

Trustees' Annual Report

For the period

From (start date)

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 to end date

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Section A

Reference and administration details

Charity name

1st Broxbourne Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 2 5 4 9

HQ registration number

Charity's principal address

1st Broxbourne Scout Headquarters

Rear of 2 St Michael's Road

Broxbourne

Postcode

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Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Kevin Cordina	Chairman	
2	Edward Cordina	Treasurer	
3	Liz Grahame	Secretary	
4	Sandra Williams		
5	Andrew Lincoln		
6	Jean Cooper		
7	Heather Wing		
8	Andrew Barnard		
9			
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12			
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14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document

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.

(e.g. trust deed, constitution)

How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

(e.g. appointed by, elected by)

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. The Trustee Board consists of the Chair, Treasurer and 6 Trustees (including 3 Ex Officio Trustees, and 3 co-opted Trustees) and endeavours to meet every 3 months. Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

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

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. The Group Trustee Board is also responsible for instructing the land trustees (Kevin Cordina, Paul Milner, and Andrew Lincoln) regarding the land owned by the Group.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control</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.</p> <p>The main areas of concern that have been identified are:</p> <p>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, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Risk and Internal Control</p> <p>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 expense claims and a comprehensive insurance policies to ensure that insurable risks are covered. Access to the Group's bank accounts is limited and monitored by more than one trustee. The Board has identified a risk due to online payments from our bank account requiring only a single person to action. This is being actively investigated and a dual-person requirement will be implemented.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>
Summary of the main activities in relation to	<p>The Group organises weekly meetings of each Section (During term-time) to provide activities for members. Those activities may be at the HQ or trips arranged to suitable venues. Each meeting is planned by the leaders to provide opportunities to the members in line with the values of scouting and the Scout method. The Sections also organise trips and camps outside of the regular meetings</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	<p>The Group holds an investment fund from an endowment many decades previously. The Groups policy is that the fund remains untouched, but the interest/dividends from the fund are used to fund the Group's activities each year. The Group holds a reserve of £60,000 within the Group's Deposit account to cover any rebuilding costs. The Group does not routinely make grants and these would be an exceptional event to be considered by the Trustee Board.</p>
Public benefit statement	<p>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.</p>

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Group has continued to run 1 Beaver Section, 2 Cub Sections, and 1 Scout Section for the year, each meeting on a weekly basis during term time. The Group has successfully added a new leader to the Beaver Group, and the Young Leader group is thriving, taking pressure off the leaders. The Sections have run numerous activities and camps, all of which has been delivered while maintaining finances in good order.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>The Group is in a very fortunate position to have a large deposit account balance, and a significant investment fund which pays interest/dividends to the group each year. The Group does not therefore operate a strictly controlled reserve, beyond a policy of retaining £60,000 to cover rebuilding costs, and ensuring each financial year is completed without a significant loss in our</p> <p>The Group held reserves in excess of the building rebuilding fund.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising); how expenditure has supported the key objectives of the charity; investment policy and objectives; 	<p>The Group is funded primarily by membership fees from members. The Group holds an investment fund which pays dividends/interest each year which is also used to fund the Group. The Group's policy is to run using these sources of income to avoid the need for additional fundraising which would consume volunteer's time. It has been numerous years since these sources of funds have not been sufficient.</p> <p>The Group funds maintenance of the facilities and pays for smaller activities for the Sections. Larger activities are funded by additional charges to members, without exceeding the cost to the Group.</p> <p>The Group holds an investment fund, but beyond that funds are held in current and deposit accounts of a mainstream bank.</p>

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	

Section G

Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)	<div></div>
Full name(s)	<div></div>
Position (eg Secretary, Chair)	<div></div>
Date	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div></div>

For the year ended 31/12/2023

1st Broxbourne Scout Group

Chairman: Kevin Cordina

TRUSTEES: Ex-Officio & Appointed

Kevin Cordina, Andrew Lincoln, Jenny Cheek, Jon Clayton, Liz Grahame, Jean Cooper, Paul Milner, Sandra Williams, Edward Cordina

Group Scout Leader: Mr A Barnard

TRUSTEES: Nominated

Chairman: Kevin Cordina

Treasurer: Edward Cordina

BANKERS: HSBC HODDESDON

CUSTODIAN TRUSTEES FOR PROPERTY: Kevin Cordina, Paul Milner, and Andrew Lincoln

OTHER ADVISORS: NONE

Group/District Registration number with The Scout Association ?

Charity Registration Number: 302549

Contact Name and Address:

Mr A Barnard

1st Broxbourne Scout Headquarters

Rear of 2 St Michaels Road

Broxbourne

Hertfordshire EN10 7JL

1st Broxbourne Scout Group

Trustees Annual Report for the year ended 31/12/2023

The Group is a trust established under its rules which are common to all groups / Districts.

Trustees are appointed in accordance with the Policy, Organisation & Rules of the Scout Association.

In accordance with Section 133 of the Charities Act 2011 the trustees have elected to prepare a receipts and payments account, and a statement of assets and liabilities.

The accounts have been drawn up on the receipts and payments basis which is consistent with the previous year.

For the accounting year 2023 the charity's total income was £31,436.60. In accordance with Section 145(1) of the Charities Act 2011 the trustees have elected to have the accounts examined by an independent examiner.

Approved by the Trustees onand signed on their behalf by

.....
Kevin Cordina

1st Broxbourne Scout Group

Receipts & Payments Summary for the year ended 31/12/2023

	This Year 2023	Previous Year 2022
Total receipts for the year	£ 31,436.60	£23,956.48
Total payments for the year	-£ 28,118.87	-£22,867.71
Net receipts/(payments) for the year	£ 3,317.73	£1,088.77
Cash, bank and similar funds brought forward	£122,732.84	£121,644.07
Cash, bank and similar funds carried forward	£ 126,050.57	£122,732.84

The above account and accompanying statement of assets and liabilities were approved by the Trustees

on.....and signed on their behalf by

.....

