

# Trustees' Annual Report

For the period

From (start date)

0 1 0 9 2 3

to end date

3 1 0 8 2 4

## Section A

## Reference and administration details

Charity name

St Josephs Scout Group

Other names the charity is known by

Registered charity number (if any)

0 2 9 4 4 8 4

Charity's principal address

392 Simpson Simpson

Milton Keynes

Bucks

Postcode

M

K

6

3

A

L

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Andrew Cole	Chairman	
2	Craig Jeffers	Cub Leader	
3	Keelan Parnell	Group Scout Leader	
4	Rachelle Delgarno	Treasurer	
5			
6			
7			
8			
9			
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 1 independent representative, the Chairman, the Treasurer together with the Group Lead Volunteer, the individual Sections Leader and meets every 2 months.

This Group Trustee Board exists to support the GroupLead Volunteer 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 4 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 the police, visited the fire station and attended a water day and most of the District events and the District Camp at Paccar. Camps were arranged at Fernycrofts, Frith Grange, Well End with all Sections attending at least one camp or sleepover.

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 John Orthodox Charity for £40,000 towards new roof and one from Luton Citizens Trust for £3831 towards the building repairs. The Group continues to raise funds through Gift Aid (£2959) and Easy Fundraising (£45).

During the year, our young people continued to work very hard towards their appropriate Chief Scouts Awards and activity badges. There were 3 Bronze Awards earned by Beaver Scouts, 6 Silver awards earned by Cub Scouts and 2 Gold Awards earned by Scouts during the year.

The Group Trustee Board realises that we really need to increase the number of Leaders but also recruit younger adults as half 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 £4000 extra per year from 2024 to set aside for the replacement roof, which could be required in 2075. The current estimate based on this criteria is around £100,000.

The Group held reserves of approximately £26,000 at the year end, which is well roughly 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)

--	--

Full name(s)

Andrew Cole	Rachelle Delgarno
-------------	-------------------

Position (eg Secretary, Chairman)

Chairman	Treasurer
----------	-----------

Date

2	5	0	2	2	5
---	---	---	---	---	---

## Independent Examiner's Report to the Trustees of the St Joseph's Scout Council

I report on the accounts of the Group for the year ended 31<sup>st</sup> August 2024, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the trustees in accordance with Sections 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145 (5) (b) of the Charities Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent Examiner's statement

In connection with 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. the accounting records were not kept in respect of St Joseph's Scout Council as required by section 130 of the Act; or
2. 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.



Name: .....David Sutherst.....

Qualification: .....ACMA.....

Address: .....11 Saxon Crescent.....

.....Barton-le-Clay....Beds....MK45 4LY.....

Date: .....20 February 2025.....



# **St Joseph's Scout Group (Charity no. 294484)** **Receipts and Payments Account**

	Year start date		Year end date
For the year from	01/09/2023	To	31/08/2024

## **Receipts and payments**

	September 2023 to August 2024				2022/23	
	Unrestricted funds £	Designated funds	Restricted funds (1) £	Restricted funds (2) £	Total funds £	Total funds £
<b>Receipts</b>						
<b>Donations, legacies and similar income</b>						
Membership subscriptions	9,113	0	0	0	9,113	7,629
Donations	637	0	0	0	637	2,727
Legacies	0	0	0	0	0	0
Gift Aid	2,959	0	0	0	2,959	0
Other similar income	206	0	0	0	206	882
<b>Sub total</b>	<b>12,915</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,915</b>	<b>11,238</b>
<b>Activities</b>						
Activities	2,743	0	0	0	2,743	2,139
Camps	2,985	0	0	0	2,985	3,122
Other	0	0	0	0	0	0
<b>Sub total</b>	<b>5,728</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,728</b>	<b>5,261</b>
<b>Grants</b>						
Maintenance grant	0	0	0	0	0	0
Other grants	0	0	3,831	40,000	43,831	1,500
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>3,831</b>	<b>40,000</b>	<b>43,831</b>	<b>689</b>
<b>Fundraising events (gross)</b>						
Group T shirts	432	0	0	0	432	648
Bag packing	782	0	0	0	782	580
Raffle	1,039	0	0	0	1,039	1,431
Car Boot Sales	536	0	0	0	536	372
Easy Fundraising	45	0	0	0	45	721
Other fundraising activities	19	0	0	0	19	51
<b>Sub total</b>	<b>2,854</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,854</b>	<b>3,803</b>
<b>Scout hut income</b>						
Hire of building	0	0	0	0	0	0
Hire of equipment	0	0	0	0	0	0
Other Scout hut income	0	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Investment income</b>						
Bank interest	207	0	0	0	207	64
Building Society interest	685	0	0	0	685	0
The Scout Association Short Term Investment Service	0	0	0	0	0	0
Other investment income	0	0	0	0	0	0
<b>Sub total</b>	<b>892</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>892</b>	<b>64</b>
<b>Total Gross Income</b>	<b>22,388</b>	<b>0</b>	<b>3,831</b>	<b>40,000</b>	<b>66,219</b>	<b>21,866</b>
<b>Asset and investment sales, etc.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>22,388</b>	<b>0</b>	<b>3,831</b>	<b>40,000</b>	<b>66,219</b>	<b>21,866</b>



