

Trustees' Annual Report

For the period

From (start date)

0 6 0 4 2 3

to end date

0 5 0 4 2 4

Section A

Reference and administration details

Charity name

High Littleton Scout Group

Other names the charity is known by

Registered charity number (if any)

2 8 0 2 9 6

HQ registration number

3 7 8 7 3

Charity's principal address

High Littleton Scout Hall

High Street

High Littleton

BRISTOL

Postcode

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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	Duncan Beechener	Chair	
2	Brenda Selwyn	Treasurer	
3	Simon Walker	Group Scout Leader	
4	William Holmes	Co-Opted Member	
5	Sarah Hamblin	Elected Member	
6	Patricia Horwood	Beaver Leader	
7	Rosalind Watts	Cub Leader	
8	John Vailes	President	
9			
10			
11			
12			
13			
14			
15			

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

The Trustee Board consists of the Chair, Treasurer and 6 Trustees (including 3 Ex Officio Trustees, 3 co-opted Trustees) and meets every 2 months. A secretary is appointed to record meetings, but is not a Trustee.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

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.

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 14.5. 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 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.

Summary of the main activities in relation to these objects

Indoor and outdoor activities including:

Hiking, camping, map reading, pioneering, badge work, craft activities, backwoods cooking, team building challenges.

Additional details of the objectives and activities (optional information but encouraged as best practice)

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

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

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

The Scout Group has operated 1 scout group, 2 cub packs, and 2 Beaver colonies. Membership has risen from 93 to 99. Fundraising has continued for the Group and also for necessary works on the Scout Hall.

The Scout Hall is available to a wide range of local community groups for day time and weekend activities.

Examples of Hall use are community film nights, weekly coffee mornings, monthly repair cafes, polling station, birthdays and other parties.

Investment in the Hall includes replacement of Windows and an upgrade of the fire alarm system.

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 Trustee Board considers that the group should hold a sum equivalent to 24 months running costs, circa £20,000. Annual sums are £7,500 loan repayments until September 2026 and £2,500 building insurance.

The Group held reserves of approximately £28,927 against this at year end. This is above the level required for operating expenses. However this can be explained by the high maintenance required for the Scout Hall which continues to be invested in and the remaining loans.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Section E**Financial Review (continued)**

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;

Fundraising for the Group is from the members subscriptions and several fundraising activities during the year (e.g. jumble sales) and rental income from letting the Scout Hall to local groups.

The Group Trustee Board 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 Trustee Board considers the cash flow requirements.

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)

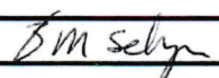
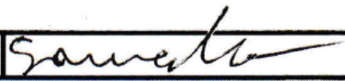
Continued operation of the Scout Group and the maintenance of the Scout Hall e.g additional new windows

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)

Brenda Selwyn	Simon Walker
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Position (eg Secretary, Chair)

Treasurer	Group Scout Leader
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Date

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Unqualified report

Independent examiner's report to the trustees of High Littleton Scout Group

I report to the trustees on my examination of the accounts of the High Littleton Scout Group for the year ended 5 April 2024.

Responsibilities and basis of report

As the charity trustees of the High Littleton 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 High Littleton Scout Group 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 High Littleton Scout 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: Kirsty Plummer F.M.A.A.T

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

Address: 31 Kingsley Road, Westfield, Radstock, BA3 3YU

Date: 16 June 2024

High Littleton Scout Group (280296)

Receipts and payments account

	Year start date		Year end date
For the year from	06/04/23	To	05/04/24

Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Total funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	10,606	10,386
Camp and activity fees	5,240	7,240
Donations	2,389	2,410
Gift Aid	2,077	2,525
Lloyds Bank Foundation	650	1,000
Sub total	20,962	23,562
Grants		
Grants towards improvements to Scout Hall	-	10,000
Other grants	-	-
Sub total	-	10,000
Fundraising events (gross)		
Jumble and Other Sales	3,753	2,390
Village Day	1,266	1,069
Crumbs Cafe	242	-
AGM Duck Race	499	-
Film Nights	708	-
Other fundraising activities	315	4,969
Sub total	6,784	8,428
Scout hut income		
Hire of building	1,426	8,498
Hire of equipment	-	-
Other Scout hut income	1	1
Sub total	1,427	8,499
Investment income		
Bank interest	302	185
Other investment income	-	-
Sub total	302	185
Total Gross Income	29,475	50,674
Asset and investment sales, etc.	-	-
Total receipts	29,475	50,674

High Littleton Scout Group (280296)

Receipts and payments account

	Year start date		Year end date
For the year from	06/04/23	To	05/04/24

Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Total funds £
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	5,445	4,929
Youth programme and activities	6,333	7,805
Adult support and training	-	30
Loan Principal	7,500	7,500
Loan Interest	100	125
Water and Sewerage	297	483
Electricity and Gas	2,562	5,178
Insurance	2,824	2,520
Scout Hall Repair and Refurbishment	8,975	14,394
Scout Hall Running Costs	1,462	322
Materials and equipment	492	656
Uniforms and Badges	1,008	713
AGM and trustee expenses	29	34
Other costs	-	-
Sub total	37,028	44,689
Fundraising expenses		
Jumble and Other Sales	314	211
Village Day	455	448
Crumbs Cafe	50	-
Duck Race	55	-
Film Nights	838	-
Other fundraising costs	77	346
Sub total	1,789	1,005
Total Gross Expenditure	38,817	45,694
Asset and investment purchases, etc.	-	-
Total payments	38,817	45,694
Net of receipts/(payments)	- 9,342	4,980
Cash funds last year end	38,269	33,289
Cash funds this year end	28,927	38,269

High Littleton Scout Group (280296)

Receipts and payments account


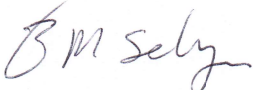
	Year start date		Year end date
For the year from	06/04/23	To	05/04/24

Statement of assets and liabilities at the end of the year

	5 Apr 2024 Unrestricted funds £	5 Apr 2023 Total funds £
Cash funds		
Bank current account	6,988	7,120
Bank current account (camp)	621	784
Bank deposit account	21,067	30,365
Cash/Floats	250	-
Total cash funds	28,927	38,269
	(agree balances with receipts and payments account)	ok
Other monetary assets		
Other monetary assets	-	-
Sub total	-	-
Investment assets		
Investment assets	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	1,300	1,400
Land and buildings	75,000	75,000
Motor vehicles	-	-
Scouting equipment, furniture etc	26,000	24,000
Other	-	-
Sub total	102,300	100,400
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan – Avon County Scout Council	15,000	20,000
Loan – Wansdyke District Scouts	20,000	22,500
Sub total	35,000	42,500
Total net assets	96,227	96,169

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 22 May 2024 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

Duncan Beechener	Chair
Brenda Selwyn	Treasurer