

1st Whittlesford & Duxford Scout Group

Registered Charity 270949

Receipts and Payments Account

For the year from 1st August 2022 to 31st July 2023

Receipts

	2022/23 £	2021/22 £
Donations, grants, legacies and similar income		
Membership subscriptions	16,785.00	17,077.50
Donations and Grants	280.17	2,868.27
Gift Aid	3,605.64	3,658.16
	<u>20,670.81</u>	<u>23,603.93</u>
Programme Activities		
Section activities	0.00	270.00
Section camps	6,900.88	3,620.00
	<u>6,900.88</u>	<u>3,890.00</u>
Fundraising (gross)		
Uniform sales	251.14	421.00
Amazon Smile	48.20	25.32
	<u>299.34</u>	<u>446.32</u>
Scout Hut Income		
Hire of building	3,750.00	2,965.50
Hire to Explorers	720.00	980.00
Hire of equipment	0.00	5.00
	<u>4,470.00</u>	<u>3,950.50</u>
Investment income		
Bank interest	3.95	0.01
	<u>3.95</u>	<u>0.01</u>
Total Receipts	<u>32,344.98</u>	<u>31,890.76</u>

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For the year from 1st August 2022 to 31st July 2023

Payments

	2022/23 £	2021/22 £
Charitable Payments		
Membership subscriptions paid on (National/County/District)	5,263.50	5,062.50
Section activities	2,672.61	2,218.35
Section camps	7,081.54	3,912.72
Adult support and training	0.00	0.00
Rent	207.69	189.00
Water and Sewerage	0.00	0.00
Electricity	1,542.59	591.98
Gas	2,347.51	1,666.39
Insurance	2,473.99	1,540.05
Hut Maintenance	2,536.54	3,544.21
Fire alarm maintenance	694.92	827.34
Equipment	529.88	1,712.63
Badges and Leaders uniform	1,765.70	1,125.99
Media costs, websites and OSM	525.89	276.70
AGM expenses, donations and Gifts	131.24	566.44
	<u>27,773.60</u>	<u>23,234.30</u>
Fundraising expenses		
Uniform for fundraising	135.12	289.00
Other fundraising costs	0.00	0.00
	<u>135.12</u>	<u>289.00</u>
Total Payments	<u>27,908.72</u>	<u>23,523.30</u>
Surplus / Deficit for the year	<u>4,436.26</u>	<u>8,367.46</u>
Cash funds last year end	34,558.06	26,190.60
Cash funds this year end	<u>38,994.32</u>	<u>34,558.06</u>

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Registered Charity 270949

For the year from 1st August 2022 to 31st July 2023


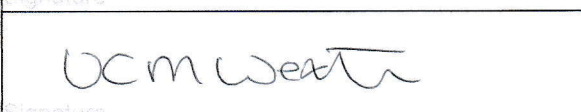
Statement of assets and liabilities at the end of the year

	2022/23 £	2021/22 £
Cash funds		
Group Barclays community	618.91	32,059.56
Group Barclays business premium	36,003.95	-
Arrows Barclays community	397.24	231.04
Javelins Barclays community	-	618.42
Sirius Barclays community	1,601.86	695.88
Forest Beavers Barclays community	283.02	953.16
Forest Beavers OSM prepayment card	89.34	-
Total cash funds	38,994.32	34,558.06
Other monetary assets		
Nil	-	-
Investment assets		
Nil	-	-
Non monetary assets for charity's own use		
Land and buildings*	-	-
Scouting Equipment**	-	-
* The insured value of the hut is £401,233; rebuild value is being reassessed.		
** Scouting equipment includes tents, furniture, kitchen, garden and games equipment etc.. The insured value is £45,902		
Liabilities		
Accounts – Arrows Camp refund	-30.00	-
Expenses incurred, not invoiced – Sirius Onetruegrit activity	-127.00	-
Other liabilities – potential refund for hut booking deposit	-20.00	-40.00
Total	-177.00	-40.00

The above receipts and payments account and statement of assets and liabilities were reviewed by

