

# Trustees' Annual Report

For the period

From (start date)

1<sup>st</sup> April 2023

To

31<sup>st</sup> March 2024

**Charity name**

1st Shenfield Scout Group

**Other names the charity is known by**

**Registered charity number (if any)**

30 20 30

**Charity's principal address**

The Scout Hut  
Chelmsford Road,  
Shenfield  
Brentwood, Essex  
CM15 8RQ

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mark Salvatore	Chairman	
2	Peter Sarbutt	Treasurer	
3	Lucy Mills	Secretary	
4	Janet Stuckey	Acting GSL	
5			
6			
7			
8			

## 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, Organization 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, Organization and Rules of The Scout Association.

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

The Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group, which is an educational charity, manages the Group. 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 Acting Group Scout Leader, individual section leaders, co-opted members and parent's representation and meets every 3/4 months and or as the business of the group requires.

The COVID pandemic restricted the way in which the Committee operated.

We are in the post recovery period of the COVID pandemic and have worked hard to finalize readjustment of the Group and its members-In real terms the pandemic is behind us.

We continue to adopt a positive stance in all matters and are guided by our DC-Scout Association and government guidance.

The Scout Association advises the Group of material structural changes and modernization to the whole movement these changes are designed to keep the movement current and meaningful in today's world.

This Group Trustee Board exists to support the Acting 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.
- Post COVID pandemic compliance as required by Scout Association and HMG.-getting the Group back on track with meetings and events but operating safely.
- Implementing the changes required as denoted in the above paragraph.

### 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 manage these.

The main areas of concern that have been identified are:

Damage to buildings, property and equipment. The Group would request the use of buildings, property and equipment from neighboring organizations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organizations. 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 Association's 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, gift-aid, and match funding and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee has raised the level of subscriptions to increase the income to the group on an ongoing basis (Scouts and Cubs), permanently.

We have had discussions with the Group Exec and Leaders to become more commercial this has been well received and all sections now look to make all Events self-funding.

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. Membership has rebuilt after some losses during COVID.

### **Risk and Internal Control (Financial)**

The group has in place rigorous systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss; these include 2 signatories/dual authorizations for every payment and a comprehensive insurance policies to ensure that insurable risks are covered-insured values for building and equipment are fully reviewed by the Group and its insurers We use Unity a Scout Association brokerage as we view they have the interest of Scouting at heart rather than a commercial organization.

All units within the group have allocated funds that the leader can use at their discretion to support meeting nights and normal running of the unit. They are restricted within these funds and expenses are always reviewed and approved by the Treasurer.

The Chairman, Treasurer, Secretary, and Acting GSL have the authority to make defined financial commitments on behalf of the group.

Note: - all major and or commitments are the subject of discussion and agreement by the Group Trustee Board prior too implementation-normally by email or at a meeting.

Commitments by other persons need approval by at least 2 of the 3 authorized people and ideally presented via the Group Trustee Board meetings if timing permits. Payments can be delegated by the Group Trustee Board to other persons who have a need to regularly procure on the group's behalf (e.g. regular payments to service providers). These are clearly identified and documented in advance. Every expenditure is processed via our bank account which (See para 1 of this section) requires dual authorization. Our bank position is monitored on a very regular basis.

## **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.

### **Additional Information**

The Scout group relies heavily on the contribution of volunteers. All leaders and assistant leaders are voluntary as are the members of the Executive committee.

## **Section D – Achievements and Performance**

The Group Trustee Board (currently Treasurer, Chairman, Secretary and Acting GSL), "the team" work very well together and provide material support for the Group with the Acting GSL and leaders delivering the aims of the Scout group. The Group is very pleased advice that Lucy Mills remains as Secretary and Janet Stuckey continues to support the Group in her role as Acting GSL-their expertise is much appreciated. The

District's Commissioner (DC) is assisting-supporting us and we refer to him from time to time for guidance. All areas of the group (Beavers, Cubs and Scouts) continue to operate throughout the year and delivered both a fun and educational programme for the members of the group.

The accomplishment this financial year was to maintain the Group's financial position whilst containing operating costs this was achieved and all parties have positively worked toward a more effective use of funds.

Further information on the achievements and performance of the Charity both operationally and financially can be found in the Chairman's and Treasurers report to the 2023-24 Financial Accounts as presented in the AGM.

The Group Trustee Board and Leaders remain aware of the historical impact of the COVID pandemic on the Group's:- activities-ability to fund raise-financial management and wellbeing of its members.

We do not wish to dwell on the pandemic but it impacted on the whole of the financial year 2021-22 and spilled over into 2022-23 denoted below are some of the actions taken together with corrective actions in 2023-24.

The following historical actions were taken and we have learnt from these:-

Mini-bus was mothballed and safely stored-MB is now fully operational.  
Insurances reviewed and adjusted accordingly-2022-23 fully reviewed and policies updated.  
Utility companies (Paid DD) advised and billing revised.  
Hall made secure and safe-Unity insurance –Hut now fully operational  
Alternative means of communication (Zoom) used as required-in 2022-23 used if required.  
We used the "down time" to hut usage to undertake a variety of tasks and minor projects on the fabric of the hut .2022-23 Hut much improved after works completed in 2021-22.  
Sections changed their meeting formats and venues and extended outside activities 2023-24 section meetings back to normal.  
We are confident the Group built on its existing strengths thru the pandemic and we are now in "normal" operation.

The Exec and Leaders positive and effective approach combined with ensuring that all camps-events are self-funding and seeking to provide best value for money-this approach has been well received our accounts bear out the success of our joint approach.

## **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 Trustee Board considers that the group should hold a sum equivalent to 1-2 months running costs, circa £2500.

