

# 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

St Augustine's Scout Group

Other names the charity is known by

Registered charity number (if any)

0 2 9 1 1 4 4

Charity's principal address

11 Saxon Crescent

Barton-le Clay

Beds

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	S Drew	Chairman	
2	M Edmondson		
3	H Evans	Secretary	
4	M Maybury	Asst Group Scout Leader	
5	H Pike		
6	H Smeath		up to 14 Oct 2023
7	C Sutherst	Group Scout Leader	
8	S Reeve-Smith		
9	D Sutherst	Treasurer	
10			
11			
12			
13			
14			
15			
16			
17			

## Section A

## Reference and administration details

There were no advisors to the Group during the period

## Description of the charity's trusts

Type of governing document

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

The Group is a Trust established under its rules which are common to all Scouts.

Trustee selection methods

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

Additional governance issues

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 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.

The Committee consists of 3 independent representatives, the Chairman, the Treasurer and the Secretary together with the Group Scout Leader, the Assistant Group Scout Leader, the individual Sections Leader and parent representation and meets every 2 months.

This Group 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.

### 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 property and equipment.

The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and 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 Committee 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 were 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 Group.

#### 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 a Group.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, which includes having 2 signatories for all payments and 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 objectives of the Group are as a unit 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 potentials, 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 the Scout Promise and Law and guided by adult leadership.

Summary of the main activities in relation to these objects

The Group has always tried to run a variety of sectional based activities and camps. As part of the programme, the Sections arranged a visit from a scientist and attended most of the District events. Camps were arranged at Great Barford, Tolmers and Bromham with all Sections attending at least one camp or sleepover.

The Scouts planned and organised a trip around the City of London. Several challenge awards and activity badges were achieved by our young people during the year working towards their appropriate Chief Scout Award.

**Section D****Achievements and performance**

Summary of the main achievements of the charity during the year

During the year, the Group received 2 grants, one from Bedfordshire County Council for £4000 towards new mess tents and one from The Fraley Masonic Lodge for £1500 towards the replacement of camping equipment. The Group are eternally grateful to Helen Smeath for all of her efforts obtaining the grant from the Council. The Group also received a donation of £200 specifically to assist someone to go to camp. The Group has also made the final instalment to the District for the legal fees paid in advance for the lease. The Group continues to raise funds through Gift Aid and Easy Fundraising.

During the year, our young people continued to work very hard towards their appropriate Chief Scouts Awards and activity badges. There were 2 Bronze Awards earned by Beaver Scouts, 3 Silver awards earned by Cub Scouts and 3 Gold Awards earned by Scouts during the year.

The Group Exective realise that we really need to increase the number of Leaders but also recruit younger adults as most of the team are over 60. If younger adults are recruited our membership could also improve as a result.

**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 12 months running costs after netting off the membership fees and also a further £10,000 to ensure that there are sufficient funds to cover damage to the headquarters. The Trustee Board also aim to raise £2500 extra per year from 2020 to set aside for the replacement roof, which could be required in 2035. The current estimate based on this criteria is around £37,000.

The Group held reserves of approximately £9,500 at the year end, which is well below the level of the reserves policy.

Further financial review details

**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 Group Trustees regularly monitors the levels of its 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 Trustees considers the cash flow requirements.

**Section F****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)

Caroline Sutherst	David Sutherst
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Position (eg Secretary, Chairman)

Group Scout Leader	Treasurer
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Date

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# St Augustine's Scout Group

## Receipts and Payments

Year start date

For the year  
from

01/04/2023

### Receipts and payments

April 2023 to

Unrestricted  
funds

Designated  
funds

Restricted  
funds (a)

£

£

#### Receipts

<b>Donations, legacies and similar income</b>			
Membership subscriptions	6,483.00	0.00	0.00
Donations	6,552.28	0.00	200.00
Legacies	0.00	0.00	0.00
Gift Aid	0.00	0.00	0.00
Other similar income	116.50	0.00	0.00
<b>Sub total</b>	<b>13,151.78</b>	<b>0.00</b>	<b>200.00</b>
<b>Activities</b>			
Beavers	246.00	0.00	0.00
Cubs	454.00	0.00	0.00
Scouts	462.00	0.00	0.00
Camps	4,266.19	0.00	0.00
Other	0.00	0.00	0.00
<b>Sub total</b>	<b>5,428.19</b>	<b>0.00</b>	<b>0.00</b>
<b>Grants</b>			
Grant from Beds County Council	0.00	0.00	0.00
Grant from Farley Lodge	0.00	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fundraising events (gross)</b>			
T Shirts	210.00	0.00	0.00
Keep Fit	600.00	0.00	0.00
Easy Fundraising	328.74	0.00	0.00
Other fundraising activities	0.00	0.00	0.00
<b>Sub total</b>	<b>1,138.74</b>	<b>0.00</b>	<b>0.00</b>
<b>Scout building income</b>			
Hire of building to Young Leaders	600.00	0.00	0.00
Hire of equipment	0.00	0.00	0.00
Other Scout hut income	0.00	0.00	0.00
<b>Sub total</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Investment income</b>			
Bank interest	161.18	0.00	0.00
Building Society interest	0.00	0.00	0.00
The Scout Association Short Term Investment Service	0.00	0.00	0.00
Other investment income	0.00	0.00	0.00
<b>Sub total</b>	<b>161.18</b>	<b>0.00</b>	<b>0.00</b>

