



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
1<sup>st</sup> Bourne End Scout Group

On accounts for the year  
ended

31<sup>st</sup> March 2024

Charity no  
(if any) 300703

Set out on pages

1-6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

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

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:

31/1/25

Name:

David Whiting

Relevant professional  
qualification(s) or body  
(if any):

ICAEW Chartered Accountants

Address:

3 Walnut Grove, Wooburn Green, Bucks HP10 0AL


**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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# Trustees Annual Report

For the year  
01/04/2023 to 31/3/2024

## Section A Reference and administration details

**Charity name:** 1<sup>st</sup> Bourne End Scout Group

**Registered charity number:** 300703

**Charity's principal address:** Bourne End Scout Hut  
Furlong Road  
Bourne End  
Buckinghamshire  
SL8 5AE

### Names of charity trustees who manage the charity:

	Trustee name	Office held (if any)	Dates acted (if not for whole year)
1	Samantha Samuel	Group Scout Leader	
2	John Samuel	Chairman	
3		Secretary	
4	Jenny Benning	Membership secretary	
5	Scott Lloyd	Treasurer	
6	Rachel Robinson	Group Administrator	
7	Martin Pidgley	Maintenance	
8			
9			
10			
11			
12			

## Section B Structure, governance and management

**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:** 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 Leader, parent's representation and meets 6 times a year.

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.

**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 comprehensive insurance policies to ensure that insurable risks are covered.

## Section C Objectives and activities

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.

During the year we have five sections meeting on a weekly basis during term time: Quebec (Beavers), Jubilee and Jungle (Cubs) and Victory and Endeavour (Scouts) and Vulcan (Explorers). Yukon Beavers is currently closed due to lack of leaders.

Across all the sections, activities were chosen with discussions with the young people and organised by leaders to enable children to earn specific activity badges as well as to meet the criteria for the challenge badges. We are supported by parent volunteers.

**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

The Group continues its commitment to fundraising to cover the shortfall between costs and money from subscriptions.

The Group now has over 90% of all young people moving up through the sections gaining their Chief Scout Awards, we have exciting and adventurous programmes running, and growth within the Group. Most are going on to join Explorers and achieve the higher award badges.

As a group we have around 45 adult volunteers made up of Leaders, Executive Members and Occasional Helpers

## Section E Financial Review

**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 Executive Committee considers that the group should hold a sum equivalent to £6,500 to ensure that there will be enough money to cover any emergency repairs and replacements e.g. to the heating in the Scout Hut.

The Group held reserves of approximately £30,000 against this at year end. However, this includes the Capitation cost of £7,383 which is due 1<sup>st</sup> April 2024. Repairs and maintenance are needed to The Scout Hut and should be completed by Spring 2025.

**Investment policy:** 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 at a high street bank.

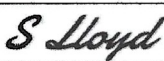
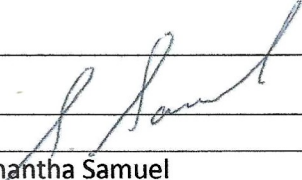
## Section F Other optional information

The Group remains committed to increase adult volunteers annually, to ensure the future of the Group. Whilst also maintaining the high level of training our Leaders receive.

## Section G 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)	Scott Lloyd	Samantha Samuel				
Position	Treasurer	Trustee (Group Scout Leader)				
Date	1	4	1	1	2	4

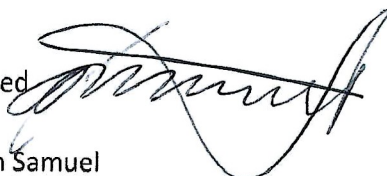
**1st Bourne End Scout Group**  
**Registered Charity Number 300703**  
**Year ended 31st March 2024**

