



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

**ANNUAL
REPORT
2011**

Office Bearers in the Year to 31st March 2011

Group Administrators:

Group Chairman	Tim Wallace*
Group Secretary	Lynne Dunsmore*
Group Treasurer	Ron MacLeod*

Group Scout Team:

Group Scout Leader	<i>Vacant</i> *
Cub Scout Leader	Robert Anderson*
Assistant Cub Scout Leader	Lucy Pilkington (to July 2010)
Assistant Cub Scout Leader	Emma Chisholm (from Nov 2010)
Assistant Cub Scout Leader	Lisa Currie (from Nov 2010)
Assistant Cub Scout Leader	Chris Whyte (from March 2011)

Sponsoring Authority

Headmaster – George Heriot’s School	Alistair Hector*
--	------------------

Group Executive Committee:

**Denotes Ex officio Member of Group Executive Committee*

Nominated Members	Group Supporter	Debbie Walker
	Nominee of the Sponsoring Authority	Sue Galloway ¹
Elected Members	Cub Scout Parent	Jacqui Mitchell
	Cub Scout Parent	Colin Bibby
Co-opted Member	City of Edinburgh Councillor	Councillor David Beckett (SNP) ¹
Right of Attendance:	District Commissioner	Mark McCraw ¹
	District Chairman	Richard Swan ¹

¹ Non-voting Member



Group Chairman's Report

Tim Wallace

Within this report, you will be able to read more about the activities and achievements of both the Cub Pack and Group over the past year. The Cub Pack continues to offer an exciting programme. This of course would not be possible without the efforts and enthusiasm of our Cub Leader, Robert Anderson, supported by Lucy, his Assistant Cub Leader, and supplemented with voluntary assistance from interested parents and pupils. Well done and thank you to you all.

I would also like to thank all members of the Group Executive Committee for their continued hard work, supporting the Cub Pack and executing a memorable programme for our centenary celebrations.

Finally, I would like to thank Alastair Hector, Sue Galloway and other members of Heriot's staff for their support over the last year as our sponsoring authority



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.

This year we had the conclusion of a series of activities over a to celebrate the Group's Centenary.

Leadership of the Cub Pack has improved and is now in a healthy condition, but only for the short term. Lucy graduated in the summer and returned home. As a result she resigned her appointment with the group. Lucy had given a tremendous level of service and commitment to the Pack during her time in Edinburgh, for which I am truly gratefully for. To supplement the leadership, a parent's rota continued to June with two families doing their duty each meeting. Many thanks to all the parents who made this an effortless and successful task.

After the summer, we gained the services of Emma and Lisa as Assistant Cub Scout Leaders. Both are students at The University of Edinburgh and joined us after arriving in Edinburgh at the start of their studies. Both have had previous experience in Scouts and Guides. More recently, just before Easter another student at The University of Edinburgh, Chris, joined us as an Assistant Cub Scout Leader.

Although this puts the Pack in health position for leaders over the next few years, never the less, the Group Executive continues its unending task to find new leaders, both with a view to ensuring continuity when Emma, Lisa and Chris finish their studies, to fill the vacant Group Scout leader role, and identify individuals willing to establish new sections such as a Beaver Scout Colony (for 6 to 8 years old). As always though, it is difficult to attract individuals to volunteering. The Group has been successful in securing support from the Development Officer employed by the Scout Region and have submitted a development plan to aid this support.

The Group hosted several District events and activities over the year. Namely the:

- Cub Sports Competition at Goldenacre

- Cub Athlete badge assessment at Goldenacre.
- Cub Swimmers badge assessment for Stages 1 and 2 in the school pool.
- Cub ICT Stage 1 badge assessment.

We are grateful to the School Governors for their permission to use the school facilities for these events.

The Pack has also continued to benefit from the use of other School resources such as Forest lodge, the school minibuses, and trailers. We are grateful to the School for allowing there use in support of the events and activities undertaken by the Pack.



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 highlight, as always, must be the camps and pack holidays. In May, older Cubs attended the national older cub and younger scout camp at the national camping centre at Fordell Firs. In October, the Pack spent the weekend at PGL's Activity Centre's at Dalguise. The Cubs completed their Outdoor Challenge, Water Activity and Nights Away badges. Unfortunately, the annual weekend to the School cottage at Forest Lodge in January was not held because of concerns with the weather.

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 from Flotterstone to Bonaly in the Pentlands. Cubs received the JOTT badge, which is undoubtedly the biggest badge they get.. In June, as the final activity for the Packs celebration of the Group's Centenary and to meet requirements for the Fitness Badge, we had a trampoline evening at Orcadia. September saw us visiting Rosslyn Chapel to complete requirements for the Scottish Cub Scout Challenge Badge, My Faiths and Local Knowledge badges and later in the same month a visit to the National Gallery of Scotland for the Artist badge. November took us to the Kings Theatre to see the Edinburgh Scout and Guide Gang Show and December to the Cinema at Fountain Park.

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

Throughout the year, we also participated in District competitions with some success:

- 1st place at the Cub Sports Competition in May 2010 at George Heriot's Sports Ground, Goldenacre.
- The District 5-a-side football competition at the Jack Kane Centre in November.
- Joint 1st place with the 28th Pack at the Swimming Competition in February 2011 at Loanhead Leisure Centre.

