

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 20 23

to end date

0 1 0 5 20 24

Section A

Reference and administration details

Charity name

West Runton Scout Group

Other names the charity is known by

N/A

Registered charity number (if any)

2 6 7 7 6 4

HQ registration number

2 3 8 0 6

Charity's principal address

The Scout Hut

Cromer Road

Beeston Regis, Sheringham

Norfolk

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	Jason Sheridan	Chair	
2	Helen Cardani	Group Lead Volunteer	
3	Michael Cole		
4	Laura Jordan		
5	Chris Nott	Treasurer	
6	Lauren Fincher	Secretary	
7	Maureen Peck		
8	Angela Webster		
9	Iain Hawkins		
10	Emile Breytenbach		
11	Chloe Haller		
12	Adrian Stevens		
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
Independent Examiner	Tony Larner Accountants	23 Station Road, Sheringham, Norfolk NR26 8RF
Honorary President	Mary Love	

Section B

Structure, governance and management

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.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

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 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.

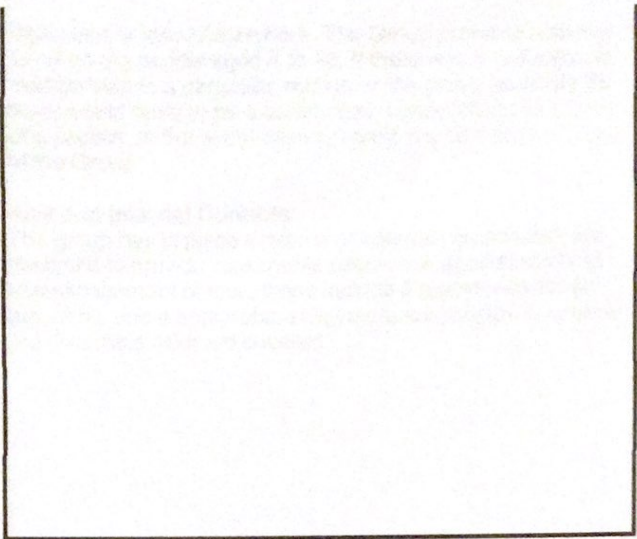
Policies and procedures adopted for:

a) the induction and training of trustees; b) trustee consideration of major risks and the systems and procedures to manage them

The Trustee Board consists of the Chair, Treasurer and 10 Trustees (including 1 Ex Officio Trustee) and meets every 4 months.

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.



Section B	Structure, governance and management (continued)
	<p>Risk and Internal Controls</p> <p>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:</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 Board 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</p>

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 4 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.

Risk and Internal Controls

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 a comprehensive insurance policies to ensure that insurable risks are covered.

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

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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.

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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

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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 Trustee Board considers that the group should hold a sum equivalent to 6 months running costs, circa £8,000.

The Group held reserves of approximately £35,000 against this at year end. This is above the level required for operating expenses. However this can be explained by the possibility of forthcoming capital expenditure.

Quantify and explain any designations

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);

Investment Policy (Specimen 1)

The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or the COIF Charities Deposit Fund.

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

The Group Trustee Board regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Trustee Board considers the cash flow requirements.

- investment policy and objectives;

Section F

Other Optional Information

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

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

H. Candem

Christopher D Nott

Full name(s)

Jason Sheridan *HELEN ARBANI*

Chris Nott

Position (eg Secretary, Chair)

Chair GROUP HEAD VOLUNTEER

Treasurer

Date

16 05 2024

West Runton Scout Group (Charity no. 267764)

Receipts and Payments Account

	Year start date		Year end date
For the year from	01/04/23	To	31/03/24

Receipts and payments

	2023/24			2022/23
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	6,801	-	-	6,801
Donations	787	-	-	787
Legacies	-	-	-	-
Gift Aid	-	-	-	-
Other similar income	-	-	-	-
Sub total	7,588	-	-	7,588
Activities	1,085	-	-	1,085
Uniform & Badges	200	-	-	200
Sundries	566	-	-	566
Sub total	1,851	-	-	1,851
Fundraising events (gross)				
General	-	-	-	-
Waste Paper Recycling	3,678	-	-	3,678
Glass Recycling	8,008	-	-	8,008
Other fundraising activities	2,487	-	-	2,487
Sub total	14,173	-	-	14,173
Scout hut income				
Hire of building & grounds	3,075	-	-	3,075
Security Deposits – Returnable	290	-	-	290
Other Scout hut income	-	-	-	-
Sub total	3,365	-	-	3,365
Investment income				
Bank interest	-	-	-	-
C C L A Deposit Fund Interest	1,576	2	-	1,578
The Scout Association Short Term Investment Service	-	-	-	-
Other investment income	-	-	-	-
Sub total	1,576	2	-	1,578
Total Gross Income	28,553	2	-	28,555
Asset and investment sales, etc.	-	-	-	-
Total receipts	28,553	2	-	28,555

