

Trustees' Annual Report for the period  
1st January 2024 – 31st December 2024  
**Section A – Reference and Administration**

**Charity Name:** Eighth Letchworth Scout Group

**Charity Registration Number** 271198

**Charity's principal address:** Sparhawke, Letchworth Garden City, Herts SG6 4PX  
**Email :** 8thLSG@EighthLetchworthScoutGroup.co.uk

**Trustees who manage the charity:**

<b>Name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>
Mim Greener	Trustee	
Michael Myner	Treasurer	
Claire Greener	Chairperson	
Zeke Hill	Group Lead Volunteer	
Diana Kapociute	Trustee	

**Bankers:** HSBC, 1 Market Place, Hitchin, SG5 1DR

**Scrutineer:** S Whitaker

## **Section B – Structure, Governance and Management**

The Group's governing documents are those of the 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.

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

The Group is managed by the 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.

This trustee board exists to support the Group Scout Leader in meeting the responsibilities of the appointments 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.

The 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 membership 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 trustee board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

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 insurance policies to ensure that insurable risks are covered.

## **Section C – Objectives and Activities**

The objectives of the group are those of the Scout Association

The aim of the Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local national and international communities.

The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on Scout Promise and law and guided by adult leadership.

## **Section D – Achievements and Performances**

Eighth Letchworth Scout Groups membership has levelled out in numbers over the last 12 months with the Scout section running at maximum capacity and the Beaver and Cub sections slowly growing which is encouraging. The leader team were able to run a full program once again which has enabled the group to get back on track for Bronze, Silver and Gold awards. Please refer to the separate section reports detailing these activities.

The Beaver and Scout section both have new team members to assist in running the program.

## **Section E – Financial Review**

At the end of the year group funds have increased by £261.79 to £68965.68. It doesn't seem much but the group is paying substantially more rent so staying in the green over the 12 months is a good result - fund raising and gift aid claims have been a major factor in this. If you haven't signed up for gift aid please do as it's a massive financial benefit to the group. If you're not sure if you qualify please speak to Mike.

The Group's policy on reserves is to hold an amount to enable it to meet immediate needs and contingencies to operate for a period with minimum income for 12 months. Liabilities due quarter one 2025 stand at £5550.00

Fundraising is gaining momentum for the group with the Greenway sponsored walk, a barbuze and the Christmas raffle bringing in just over £1550.00, that's nearly £600.00 up on last year - a massive thank you to all those who supported the group

Membership fees stayed at £35.00 / term for 2024 but will have to increase to £40.00 / term for 2025 to offset the increase in rent payable to Herts County Council.

**Section F – Plans for the Future**

In the forthcoming year the group plans to:

- Implement additional fundraising activities to subsidise camps and ongoing rent increases for 2025 onwards.
- Agree a constitution for the group.
- Assist district with creating individual group squirrel sections for 2026 onwards.
- Find cheaper premises.

**Section G – Declaration**

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

Signed on behalf of the charity's trustees

Signature's

<i>M Myner</i>	<i>M Greener</i>
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Full Name(s)

Michael Myner	Mim Greener
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Position

Group Treasurer	Trustee member
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Date: 16th April 2025

