



**The Group Council of the
7th Braid Edinburgh
(George Heriot's School)
Scout Group**

**TRUSTEES'
ANNUAL
REPORT
2014**

Section A: Reference and Administration Details

Charity name: 7th Braid Edinburgh (George Heriot's School) Scout Group

Registered charity number: SC036159

Charity's principal address:

George Heriot's School
Lauriston Place
EDINBURGH
EH9 3EQ

Names of the charity trustees who managed the charity in the year to 31st March 2014

Group Administrators:

Group Chairman	Richard Smith*
Group Secretary	Emma Macleod*
Group Treasurer	Ron McLeod*

Group Scout Team:

Group Scout Leader	<i>Vacant</i> *
Beaver Scout Leader	<i>Vacant</i> , Becky Fisher * (to 31/05/2013)
Assistant Beaver Scout Leader	Sophie Clarke
Assistant Beaver Scout Leader	Clair Murray (from /11/13)
Assistant Beaver Scout Leader	Gemma Watson (from /01/14)
Assistant Beaver Scout Leader	Erin Greenfield (from Oct to Nov 2013)
Cub Scout Leader	Robert Anderson *
Assistant Cub Scout Leader	Emma Chisholm
Assistant Cub Scout Leader	John Dobson
Assistant Cub Scout Leader	Hannah Drummond
Assistant Cub Scout Leader	Jack Lismanis (from /10/13)
Assistant Cub Scout Leader	Louise Slater (from /11/13)
Assistant Cub Scout Leader	Xueying Liu (to 19/09/2013)
Assistant Cub Scout Leader	Rongrang Xia (to 30/08/2013)

Sponsoring Authority

Principal – George Heriot’s School	Gareth E Doodes* (from January 2014)
Headmaster – George Heriot’s School	Alistair Hector* (to December 2013)

Group Executive Committee:

**Denotes Ex officio Member of Group Executive Committee*

Elected Members:	Beaver Scout Parent	Fiona MacDonald
	Cub Scout Parent	Paul Kentish
Nominated Members:	Cub Scout Parent	Linda Hunt
	Cub Scout Parent	Christine Liddle
	Nominee of the Sponsoring Authority	Sue Galloway ¹
Co-opted Members:	-	-
Right of Attendance:	District Commissioner	David Colley
	District Chairman	Tim Wallace
Group Representative on the District Executive Committee:		Ron McLeod*

¹ Non-voting Member

Section B: Structure, governance and management

Type of governing document:

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:

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.

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is a registered 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 Office of the Scottish Charity Register (OSCR) 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 Leader (post currently vacant), individual section leaders, parents' representation (members elected by the council), nominees of the Group Scout Leader, the nominee of the sponsoring authority and co-opted members, and meets as and when necessary, but usually 5 times per year. Ex-officio, nominated and elected members receive induction training as required by The Scout Association.

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. The Group would request the use of alternative accommodation from the sponsoring authority (George Heriot's School).

Damage to equipment. The Group maintains and repairs equipment on an as required basis. In the event this could not be done, the Group would request the use of equipment from neighbouring Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient 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. 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 on-going 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 would be necessary.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 11. 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 would result.

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.

Section C: Objectives and activities

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

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.

The group is run entirely by volunteers who make a commitment to do the training provided by the Scout Association.

The main activities in relation to these objects are detailed in Section D.

Section D: Achievements and performance



Group Chairman's Report

Richard Smith

It is again my pleasure to report another successful and reasonably uneventful year for the Group. In terms of the basics: The finances and the governance remain in good order, the membership is healthy and the resources available to Robert are sufficient to maintain all current activities.

To repeat the four objectives I set for my time in office:

First, that the children were always safe, well looked after and that their experience of the Group was fun, nurturing, developmental and suitably aerobic. Thanks to Robert and his team, the children have been entertained, educated and occasionally exhausted without mishap or misadventure.

Second, that the Group was well organised, well managed and in good financial order. Again, with due recognition to Ron McLeod for his diligence and good sense, the finances remain healthy and sustainable. On that basis, the Executive proposes to maintain subscriptions at the current level.

Third, that Robert and his team were properly supported, appreciated and recognised for all their hard work, care and commitment. After a short delay, we eventually managed to find the support to resource the Beavers leadership and Robert's team is now at reasonable strength. On behalf of the Executive, can I record our sincere thanks to Robert and all his team for their hard work, care and dedication. Without them there would simply be no Cubs or Beavers.

