

Trustees' Annual Report

for the year ended 31st March 2024



Section A Reference and administration details

Charity name	1st Hatfield Peverel Scout Group
Registered charity number	3 0 2 0 6 5
Charity's principal address	Scout and Guide Headquarters Church Road Hatfield Peverel Essex C M 3 2 L D

Names of the charity trustees who manage the charity

Trustee Name	Office	Dates acted if not for whole year
Nick Nicholas	Group Lead Volunteer	
Jayne Reed	Treasurer	
Clare Drain	Group Secretary	Resigned 16/4/24
Carol Fischer-Hill	Deputy Group Lead Vol	
Sarah Ferguson	Cub Leader	
Jo Jarvis	Cub Leader	
Colin Fischer-Hill	Scout Leader	

353.56

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. The Group also have their own constitution that they adhere to.

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:

The Group comprises 5 different units; Beavers, Hadfelda Cubs, Tuesday Cubs, Scouts and Explorers.. The Group are managed by the Group Trustee 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 Group Trustee Committee is made up of the following roles: Chair, Treasurer, Secretary, Public Relations and with the Group Lead Volunteer, his Assistant and individual Section Leaders. They meet every 2 months to discuss the running of the Group and

The Group Trustee Committee exists to support the Group Lead Volunteer in meeting the responsibilities of his appointment 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 Controls

The Group Trustee Committee has 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 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, the village hall and other Scout Groups. 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, where appropriate, before all activities.

Reduced income from fundraising:

The Group is primarily reliant upon income from subscriptions and fundraising (including income from waste paper recycling). The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. This remains an option should other fundraising opportunities cease. The headquarters is used by various other organisations and charities, who pay for the hire of the hall.

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

Reduction or loss of members:

The Group provides activities for all young people aged 6 and up. If there was a reduction in membership 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.

Internal Controls:

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 Banking expenditure, separation of the jointly held headquarters accounts and the main scout group accounts, good separation of duties, comprehensive insurance policies to ensure that insurable risks are covered and annually audited accounts by an independent examiner.

Section C

Objectives and activities

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

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 programme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

Summary of the main activities in

A summary of the main activities of the Group are as follows:
Each unit meets weekly during term time with a programme of activities organised by the leaders in advance. Each section have arranged at least one camp during the year. Other activities have included handicraft, badgework, visits to local museums, hikes, fire lighting and cooking evenings. Other organisations including the local police and fire service have undertaken talks and visits .

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The number of members in the Group have continued to increase. Each section has undertaken a succesful camp including the Cubs attending the Megacamp. A varied programme of events have been provided including. 3 fund raising events were undertaken; Party in the Park, Allotment refreshments and Christmas fundraiser. This has been in addition to our continued collection of waste paper in the village

Section E**Financial Review**

Brief statement of the charity's policy on

Reserves Policy

The Group's policy on reserves is to hold sufficient resources to

The Group held reserves of £39,126.33, against this at year end. This is above the level required for operating expenses. The Group's trustees believe the excess reserves are justified to ensure the long term financial viability of the Group and the sustainability of its premises which are currently half way through a refurbishment project.

Details of any funds materially in deficit

There are no funds currently in deficit.

Investment policy

Investment Policy

The Group does not have sufficient funds to invest in longer term

Section F**Other Optional Information**Plans for future periods (*details of any*)

Fundraising for the continued use of the headquarters is being

Section G**Declaration**

The trustees declare that they have approved the Trustees' Report above.

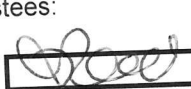
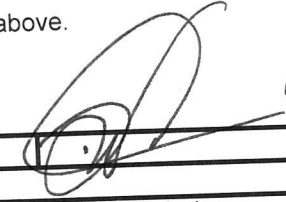
Signed on behalf of the charity's trustees:

Signatures

Full names

Position

Date

Jayne Reed	Darren Nicholas
Treasurer	Group Lead Volunteer

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1st Hatfield Peverel Scout Group
Registered Charity Number 302065

Receipts and Payments Account for the year ended 31 March 2024

	2023/24	2022/23
General Unrestricted funds £	Total funds £	Total funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions (Joining fees and Subs)	13,382.23	13,382.23
Less: Membership subscriptions paid to Maldon & East Essex District Scout Council	(4,770.00)	(4,802.50)
Net membership subscriptions retained	8,612.23	8,661.56
Donations	250.00	0.00
Gift Aid	2,662.34	2,185.86
Part Refund of Broadband payents	0.00	69.41
Sub total	11,524.57	10,916.83
Grants		
Maintenance Grant	0.00	0.00
Other Grants	0.00	0.00
Sub total	0.00	0.00
Fundraising (gross)		
Waste Paper	1,280.20	1,968.40
Other fundraising activities	907.54	1,126.64
Badges	3.00	0.00
Uniform	263.40	7.00
Other income	125.10	125.10
Sub total	2,579.24	3,227.14
Activities		
Youth Programme - Camps & Events	10,854.23	17,338.41
Sub total	10,854.23	17,338.41
Investment income		
Bank interest	752.98	144.63
Sub total	752.98	144.63
Total Gross Income	25,711.02	31,627.01
Sale of assets	60.00	219.85
Total Receipts	25,771.02	31,846.86