West Runton Scout Group (Charity no. 267764)

Receipts and Payments Account

Year start date		Year end date	
For the year from	01/04/23	To	31/03/24

Receipts and payments

	2023/24				2022/23
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	57	£	£	£	£
Payments					
Charitable Payments					
Membership subscriptions paid on to North East Norfolk District	2,915	-	-	2,915	2,862
Youth programme and activities	2,790	169	-	2,959	2,349
Adult support and training	-	-	-	-	210
Loan Repayments	-	-	-	-	1,600
Water and Sewerage	134	-	-	134	120
Electricity and Gas	949	-	-	949	678
Insurance	2,034	-	-	2,034	1,995
Repairs and Renewals	1,064	-	-	1,064	21,865
Materials and equipment	-	-	-	-	-
Printing and photocopying	315	-	-	315	409
Cleaning	369	-	-	369	255
Uniform & Badges	703	36	-	739	1,597
AGM and trustee expenses	-	-	-	-	-
Telephone & Broadband	565	-	-	565	565
Business Rates	-	-	-	-	38
Sundries	91	-	-	91	339
Sub total	11,929	205	-	12,134	34,882
Fundraising expenses					
Fundraising Expenses	29	-	-	29	-
Waste Glass Collection Charge	4,180	-	-	4,180	4,051
Detail 3	-	-	-	-	-
Other fundraising costs	-	-	-	-	-
Sub total	4,209	-	-	4,209	4,051
Total Gross Expenditure	16,138	205	-	16,343	38,933
Asset and investment purchases. etc.	3,664	207	-	3,871	366
Total payments	19,802	412	-	20,214	39,299
Net of receipts/(payments)	8,751	- 410	-	8,341	- 18,007
Transfers between funds	-	-	-	-	-
Cash funds last year end	40,464	445	-	40,909	58,916
Cash funds this year end	49,215	35	-	49,250	40,909

West Runton Scout Group (Charity no. 267764) Receipts and Payments Account

Year start date		Year end date	
For the year from	01/04/23	To	31/03/24

Statement of assets and liabilities at the end of the year

	31/03/24			31/03/23
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Cash funds				
Bank current account	12,792	-	-	12,792
Bank deposit account	-	-	-	-
C C L A Deposit Fund	36,423	35	-	36,458
The Scout Association Short Term Investment Service	-	-	-	-
Cash/Floats	-	-	-	-
Total cash funds	49,215	35	-	49,250
(agree balances with receipts and payments a/c) ok ok ok ok 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 - See Note 1				
Badge stock	80	-	-	80
Shop stock	-	-	-	-
Other stock	-	-	-	-
Land and buildings	252,800	-	-	252,800
Motor vehicles	-	-	-	-
Scouting equipment, furniture etc	24,671	-	-	24,671
Other	-	-	-	-
Sub total	277,551	-	-	277,551
Liabilities				
Accounts not yet paid	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-
Subscriptions not yet paid	-	-	-	-
Loan - detail	-	-	-	-
Other liabilities	-	-	-	-
Sub total	-	-	-	-
Total net assets	326,766	35	-	326,801
				316,007

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 16th May 2024 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature
H. Cardani
Christopher D Nott

Print Name
HELEN CARDANI - GROUP LEAD VOLUNTEER
Jason Shenden - Chair
Chris Nott - Treasurer

West Runton Scout Group

Note to Accounts for the year from 1/4/23 to 31/3/24

Note 1

	<u>Land & Buildings</u>	<u>Equipment</u>
As at 1/4/23	£252,800	£22,098
Additions	£0	£3,871
Sub Total	£252,800	£25,969
Depreciation (5%)		£1,298
As at 31/3/24	£252,800	£24,671

INDEPENDENT EXAMINERS' REPORT

TO THE TRUSTEES OF THE WEST RUNTON SCOUT GROUP

We report to the trustees on our examination of the accounts of the West Runton Scout Group for the year ended 31 March 2024.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity trustees of the West Runton Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

We report in respect of our examination of the West Runton Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out our examination we have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINERS' STATEMENT

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. accounting records were not kept in respect of the West Runton Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

We 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.

Tony Larner

Tony Larner
Chartered Certified Accountants
23 Station Road
Sheringham
Norfolk
NR26 8RF

16 May 2024