And fourth, that the Pack never placed unreasonable demands on the parents and never became a matter of stress or worry. I do appreciate that other Groups in this District do place a greater emphasis on parental involvement and some almost seem to require it. We don't. This Group recognises the commitments that parents make, in terms of time and money, to educate their children at George Heriot's. We understand that Cubs and Beavers are just two of many after-school activities that require parental time. We will continue to need volunteers to help with trips and we need support for our stall at the Christmas Fair. However, we are always conscious about assuming and asking too much.

The one area where we absolutely need parental involvement is the Group Executive. We need enough parents on that Committee to allow it to properly function and to carry out its legal and regulatory obligations. To be blunt - no Executive, no Group. We have streamlined the way the Executive works and (I hope) improved its effectiveness. Members now only need to attend four or five 90 minute meetings every year. Having both served two years, the Secretary, Emma Macleod, and I have both decided to stand-down. I hope and trust that suitable replacements can be found amongst the current crop of parents. Please be reassured that we don't leave a mess, no nasty surprises, no unfinished business.

Can I also repeat our gratitude to the school for its continuing commitment and sponsorship. In return, I hope that we still are and will continue to be a credit to George Heriot's.

Finally, can I record my thanks to all my fellow Committee members for their time, support and good humour. In particular, can I thank Emma Macleod for her Trojan efforts as Secretary. The Chair makes the speeches and runs the meetings – but the Secretary does all the work – and the Secretary should take the credit.

Richard Smith



Group Scout Leader's Report

Robert Anderson

In the absence of a Group Scout Leader, I am providing this report, which looks at the Group's activities over the year, the leader situation, and the work of the Group with future considerations.

We started the autumn term by completing the last action of our Group name change, with a service in the School chapel to dedicate the new Section flags, one for the Colony and one for the Pack. Many thanks to all parents who attended and supported the Group with this service.

This year has seen both the youth membership and adult membership of the Group grow and we return our highest number since I joined the Group in 1993 in the Association's annual census. Indeed over the last 5 years we have grown by 200%.

Although we are currently well supported by a good number of Leaders, we cannot be complacent. The majority of our leaders are students and it is more than likely they will move on as and when they graduate. It is also sad to report that for another year the position of Group Scout Leader, an appointment made by the District, remains vacant, despite assurances that it would be treated as a priority. Indeed, such is the importance of this appointment the national association regards them as priority appointment. While this appointment vacant it has a detrimental effect on the Group in terms of its management capacities and strategic direction and development.

The Committee will continue to work to address these concerns. However there are no easy solutions.

The following leaders left the Group during the year:

Becky Fisher (BSL) moved to Switzerland. We are particularly grateful to Becky for her efforts in establishing the Colony.

Clair Murray (ABSL) joined the Group briefly. She is a student at Edinburgh University, but weekend work including Friday evening forced her to resign.

Erin Greenfield (ACSL) also joined the Group briefly. Also a student at Edinburgh University, she started to travel home at weekends so could no longer commit to Friday evenings.

Xueying Liu (ACSL) stepped down to concentrate on her final year and preparations for her Masters.

Rongrang Xia graduated from the University of Edinburgh and returned home to China

I thank them all for their time of service.

At the end of the year, some members of the Committee are leaving.

Richard Smith is stepping down as Chair after 2 terms of office.

Emma Macleod is stepping down as Secretary after 2 terms of office as well.

Linda Hunt and Christine Liddle, both nominated members are stepping down after 2 years of service.

I thank them all for their efforts and the service they have given to the Group.

We are also grateful to the School Governors for their permission to use the school facilities for our events. The Group has continued to benefit from the use of School resources such as Forest Lodge, school minibuses, trailers and the ICT suite.

Beaver Scout Leader's Report



Sophie Clarke

This year has seen the Beavers enjoy a varied and balanced program of both indoor and outdoor activities. It is important to recognise the contributions which make this experience possible for the children. I wish to thank Emma, Hannah, Gemma, Claire and Louise who have all acted as fellow Assistant Beaver Scout Leaders at various points throughout the year, assisting with planning and adopting leadership roles within the weekly meetings.

The welcoming of any new member into the Colony is always a highlight of the year and we are excited to include so many new additions into the first stage of Scouting. These investiture ceremonies are always special events for those involved. It has been a pleasure to help the new Beavers to achieve their first sets of badges. Many thanks to the parents for their involvement in the ceremonies throughout the year and for enrolling their children in Beavers.