The Group held funds of approximately £26,291.00 at year-end which is £1,713.00 more than the previous year. These funds are still materially above the level required for operating expenses. This cumulated surplus results from historical extensive fundraising activities in previous years, operating costs being contained through good housekeeping.

We continue to apply strict control measures for major purchases regardless of type. The group will continue to reassess the situation on surplus funds each financial year.

The long term impact of the COVID pandemic on the Group's finance's clearly highlights the need to focus on fund raising we see this is a major priority. At this time.

The group only holds unrestricted funds although this does include designated funds within it. Each section (Beavers, Cubs and Scouts) have an allocation within the overall group funds which the leaders manage themselves in order to fund the meeting night activities and extra activities. The group also holds "designated funds" which form part of unrestricted funds. They are essentially earmarked for a particular purpose (e.g. Minibus, HQ works, Equipment etc) and reviewed on an ongoing basis during the year.

## 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 group holds a current account together with a reserve account. The Group Executive regularly monitors the levels of bank balances; the group pays no bank charges and receives a free electronic banking facility. Both accounts require no notice but dual authorization to move-withdraw funds, before doing so the Group Executive considers the cash flow requirements.

## Principle sources of income/expenditure

The Group's income comes from fund raising activities- (primarily Plant sales and Fireworks), match funding, subscriptions paid by the members and gift aid .A national membership fee based on the number of members is paid annually this plus insurances and HQ running costs are the largest items of expenditure. Expenditure items like annual camps-trips are normally funded by parents separately. As we have explained throughout this report we have sought to positively manage our available funds we have sought and received very solid support all across the Group

## Financial Performance during year

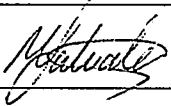
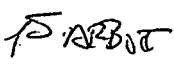
The Group still maintains a strong financial footing, bearing in mind rising costs and some reductions in numbers of young members, all in all the funds available to the Group at the year-end are very pleasing. The Group continues to see reductions in number of revenue streams namely hall rental-jumble sale income this has been countered last year by increase in donations. Further detail can be found in the Treasurers report and is detailed in the 2023-24 accounts. The Group Trustee Board is very mindful of the reduction in revenue and is actively seeking alternatives.

## Section F – Other Optional Information

## 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)	Mark Salvatore	Peter Sarbutt
Position (e.g. Secretary, Chair)	Chairman	Treasurer
Date	25-09-2024	25/9/2024

# 1st Shenfield Scout Group

## Receipts and Payments Account

For the year from	01/04/2023	To	31/03/2024
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### Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
<b>Income</b>		
Bank Interest	145	48
Donation	5,350	4,407
Events - Beavers	52	0
Events - Cubs	1,380	856
Events - Scouts	6,709	5,179
Fundraising	2,311	3,049
Gift Aid	1,333	0
Meetings	34	0
Membership Fees	9,654	7,712
Rent	0	200

<b>Expense</b>		
Activity Equipment	55	34
Admin	377	768
Badges	722	797
Bank Fees	558	6
Camping Equipment	467	1,143
Caretaker	1,309	1,516
Events - Beavers	202	76
Events - Cubs	1,750	391
Events - Scouts	7,039	8,279
Fundraising	1,483	1,674
Insurance	871	4,781
Meetings - Beavers	204	363
Meetings - Cubs	26	74
Meetings - Scouts	442	378
Membership Costs	3,128	3,110
Minibus	1,994	522
Rates	120	228
Rent	100	100
Teambuilding/Recruitmnt/Social	104	40
Training	0	625
Utilities	3,039	1,724
Venue Maintenance	1,263	1,097

<b>Account balances</b>		
Natwest Current Account	15,465	13,752
Natwest Reserve Account	10,826	10,826

<b>Summary</b>		
Account balance brought forward	24,578	30,854
Total income	26,967	21,450
Total expenditure	25,254	27,726
Net income	1,713	- 6,276
Account balance carried forward	26,291	24,578

# 1st Shenfield Scout Group

## Receipts and Payments Account

### Statement of assets and liabilities at the end of the year

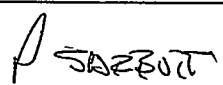

	31st March 2023 Unrestricted funds £	31st March 2022 Unrestricted funds £
<b>Cash funds</b>		
Bank current account (inc cq's issued but not cleared)	15,465	13,752
Bank deposit account	10,826	10,826
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>26,291</b>	<b>24,578</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	4,544	5,049
Scouting equipment, furniture etc	40,450	41,162
Trailers	-	-
<b>Sub total</b>	<b>44,994</b>	<b>46,211</b>
<b>Liabilities</b>		
Accounts invoiced but not paid (Utilities - Phone)	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

Contingent liabilities and future obligations

None

Notes to accounts;

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 25th September 2024 (the date of the meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Peter Sarbutt (Treasurer)
	Mark Salvatore (Chairman)

## INDEPENDENT EXAMINER'S UNQUALIFIED REPORT

### UNINCORPORATED CHARITY OR CIO (ACCOUNTS PREPARED ON A RECEIPTS AND PAYMENTS BASIS)

#### **Independent Examiner's Report to the Trustees of 1st Shenfield Scout Group**

I report to the trustees on my examination of the accounts of 1st Shenfield Scout Group ('the charity') for the year ended 31<sup>ST</sup> March 2024 which comprise the summary of receipts and payments and the statement of assets and liabilities.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

#### **Responsibilities and basis of report**

As the trustees of the charity 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 charity's accounts carried out under section 145 of the 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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

#### **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 charity as required by section 130 of the Act; or
- the accounts do not accord with those records.

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.



Samantha Kettridge  
ACA, FCCA  
HB Counters – Essex Ltd  
Fleet House,  
Unit 3, 1 Armstrong Road  
Benfleet  
Essex, SS7 4FH  
16<sup>th</sup> September 2024