

# Trustees' Annual Report

For the period

From (start date)

0 1 0 1 2 3

to end date

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## Section A

## Reference and administration details

Charity name

1st St Neots Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 3 3 4 7

HQ registration number

1 0 0 0 9 9 8 8

Charity's principal address

The Scout Hall

Bedford Street

St Neots

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	Alan Keith Watson	Chair	
2	Martyn Wright		
3	Samantha Jayne Davies	Secretary	
4	Elinor Warburton		
5	Helen Mary Barnard		
6	Adam Shaun Wright	Group Scout Leader	
7	Catherine Jane Gregorious		
8	Gareth Henry Howell	Treasurer	
9	Keith Charles Horn		
10	Graham Capper		
11	Victoria Filler		From 05/09/2023
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

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.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

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 three independent representatives - Chair, Treasurer and Secretary - together with the Group Scout Leader, individual section leaders (if they opt to be a trustee), elected members, nominated members and co-opted members. The Trustee Board meets 5/6 times a year.

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.

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

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 local community centres 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.

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</p>



**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

Each of the Group's seven sections run a full programme of weekly meetings as well as additional events and activities. Throughout the year, all young people are given opportunities for at least 1 night away activity which could include camping, residential, overseas and indoor sleepovers.

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.

The Group does not make grants to other bodies, however it does occasionally make donations to other scouting charities.

The Group could not function without the contributions of its volunteers including young leaders, adult leaders, managers, trustees and supporters. In the reporting year, we delivered over 10,000 Scouting-hours to 120 young people.

The Group does not currently invest any of its reserves.

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

2023 saw the continuation of a 12 year trend of growth (except 2021 following COVID impacts) where we recorded the largest number of youth and adult members since current records began supported by the creation of a new sections, our Squirrels for 4 to 6 year olds.

All sections were offered nights away as part of the programme.

Throughout the year, many top awards (Chief Scout Awards) were awarded to young people as well as Long Service,



Commissioner Commendation, and Good Service Awards to volunteers.

## 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 8 months of mandatory running costs.

Quantify and explain any designations

There are no specific 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, where relevant, about:

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

The Group's primary sources of funding are membership subscriptions from youth members, hall hire fees and fundraising.

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

Most incomes is spent on running the programme, maintaining and operating the hall, insurances and other required costs, servicing loans that were taken out for building works.

- investment policy and objectives;

### 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.

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.

## Section F

## Other Optional Information



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

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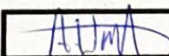
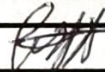
**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

ADAM WRIGHT	GARETH HOWELL
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Position (eg Secretary, Chair)

GROUP SCOUT LEADER	GROUP TREASURER.
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Date

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# 1st St Neots Scout Group

## Receipts and Payments Account

	For the period from	1st Jan 2023	To	31st Dec 2023	
<b>Receipts and payments</b>					
	Unrestricted funds	Restricted funds	Endowment funds	2023	2022
	£	£	£	£	£
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Camps & Events income	£ 9,454	£ -	£ -	£ 9,454	£ 15,498
Membership Subscriptions	£ 21,111	£ -	£ -	£ 21,111	£ 18,040
Donations	£ 1,701	£ -	£ -	£ 1,701	£ 1,751
Legacies	£ -	£ -	£ -	£ -	£ -
Gift Aid	£ -	£ -	£ -	£ -	£ 4,462
Other income	£ -	£ -	£ -	£ -	£ -
<b>Sub Total</b>	<b>£ 32,265</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 32,265</b>	<b>£ 35,287</b>
<b>Grants</b>					
Maintenance grants	£ -	£ -	£ -	£ -	£ -
Other grants	£ -	£ -	£ -	£ -	£ 2,667
New section grant	£ -	£ -	£ -	£ -	£ -
<b>Sub Total</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 2,667</b>
<b>Fundraising (gross)</b>					
Activities	£ 5,780	£ -	£ -	£ 5,780	£ 5,483
Other	£ 732	£ -	£ -	£ 732	£ 1,028
<b>Sub Total</b>	<b>£ 6,512</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 6,512</b>	<b>£ 6,511</b>
<b>Investment Income</b>					
Bank Interest	£ -	£ -	£ -	£ -	£ -
Hall hire	£ 1,488	£ -	£ -	£ 1,488	£ 4,174
Balancing transactions	£ -	£ -	£ -	£ -	£ 100
Other investment income	£ -	£ -	£ -	£ -	£ -
<b>Sub Total</b>	<b>£ 1,488</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 1,488</b>	<b>£ 4,324</b>
<b>Total Gross Income</b>	<b>£ 40,265</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 40,265</b>	<b>£ 48,739</b>
<b>Asset and Investments sales, etc.</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>Total Receipts</b>	<b>£ 40,265</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 40,265</b>	<b>£ 48,739</b>
<b>Payments</b>					
<b>Charitable Payments</b>					
Adult support & training	£ (225)	£ -	£ -	£ (225)	£ (121)
Bank charges	£ (1,054)	£ -	£ -	£ (1,054)	£ (1,565)
Cleaning	£ (1,701)	£ -	£ -	£ (1,701)	£ (1,719)
District & National Subs passed on	£ (5,457)	£ -	£ -	£ (5,457)	£ (4,465)
Donations	£ -	£ -	£ -	£ -	£ (2,474)
Equipment Purchases & renewals	£ (690)	£ -	£ -	£ (690)	£ (4,156)
Group expenditure	£ (4,506)	£ -	£ -	£ (4,506)	£ (3,065)
Hall redevelopment	£ (1,206)	£ -	£ -	£ (1,206)	£ (1,604)
Insurance	£ (2,402)	£ -	£ -	£ (2,402)	£ (1,306)
Refunds	£ -	£ -	£ -	£ -	£ -
Rent & Rates	£ (604)	£ -	£ -	£ (604)	£ (591)
Sundries	£ -	£ -	£ -	£ -	£ -
Uniforms	£ (191)	£ -	£ -	£ (191)	£ (95)
Utilities	£ (4,008)	£ -	£ -	£ (4,008)	£ (2,324)
Youth programme and activities	£ (15,070)	£ -	£ -	£ (15,070)	£ (15,543)
<b>Sub Total</b>	<b>£ (37,113)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ (37,113)</b>	<b>£ (32,928)</b>
<b>Fundraising Expenses</b>					
Main activities	£ (2,303)	£ -	£ -	£ (2,303)	£ (3,227)
Other activities	£ (53)	£ -	£ -	£ (53)	£ (75)
<b>Sub Total</b>	<b>£ (2,356)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ (2,356)</b>	<b>£ (3,301)</b>
<b>Other Expenses</b>					
Loan repayments	£ (7,400)	£ -	£ -	£ (7,400)	£ (7,400)
Loan Interest	£ (1,650)	£ -	£ -	£ (1,650)	£ (900)
<b>Sub Total</b>	<b>£ (9,050)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ (9,050)</b>	<b>£ (8,300)</b>
<b>Total Gross Expenditure</b>	<b>£ (48,518)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ (48,518)</b>	<b>£ (48,529)</b>
<b>Asset &amp; Investment Purchases</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>Total Payments</b>	<b>£ (48,518)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ (48,518)</b>	<b>£ (48,529)</b>
<b>Excess/(Deficit) of Receipts over Payments</b>	<b>£ (8,253)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ (8,253)</b>	<b>£ 210</b>
Brought forward from previous year	£ 26,859	£ 28	£ -	£ 26,887	£ 26,677
Unrestriction of Restricted Funds (see Note)	£ 28	£ (28)	£ -	£ -	£ -
Carried forward to next year	£ 18,633	£ -	£ -	£ 18,633	£ 26,887



