

Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 3 to end date 3 1 0 3 2 4

Section A Reference and administration details

Charity name

Putnoe Scout Group

Other names the charity is known by

Putnoe (Bedford North) Scout Group

Registered charity number (if any)

2 7 2 1 1 8

HQ registration number

1 0 0 1 6 9 6 9

Charity's principal address

Putnoe Scout Hut

Putnoe Heights

Putnoe, Bedford, Bedfordshire

Postcode M K 4 1 8 E P

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	Jonathan Marston	Chair	
2	Nicola Smith	Treasurer	
3	Lynn Robertson	Secretary	
4	Michelle Davis	GSL (Ex-Officio)	
5	Jarred Davis	AGSL & ESL (Ex-Officio)	
6	Leanda Gandy	Trustee (Elected)	
7	Helen Aston	Trustee (Elected)	
8	Liam Jacklin	Trustee (Elected)	
9	Oliver Lago	Trustee (Ex-Officio)	Until 27/03/2024
10	Colin Perkins	Trustee (Ex-Officio)	Until 22/06/2024
11	James Fairweather	AGSL (Ex-Officio)	Until 21/09/2024
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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

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 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	<p>The Trustee Board consists of the Chair, Treasurer and 7 Trustees (including 3 Ex Officio Trustees and meets every term. One of our Trustees also held the role of Secretary.</p> <p>Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.</p> <p>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.</p>

Section B	Structure, governance and management (continued)
	Risk and Internal Control 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.

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 with Unity Insurance Services 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>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.</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>

Summary of the main activities in relation to these objects	As Scouts, we are guided by the values of integrity, respect, care, belief and co-operation. Programmes for the weekly meetings in all Sections (Squirrels, Beavers, Cubs, Scouts and Explorers) are designed to provide a wide variety of activities and bring out the best in the young people, whilst ensuring that they have an enjoyable time.
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Additional details of the objectives and activities (optional information but encouraged as best practice)

<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>All Sections are run by a team of volunteers who plan and run a varied and challenging programme of activities in a safe environment, which includes:- wide variety of team games; log chews/pack & patrol forums; camp fires; camps; days out; creative activities; shooting; archery; climbing; water sports; visiting local areas/centres of interest; problem solving; team work; parades.</p>
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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.
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Section D	Achievements and performance
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Summary of the main achievements of the charity during the year	<p>We continue to bank with CAF Bank, which enables us to make payments via electronic transfer, whilst satisfying the Charity Commissions and The Scouts dual signatory requirement. We are continuing to claim back Gift Aid, using OSM to help us keep an accurate record of qualifying payments. The number of adults volunteering with us remains strong, although there are a couple of Sections where we would appreciate an additional volunteer to reduce the requirement for parent helpers when out and about to to protect us should a volunteer be unavailable. New joiner requests remain high and due to the increasing waiting list for all Sections, a note has been put on our website advising that our Sections are full - this has not stopped the new joiner requests, but does help to manage expectations. Our Flying Squirrel Drey for children aged 4-6 years old was opened in September 2023 and is proving to be a real success, offering activities from hikes to camps!</p>
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Section E	Financial Review
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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 12 months running costs, circa £15,000.</p>
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The Group held reserves of approximately £13,000 against this at year end. This is below the ideal amount required for operating expenses. However this can be explained since the Board of Trustees approved the purchase of paddle boards and bouyancy aids, to increase the frequency that the Scout Group is able to offer water activities to our young people. (District do not own any paddle boards, which is what 3 of our adult volunteers have permits for. District also only have 3 canoes, which is not enough for the numbers in our Group. They do have a few kayaks, but we do not have instructors for that and again, not enough for the numbers we'd need on the water. Paddleboards are suitable for all age Groups, enabling our Squirrels and Beavers to gain water confidence and then build on those skills with our Cubs, Scouts and Explorers. It should be noted that the District owned bouyancy aids are not of a size to fit the younger age groups and are quite old, which is why for safety reasons it was felt beneficial to invest in our own). These purchases are long term investments and mean that we won't need to bring in expensive external providers on a regular basis any more. Research has also indicated that paddleboards hold their value if looked after.

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);

The Group's primary source of income is the montly subscription payments received by youth members of the Scout Group. The subs are paid by direct debit on the first of each month via OSM and GoCardless and can be easily monitored by the GSL, Treasurer and Section Leaders. The Trustees regularly review the amount of the subs and they are currently set at £11.95 a month and have been since 1st October 2021. During our March 2024 meeting, all Trustees voted to increase our subs to £15.00 a month with effect from 1st September 2024. This increase is to help cover the increase in our costs, such as the increased Scouts Headquarters membership fees, increased running costs and an increase to the percentage of all payments received by OSM and GoCardless. The Scout Group has a hardship policy to support any youth members who are unable to pay, but this is only taken advantage of by a very small percentage of our members. Our Treasurer claims Gift Aid on an annual basis and all members are actively encouraged to sign up to this via OSM. The Group is pro-active in seeking grants and arranging fundraising when high value items are required, such as the grant that was secured in the previous financial year to cover the cost of a fixed projector and screen. In November 2023 the Scouts took part in a cardboard box sleepout (our own Scouting Event) which raised £2,155 through JustGiving for the St John's Hospice at Moggerhanger, allowing them to claim gift aid on this donation of £450. The group receives 15% rebate from the Scout Shop for uniform purchased by Putnoe members and agreed to ringfence this money to support young people and adult volunteers attending the World Scout Jamboree - the next one is in Poland in 2027 and contingents are expected to be selected in the next 12 months. We have also recently set up a small Fundraising Committee, which will start to work on fundraising initiatives to supplement our finances.

