



Scouts

186th Sheffield
(Manor)

Annual General Meeting 2018/19

Date: 30 September 2019

Venue: St Swithun's Church, Cary Road, Sheffield

Attendees

- Group Executive Committee, Leaders, Volunteers, Parents, Carers, Stakeholders

Agenda

Welcome

- Welcome from Chair
- Welcome from Group Scout Leader

Minutes of Previous Meeting

Apologies

Presentation of Annual Report and Finances

Election of Officers and Executive Committee Members

- Chair
- Treasurer
- Secretary
- Other members of the group executive committee

Awards Presentation and Thank You's

- Thank you to Simon Loveitt who is stepping down as Treasurer after 3 years service
- Thank you to Kirsty Hukin who has been a leader since the start and volunteers at every opportunity
- Thank you to all leaders and helpers that volunteer their time throughout the year
- Congratulations to all those receiving their Chief Scout Awards this evening – See over for details

AOB and Closing

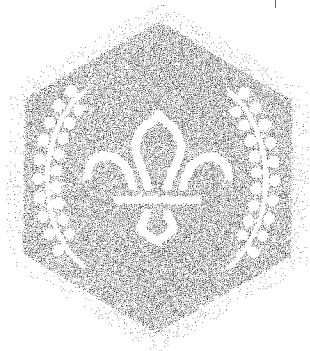
Chief Scout Awards

Chief Scout Bronze



Abigail O
David N
Denzel O
Esther N
Justin N
Louis N

Chief Scout Silver



Abigail C
Daniel A
Isobel H
Jennifer J
Kimberley G
Mia H
Nadia Z
Patryk R

Chief Scout Gold



Emily A
Jade G
Jessica B
Joshua H

2018/2019 Year in review

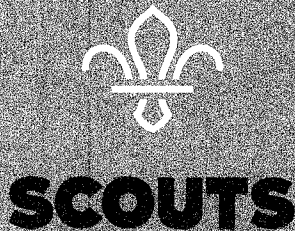


Scouts
186th Sheffield (Manor)

- ★ Growth of 60% against last year!
- ★ Enjoyed 2 sleepovers and camping at Scouttastic
- ★ 5 Chief Scout Bronze Awards
- ★ Developed knowledge about the community, international themes, the outdoors, cooking and had loads of fun!



- ★ Growth of 92% against last year!
- ★ Enjoyed 2 sleepovers and camping at Scouttastic
- ★ 2 Chief Scout Silver Awards
- ★ Discovered international issues, the outdoors, safety and developed skills and teamwork, along with having some adventures
- ★ A local councilor joined us for EqualTeas to explore Vote 100



Scouts
186th Sheffield (Manor)

- ★ Growth of 100% against last year!
- ★ Enjoyed camping at Scouttastic and Crewboree
- ★ Won best shooters at Crewboree
- ★ Developed knife, knots and fire skills
- ★ Spoke to Scouts from around the world during JOTI
- ★ Joined in with Parliament week



Community Bonfire & fireworks
5th November
Free Entry Via Gates @ 4:30
Bonfire @ 5pm
Fireworks @ 7pm

Remembrance Day Service

Back for 2018!

everyone's festival
18th August
1pm-7pm

Christmas Carol Service
10th December

Please come along and join in with our Christmas Carol Service on: 10th December

Service starts at St Swithun's Church at 4pm
Light refreshments will be available after the service

#SkillsForLife
#186Sheffield

Did you know?

- ★ Over £1200 spent on uniform and badges this year
- ★ 39% of our members are from ethnic minorities
- ★ 49% of our youth members are female
- ★ Over the last 3 years we have had members from all over the Manor and Castle area (see heat map)

- ★ Overall growth of 83% against last year!
- ★ Won Dot Slingby Award for "Dedication to the community"
- ★ Part of the management committee for Everyone's Festival and the Community Fireworks
- ★ 2 Leaders undertook Archery GB Instructors course
- ★ Supported a local school with a fire as part of learning about Guy Fawkes
- ★ Hosted our first Christmas Carols and Remembrance Day Parade in partnership with Manor Parish



Trustees' Annual Report

For the period

From (start date) to end date

Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address

 Postcode

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Laura Lambert	Chair	
2	Simon Loveitt	Treasurer	
3	Julie Upton	Secretary	
4	Ashley Horsley	Group Scout Leader	
5	Craig Judson	AGSL	
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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

Type of advisor	Name	Address

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 constitution, 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 association 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 (if opted to take on the responsibility) and parent's representation and meets termly.

Members of the Executive Committee complete 'Essential Information for Executive Committee' and GDPR 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 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 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	<p>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.</p> <p>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.</p> <p>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.</p>

Summary of the main activities in relation to these objects	The group participates in weekly meetings with activities and challenges designed to stretch individuals, whilst fulfilling the values and purpose of scouting. We also engage in activities led by the district, county and national organisation, to further add adventure and challenge. Members of the group can also participate in camping and other activities designed to allow members to enjoy the outdoors. The group actively engages with partners and local activities to create a sense of pride for their local community.
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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 was founded through a partnership of local charities and organisations, through which our volunteers, leaders and executive committee were recruited. The aims of this partnership was to improve the outcomes of local children by engaging them in the local community through the scouting values.

