

Trustees' Annual Report

For the period

From (start date)

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 to end date

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Section A Reference and administration details

Charity name

2nd Crowthorne Scout Group

Other names the charity is known by

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Registered charity number (if any)

2	7	1	2	3	2
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HQ registration number

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Charity's principal address

Building 3

Pinewood Centre, Old Wokingham Road

Wokingham, Berkshire

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Sarah Symes	Chair	
2	Sandra Sidey	Group Scout Leader	
4	Pam Anne Elvin	Secretary	
5	Graham Brant	Scout Leader	
6	Dolina Andrew	Beaver Leader	
7	Matthew Cook	Scout Parent/Member	
8	Pauline Jordon	Trustee	
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Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address
Accountant	Elizabeth Sanders	25 Gordon Road, Windsor, Berks, SL4 3RG

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 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 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. 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	<p>The Committee consists of 2 independent representatives, Chair, Building Manager and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 3-4 months.</p> <p>Members of the Executive Committee complete '<i>Essential Information for Executive Committee</i>' training within the first 5 months of joining the committee.</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> 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.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control (Specimen 1)</p> <p>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:</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 hut rentals. The Group is primarily reliant upon income from subscriptions and third party scout hut rentals. 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, there has been a recent raise in hall rental rate, however, subscriptions have remained flat. Rising inflation leading to increased costs of running operations has led to a further risk, we may need to make future hall rental and subscription increases based on rates of inflation.</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 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.</p> <p>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 have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>Risk and Internal Control (Specimen 2)</p> <p>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.</p>

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p>The Purpose of Scouting Scouting exists to actively engage and support young people (ages 6 to 14) 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>
<p>Summary of the main activities in relation to these objects</p>	<p>All three groups meet weekly at the scout hut, outside when weather permits to partake in games, activities such as pond dipping, nature trails, treasure hunts, with cook outs and camp fires. They also participate in overnight or weekend camps, sports activities and outdoor skills workshops (scouts) such as whittling, fire lighting and knife skills. These give them life skills and teach them teamwork, respect for one another and create in some cases lifelong friendships.</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	<p>We intend to add a Squirrels group (ages 4-6) in 2024 and are actively working with the wider Country group to launch a pilot. This will help us train future leaders for other groups which had been a concern for some time, which we hope to mitigate. There are no other expansion plans. If the Squirrels pilot is successful, we may need to expand beavers to two groups due to increased demand. We trialled a Christmas fair to fundraise, which more than covered our costs, and re-invest in equipment. We are also taking advantage and applying for grants, where applicable to replace furniture, fittings and make improvements, from the local Council. Our new website went live earlier this year, including an online booking system to manage hall hut hiring. This has automated the booking and payment process, meaning it is now easier to collect payments, and easier to determine ongoing and future income. The website further publicises our scout activities as well as advertising the availability of rentals which is in high demand in the local area. With the predicted efficiencies for our Trustee board, and accounting, this should prove a good return, although it is too early to fully evaluate.</p>

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

Increased membership across all sections.

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 Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £12,000.

The Group held reserves of approximately £29,668 against this at year end. This is above the level required for operating expenses.

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

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 Scout Association's Short Term Investment Service.

The Scout Association's Short Term Investment Service held £8,000 at 31st March 2023. In May 2023, they closed the service and returned the funds to us. It is now held in a deposit account.

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

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.

- investment policy and objectives

Section F**Other Optional Information**

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

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Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Sandra Sidey	
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Position (eg Secretary, Chair)

Interim Chair	
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Date

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2nd Crowthorne Scout Group (Charity no. 271232)

Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2023	To	31/03/2024

Receipts and payments

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions (less Capitation)	7,107	5,029
Donations	250	1
Legacies	-	-
Gift Aid	-	-
Other similar income - Camp income	2,470	705
Sub total	9,827	5,735
Grants		
Maintenence grant	400	-
Other grants	-	-
Sub total	400	-
Fundraising events (gross)		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	487	1,186
Sub total	487	1,186
Scout hut income		
Hire of building	21,745	18,662
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	21,745	18,662
Investment income		
Bank interest	218	26
Building Society interest	-	-
The Scout Association Short Term Investment Service	96	17
Other investment income - SEBD Scout Shop	-	620
Sub total	314	663
Total Gross Income	32,773	26,246
Asset and investment sales, etc.	-	-
Total receipts	32,773	26,246

2nd Crowthorne Scout Group (Charity no. 271232)

Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2023	To	31/03/2024

Receipts and payments

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	-	-
Youth programme and activities	403	1,367
Adult support and training	-	-
Rent	6,958	7,049
Water and Sewerage	804	470
Electricity and Gas	687	2,502
Insurance	1,852	1,490
Repairs and Renewals	20,843	1,127
Materials and equipment	-	-
Printing and photocopying	-	-
Contribution to camp costs	1,369	984
Uniforms	822	1,296
AGM and trustee expenses	-	-
Other costs - misc expenses	5,246	2,121
Other costs - other costs	2,273	2,825
Other costs - capitation	-	2,630
Sub total	41,257	23,862
Fundraising expenses		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	10	-
Sub total	10	-
Total Gross Expenditure	41,267	23,862
Asset and investment purchases, etc.	-	-
Total payments	41,267	23,862
Net of receipts/(payments)	- 8,494	2,384
Cash funds last year end	29,668	27,284
Cash funds this year end	21,174	29,668

2nd Crowthorne Scout Group (Charity no. 271232)

Receipts and payments account

Year start date		Year end date	
For the year from	01/04/2023	To	31/03/2024

Statement of assets and liabilities at the end of the year

	31st March 2024 Unrestricted funds £	31st March 2023 Unrestricted funds £
Cash funds		
Bank current account	1,879	5,157
Bank deposit account	18,200	15,300
Building society account	-	-
The Scout Association Short Term Investment Service	-	8,000
Cash/Floats	1,095	857
Total cash funds	21,174	29,314
(agree balances with receipts and payments account)		ok
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim (Deposits - Energy & accounts receivable)	0	354
Sub total	0	354
Investment assets		
Investment property - detail	-	-
Accounts not yet paid	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	12,094	12,094
Other	-	-
Sub total	12,094	12,094
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
Total net assets	33,268	41,762

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 17th Sept 2024 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature

Sandra Sidey

signed on 28/01/2025, 12:36:26 GMT

Print Name

Sandra Sidey, Interim Chair

Elizabeth Sanders, Treasurer

Elizabeth Sanders

signed on 27/01/2025, 17:43:09 GMT

Signatures' technical details

Signatures

getintouch@elizabethsanders.co.uk

27/01/2025, 17:43:09 GMT

Fingerprint

49843469fdf3dcea5118831f662861beb5e3e8d9

sandra@qtdgroup.com

28/01/2025, 12:36:26 GMT

Fingerprint

3de321871020781d549a87fc1c0188a79a07540d

Event log

10.50.11.73	27/01/2025, 17:42:16 GMT Signing request created.
System	27/01/2025, 17:42:19 GMT Notification sent to getintouch@elizabethsanders.co.uk.
System	27/01/2025, 17:42:57 GMT Signing page opened by signee getintouch@elizabethsanders.co.uk.
System	27/01/2025, 17:43:09 GMT Signee getintouch@elizabethsanders.co.uk signed document.
System	27/01/2025, 17:43:10 GMT Notification sent to sandra@qtdgroup.com.
System	28/01/2025, 12:35:06 GMT Signing page opened by signee sandra@qtdgroup.com.
System	28/01/2025, 12:36:26 GMT Signee sandra@qtdgroup.com signed document.
System	28/01/2025, 12:36:26 GMT Signing process completed.

Summary

Envelope's ID: 4opni8bn

Document's hash: 21ac2f3d7160db352790229716e7832533d561c39036e38ee690f20c183d892a

Final stamp: 28/01/2025, 12:36:28 GMT

2nd Crowthorne Scout Group (Charity no. 271232)
Receipts and payments account

For the year from	01/04/2023	To	31/03/2024
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Receipts and payments

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions (less Capascom)	7,197	5,029
Donations	290	1
Legacies	-	-
Gift Aid	-	-
Other similar income - Camp income	3,470	705
Sub total	9,857	5,735
Grants		
Maintenance grant	400	-
Other grants	-	-
Sub total	400	-
Fundraising events (gross)		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	487	1,188
Sub total	487	1,188
Scout hut income		
Hire of building	21,745	18,682
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	21,745	18,682
Investment income		
Burns Inland	216	26
The Scout Association Short Term Investment Service	96	17
Other investment income - SPSG Scout Shop	-	820
Sub total	314	863
Total Gross Income	32,779	26,348
Asset and investment sales, etc.		
	-	-
Total receipts	32,779	26,348

Verification QR Code



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Scrutineer's Report to the Trustees of the 2nd Crowthorne Scout Group

I report on the accounts of the Group/District for the year ended31/03/2024.....

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 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages1..... to3.....

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



Name:Michael Corley.....

Address: 5 Sydney Close.....

..... Crowthorne, Berkshire.....

..... RG45 6LQ.....

Date:21st January 2025.....