

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 4

to end date

3 1 0 3 2 5

## Section A

### Reference and administration details

Charity name

3rd Ware Scout Council

Other names the charity is known by

3rd Ware Scout Group

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

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	Matthew Reason	Group Lead Volunteer	
3	Peter Botevyle	Treasurer	
4	Amanda Swatton	Secretary	
5	Duncan Stevenson		
6	Daniel O'Neill		
7	Linda O'Neill		
8	Tomas Svetlik		
9	Jeremy Pick		
10	Richard Marlow		
11			
12			
13			
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

(e.g. trust deed, constitution)

The Group's/District's/Area's/County's (delete as appropriate) 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/District/Area/County (delete as appropriate) 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 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.

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 Trustee Board consists of the Chair, Treasurer and 6 Trustees (including 2 Ex Officio Trustees, and 2 co-opted Trustees) and meets every # months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

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.

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Section B	Structure, governance and management (continued)
	<b>Risk and Internal Control (Operational)</b>
	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. 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 Board 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 4 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 (Financial)**

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

#### **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.

#### **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.

#### **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.



### Summary of the main activities in relation to these objects

The Charity provides a programme of weekly and other events for young people aged 4 - 14

### 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.

### 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.

## Section D

### Achievements and performance

Summary of the main achievements of the charity during the year

The charity provided activities to advance citizenship for over 80 young people

## 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 Trustee Board considers that the group should hold

a sum equivalent to 12 months running costs, circa £36k

The Group held reserves of approximately £165k against this at year end. This is above the level/below required for operating expenses. However this can be explained as the Group intends to embark on a major building programme in the near future

Quantify and explain any designations

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

None

Further financial review details (optional information)

You may choose to include additional information relevant to the Investment Policy, about:

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

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.

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

The Group Trustee Board 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 Trustee Board 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)

ment)

Major building works planned during the next financial year

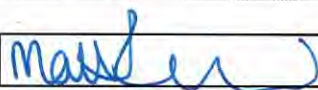
Section G

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 Lead Volunteer

Date

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# 3rd Ware Scout Group (302591) Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-24	To	31-Mar-25
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## Receipts and payments

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2024 Total funds £
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	15,832			15,832	14,681
Donations	490			490	400
Camp and Camp activities	9,224			9,224	12,332
Gift Aid	2,949			2,949	3,099
Other similar income - County Lottery & cont to trip	218			218	163
Cash Receipts - part Exp				-	-
<b>Sub total</b>	<b>28,713</b>	<b>-</b>	<b>-</b>	<b>28,713</b>	<b>30,675</b>
<b>Grants</b>					
Maintenence grant	-	-	-	-	-
Other grants -EHDC	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fundraising events (gross)</b>					
Uniform Sales	-	-	-	-	296
Detail 2		-	-	-	-
Detail 3		-	-	-	-
Other fundraising activities	476	-	-	476	1,412
<b>Sub total</b>	<b>476</b>	<b>-</b>	<b>-</b>	<b>476</b>	<b>1,708</b>
<b>Scout hut income</b>					
Hire of building	1,515	-	-	1,515	1,342
Hire of equipment	-	-	-	-	-
Other Scout hut income	-	-	-	-	-
<b>Sub total</b>	<b>1,515</b>	<b>-</b>	<b>-</b>	<b>1,515</b>	<b>1,342</b>
<b>Investment income</b>					
Bank interest	425	-	-	425	562
Building Society interest		-	-	-	-
The Scout Association Short Term Investment Service		-	-	-	-
Other investment income M&G	351	-	-	351	173
<b>Sub total</b>	<b>776</b>	<b>-</b>	<b>-</b>	<b>776</b>	<b>735</b>
<b>Total Gross Income</b>	<b>31,480</b>	<b>-</b>	<b>-</b>	<b>31,480</b>	<b>34,460</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>31,480</b>	<b>-</b>	<b>-</b>	<b>31,480</b>	<b>34,460</b>