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**

Summary of the main achievements of the charity during the year

The group has continued to grow over the past year and continues to provide scouting to youth members that is both fun and adventurous whilst delivering skills for life, in line with the Scout Association overall aims and objectives. The number of adults has grown as well, which has allowed the group to expand and grow - we are now at capacity and have a waiting list in place. We aim to get young people to join us from the waiting list as soon as possible by seeking alternative ways of allowing this to happen. We have engaged with the local community, other groups and organisations to offer a diverse range of activities. We have also successfully hosted community events that have been well attended and received by members of the community - these have been done in partnership and funds have been held by our group to support the events.

The group has built up funds and established resources to ensure the continuation of the group. We have also purchased and obtained valuable equipment meaning that our young people get the best experience. The group remains committed to ensuring each young person achieves set skills and this is reflected in the Chief Scout awards we are proudly awarding at our AGM

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 1 years capitation costs, equivalent £38 per child.

The Group held funds of approximately £2212 against this at year end. This is above the level required for operating expenses. However, the group does have additional larger expenses from being a new group and requiring to build up its resources

Quantify and explain any designations

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

Further financial review details (optional information)

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

Investment Policy

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

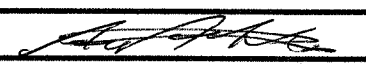
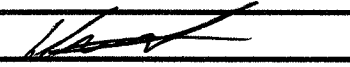
Section F Other Optional Information

<p>Plans for future periods (details of any significant activities planned to achieve them)</p>	<p>The group plans to continue to engage in an increasing amount of outdoor experiences including camping during the coming year. We aim to recruit more adult leaders and to further build upon the provision that we provide</p>
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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)		
Full name(s)	ASHLEY HORSLEY	LAURA LAMBERT
Position (eg Secretary, Chair)	GROUP SCOUT LEADER	CHAIR
Date	29/09/19	

186th Sheffield (Manor) Scout Group Receipts and Payments Account

Year started

Year ended

For the year from	01/04/2018	To	31/03/2019
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Receipts and payments

	2018/2019			2017/2018	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Payments					
Charitable Payments					
Youth programme and activities	-	-	-		186
Food and Drink	117	-	-	117	222
Uniforms and Badges	1,223	69	-	1,292	573
Finance and Administration	63	-	-	63	-
Camping (including equipment, food, resources, fees, etc)	3,268	-	-	3,268	890
Equipment and resources for Group and activities (including programme)	119	-	-	119	720
Membership Subscriptions paid to District, County and National	1,820	500	-	2,320	2,215
Insurance and Licenses	20	-	-	20	59
Publicity and Promotion	144	-	-	144	152
Adult Training and Support	40	-	-	40	420
OSM	72	-	-	72	78
Costs incurred for membership subscription collection	29	-	-	29	
Payments on behalf of district events	1,016	-	-	1,016	-
Rent	250	-	-	250	-
					-
Sub total	8,182	569	-	8,751	5,515
Fundraising expenses					
Own events and supporting Everyone's Festival and Community Bonfire	164	-	-	164	300
Redispersment of event funds	4,368	-	-	4,368	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	4,531	-	-	4,531	300
Total Gross Expenditure	12,713	569	-	13,282	5,815
Asset and investment purchases, etc.	2,084	-	-	2,084	1,031
Total payments	14,797	569	-	15,366	6,847
Net of receipts/(payments)	259	69	-	190	2,249
Transfers between funds	-	-	-	-	-
Cash funds last year end	2,007	569	-	2,576	327
Cash funds this year end	2,265	500	-	2,765	2,576

186th Sheffield (Manor) Scout Group Receipts and Payments Account

	Year started date		Year finished date
For the year from	01/04/2018	To	31/03/2019

Receipts and payments

	2018/2019			2017/2018	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Receipts					
Donations, legacies and similar income					
Membership subscriptions	4,323	-	-	4,323	1,626
Less: Membership subscriptions paid on (National/County/Area/District) enter figures with a minus sign	-	-	-		-
Net membership subscriptions retained	4,323	-	-	4,323	1,626
Donations	85	-	-	85	420
Legacies	-	-	-		-
Gift Aid	2,248	-	-	2,248	-
Other similar income (1)	-	-	-		40
Sub total	6,656			6,656	2,086
Grants					
Maintenance grant	-	-	-		-
Other grants	-	500	-	500	4,935
Sub total		500		500	4,935
Fundraising (gross)					
Sponsored events	-	-	-		450
Everyone's Festival Funds	3,494	-	-	3,494	-
Everyone's Festival Gift Aid	874	-	-	874	-
Other fundraising activities	-	-	-		-
Sub total	4,368			4,368	450
Other income					
Camp Fees and donations	3,132	-	-	3,132	1,500
Services Provided	-	-	-		125
District Events (Funds held)	900	-	-	900	-
	-	-	-		-
Sub total	4,032			4,032	1,625
Total Gross Income	15,056	500		15,556	9,086
Asset and investment sales, etc.	-	-	-		-
Total receipts	15,056	500		15,556	9,086

