

1ST LEIGHTON BUZZARD SCOUT GROUP

Report & Accounts for YEAR ENDING 5 APRIL 2024



HONORARY PRESIDENT Tony Birch

TRUSTEES: Ex-Officio- Appointment

Group Scout Leader	Rob Redfern	Trustee
Scout Leader	Edward Goddard	Trustee
Cub Scout Leader	Steve Anderson	
Beaver Scout Leader	Graham Mills	

TRUSTEES: Elected

Chairman	Ian Summerfield	Trustee
Vice Chairman	Position Vacant	
Treasurer	Stephanie Harris	
Secretary	Amanda Godden	Trustee
Quartermaster	Position Vacant	
Bookings Secretary	David Leggatts	

Parent Representatives

Beavers	Position Vacant
Cubs	Position Vacant
Scouts	Position Vacant

Support

Media	Amanda Godden
Website	Brian Davison
Grant Support	Phil Wattleworth

BANKERS

National Westminster Bank PLC	Lloyds Bank PLC
27 High Street, Leighton Buzzard,	Market Sq, Leighton Buzzard
Bedfordshire LU7 1DX	Bedfordshire LU7

CUSTODIAN TRUSTEES: The Scout Association Trust Corporation

OTHER ADVISERS

Independent Examiner: Mike Dalton
Valuers: Andrew White & Co.

Group Registration Number with The Scout Association: 4984

Charity Registration Number: 279330

Contact Name & Address:

Mrs S L Harris, 9 Partridge Road, Leighton Buzzard, Bedfordshire, LU7 4BJ



Chairmans Report 2023-24

1st Leighton Buzzard 'The Buzzards' Scout Group

Our Group has had another good year both operationally and financially. It is good to see our Beavers, Cubs and Scouts fully enjoying our wonderful facilities and great to see the District Phoenix Explores Scouts becoming an integral part of our group and making the Buzzards HQ their own.

As a Group we have continued to engage and support local and youth organisations. This includes the Girl Guides, Hi 5's and Footsteps Nursery School who hire the Memorial Hall during term times, until the end of summer term 2024. This fits with our ethos of positively engaging with our local community and our young citizens whilst contributing towards our Group.

I would like to thank our Booking Secretary David Perkins for all his work on modernising the management of our bookings. These hirings ensure an ongoing income stream to enable us to maintain our facilities and deliver Scouting to our young people. Likewise, our Treasurer Steph Harris for preparing these accounts and for her fiscal management and control which keeps our finances under control,

finances!

My thanks also go to Amanda Godden our group secretary who has given the group many years of service. Amanda will be standing down as secretary at the AGM, but I am delighted that she has agreed to stand as a trustee on the new board where her experience and guidance will be invaluable.

Over many years our GSL Rob Redfern has given us outstanding leadership. He has inspired our young people, leadership team and to our Executive Committee alike. Rob has taken the decision to stand down at the end of this year as GSL but will remain with us to help with the sections administration and to facilitate a smooth transition for the next GSL.

I would also thank all our Leaders, and helpers for all their hard work and dedication, without whom we could not provide scouting to our young members.

Our Executive Committee have met regularly ensuring the Group continued to operate according to our charitable status and Royal Charter. My gratitude goes to all the Executive Committee who like the Leadership Team freely volunteered their time.

Our accounts remain strong. At the end of 2023-4 fiscal year the Group was holding £65K of cash reserves. Although this represents over 2 years turnover, we are mindful that we have aging buildings that will require major expenditure in the coming years. We are therefore putting aside funds to enable us to undertake both immediate and medium term works and improvements. This will enable us to maintain the quality of our facilities for generations to come.

As Chair of the Group, I am satisfied that we meet the requirements of our Charitable status, Royal Charter and remain financially viable and able to meet both our immediate and medium-term needs and commitments.

We are always looking for help....so if you can lend a hand with our facilities, fundraising or leadership team or are interested in helping in any way, please contact Rob Redfern or myself and we would be happy to discuss the opportunities to help the Group.

Yours in Scouting

Ian Summerfield

Chair

Group Scout Leader's Annual Report for the YEAR ENDING 5 APRIL 2024



Dear All

As always, the group has had another fantastic year. Young people have succeeded in achieving many badges, including the section top awards - bronze, silver and gold challenges. None of these badges can be awarded without the hard work of all the young people, the encouragement of parents and dedication of the volunteer leadership team. Well done to every single one of you.

