

# **1st Sandridge Scout and Guide Group**

## **Report & Accounts for the Year ended 31st March 2024**

**Charity Reference Number:** 302579

**Scout Association Registration Number:** 138

**President:**

**Vice Presidents:**

**Trustees, Ex Officio:**

Group Scout Leader

Scout Leader

Scout Leader

Cub Scout Leader

Assistant Cub Scout Leader

Beaver Scout Leader

Beaver Scout Leader

Guide Leader

**Name**

Nicola Wells

Barry Shadbolt

Charli-Anne McFarlane

Kate Wells

Alex Hamilton-Bray

Simon Jewels

Danielle Higgins

Bridget Shadbolt

**Trustees, Elected:**

Chairman

Treasurer

Secretary

**Name**

Phillip Coates

Colin Davison

Andrew Giddings

**Trustees, Nominated:**

**Name**

Caroline Atkins

John Forward

Sharon Jackson

**Custodian Trustees (if any):**

**Name**

Gillian Forward

Bruce McFarlane

Kevin Percy

Craig Wells

**Bankers:**

Santander UK Bank

**Other Advisors (if any)**

**Contact Name and Address:**

Mr. C Davison

6 Windermere Avenue

St. Albans AL1 5QW

## **Trustees Annual Report for the Year Ended 31<sup>st</sup> March 2024**

### **Objectives and Structure of the Group**

Our group aims are to meet those of the Scout and Guide Associations through a range of formal training sessions and other activities. These all take place during normal weekly meetings and extra organised events. The Group comprises six Scout Sections and one Guide Company so the activities are numerous and varied. The Scouts Section are members of The Scout Association and the Guide Section is a member of Girl Guiding UK. Each section follows the activities of the relevant national association and is governed by their rules and policies.

The weekly meetings include the normal training standards such as knotting, first aid, cooking, fire lighting and map and compass work. All these basic skills are aimed at giving children the opportunity to take part in more adventurous activities and enabling the children to look after themselves. The other activities this year have included visits to local places of interest, cycling, night hikes, bridge building using pioneering skills and talks by outside speakers.

### **Major Activities and Achievements in the Year**

1st Sandridge Scout and Guide group continues into it's 97th year. In that time 1,000's of young people have gained skills for life, made possible by the small army of volunteers who have worked with the Group. Many of those volunteers have come up through the sections before becoming leaders themselves. This tradition is still as strong today and the young people continue to have an incredibly varied weekly experience. Members also take part in Camps, a Gang Show, Competitions, ranging from Orienteering, to swimming, to cooking and Community projects.

There are two projects on the go at the moment, one the building of an outside kitchen, which is nearing completion, the second will take some time, as it involves a large extension to the headquarters. Plans are being drawn up and fundraising is taking place. This will not get in the way of any of the traditional scouting activities

### **Governing Documents**

The Group is a trust with Trustees appointed in accordance with the Constitution which is re-adopted at each Annual General Meeting of the Group Council, the last in July 2023. The constitution follows the Policy, Organisation and Rules of The Scout Association and Girlguiding UK

### **Financial Review 2023/24**

The Accounts have been drawn up on the receipts and payments basis which is consistent with the previous year. The statement of assets and liabilities shows the nature of the assets controlled by Group, together with an estimate of current value, and any material liabilities that need to be met from the funds. Both the receipts and payments accounts and statement of assets and liabilities have been prepared following the guidance for accounting for smaller charities issued by the Charity Commission.

The level of subscriptions received reflects the number of members in the Group which has reduced due to the lower number of members from the previous year.

Receipts were lower than expenses for the year, mainly due to higher electricity expenses, lower fund raising activities and spending on upgrading the kitchen area during the year. The Group receives significant donations for the use of the hut, which has enables the Group to maintain sufficient levels of reserves without increasing subscriptions for membership of the Group. The Trustee Board considers the bank and cash balances held by the Group are sufficient to cover the running costs of the sections, repairs to the hut and provide cover for potential unforeseen expenses.

### **Transactions with Trustees**

Occasionally trustees or related companies will supply services to the Group the costs of which are agreed with other trustees not related to those trustees. During the year trustees-related companies supplied goods and services in support of evening activities of the group. These supported 6 evening activities across 4 sections to a total cost to the Group of £1,622 during the year.

### **Reserves Policy**

The Group's policy is to hold sufficient resources to continue the charitable activities if the group income and fundraising activities fall. The Group Trustee Board regularly reviews cash balances to ensure sufficient funds are held.

The Group has established a Building Fund to cover any potential capital costs on maintaining the building and to fund an extension to the Hut in order to improve the Group's facilities. The Building Fund currently stands at £23,054.

### **Investment Policy**

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

### **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.

### **Serious Incidents**

There were no serious incidents reportable to the Charity Commission during the financial year that should have been reported to the Commission but were not.

### **Risk and Internal Control**

The Group has in place a system of internal controls that are designed to provide reasonable assurance against material mismanagement and loss that are proportionate to the size of the Group. These include 2 signatories being required for all payments and insurance policies to ensure insurable risks are covered. As members of The Scout Association and Girl Guiding UK the Group is covered by accident insurance for the relative activities under those associations and the Trustee Board have taken out additional insurance, such as building and contents insurance for the Group HQ, where appropriate.