Statement of assets and liabilities at the end of the year

2018/2019

2017/2018

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Cash funds					
Bank current account	1,851	-	-	1,851	1,661
Bank deposit account	-	-	-	-	-
Building society account	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Cash/Floats	-	-	-	-	-
Total cash funds	1,851			1,851	1,661
Other monetary assets					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
Sub total					
Investment assets					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
Sub total					
Non monetary assets for charity's own use					
Badge stock	250	-	-	250	300
Shop stock	-	-	-	-	-
Other stock (2)	200	-	-	200	400
Land and buildings	-	-	-	-	-
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	3,500	-	-	3,500	1,500
Other	-	-	-	-	-
Sub total	3,950			3,950	2,200
Liabilities					
Accounts not yet paid	500	-	-	500	250
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities	-	-	-	-	-
Sub total	500			500	250

1 - Uniform deposits
2 - uniform stock

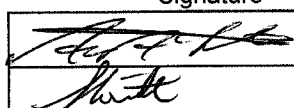
Net Worth

5,301

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29 September 2019 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Print Name



Ashley Horsley
SIMON LOUGHTON
GSL
Treasurer

186th Sheffield (Manor) Scout Group

FINANCIAL ACTIVITIES

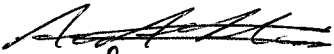

April 2018 - March 2019

	TOTAL
Income	
Camping Income	0.00
Camp Donations	242.00
Camp Fees	2,890.00
Total Camping Income	3,132.00
Community Events	0.00
Event income	3,494.35
Total Community Events	3,494.35
District	0.00
District Receipts	900.00
Total District	900.00
Donations, Subs and Similar income	0.00
Donations	84.59
Gift Aid	3,121.71
Grants	500.00
Membership Subscriptions	4,323.13
Total Donations, Subs and Similar income	8,029.43
Total Income	£15,555.78
TOTAL	£15,555.78
Expenditures	
Adult Support and Training	39.90
Advertising/Promotional	144.37
Camping Expenditure	0.00
Camp Fees	2,506.00
Camping Equipment	2,267.29
Camping Resources	0.99
Food	423.86
Van Hire	154.29
Total Camping Expenditure	5,352.43
Capitation	2,319.50
Community Events Expenditure	0.00
Advertising	97.88
Equipment and Resources	65.65
Fund dispersal	4,367.94
Total Community Events Expenditure	4,531.47
District Payments	1,016.00
Equipment	90.24
Finance and Administration costs	40.00
Licences	20.47
Office/General Administrative Expenditures	18.77
PayPal Fees	28.54
Rent of Buildings	250.00
Resources	28.29
Snacks and Food/Drink	117.43
Subscriptions	72.00
Uniform and Badges	1,292.22

	TOTAL
Utilities	0.00
Mobile Phone costs	3.87
Total Utilities	3.87
Total Expenditures	£15,365.50
NET OPERATING INCOME	£190.28
NET INCOME/(EXPENDITURE)	£190.28

Note

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29 September 2019 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name	Role
	Ashley Horsley	Group Scout Leader
	SIMON LOUETTE	Treasurer

186th Sheffield (Manor) Scout Group

BALANCE SHEET


As of March 31, 2019

	TOTAL
Fixed Asset	
Total Fixed Asset	
Cash at bank and in hand	
Group Account (2500)	1,833.97
Paypal	17.28
Total Cash at bank and in hand	£1,851.25
NET CURRENT ASSETS	£1,851.25
NET CURRENT ASSETS (LIABILITIES)	£1,851.25
TOTAL ASSETS LESS CURRENT LIABILITIES	£1,851.25
TOTAL NET ASSETS (LIABILITIES)	£1,851.25
<hr/>	
Charity funds	
Opening Balance Equity	1,660.97
Retained Earnings	0.00
Surplus/(Deficit)	190.28
Total Charity funds	£1,851.25

Note

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29 September 2019 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature



Print Name

Ashley Horsley
SIMON LOVBETT

Role

Group Scout Leader

Treasurer

Scrutineer's Report to the Trustees of the

.....186th Sheffield (Manor)..... SCOUT GROUP

I report on the accounts of the Group/District for the year ended31 March 2019.....

Respective responsibilities of Trustees and Scrutineer

As the Group's/District'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/District's constitution, I have scrutinised the records and the accounts set out on pages1... to3.....

Scrutineer's Statement

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

Name: Jonathan Kearney

Address: 13 Boyce Street

Sheffield

S6 3JS

Date: 29/09/19

