 (Specimen 1)

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 (Specimen 2)

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

Summary of the main activities in relation to these objects

The Aim of The Scout Association is 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.

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 headings.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

The group attended 3 church parades as well as Remembrance Sunday with the community. It attended the St. George's Day Parade in Sheffield. The Beavers had 3 sleepovers. The Cubs went on 3 camps and the Scouts on 6 camps. The group was involved in a litter pick around the district. The group held a

Christmas party. The Garden Party was held to raise funds for the group.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></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 a sum equivalent to X months running costs, circa £X.</p> <p>The Group held reserves of approximately £X against this at year end. This is above the level/below required for operating expenses. However this can be explained by .....</p>
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 (if relevant)</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives</li> </ul>	<p><b>Investment Policy (Specimen 1)</b></p> <p>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.</p> <p>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.</p> <p><b>Investment Policy (Specimen 2)</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>

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Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

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Section G	Declaration
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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)	<table border="1"><tr><td></td><td></td></tr></table>						
Full name(s)	<table border="1"><tr><td>Mr John Turner</td><td></td></tr></table>	Mr John Turner					
Mr John Turner							
Position (eg Secretary, Chair)	<table border="1"><tr><td>Chairperson</td><td></td></tr></table>	Chairperson					
Chairperson							
Date	<table border="1"><tr><td>2</td><td>4</td><td>0</td><td>1</td><td>1</td><td>9</td></tr></table>	2	4	0	1	1	9
2	4	0	1	1	9		

# 273rd Sheffield Handsworth Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2017	To	31/03/2018
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### Receipts and payments

	2017/18	2016/17
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	10,231	11,771
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	10,231	11,771
Donations	16,030	1,010
Legacies	-	-
Gift Aid	-	-
Other similar income	-	-
<b>Sub total</b>	<b>26,261</b>	<b>12,781</b>
<b>Grants</b>		
Maintenance grant	-	
Other grants	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Fundraising	1,511	1,077
Contributions	1,228	1,158
Misc.	148	-
GILWELL Deposits(2017-18)Return of Camp Deposits(2016-17)	9,745	2,035
<b>Sub total</b>	<b>12,632</b>	<b>4,269</b>
<b>Investment income</b>		
Bank interest	-	0
Building Society interest	-	-
The Scout Association Short Term Investment Service	381	429
Property Rent income	-	-
Other investment income	-	-
<b>Sub total</b>	<b>381</b>	<b>429</b>
<b>Total Gross Income</b>	<b>39,274</b>	<b>17,479</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>39,274</b>	<b>17,479</b>

# 273rd Sheffield Handsworth Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2017	To	31/03/2018
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### Receipts and payments

	2017/18	2016/17
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	-	3,960
Capitation Fees 2017-18 appear 2018-19	540	280
Adult support and training	200	-
Rent	-	-
Water and Sewerage	1,697	1,780
Electricity and Gas + Fire + Services	948	913
Insurance + Licences	6,802	-
Repairs and Renewals	2,086	40
Materials and equipment	-	-
Printing and photocopying	-	-
Contribution to camp costs(GILWELL)	3,798	-
£15000 to Sheffield Scout Resources Charity	15,000	-
AGM and trustee expenses	-	-
Badges	482	650
Floats to Leaders	650	400
Other, Miscellaneous, postage	65	956
<b>Sub total</b>	<b>32,268</b>	<b>8,980</b>
<b>Fundraising expenses</b>		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>32,268</b>	<b>8,980</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>32,268</b>	<b>8,980</b>
<b>Net of receipts/(payments)</b>	<b>7,006</b>	<b>8,499</b>
<b>Cash funds last year end</b>	-	-
<b>Cash funds this year end</b>	<b>7,006</b>	<b>8,499</b>



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

	31st March 2018	31st March 2017
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	17,298	10,673
Bank deposit account	157	155
Building society account	-	-
The Scout Association Short Term Investment Service	32,868	17,487
Cash/Floats	-	-
<b>Total cash funds</b>	<b>50,323</b>	<b>28,315</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - CAF FUND	25,555	25,274
<b>Sub total</b>	<b>25,555</b>	<b>25,274</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>-</b>	<b>-</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>-</b>	<b>-</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 24th January 2019 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature


Print Name

Mr John Turner
Mr Richard Blackburn

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

273<sup>rd</sup> SHEFFIELD HANDSWORTH SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended 31<sup>st</sup> March 2018

which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out.

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/District'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/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 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 (other than that disclosed below \*):

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 Acthave 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.

\* Please delete the words in the brackets if they do not apply

Name: DENIS DOYLE

Qualification: DIRECTOR

Address: 30 BOLD STREET

SHEFFIELD

Date: 28/1/2019

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