# 3rd Ware Scout Group (302591) Receipts and Payments Account

Year start date

Year end date

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## Receipts and payments

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2024 Total funds £
<b>Payments</b>					
<b>Charitable Payments</b>					
Membership subscriptions paid on (National/County/Area/District)	9,447	-	-	9,447	7,375
Youth programme and activities	4,969	-	-	4,969	5,609
Refund of subs / activities	15	-	-	15	53
Adult support and training	-	-	-	-	-
Rent Rates Refuse	1,350	-	-	1,350	4,661
Water and Sewerage	344	-	-	344	454
Electricity and Gas	1,851	-	-	1,851	1,074
Insurance	3,877	-	-	3,877	2,954
Repairs and Renewals	4,029	-	-	4,029	673
Materials and equipment	699	-	-	699	3,244
Printing and photocopying	-	-	-	-	-
Contribution to camp costs	6,267	-	-	6,267	8,378
Uniforms	54	-	-	54	63
AGM and trustee expenses - Admin	1,406	-	-	1,406	1,338
Badges & Scarves	982	-	-	982	1,722
Cleaning	653	-	-	653	528
Broadband	287	-	-	287	274
<b>Sub total</b>	<b>36,232</b>	<b>-</b>	<b>-</b>	<b>36,232</b>	<b>38,400</b>
<b>Fundraising &amp; other expenses</b>					
	-	-	-	-	-
Donations	-	-	-	-	-
Hall refund deposit	-	-	-	-	25
Other fundraising costs	33	-	-	33	48
<b>Sub total</b>	<b>33</b>	<b>-</b>	<b>-</b>	<b>33</b>	<b>73</b>
<b>Total Gross Expenditure</b>	<b>36,265</b>	<b>-</b>	<b>-</b>	<b>36,265</b>	<b>38,473</b>
<b>Asset and investment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>36,265</b>	<b>-</b>	<b>-</b>	<b>36,265</b>	<b>38,473</b>
<b>Net of receipts/(payments)</b>	<b>- 4,783</b>	<b>-</b>	<b>-</b>	<b>- 4,783</b>	<b>- 4,013</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds last year end</b>	<b>67,163</b>	<b>-</b>	<b>-</b>	<b>67,163</b>	<b>71,176</b>
<b>Cash funds this year end</b>	<b>62,380</b>	<b>-</b>	<b>-</b>	<b>62,380</b>	<b>67,163</b>

# 3rd Ware Scout Group (302591) Receipts and Payments Account

Year start date

Year end date

For the year from	01-Apr-24	To	31-Mar-25
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## Statement of assets and liabilities at the end of the year

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2024 Total funds £
<b>Cash funds</b>					
Bank current account	2,626	-	-	2,626	4,292
Bank deposit account	29,072	-	-	29,072	28,647
Bank Camp account	30,682	-	-	30,682	34,224
The Scout Association Short Term Investment Service	-	-	-	-	-
Cash/Floats	-	-	-	-	-
<b>Total cash funds</b>	<b>62,380</b>	<b>-</b>	<b>-</b>	<b>62,380</b>	<b>67,163</b>
(agree balances with receipts and payments a/c)	ok	ok	ok	ok	ok
<b>Other monetary assets</b>					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>					
Investment property - detail	-	-	-	-	-
Quoted investments	103,870	-	-	103,870	98,359
Other investments - detail	-	-	-	-	-
<b>Sub total</b>	<b>103,870</b>	<b>-</b>	<b>-</b>	<b>103,870</b>	<b>98,359</b>
<b>Non monetary assets for charity's own use</b>					
Badge stock	-	-	-	-	-
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings	286,755	-	-	286,755	286,755
Motor vehicles	5,159	-	-	5,159	5,159
Scouting equipment, furniture etc	30,000	-	-	30,000	30,000
Contents	28,990	-	-	28,990	28,990
<b>Sub total</b>	<b>350,904</b>	<b>-</b>	<b>-</b>	<b>350,904</b>	<b>350,904</b>
<b>Liabilities</b>					
Accounts not yet paid	-	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>517,154</b>	<b>-</b>	<b>-</b>	<b>517,154</b>	<b>516,426</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Print Name


Chair
Treasurer

## **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 2025.

### **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: 24<sup>th</sup> June 2025