

Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	0	3	2	3
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Section A

Reference and administration details

Charity name

1st Mulbarton Scout Group

Other names the charity is known by

Registered charity number (if any)

1	1	3	6	4	2	4
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HQ registration number

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Charity's principal address

1 East Carleton Road

Postcode

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Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Christopher White	Chair	
2	Jennifer Price	Treasurer	
3	Malcolm Court	President	
4	Martin Salisbury	Trustee	
5	Robin Parker	Group Scout Leader	
6	Andrea Lovick	Deputy Group Scout Leader	
7	Rachel Buckenham	Secretary	
8			
9			
10			
11			
12			
13			
14			
15			

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

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

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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. 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 (optional information but encouraged as best practice)

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

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 Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every # months.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' 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.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control (Specimen 1)</p> <p>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:</p> <p>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 buildings and contents insurance in place to mitigate against permanent loss.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Risk and Internal Control (Specimen 2)</p> <p>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.</p>

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	<p>The Groups have now resumed full face to face sessions and are enjoying the freedom of this and activities have also resumed in full. There have, amongst many other things, been several Themed camps, Sleepovers, Campfire cooking sessions, Remembrance Day, Sparkler Safety & Bonfire night, Day & Night hikes and Christingle making.</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	

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 group has successfully operated within the rules of scouting and many youth members have achieved the highest scouting awards and individual badges on progress with skills delivered by the leadership team.

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 6 months running costs, circa £15,000.

The Group held reserves of approximately £33000 against this at year end. This is above the level required for operating expenses.

Quantify and explain any designations

and the main fundraiser, the annual fireworks event which was as always a great success. General maintenance has continued at the hut which as always proves costly. These included Electrical works, and the removal of an old storage container.

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:

- the charity's principal sources of funds (including any fundraising);

- how expenditure has supported the key objectives of the charity;

- investment policy and objectives;

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

Plans for future periods (details of any significant activities planned to achieve them)

works on the HQ including acoustic tile insulation to help with the acoustic issues within the hut, new flooring to reduce the slip risk in the kitchen when wet.

Section G

Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

J Price

Full name(s)

Jennifer Lillian Price

Position (eg Secretary, Chair)

Treasurer

Date

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1st Mulbarton Scout Group (Charity no. 1136424)

Receipts and Payments Account

	Year start date		Year end date
For the year from	2022	To	2023

Receipts and payments

	2022/23			2021/22
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Receipts				
Donations, legacies and similar income				
Membership subscriptions & Activities (Events - Various)	20,566	-	-	13,262
Donations	-	-	-	25
QM transfer	-	-	-	1,000
Gift Aid	-	-	-	-
events - various	-	-	-	5,986
Sub total	20,566	-	-	20,273
Grants				
Maintenence grant	-	-	-	-
Other grants	-	-	-	-
Sub total	-	-	-	-
Fundraising events (gross)				
fireworks	13,291	-	-	14,621
Duck race	-	-	-	-
easy fundraising/rewards	42	-	-	394
Other fundraising activities	963	-	-	868
Sub total	14,296	-	-	15,883
Scout hut income				
Hire of building	9,516	-	-	3,243
Hire of equipment	-	-	-	-
Scout Insurance Contribution	538	-	-	-
Sub total	10,055	-	-	3,243
Investment income				
Bank interest	20	-	-	1
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Other investment income	-	-	-	-
Sub total	20	-	-	1
Total Gross Income	44,937	-	-	39,400
Asset and investment sales, etc.	-	-	-	-
Total receipts	44,937	-	-	39,400

1st Mulbarton Scout Group (Charity no. 1136424)

Receipts and Payments Account

	Year start date		Year end date
For the year from	2022	To	2023

Receipts and payments

	2022/23			2021/22
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Payments				
Charitable Payments				
Membership subscriptions paid on (National/County/Area/District)	6,360	-	-	6,732
Youth programme and activities	7,425	-	-	6,084
Adult support and training	92	-	-	69
Rent	5,350	-	-	50
Leader Expenses				
Activities/Events/Maintenance	8,012	-	-	-
Electricity and Gas	662	-	-	7,086
Insurance	1,980	-	-	604
Repairs and Renewals	9,731	-	-	8,861
Materials, equipment & Storage	4,274	-	-	4,486
Printing and photocopying		-	-	-
Contribution to camp costs	-	-	-	-
Uniforms - Trading Post	1,462	-	-	1,130
AGM and trustee expenses	15	-	-	-
bottle bank	454	-	-	161
QM fund transfer	-	-	-	1,000
Event Fee Refund	135	-	-	-
Sub total	45,951			
Fundraising expenses				
Fireworks	6,594	-	-	6,316
Detail 2	-	-	-	-
Detail 3	-	-	-	-
Other fundraising costs	-	-	-	-
Sub total	6,594	-	-	6,316
Total Gross Expenditure	52,545	-	-	52,545
Asset and investment	-	-	-	-
Total payments	52,545	-	-	52,545
Net of receipts/(payments)	- 7,608	-	-	- 7,608
Transfers between funds	-	-	-	-
Cash funds last year end	-	-	-	-
Cash funds this year end	- 7,608	-	-	- 3,179

1st Mulbarton Scout Group (Charity no. 1136424)

Receipts and Payments Account

Year start date		Year end date	
For the year from	2022	To	2023

Statement of assets and liabilities at the end of the year

	31st March 2023				31st March 2022
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Cash funds					
Group current account	13,104	-	-	13,104	23,313
Headquarters account	7,416	-	-	7,416	4,255
Savings account	9,100	-	-	9,100	9,061
Quartermaster account	1,000	-	-	1,000	1,000
Cash/Floats	-	-	-	-	-
Total cash funds	30,620	-	-	30,620	37,629
(agree balances with receipts and payments a/c)	agreement error	ok	ok	agreement error	agreement error
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					
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	-	-	-	-	-
Total net assets	30,620	-	-	30,620	37,629

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 18th July 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
C White (electronic)	C White Chair

J Price (electronic)	J Price Treasurer
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9 Alexander Way
Dereham
Norfolk
NR19 2SW

I report to the trustees on my examination of the accounts for 1st Mulbarton Scout Group (Charity number: 1136424) for the year ended 31/03/2023.

As the charity's trustees, 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 which comprised of a review of the accounting records kept by the charity and a comparison of the accounts presented with them. The procedures I have undertaken do not comprise of a full audit and therefore I give no opinion as to whether the accounts present a 'true and fair' view.

I have completed my examination and confirm that no material matters have come to my attention in connection with the examination 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 as stated is not a matter considered as part of an independent examination.

Following my examination, I have raised some suggestions as to the record keeping and presentation of the charities financial information going forwards, but I 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.



Examiner: Aaron Wyatt
Southern Norwich District Treasurer
18 July 2023