<b>Total Gross Income</b>	<b>20,479.89</b>	<b>0.00</b>	<b>200.00</b>
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<b>Asset and investment sales, etc.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>Total receipts</b>	<b>20,479.89</b>	<b>0.00</b>	<b>200.00</b>
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## St Augustine's Scout Group (C Receipts and Payments

Year start date

For the year  
from

01/04/2023

### Receipts and payments

	Unrestricted funds £	Designated funds	April 2023 to Restricted funds (a) £
<b>Payments</b>			
<b>Charitable Payments</b>			
Membership subscriptions paid on (National/County/Area/District)	2,921.00	0.00	0.00
Youth programme and activities	1,489.45	0.00	0.00
Camp expenses	4,561.54	0.00	0.00
Adult support and training	0.00	0.00	0.00
Rent	0.00	0.00	0.00
Rates	211.12	0.00	0.00
Water and Sewerage	107.13	0.00	0.00
Electricity and Gas	1,125.99	0.00	0.00
Legal expenses	2,669.00	0.00	0.00
Insurance	2,061.93	0.00	0.00
Repairs and Renewals	275.03	0.00	0.00
Materials and equipment	29.50	0.00	0.00
Printing and photocopying	35.56	0.00	0.00
Contribution to camp costs	0.00	0.00	0.00
Uniforms	61.50	0.00	0.00



Badges	193.16	0.00	0.00
AGM and trustee expenses	4,040.40	0.00	0.00
Donations	0.00	0.00	0.00
Administrative expenses	980.87	0.00	0.00
<b>Sub total</b>	<b>20,763.18</b>	<b>0.00</b>	<b>0.00</b>
<b>Fundraising expenses</b>			
T Shirts	132.00	0.00	0.00
Other fundraising costs	0.00	0.00	0.00
<b>Sub total</b>	<b>132.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Total Gross Expenditure</b>	<b>20,895.18</b>	<b>0.00</b>	<b>0.00</b>
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<b>Asset and investment</b>	<b>1,480.67</b>	<b>0.00</b>	<b>0.00</b>
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<b>Total payments</b>	<b>22,375.85</b>	<b>0.00</b>	<b>0.00</b>
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<b>Net of receipts/(payments)</b>	<b>(1,895.96)</b>	<b>0.00</b>	<b>200.00</b>
Transfers between funds	160.00	0.00	(160.00)
Cash funds last year end	11,311.69	0.00	160.00
<b>Cash funds this year end</b>	<b>9,575.73</b>	<b>0.00</b>	<b>200.00</b>

## St Augustine's Scout Group (C Receipts and Payment

Year start date

For the year  
from

01/04/2023

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

31st Marc

	Unrestricted funds £	Designated funds	Restricted funds (a) £
<b>Cash funds</b>			
Bank current account	1,456.79	0.00	200.00
Bank deposit account	7,700.05	0.00	0.00
Building society account	407.63	0.00	0.00
The Scout Association Short Term Investment Service	0.00	0.00	0.00
Cash/Floats	11.26	0.00	0.00
<b>Total cash funds</b>	<b>9,575.73</b>	<b>0.00</b>	<b>200.00</b>
<b>Other monetary assets</b>			

Tax claim	3,340.47	0.00	0.00
Debts due to the Group	0.00	0.00	0.00
Insurance claim	0.00	0.00	0.00
<b>Sub total</b>	<b>3,340.47</b>	<b>0.00</b>	<b>0.00</b>
<b>Investment assets</b>			
Investment property - detail	0.00	0.00	0.00
Quoted investments	0.00	0.00	0.00
Other investments - detail	0.00	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Non monetary assets for</b>			
Badge stock	0.00	0.00	0.00
Shop stock	0.00	0.00	0.00
Other stock	0.00	0.00	0.00
Land and buildings	0.00	0.00	0.00
Motor vehicles	0.00	0.00	0.00
Scouting equipment, furniture etc	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Liabilities</b>			
Accounts not yet paid	0.00	0.00	0.00
Expenses incurred but not invoiced	0.00	0.00	0.00
Subscriptions not yet paid	0.00	0.00	0.00
Loan - detail	0.00	0.00	0.00
Other liabilities	0.00	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total net assets</b>	<b>12,916.20</b>	<b>0.00</b>	<b>200.00</b>

The above receipts and payments account and statement of assets and liabilities were approved at a Committee meeting that approved the accounts) and signed on their behalf by

