

Trustees' Annual Report

For the period

From (start date)

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 to end date

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Charity name

11th Eastbourne (St Richard's) Langney Scout Group

Other names the charity is known by

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Registered charity number (if any)

1	1	6	7	7	4	3
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HQ registration number

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Charity's principal address

Scout Association							
Priory Road, Eastbourne							
East Sussex							
Postcode		B	N	2	3	7A	X

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	Charlotte Punchard	Chairman	17/9/22
2	Penelope Laycock	Secretary	22/11/22
3	Natalie Voce	Treasurer	23/11/22
4	Wendy Smith	Group Scout Leader	
5	Natalie Fisher	Committee Member	22/11/22
6	Mandy Moon	Committee Member	22/11/22
7	Tim Coombes	Cub Scout Leader	17/9/22
8	Mark Osborne	Section Assistant Scout	17/9/22
9	Laura Putland	Committee Member	
10	Duncan Lawson	Committee Member	
11	Nicola Fallon	Beaver Scout Leader	
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

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 3 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.

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, 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.

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 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 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 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.

Summary of the objects 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
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Summary of the main activities in relation to these objects

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- undertake new and challenging activities
- make and live by their Promise.

Activities following scouting programme requirements

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- 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.

Summary of the main achievements of the charity during the year

During the year, the committee have managed to procure grant funding towards various much needed equipment including tents etc. The committee are working towards obtaining grant funding for the hut at bushy wood.

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 £1500.

Quantify and explain any designations

See seperate financial statements

Details of any funds materially in deficit (circumstances plus steps to eliminate)

none

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;

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.

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

New build of the Bushy wood hut.

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

Signed on behalf of the charity's trustees

Signature(s)

P. Laycock

Full name(s)

Penelope Laycock

Position (eg Secretary, Chair)

Secretary

Date

12/09/23

11th Eastbourne (St Richard's) Langney Scout Group
(Charity no. 1167743)

Receipts and payments account

	Year start date		Year end date
For the year from	01 April 2022	To	31 March 2023

Receipts and payments

	2021/22 Unrestricted funds £	2022/23 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	10,101	9,838
Donations	140	225
Activities	6,508	10,493
Gift Aid	1,501	2,005
Other similar income	1,318	498
Sub total	19,568	23,059
Grants		
Maintenance grant	-	-
Other grants	-	1,952
Sub total	-	1,952
Fundraising events (gross)		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	4,279	1,251
Sub total	4,279	1,251
Scout hut income		
Hire of building	-	1,500
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	-	1,500
Investment income		
Bank interest	-	27
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
Sub total	-	27
Total Gross Income	23,846	27,790
Asset and investment sales, etc.	-	-
Total receipts	23,846	27,790

11th Eastbourne (St Richard's) Langney Scout Group
(Charity no. 1167743)

Receipts and payments account

	Year start date		Year end date
For the year from	01 April 2022	To	31 March 2023

Receipts and payments

	2021/22 Unrestricted funds £	2022/23 Unrestricted funds £
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	4,463	-
Youth programme and activities	8,201	6,538
Adult support and training	-	-
Rent	500	1,795
Water and Sewerage	83	113
Electricity and Gas	844	857
Insurance	688	778
Repairs and Renewals	4,709	2,749
Materials and equipment	-	497
Printing and photocopying	1,931	296
Contribution to camp costs	517	6,761
Uniforms	2,730	2,199
AGM and trustee expenses	-	-
Computer and internet	-	765
Bank fees	-	181
Legal fees	-	760
Sub total	24,665	24,289
Fundraising expenses		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	58	138
Sub total	58	138
Total Gross Expenditure	24,724	24,428
Asset and investment purchases, etc.	-	-
Total payments	24,724	24,428
Net of receipts/(payments)	- 877	3,362
Cash funds last year end	16,430	15,553
Cash funds this year end	15,553	18,915

11th Eastbourne (St Richard's) Langney Scout Group
(Charity no. 1167743)
Receipts and payments account