1st Hatfield Peverel Scout Group
Registered Charity Number 302065

Receipts and Payments Account for the year ended 31 March 2024

	2023/24		2022/23	
	General Unrestricted funds £	Total funds £	Total funds £	
Payments				
Youth Programme				
Youth programme - weekly programme non card payments	1,772.38	1,772.38		2,434.82
Youth programme - weekly programme Equals card transfer amounts	2,383.57	2,383.57		1,636.00
Youth programme - weekly programme card payments	2,147.02	2,147.02		1,388.22
Youth programme - weekly programme Equals card balance as at 31/3/24	236.55	236.55		247.78
Sub Total Youth programme payments	3,919.40	3,919.40		3,823.04
Group Payments				
Non card Youth Programme Camps and other events	10,542.17	10,542.17		19,453.11
Non card Uniforms and badges	140.05	140.05		3,226.05
Non card Insurance	729.09	729.09		1,019.45
Non card Fund Raising	66.18	66.18		193.51
Non card Repairs and Renewals	124.00	124.00		435.96
Non card COVID 19 Expenses	0.00	0.00		0.00
Non card AGM and trustee expenses	70.63	70.63		59.30
Non card Refund of Subs	78.68	78.68		40.00
Non card broadband costs	486.74	486.74		
Non card Sundry costs	6.07	6.07		217.90
Non card Other Costs	10.00	10.00		312.41
Sub Total Non card group payments	12,253.61	12,253.61		24,957.69
Money transferred to Card for Group Purchases	4,870.74	4,870.74		1,423.80
Group card payments for Group Purchases	1,693.22	1,693.22		1,110.26
Group card balance as of 31/3/24	3,177.52	3,177.52		313.54
Total Group Payments	13,946.83	13,946.83		26,067.95
Sub total		17,866.23	17,866.23	29,890.99
HQ expenses				
2018/2019 HPSG interest in the HQ Management Committee (note1)	0.00			0.00
	0.00	0.00		0.00
Sub total		0.00	0.00	0.00
Total Gross Expenditure		17,866.23	17,866.23	29,890.99
Asset and investment purchases				2,382.85
Non card Asset and Investment purchases	490.83	490.83		
Card Asset and Investment purchases				
Total Payments	18,357.06	18,357.06		32,273.84
Net of receipts/(payments)	7,413.96	7,413.96		(426.98)
Cash funds last year end	31,712.37	31,712.37		32,264.45
	39,126.33	39,126.33		31,837.47

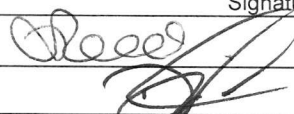
1st Hatfield Peverel Scout Group

Registered Charity Number 302065

Statement of Assets and Liabilities

	31-Mar-24 £		31 March 2023 Total funds £
Cash funds			
Bank current account	9,298.00		6,051.09
Bank deposit account (see note 4)	25,852.94		25,099.96
Residual balance on Equals Money Card	3,975.39		561.32
Cash/Floats	0.00		0.00
Total cash funds	39,126.33		31,712.37
Investment assets			
Other investments	0.00		0.00
Sub total	0.00		0.00
Non monetary assets for charity's own use			
Land and buildings (Note 2)	0.00		0.00
Sub total	0.00		0.00
Liabilities			
Hatfield Peverel Guides interest in the HQ Management Committee	-		0.00
Sub total	0.00		0.00
Balance of monetary assets available to Charity	39,126.33		31,712.37

The above Receipts and Payments Account and Statement of Assets and Liabilities were approved on 2024 by the Trustees and signed on their behalf by:

Signature


JAYNE REED - TREASURER
Nick Nicholas - Acting Chair
GSL

Notes to the Accounts

Note 1 - HQ Expenses

In June 2018 a new HQ Committee Constitution was agreed and signed by all parties (HPSG & HPGG). There is no longer an equal payment of surplus funds from the HQ Committee to be paid to each party at the end of the financial year. The new Constitution confirms all work presented on a budget will be invested in by both parties equally, any future surplus will be retained by the HQ Committee for further investment to the HQ Building.

Note 2 - Land & Buildings

The Group benefits from a lease dated 19 September 2013 between Strutt & Parker (Farms) Ltd and The Scout Association Trust Corporation over specified land on the south side of Church Road, Hatfield Peverel. The term of the lease is until 31 May 2033. The lease is subject to various restrictive covenants which essentially restrict the value of lease and buildings thereon to the current purpose only. Therefore no monetary value is attributed in the accounts and

Note 3 - Equals Money Cards

In September 2022 the Group agreed to purchase Equals Money Cards. These are pre-loaded debit cards that enable the leaders to purchase equipment or consumables that are used within their programme cost budget. The GSL also holds a card that is used for purchase of group equipment. The residual balance held in total on the cards on 31st March 2024 is stated on the accounts..

Independent Examiner's Report to the Trustees of

1st Hatfield Peverel Scout Group

Registered Charity Number 302065

I report on the accounts of the Charity for the year ended 31st March 2024.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year and that an independent examination is needed.

It is my responsibility to:

- . Examine the accounts;
- . To follow procedures laid down by the Charity Commissioners; and
- . To state whether particular matters have come to my attention.

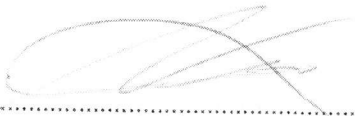
Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination:

- (1) Nothing has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records and to prepare accounts which accord with accounting requirements have been met,
- (2) No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Richard Foulds

Relevant Professional Qualification or Body: Chartered Governance Professional

Address: 27 Laburnum Way, Hatfield General
Chelmsford, Essex, CM3 2LP

Date: 29/8/24