Signature


## Notes to the St Augustine's Scout Group Accounts

- 1 - Comparisons shown where applicable
- 2 - The first restricted fund was made by a very generous donor as a form of hardship fund but retracted
- 3 - The second restricted fund was from Bedfordshire County Council for the replacement of mess tents
- 4 - The third restricted fund was from The Farley Masonic Lodge to replace camping equipment.
- 5 - The hire of the hall to the Explorers for Young Leader Training is for both 2022 & 2023
- 6 - The District paid for all legal costs towards the lease on an interest free loan. The final of three repayments
- 7 - The District returned £830 for unused membership fee and there were some unpaid subs from the prior year
- 8 - The assets totalling £1480 were purchases made for tents prior to the two restricted donations for camping

(Charity no. 291144)  
 ts Account

Year end date

To	31/03/2024
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March 2024			2022/23
Restricted funds (b)	Restricted funds (c)	Total funds	Total funds
£	£	£	£
0.00	0.00	6,483.00	4,073.50
0.00	0.00	6,752.28	3,127.47
0.00	0.00	0.00	0.00
0.00	0.00	0.00	561.06
0.00	0.00	116.50	75.00
0.00	0.00	13,351.78	7,837.03
0.00	0.00	246.00	126.00
0.00	0.00	454.00	305.00
0.00	0.00	462.00	281.00
0.00	0.00	4,266.19	3,955.00
0.00	0.00	0.00	0.00
0.00	0.00	5,428.19	4,667.00
4,000.00	0.00	4,000.00	0.00
0.00	1,500.00	1,500.00	0.00
4,000.00	1,500.00	5,500.00	0.00
0.00	0.00	210.00	130.00
0.00	0.00	600.00	540.00
0.00	0.00	328.74	166.33
0.00	0.00	0.00	141.00
0.00	0.00	1,138.74	977.33
0.00	0.00	600.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	600.00	0.00

0.00	0.00	161.18	35.62
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	161.18	35.62

4,000.00	1,500.00	26,179.89	13,516.98
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0.00	0.00	0.00	0.00
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4,000.00	1,500.00	26,179.89	13,516.98
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## Charity no. 291144) ts Account

Year end date

To	31/03/2024
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March 2024

2022/23

Restricted  
funds (b)

Restricted  
funds (c)

Total funds

Total funds

£

£

£

£

0.00	0.00	2,921.00	2,593.00
0.00	0.00	1,489.45	1,045.85
0.00	0.00	4,561.54	4,479.50
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	211.12	537.60
0.00	0.00	107.13	63.93
0.00	0.00	1,125.99	821.27
0.00	0.00	2,669.00	2,669.00
0.00	0.00	2,061.93	1,785.60
0.00	0.00	275.03	0.00
0.00	0.00	29.50	838.60
0.00	0.00	35.56	132.43
0.00	0.00	0.00	30.15
0.00	0.00	61.50	85.45

0.00	0.00	193.16	351.45
0.00	0.00	4,040.40	54.47
0.00	0.00	0.00	0.00
0.00	0.00	980.87	1,450.52
0.00	0.00	20,763.18	16,938.82
0.00	0.00	132.00	113.00
0.00	0.00	0.00	0.00
0.00	0.00	132.00	113.00

0.00	0.00	20,895.18	17,051.82
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2,570.99	270.00	4,321.66	0.00
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2,570.99	270.00	25,216.84	17,051.82
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1,429.01	1,230.00	963.05	(3,534.84)
0.00	0.00	0.00	0.00
0.00	0.00	11,471.69	15,006.53
1,429.01	1,230.00	12,434.74	11,471.69

Charity no. 291144)
ts Account

Year end date	
To	31/03/2024



h 2024

31st Mar 2023

Restricted funds (b) £	Restricted funds (c) £	Total funds £	Total funds £
1,429.01	1,230.00	4,315.80	3,016.09
0.00	0.00	7,700.05	8,048.22
0.00	0.00	407.63	402.78
0.00	0.00	0.00	0.00
0.00	0.00	11.26	4.60
1,429.01	1,230.00	12,434.74	11,471.69

0.00	0.00	3,340.47	1,201.41
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	3,340.47	1,201.41
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	(4,080.13)
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	(2,696.80)
0.00	0.00	0.00	(6,776.93)
1,429.01	1,230.00	15,775.21	5,896.17

## Scrutineer's Report to the Trustees of the St Augustine's Group Scout Council

I report on the accounts of the Group for the year ended 31 March 2024

### Respective responsibilities of Trustees and Scrutineer

As the Group'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.

### 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 1 to 4

### Scrutineer's Statement

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

Name: ..... Amanda Harrison.....

Qualification: ..... MAAT.....

Address: .....53 Ailesbury Road.....

.....Amphill, Beds,.....

.....MK45 2XD.....

Date: .....2<sup>8th</sup> May 2024.....