

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

10th Bath (Combe Down) 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

1	0	0	1	2	7	0	5
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Charity's principal address

10th Bath Scout Headquarters

The Avenue, Combe Down,

Bath

Postcode

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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	Andrew Kestell	Group Scout Leader	
2	Andrew Meaking	Group Chairperson	
3	Alun Randell	Group Treasurer	
4	Matthew Reece	Group Secretary	
5	Pete Barlow		
6	Rod Habicht		
7	Helen Ryman		
8	Emma Searle		
9	David Parker		
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:

- 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 Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 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.

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 14. 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.

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

The Purpose of Scouting
Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting
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.

The Scout Method
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.

Summary of the main activities in relation to these objects

Provision of Scouting (see objects above) to the young people of Combe Down, Bath and surrounding areas.

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;
- policy on investments.

The Group is solely run by volunteers, and its continued operation is completely dependent on their dedication and support.

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

During this period all the Group's sections have continued to deliver their high standard of Scouting across Beavers, Cubs and Scouts. Particular highlights include:

- Continued growth of our 2nd Cub Pack that re-started at the beginning of 2019
- all sections undertaking a camp / night away (something that has not happend for a number of years)
- competing in the annual Bisley Scout Shooting championships

The Group could not do all that it does for the young people of Combe Down without the dedication, energy and enthusiasm of our volunteers.

To all the trustees, leaders, parents and friends associated with the Group a huge thank-you. Of particular mention are:

- Our Section Leaders. Thank-you for the amazing programme of activities that you run for all our young members.
- The Friends of the 10th. Thank-you for the amazing £2,745 you have raised this year.

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 £25k.

The Group held reserves of approximately £37k against this at year end. This is above the level required for operating expenses. However this can be explained as the Group has been holding in reserve monies associated with professional and legal costs in support of finalisation of the new lease.

Quantify and explain any designations

None.

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);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

Investment Policy	
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.	
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.	

Section F Other Optional Information

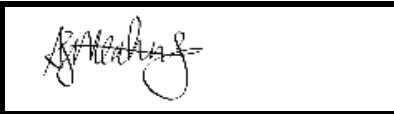

Plans for future periods (details of any significant activities planned to achieve them)

The 2020/21 period will predominantly be focussed on bouncing-back from the fall-out from the COVID-19 pandemic. This will focus on getting face-to-face Scouting running subject to government restrictions and in accordance with all applicable guidelines.
Furthermore we look forward to agreeing a new lease for the Scout Hut that enables us to invest in it for the benefit of all those in the local community of Combe Down.

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)	Andrew Meaking	Andrew Kestell
Position (eg Secretary, Chair)	Group Chairperson	Group Scout Leader
Date	1 0 0 2 2 1	



Receipts and payments accounts

For the period from	Period start date 01/04/2019	To	Period end date 31/03/2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Member Subs	10,690		-	10,690	-
Member Events	6,680		-	6,680	-
Member Uniform Sales	111	-	-	111	-
Scout Hut Rental	8,090	-	-	8,090	-
Fundraising - Jumble Sales	2,745		-	2,745	-
Bank Interest Received	10		-	10	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	28,327	-	-	28,327	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	28,327	-	-	28,327	-
A3 Payments					
Rent	1,125	-	-	1,125	-
Utilities	3,331	-	-	3,331	-
Cleaning Costs	4,260	-	-	4,260	-
Clothing / Uniform	693	-	-	693	-
Youth Programme & Activities	6,732	-	-	6,732	-
Camping & Activity Fees	3,804	-	-	3,804	-
Materials & Equipment (Consumables)	867	-	-	867	-
Computer Software, Stationary, Sundries, Subscriptions & Transaction Charges	2,566	-	-	2,566	-
Motor Expenses	879	-	-	879	-
Legal and Professional Fees	1,037	-	-	1,037	-
Scout Association Membership Fees	3,773	-	-	3,773	-
Insurance	2,146	-	-	2,146	-
Charitable Donations	334	-	-	334	-
Sub total	31,548	-	-	31,548	-
A4 Asset and investment purchases, (see table)					
Purchase of Shooting Equipment	567	-	-	567	-
	-	-	-	-	-
Sub total	567	-	-	567	-
Total payments	32,115	-	-	32,115	-
Net of receipts/(payments)	- 3,788	-	-	- 3,788	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 3,788	-	-	- 3,788	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Group & Section Accounts	31,857	-	-
	Friends of the 10th	5,459	-	-
		-	-	-
	Total cash funds	37,316	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

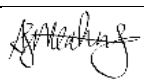
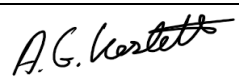
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Minibus		-	1,000
	Buildings & Facilities		-	1,000
	Group Equipment		-	4,000
	Shooting Equipment		-	1,000
				-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Volunteer Expenses Due		444	
	Supplier Accounts not yet paid		375	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Andrew Meaking	23/02/2021
	Andrew Kestell	23/02/2021

Independent examiner's report to the trustees of 10th Bath (Combe Down) Scout Council

I report to the trustees on my examination of the accounts of the 10th Bath (Combe Down) Scout Group for the year ended 31st March 2020.

Responsibilities and basis of report

As the charity trustees of the 10th Bath (Combe Down) Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 10th Bath (Combe Down) Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 10th Bath (Combe Down) Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

However I understand that the 10th Bath Scout Group are transitioning to a full on-line accounting system. This is evident through this examination as some elements of the accounts have online copies of receipts / invoices but most do not.

To ensure that the Scout Group maintains complete transparency of all transactions and to facilitate more effective appraisal of activities undertaken by the group, I would strongly reinforce the importance of all those involved in the running and Leadership of 10th Bath, using the on-line system for all transactions. This will reduce the risk of hard copies being lost, speed for payments and account management and greater efficiency in running the Group.

Signed:



Name: Paul Mussert

Relevant professional qualification or membership of professional bodies (if any):

Address: 42 Lower Oldfield Park, Bath, BA2 3HP

Date: 6th February 2021