

RECORD OF ANNUAL GENERAL MEETING

**DATE OF MEETING: 7.00pm 3<sup>rd</sup> October 2024 – Zoom online meeting**

ITEM	MATTERS DISCUSSED / AGREED
1	Introduction by Dave Jermy, Acting Chair & GSL
2	Apologies received from Chris Patmore and Trina Myatt
3	<p><b>Governance topics</b></p> <ul style="list-style-type: none"> <li>a. The minutes from the previous AGM held on 28<sup>th</sup> September 2023 were approved.</li> <li>b. The motion to adopt the model constitution from Policy, Organisation and Rules (POR) was proposed, seconded and the committee voted to adopt the new constitution. The Executive Committee was officially disbanded.</li> <li>c. The Group's financial year runs from 01/04/2023 – 31/03/2024</li> <li>d. Marion Fenn was nominated, seconded and appointed as a member of the Group Scout Council</li> <li>e. The number of members that may be appointed to the Trustee Board was agreed to be a minimum of 5 and a maximum of 12, with a recommended number of 6 members. This was proposed, seconded and approved.</li> <li>f. The quorum for future meetings of the Group Scout Council (excluding this AGM) was agreed to be 5. This was proposed, seconded and approved.</li> </ul>
4	<p><b>Review of the previous year</b></p> <ul style="list-style-type: none"> <li>a. The Group Lead Volunteer's review of Scouts in the 1<sup>st</sup> Leverstock Green Scout Group</li> <li>b. The Annual Report of the Group Trustee Board, including the annual Statement of the Accounts had been circulated in advance. The Accounts had been independently examined. There were no questions regarding the Accounts.</li> </ul>
5	<p><b>Making appointments</b></p> <ul style="list-style-type: none"> <li>a. Chris Patmore was appointed as the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board</li> <li>b. Trina Myatt was appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board</li> <li>c. Richard Haynes was appointed a member of the Group Trustee Board with an initial 3 year term, and Marion Fenn was appointed as a member of the Group Trustee Board with an initial 2 year term, following recommendations from the open selection process initiated by the Group Trustee Board. There is an open</li> </ul>

	<p>position for another Trustee with an initial 1 year term. Trustees can stand for re-election at the end of their term. Dave Jermy is an ex-officio member of the Group Trustee Board.</p> <p>d. Rob Salt was appoint the Scrutineer for the Annual accounts</p> <p>The Group thanks Gill Barling, Patrick Wilks, Mark Millar, Lou Veragoo, Richie Hollis and Claire Atkins for their service as they have stepped down from their roles on the Executive Committee.</p>
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**1st LEVERSTOCK GREEN SCOUTS GROUP****RECEIPTS AND PAYMENTS ACCOUNT SUMMARY FOR YEAR ENDED 31 MARCH 2024**

	<b>2023-24</b>	<b>2022-23</b>
	<b>This year</b>	<b>Previous Year</b>
	<b>£</b>	<b>£</b>
Bank receipts (Income)	65,593.99	62,268.95
Cash transferred from Premium account		
Investment income (TSA)	998.59	799.14
Total receipts for the year	66,592.58	63,068.09
Total expenses for the year (spend)	78,940.15	70,056.12
Cash transferred from Barclays to Premium Acct		0.00
Cash transferred into CCB		0.00
Net Income /(Expense) for the year *	<b>-12,347.57</b>	<b>-6,988.03</b>
Cash and bank funds b/f	<b>96,641.73</b>	<b>103,629.76</b>
Cash and bank funds c/f	<b>84,294.16</b>	<b>96,641.73</b>

**The above account and accompanying statement of assets and liabilities were approved by the Trustees on and signed on their behalf by**

Of the monies carried forward the following funds are allocated

	Balance at 01/04/23	Interest Received	Allocated in 2023-24	Balance to 31/03/24
<b>Barclays Investment balances: Earmarked Funds</b>				
Van	9,475.00		5,525.00	15,000.00
Building	10,251.26		-251.26	10,000.00
Jamboree                      Cap at £3,400 bi-annual spend	2,850.00		0.00      150.00	3,000.00
<b>Total Allocated</b>	<b>22,576.26</b>		<b>5,423.74</b>	<b>28,000.00</b>
<b>Unallocated Funds</b>	<b>7,401.17</b>			<b>-18,851.43</b>
<b>Barclays Investment Account Including Transfers</b>	<b>29,977.43</b>	<b>0.00</b>	<b>0.00      0.00</b>	<b>9,148.57</b>

