

Trustees' Annual Report

For the period

From (start date)

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 to end date

0	2	0	4	2	4
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Section A Reference and administration details

Charity name

Henlow Clifton Scout Group

Other names the charity is known by

None

Registered charity number (if any)

3 0 0 4 5 7

HQ registration number

1 0 0 1 2 7 1 7

Charity's principal address

20 Church Road Henlow Bedfordshire SG16 6AN

Postcode S G 1 6 6 A N

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	D C Devereux	Chair	
2	G Coombs		
3	G Hunt		
4	G Thorpe		To Jan 2024
5	S Panton		
6	R Parish		
7	L Davidson		
8	C Panton		
9	G Jenkinson		
10	K Fisher		
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
Accountant	S Tackas	Shefford Accountancy Services

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

How the charity is constituted

e.g. trust, association, company

Trustee selection methods

(e.g. appointed by, elected by)

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

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'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.

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

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

The Group is managed by the Group Executive Committee, 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, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 3 months.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This Group Executive Committee 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.

Section B

Structure, governance and management (continued)

Risk and Internal Control

The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these

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 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 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 6 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.

Risk and Internal Control

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,

people in their personal development, and in
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

The group continues to thrive with over 150 young people
taking part in scouting activities each week.

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

Another really good year with well over one hundred and fifty young people taking part in scouting activities in Henlow Clifton. Our New hut called "Thge Brooker" is now operational and allowing us to start a third scout troop. Young people to attended the summer camp in Holland and we are proud that three young people from our group attended the World Jamboree in South Korea in the summer of 2023.

Section E	Financial Review
<p>Brief statement of the charity's policy on reserves</p> <p>Quantify and explain any designations</p>	<p>Reserves Policy</p> <p>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 Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £16,000</p> <p>The Group held reserves of approximately £25,000 against this at year end. This is in line with the required for operating expenses.</p>
<p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p>	<p>None</p>
<p>Further financial review details (optional information)</p> <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising); how expenditure has supported the key objectives of the charity; investment policy and objectives; 	
<p>Investment Policy</p> <p>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.</p> <p>The Group Executive 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 Executive considers the cash flow requirements.</p> <p>Investment Policy</p>	

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
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None

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

DCDevereux

C Travis Brown

Full name(s)

David Devereux

Claire Travis Brown

Position (eg Secretary, Chair)

Chair of Exec Committee

Lead Volunteer

Date

101224

Henlow Clifton Scout Group (Charity no. 300457)
Receipts and payments account

For the year from	6-Apr-23	To	5-Apr-24
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Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	23,680	16,871
Donations		305
Gift Aid		
Easy Fundraising	91	208
Other similar income (programme & activity)	15,863	33,079
Sub total	39,634	50,463
Grants		
Other grants	4,068	1,642
Sub total	4,068	1,642
Fundraising events (gross)		
Fireworks	4,977	4,005
Sub total	4,977	4,005
Scout hut income		
Hire of building	700	770
Sub total	700	770
Investment income		
Bank interest	176	44
Sub total	176	44
Total Gross Income	48,555	56,924
Asset and investment sales, etc.		
Total receipts	48,555	56,924

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	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	8,712	7,480
Youth programme and activities	26,966	32,824
Accommodation	456	
Water and Sewerage	285	218
Electricity and Gas	2,532	2,666
Insurance	1,769	1,570
Telephones	455	185
Repairs and Renewals	866	1,469
Materials and equipment	346	
Uniforms	34	338
Cleaning / gardening	1,580	1,583
Group expenses	4,455	1,814
New hut		25,145
Sub total	49,033	79,292
Fundraising expenses		
Fireworks	471	724
Sub total	471	724
Total Gross Expenditure	56,104	76,016
Asset and investment purchases, etc.		
Total payments	56,104	76,016
Net of receipts/payments	999	19,908
Cash funds last year end	25,959	45,081
Cash funds this year end	25,959	25,959

Henlow Clifton Scout Group (Charity no. 300457)
Receipts and payments account

For the year from	6-Apr-23	To	5-Apr-24
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Statement of assets and liabilities at the end of the year

	4/5/2024 Unrestricted funds £	4/5/2023 Unrestricted funds £
Cash funds		
Bank current account	3,637	5,225
Bank deposit account	17,084	14,875
Cash/Post	4,239	5,859
Total cash funds	25,959	25,959
Total net assets	25,959	25,959

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 11 January 2025 and signed on their behalf by

Signature	Print Name
	Chair
	Treasurer

Independent examiner's report to the trustees of Henlow Clifton Scouts Group (Charity No: 300457)

I report to the trustees on my examination of the accounts of the Henlow Clifton Scouts 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 Charitv 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:

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

Signed:



Name:
Sally Ann Tackas
Sheffield Accountancy Services Ltd

Professional Qualification:
AAT - Membership No: 112144

Address:
Sheffield Accountancy
Sheffield House
15 High Street
Sheffield
Bedfordshire
SG17 5DD

Date:
11 January 2025

Henlow Clifton Scout Group (Charity no. 300457)
Receipts and payments account

For the year from	6-Apr-23	To	5-Apr-24
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