

Trustees' Annual Report

1st January 2025 – 31st December 2025

Section A - Reference and Administration Details

Charity Name: 4th Letchworth Scout Group

Other names charity known as: 4th Letchworth (St Paul's) Scout Group

Registered Charity No: 1172610

Scout registration No: 12035

Registered Address: St Paul's Hall
179 Pixmore Way
Letchworth
SG6 1QT

Charity Trustees:

Trustee Name	Office (if any)	Dates acted if not for whole year
Tauna Shields	Chair	
Sarah Berry	Treasurer	
Kate Hewitson	Trustee	
Tom Chase	Trustee	
Jennifer Borthwick	Vice Chair	
Jenny George	Trustee	01.01.25 - 10.05.25
Phil Earl	Trustee	
Josie Boulter	Trustee	
Jacob Tyler	Group Lead Volunteer	

Bankers: Lloyds Bank PLC

Scrutineer: Ian Hunt FCA, 100 Howard Drive, Letchworth Garden City, SG6 2DG

Section B - Structure, Governance & Management

Type of governing document

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

The Group is a trust established under its rules which are common to all Scouts.

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Policies and procedures

The Group is managed by the Group Trustee Board, 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.

The Trustee Board consists of the Chair, Treasurer and 7 Trustees and meets 6 times a year as a trustee board and once a year with the section leaders. There was one vacant trustee position during 2025.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

Risk and Internal Control

The Group 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:

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 14. 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.

Financial Risk: 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.

Section C - Objectives & Activities

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.

The main activities to meet these objectives are weekly section meetings undertaking activities appropriate to the age range. This is extended by trips to activity centres and overnight camps.

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 & Performance

All three sections have continued to run successful programmes over the past year, participating in a wide variety of activities fulfilling The Scout Association's aim of a balanced programme. Please refer to individual section reports presented at the AGM for more detailed information.

Section E - Financial Review

Overview

The Group's income during the year was £28,706.53 with expenditure of £25,730.32, resulting in a surplus of £2,976.21. This is a larger surplus than normal for the group, because the accounts are prepared on a receipts and payments basis and there are some expenditure items that relate to 2025 but will be paid out

in 2026. The net assets of the Group as at 31st December 2025 were £11,949.30. Gift aid totalling £2,189.04 was claimed in the year. All banking remains with Lloyds bank.

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 £8,300 based on budgeted costs for 2026

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 – Plans for the Future

In the forthcoming year the group plans to continue to run camps and weekends away for all sections.

Section G - Declaration

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

Signed on behalf of the charity's trustees:

Signature:

Name: Jennifer Borthwick

Sarah Berry

Position: Vice Chair

Treasurer

Date: 20 January 2026

20 January 2026

4th Letchworth Scout Group (Charity no. 1172610)
Receipts and payments account
For the year ended 31st December 2025

Receipts and payments

	2025	2024
	Unrestricted funds	Total Funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	10,553	8,422
Donations	585	-
Gift Aid	2,189	1,718
	13,327	10,140
Fundraising events (gross)		
External fundraising	3,113	2,449
Event income	12,160	11,868
Equipment income	50	160
	15,323	14,477
Investment income		
Bank interest	57	77
Total Gross Income	28,707	24,694
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/District)	5,684	4,859
Youth programme and activities	11,937	12,243
Meeting Expenses	890	762
Rent	2,425	1,464
Insurance	221	215
Materials and equipment	875	1,924
Other costs	181	201
Hardship fund	315	327
Uniforms	344	353
OSM costs	807	733
Badges	1,392	1,104
Donations	-	152
	25,070	24,337
Fundraising expenses		
Fundraising costs	661	456
	661	456
Total Gross Expenditure	25,730	24,793
Net of receipts/(payments)	2,976	(99)
Cash funds last year end	8,973	9,072
Cash funds this year end	11,949	8,973

Statement of assets and liabilities at the end of the year

	31/12/2025	31/12/2024
	Unrestricted	Unrestricted
Cash funds	£	£
Bank current account	1,308	1,129
Bank deposit account	10,159	7,703
Expense Accounts	482	141
Total cash funds & Net Assets	11,949	8,973

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 20th January 2026 and signed on their behalf by

Signature	Print Name
<i>Jborthwick</i>	Jennifer Borthwick, Vice Chair
<i>Sberry</i>	Sarah Berry, Treasurer

Scrutineer's Report to the Trustees of 4th Letchworth Scout Group

I report on the accounts of the Group for the year ended 31 December 2025

Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

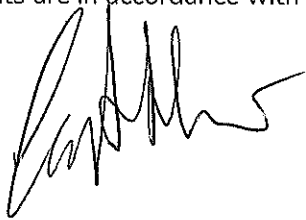
Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages three to four.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Ian Hunt FCA
100 Howard Drive
Letchworth Garden City
Hertfordshire
SG6 2DG



6 May 2026