What many people don't see is the hard work behind the scenes of both leaders and executive committee. All volunteers put in a significant amount of time and effort into delivering great programmes and ensuring the facilities are operational. Thanks must go to every single one of you.

Our finances have once again improved, ensuring we secure funds for much needed improvements planned to be made in the coming years, together with saving for long term challenges. Steph has been a great asset to the team, and I know she is bringing lots more ideas and change to help us all move forward. Thank you.

Dave and Melissa have been invaluable in managing the bookings, ultimately supporting our long-term finances. It's been a very tough year, dealing with the many challenges the nursery brought, however, they have now moved out and I know the future focus on communities and supporting local charities will put us in a great place moving forward. Thank you both.

You will also start to hear about new roles and names of some of our volunteers in the coming months. As a charity, we must follow the rules set by the Scout Association and our Executive Committee will be transitioning to a Trustee Board framework. The Trustee Board is a team of volunteers, led by our Chair Ian Summerfield, who work together, as charity trustees, to make sure the group is run safely and legally. We are putting plans in motion to support this transition, so that we are ready to support our new Group Scout Leader (now known as Lead Volunteer) as and when they join.

As my last AGM, I would like to reflect on the six years I have been in role. I'm very proud and feel very privileged to have led such a fantastic group, team of volunteers and wonderful young people. I'm also very lucky to have had such a supportive wife – Thank you DI!

Looking back, it's amazing what we have achieved. We started off with a 110-year camp, where we welcomed our new woodland area and had over 60 young people camp. We've held other camps at Paccar and further afield. We've had new flooring installed, making the hut a warmer and safer place.

Then Covid arrived and we moved to scouting online for the first time. Everyone adapted amazingly and I was pleased to find out we were the only Group in the county who held weekly meetings throughout the entire lockdown period. We were also only one of two groups who grew in numbers. What an amazing achievement by everyone.

I particularly enjoyed seeing the delight on the faces of young people when, together with my own Scouts Stanley & Rosie, I took badges and neckers to houses and left on the doorstep to ensure we could invest them online – something I'd never expected I would ever have to do. However, seeing many of those young remain with us today and become scouts is testament to the fabulous leadership team, albeit is slightly surprising how quick time flies!!

We've also improved our visibility in the community by receiving hut improvement grants from the council, having a float in the carnival and had a tree at numerous Christmas Tree festivals.

Seeing awards given to young people is what we are all about. Giving young people skills for life is very important and will hopefully help them all become better human beings, whilst at the same time looking after our planet for future generations. The badges cannot be awarded without the hard work of the volunteer leadership team. I am delighted to have been able to see many of our leaders achieve their own recognition with long service awards and commendations. We mustn't forget our GSL before me Brian, who has been a great support to me and who deserved every bit of his Award for Merit in 2021.

We always need volunteers. Young people will lose out on the opportunities without you. I really believe it helps to give meaning and fulfilment in life. Please think about supporting for a few hours. The group has been here since 1909 and it's those volunteers who make a difference and have changed so many peoples lives in the local community.

I'm proud to have led the charity for this chapter of their history. I'm certain I'll be leaving the group in a great place to move forward for a successful future.

Yours in scouting

Rob Redfern
Group Scout Leader



		Current Year Unrestricted Fund Only (£)	Prior Year Unrestricted Fund Only (£)
TOTAL RECEIPTS FOR THE YEAR	Page 5	35,228.48	15,862.75
TOTAL PAYMENTS FOR THE YEAR	Page 6	(25,962.86)	(11,893.44)
NET RECEIPTS (PAYMENTS) FOR THE YEAR		9,265.62	3,969.31
Cash, bank & similar funds brought forward		57,307.11	53,337.40
Cash, bank & similar funds carried forward		66,572.73	57,307.11

STATEMENT OF ASSETS AND LIABILITIES

		As at 5 April 2024	As at 31 March 2023
Cash Funds		£	£
Bank Accounts		66,501.55	42,641.98
Scout Association Short term investment		0.00	14,615.03
Cash in hand		71.18	50.00
		66,572.73	57,307.01
Asset retained for own use			
Freehold Property at valuation	Note 1	350,000.00	350,000.00
Unrestricted Funds		416,572.73	407,307.01

0.00

Note 1

Freehold Land and buildings are held by the Custodian Trustee on behalf of the group.
The land and buildings were valued in September 2006 on a continuing use basis.