# 8th Letchworth Scout Group Receipts and Payments Account

Year beginning

Year ended

For the year  
from

01/01/2024

To

31/12/2024

## Receipts and payments

	01/01/23 - 31/12/23		01/01/24 - 31/12/24
	£		£
<b>Receipts</b>			
<b>Donations, legacies and similar income</b>			
Membership subscriptions	5,400.00		6,170.00
Less: Membership subscriptions paid on (National/County/Area/District)	-2640.00		-3277.50
Net membership subscriptions retained (Restricted)	2,760.00		2,892.50
Donations (Restricted)	0.00		0.00
Refund	89.50		0.00
Gift Aid (Restricted)	4,405.90		1,844.78
Other similar income	40.80		18.00
Ivel Springs			2,217.36
<b>Sub total</b>	<b>7,296.20</b>		<b>6,972.64</b>
<b>Grants</b>			
Maintenance grant	-		-
Other grants	-		-
<b>Sub total</b>	<b>-</b>		<b>-</b>
<b>Fundraising (gross)</b>			
Rotary walk, bag packs, xmas fair (Restricted)	1,193.76		2,148.72
Day Activities (Restricted)	-		-
Outings (Restricted)	1,169.00		2,561.70
Camps (Restricted)	8,018.00		9,414.00
<b>Sub total</b>	<b>10,380.76</b>		<b>14,124.42</b>
<b>Investment income</b>			
Bank interest	419.59		573.44
Building Society interest	-		-
The Scout Association Short Term Investment Service	-		-
Property Rent income (Restricted)	4,540.00		4,410.00
Other investment income	-		-
<b>Sub total</b>	<b>4,959.59</b>		<b>4,983.44</b>
<b>Total Gross Income</b>	<b>22,636.55</b>		<b>26,080.50</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>		<b>-</b>
<b>Total receipts</b>	<b>22,636.55</b>		<b>26,080.50</b>

# 8th Letchworth Scout Group Receipts and Payments Account

Financial year

Financial year

For the year from	01/01/2024	To	31/12/2024
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## Receipts and payments

	01/01/23 - 31/12/23	01/01/24 - 31/12/24
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	2,182.77	2,638.96
Adult support and training	-	-
Rent	0.00	3,028.47
Water and Sewerage	334.08	238.04
Electricity and Gas	2,679.04	1,826.12
Insurance	1,231.76	1,407.54
Repairs and Renewals	1,657.72	1,140.15
Materials and equipment	1,048.09	817.66
Sundries	147.51	0.00
Camp & outings costs	6,824.70	10,415.69
Refund	315.00	37.00
Bank charges	63.20	62.00
Donations	464.40	257.80
Badges	640.04	710.39
OSM	398.90	634.86
L & B Distict imposed levy	0.00	0.00
Ivel Springs	0.00	926.52
Group expense	633.41	1,318.72
<b>Sub total</b>	<b>18,620.62</b>	<b>25,459.92</b>
<b>Fundraising expenses</b>		
Rotary walk, paperchase,xmas fair	0.00	358.79
	0.00	0.00
	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>0.00</b>	<b>358.79</b>
<b>Total Gross Expenditure</b>	<b>18,620.62</b>	<b>25818.71</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>18,620.62</b>	<b>25,818.71</b>
<b>Net of receipts/(payments)</b>	<b>4,015.93</b>	<b>261.79</b>
<b>Cash funds last year end</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>4,015.93</b>	<b>261.79</b>

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

	01/01/23 - 31/12/23	01/01/24 - 31/12/24
	£	£
<b>Cash funds</b>		
Bank current account	39,367.83	38,959.72
Bank deposit account (Restricted)	28,975.69	29,549.13
Building society account	0.01	0.01
The Scout Association Short Term Investment Service	-	-
Cash/Floats	360.36	456.82
<b>Total cash funds</b>	<b>68703.89</b>	<b>68965.68</b>
<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>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	8,750.00	8,750.00
Other	-	-
<b>Sub total</b>	<b>8750.00</b>	<b>8,000.00</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	3,278	5,550
Loan - detail	-	-
Other liabilities	1,250	1,800
<b>Sub total</b>	<b>4,528</b>	<b>7,350</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 16th April 2025 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
<i>M. Greener</i>	Mim Greener Secretary
<i>M. W. Myner</i>	Michael Myner Treasurer

## **Scrutineer's Report to the Trustees of the**

Eighth Letchworth Scout Group

I report on the accounts of the Group/District for the year ended 31<sup>st</sup> December 2024

### **Respective responsibilities of Trustees and Scrutineer**

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 1993 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

### **Basis of Scrutineer's Statement**

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages 5 to 7

### **Scrutineer's Statement**

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: S Whitaker  
Address: 46 Cowslip Hill  
Letchworth Garden City  
Hertfordshire  
SG6 4NA

Date: 25th September 2025

Signed *S Whitaker*