

**3rd St Albans Scout Group**

**Annual Report of the Trustees and Accounts**

**For the year ended 31 March 2024**

**Reference and administration details**

3rd St Albans Scout Group is a charity registered with the Charity Commission, number 302573. Its reference address is Oak Yard Scout Hall, Chene Drive, Waverley Road, St Albans, Herts, AL3 5QP.

The charity trustees who served during the year are:-

James Harris (Chair), David Williams, Beverley Williams, Andrew Hill, Eva Lambe (Secretary) and Navdeep Shah (Treasurer)

Contact:

James Harris

Chair, 3rd St Albans Scout Group

Oak Yard Scout Hall, Chene Drive, Waverley Road, St Albans, Herts, AL3 5QP

Date of registration

11 December 1963

Governing document - Royal Charter granted 4 January 1912

**Structure, Governance and Management**

**Type of governing document**

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.

**How is the Charity constituted?**

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

**Trustee selection methods**

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. The Group is managed by the Group Executive 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 Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation. The Committee meets every 3 months and exists to support the Group Scout Leader in meeting the responsibilities of the appointments in addition to:

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 Control**

The Group Executive 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, 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.

#### **Injury to leaders, helpers, supporters and members**

The Group through the capitation fee contributes to the Scout Associations 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 and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

#### **Reduction or loss of leaders**

The group is totally reliant upon volunteers to run and administer the activities of the group. Should there result a reduction in the number of leaders to an unacceptable level either in a particular section or the group as a whole then the contraction, consolidation or closure of a section would need to be considered. 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 4 to 17. Should there result a reduction in membership to an unacceptable level either in a particular section or the group as a whole then the contraction, consolidation or closure of a section would need to be considered. In the worst case scenario the complete closure of the Group.

### **Objectives and activities**

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.

We are the UK's biggest mixed youth organisation. We change lives by offering 6- to 25-year-olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others and make a positive impact in communities. Scouts help children and young adults reach their full potential. Scouts develop skills including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.

#### **What do Scouts do?**

Scouts take part in activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. Scouts have the opportunity to learn survival skills, first aid, computer programming, or even how to fly a plane. There's something for every young person. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

#### **What do volunteers do?**

This everyday adventure is possible thanks to our adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship. Our award-winning training scheme for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can

offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.

### **Public Benefit Statement**

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.

### **Achievements and Performances**

During the year the group, which is divided into sections, met on a weekly basis. The Group offers scouting activities to Squirrels (4-6 years), Beavers (6-8 years), Cubs (8-10 years) and Scouts (10-14 years). It also supports other activities such as Archery, Survival Skills and provides volunteers for the District scout shop.

### **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 Executive Committee considers that the group should hold a sum equivalent to 9 months running costs, circa £27,000.

#### **Investment Policy**

The Group's 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.

The Group Executive 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 Executive considers the cash flow requirements.

The trustees declare that they have approved the trustees' report above Signed on behalf of the charity's trustees and there are no serious incidents or other matters that trustees should have reported to the Commission.

Signature(s) James Harris

Full name(s) James Harris

Date 31st December 2024 Position: Chair

**3RD ST ALBANS SCOUT GROUP - ACCOUNTS FOR THE YEAR TO 31 MARCH 2024****Statement of Assets & Liabilities at 31 March 2024**

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Bank current & community accounts (total)	56,646.13	27,907.56
The Scout Association Short Term Investment	<u>0.00</u>	<u>28,515.00</u>

**Receipts & payments accounts summary for the year ended 31 March 2024**

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Total receipts for the year	36,643.58	44,408.54
Total payments for the year	-36,420.01	-36,612.02
Cash at bank brought forward	27,907.56	22,111.04
Cash at bank carried forward	56,646.13	27,907.56
The Scout Association Short Term Investment b/fwd	28,515.00	26,515.00
The Scout Association Short Term Investment c/fwd	<u>0.00</u>	<u>28,515.00</u>

