



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. The Group's Constitution is Chapter 5 of The Scout Association Policy, Operation and Rules.

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. It is a separate unincorporated educational charity within the Scouts' federated structure.

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)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Trustee Board, 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 Trustee Board consists of the Chair, Treasurer, Secretary, President and 5 other Trustees (including 2 Ex Officio Trustees, and 6 elected Trustees and 1 Nominated Trustee) and meets approximately every 3 months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

| Section B | Structure, governance and management (continued)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|           | <p><b>Risk and Internal Control</b></p> <p>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 mitigate against them. The main areas of concern that have been identified are:</p> <ul style="list-style-type: none"> <li>- Damage to property and equipment. The Group has sufficient contents insurance in place to mitigate against loss of its property and equipment.</li> <li>- Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities. Additional personal accident insurance cover has been paid for to cover risks to non-Member helpers.</li> <li>- Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the Group on an ongoing basis, either temporarily or permanently.</li> <li>- 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. The Group is seeking to appoint a volunteer to coordinate the recruitment and management of all volunteers, including Leaders.</li> <li>- Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. 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.</li> <li>- 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 a comprehensive insurance policies to ensure that insurable risks are covered.</li> </ul> |

| Section C                                                                                                                                                                                                                                                                                                                                                      | Objectives and activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Summary of the objects of the charity set out in its governing document</p>                                                                                                                                                                                                                                                                                 | <p><b>The Purpose of Scouting</b><br/>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b><br/>As Scouts we are guided by these values:<br/> <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.<br/> <b>Respect</b> - We have self-respect and respect for others.<br/> <b>Care</b> - We support others and take care of the world in which we live.<br/> <b>Belief</b> - We explore our faiths, beliefs and attitudes.<br/> <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b><br/>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:<br/> - enjoy what they are doing and have fun<br/> - take part in activities indoors and outdoors<br/> - learn by doing<br/> - share in spiritual reflection<br/> - take responsibility and make choices<br/> - undertake new and challenging activities<br/> - make and live by their Promise.</p> |
| <p>Summary of the main activities in relation to these objects</p>                                                                                                                                                                                                                                                                                             | <p>Successfully ran and maintained 6 Scouting sections within the Group: 2 Beaver Colonies, 2 Cub Packs, 2 Scout Troops.</p> <ul style="list-style-type: none"> <li>- Successfully took on new Scout members, progressed existing members through Scouting, and released older Scouts into further Scouting, all the while adhering to the values of Scouting throughout.</li> <li>- All Sections enjoyed mixtures of indoor and outdoor activities, community support work and growth of individual skill and knowledge in age appropriate ways</li> <li>- Trained new leaders and encouraged the continual development of existing leaders</li> <li>- Supported the local community with outreach activities for the good of the village.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grant making;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Public benefit statement</p>                                                                                                                                                                                                                                                                                                                                | <p>The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

advancement of citizenship or community development headings.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

Ensured fiscal compliance as a charity  
- Raised monies through monthly subscriptions as well as fund raising activities, in order to invest in young people activities and a future headquarters building intended for better investment in youth  
- Enabled the running of Scouting in the village as a successful venture, giving greater life experiences to approximately 120 young people through skills and activities which are not normally available otherwise.

## 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 Group Trustee Board considers that the Group should hold a sum equivalent to 1 years operational running costs, circa £5,000.

Quantify and explain any designations

The Group held reserves of approximately £5,000 at year end directly in relation to group section expenditure and resource. This is at the level required for operating expenses for a 12 month period. However, the group also holds reserves in relation to the HQ project of which HQ reserve funds were used in the year totalling £12,301 thus our expenditure exceeded our income but the group operational reserves were not affected by this expenditure.

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

N/A - The group operates at a circa £5,000 annual operating profit level.

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

**Investment Policy (Specimen 1)**

- the charity's principal sources of funds (including any fundraising);

The Group's operational Income and Expenditure is very 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. Group funds are currently held across 2 mainstream banks in order to maximise the statutory savings protection offered (extending to 3 in the year ahead). That being said, HQ project funds are significant and growing. Where possible the group splits the HQ reserves between 2 existing savings deposit accounts to maximise interest revenue able to be produced and we will continue to do so where applicable.

- how expenditure has supported the key objectives of the charity;

The Group Trustee Board regularly monitors the levels of bank balances and the interest rates received to ensure the Group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Trustee Board considers the cash flow requirements.

- investment policy and objectives;

## Section F

## Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

The Group is currently planning the development of a new HQ building. Land for the site has been acquired. Outline planning permission has been obtained. Full planning permission is being sought. This will be followed by detailed design and fundraising activities.

## 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)

|                    |  |
|--------------------|--|
| Norris David Riley |  |
|--------------------|--|

Position (eg Secretary, Chair)

|           |  |
|-----------|--|
| Secretary |  |
|-----------|--|

Date

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 0 | 1 | 0 | 2 | 4 |
|---|---|---|---|---|---|

### **Treasurers Report & Statement of Accounts for 2023**

2023 was a busy and exciting year for the group and I have had the honour of taking on the role of Group Treasurer mid-way through the 2023 financial year following the AGM in June 23 from Phil Downey who had been in post for a significant period so I thank him for his help and guidance over that transition.

