

3rd St Albans Scout Group
Annual Report of the Trustees and Accounts
For the year ended 31 March 2025

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), Navdeep Shah (Treasurer), Eva Lambe (Secretary), David Williams, Beverley Williams, Andrew Hill, Michael Healey and Alexander Halliday.

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

Position: Chair

Date 23 December 2025

3RD ST ALBANS SCOUT GROUP - ACCOUNTS FOR THE YEAR TO 31 MARCH 2025**Statement of Assets & Liabilities at 31 March 2025**

	<u>2025</u>	<u>2024</u>
	£	£
Bank current & savings accounts (total)	53,952.30	56,646.13

Receipts & payments accounts summary for the year ended 31 March 2025

	<u>2025</u>	<u>2024</u>
	£	£
Total receipts for the year	39,770.14	36,643.58
Total payments for the year	-42,463.97	-36,420.01
Cash at bank brought forward	56,646.13	27,907.56
Cash at bank carried forward	53,952.30	56,646.13
The Scout Association Short Term Investment b/fwd	0.00	28,515.00
The Scout Association Short Term Investment c/fwd	<u>0.00</u>	<u>0.00</u>

Receipts for the year to 31 March 2025

	<u>2025</u>	<u>2024</u>
	£	£
Subscriptions	17,322.43	14,687.41
Hut hire	2,655.00	2,500.00
Trailer hire	0.00	150.00
Donations from Scouts against Malaria campaign	972.16 (Note 1)	947.26 (Note 1)
Donations for Malawi Scouts scarves	-	90.15 (Note 2)
Other Donations	1,130.44	2,222.91
Family Camp Income	6,936.00	5,180.00
Group Activities & outings income	2,769.53	10,459.95
Gift Aid	6,227.51 (Note 4)	-
Repayment interest from HMRC re Gift Aid	192.38 (Note 4)	-
Bank compensation for poor service	633.68 (Note 3)	100.00 (Note 3)
Interest income	<u>350.53</u>	<u>305.90</u>
Total receipts for the year	<u>39,189.66</u>	<u>36,643.58</u>

Payments for the year to 31 March 2025

	<u>2025</u>	<u>2024</u>
	£	£
Electricity	828.67	1062.18
Insurance	1,830.64	1,917.67
Donation to partner scout group in Ghana	1,083.18 (Note 1)	1,112.45 (Note 1)
Donation to Malawi Scouts	90.15 (Note 2)	-
Donations to other local scout groups	-	85.00
Other Charitable donations made	75.00	75.00
Floats	3,892.19	4,218.34
Expenditure for Family Camp	6,558.94	4,143.93
Hut Maintenance	8,644.45 (Note 5)	2,530.38
Camping equipment maintenance	78.40	620.67 (Note 6)
Group Activities expenditure	5,876.22	7,807.65
Group Activities equipment	547.17	1,813.86
Online Scout Manager (OSM) accounting tool	179.56	127.47
Water rates	1,082.22	704.91
District Scout (capitation) fees	9,775.50	8,380.50
Scout Shop Purchases	1,271.20	1,805.00
Bank Charges	15.00	15.00
Training	<u>55.00</u>	-
Total payments for the year	<u>41,883.49</u>	<u>36,420.01</u>

Note 1 – At 1 April 2024, the Scout Group had raised £5,458.37 for the Scouts against Malaria Campaign in Ghana. During the current financial year, the Scout Group raised a further £972.16 for the Campaign, giving a total amount raised of £6,430.53. Of this amount £3,639.92 was transferred to the Ghana Scout Group on 16 May 2022 and further payments of £1,112.45 and £1,083.18 were made on 16 June 2023 and 21 August 2024 respectively. At 31 March 2025, the total amount remaining to be paid to the Ghana Scout Group stood at £594.98. Since 31 March 2024, further amounts have been raised totalling £150.85 resulting in a total current balance remaining to be paid of £745.83.

Note 2 – During the year to 31 March 2024, the Scout Group commenced a campaign to raise funds to purchase scarves for scouts in Malawi. £90.15 was raised in the previous financial year and this amount was paid to Malawi on 17 April 2024.

Note 3 – During the previous financial year and following poor service from Barclays Bank, the incumbent bankers, the Group made the decision to transfer their banking arrangements from Barclays to Lloyds Bank. During the year, further compensation totalling £663.68 was received following a complaint to the Financial Ombudsman.

