

# Trustee Annual Report



**1<sup>ST</sup> Chalfont St Peter Scout Group**

**Trustee Annual Report**

**For Year Ending 31 March 2023**

Section A	Reference and administration details
Charity name	1st Chalfont St Peter Scout Group
Other names the charity is known by	
Registered charity number (if any)	3 0 0 6 6 0
HQ registration number	1 0 0 1 1 2 0 6
Charity's principal address	1st Chalfont St Peter Scout Group 33a Lansdowne Road, Chalfont St Peter, SL9 9SP

## 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	Allan Moffat	President	
3	Mark Morrison	Trustee	
4	Thomas Payne	Chairman	

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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)	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.
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 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:
	<ul style="list-style-type: none"> <li>• The maintenance of Group property;</li> <li>• The raising of funds and the administration of Group finance;</li> <li>• The insurance of persons, property and equipment;</li> <li>• Group public occasions;</li> <li>• Assisting in the recruitment of leaders and other adult support;</li> <li>• Appointing any sub committees that may be required;</li> <li>• Appointing Group Administrators and Advisors other than those who are elected.</li> </ul>
	The group Executive committee had identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate

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## Section B

### Structure, governance and management

against them. The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatures for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

The group has online banking facilities, but these are used as an internal tool only, and not used to make payment to third parties. Any transfer from the group account to a section account, which exceeds £300 requires the written approval of two members of the Executive Committee before being made.

## 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

Total in Scouts = 44 (34 boys and 10 girls)  
Total in Cubs = 48 (37 boys and 11 girls)  
Total in Beavers = 45 (34 boys and 11 girls)  
Total in Scouting = 137 (105 boys and 32 girls)

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

**1st Chalfont St Peter Scout Group**  
**Gravel Hill, Chalfont St Peter, SL9 9QX**  
**Group Scout Leader (GSL): Sarah Slade**  
**Registered Charity Number: 300660**

**Chairman: Tom Payne**

**President: Allan Moffat**

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Section C	Objectives and activities
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	<p>In July 2022 Mark announced his decision not to return from his sabbatical, and formally stepped down as GSL, however he has not strayed too far and will continue to support the Group as Quartermaster, he has also asked me to pass on his appreciation and thanks for everybody's assistance and help during his time as GSL.</p> <p>In June 2022 our postponed 2021 Group Camp took place as we returned to Youlbury, It was a very successful camp with 120 children and 50 adults (leaders and parents) on site across the weekend, it was great to see everyone enjoying themselves, many thanks to all those who made it possible especially some of the people behind the scenes.</p> <p>We also got back to supporting our community, running the BBQ for Fun night, Fireworks night, Christmas Post and on the common in celebration of H.M. the Queen's Platinum Jubilee beacon lighting and of course Feast Day, many thanks to all who assisted.</p> <p>We continue to have a reasonably stable, well balanced, and successful leader population but as always, we could do with a few more to the team, especially for Saturday Beavers (Riverbank) and Bushwhacker Scouts. The group also continues to support and help young people as part of their D of E awards.</p>
Section E	Financial Review
Brief statement of the charity's policy on reserves	<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 6 months running costs, circa £12,000.</p> <p>The Group held reserves of approximately £22,500 against this at year end. This is approximately the level required for operating expenses.</p> <p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p> <p>None</p>

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## Section E Financial Review

### Summary of financial position

1st Chalfont St Peter Scout Group						
Funds Statement						
as at 31 March 2023						
Accounts Balances			2023		2022	
Group Accounts						
	Current Account	15,972.52			18,844.87	
	Cash in Hand (Petty Cash)	21.00			21.00	
			15,993.52			18,865.87
Section Accounts						
	Riverbank Beavers	75.00			135.00	
	Anvil Cubs	368.28			340.63	
	Arrowhead Cubs	88.11			327.57	
	Bushwacker Scouts	1,609.93			551.03	
	Group Camp	4,731.00			2,020.00	
			6,872.32			3,374.23
			22,865.84			22,240.10

### Investment policy and objectives

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)

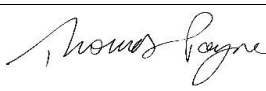
Adhering to the Scout Transformation work that is ongoing.