The group had an overall deficit of £2,129 in 2023. This was due to the ongoing spend on the new HQ project throughout the year. A total of £12,782 was spent on progressing the project over the course of the year which was funded by group reserves.

Operationally however, we were in surplus by £5,727 and benefitted from a further £4,926 by donations and wonderful fundraising efforts from within the group.

Donations came from Nailsea Lions, the Parish Council and the Lloyds Bank Foundation totalling £2,000 and from great fundraising efforts within the group, most notably our September Race Night, organised by John Littlewood and which raised an additional circa £2,000!

We continue to recover well post-covid, with our numbers of young people increasing year on year with leaders providing adventurous and exciting opportunities for our children across all sections with wonderful programme and camp activities.

Moving forward and looking to the rest of this year, we continue our efforts to our new HQ project on our land at Wild Country Lane. We are in the process of exploring all grant and fundraising opportunities open to us in anticipation of planning being granted. Our surplus funds remain in deposit accounts which continues to be a great motivator and start to our fundraising journey.

Other things we are in the process of doing in relation to the financial management of the group is to digitise our accounting processes and procedures using accounting software. We're also currently in the middle of setting a scheme for our section leaders to have expenses cards to alleviate the financial burden of running brilliant programmes at their own cost prior to reimbursement. Finally, the last big item on the 2023 agenda is to regularly submit our gift aid claims, of which we are just about to submit one for the first time in a few years so I will be reaching out to parents in the near future to ensure you have please completed the relevant declaration on OSM so we are able to claim all we are entitled to moving forward.

Krystina Hartry  
Group Treasurer  
June 2024

# Long Ashton (All Saints) Scout Group

## Income and Expenditure Summary 2023

| In £'s                                      | <u>2019</u>     | <u>2020</u>     | <u>2021</u>     | <u>2022</u>     | <u>2023</u>     |
|---------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Income</b>                               |                 |                 |                 |                 |                 |
| Subscriptions                               | 13,806          | 4,490           | 10,485          | 18,309          | 24,204          |
| Activities & Camp                           |                 | 2,883           |                 | (531)           | 4,508           |
| Donations & Fundraising                     | 5,905           | 19,706          | 245,353         | 3,001           | 4,926           |
|                                             |                 |                 |                 |                 |                 |
| <b>Total Income</b>                         | <b>19,711</b>   | <b>27,079</b>   | <b>255,838</b>  | <b>20,780</b>   | <b>33,638</b>   |
|                                             |                 |                 |                 |                 |                 |
| <b>Expenditure</b>                          |                 |                 |                 |                 |                 |
| HQ Running Expenses                         | (205)           | (1,070)         | 0               |                 | 0               |
| School Hire                                 | (3,940)         |                 |                 | (2,770)         | 0               |
| New HQ                                      | (1,343)         | (6,462)         | (2,875)         | (55,291)        | (12,782)        |
| National Subs                               | (4,004)         | (4,982)         | (5,566)         | (6,060)         | (8,357)         |
| Insurance                                   | (933)           | (817)           |                 |                 | 0               |
| Activities, Camp Exps & Programme Resources | (2,022)         |                 | (2,080)         |                 | (14,628)        |
| Equipment                                   | (456)           |                 |                 | (2,036)         | 0               |
| Admin                                       | (65)            | (520)           | (200)           | (141)           | 0               |
|                                             |                 |                 |                 |                 |                 |
| <b>Total Expenditure</b>                    | <b>(12,968)</b> | <b>(13,851)</b> | <b>(10,721)</b> | <b>(66,298)</b> | <b>(35,767)</b> |
|                                             |                 |                 |                 |                 |                 |
| <b>Net Surplus / (Deficit)</b>              | <b>6,743</b>    | <b>13,228</b>   | <b>245,118</b>  | <b>(45,518)</b> | <b>(2,129)</b>  |

| <b>Statement of Assets as at 31/12/23</b> |                    |
|-------------------------------------------|--------------------|
|                                           |                    |
| Lloyds TSB current Account                | £43,566.28         |
| Lloyds TSB savings Account                | £40,482.63         |
| Lloyds TSB Deposit Account                | £160,000.00        |
| Santander Account                         | £407.42            |
|                                           |                    |
| <b>Total Bank</b>                         | <b>£244,456.33</b> |
|                                           |                    |
| Land at Wild Country Lane                 | £45,584.00         |
| Equipment                                 | £1,000.00          |
|                                           |                    |
| <b>Total Group Asset Value</b>            | <b>£291,040.33</b> |





# Scrutineer's report to the trustees

## Scrutineer's Report to the Trustees of Long Ashton (All Saints) Scout Group

I report on the accounts of the Group for the year ended December 31<sup>st</sup> 2023

### Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages 1 to 2 of the Treasurers Report as included within the Long Ashton Scouts AGM report for 2023.

### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: Nick Gill

Address: 278 Canford Lane, BS9 3PL

Date: 30<sup>th</sup> October 2024