	ROBERT JAMES COTTLE	20/10/23
Signature	Print Name	Date

and approved by the Trustees at the Trustee Board Meeting held on 8-11-2023 and signed on their behalf by

	CARMEL WALKER	CHAIR
	VIRGINIA WESTON	TREASURER
Signature		



Trustees' Annual Report for the period

Period start date

Period end date

From

1st August 2022

To

31st July 2023

Section A

Reference and administration details

Charity name 1ST WHITTLESFORD & DUXFORD SCOUT GROUP

Other names charity is known by SCOUT ASSOCIATION NUMBER 37425

Registered charity number (if any) 270949

Charity's principal address THE SCOUT HUT, THE ALLOTMENT GARDENS

MOORFIELD ROAD, DUXFORD

CAMBRIDGESHIRE

Postcode

CB22 4PS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	CARMEL WALKER	CHAIR	
2	REBECCA ARMSTRONG	SECRETARY	
3	VIRGINIA WESTON	TREASURER	
4	MARC VAN NIEKERK	GROUP SCOUT LEADER	
5	STEPHANIE MCFARLANE	SCOUT LEADER	
6	STEPHEN FACER	CUB LEADER	
7	KAREN EASTHOPE	BEAVER LEADER	RETIRED 31 th DECEMBER 2022
8	MICHELA MORLEO	PUBLICITY	
9	CLAIRE JAMES		
10	DEBORAH GREGORY	SUBSCRIPTION SECRETARY	
11	DAVID WHITE		APPOINTED 9 th NOVEMBER 2022
12	PAULA RENOUF		APPOINTED 8 th FEBRUARY 2023
13	EMILY GRIMSHAW		APPOINTED 8 th FEBRUARY 2023
14	JOANNE BARTRAM		APPOINTED 8 th FEBRUARY 2023
15			
16			

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. 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 (POR) of The Scout Association.
How the charity is constituted (eg. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (eg. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules (POR) of The Scout Association.

Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Group is managed 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 as well as The Scout Association POR. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Committee consists of 3 independent representatives: Chair, Treasurer and Secretary, together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 months.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

- maintenance of Group property
- raising of funds and the administration of Group finances
- providing sufficient resources and equipment for scouting to operate
- 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
- managing and promoting the Safety Policy locally
- promoting and supporting the development of Scouting in the local area.

Risk and Internal Control

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, schools 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 Association's national accident insurance policy. Risk Assessments are undertaken before all activities.
- Reduced income from fundraising. 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 wholly 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 need to be a contraction, consolidation or closure of a section or, 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 need to be a contraction, consolidation or closure of a section or, in the worst-case scenario, the complete closure of the Group.
- Risk and Internal Control including Financial security. The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. These include the requirement of two signatories for all payments by cheque or by electronic transfer and 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

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.

'We believe that through adventure we challenge individuals so that they learn and experience new things that enrich their lives.'

Summary of the main activities in relation to these objects

The Group runs 5 scouting sections: 2 beaver colonies (Wild Wood and Forest), 2 cub packs (Sirius and Javelins) and a scout troop (Arrows).

Membership is open to all children between the ages of 6 to 14 years, within the catchment area of Duxford, Whittlesford, Ickleton, Hinxton and Thriplow. This year the group remained at full capacity, averaging 126 members per term.

Section meetings take place weekly during term time, following a structured program to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

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.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy programme related investment;
- contribution made by volunteers.

The Group is entirely run by a small team of fantastic volunteers. Each of these volunteers gives many hundreds of hours of their time to help run the Group and provide the best quality activities and educational program for the children.

On behalf of the children and their parents, the Executive Committee would like to thank all the leaders and all those involved for their tireless support.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Maximum capacity - This year the Group continued to operate with maximum numbers of beavers, cubs and scouts.