In September 2013 the Beavers enjoyed undertaking work to complete their Faith Badge with an exciting trip to the Local Mosque. Continual effort has also been undertaken by new members to achieve their promise badge. In this term the beavers excelled at completing their fitness challenge badge within the theme of the Glasgow 2014 Commonwealth games, involving both team and individual competitive sports. These included participation in activities ranging from tunnel relays to triathlons. This badge also covers the importance of healthy eating and the beavers learned about why we need nourishing food in order to be fit.

The children were also offered the chance to initiate the completion of some badges themselves at home and we have members currently working on the Animal friend, Hobbies and Musician badges.

This year the Beavers particularly enjoyed completing their Scientist badge initiated in January 2014 which involved the children setting up an experiment and monitoring the progress of the growth of some Mung beans. Additionally within the creativity badge the colony were involved in some drama work creating alternative endings to some well know children's stories such as "Danny's Magic Bicycle" and "The Rascally Cake".

During the second term the beavers also worked hard in the school's ICT Suite to successfully complete their IT badge producing some great work and demonstrating a promising technological skillset. Further to the work undertaken within the badge challenges we were able to plan evenings which allowed them to celebrate annual festivities such as St. Andrews Day, St George's Day, Burns Night and Chinese New Year.

Membership of the Colony remained constant over the year. We returned a census figure, taken in January, of 12. Membership at the end of the reporting year (March) was 14. The maximum allowable size of the Colony is 24. While this still leaves room for growth, with the long term leadership unclear, this is a comfortable number.

Finally I would like to express our gratitude as a team to Robert for his continual support and guidance. We would also like to say a thank you to the parents for consistently supporting their children in Beavers. We greatly appreciate the fantastic support network of the group executive committee, for their guidance and understanding, and finally our thanks to the school for the use of their facilities.



Cub Scout Leader's Report

Robert Anderson

This section of the report covers the work done by the Cub Pack.

This session has seen another full and active year of events and activities enjoyed by Cubs in the Pack.

The highlights, as always, are the camps and pack holidays. In May, some of the older Cubs camped at the National Scout Activity Centre at Fordell Firs. This was a Scottish camp for older Cubs and younger Scouts. In October we headed off to another National Scout Activity Centre at Lochgoilhead, where Cubs earned their Outdoor Challenge, Water Activities and Nights Away badges. In January we completed the trio of staying at National Scout Activity Centres with a

weekend at Meggernie. Memorable for early departure to avoid being stuck in the snow. Many thanks to Paul Kentish, a Cub Parent, for driving a minibus for two of these weekends.

Several excursions were also organised for the Cubs. In May we joined Scouts all over the world for JOTT, Jamboree on the Trail, by trekking across the Pentland Hills from Flotterstone to Bonaly. Many thanks also to the parents who joined us on that day. Cubs received the JOTT badge, which is undoubtedly the biggest badge they get, plus the Hikes Away.

November took us to the King's Theatre to see the Edinburgh Scout and Guide Gang Show.

In December we went to the Cinema at Fountain Park and the Cubs were also active in the school community, running their games stall at the Parents Association Christmas fair.

In June we visited to Holyrood Park where Historic Scotland's Ranger Service ran a Global Conservation badge session for the Cubs over a couple of evenings. Many thanks to them for their efforts and patience.

Of course, the normal programme continued as well and we worked through the requirements of several badges and challenges.

- Shona and Colin Bibby, Parents of a Cub, ran a Scientist badge event for the Cubs in May. I am very grateful to them for undertaking this.
- also in May we did the Swimmers Badge, stages 1 and 2.
- June saw us return to Goldenacre for the Athletics and Athletics Plus badges.
- and in March this year, the Information Technology stages 1 and 2

Membership of the Pack remained constant over the year. We returned a census figure, taken in January, of 31. Membership at the end of the reporting year (March) was 34. The maximum allowable size of the pack is 36, so we may soon find the Pack closed to direct entrants, to ensure places for the Beaver Scouts when they move up.

Finally, I would like to record my thanks and appreciation to all the ACSLs for their support, understanding and tolerance over the last year. Also to the Group Executive Committee and you, the parents, for your continued interest and support that is so willing given. That support is invaluable as much of the programme could not be done without it.

Section E: Financial Review

Treasurer – Ron McLeod

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 £1500.

The Group held reserves of approximately £5600 at year end. This is above the level required for operating expenses, due to the donation in 2009/10 for the centenary. It is £1000 lower than last year mainly due to an increase in the number of leaders and the cost of training them.

Investment Policy:

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.

