

Trustees' Annual Report

For the period

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

Section A Reference and administration details

Charity name	Flitwick Scout Group
Other names the charity is known by	1st Ampthill and Woburn (Flitwick) Scout Group
Registered charity number (if any)	3 0 0 4 5 4
HQ registration number	
Charity's principal address	Station Rd Flitwick Postcode M K 4 5 1 J R

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	Darren Reeve	GSL	
2	Jonathan Smith	Chair	
3	Nicola Taylor	Deputy GSL	
4	Kathryn Singleton	Treasurer	
5	Sue Whittingham	Secretary	
6	Paul Gilbey	Deputy Chair	
7	Simon Baldwin		
8	Paul Goddard		
9	Phillip Rutt		
10	Barry Hodgkinson		
11	Thomas Lee		22/04/23 to end
12	Daljit Bhasin		20/06/23 to end
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	

	The Group's governing documents are those of 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 (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:	The Trustee Board consists of the Chair, Treasurer and 10 additional Trustees. It meets every 2 months.
a) the induction and training of trustees;	Members of the Trustee Board complete 'Being a Scouts Trustee' learning within the first 6 months of joining the Board.
b) trustee' consideration of major risks and the systems and procedures to manage them	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.

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. 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 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.
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

See separate document containing reports from the Group Chair, Group Scout Leader, Treasurer, Squirrel Leaders, Beaver Leaders, Cub Leaders and Scout Leaders.

Section E**Financial Review**

Brief statement of the charity's policy on reserves

Reserves Policy**Operational Reserves**

The policy on operational reserves is to hold sufficient resources to continue the charitable activities for one year, should income and fundraising activities fall short or if the hut becomes unavailable due to structural failure. The reserves to achieve this has been estimated at £20,000.

Capital Reserves

The Group has been in discussion with the Town Council regarding either a move to a new building or an extension to the existing building. Therefore, the Group has deliberately been very resistant about continuing to upgrade the Scout Hut over many years as there have been several plans from the Town Council to re-house the group. Consequently, the Group has been building and retaining a reserve to either modernise the existing building or fit out a new building.

Recently, a lease for a period of 25 years has been secured from the Town Council. The lease includes the existing building plus an area of land alongside the building. This enables the Group to modernise and/or extend the existing building and/or construct a new building (the "Redevelopment Project"). It is estimated that this would cost in excess of £250,000. Therefore, the policy on capital reserves is to keep increasing the reserves and to make those reserves available for the Redevelopment Project as and when the reserves are required. Release of reserves for the Redevelopment Project is likely to be in stages and each release of reserves will be subject to approval from the Trustee Board.

Investment Policy

The group's income and expenditure is 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.

The 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.

Section F

Other Optional Information

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

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Sue Whittingham

Full name(s)

Susan Whittingham

Position (eg Secretary, Chair)