Packed programmes - Some of the highlights:

- The Beavers set off on several hikes during the year focusing on, for example, road safety and spotting planet and star constellations. They had visits from a dental nurse, Fab Science and a travelling planetarium. By using a skill to earn money, and having a visit from the Cambridge Building Society, they were introduced to finance management. They learned first aid including strategies to promote mental health. They explored our indoor caves and tried their hand at campfire cooking, archery and climbing. They also experienced Olympic style skiing, tobogganing and skeletons in the scout hut. Their creative skills were put to use making bird feeders, Mother's Day gifts, Coronation Day bunting and models of Italian landmarks.
- The Cubs improved their cooking skills making campfire pitta pizzas and holding a Halloween bake-off. Many varied evenings included bike maintenance, crafts, games and sensory activities. Highlights were building spaghetti towers, creating amazing snow sculptures and performing a shadow puppet show. The Cubs visited a local obstacle assault course for their end of year celebration.
- Arrows Scouts held a Dungeons and Dragons night, participated in a Ghost tour of Cambridge and visited Raspberry Pi to learn

Section D

Achievements and performance

about coding. They welcomed guest speakers who talked about their experiences as a pilots or as a volunteers at Duxford IWM and hosted visitors such as Cambridgeshire CASUS who explored the risks associated with Drugs, Smoking and Alcohol. They held a mock courtroom trial, repaired punctures, experimented to compare stain removers, practised orienteering, built electronic circuits and made pancakes on tin cans. Summer highlights included getting drenched at the Obstacle Training Ground in Bassingbourn, a troop bike ride and kayaking on the river at Grantchester.

Successful Camps - Both Beaver packs held sleepovers at the hut during the year. The Cub packs attended a joint summer camp at Hautbois in Norfolk and enjoyed activities such as building rafts, kayaking and abseiling. The Scouts held an Autumn camp at the scout hut and in the Summer travelled to Thorpe Woodlands, Thetford Forest where they enjoyed kayaking, high ropes, orienteering and mountain biking as well as camp cooking on the campfire.

Help in the community - The Group attended the Remembrance Day Parade and Service in Whittlesford. Arrows Scouts have improved community links through building a bug cathedral for the local Whittlesford church, supporting the Duxford History Society in making gravestone rubbings to record details before it is lost from erosion and supported 'Duxfest', the Duxford village summer event. The Cubs cleaned inside the church and were able to ring the bells. The scout hut continues to be hired out to local scout groups and for other activities.

Raising money for charity - The cubs held a bring and buy sale to raise funds to sponsor a guide dog.

Volunteer support- During the year several long serving leaders retired; recruitment of new helpers is ongoing and all sections have remained open.

Section E

Financial review

Brief statement of the charity's policy on reserves

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 £8,000.

An additional maintenance reserve of £1,000 per annum (up to a maximum of £5,000) was also set in June 2019 to cover future major maintenance work related to the upkeep of the hut. This year £1,000 remains in reserve.

Details of any funds materially in deficit

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);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives.

Principal source of funds are from membership subscriptions, gift aid and hiring out of the Scout hut.

On-going operational costs are prudently examined and met to ensure the successful continuation of the Group.

All funds are held in cash using only mainstream banks or building societies. This year the Group opened an additional Barclays saving account.

The Group Executive 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 Executive considers the cash flow requirements.

The Group 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.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

UCM Weston

C Walker

Full name(s)

VIRGINIA WESTON

CARMEL WALKER

Position

(eg Secretary, Chair, etc)

TREASURER

CHAIR

Date

8/11/2023

8/11/2023



Section A

Independent Examiner's Report

Report to the trustees/
members of

1st Whittlesford & Duxford Scout Group

On accounts for the year
ended

31st July 2023

Charity no
(if any)

270949

Set out on pages

TAR y/e 31/07/2023 pages 1 to 6; Group Accounts 2023 pages 1 to 3

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 31 / 07 / 2023.