The Trustees Report, Accounts and accompanying Statement of Assets and Liabilities were approved by the Trustees on 2 July 2024 and signed on their behalf by:

Nicola Wells  
Group Scout Leader

Phillip Coates  
Group Chairman

Colin Davison  
Group Treasurer

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## 1st Sandridge Scout and Guide Group

### Receipts and Payments Summary for the Year Ended 31st March 2024

	Current Year (£)	Previous Year (£)
Total Receipts for the year	30,631	40,784
Total Payments for the year	(32,865)	(26,407)
Net Receipts (Payments) for the year	(2,234)	14,377
Cash, Bank and similar funds b/fwd	55,088	40,711
Cash, Bank and similar funds c/fwd	<b>£52,854</b>	<b>£55,088</b>

#### Represented By:

	Current Year (£)	Previous Year (£)
<b>General Fund</b>		
Opening Balance for the year	34,121	28,112
Net Receipts (Payments) for the year (excluding payments from Building Fund)	(2,234)	14,377
Transferred from / (to) Building Fund	(2,087)	(8,368)
Closing Balance for the year	29,800	34,121
<b>Building Fund</b>		
Opening Balance for the year	20,967	12,599
Transferred from / (to) General Fund	2,087	8,368
Payments out of Fund	0	0
Closing Balance for the year	23,054	20,967
Cash, Bank and similar funds c/fwd	<b>£52,854</b>	<b>£55,088</b>

**1st Sandridge Scout and Guide Group**  
**Receipts for the Year Ended 31<sup>st</sup> March 2024**

	Current Year (£)	Previous Year (£)
<b>Membership Subs</b>	17,797	18,354
Less: Paid	(8,894)	(8,845)
	<b>8,903</b>	<b>9,509</b>
<b>Activities and Camps</b>		
Activities	2,201	2,030
Camps	3,957	3,948
	<b>6,158</b>	<b>5,978</b>
<b>Investment Income</b>	312	30
<b>Donations/Grants</b>	7,693	10,968
<b>Fund Raising (Gross)</b>	5,600	11,905
<b>Income Tax Recovered</b>	1,245	1,674
<b>Brownies and Explorers Hut Use</b>	720	720
<b>TOTAL RECEIPTS</b>	<b>£30,631</b>	<b>£40,784</b>

**1st Sandridge Scout and Guide Group**  
**Payments for the Year Ended 31<sup>st</sup> March 2024**

	Current Year (£)	Previous Year (£)
<b>Premises</b>		
Telephone	165	168
Light & Heat	4,099	1,858
Insurance	3,518	3,335
Repairs & Renewals	7,926	2,366
Fire Protection, Cleaning, Other	1,896	966
	<b>17,604</b>	<b>8,693</b>
<b>Activities and Camps</b>		
Activities	7,000	5,467
Camps	2,587	3,464
	<b>9,587</b>	<b>8,931</b>
<b>Donations/Grants</b>	43	375
<b>Fund Raising Expenses</b>	3,547	5,908
<b>Administration Expenses</b>	32	83
<b>Trustee Expenses</b>	0	0
<b>Purchase of Capital Equipment</b>	739	1,018
<b>Badges &amp; Clothing</b>	1,313	1,399
<b>Sundry Payments</b>	0	0
<b>TOTAL PAYMENTS</b>	<b>£32,865</b>	<b>£26,407</b>

**1<sup>st</sup> Sandridge Scout and Guide Group**  
**Statement of Assets & Liabilities at 31<sup>st</sup> March 2024**

	Current Year (£)	Previous Year (£)
<b>MONETARY ASSETS:</b> Cash, bank and similar funds		
Bank Current Account(s)	9,883	12,638
NS&I Investment Account (Reserve)	42,441	42,129
Cash in hand	530	321
	52,854	55,088
Tax Claim for Year Ending 5th April 2024	56	0
	<b>£52,910</b>	<b>£55,088</b>
<b>NON-MONETARY ASSETS:</b> Assets for Charity's own use		
Badge Stock		
Land and buildings	340,000	340,000
Motor vehicles	0	0
Scouting equipment, furniture, etc.	16,000	16,000
	<b>£356,000</b>	<b>£356,000</b>
<b>LIABILITIES:</b> Those due within one year	<b>0</b>	<b>0</b>
<b>LIABILITIES:</b> Those payable after one year	<b>0</b>	<b>0</b>
<b>CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS</b>	<b>0</b>	<b>0</b>

## **Independent Examiner's Report to the Trustees of the 1<sup>st</sup> Sandridge Scout and Guide Group**

I report on the accounts of the Group for the year ended 31<sup>st</sup> March 2024 which are set out on pages 4 to 7.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state 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 Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent Examiner's 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 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signature:

Name:

Qualification:

Address

\_\_\_\_\_  
Martyn MacPhee

Accountant (Retired)

103 Stanley Avenue, Chiswell Green,  
St. Albans, Herts. AL2 3AQ

Date:

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29 June 2024