

# Trustees' Annual Report

For the period

From (start date) 0 1 0 4 20 24 to end date 3 1 0 3 20 25

## Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address

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	To 16/5/2024
7	Maureen Peck		
8	Angela Webster		
9	Iain Hawkins		
10	Emile Breytenbach		
11	Chloe Haller		
12	Adrian Stevens		
13	Judith Bywater		From 16/5/2024
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

(e.g. trust deed, constitution)

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

(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 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:

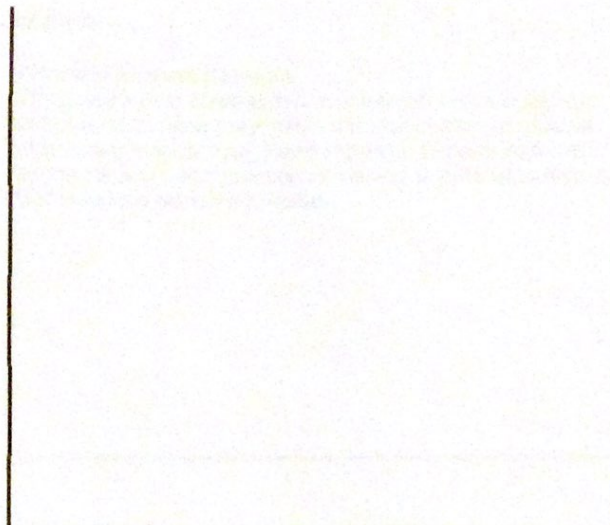
a) the induction and training of trustees; b) trustee consideration of major risks and the systems and procedures to manage them

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)

#### Risk and Internal Controls

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:

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 Board 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 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><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values: <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal. <b>Respect</b> - We have self-respect and respect for others. <b>Care</b> - We support others and take care of the world in which we live. <b>Belief</b> - We explore our faiths, beliefs and attitudes. <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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	



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.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

## 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 £10,000.

Quantify and explain any designations

The Group held reserves of approximately £40,000 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.

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);

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)

Full name(s)

Jason Sheridan Chris Nott

Position (eg Secretary, Chair)

Chair Treasurer

Date

1 5 0 5 20 25



# West Runton Scout Group (Charity no. 267764)

## Receipts and Payments Account

Year start date		Year end date	
For the year from	01/04/24	To	31/03/25

### Receipts and payments

	2024/25			2023/24
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	6,779	-	-	6,801
Donations	1,054	-	-	787
Legacies	-	-	-	-
Gift Aid	1,428	-	-	-
Other similar income	-	-	-	-
<b>Sub total</b>	<b>9,261</b>	<b>-</b>	<b>-</b>	<b>7,588</b>
<b>Activities</b>	<b>1,172</b>			<b>1,085</b>
Uniform & Badges	113	-	-	200
Sundries	207	-	-	566
<b>Sub total</b>	<b>1,492</b>	<b>-</b>	<b>-</b>	<b>1,851</b>
<b>Fundraising events (gross)</b>				
General	-	-	-	-
Waste Paper Recycling	3,389	-	-	3,678
Glass Recycling	6,072	-	-	8,008
Other fundraising activities	1,849	-	-	2,487
<b>Sub total</b>	<b>11,310</b>	<b>-</b>	<b>-</b>	<b>14,173</b>
<b>Scout hut income</b>				
Hire of building & grounds	4,202	-	-	3,075
Security Deposits – Returnable	250	-	-	290
Other Scout hut income	-	-	-	-
<b>Sub total</b>	<b>4,452</b>	<b>-</b>	<b>-</b>	<b>3,365</b>
<b>Investment income</b>				
Bank interest	-	-	-	-
C C L A Deposit Fund Interest	1,806	-	-	1,578
The Scout Association Short Term Investment Service	-	-	-	-
Other investment income	-	-	-	-
<b>Sub total</b>	<b>1,806</b>	<b>-</b>	<b>-</b>	<b>1,578</b>
<b>Total Gross Income</b>	<b>28,321</b>	<b>-</b>	<b>-</b>	<b>28,555</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>28,321</b>	<b>-</b>	<b>-</b>	<b>28,555</b>



