

# Trustees' Annual Report

## For the period

### Reference and administration details

Charity name: 1<sup>st</sup> Fareham Scout Group

Registered charity number: 268181

HQ registration number

Charity's principal address: The Gillies, Crescent Road, Fareham, Hants. PO16 0HJ

### 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
Benjamin Good MBE	Chair	September 2023 to date
Joanne Slee	Treasurer	Sept 2023 – March 2024
Charlotte Sherwood	Secretary and Trustee	Sept 2023 – May 2024
Carey Good		Sept 2023 to date
Clare Longsdon		Sept 2023 to date
Verity James		Sept 2023 to date
Tina Humphries		Sept 2023 to date
Laura Spooner	Badge Secretary	Sept 2023 to date
Georgina Osborne		Sept 2023 to March 2024
Gary Callaghan	Group Lead Volunteer	April 2024 to date
Ceri Harms	Group Lead Volunteer	Year to March 2024
Guy Breakwell		
Gareth Hawksworth		
Paul Lockyer		
Tom Spooner		

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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

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

Type of governing document

How the charity is constituted

Trustee selection methods  
Chair, Treasurer and secretary  
appointed by the board of  
Trustees, Trustees elected by the  
Group Scout community

Group'sgoverning 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.

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

You may choose to include additional information, where relevant, about:

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 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 10 Trustees () and meets every 2 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.

Risk and Internal Control (Specimen 1)

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 Control (Specimen 2)

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.

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 cooperate 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

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 E

Financial Review

Summary of the main achievements of the charity during the year

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Section D	Achievements and performance
Brief statement of the charity’s policy on reserves	<p>Reserves Policy</p> <p>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.</p> <p>The Group held reserves of approximately £10,000 against this at year end.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>the charity’s principal sources of funds (including any fundraising);</li><li>how expenditure has supported the key objectives of the charity;</li><li>investment policy and objectives;</li></ul>	<p>Investment Policy (Specimen 1)</p> <p>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 The Group Trustee Board regularly monitors the levels of bank balances and the interest rates, resolved to ensure the group obtains building societies and The Scotiabank Strongarm Investment Service. 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.</p> <p>Investment Policy (Specimen 2)</p> <p>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.</p>
Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	
Section G	Declaration

Signed on behalf of the charity’s trustees

Signature(s)	Benjamin Good	Gary Callaghan
Full name(s)	Benjamin Good	Gary Callaghan
Position (eg Secretary, Chair)	Chair	Deputy GSL
Date	270924	

# 1st Fareham Scout Group Charity no. 268181

## Receipts and Payments Account

For the year from	1st January 2023	To	31st December 2023
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### Receipts and payments

	2023			2022	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	£26,350.00	£0.00	£0.00	£26,350.00	£22,537.50
Grants	£0.00	£0.00	£0.00	£0.00	£0.00
Legacies	£0.00	£0.00	£0.00	£0.00	£0.00
Gift Aid	£2,753.61	£0.00	£0.00	£2,753.61	£2,160.77
Other similar income	£2,128.97	£0.00	£0.00	£2,128.97	£13,733.19
<b>Sub total</b>	<b>£31,232.58</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£31,232.58</b>	<b>£38,431.46</b>
<b>Grants</b>					
Councillor grants	£1,436.54	£0.00	£0.00	£1,436.54	£0.00
Other grants	£0.00	£0.00	£0.00	£0.00	£3,450.00
<b>Sub total</b>	<b>£1,436.54</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,436.54</b>	<b>£3,450.00</b>
<b>Fundraising events (gross)</b>					
Online commissions	£875.56	£0.00	£0.00	£875.56	£0.00
Fundraising events	£2,397.66	£0.00	£0.00	£2,397.66	£14,174.56
Uniform sales	£100.79	£0.00	£0.00	£100.79	£0.00
Other fundraising activities	£89.20	£0.00	£0.00	£89.20	£1,304.00
<b>Sub total</b>	<b>£3,463.21</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,463.21</b>	<b>£15,478.56</b>
<b>Scout hut income</b>					
Hire of building - regular	£3,860.75	£0.00	£0.00	£3,860.75	£8,203.50
Hire of building - ad hoc	£690.00	£0.00	£0.00	£690.00	£0.00
Other Scout hut income		£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£4,550.75</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£4,550.75</b>	<b>£8,203.50</b>
<b>Investment income</b>					
Bank interest	£300.90	£0.00	£0.00	£300.90	£16.14
Building Society interest	£0.00	£0.00	£0.00	£0.00	£0.00
The Scout Association Short Term Investment Service	£0.00	£0.00	£0.00	£0.00	£0.00
Other investment income	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£300.90</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£300.90</b>	<b>£16.14</b>
<b>Total Gross Income</b>	<b>£40,983.98</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£40,983.98</b>	<b>£65,579.66</b>
<b>Asset and investment sales, etc.</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total receipts</b>	<b>£40,983.98</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£40,983.98</b>	<b>£65,579.66</b>



# 1st Fareham Scout Group Charity no. 268181

## Receipts and Payments Account

For the year from	1st January 2023	To	31st December 2023
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### Receipts and payments