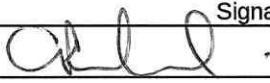

Year start date		Year end date	
For the year from	01 April 2022	To	31 March 2023

Statement of assets and liabilities at the end of the year

	31st March 2022 Unrestricted funds £	31st March 2023 Unrestricted funds £
Cash funds		
Bank current account	15,553	18,915
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	15,553	18,915
(agree balances with receipts and payments account)		ok
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	-	-
Total net assets	15,553	18,915

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 12/19/23 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

C. PUNCHARD Chair
N. VOCE Treasurer

11th Eastbourne (St Richard's) Langney Scout Group
Receipts and Payments account
For the year ended 31 March 2023

	2022-2023		2021-2022	
<u>Income</u>				
Group/District Activities	£	3,321.22	£	2,112.92
Camps	£	7,172.10	£	4,394.99
Uniform and Badges	£	498.03	£	1,253.68
Donations	£	225.00	£	140.00
Subscriptions	£	9,837.58	£	10,101.25
Fundraising	£	1,251.12	£	4,278.62
Grant	£	1,952.41	£	-
Gift Aid	£	2,005.36	£	1,501.28
Returned Payments	£	-	£	63.92
Rental income	£	1,500.00	£	-
Interest income	£	26.78	£	-
Total Income	£	27,789.60	£	23,846.66
<u>Expenditure</u>				
Group/District Activities	£	6,537.82	£	4,464.79
Camps	£	6,761.42	£	3,736.04
Uniform	£	1,482.87	£	1,981.40
Donations	£	-		
Repairs and Maintenance	£	2,749.44	£	4,709.06
Rent	£	1,794.50	£	-
Utilities	£	970.63	£	927.27
Badges	£	715.86	£	748.26
Insurance	£	777.88	£	688.10
Equipment	£	497.43	£	517.15
Admin/Sundries/OSM	£	1,821.03	£	2,430.70
Membership	£	-	£	4,462.50
Bank and GoCardless fees	£	180.54		
Refund	£	-	£	12.00
Fund Raising	£	138.20	£	46.27
Total Expenditure	£	24,427.62	£	24,723.54
excess of income over expenditure	£	3,361.98	-£	876.88
b/fwd	£	15,553.46	£	16,430.34
excess of income and expenditure	£	3,361.98	-£	876.88
c/fwd	£	18,915.44	£	15,553.46
<u>represented by:</u>				
HQ Building Reserve	£	1,035.00	£	35.00
Current	£	9,142.81	£	11,781.30
Cubs Savings	£	360.75	£	779.88
Beavers Savings	£	401.65	£	401.65
Reserve	£	1,500.00	£	1,500.00
Big Event Account (Grant income)	£	798.95	£	-
Bushy Works	£	441.85	£	-
Membership	£	5,000.00	£	859.18
Scouts savings	£	234.43	£	196.45
Carried forward	£	18,915.44	£	15,553.46
Reconciliation Checksum (should be 0.00)	£	0.00	£	0.00

Note Current account is now our only account with CAF Bank
We run Section accounts within the Group accounting system

Independent examiner's report to the trustees of 11th Eastbourne Scout Group.

I report to the trustees on my examination of the accounts of the 11th Eastbourne Scout Group (the Trust) for the year ended 31st March 2023.

Responsibilities and basis of report.

As the charity trustees of the Trust 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 Trust's 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 Trust 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.

Signed: Name:



Jenny Bruton (Association of Accounting Technicians)

Address: 32 Queens Crescent, Eastbourne, East Sussex, BN23 6JS

Date: 21st June 2023

Examiner – Jenny Bruton Member of Professional body: AAT (Association of Accounting Technicians)
Accounts prepared on Receipts & Payments basis

Check List:

	Bank	Scout Records	Observations
Opening Balance:	£15,553	£15,553	- None -
Closing Balance:	£18,915.44	£18,915.44	- None -

Observations from the Accounts:

Rental payments listed as £1,794.50. Rent each given year is £900 + 10% of Slimming World income, however this years banking included 21/22 & 22/23 Rental payments . All OK & verified.