<b>Potential Allocation of Bond accounts funds and remainder of Barclays Investment funds</b>				
<b>Total Investment bonds balance</b>				<b>62,301.59</b>
<b>Unallocated Barclays Investment balance</b>				<b>-18,851.43</b>
				<b>43,450.16</b>
<b>Hut upstairs renovations</b>			<b>3,000.00</b>	
<b>Renovate Hut Toilets</b>			<b>15,000.00</b>	
				<b>-18,000.00</b>
<b>Investment balance remaining</b>				<b>25,450.16</b>

## SECTION EXPENSES AT 31 MARCH 2024

	Balance b/f at 1/4/23 held by leaders)	Payments to leaders	Costs spent by leaders	C/F at 31/03/24(held by leaders)
<b>Troop</b>	<b>28.58</b>	<b>601.20</b>	<b>-414.29</b>	<b>215.49</b>
<b>Hawk</b>	<b>104.76</b>	<b>374.10</b>	<b>-532.72</b>	<b>-53.86</b>
<b>Kestrel</b>	<b>303.60</b>	<b>393.90</b>	<b>-456.56</b>	<b>240.94</b>
<b>Riverbank &amp; Woodland</b>	<b>63.60</b>	<b>395.48</b>	<b>-388.73</b>	<b>70.35</b>
<b>Total</b>	<b>500.54</b>	<b>1764.68</b>	<b>-1792.30</b>	<b>472.92</b>

**Movement in Section Expenses during the financial year** **-27.62**

## BANK RECONCILIATION AS AT 31 MARCH 2024

**Balance at bank- current account** **12,371.58**

### Cash in Hand

**Monies held by leaders** **472.92**

### Savings/Bond Accounts

**Business Premium Account** **9,148.07**

**HTB Bond Account** **51,973.40**

**Cambridge & Counties Bank** **10,328.19**

**Total funds carried forward** **84,294.16**

### **\*NET Movement per bank accounts FOR 2023/24**

**Movement per Barclays Current Account** **7,681.46**

**Movement per Barclays Savings Account** **-20,829.36**

**Movement per Hampshire Trust Bank Bond Accounts** **499.76**

**Movement in Cambridge and Counties Bank** **328.19**

**Movement in Section Expenses** **-27.62**

**-12,347.57**

**1st LEVERSTOCK GREEN SCOUTS GROUP**  
**RECEIPTS FOR THE YEAR ENDED 31 MARCH 2024**

	<u>Total</u>
Income	
4050 Hall Hire	4,580.00
4051 Hall Hire Responsible Deposit	200.00
4201 Woodland Beaver Activities	88.00
4202 Hawk Cub Activities	84.00
4203 Kestral Cub Activities	159.00
4204 Scout Troop Activities	1,235.00
4205 Other Activities	571.00
4302 Hawk Cub Camps/Holiday	1,485.00
4303 Kestrel Cub Camps/Holiday	3,378.00
4304 Scout Troop Camps/Holiday	90.00
4401 Summer Camp 2023	3,505.00
4402 Summer Camp 2024	13,875.00
4502 Fireworks	6,960.13
4504 Fete	527.10
4600 Easy Fundraising	59.29
4650 Uniform Income	982.34
4700 Interest/Investment Income	999.06
4800 Gift Aid	4,191.13
4905 Subscriptions - Explorers	800.00
Subscriptions	0.00
4901 Subscriptions - Woodland Beavers	4,599.00
4902 Subscriptions - Hawk Cubs	4,910.00
4903 Subscriptions - Kestrel Cubs	5,264.00
4904 Subscriptions - Scouts	8,051.00
Total Subscriptions	<u>£ 22,824.00</u>
Total Income	<u>£ 66,593.05</u>

Receipts shown above

TOTAL INCOME

Cash Transferred to Current account from Barclays Premium account, HTB

**1st LEVERSTOCK GREEN SCOUTS GROUP**

<b>EXPENSES FOR THE YEAR ENDED 31 MARCH 2024</b>				
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**Other Expenditures**

