



Trustee's Annual Report & Statement of Accounts

1st April 2022 to 31st March 2023

1st Downton Scout Group

(Registered Charity Number 1183184)



Trustee's Annual Report & Statement of Accounts

Covering the period 1st April 2022 to 31st March 2023



Table of contents

Annual Trustee's Report

Section	Title	Page
	Table of contents	1
A	Reference & administration details	2
B	Structure, governance and management	3
C	Objectives & activities	5
D	Achievements & performance	6
E	Financial review	6
F	Scout Hut refurbishment project	7
G	Trustee declaration	7

Annual Statement of Accounts

Title	Page
Statement of Accounts	8
Independent examiner's report on the accounts	10

Trustee's Annual Report

Covering the period 1st April 2022 to 31st March 2023



Section A: Reference & administration details

Group/Charity name: 1st Downton Scout Group

Registration details: Registered Charity Number: 1183184
Scout Headquarters Registration Number: 10014378

Principal Address: The Scout Hut
Barford Lane, Downton
Salisbury SP5 3PY

Name of the charity trustees who have managed the charity (if no dates are shown then the trustee has served for the whole period this report covers):

Ex-officio	Mr I S Porter	Defacto Group Scout Leader
Ex-officio	Mr R Arnold	Group Chair
Ex-officio	Mrs S Hurst	Group Secretary (until 31 st Aug '22)
Ex-officio	Mrs L D Kynaston	Group Treasurer
Section leaders	Mr J C Edwards Dr S Chalmers Mr J P Borwell Mr K M P Hill	(until 31 st August '22) (from 1 st January '23)
Elected member	Mr C Tregenza Dancer	
Elected member	Mrs N Caldwell	(from 29 th September '22)
Elected member	Dr M Miller	(from 29 th September '22)
Nominated member	Ms R L Cornell	
Nominated member	Dr R J Challis	(until 29 th September '22)
Nominated member	Mrs S Hurst	(from 29 th September '22)
Nominated member	Mr J C Edwards	(from 29 th September '22)
Co-opted member	Mr P Ulyatt	(from 29 th September '22)

The ownership of the building of the Group (and the land upon which the building stands) are vested in:

The Scout Association Trust Corporation
c/o The Scout Association
Gilwell Park
London E4 7QW

Section B: Structure, governance and management

A description of the charity's trusts.

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 within the United Kingdom, as laid out within the chapter entitled "The Scout Group" in the Policy, Organisation and Rules of The Scout Association.

Trustee selection methods: The Trustees are appointed or elected in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance information:

a) the induction and training of trustees The Group is led by the Group Scout Leader, who is supported 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.

The Committee consists of the Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders and parent's representation and meets at least three times a year.

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 their appointment 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.

b) trustee' consideration of major risks and the systems and procedures to manage them

Management of Risk

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. 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 two large fundraising events. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Executive Committee accept that there's a risk of reduced income from these events – the Cuckoo fair and the Fireworks evening – and is currently seeking to maximise income from Gift Aid and the Co-op Local Community Fund. To further mitigate these risks, the Executive Committee could raise the cost 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 whole group, there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, this could result in 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 may be required. The likelihood of this occurrence is low and is further mitigated by the fact that each section has a waiting list and register of interest.

Financial Control

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mis-management or loss, these include having 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered. Payments for expenses and suchlike are approved by either the Group Scout Leader or the Group Chair, before payment.

Section C: Objectives & activities

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

The Group has active and dynamic Beaver, Cub and Scout sections, catering for young people aged between 5.75 and 14.5 years. The sections have undertaken a wide range of activities in pursuit of the Scout's Top Awards schemes, and in addition to this badgework, the leader teams focus on providing opportunities for the young people to make new friends, have the opportunity to try something new, and also develop qualities such as confidence, resilience and determination – skills for life. In addition, the group has the support of several 14 to 17-year olds, in the capacity of young leaders. These young people benefit from membership of the Scouts, are supported at District level, whilst supporting sections in our Group.

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. Two key principles demonstrating that Scouting's aims are for the public benefit are that, through the Scout method, young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting.

Section D: Achievements & performance

Summary of main achievements

The 1st Downton Scout Group provides the opportunity to take part in Scouting and related activities to 80 young people within Downton and the surrounding villages. Beavers run on Thursdays, Cubs on Tuesdays and Scouts on Fridays and each section has an enjoyable and engaging programme.

Across the sections here in Downton, the young people have been able to undertake both traditional scouting activities, as well as more adventurous activities at local campsites and commercial activity providers. The opportunity for young people to learn new skills, practice working in teams, whilst having fun in the outdoors remains at the core of Scouting.

This past year has also seen the Group achieve one of its long term aims, to create an Explorer Scout Unit, working in partnership with Salisbury & South Wilts District, ensuring that there is Scouting provision for those aged 14 years and above. The group is reaping the benefits of this unit, with a number of Explorer Scouts also working with sections as young leaders.