Kevin Cordina

1st Broxbourne Scout Group

Receipts for the year ended 31/12/2023

	This year 2023	Previous Year 2022
MEMBERSHIP INCOME	£14,735.28	£13,620.55
Less Refunds Paid	£0.00	£0.00
Net total	£14,735.28	£13,620.55
INVESTMENT INCOME RECEIVED		
Bank Interest: Current account	£0.00	£0.00
Deposit account	£1,599.15	£183.77
Building Society Interest	£0.00	£0.00
Scout Assoc Short Term Investment Service	£0.00	£0.00
Dividends and Interest	£0.00	£0.00
Property Rents	£0.00	£0.00
COIF Charity Fund	£8,544.10	£8,511.16
DONATIONS / GRANTS		
Miscellaneous	£41.00	£0.00
HSBC	£0.00	£0.00
Grant Broxbourne Council	£0.00	£0.00
ACTIVITIES RECEIPTS	£171.00	
FUND RAISING	£0.00	£0.00
OTHER INCOME		
Income tax recovered -		
on subscriptions and donations	£0.00	£0.00
on dividends and interest CCLA		£0.00
Gift Aid Receipts	£5,171.07	£0.00
SUNDRY RECEIPTS		
Hall donations	£0.00	£0.00
Hire of Hall	£1,175.00	£1,641.00
100 Club	£0.00	£0.00
Other Income	£0.00	£0.00
Badge receipts	£0.00	£0.00
Loans received	£0.00	£0.00
TOTAL RECEIPTS FOR THE YEAR	£31,436.60	£23,956.48

1st Broxbourne Scout Group

Payments for the year ended 31/12/2023

	This year 2023	Previous Year 2022
PREMISES		
Rent	£0.00	£0.00
Other Services	£5,452.53	£1,021.37
Light and Heat		£2,555.51
Utilities	£2,740.49	
Insurance	£2,466.86	£2,572.69
Repairs and Renewals	£0.00	£1,714.23
DONATIONS / GRANTS	30.00	0.00
Donation towards Scout Jamboree	£0.00	£0.00
ACTIVITIES	£11,821.64	£8,310.00
CAPITATION EXPENSES	£4,839.43	£5,712.91
ADMIN / ESTABLISHMENT EXPENSES	£296.82	£540.00
TRUSTEES EXPENSES	£0.00	£0.00
OTHER EXPENSES	£0.00	£0.00
PURCHASE OF CAPITAL EQUIPMENT	£0.00	£0.00
PURCHASE OF BADGES	£471.10	£441.00
SUNDRY PAYMENTS	0.00	0.00
TOTAL PAYMENTS FOR THE YEAR	£28,118.87	£22,867.71

1st Broxbourne Scout Group

Statement of Assets & Liabilities as at 31/12/2023

	This year 2023	Previous Year 2022
MONETARY ASSETS		
Cash, Bank and similar funds		
Bank Current Account(s)	£1,563.70	£1,913.22
Bank Deposit Account(s)	£108,803.87	£105,136.62
Charity Commission Fund	£15,683.00	£15,683.00
Cash in Hand	£0.00	£0.00
TOTAL	£126,050.57	£122,732.84
 Cash in Hand		
OTHER MONETARY ASSETS	£0.00	
	£0.00	
Tax Claim for Year Ending		
Debits Due to Group/District		
INVESTMENT ASSETS	£0.00	
	£0.00	
Government Stocks at Market Value	£0.00	
Other quoted securities at market value	£0.00	
Other Investments		
Property held for investment purposes		
NON - MONETARY ASSETS Assets for Char	£0.00	
	£0.00	
Badge Secretary's stock	£0.00	
Group/District Stock	£0.00	
Land and Buildings	£0.00	
Motor Vehicles		
Scouting equipment, furniture etc	£0.00	
LIABILITIES Those due within one year	£0.00	
	£0.00	
Accounts not yet paid	£0.00	
Expenses incurred not yet invoiced	£0.00	
Subscriptions not yet received		
Other	£0.00	
LIABILITIES Those payable after one year	£0.00	
	£0.00	
Loan (with details)	£0.00	
Hire purchase owing	£0.00	
Leasing payments outstanding		
Other long tem liabilities	£0.00	

1st Broxbourne Scout Group

Independent Examiner's Report Year Ended 31/12/2023

I report on the accounts of the Group/District for the year ended 31/12/2023 which are set out on pages 1 to 6.

Respective responsibilities of trustees and examiner:

As the charity's trustees you are responsible for the preparation of the account: you consider that the audit of requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of 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 Examiners statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached, and
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's / District's constitution have not been met.

Name..... G. Keay
Qualification..... ACA ICAEW Qualified
Address..... 11 Hazel Close, Cheshunt
..... EN7 6NJ
Date..... 25/06/24

1st Broxbourne Scout Group

Independent Examiner's Report Year Ended 31/12/2023

I report on the accounts of the Group/District for the year ended 31/12/2023 which are set out on pages 1 to 6.

Respective responsibilities of trustees and examiner:

As the charity's trustees you are responsible for the preparation of the account: you consider that the audit of requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of Examiner's report

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Independent Examiners statement

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Name..... G. Keay
Qualification..... ACA ICAEW Qualified
Address..... 11 Hazel Close, Cheshunt
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