Membership of the Pack has remained reasonably constant, with a peak at 24 before dropping to 16. Several new Cubs are expected to join the Pack after Easter to bring us back to 21 Cubs. With 24 pupils registered for a place in the Pack on their eighth birthday in the coming years, we also have a good pool of new members.

Finally my thanks to my ASCL's for their support, understanding and tolerance over the last year. Also to the Group Executive Committee and you, the parents, for your continuing interest and support that is so willing given.

The Trustee's Annual Report and Financial Statements
for the Year ended 31st March 2011

Treasurer – Ron MacLeod

Structure, governance and management

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:

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.

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, parent's representation (members elected by the council), nominees of the Group Scout Leader, the nominee of the sponsoring authority and co-opted members and meets 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 buildings from the sponsoring authority (George Heriot's School).

Damage to equipment. The Group would request the use of 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 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 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.

Reduction or loss of members. The Group provides activities for all young people aged 8 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.

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.

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.

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 cubs enjoyed a busy and varied programme of camps, physical, creative and spiritual activities with excursions, visitors, and games.

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

Financial Review

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 against this at year end. This is above the level required for operating expenses. However this can be explained by the donation in 2009/10 for the centenary.

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 Blackford Edinburgh (George Heriot's School) Scout Group

Receipts and Payments Account

	Year start date		Year end date
For the year from	1st April 2010	To	31st March 2011

Receipts and payments

	2010 / 11	2009 / 10
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions (incl rebate on early subs)	1,479.00	1,800.00
Less: Membership subscriptions paid onto District	- 546.00	- 752.00
Net membership subscriptions retained	933.00	1,048.00
Donations (09/10 includes for Malawi projects)	-	154.00
Gift Aid	515.00	2,514.14
Other similar income (Camp fees)	1,080.00	1,135.00
Other similar income (Excursions and Outings)	190.00	218.00
Other similar income (Centenary Dinner, Ratho trip refund)		630.00
Sub total	2,718.00	5,699.14
Grants		
Maintenence grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising (gross)		
PA Fun day	-	58.30
SHQ Malawi Appeal	138.10	
GHS PA Christmas Fair	-	514.80
Sub total	138.10	573.10
Investment income		
Bank interest	6.76	8.86
Sub total	6.76	8.86
	Restricted funds	Restricted funds
	£	£
Receipts		
Grants		
Grant - VAF Community Chest	1,000.00	-
Grant - Awards for All	-	2,370.00
Sub total	1,000.00	2,370.00
Asset and investment sales, etc.	-	-
Total receipts	3,862.86	8,651.10

7th Blackford Edinburgh (George Heriot's School) Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2010	To	31st March 2011
----------------------	----------------	----	-----------------

Receipts and payments

	2010 / 11	2009 / 10
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities (Excursions, District events)	438.75	366.35
Adult support and training	-	24.00
Materials (resources) and equipment	690.63	331.40
Printing, photocopying, stationary and stamps	170.59	194.82
Contribution to camp costs	803.18	2,027.73
Uniforms and badges	441.05	487.50
AGM and trustee expenses	45.57	26.32
Other costs detail 1 (Donation National Galleries of Scotland)	80.00	
Other costs detail 2 (Donation SHQ Malawi Appeal)	-	293.07
Other costs detail 3 (Leaving Gifts)	114.94	
Gift Aid Overpayment	551.94	
Centenary Dinner/catering		1,274.30
Centenary Fees - Musicians / Flowers / Gift	36.70	305.00
Centenary - general expenses (incl cub outing)		1,618.30
Centenary commemorative bench - deposit & balance	540.00	260.00
Sub total	3,913.35	7,208.79
Fundraising expenses		
PA Christams Fair	56.31	26.32
PA Fun day	-	16.04
Detail 3	-	-
Other fundraising costs	-	-
Sub total	56.31	42.36
	Restricted funds	Restricted funds
	£	£
Payments		
Grants		
Grant - VAF Community Chest	1,030.91	-
Grant - Awards for All	2,361.37	
Sub total	3,392.28	-
Total Gross Expenditure	7,361.94	7,251.15
Asset and investment purchases, etc.	-	-
Total payments	7,361.94	7,251.15
Net of receipts / (payments)	- 3,499.08	1,399.95
Cash funds last year end	9,170.08	7,770.11
Cash funds this year end	5,671.00	9,170.06

Statement of assets and liabilities at the end of the year

	2010 / 11	2009 / 10
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account - Unrestricted	5,671.00	6,800.06
Restricted (Awards for All)	-	2,370.00
	-	-
Total cash funds	5,671.00	9,170.06
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	60.00	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	60.00	-

Contingent liabilities and future obligations

Independent Examiner's Report Year ended 31st March 2011

Christopher Fenton CA

I report on the accounts of the Group for the year end 31 March 2011, 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:

Christopher Fenton

CA

[REDACTED]

Date: 16 June 2011



Annual Report of the Group Council for the
7th Blackford Edinburgh (George Heriot's School) Scout Group