

Trustee Annual Report



1ST Chalfont St Peter Scout Group

Trustee Annual Report

For Year Ending 31 March 2024

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
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HQ registration number

1	0	0	1	1	2	0	6
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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	
2	Thomas Payne	Chairman	
3	Karen Little	Treasurer	
4	Sarah Slade	Group Scout Leader	
5	Mary Jones	Trustee	
6	Mark Morrison	Trustee	

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 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 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 Trustee Board, the members of which are the 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 Trustee Board consists of 3 independent representatives, Chair, Treasurer and the Group Scout Leader and other Trustee representatives.

Members of the Trustee Board complete Trustee Introduction training within the first 5 months of joining the board.

Charity Trustees must collectively:

- ensure that the charity is carrying out its purposes for the public benefit
- comply with the charity's governing document and the law
- act in the charity's best interests
- manage the charity's resources responsibly
- act with reasonable care and skill

The board 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 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

Trustee Annual Report



Section B

Structure, governance and management

account, which exceeds £300 requires the written approval of two members of the Executive Committee before being made.

Section C

Summary of the objects of the charity set out in its governing document

Objectives and activities

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

	Totals	Boys	Girls
Scouts	35	27	8
Cubs	52	39	13
Beavers	47	36	11
Scout Group	134	102	32

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

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

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Section D

Achievements and Performance

Summary of the main achievements of the charity during the year

This year has been a particularly challenging year with the Scout hut being flooded and under water for 8 weeks, this did impact some of our sections and the activities being delivered as we relocated to alternative premises and rescued, located and purchased equipment for the sections to use. A huge thank you Paccar, The Guides, Thorpe House School, The Hub, and the Community Centre for assisting with alternative venues. And Chalfont and Gerrards Cross Rotary club for their kind monetary donation to help keep us going.

We continue to be a popular group that offers a varied and diverse program, this has suffered being in temporary venues, but the leaders have continued to offer a program and this doesn't just happen it's down to the dedication and enthusiasm from all members. To the leaders, who continually review and adapt the program, to ensure it remains relevant and challenging and to our young people who turn up and make it all worthwhile.

Sections have taken part in Quest, Endurance, Beaveree, Group Camp 121 of us away for the weekend at Youlbury, Feast Day, we have the Big O (Orienteering), the Scouts Firework display (3rd Nov), Remembrance Parade, Village Fun Night (6th Dec), Scout Post in December. The Group is also engaged with the Chalfont St Peter Infant School on their "It takes a village to Raise a Child" initiative.

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 Trustee Board considers that the group should hold a sum equivalent to 6 months running costs, circa £12,000.

The Group held reserves of approximately £28,200 against this at year end. This is approximately the level required for operating expenses.

Details of any funds materially in deficit (circumstances plus steps to eliminate)

None

Summary of financial position

1st Chalfont St Peter Scout Group
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Section E Financial Review					
1st Chalfont St Peter Scout Group					
Funds Statement					
as at 31 March 2024					
Accounts Balances		2024		2023	
Group Accounts					
Current Account		20,460.42		15,972.52	
Cash in Hand		589.04		21.00	
			21,049.46		15,993.52
Section Accounts					
Riverbank Beavers		0.00		75.00	
Anvil Cubs		338.28		368.28	
Arrowhead Cubs		37.71		88.11	
Bushwacker Scouts		2,993.27		1,609.93	
OSM pre-paid cards		1,273.57		0.00	
Group Camp		2,507.00		4,731.00	
			7,149.83		6,872.32
			28,199.29		22,865.84

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)	We do all need to do more on attracting more volunteers either with our young people or in support roles we have used the Scout's, Growth and Development team, and there are changes coming in how we advertise for new members on Scouts.org website as well. As before it is not just us or Scouting that is struggling there is a shortage across the whole volunteer sector.
	Adhering to the Scout Transformation work that is ongoing.
	Refurbishment of Scout Hut since Feb 2024 Flooding.

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

1st Chalfont St Peter Scout Group
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Section C

Declaration

Signed on behalf of the Trustees

Signature(s)

	
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Full Name(s)

Thomas Payne	Karen Little
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Positions(s)

Chairman	Treasure
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Date

9th September 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name

1st CHALFONT ST PETER SCOUT GROUP

On accounts for the year
ended

31 MARCH 2024

Charity no
(if any)

300660

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 MARCH 2024.

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:

09/01/25

Name:

Samantha Moody

Relevant professional
qualification(s) or body

CIPD Qualified

(if any):

Address:

Seasons Chiltern Hill
Chalfont St Peter
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.

1st Chalfont St Peter Scout Group
Receipts and Payments Account
For the year ended 31 March 2024

	2024	2023
Receipts		
Subscriptions	17,643.89	12,340.50
Camps and Outings	5,138.92	6,512.29
Sundry Income	<u>7.00</u>	<u>0.00</u>
	22,789.81	18,852.79
Fundraising and Events		
Fundraising Events	17,666.59	13,700.26
Hall Hire	<u>8,266.00</u>	<u>8,872.50</u>
	25,932.59	22,572.76
Donations	3,361.49	3,085.19
Grants	0.00	0.00
Interest Received	0.00	0.00
TOTAL RECEIPTS	<u>52,083.89</u>	<u>44,510.74</u>
Payments		
Equipment	3,178.82	451.83
Section Activities, Camps and Outings	14,253.15	15,170.37
Uniforms, Welcome Packs & Training	<u>551.40</u>	<u>69.00</u>
	17,983.37	15,691.20
Group Expenses		
Transport	852.00	552.00
Insurance	4,763.51	4,723.08
Rent and Rates	208.61	282.24
Light and Heat	1,508.91	1,901.49
Property Maintenance	9,045.55	1,769.47
Telephone	197.16	147.87
Cleaning	3,060.00	3,005.00
Transaction fees	625.97	0.00
Sundry	<u>556.63</u>	<u>714.86</u>
	20,818.34	13,096.01
Fundraising and Events Expenditure	7,948.73	6,679.79
Capitation	0.00	8,418.00
TOTAL PAYMENTS	<u>46,750.44</u>	<u>43,885.00</u>
Surplus / (Deficit) for the year	<u>5,333.45</u>	<u>625.74</u>

1st Chalfont St Peter Scout Group
Funds Statement
as at 31 March 2024

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1st CSP Scout Group

Bank Reconciliation as at 31 March 2024

	Current A/C
Cash book	
Balance b/f	15,972.52
Add: Receipts	52,526.74
Interest received	0.00
Less: Payments	(48,038.84)
Net Transfers to/from deposit	0.00
	<u>20,460.42</u>
Statement	
Balance per statement	20,460.42
Add: Outstanding receipts	0.00
Less: Outstanding cheques	0.00
	<u>20,460.42</u>