The above account and accompanying statement of receipts and payments were approved by the Trustees and signed on their behalf by Ian Summerfield

Bank Accounts as at 5th April 2024

Lloyds savings	£ 35,301.11
Lloyds current	£ 30,037.13
Natwest Current Account	0
Natwest Reserve Account	£ 1,163.31
	<u>£ 66,501.55</u>

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YEAR ENDING 5 APRIL 2024

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		RECEIPTS		This Year	Prior Year
2024/25	2023/24			Unrestricted	Unrestricted
<u>Budget £</u>	<u>Budget £</u>			<u>Funds only(£)</u>	<u>Funds Only (£)</u>
7,000	7,600	MEMBERSHIP SUBSCRIPTIONS		6,875.50	7,640.00
(3,300)	(3,500)	less: paid to HQ, District and County		(3,106.50)	0.00
<u>3,700</u>	<u>4,100</u>	Net Membership Subscriptions Retained		<u>3,769.00</u>	<u>7,640.00</u>
		INVESTMENT INCOME			
450	80	Bank Interest		398.67	76.00
0	138	Scout Association Short term		0.00	61.00
<u>15,000</u>	<u>12,000</u>	Property Rent		<u>27,679.50</u>	<u>11,273.00</u>
<u>15,450</u>	<u>12,218</u>			<u>28,078.17</u>	<u>11,410.00</u>
		DONATIONS / GRANTS			
500	500	Grants		1,500.00	0.00
<u>100</u>	<u>100</u>	Donations		<u>193.07</u>	<u>100.00</u>
<u>600</u>	<u>600</u>			<u>1,693.07</u>	<u>100.00</u>
		FUNDRAISING			
<u>50</u>	<u>0</u>	Skipathon		<u>97.00</u>	<u>0.00</u>
<u>50</u>	<u>0</u>			<u>97.00</u>	<u>0.00</u>
		OTHER INCOME			
3,500	2,500	Gift aid		0.00	0.00
1,600	0	Camps and Activities		1,519.00	0.00
<u>0</u>	<u>0</u>	Expenses Refund		<u>72.24</u>	<u>0.00</u>
<u>5,100</u>	<u>2,500</u>			<u>1,591.24</u>	<u>0.00</u>
<u>24,900</u>	<u>19,418</u>	TOTAL RECEIPTS FOR THE YEAR		<u>35,228.48</u>	<u>19,150.00</u>

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2024/25		2023/24		PAYMENTS		This Year	Prior Year
Budget £		Budget £				Unrestricted	Unrestricted
						Funds only (£)	Funds Only (£)
PREMISES							
250	0	Water				270.00	104.00
10,000	5,000	Gas and electricity				10,251.77	4,272.43
2,800	1,300	Insurance				2,635.80	0.00
400	500	Telephone (incl internet costs)				331.20	460.15
4,000	6,000	Repairs and maintenance				2,454.96	5,235.18
900	1,500	Cleaning				1,093.90	1,222.84
8,000	0	FRA & Fire Alarm				0.00	0.00
26,350	14,300					17,037.63	11,294.60
0	0	DONATIONS / GIFTS				0.00	0.00
0	0	REFUNDS				25.00	0.00
ACTIVITIES							
500	500	Camps				1,395.78	(31.78)
200	200	Outings/ Activities				1,025.00	(41.77)
700	700					2,420.78	(73.55)
FUND RAISING EXPENSES							
0	0	Expenses relating to fund raising activities				0.00	0.00
250	250	ADMIN, TRUSTEE AND OTHER EXPENSES				266.60	0.00
EQUIPMENT							
10,000	18,000	New equipment in period				5,211.11	134.73
10,000	18,000					5,211.11	134.73
550	600	BADGES AND UNIFORMS				442.20	537.66
0	0	Misc				559.54	0.00
37,850	33,850	TOTAL PAYMENTS FOR THE YEAR				25,962.86	11,893.44

YEAR ENDING 5 APRIL 2024

STATEMENT OF ASSETS AND LIABILITIES NOTE ONLY

	£ at Friday, April 05, 2024	£ at Friday, March 31, 2023
MONETARY ASSETS		
Lloyds Bank Accounts	£ 65,338.24	39,962
NatWest Bank Accounts	£ 1,163.31	2,680
Scout Association Short term investment	0	14,615
Cash in hand	71	50
	<u>66,573</u>	<u>57,307</u>
OTHER MONETARY ASSETS		
Tax claim for current period	0	0
Insurance prepaid	0	0
Subs owed	0	0
Rent owed	0	0
Camp/ activity deposits paid	0	0
Scout Association interest accrued	0	61
	<u>0</u>	<u>61</u>
LIABILITIES due within 1 year		
Rent deposits	0	0
Camp Deposits received	0	0
Utilities	0	0
	<u>0</u>	<u>0</u>
NET MONETARY ASSETS	<u>66,573</u>	<u>57,368</u>
NON MONETARY ASSETS		
Land & buildings revalued 2006	350,000	350,000
Scouting equipment / furniture	0	0
	<u>350,000</u>	<u>350,000</u>
NET ASSETS	<u>416,573</u>	<u>407,368</u>

The level of funds held on the balance sheet reflects the responsibility the Group has, with the potential future building costs related to holding an ageing building (as discussed further in the Chairman's Report).