	2023			2022
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
<b>Payments</b>				
<b>Charitable Payments</b>				
Membership subscriptions paid on (National/County/Area/District)	£6,275.50	£0.00	£0.00	£6,275.50
Youth programme and activities	£351.50	£0.00	£0.00	£351.50
Go Cardless fees (membership)	£1,004.97	£0.00	£0.00	£1,004.97
Adult support and training	£115.00	£0.00	£0.00	£115.00
Rent	£0.00	£0.00	£0.00	£0.00
Utilities	£3,998.91	£0.00	£0.00	£3,998.91
Website Hosting	£190.00	£0.00	£0.00	£190.00
Insurance	£0.00	£0.00	£0.00	£0.00
Repairs and Renewals	£1,251.45	£0.00	£0.00	£1,251.45
Materials and equipment	£0.00	£0.00	£0.00	£0.00
Printing and photocopying	£34.46	£0.00	£0.00	£34.46
Contribution to camp costs	£2,563.15	£0.00	£0.00	£2,563.15
Professional fees	£125.00	£0.00	£0.00	£125.00
Postage	£89.20	£0.00	£0.00	£89.20
Cleaning	£2,366.63	£0.00	£0.00	£2,366.63
Auto expenses	£144.00	£0.00	£0.00	£144.00
Parent Subscriptions refund	£0.00	£0.00	£0.00	£0.00
Group Charge card Payments	£9,821.26	£0.00	£0.00	£9,821.26
AGM and trustee expenses	£0.00	£0.00	£0.00	£0.00
Administration	£0.00	£0.00	£0.00	£0.00
Group Equipment purchases	£691.53	£0.00	£0.00	£691.53
Donations	£0.00	£0.00	£0.00	£0.00
Loan Repayment	£0.00	£0.00	£0.00	£0.00
Group food purchases	£715.47	£0.00	£0.00	£715.47
<b>Sub total</b>	<b>£29,738.03</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£29,738.03</b>
<b>Fundraising expenses</b>				
Floats/Advances	£560.00	£0.00	£0.00	£560.00
Previous year transfer out difference	£0.00	£0.00	£0.00	£0.00
Sundries	£0.00	£0.00	£0.00	£0.00
Other fundraising costs	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£560.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£560.00</b>
<b>Total Gross Expenditure</b>	<b>£30,298.03</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£30,298.03</b>
<b>Asset and investment</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total payments</b>	<b>£30,298.03</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£30,298.03</b>
<b>Net of receipts/(payments)</b>	<b>£10,685.95</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£10,685.95</b>
<b>Transfers between funds</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

Cash funds last year end	£35,490.10	£0.00	£0.00	£35,490.10	£31,375.90
Cash funds this year end	£46,176.05	£0.00	£0.00	£46,176.05	£35,490.10



# 1st Fareham Scout Group Charity no. 268181

## Receipts and Payments Account

For the year from	1st January 2023	To	31st December 2023
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### Statement of assets and liabilities at the end of the year

	2023			2022	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
Treasurer Account 1162	£8,637.80	£0.00	£0.00	£8,637.80	£1,093.02
Capitation Account 8962	£5,422.84	£0.00	£0.00	£5,422.84	£0.00
Fundraising Account 5063	£18,089.63	£0.00	£0.00	£18,089.63	£34,397.08
Group Reserves 7462	£10,093.37	£0.00	£0.00	£10,093.37	£0.00
Cash left on Prepayment Cards	£484.04	£0.00	£0.00	£484.04	£0.00
Cash - Float	£1,390.34			£1,390.34	
Maintenance Account 1063	£2,058.03	£0.00	£0.00	£2,058.03	£0.00
<b>Total cash funds</b>	<b>£46,176.05</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£46,176.05</b>	<b>£35,490.10</b>
agree balances with receipts and payments a/c)	ok	ok	ok	ok	ok
<b>Other monetary assets</b>					
Tax claim	£0.00	£0.00	£0.00	£0.00	£0.00
Debts due from the County/Area/District/Group	£0.00	£0.00	£0.00	£0.00	£0.00
Insurance claim	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Investment assets</b>					
Investment property - detail	£0.00	£0.00	£0.00	£0.00	£0.00
Quoted investments	£0.00	£0.00	£0.00	£0.00	£0.00
Other investments - detail	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Non monetary assets for</b>					
Badge stock	£1,504.66	£0.00	£0.00	£1,504.66	£1,973.99
Shop stock	£240.00	£0.00	£0.00	£240.00	£0.00
Other stock	£0.00	£0.00	£0.00	£0.00	£0.00
Land and buildings	£35,000.00	£0.00	£0.00	£35,000.00	£35,000.00
Motor vehicles	£0.00	£0.00	£0.00	£0.00	£0.00
Scouting equipment, furniture etc	£0.00	£0.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£36,744.66</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£36,744.66</b>	<b>£36,973.99</b>
<b>Liabilities</b>					
Accounts not yet paid	£0.00	£0.00	£0.00	£0.00	£0.00
Expenses incurred but not invoiced	£0.00	£0.00	£0.00	£0.00	£0.00
Subscriptions not yet paid	£0.00	£0.00	£0.00	£0.00	£0.00
Loan - detail	£0.00	£0.00	£0.00	£0.00	£0.00
Other liabilities	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total net assets</b>	<b>£82,920.71</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£82,920.71</b>	<b>£72,464.09</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	Print Name <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
	Chair

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Treasurer
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Section A

Independent Examiner's Report

Report to the trustees

First Fareham Scout Group

On accounts for the year  
ended

31<sup>st</sup> December 2023

Charity no  
(if any)

268181

Set out on pages

1 to 5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

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** ~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

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:

J. A. Bell

Date:

5/7/2024

Name:

TRACEY BELL

Relevant professional  
qualification(s) or body

N/A

(if any):

Address:

7 MADISON COURT  
FAREHAM, HAMPSHIRE  
PO16 0QU

## 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.