Note 4 – During the financial year, the Scout Group made gift aid claims covering the tax years 2022-23 & 2023-24. Gift aid tax repayments totalling £6,227.51 was received from HMRC plus repayment interest of £192.38. The gift aid claim for 2024-25 was made in June 2025 resulting in a gift aid tax repayment of £3551.25 plus repayment interest of £21.92

Note 5 – During the financial year, there has been significant expenditure on maintenance of the scout hut, including replacing the doors to the hut costing a total of £6,760.80.

Note 6 – During the previous financial year, significant expenditure was incurred on maintenance of the group's camping equipment.

Income Statement

3RD ST ALBANS SCOUT GROUP - ACCOUNTS FOR THE YEAR TO 31 MARCH 2025

INCOME STATEMENT

	<u>2025</u>	<u>Year ended 31 March</u>	<u>2024</u>
<u>Income</u>	<u>£</u>		<u>£</u>
Bank compensation for poor service	633.68		100.00
Other Donations received	1,130.44		2,222.91
Donations from Scouts against Malaria campaign	972.16		947.26
Donations for Malawi Scouts scarves	-		90.15
Gift Aid	6,419.89		-
Group activities & outings	2,769.53		10,459.95
Hut hire	2,655.00		2,500.00
Trailer Hire	-		150.00
Interest income	350.53		305.90
Family Camp Income	6,936.00		5,180.00
Subscriptions	17,322.43		14,687.41
Total	39,189.66		36,643.58
<u>Expenditure</u>			
Floats	-3,892.19		-4,218.34
Donations to other local scout groups	-		-85.00
Donation to partner scout group in Ghana	-1,083.18		-1,112.45
Donation to Malawi Scouts	-90.15		-
Charitable donations made	-75.00		-75.00
Expenditure for Family Camp	-6,558.94		-4,143.93
Group Activities expenditure	-5,876.22		-7,807.65
Group Activities equipment	-547.17		-1,813.86
Camping equipment maintenance	-78.40		-620.67
Electricity	-828.67		-1,062.18
Water rates	-1,082.22		-704.91
Insurance	-1,830.64		-1,917.67
Scout hut maintenance	-8,644.45		-2,530.38
District Scout (capitation) fees	-9,775.50		-8,380.50
Online Scout Manager (OSM) accounting tool	-173.50		-127.47
Scout shop purchases	-1,271.20		-1,805.00
Bank Charges	-21.06		-15.00
Training	-55.00		-
Total	-41,883.49		-36,420.01
Net income	-2,693.83 (agreed)		223.57 (agreed)

Reconcile to 2024/25 transactions spreadsheet:-

Income	39,770.14	37,115.80
Expenditure	-42,463.97	-36,892.23
Transfers to/(from) Short-term inv a/c	-	28,515.00
Transfers to Community a/c from main a/c	-	-
Transfers into/(from) Short-term inv a/c to/from	-	-
Barclays Main Account	-	-28,515.00
Close Barclays accounts & set up Lloyds	-	-59,468.60
Initial deposit into Lloyds Bank Account	-	59,468.60
Net surplus/(deficit)	-2,693.83 (agreed)	223.57 (agreed)

CASH BALANCE

Balance brought forward at 1 April	56,646.13	27,907.56
Net income/(deficit) for the year	-2,693.83 (above)	223.57 (above)
Transfer from/(to) investment account		28,515.00 (above)
Balance carried forward at 31 March	53,952.30	56,646.13
Lloyds Main account	23,601.77 (agreed to bank statement)	- 56,646.13 (agreed to bank statement)
Lloyds 95 Day Savings Account	30,350.53 (agreed to bank statement)	-
Barclays :- Main account	0.00	27,691.76 0.00 (agreed to bank statement)
Community account	0.00	215.80 0.00 (agreed to bank statement)
	53,952.30 ✓	56,646.13 ✓
Short-term investment account b/f	-	28,515.00
Investments during the year	-	-
Close Short-term investment account	-	-28,515.00
Short-term investment account c/f	0.00	0.00
Total income	39,770.14 (above)	37,115.80 (above)
Total expenditure	-42,463.97	-36,892.23
Net	-2,693.83 ✓	223.57 ✓

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 2025

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 2025."

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: 29 July 2025