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## Trustee Annual Report 2024–2025

10<sup>th</sup> Mar 2025

*17th Norwich Scout Group*

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### 1. Name, Registration and Address

- **Charity Name:** 17th Norwich Scout Group
  - **Charity Registration Number:** 1086590
  - **Principal Address:** 223 Sprowston Road, St George's Church Hall, Norwich, Norfolk, NR3 4HZ
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### 2. Names of Trustees

As of the date of this report, the following individuals served as Trustees:

- Helen Doherty (Chair)
  - Tim Burke (Treasurer)
  - Paul Warden (Group Lead Volunteer)
  - Diane Newson (Deputy Group Lead Volunteer)
  - Ivan Newson (Explorer Team Leader)
  - Emily Fenton (Scout Team Leader)
  - Louisa Barnard (Trustee)
  - Victoria Johnson (Trustee)
  - Paula Mellor (Trustee)
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### 3. Structure, Governance and Appointment of Trustees

The Group operates under the model constitution from Chapter 5 of the Scout Association's Policy, Organisation and Rules (POR), adopted at the AGM on 22 March 2025.

- The Trustee Board comprises up to six elected members, with a quorum of three.
  - Trustees are elected annually by the Group Scout Council.
  - Additional members may be co-opted to fill vacancies or bring in specific expertise.
  - The Board meets 4–5 times per year and is supported by subcommittees (EaST17 event and support team) and section leaders.
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### 4. Objectives and Activities

The Group's purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Key activities include:

- Weekly section meetings for Beavers, Cubs, Scouts, and Explorers
  - Camps, hikes, kayaking, archery, and community service projects
  - Special events such as the 60th anniversary celebration and themed AGM evening
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## **5. Achievements and Performance (including Public Benefit)**

- Celebrated 60 years of Scouting with a family activity day and campfire sing-along
  - Transitioned from an Executive Committee to a formal Trustee Board to align with charity governance best practices
  - Delivered over 40 weeks of Scouting activities, including international participation in the World Scout Jamboree in South Korea
  - Maintained strong community engagement and volunteer support, including the formation of the EaST17 Event and Support Team
  - Continued to develop our youth support with Young Leaders involved across all sections.
  - Support young people from 6-18 providing regular weekly meetings, offering a wide range of activities and learning, inc, personal development.
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## **6. Where Our Money Comes From**

The Group's income is primarily generated through two key sources:

- **Monthly Subscriptions:** Each young person contributes £12 per month. These regular contributions help cover the cost of weekly activities, badges, equipment, hall expenses and annual capitation fee to the wider scout movement.
- **Paid for activities:** Camps which are not covered by the subscriptions.
- **Fundraising Activities:** The EaST17 (Event and Support Team) plays a vital role in organising fundraising events throughout the year. These include community events, raffles, and sponsored activities, which not only raise essential funds but also strengthen community ties and visibility for the Group.

These income streams ensure the Group can continue offering high-quality Scouting experiences while maintaining affordability and accessibility for all families.

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## **7. Financial Review**

- The period Statement of Accounts was reviewed and approved at the AGM.

See full statement of accounts for further detail.

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## **8. Reserves Policy**

- The Group aims to maintain reserves equivalent to at least three months of operating costs.
  - Reserves are held to cover unexpected expenses, support hardship grants, and fund future development plans.
  - The Board agreed to maintain annual hall payments and diarise future obligations.
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## **9. Funds Held as Custodian Trustee**

- The Group does not currently hold funds as custodian trustee on behalf of others.

# 17th Norwich Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year  
from

4/1/2023

To

9/30/2024

### Receipts and payments

	2023/24 Unrestricted funds £	2022/3 Unrestricted funds £
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#### Receipts

##### Donations, legacies and similar income

Membership subscriptions	17692.00	11,140.00
Less:Membership subscriptions paid on (National/County/Area/District)	(6,000.00)	(4,800.00)
Net membership subscriptions retained	11,692.00	6,340.00
Donations	355.23	
Legacies	0	-
Gift Aid	0.00	-
<b>Sub total</b>	<b>12,047.23</b>	<b>6,340.00</b>

##### Grants

Maintenenance grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

Fundraising (gross)	664.98	135.21
Group Uniform, Garments and Badges	175.00	92.50
Group Camp\Activity Income	521.00	177.00

Explorers Camp and Activity	-10.00	1,205.12
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Scouts Garment Income	102.00	374.50
Scouts Frosties	1,100.00	1,317.00
Forest Camp 2022		4,904.08
Summer Camp 2023	4,829.00	5,721.21
Scout non-term activities	1,761.43	1,401.00
Scout Term Activities		