## Section G Declaration

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

Signed on behalf of the Trustees

Signature(s)



Full Name(s)

Thomas Payne

Allan Moffat

Positions(s)

Chairman

President

Date

9<sup>th</sup> September 2023

## 1st CSP Scout Group

### Bank Reconciliation as at 31 March 2023

	Current A/C
Cash book	
Balance b/f	18,844.87
Add: Receipts	40,495.49
Interest received	0.00
Less: Payments	(43,367.84)
Net Transfers to/from deposit	0.00
	<hr/>
	15,972.52
Statement	
Balance per statement	15,972.52
Add: Outstanding receipts	0.00
Less: Outstanding cheques	0.00
	<hr/>
	15,972.52
	<hr/>

**1st Chalfont St Peter Scout Group**  
**Receipts and Payments Account**  
**For the year ended 31 March 2023**

	<b>2023</b>	<b>2022</b>	
<b>Receipts</b>			
Subscriptions	12,340.50	12,928.40	
Camps and Outings	6,512.29	2,723.37	
Sundry Income	0.00	0.99	
	<u>18,852.79</u>	<u>15,652.76</u>	
<b>Fundraising and Events</b>			
Fundraising Events	13,700.26	3,549.44	
Hall Hire	8,872.50	3,171.77	
	<u>22,572.76</u>	<u>6,721.21</u>	
Donations	3,085.19		3,104.23
Grants	0.00		8,000.00
Interest Received	0.00		0.00
<b>TOTAL RECEIPTS</b>	<u>44,510.74</u>	<u>33,478.20</u>	
<b>Payments</b>			
Equipment	451.83	1,814.46	
Section Activities, Camps and Outings	15,170.37	4,367.21	
Uniforms, Welcome Packs & Training	69.00	293.18	
	<u>15,691.20</u>	<u>6,474.85</u>	
<b>Group Expenses</b>			
Transport	552.00	370.00	
Insurance	4,723.08	3,448.32	
Rent and Rates	282.24	875.45	
Light and Heat	1,901.49	1,186.48	
Property Maintenance	1,769.47	307.68	
Telephone	147.87	191.11	
Cleaning	3,005.00	1,770.00	
Sundry	714.86	1,334.79	
	<u>13,096.01</u>	<u>9,483.83</u>	
Fundraising and Events Expenditure	6,679.79		804.00
Capitation	8,418.00		7,965.00
<b>TOTAL PAYMENTS</b>	<u>43,885.00</u>	<u>24,727.68</u>	
<b>Surplus / (Deficit) for the year</b>	<u>625.74</u>	<u>8,750.52</u>	

**1st Chalfont St Peter Scout Group**  
**Funds Statement**  
**as at 31 March 2023**

<b>Accounts Balances</b>	<b>2023</b>	<b>2022</b>
<b>Group Accounts</b>		
Current Account	15,972.52	18,844.87
Cash in Hand (Petty Cash)	<u>21.00</u>	<u>21.00</u>
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Section A

Independent Examiner's Report

Report to the trustees

Charity Name

1<sup>st</sup> CHALFONT ST PETER SCOUT GROUP

On accounts for the year  
ended

31 MARCH 2022.2023

Charity no  
(if any)

300660

Set out on pages

(remember to include the page numbers of additional sheet)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 03 2023

Responsibilities and  
basis of report

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:

Date:

17/10/23

Name:

Samantha Moody

Relevant professional  
qualification(s) or body

CIPD qualified

(if any):

Address:

SEASONS CHILTERN HILL
CHALFONT ST PETER
BUCKS SL9 9TU

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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