

Trustees' Annual Report

For the period

From (start date):

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To:

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Section A Reference and administration details

Charity Name

43rd Saxlingham Nethergate Scout and Guide Group

Other names the charity is known by

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Registered charity number (if any)

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HQ Registration Number

2	3	5	3
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Charity's principal address

The Scout and Guide Headquarters										
Church Hill, Saxlingham Nethergate, Norwich										
Norfolk										
Postcode				N	R	1	5	1	T	D

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
Dane Grundy	Group Chair	
Michelle Bates	Secretary	
Chris Kemp	Treasurer	
Kim Greenshields-Scriven	Group Guide Leader	
Chris Backhouse	Group Scout Leader	
Rosemary Tooms	Guide Leader	
Simon Woodward	Assistant Group Scout Leader	
Bridget Keeble	Guide Leader	
Helen Pye	Brownie Leader	
Caroline Wolfe	Beaver Leader	
Andy Skitt	Assistant Scout Leader	

Names and addresses of advisors (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 governing documents are those of the The Scout Association and Girlguiding UK. 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 and Girlguiding UK.

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 and Guides.

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 and Girlguiding UK.

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 Trustee Board, the members of which are the 'Charity Trustees' of the Scout and Guide 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 Board consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout and Guide Leaders, individual section/unit leaders (if opted to take on the responsibility) and parent's representation and meets every 4 months.

Members of the Trustees Board complete 'Essential Information' training within the first 5 months of joining the board.

This Trustee Board exists to support the Group Scout and Guide Leaders in meeting the responsibilities of their 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 Trustee Board 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 and Guide 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 annual fees contributes to the Scout Association and Girlguiding UK national accident insurance policy. Risk Assessments are undertaken before all activities.

Income from fund raising is virtually non - existent. The Group is therefore 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 Trustees Board 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/unit 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 4 to 18. If there was a reduction in membership in a particular section /unit or the group as whole then there would have to be a contraction, consolidation or closure of a section/unit. In

Section B**Structure, governance, and management (continued)**

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.

Section C**Objectives and activities**

Summary of the objectives 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
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

The Girlguiding Mission statement

Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

As Rainbows, Brownies, Guides and Rangers, we fire their imaginations through challenges and adventures for all personalities and abilities, from 4 to 18 years

Section C Objectives and activities (continued)

- We give girls a space just for them
- We give girls somewhere they can talk openly about what affects them and get support from other girls.
- Girls speak, then we listen and act
- We listen to what girls tell us, and this guides what we offer.
- At Girlguiding, we give all girls an equal sense of belonging.
- Girls with additional needs are always included in guiding.

We invite all members to make their promise to 'be true to themselves and develop their own beliefs. We welcome girls from every faith – and no faith.

We do this by working together in small groups, encouraging self-government and decision making using a balanced and varied programme, including challenge, whilst caring for the individual and sharing a commitment to a common standard.

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 Girlguiding units and Scouting sections hold weekly meetings, residentials, camps and events providing a safe space for young people in our community.

Section E Financial Review

Brief statement of the charity's policy on reserves

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and possible fundraising activities fall short.

Quantify and explain any designations

The Group held reserves of approximately £20,000 at the year end. This is above the level required for operating expenses. These reserves are to undertake emergency repairs to the HQ, if required.

Details of any funds materially in deficit

None

Section E Financial Review (continued)

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

Principal source of funds is via Subscriptions

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.

Section F Other optional information

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)	Dane Grundy	Kim Greenshields-Scriven	Chris Backhouse
Position (e.g. Secretary, Chair)	Group Chair	Group Guide Leader	Group Scout Leader

Date

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**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2024

FOR

43RD SAXLINGHAM NETHERGATE SCOUT AND GUIDE GROUP



43RD SAXLINGHAM NETHERGATE SCOUT AND GUIDE GROUP**Charity Number: 1044426****RECEIPTS AND PAYMENTS ACCOUNT****For the year to 31 March 2024**

	2024			2023
	£	£	£	£
Receipts	Unrestricted	Restricted	Total funds	Last year
Membership fees	15,368	-	15,368	9,530
Property rent income	504	-	504	842
Gift aid	1,006	-	1,006	1,304
Activities	16,181	-	16,181	10,952
Interest	669	-	669	317
Total Receipts	33,728	-	33,728	22,945
Payments				
HQ costs	6,165	-	6,165	8,193
Section costs	3,238	-	3,238	2,027
Group costs	3,981	-	3,981	3,214
Activities	19,579	-	19,579	5,129
Membership fees	8,268	-	8,268	7,346
Bank charges	60	-	60	77
Total Payments	41,291	-	41,291	25,986
Surplus/(deficit) for the year	(7,563)	0	(7,563)	(3,041)

43RD SAXLINGHAM NETHERGATE SCOUT AND GUIDE GROUP

Charity Number: 1044426

CASH FUNDS

At 31 March 2024

	£	2024 £	£	2023 £
Cash funds	Unrestricted	Restricted	Total funds	Last year
CAF account	14,298	-	14,298	22,450
CCLA account	12,641	-	12,641	12,055
Expense account	2,095	-	2,095	2,092
Cash account	43	-	43	43
Balance carried forward	29,077	-	29,077	36,640

Movement During Year	Unrestricted	Restricted	Total funds	Last year
CAF account	(8,152)	-	(8,152)	(5,348)
CCLA account	586	-	586	210
Expense account	3	-	3	2,092
Cash account	-	-	-	5
Net Movement	(7,563)	-	(7,563)	(3,041)

Summary movement	Cash funds
Cash b/f	36,640
Net movement in year	- 7,563
Cash c/f	29,077

43RD SAXLINGHAM NETHERGATE SCOUT AND GUIDE GROUP
Charity Number: 1044426

STATEMENT OF NON CASH ASSETS AND LIABILITIES
At 31 March 2024

		2024			2023
		£	£	£	£
Closing Assets and liabilities		Unrestricted	Restricted	Total funds	Last year
Group HQ (Fixed asset)	Note 1	369,349	-	369,349	352,803
Accountancy	Note 2	(420)	-	(420)	-
Balance carried forward		<u>368,929</u>	<u>-</u>	<u>368,929</u>	<u>352,803</u>

Note 1 Group HQ

The Group HQ fixed asset is valued each year per insurance

Note 2 Accruals

Accruals reflects the annual accountancy charge for independent review

The financial statements were approved by the trustees and signed on its behalf by:

Christopher Rae
Treasurer

16 September 2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
43RD SAXLINGHAM NETHERGATE SCOUT AND GUIDE GROUP
Charity Number: 1044426**

I report on the accounts of the 43rd Saxlingham Nethergate Scout and Guide Group for the year to 31 March 2024 which are set out on pages 2 and 3.

Responsibilities and basis of report

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees 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 procedure laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act
- to state whether particular matters have come to my attention

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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.



J van Dijk FMAAT
van Dijk Accountants Limited
11 Trinity Street
Bungay
Suffolk NR35 1EH

16 September 2024