7th Braid Edinburgh (George Heriot's School) Scout Group

Receipts and Payments Account

For the year from	1st April 2013	to	31st March 2014
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Receipts and payments

	2013 / 14 Unrestricted funds £	2012 / 13 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions (incl rebate on early subs)	3412.00	2,700.00
Less: Membership subscriptions paid onto District	-1798.00	-
Net membership subscriptions retained	1,614.00	1,161.00
Donations		212.00
Gift Aid	1517.99	-
Other similar income (Camp fees)	2740.00	2,700.00
Other similar income (Excursions and Outings)	537.00	265.00
Other similar income (Refunded) (inc Scout assoc refund £130)	155.62	-
Sub total	6,564.61	4,338.00
Fundraising (gross)		
PA Christmas Fair	415.00	325.00
Other fundraising activities		-
Other fundraising activities		-
Sub total	415.00	325.00
Investment income		
Bank interest		-
Building Society interest		-
The Scout Association Short Term Investment Service		-
Property Rent income		-
Other investment income		-
Sub total	-	-
	Restricted funds £	Restricted funds £
Receipts		
Grants		
Maintenence grant. Scout start up grant (Beavers).		100.00
Other grants. Lottery grant for tents.		2,000.00
Sub total		2,100.00
Asset and investment sales, etc.		-
Total receipts	6,979.61	6,763.00

7th Braid Edinburgh (George Heriot's School) Scout Group

Receipts and Payments Account

Year start date

For the year from	1st April 2013	to	31st March 2014
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Receipts and payments

	2013 / 14 Unrestricted funds £	2012 / 13 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities (Excursions, District events)	739.40	453.80
Adult support and training		99.28
Materials (resources) and equipment	1806.66	410.87
Printing, photocopying, stationary and stamps	146.13	55.36
Contribution to camp costs	3029.85	3,225.34
Uniforms and badges	301.63	284.63
AGM and trustee expenses		278.54
Beaver kit		568.57
Leader Resources		47.45
Minibus		10.00
Other costs detail (Gifts to Adult Leavers)	33.90	
Other costs detail (District Trophy Engraving)	29.00	
Sub total	6,086.57	5,433.84
Fundraising expenses		
PA Christmas Fair		7.98
Other fundraising costs		-
Other fundraising costs		-
Other fundraising costs		-
Sub total	-	7.98
	£	£
Payments		
Grants		
Big Lottery Fund Grant	2,000.00	-
Sub total	2,000.00	-
Total Gross Expenditure	8,086.57	5,441.82
Asset and investment purchases, etc.		-
Total payments	8,086.57	5,441.82
Net of receipts / (payments)	- 1,106.96	1,321.18
Reported Cash funds last year end	6708.01	
Uncashed cheque	21.41	
Actual Cash funds last year end	6729.42	5,386.83
Cash funds this year end	5,622.46	6,708.01

Statement of assets and liabilities at the end of the year

	31st March 2014 Unrestricted funds £	31st March 2013 Unrestricted funds £
Cash funds		
Bank current account	5,622.46	6,708.01
Bank deposit account		-
Building society account		-
The Scout Association Short Term Investment Service		-
Cash/Floats		-
Total cash funds	5,622.46	6,708.01
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		-
Shop stock		-
Other stock		-
Land and buildings		-
Motor vehicles		-
Scouting equipment, furniture etc		-
Other		-
Sub total	-	-
Liabilities		
Accounts not yet paid		-
Expenses incurred but not invoiced		-
Subscriptions not yet paid		-
Loan - detail		-
Other liabilities		-
Sub total	-	-

Contingent liabilities and future obligations

Independent examiner's report to the Trustee's of the

7th Braid Edinburgh (George Heriot's School) Scout Group SC036159

I report on the accounts of the Group for the year end 31st March 2014, which comprise the Statement of Financial Activities and the Balance Sheet.

The report is made solely to the Group's trustees. My work has been undertaken so that I might state to them 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 Group and the Group's trustees for my examination work.

Respective responsibilities of trustees and examiner

The Group's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The Group's trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have 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.

Signed:

Name:

Relevant professional qualification

Address:

Original Signed

Christopher Fenton

CA

████████████████████

Edinburgh

████████

Date: 15th May 2014

Section G: Declaration

The trustees declare that they have approved the trustees' report above and it was adopted by the Group Council at their Annual General Meeting on **13th June 2014**.

Signed on their behalf by the charity's trustees

Signature _____

Print Name _____

.....
Original Signed

Richard Smith

Chair

.....
Original Signed

Emma Macleod

Secretary



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7th Braid Edinburgh (George Heriot's School) Scout Group
Registered Scottish Charity No: SC036159