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

The Trustee Board regularly monitors the levels of bank balances and all large expenditure items require the permission of the Executive Committee and the policy of dual signatures is strictly adhered to. We have also recently obtained a Scout Group CAF Bank card, the details of which are lodged with OSM so that all subscription renewals will go against the Group card. This was previously paid for by the Group Scout Leader and claimed back via expenses.

- investment policy and objectives;

Investment Policy

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.

Section F

Other Optional Information

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

Monthly subscriptions will be increased to £15.00 per member with effect from 1st September 2024. The Trustees will continuously review our financial position to determine whether the amount charged needs to be increased again. Our newly formed Fundraising Committee will also start to arrange fundraising events to supplement our income.

The Group will also need to take the increased costs into account when calculating the cost of our Nights Away experiences, since the amount charged per day for food etc needs to cover our costs.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Jonathan Marston

Full name(s)

Jonathan

Marston

Position (eg Secretary, Chair)

Chair

Date

14/12/2024

Putnoe Scout Group (Charity no. 272118)

Receipts and Payments Account

Year start date

Year end date

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

	2024/3			2023/3
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	27,976	-	-	27,976
Donations	1,178	-	-	1,178
Legacies	-	-	-	-
Gift Aid	5,461	-	-	5,461
		-	-	-
Sub total	34,615	-	-	34,615
Grants				
restricted donation	-	162	-	162
equipment	-	-	-	-
Sub total	-	162	-	162
Fundraising events (gross)				
bridgewalk	1,446	-	-	1,446
activities	24,989	-	-	24,989
Moggerhanger		2,155		2,155
Biggleswade	350	-	-	350
amazon	27	-	-	27
sale of hats	576	-	-	576
ICS	505	-	-	505
Sub total	27,893	2,155	-	30,048
Scout hut income				
Hire of building	15	-	-	15
Hire of equipment	-	-	-	-
Other Scout hut income	-	-	-	-
Sub total	15	-	-	15
Investment income				
Bank interest	39	-	-	39
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Other investment income	-	-	-	-
Sub total	39	-	-	39
Total Gross Income	62,562	2,317	-	64,879
Asset and investment sales, etc.	-	-	-	-
Total receipts	62,562	2,317	-	64,879

Putnoe Scout Group (Charity no. 272118)

Receipts and Payments Account

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

Receipts and payments

	2024/3			2023/3
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Payments				
Charitable Payments				
Membership subscriptions paid on (National/County/Area/District)	22,465	-	-	22,465
Youth programme and activities		-	-	-
Adult support and training	1,800	-	-	1,800
Rent	1,522	-	-	1,522
Water and Sewerage	361	-	-	361
Electricity and Gas	419	-	-	419
Insurance	1,949	-	-	1,949
Repairs and Renewals	1,092	-	-	1,092
Materials and equipment	8,254	-	-	8,254
Printing and photocopying	281	-	-	281
rifle shooting curtains		162	-	162
Uniforms	3,839	-	-	3,839
bank fees	2,256	-	-	2,256
internet	529	-	-	529
service fire alarm and exting	685	-	-	685
OSM / Quickbooks subs	1,084	-	-	1,084
Sub total	46,536	162	-	46,698
Fundraising expenses	-	-	-	-
Odd ball hats	976	-	-	976
food bank		-	-	-
Moggerhanger donation		2,155	-	2,155
Mercey Scouts		-	-	-
Activities	29,456	-	-	29,456
Sub total	30,432	2,155	-	32,587
Total Gross Expenditure	76,968	2,317	-	79,285
Asset and investment	-	-	-	-
Total payments	76,968	2,317	-	79,285
Net of receipts/(payments)	- 14,406	-	-	79,285
Transfers between funds	-	-	-	-
Cash funds last year end	27,639	-	-	27,639
Cash funds this year end	13,233	-	-	13,233

Putnoe Scout Group (Charity no. 272118)

Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2023	To	31/03/2024
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Statement of assets and liabilities at the end of the year

	2024/3			2023/3	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Cash funds					
Bank current account	13,233	-	-	13,233	24,324
Bank deposit account	-	-	-	-	3,315
Building society account	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Cash/Floats	-	-	-	-	-
Total cash funds	13,233	-	-	13,233	27,639
agree balances with receipts and payments a/c)	ok	ok	ok	ok	ok
Other monetary assets					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
Sub total	-	-	-	-	-
Investment assets					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
Sub total	-	-	-	-	-
Non monetary assets for					
Badge stock	-	-	-	-	-
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings	-	-	-	-	-
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	-	-	-	-	-
Other	-	-	-	-	-
Sub total	-	-	-	-	-
Liabilities					
Accounts not yet paid	-	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities	-	-	-	-	-
Sub total	-	-	-	-	-
Total net assets	13,233	-	-	13,233	27,639

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on

14/12/2024 and signed on their behalf by

Signature

Print Name

Jonathan Marston

Jonathan Marston

Chair

N C Smith

Nicola Smith

Treasurer