Secretary

Date

1 9 0 6 2 4

	<u>2023</u>	<u>2022</u>
Income		
Bank Interest	300.61	34.95
Donation	1,512.00	5,048.00
Events	9,191.60	13,495.00
Events - Beavers	267.70	0.00
Events - Cubs	2,460.48	2,640.00
Events - Scouts	653.40	1,090.00
Events - Squirrels	275.00	0.00
Fundraising	8,072.94	2,222.82
Gift Aid	7,632.04	5,826.56
Grants	1,000.00	2,100.00
Hardship	150.00	0.00
Meetings	392.64	0.00
Membership Fees	37,410.14	33,652.00
Refund of Expenses	69.74	0.00
Rental Income	1,769.09	180.00
Uniform - Beavers	1,099.69	1,223.66
Uniform - Cubs	568.58	511.75
Uniform - Scouts	256.00	884.15
Uniform - Squirrels	478.83	642.34
Expense		
Activity Equipment	1,449.55	953.08
Admin	938.84	822.92
Badges	356.00	4,972.94
Bank Fees	1,272.00	1,123.13
Camping Equipment	1,038.19	1,578.40
Donations & Gifts	357.98	92.97
Duplicate Expense Payment	69.74	0.00
Events	11,255.09	13,584.51
Events - Beavers	871.37	0.00
Events - Cubs	1,917.24	4,333.48
Events - Scouts	2,614.73	1,522.04
Fundraising	412.97	0.00
Hardship	300.00	57.87
Insurance	961.08	853.48
Meetings	15.43	74.29
Meetings - Beavers	1,838.61	1,963.65
Meetings - Cubs	1,087.92	1,774.67
Meetings - Scouts	529.08	1,017.83
Meetings - Squirrels	849.33	1,923.46
Membership Costs	11,598.00	12,458.95
Rates	20.30	38.40
Rental Income Refund	300.00	0.00
Training	14.00	120.00
Uniform	3,165.76	2,997.50
Uniform - Cubs	38.80	27.00
Utilities	1,703.27	1,584.00
Venue Maintenance	2,325.41	2,607.18
Account balances		
Joey's Scout Troop	1,898.98	1,729.23
FSG - Investment Account	25,400.28	25,160.75
FSG - Subs Account	116,062.90	90,767.57
FSG Main Account	23,217.40	22,802.49
Ruxox Scout Troop	4.64	7.80
Beavers	3,082.99	1,494.52
Cubs	1,612.37	185.19
Scout Ass. Charity Deposit Acc	0.00	3,072.22
Expense Account	106.10	6.10
Cubs (Foxes)	331.69	331.69
Petty Cash	100.00	0.00
Summary		
Account balance brought forward	145,557.56	132,488.08
Total income	73,560.48	69,551.23
Total expenditure	47,300.69	56,481.75
Net income	26,259.79	13,069.48
Account balance carried forward	<u>171,817.35</u>	<u>145,557.56</u>

Flitwick Scout Group			
Statement of assets and liabilities at the end of the year			
		2023	2022
		Unrestricted funds	Unrestricted funds
		£	£
Cash funds		100	0
Bank current account		£25,400.28	£26,550.92
Bank deposit account		£146,317.07	£115,928.32
Building society account		0	0
The Scout Association Short Term Investment Service		£0.00	£3,072.22
Cash/Floats			6.10
Total cash funds		£171,817.35	£145,557.56
Other monetary assets			
Tax claim		£-	£-
Debts due to the Group		£-	£-
Insurance claim		£-	£-
Sub total		£-	£-
Investment assets			
Investment property - detail		£-	£-
Quoted investments		£-	£-
Other investments - detail		£-	£-
Sub total		0	0
Non monetary assets for charity's own use			
Badge stock		£-	£-
Shop stock		£-	£-
Other stock		£-	£-
Land and buildings		£320,025.00	£310,403.00
Motor vehicles		£-	£-
Scouting equipment, furniture etc		£61,649.00	£59,795.00
Sub total		£381,674.00	£370,198.00
Liabilities			
Accounts not yet paid		£-	£-
Expenses incurred but not invoiced		£-	£-
Subscriptions not yet paid		£-	£-
Loan - detail		£-	£-
Other liabilities		£-	£-
Sub total		0	0
Contingent liabilities and future obligations			
The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on and signed on their behalf by			
Signature			
	Kathryn Singleton	Treasurer	Treasurer
	Jonathan Smith	Chairman	Chairman
Notes to the accounts			
1- Comparisons shown where applicable. The Scouting equipment is valued in 2008 with additional equipment added at cost			
2- The value of land, buildings and property were taken from the insurance valuation			



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the
accounts

Section A Independent Examiner's Report

Report to the trustees

1st AMPHILL + WOBURN
(FLITWICK SCOUT GROUP)

On accounts for the year
ended

31.12.2023
Charity no (if any) 300454

Set out on pages

1 + 2
(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.
As the charity's trustees, 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 Trust'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that ~~disclosed below~~) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Name:

DAVID HENRY

Relevant professional
qualification(s) or body

ACMA

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