5202 Activities - Fireworks	4,549.65
5204 Activities - Fete	145.00
5302 Hawk Pack Camps/Holiday	2,144.97
5303 Kestrel Cub Camps/Holiday	3,457.27
5304 Scout Troop Camps/Holiday	821.53
5401 Summer Camp 2023	18,782.96
5402 Summer Camp 2024	1,547.69
6001 Woodland Beavers Expenses	346.80
6002 Hawk Pack Expenses	382.10
6003 Kestrel Pack Expenses	393.90
6004 Scout Troop Expenses	609.20
6011 Woodland Beaver Activities	80.39
6012 Hawk Pack Activities	101.78
6013 Kestrel Pack Activities	327.47
6014 Scout Troop Activities	1,789.17
6015 Other Activities	364.49
6050 Badges	1,401.01
6100 HHDS Subscriptions	8,082.50
6200 Uniform Cost	588.00
6800 Van Costs	1,304.90
7001 Premises Rent	1,309.87
7002 Electric	1,532.35
7003 Gas	124.57
7004 Water	795.46
7005 Waste Collection	779.64
7006 Insurance	1,316.25
7007 Cleaning	1,340.60
7008 Council Tax	0.00
7010 Building Repairs and Maintenance	16,072.56
7011 Gardening and Garden Maintenance	1,100.00
7100 Equipment	104.00
7101 Camping Equipment	2,739.10
7102 Hut Equipment	2,608.88
7302 Stationary	23.19
7303 Internet/Comms	102.25
7701 Stripe/GC/Verifone Trans Charges	835.93
7703 Verifone Costs	118.53
7800 Miscellaneous Expenses	494.58
7801 Health and Safety	293.99
<b>Total Other Expenditures</b>	<b>£ 78,912.53</b>

Expenses explained above 78912.53

Movement in Section Expenses 27.62

**78940.15**

Cash Transferred to Hampshire Trust Bank - ACCT 1211 C&C 0.00

Overall total - Expenses + Cash Transfer **78940.15**

Total expenses per Sage account 1200 **104961.58**

Movement in Section Expenses 27.62

Control total **104989.20**

**Note 1**

Posted to Section Expense Account 6204 during the **1,764.68**

Actual expensed value of Section Expenses -1792.30

Movement in Section Expenses **-27.62**

1st Leverstock Green Scout Group				
Financial Activities				
April 2023 - March 2024				
	Full Year Budget	Total		
Income				
4050 Hall Hire	1,800.00	4,580.00		
4051 Hall Hire Responsible Deposit		200.00		
4201 Woodland Beaver Activities		88.00		
4202 Hawk Cub Activities		84.00		
4203 Kestral Cub Activities		159.00		
4204 Scout Troop Activities		1,235.00		
4205 Other Activities		571.00		
4302 Hawk Cub Camps/Holiday		1,485.00		
4303 Kestrel Cub Camps/Holiday		3,378.00		
4304 Scout Troop Camps/Holiday		90.00		
4401 Summer Camp 2023		3,505.00		
4402 Summer Camp 2024		13,875.00		
4502 Fireworks	3,230.00	6,960.13		
4504 Fete		527.10		
4600 Easy Fundraising		59.29		
4650 Uniform Income		982.34		
4700 Interest/Investment Income	1,532.00	999.06		
4800 Gift Aid	5,090.00	4,191.13		
4905 Subscriptions - Explorers	1,200.00	800.00		
Subscriptions	22,620.00	22,824.00		
Total Income	£ 35,472.00	£ 66,593.05		



Other Expenditures				
5202 Activities - Fireworks		4,549.65		
5204 Activities - Fete		145.00		<b>32,017</b>
5302 Hawk Pack Camps/Holiday		2,144.97		<b>37,245</b>
5303 Kestrel Cub Camps/Holiday		3,457.27		<b>5,229</b>
5304 Scout Troop Camps/Holiday		821.53		
5401 Summer Camp 2023	5,000.00	18,782.96		
5402 Summer Camp 2024		1,547.69		
6001 Woodland Beavers Expenses		346.80		
6002 Hawk Pack Expenses		382.10		
6003 Kestrel Pack Expenses		393.90		
6004 Scout Troop Expenses		609.20		
6011 Woodland Beaver Activities	100.00	80.39		
6012 Hawk Pack Activities	100.00	101.78		
6013 Kestrel Pack Activities	100.00	327.47		
6014 Scout Troop Activities	2,155.00	1,789.17		
6015 Other Activities		364.49		
6050 Badges	1,500.00	1,401.01		
6100 HHDS Subscriptions	7,980.00	8,082.50		
6200 Uniform Cost	500.00	588.00		
6800 Van Costs	1,730.00	1,304.90		
7001 Premises Rent	724.00	1,309.87		
7002 Electric	1,632.00	1,532.35		
7003 Gas	550.00	124.57		
7004 Water	678.00	795.46		
7005 Waste Collection	759.00	779.64		
7006 Insurance	1,060.00	1,316.25		
7007 Cleaning	1,860.00	1,340.60		
7010 Building Repairs and Maintenance	1,000.00	16,072.56		
7011 Gardening and Garden Maintenance	1,100.00	1,100.00		
7100 Equipment	1,000.00	104.00		
7101 Camping Equipment		2,739.10		
7102 Hut Equipment		2,608.88		
7302 Stationary		23.19		
7303 Internet/Comms	84.00	102.25		
7701 Stripe/GC Trans Charges	1,213.00	835.93		
7703 Verifone Costs		118.53		
7800 Miscellaneous Expenses	715.00	494.58		
7801 Health and Safety	100.00	293.99		
Total Other Expenditures	<b>£ 31,640.00</b>	<b>£ 78,912.53</b>		
Net Income/(Expenditure)	<b>£ 3,832.00</b>	<b>-£ 12,319.48</b>		