Cubs EVAC and non-term activities	263.00	1,383.00
Cubs Garment Sales	15.00	-
Cubs Camp	2,071.00	989.00

Beavers Camps and Sleepovers	693.00	565.00
Beavers Non-term activities	337.39	61.00

NORJAM Income	1,625.00	
<b>Sub total</b>	<b>14,147.80</b>	<b>18,325.62</b>

##### Investment income

Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

<b>Total Gross Income</b>	<b>26,195.03</b>	<b>24,665.62</b>
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<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
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<b>Total receipts</b>	<b>26,195.03</b>	<b>24,665.62</b>
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# 17th Norwich Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year  
from

4/1/2023

To

9/30/2024

### Receipts and payments

2023/24	2022/3
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	Unrestricted funds £	Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Group Uniform, garments and badges	325.26	46.25
Group Equipment and Administration	469.64	928.43
Group Insurance	851.89	558.96
Group Camp/activity Expenditure	1629.36	335.60
Group Training	167.54	174.00
Group Scout Shop Trading Post	264.75	252.05
Group Hall Rent	500.00	500.00
Donation allocated to Scout Camp		
Group Camping Equipment	636.09	933.86
Subsidy to WS Jamboree attendees		610.03
Explorers Scout Shop Expenditure	22.05	46.25
Explorers Camp & non-term Activities	757.67	1333.33
Explorers Garments		218.00
Explorers Term Expenses	230.81	105.97
Explorers Section night activities		
Scout Shop Expenditure	207.78	121.81
Scouts Frosties	1220.84	1454.51
Scouts/Group Garments Expenditure	211.00	284.37
Scouts EVAC & non-term activities	1924.45	2235.39
Scouts Forest Camp 2022		8612.38
Scouts Term Expenses	1322.66	767.61
Scout Camp 2023 (World)	9649.91	1513.89
Cubs non-term activities	340.00	1544.00
Cubs Garments	75.00	40.00
Cubs Scout Shop Expenditure	506.63	355.45
Cub Camp	2697.32	1694.10
Cubs Term Expenses	531.12	778.29
Beavers camps and sleepovers	629.04	590.19
Beaver Scout Shop Expenditure	294.15	139.06
Beavers Term Expenses	158.50	122.24
Beavers EVAC & non-term activities	349.00	63.00
<b>Sub total</b>	<b>25972.46</b>	<b>26,359.02</b>
<b>Fundraising expenses</b>		
Small Lottery Licence	40.00	-
Detail 2	0.00	-
Detail 3	0.00	-
Other fundraising costs	0.00	-
<b>Sub total</b>	<b>40.00</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>26,012.46</b>	<b>26,359.02</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>26,012.46</b>	<b>26,359.02</b>
<b>Net of receipts/(payments)</b>	<b>182.57</b>	<b>(1,693.40)</b>
<b>Cash funds last year end</b>	<b>16,687.81</b>	<b>18,381.21</b>
<b>Cash funds this year end</b>	<b>16,870.38</b>	<b>16,687.81</b>

## Statement of assets and liabilities at the end of the year

	30th September 2024 Unrestricted funds £	31st March 2023 Unrestricted funds £
<b>Cash funds</b>		
Bank current account	16,775.38	16,687.81

Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	95.00	-
<b>Total cash funds</b>	<b>16,870.38</b>	<b>16,687.81</b>
<b>Other monetary assets</b>		
Tax claim	0.00	-
Debts due from the County/Area/District/Group	0.00	-
Insurance claim	0.00	-
<b>Sub total</b>	<b>0.00</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid	0.00	0.00
Expenses incurred but not invoiced	0.00	0.00
Subscriptions not yet paid		0.00
Loan - detail	0.00	0.00
Other liabilities	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>

**Contingent liabilities and future obligations**

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

Signature

Print Name

elen Doherty

Chair

im Burke

Treasurer

Note on non-monetary assets. These consist of a container, shed and scouting equipment. They are treated as fully depreciated. There is insurance cover for replacement value, estimated as £37,000.

## **Independent examiner's report to the trustees of 17<sup>th</sup> Norwich Scout Group**

I report to the trustees on my examination of the accounts of the 17<sup>th</sup> Norwich Scout Group for the 18 months ended 30 September 2024.

### **Responsibilities and basis of report**

As the charity trustees of the 17<sup>th</sup> Norwich 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 17<sup>th</sup> Norwich 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 17<sup>th</sup> Norwich 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.

Becky Bird, BSc (Hons) FCA

Norwich  
6 December 2024