I must commend our outstanding team of volunteer Leaders and Assistants. Without these volunteers, the Group would not be able to offer the programme of activities and events that it does – so thank you to each and every volunteer. Also, we mustn't forget that in the background, we have our Executive of volunteer trustees that provides support and governance to the Group. **Thank you all.**

Future plans

For 2023/24, the Scout groups plans remain to

- Sustain our leadership teams, across all sections;
- work to form an Events support team from the wider Scout Group;
- work to promote the Scout Group within the local communities of Downton and the surrounding villages;
- further develop and improve the equipment and facilities at the Scout hut; and
- explore and exploit opportunities to secure sources of income.

Section E: Financial review

Reserves policy

The Group's policy on reserves is to hold enough 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 12 months running costs – estimated as approximately £15k. This has increased due to the increased running costs and cost of living crisis.

Financial performance

This year, the Group has enjoyed continued success with its fundraising efforts, particularly the annual Cuckoo Fair and the Fireworks evening.

Whilst there has been little in way of grants, the income from these two major events ensure resilient income for the year, and these funds are used for the upkeep and maintenance of the hut and equipment.

Payments out have included significant amounts as part of the Refurbishment project, detailed in Section F, alongside an increased number of camps, events and activities. Also in payments is the donation to the DEC Ukraine Appeal, which relates to funds raised by the Scout troop at the Cuckoo Fair by undertaking 24hr cycling challenges.

At financial year end, the Group is in a strong position, with £19k in general funds, plus £16k in designated funds, for the purpose of equipment replacement and continued refurbishment of the Scout hut, grounds and the Chalk Pit activity/camping site.

Investment policy and objectives

The Group Executive Committee's view is that the Group does not have sufficient funds to invest in longer term investments, and has made the decision to utilise high street banks and building societies to hold funds and reserves.

Section F: Scout Hut Refurbishment Project

This year has seen some major improvements to the storage facilities at the Scout hut, with the provision of 2 new containers and new carpet throughout the hut itself.

These improvement works have been possible due to numerous grants from local charitable trusts, local parish councils and Wiltshire Council Local Area Boards; we are thankful for all their support.

The Statement of Accounts shows that funds restricted for the purpose of hut refurbishment and improvement works have been expended, but also the remaining grant income has been secured and shows in the receipts.

Section G: Declaration

The trustees declare that they have approved this Annual Trustee's Report, and is signed to indicate approval, on behalf of the charity's Trustees, on 10 July 2023:

Mrs L Kynaston
Trustee & Group Treasurer

Mr I S Porter
Trustee & Group Scout Leader

Statement of Accounts

Receipts & Payments Account covering the period 1st April 2022 to 31st March 2023



Receipts

	2022/23			2021/22
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Subscriptions				
Membership subscriptions via OSM	8,318			8,318
Offline Membership subscriptions	145			145
Less Capitation Payment passed through to District	- 3,605			- 3,605
Net membership subscriptions retained	4,859			4,859
Sub total	4,859	-	-	4,859
Grants & donations				
Refurbishment Grants		1,000		1,000
Other donations	64			64
Gift Aid from HMRC				-
Covid-19 Grants				-
Sub total	64	1,000	-	1,064
Operational				
Section events	5,599			5,599
Programme	472			472
Hall hire	25			25
Fundraising event - Cuckoo Fair	7,912			7,912
Fundraising event - Fireworks	11,765			11,765
Sub total	25,773	-	-	25,773
Total Gross Income	30,695	1,000	-	31,695
Asset and investment sales, etc.				-
Total receipts	30,695	1,000	-	31,695

Payments

	2022/23			2021/22
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Charitable Payments				
Youth programme	10,871			10,871
Hut services	1,252			1,252
Insurance	1,312			1,312
Equipment	1,551			1,551
Section events	-			-
Uniforms & badges	1,349			1,349
AGM and trustee expenses				-
Refunds				-
Fundraising event: Bonfire expenses	4,454			4,454
Fundraising event: Cuckoo expenses	3,191			3,191
Repairs and renewal	1,411			1,411
Donation to DEC Ukraine	1,481			1,481
Scout Hut refurbishment project		14,435		14,435
Sub total	26,872	14,435	-	41,307
Total Payments	26,872	14,435	-	41,307
Net of receipts less payments	3,823	-	-	-
Cash funds last year end	15,854	29,891	-	45,745
Cash funds this year end	19,678	16,456	-	36,133

Statement of assets and liabilities at the end of the year

	31/03/2023			31/03/22
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Cash funds				
Lloyds Bank current account	17,161	16,456		33,617
Santander deposit account	1,538			1,538
Santander current account	979			979
Total cash funds	19,678	16,456	-	36,133

The above receipts and payment account and statement of assets and liabilities were approved by the charity's Trustees, on 10th July 2023 and are signed on their behalf by:

Mrs L Kynaston
Trustee & Group Treasurer

Mr I S Porter
Trustee & Group Scout Leader



CHARITY COMMISSION
FOR ENGLAND AND WALES

Examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

1st Downton Scout Group

On accounts for the year ended

31st March 2023

Charity no (if any)

1183184

Set out on pages

8 & 9

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31st March 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 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 (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

Name:

Relevant professional qualification(s) or body (if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

IER

October 2018