Treasurer's Annual Report for the YEAR ENDING 5 APRIL 2024



Dear all,

Another year has flown by and another year of accounts have been completed. Our accounts continue to be healthy, and secure the potential for the growth and development of the site, building and facilities as well as assuring the future of the aging building. Ensuring there are enough funds to keep the building operational for many years to come.

Having now completed a fiscal year as treasurer, I feel I have a firm grasp on the accounts and the scout groups financial position. There are still some teething issues with the handover of treasurer. As a result, it is important to highlight this does create a weakness for financial control, these include the changing over of trustee status with the charity commission and the access to HMRC to file the Annual Return and to claim Gift Aid. However, these are known to the committee and we are committed to resolving these as soon as possible.

This financial year has highlighted some challenges the leaders and the executive committee face with regards to receiving and tracking payments for items such as subscriptions, activities and camps. In order to make the finances more efficient for the executive committee and less onerous on the leaders, you will have seen in the end of term letter, sent by Rob Redfern (GSL), that we are implementing the accountancy section and online payments tool within OSM (Online Scout Manager). This is where currently the leaders record data for their sections, including logging attendance and progress towards badges. From the 1st September 2024, this is also where subscriptions and payments for trips, camps and activities will be paid. In addition, we will also be collecting Gift Aid declarations electronically via OSM.

Payments will be taken via Go Cardless, who charge a small fee, however the previous lost revenue in missed payments is more than the forecasted fees which we will incur, thus we will increase our income overall. These subscription payments towards the income are vital in order for us to cover the memberships fees (paid to headquarters), insurance, badges as well as week to week session costs. As such, with the increase in running costs (gas, electricity, maintenance etc), as an executive committee we are increasing the monthly subscriptions from £10 per month to £13 per month from the 1st September 2024.

However, upon making this decision the Executive Committee wanted to take this opportunity to ensure that Scouting is always accessible to all, regardless of financial circumstances. The committee are especially aware of the significant impact the cost of living crisis is having on families.

No young person should ever miss out on any scouting opportunities we provide. If there are any financial reasons where a young person may not be able to take part, parents/carers have been informed to discuss this with their section leader, either at a section meeting or via email. All requests will be managed discreetly with respect, as Scouting is for all. The plan for the 'Scouting For All Fund' is for the committee to set aside money each fiscal year, the details for which are to be discussed at upcoming executive meetings.

With these upcoming changes to the way we operate financially, I anticipate there maybe be some initial challenges which we will face, we ask that parents are patient with us while we get this new system fully operational. Many thanks in advance to you all for your patience and understanding during this transition period.

You may have noticed on the budget for 2024-2025, that we have budgeted for the completion of a professional Fire Risk Assessment (FRA) and for the installation of a new fire alarm. Our current fire alarm has reached the end of its life expectancy, as such we started the formal tender process to find a suitable supplier.

I would like to take this opportunity to thank my fellow executive committee members, I am so grateful to you all for your support. I would also like to send my personal thanks to Rob Redfern, for his unwavering commitment to the group as GSL. As you step down from this role, you have left some very big shoes to fill. Thank you for all of your hard work, and for supporting me personally in my role.

Many thanks to all the parents of 1st Leighton Buzzard Scout Group for your continued support, we are very grateful to all of you.

Yours in scouting,

Stephanie Harris
Treasurer



Independent examiner's report to the trustees of 1st Leighton Buzzard Scout Group

I report to the trustees on my examination of the accounts of the 1st Leighton Buzzard Scout Group (the Group) for the year ended 5 April 2024.

Responsibilities and basis of report

As the charity trustees of the 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 Group'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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Group as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.

Signed:



Name: Mike Dalton

Relevant professional qualification or membership of professional bodies (if any):

Chartered Accountant (Member of ICAEW)

Address: 84 Camberton Road, Leighton Buzzard LU7 2UP

Date: 9th September 2024