**Assets & Liabilities (Cash basis)**

	<b><u>2024</u></b>	<b><u>2023</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Fixed Assets</u></b>		
Tangible Assets	3,740	3,740
Non-Current Assets	176	176
	<hr/>	<hr/>
	3,916	3,916
<b><u>Cash Funds</u></b>		
Bank Current Account	5,419	10,865
Deposit Account	24,738	16,543
STIS Account		
Cash In Hand		
	<hr/>	<hr/>
	30,157	27,408
<b><u>Net Assets</u></b>	<hr/>	<hr/>
	34,073	31,324
	<hr/>	<hr/>
<b><u>Charity Funds</u></b>		
Opening Balance	31,324	32,847
Surplus / Deficit	2,749	(1,523)
	<hr/>	<hr/>
Closing Balance	34,073	31,324
	<hr/>	<hr/>

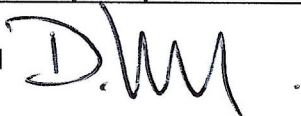
The accounts have been prepared by Samantha Samuel (GSL) & Scott Lloyd (Treasurer) for 1st Bourne End Scout Group.

The accounts have been approved by the trustees and signed on behalf of the trustees by

Signed   
John Samuel

Date 31 / 1 / 25

**Approved by Independent Examiner**

Signed 

Date 31 / 1 / 25

Name and Qualifications

DAVID WHITING- ACA  
ICAEW.



**1st Bourne End Scout Group**  
**Registered Charity Number 300703**  
**Year ended 31st March 2024**

**Income and Expenditure Accounts (Cash basis)**

	2024			2023		
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Totals</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Totals</u>
	<u>Funds</u>	<u>Funds</u>		<u>Funds</u>	<u>Funds</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b><u>Income</u></b>						
Subscriptions	14,364		14,364	18,104		18,104
Gift Aid	2,961		2,961	4,849		4,849
Interest	195		195	37		37
Grants	3,465		3,465			
Mini Bus Hire	300		300	165		165
Donations	787		787	595		595
Hall Hire						
Other Fundraising	6,554		6,554	3,269		3,269
Camp Fees	5,175		5,175	5,784		5,784
Holland Camp (future fees)	4,820		4,820			
Other income						
Clothing Sales	188		188	417		417
Total Income	38,809		38,809	33,220		33,220
<b><u>Expenditure</u></b>						
Capitation	8,580		8,580	9,420		9,420
HQ Expenses	8,879		8,879	7,613		7,613
QM Stores	4,306		4,306	321		321
Equipment Replacement	185		185	296		296
Group Expenses	2,147		2,147	3,590		3,590
Section Costs	450		450	2,377		2,377
Camps	4,707		4,707	5,297		5,297
Other Activities	509		509			
Insurance	1,558		1,558	1,720		1,720
Clothing costs	210		210	680		680
Fundraising Costs	2,367		2,367	1,300		1,300
Mini Bus Expenses	1,218		1,218	2,066		2,066
Jamboree Contributions	890		890			
Payment Processing Fees	54		54	63		63
	36,060		36,060	34,743		34,743
<b><u>Surplus / Deficit</u></b>	<u>2,749</u>		<u>2,749</u>	<u>(1,523)</u>		<u>(1,523)</u>

**1st Bourne End Scout Group**  
**Registered Charity Number 300703**  
**Year ended 31st March 2024**

**Notes to the Accounts**

**Fundraising Details**

	<b><u>Funds</u></b>		<b><u>Net</u></b>
	<b><u>Raised</u></b>	<b><u>Costs</u></b>	<b><u>Income</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
Amazon Smile	19		19
Bag2School	351		351
Co-op Fundraising	1,798		1,798
Family BBQ May 2023	1,236	-567	669
Fun Night 2023	1,075	-182	893
Camp Photos	47		47
First Aid Course	1,160	-960	200
Shooting Courses	848	-557	291
Talent Show	0	-80	-80
Other	20	-21	-1
	<b>6,554</b>	<b>-2,367</b>	<b>4,187</b>

**HQ Maintenance Detail**

	<b><u>2024</u></b>	<b><u>2023</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Cleaning	637	773
Electricity	885	1,129
Oil	0	788
Rent & Rates	911	898
Scout Hut Repair & Maintenance	4,027	2,587
Security System	353	137
Telephone & Broadband	495	221
Waste Collection	805	722
Water	766	358
	<b>8,879</b>	<b>7,613</b>