# **St Joseph's Scout Group (Charity no. 294484)** **Receipts and Payments Account**

Year start date		Year end date	
For the year from	01/09/2023	To	31/08/2024

## **Receipts and payments**

	September 2023 to August 2024				2022/23
	Unrestricted funds £	Designated funds	Restricted funds £	Endowment funds £	Total funds £
<b>Payments</b>					
<b>Charitable Payments</b>					
Membership subscriptions paid on (National/County/Area/District)	3,810	0	0	0	3,810
Youth programme and activities	2,944	0	0	0	2,944
Camp expenses	2,279	0	0	0	2,279
Adult support and training	0	0	0	0	0
Rent	0	0	0	0	0
Rates	0	0	0	0	0
Water and Sewerage	305	0	0	0	305
Electricity and Gas	580	0	0	0	580
Credit card charges	462	0	0	0	462
Insurance	906	0	0	0	906
Repairs and Renewals	186	0	0	0	186
Materials and equipment	18	0	0	0	18
Printing and photocopying	0	0	0	0	0
Minibus costs	1,227	0	0	0	1,227
Uniforms	0	0	0	0	0
Badges	0	0	0	0	0
AGM and trustee expenses	0	0	0	0	0
Donations	0	0	0	0	0
Administrative expenses	68	0	0	0	68
<b>Sub total</b>	<b>12,784</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,784</b>
<b>Fundraising expenses</b>					
T Shirts	245	0	0	0	245
Bag packing	0	0	0	0	0
Raffle	69	0	0	0	69
Other fundraising costs	10	0	0	0	10
<b>Sub total</b>	<b>324</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>324</b>
<b>Total Gross Expenditure</b>	<b>13,108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,108</b>
<b>Asset and investment</b>	<b>0</b>	<b>0</b>	<b>2,911</b>	<b>0</b>	<b>2,911</b>
<b>Total payments</b>	<b>13,108</b>	<b>0</b>	<b>2,911</b>	<b>0</b>	<b>16,019</b>
<b>Net of receipts/(payments)</b>	<b>9,280</b>	<b>0</b>	<b>920</b>	<b>40,000</b>	<b>50,200</b>
<b>Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cash funds last year end</b>	<b>16,899</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,899</b>
<b>Cash funds this year end</b>	<b>26,179</b>	<b>0</b>	<b>920</b>	<b>40,000</b>	<b>67,099</b>

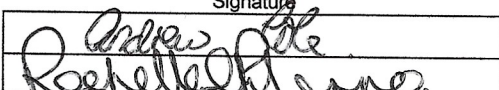
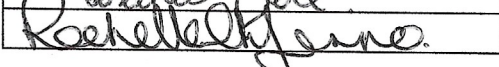
# **St Joseph's Scout Group (Charity no. 294484)** **Receipts and Payments Account**

Year start date		Year end date	
For the year from	01/09/2023	To	31/08/2024

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

	31st March 2024				31st Mar 2023
	Unrestricted funds £	Designated funds	Restricted funds £	Endowment funds £	Total funds £
<b>Cash funds</b>					
Bank - current account	734	0	0	0	734
Bank - camp account	941	0	0	0	941
Bank - deposit account	0	0	0	0	0
Building society account	24,505	0	920	40,000	65,425
Cash/Floats	0	0	0	0	0
<b>Total cash funds</b>	<b>26,179</b>	<b>0</b>	<b>920</b>	<b>40,000</b>	<b>67,099</b>
<b>Other monetary assets</b>					
Tax claim	0	0	0	0	0
Debts due to the Group	0	0	0	0	0
Insurance claim	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Investment assets</b>					
Investment property - detail	0	0	0	0	0
Quoted investments	0	0	0	0	0
Other investments - detail	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non monetary assets for</b>					
Badge stock	0	0	0	0	0
Shop stock	0	0	0	0	0
Other stock	0	0	0	0	0
Land and buildings	0	0	0	0	0
Motor vehicles	0	0	0	0	0
Scouting equipment, furniture etc	0	0	0	0	0
Other	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liabilities</b>					
Accounts not yet paid	0	0	0	0	0
Expenses incurred but not invoiced	(338)	0	0	0	(338)
Subscriptions not yet paid	0	0	0	0	0
Loan - detail	0	0	0	0	0
Other liabilities	0	0	0	0	0
<b>Sub total</b>	<b>(338)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(338)</b>
<b>Total net assets</b>	<b>25,841</b>	<b>0</b>	<b>920</b>	<b>40,000</b>	<b>66,762</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 25 February 2025 and signed on their behalf by

Signature	Print Name
	Andrew Cole Chairman
	Rachelle Dalgano Treasurer

## **St Joseph's Scout Group (Charity no. 294484)**

### Notes to the accpounts

- 1 - Comparisons shown where applicable
- 2 - The Group received a grant of £3831 from Luton Citizens Trust for XXXXXXX
- 3 - The Group received a grant of £40,000 from the John Aphorn Charity towards the cost of the roof for their HQ
- 4 - The receipt from HMRC for gift aid covered 4 years
- 5 - There were some camp payments outstanding but not submitted until October.



## Independent Examiner's Report to the Trustees of the St Joseph's Scout Council

I report on the accounts of the Group for the year ended 31<sup>st</sup> August 2024, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the trustees in accordance with Sections 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145 (5) (b) of the Charities Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent Examiner's statement

In connection with 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. the accounting records were not kept in respect of St Joseph's Scout Council as required by section 130 of the Act; or
2. 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.



Name: .....David Sutherst.....

Qualification: .....ACMA.....

Address: .....11 Saxon Crescent.....

.....Barton-le-Clay....Beds....MK45 4LY.....

Date: .....20 February 2025.....