Reporting:

1. Banking with CAF Bank. Scout Accounting Records maintained through Money Manager 7. Scout Treasurer responsible for recording income/expenses.
2. Scouting Records are a good reflection of income/expenses through the Bank.
3. Format is correct & accuracy has been spot checked. 3 months/12 months.
4. Reserves appear to be adequate for 23/24. There are some large expenses coming up, however these are being well considered & funding will be sort where possible:
 - a. £10-20k spend due to renovate the hut at Bushy Wood, funding investment funding is being investigated through The Scout Youth Investment Funding.
 - b. The group have applied for a grant from John Jackson Charitable Trust for £1,800 for new tents (9 tents).
 - c. £1,662.68 to be spent on new doors at HQ - no funding organised for this yet. Will come out of the HQ Building Reserve pot.
5. An Asset list was not available, therefore we created the log as of the end of 22/23 Financial Year. This will be maintained from now on. The Treasurer will discuss this at the next Exec Meeting to ensure guidelines are agreed as to the Asset Registers management. No assets were known to be disposed of through 22/23.

Supporting Documents –

Section – 144 Audit of accounts of larger charities – Does not apply to 11th Eastbourne Scout Group as the group do not have:

- a) A gross income over £1M
- b) Exceed the Accounts threshold and at the end of the year the aggregate value of its assets (before deduction of liabilities) exceeds £3.26 million.

Section - 145 Examination of accounts an option for lower-income charities

(1) If section 144(2) does not apply to a financial year of a charity but its gross income in that year exceeds £25,000, the accounts of the charity for that year must, at the election of the charity trustees, be—

(a) examined by an independent examiner, that is, an independent person who is reasonably believed by the trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts, or

(b) audited by a person within section 144(2)(a) or (b).

(2) Subsection (1) is subject to—

(a) subsection (3), and

(b) any order under section 146(1).

(3) If subsection (1) applies to the accounts of a charity for a year and the charity's gross income in that year exceeds £250,000, a person qualifies as an independent examiner for the purposes of subsection (1)(a) if (and only if) the person is independent and—

(a) a member of one of the bodies listed in subsection (4), or

(b) a Fellow of the Association of Charity Independent Examiners.

(4) The bodies referred to in subsection (3)(a) are—

(a) the Institute of Chartered Accountants in England and Wales;

(b) the Institute of Chartered Accountants of Scotland;

(c) the Institute of Chartered Accountants in Ireland;

(d) the Association of Chartered Certified Accountants;

(e) the Association of Authorised Public Accountants;

(f) the Association of Accounting Technicians;

(g) the Association of International Accountants;

(h) the Chartered Institute of Management Accountants;

(i) the Institute of Chartered Secretaries and Administrators;

(j) the Chartered Institute of Public Finance and Accountancy.

[F1](k)the Institute of Financial Accountants;

(l)the Certified Public Accountants Association.]

(5)The Commission may—

(a)give guidance to charity trustees in connection with the selection of a person for appointment as an independent examiner;

(b)give such directions as it thinks appropriate with respect to the carrying out of an examination in pursuance of subsection (1)(a);

and any such guidance or directions may either be of general application or apply to a particular charity only.

(6)The **[F2]**Secretary of State] may by order—

(a)amend subsection (3) by adding or removing a description of person to or from the list in that subsection or by varying any entry for the time being included in that list;

(b)amend subsection (4) by adding or removing a body to or from the list in that subsection or by varying any entry for the time being included in that list.

130 Accounting records

(1)The charity trustees of a charity must ensure that accounting records are kept in respect of the charity which are sufficient to show and explain all the charity's transactions, and which are such as to—

(a)disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and

(b)enable the trustees to ensure that, where any statements of accounts are prepared by them under section 132(1), those statements of accounts comply with the requirements of regulations under section 132(1).

(2)The accounting records must in particular contain—

(a)entries showing from day to day all sums of money received and expended by the charity, and the matters in respect of which the receipt and expenditure takes place, and

(b)a record of the assets and liabilities of the charity.