<b>STATEMENT BALANCES</b>								
a) Barclays statement		31/03/2024		12,371.58	CR			
b) Barclays Premium Account		31/03/2024		9,148.07	CR			
c) Bond accounts (HTB, CCB)		31/03/2024		62,301.59	CR		71,449.66	
Total Current and Savings				83,821.24	CR			
<b>Investment balances: Earmarked Funds</b>				<b>Balance at 31/3/23</b>	<b>Interest Received</b>	<b>Allocated in 2023-24</b>		<b>Balance to date</b>
Van				9,475.00			5,525.00	15,000.00
Building				10,251.26			-251.26	10,000.00
Jamboree				2,850.00			150.00	3,000.00
Total Allocated				22,576.26			5,423.74	28,000.00
Over allocated Funds to be allocated against HTB				7,401.17				-18,851.93
Total Barclays Investment Account (Including Transfers)				29,977.43	170.64	0.00	-21,000.00	9,148.07
						Transferred in	Transferred out	
HTB (2 Yr Bus Bond Issue 39) Matures 21.07.23 (1.05%)				10,155.25	106.74		-10,261.99	0.00
CCB (1 Yr Fixed Rate Bond Is 56) Matures 25.10.23 (3.3%)				10,000.00	328.19		-10,328.19	0.00
HTB (3 Yr Bus Bond Issue 24) Matures 21.07.25 (2.6%)				10,094.48				10,094.48
HTB(2 YR Bus Bond iss 7) Matures 20.12.24 (4.15%)				10,644.01				10,644.01
HTB(1 Yr Bus Bond Iss 8) Matures 21.12.23 (3.75%)				10,480.45	393.02		-10,873.47	0.00
HTB(1 Yr Bus Bond Iss 9) Matures 02.04.24 (3.70%)				10,099.45				10,099.45
HTB (1 Yr Fixed Bond) Matures 25.07.24 (4.15%)				10,261.99				10,261.99
CCB (1 Yr Fixed Rate Bond) Matures 25.10.24 (5.2%)				10,328.19				10,328.19
HTB(1 Yr Bus Bond) Matures 21.12.24 (5.15%)				10,873.47				10,873.47
								0.00
Total Bond Funds				92,937.29	827.95	0.00	-31,463.65	62,301.59
Total investment Funds							0.00	71,449.66

Allocation of Savings Account/Bond Funds								TOTAL
Current Value of Savings								71,449.66
Allocated to Van, Building, Jamboree as above							28,000.00	43,449.66
Agreed Allocation per Budget								43,449.66
								43,449.66
Hut upstairs renovation								43,449.66
Replacing Inner and Outer Front Doors								43,449.66
Renovate Hut Toilets							15,000.00	28,449.66
Heating Upgrade								28,449.66
								28,449.66
								28,449.66

**BANK MOVEMENTS 2023-24**

**-1712.35**

Bank Balance at 31.03.24	12,371.58
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Balance at 1.4.23	Balance at 31.03.24	Difference	Income	Expenditure	Interest	Transfers
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Barclays Current Account	4,690.12	12,371.58	7,681.46	65,593.99	-78,912.53	10,000.00	5,000.00	4,000.00	2,000.00	7,681.46
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Barclays Premium Account	29,977.43	9,148.07	-20,829.36	170.64	-10,000.00	-5,000.00	-4,000.00	-2,000.00	-20,829.36
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Hampshire Trust Bank	51,473.64	51,973.40	499.76	499.76	499.76
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Cambridge & Counties Bank	10,000.00	10,328.19	328.19	328.19	328.19
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Total after adjustments	12,371.58
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12,371.58

Net bank balance per Quickbooks

12,371.58

0.00

[illegible]

Movement in Section Expenses	-27.62	-27.62
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Net Expense for the Year	-12,347.57
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CHIRIA

RECEIPTS AND PAYMENTS ACCOUNT SUMMARY FOR YEAR ENDED 31 MARCH 2024	2023-24 2022-23	This year Previous Year	£	£
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