As the charity trustees of the 1st Whittlesford & Duxford Scout Group, 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 1st Whittlesford & Duxford Scout Group's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

20/10/23

Name:

ROBERT JAMES COTTLE

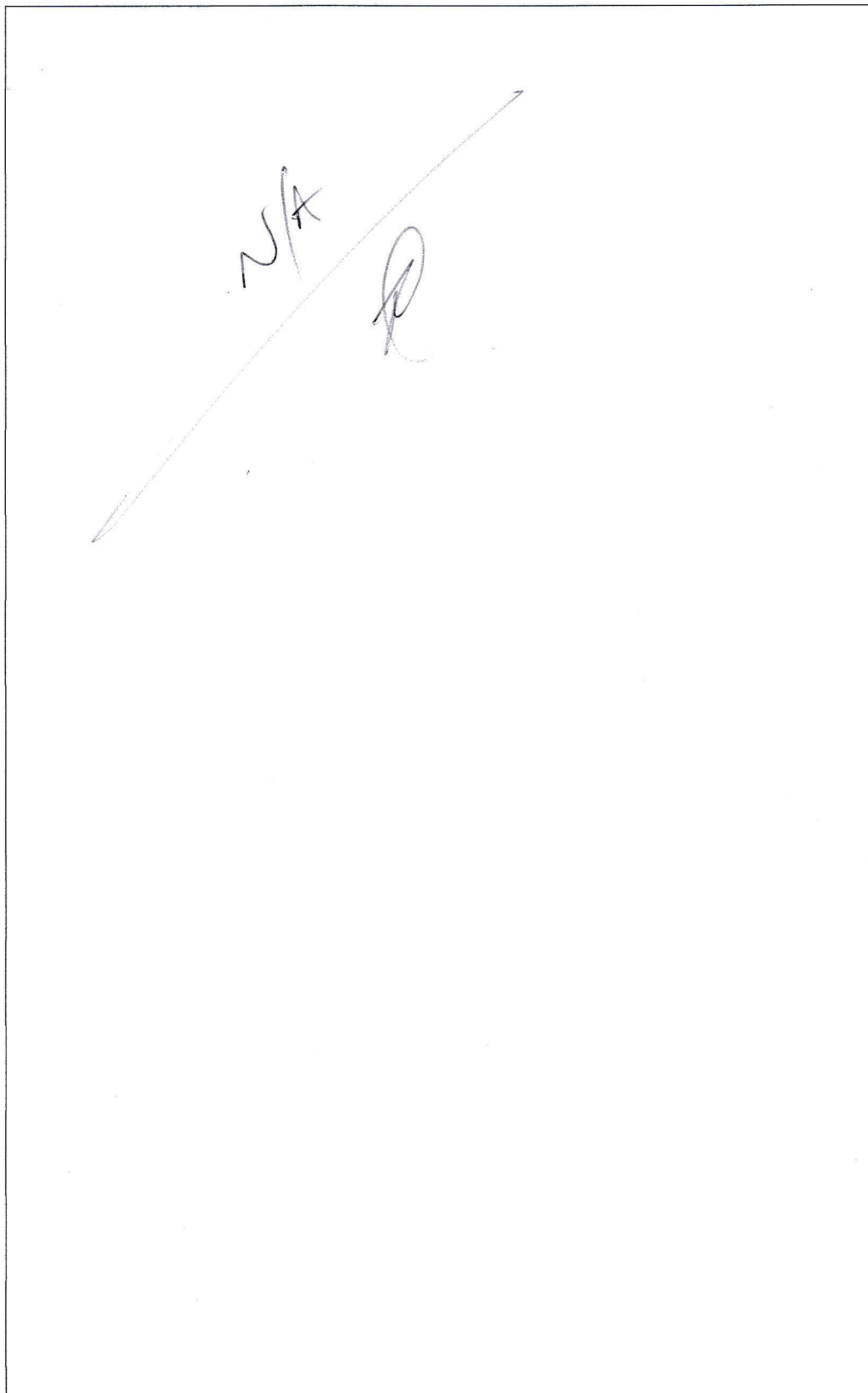
Relevant professional
qualification(s) or body
(if any):

Address:

SKAMORE GROUNDS 1 ST JOHN'S STREET
DUXFORD CAMBS
CB22 4RA

Only complete if the examiner needs to highlight 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.



The disclosure box contains a diagonal line from the bottom-left to the top-right. The letters 'N/A' are handwritten above the line, and a signature is written below the line.