**Receipts for the year to 31 March 2024**

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Subscriptions	14,687.41	14,492.53
Hut hire	2,500.00	3,730.00
Trailer hire	150.00	-
Donations from Scouts against Malaria campaign	947.26 (Note 1)	1,664.26 (Note 1)
Donations for Malawi Scouts scarves	90.15 (Note 2)	-
Other Donations	2,222.91	1,086.52
Family Camp Income	5,180.00	6,864.74
Group Activities & outings income	10,459.95	6,939.32
Gift Aid	- (Note 4)	9,541.46 (Note 4)
Bank compensation for poor service	100.00 (Note 3)	-
Interest income	<u>305.90</u>	<u>89.70</u>
<b>Total receipts for the year</b>	<b><u>36,643.58</u></b>	<b><u>44,408.53</u></b>

**Payments for the year to 31 March 2024**

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Electricity	1062.18	671.58
Insurance	1,917.67	1,613.03
GSL expenditure	- (Note 5)	2,513.03
Donation to partner scout group in Ghana	1,112.45 (Note 1)	3,639.92 (Note 1)
Donations to other local scout groups	85.00	-
Other Charitable donations made	75.00	75.00
Floats	4,218.34	2,044.06
Expenditure for Family Camp	4,143.93	4,112.50
Hut Maintenance	2,530.38	2,570.30
Camping equipment maintenance	620.67 (Note 6)	-
Group Activities expenditure	7,807.65	7,541.75
Group Activities equipment	1,813.86	-
Online Scout Manager (OSM) accounting tool	127.47	-
Water rates	704.91	649.80
District Scout (capitation) fees	8,380.50	8,162.00
Scout Shop Purchases	1,805.00	2,325.85
Bank Charges	15.00	33.20
Professional Fees	<u>-</u>	<u>660.00</u>
<b>Total payments for the year</b>	<b><u>36,420.01</u></b>	<b><u>36,612.02</u></b>

**Note 1** – At 1 April 2023, the Scout Group had raised £4,586.12 for the Scouts against Malaria Campaign in Ghana. During the current financial year, the Scout Group raised a further £947.26 for the Campaign, giving a total amount raised of £5,533.38. Of this amount £3,639.92 was transferred to the Ghana Scout Group on 16 May 2022 and a further payment of £1,112.45 was made on 16 June 2023.

At 31 March 2024, the total amount remaining to be paid to the Ghana Scout Group stood at £781.01.

**Note 2** – During the year, the Scout Group commenced a new campaign to raise funds to purchase scarves for scouts in Malawi. £90.15 was raised and this amount was paid to Malawi after the year-end, on 17 April 2024.

**Note 3** – Following poor service from Barclays Bank, the Scout's incumbent bankers, the Group made the decision to transfer their banking arrangements from Barclays to Lloyds during the year. To date, compensation of £100 has been received from Barclays, although discussions are continuing.

**Note 4** – During the previous financial year, the Scout Group made gift aid claims covering 3 tax years, 2019-20, 2020-21 & 2021-22. Gift aid claims for the years 2022-23 & 2023-24 have still to be made & will follow during 2024-25.

**Note 5** – Following the transfer from Barclays to Lloyds, GSL expenditure is no longer separately identified.

**Note 6** – During the year, it was concluded that the money needed to be spent on the group's camping equipment including repairs to scout leaders' tents, purchasing propane gas cylinders and servicing the trailer.

## **Scrutineer's Report to the Trustees of the 3rd St Albans Scout Group**

I report on the accounts of the Group for the year ended 31 March 2024

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 as set out in the separate report titled "3RD ST ALBANS SCOUT GROUP - ACCOUNTS FOR THE YEAR TO 31 MARCH 2024."

Scrutineer's Statement

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

Name: Mr A.J.Hodge FCA CTA

Address: 11 Tintern Close  
Harpenden  
Herts AL5 3NZ

Date: 14 May 2024