

# 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

3rd Ware Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 2 5 9 1

HQ registration number

1 0 0 1 0 1 0 3

Charity's principal address

Broadmeads

Ware

Hertfordshire

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	Keith Jennings	Chair	
2	Peter Botevyle	Treasurer	
3	Gavin Matthews	Group Scout Leader	
4	Andy Halpin		
5	Rachel Swatton		
6	Duncan Stevenson		
7	Laura Barker		
8	Jacqueline Matthews		
9	Daniel O'Neill		
10	Linda O'Neill		
11	Sarah Laverick		
12	Tomas Svetlik		
13	Jeremy Pick		
14	David Lee		
15	Matthew Reason	Group Scout Leader	from 01/01/2023

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

(e.g. trust deed, constitution)

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.

## How the charity is constituted

(e.g. trust, association, company)

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

## Trustee selection methods

(e.g. appointed by, elected by)

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

## 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 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.

## 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

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets when required.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

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.



**Section B****Structure, governance and management (continued)****Risk and Internal Control (Part 1)**

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 fees 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. 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.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. 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.

**Risk and Internal Control (Part 2)**

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 payments and a comprehensive insurance policies to ensure that insurable risks are covered.



Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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 these objects	<p>The charity provides weekly and ad-hoc activities for young people from ages 6 - 14</p>

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.



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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.
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**Section D**

**Achievements and performance**

Summary of the main achievements of the charity during the year

The charity provided activities to advance citizenship for 80 young people
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**Section E**

**Financial Review**

Brief statement of the charity's policy on reserves

**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 12 months fixed running costs.

The Group held reserves of approximately £X against this at year end. This is above the level required for operating expenses. However, this can be explained as the Group intends to embark upon an extensive building programme in the near future.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

None
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Further financial review details (optional information)

You **may choose** to include additional

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information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);

#### 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 or The Scout Association's Short Term Investment Service.

- how expenditure has supported the key objectives of the charity;

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.

- investment policy and objectives;

#### Section F

#### Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

Major construction works planned during the next year using funds already held.

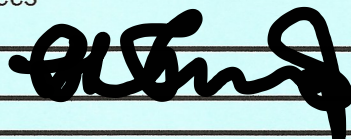

#### Section G

#### Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Keith Jennings

Matthew Reason

Position (eg Secretary, Chair)

Chair

Group Scout Leader

Date

03/06/24



Peter Botevyle Group Treasurer  
 3RD WARE SCOUT GROUP  
 RECEIPTS  
 FOR THE YEAR ENDED 31 Mar 2023

	31-Mar-23	
	£	£
SUBSCRIPTIONS	13265.12	
INVESTMENT INCOME		
DEPOSIT ACCOUNT		29.73
M & G/ and Charifund		323.98
SHORT TERM INVESTMENT		40.29
	394	
HALL HIRE	963	
ACTIVITIES		
CAMPING - income from camp acc	8185.21	
FUNDRAISING		
FUNDRAISING ACTIVITIES		425.65
DONATIONS		600
	1025.65	
OTHER INCOME		
TAX RECOVERIES - gift aid	0	
OTHER INCOME	3589.14	
Income from current account	27422.12	
Total Income - above line 10	27422.12	

3RD WARE SCOUT GROUP  
 PAYMENTS  
 FOR THE YEAR ENDED 31 Mar 2023

	31-Mar-23	
PREMISES		
LEASE		0
RATES		0
ELECTRICITY/WATER		2486.04
INSURANCE		2659.43
HQ MAINTENANCE		806.91
OTHER EXPENSES at HQ inc cleaning / broadband		1985.7
	7938.08	
DONATIONS	25	



# ACTIVITIES

CAMPING- Camp account	7998.87
OTHER - Activities and general exp	5686.18
	<u>13685.05</u>

# ADMINISTRATION AND ESTABLISHMENT

CAPITATION	5831.5
ADMINISTRATION - group	670.74
	<u>6502.24</u>

# EQUIPMENT PURCHASES

CAMPING	731.94
GENERAL	30.24
	<u>762.18</u>

# BADGES

1120.57

# LEADER UNIFORM & TRAINING

89

# OTHER - inc fundraising

584.01

30706.13

# 3RD WARE SCOUT GROUP

# STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 Mar 2023

31-Mar-23

£ £

# MONETARY ASSETS

CURRENT ACCOUNT	19508.15
DEPOSIT ACCOUNT	13639.26
CAMP ACCOUNT	23586.24
SHORT TERM INVESTMENT	14445.88
CASH	
	<u>71179.53</u>

# OTHER MONETARY ASSETS

TAX CLAIM OUTSTANDING	
OTHER	0
	<u>0</u>

# TOTAL MONETARY ASSETS

71179.53

# INVESTMENTS

# PREMIUM BONDS

CHARIFUND	41112.95
CHARIBOND	53360.77
	<u>94473.72</u>



NON-MONETARY ASSETS

BUILDINGS (INSURANCE VALUE)	251623
CONTENTS (INSURANCE VALUE)	25289
EQUIPMENT (INSURANCE VALUE)	6820
TRAILER (INSURANCE VALUE)	4500

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## **Independent examiner's report to the trustees of 3<sup>rd</sup> Ware Scouts**

I report to the trustees on my examination of the accounts of the 3<sup>rd</sup> Ware Scouts for the year ended 31<sup>st</sup> March 2023.

### **Responsibilities and basis of report**

As the charity trustees of 3<sup>rd</sup> Ware Scouts, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 3<sup>rd</sup> Ware Scouts accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 3<sup>rd</sup> Ware Scouts as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Geoffrey Addy

Relevant professional qualification or membership of professional bodies (if any): ACMA

Address: 34 Furlong Way, Great Amwell, Ware SG12 9TF.

Date: 20<sup>th</sup> May 2024