# West Runton Scout Group (Charity no. 267764)

## Receipts and Payments Account

	Year start date		Year end date
For the year from	01/04/24	To	31/03/25

### Receipts and payments

	2024/25			2023/24
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
<b>Payments</b>				
<b>Charitable Payments</b>				
Membership subscriptions paid on to North East Norfolk District	4,175	-	-	2,915
Youth programme and activities	2,779	35	-	2,959
Adult support and training	200	-	-	-
Loan Repayments	-	-	-	-
Water and Sewerage	175	-	-	134
Electricity and Gas	963	-	-	949
Insurance	1,997	-	-	2,034
Repairs and Renewals	348	-	-	1,064
Materials and equipment	-	-	-	-
Printing and photocopying	523	-	-	315
Cleaning	544	-	-	369
Uniform & Badges	1,390	-	-	739
AGM and trustee expenses	-	-	-	-
Telephone & Broadband	601	-	-	565
Business Rates	39	-	-	-
Sundries	350	-	-	91
<b>Sub total</b>	<b>14,084</b>	<b>35</b>	<b>-</b>	<b>12,134</b>
<b>Fundraising expenses</b>				
Fundraising Expenses	71	-	-	29
Waste Glass Collection Charge	3,852	-	-	4,180
Security Deposits Returned	490	-	-	-
Other fundraising costs	-	-	-	-
<b>Sub total</b>	<b>4,413</b>	<b>-</b>	<b>-</b>	<b>4,209</b>
<b>Total Gross Expenditure</b>	<b>18,497</b>	<b>35</b>	<b>-</b>	<b>16,343</b>
<b>Asset and investment purchases. etc.</b>	<b>439</b>	<b>-</b>	<b>-</b>	<b>3,871</b>
<b>Total payments</b>	<b>18,936</b>	<b>35</b>	<b>-</b>	<b>20,214</b>
<b>Net of receipts/(payments)</b>	<b>9,385</b>	<b>-</b>	<b>-</b>	<b>8,341</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds last year end</b>	<b>49,215</b>	<b>35</b>	<b>-</b>	<b>40,909</b>
<b>Cash funds this year end</b>	<b>58,600</b>	<b>-</b>	<b>-</b>	<b>49,250</b>



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

Year start date		Year end date	
For the year from	01/04/24	To	31/03/25

## Statement of assets and liabilities at the end of the year

	31/03/25			31/03/24
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
<b>Cash funds</b>				
Bank current account	20,336	-	-	20,336
Bank deposit account	-	-	-	-
C C L A Deposit Fund	38,264	-	-	38,264
The Scout Association Short Term Investment Service	-	-	-	-
Cash/Floats	-	-	-	-
<b>Total cash funds</b>	<b>58,600</b>	<b>-</b>	<b>-</b>	<b>58,600</b>
(agree balances with receipts and payments a/c) ok ok ok ok ok				
<b>Other monetary assets</b>				
Tax claim	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-
Insurance claim	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>				
Investment property - detail	-	-	-	-
Quoted investments	-	-	-	-
Other investments - detail	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use - See Note 1</b>				
Badge stock	80	-	-	80
Shop stock	-	-	-	-
Other stock	-	-	-	-
Land and buildings	252,800	-	-	252,800
Motor vehicles	-	-	-	-
Scouting equipment, furniture etc	23,854	-	-	23,854
Other	-	-	-	-
<b>Sub total</b>	<b>276,734</b>	<b>-</b>	<b>-</b>	<b>276,734</b>
<b>Liabilities</b>				
Accounts not yet paid	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-
Subscriptions not yet paid	-	-	-	-
Loan - detail	-	-	-	-
Other liabilities	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>335,334</b>	<b>-</b>	<b>-</b>	<b>335,334</b>
				<b>326,801</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 16<sup>th</sup> 15th May 2025 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature  
*Chris Nott*

Print Name  
Jason Sheridan – Chair  
Chris Nott – Treasurer



West Runton Scout Group

Note to Accounts for the year from 1/4/24 to 31/3/25

Note 1

	<u>Land &amp; Buildings</u>	<u>Equipment</u>
As at 1/4/24	£252,800	£24,671
Additions	£0	£439
Sub Total	£252,800	£25,110
Depreciation (5%)		£1,256
As at 31/3/25	£252,800	£23,854



**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 2025.

**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').

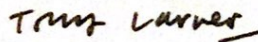
We report in respect of our examination of the West Runton Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out our examination we have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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  
Chartered Certified Accountants  
23 Station Road  
Sheringham  
Norfolk  
NR26 8RF

15 May 2025