# 1st St Neots Scout Group

## Receipts and Payments Account

Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash funds		£ -		
	Equals	£ 1,671		
	GoCardless	£ (111)		
		£ -		
		£ -		
	I-Zettle	£ 1	£ -	£ -
	Lloyds Group Account	£ 11,209	£ -	£ -
	Lloyds Hall Account	£ 5,754	£ -	£ -
	Petty Cash	£ 110		
		£ -		
				£ -
				£ -
	<b>Total cash funds</b>	<b>£ 18,633</b>	<b>£ -</b>	<b>£ -</b>

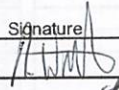
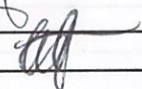
(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Other monetary assets		£ -	£ -	£ -
Investment assets	Details	Fund to which asset below	Cost (optional)	Current value (optional)
	Scout Hall, Bedford St	Unrestricted	£ -	£ -
Assets retained for the charity's own use	Details	Fund to which asset below	Cost (optional)	Current value (optional)
			£ -	£ -
Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Scout Association Loan (£60,000 at 5.5%)	Unrestricted	£ 24,000	2027
	County Scout Loan (£5000 at 0%)	Unrestricted	£ 2,200	2025
	District Scout Loan (£5000 at 0%)	Unrestricted	£ 2,200	2025

The above receipts & payments account and statement of assets & liabilities were approved by the Trustees on 22/3/23 and signed by:


Group Scout Leader

Treasurer

Signature	Print Name	Date
	Adam Wright	24.1.24
	Gareth Howell	24/1/24

Independent Reviewer's Report - The attached Receipts & Payments and Statement of Assets & Liabilities have been examined by myself and are in accordance with books & vouchers. The receipts and payments as shown are, to the best of my knowledge, authorised transactions.

Examiner -

Signature	Print Name	Date
	Nichola Billingslea	16.1.24

Notes:  
1 Unrestriction of Restricted Funds: The Trustees agreed that the residue of £28, remaining from the fundraising campaign for the Defibrillator, would be de-restricted and used to purchase replacement pads as and when they were required.



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
1<sup>st</sup> St Neots Scouts

**On accounts for the year  
ended**

31<sup>st</sup> December 2023

**Charity no  
(if any)** 303347

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

**Responsibilities and  
basis of report**

As the charity's trustees, 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 Trust's 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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- ☐ the accounting records were not kept in accordance with section 130 of the Charities Act; or
- ☐ the accounts did not accord with the accounting records; or
- ☐ the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**



**Date:**

16.1.24

**Name:**

Nicola Billingslea

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

2 Jasmine Court, Orton Goldhay, Peterborough, PE2 5SQ



## Section B

## Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

<p>Report to the trustees</p> <p>Members of</p> <p>On accounts for the year ended</p> <p>Set out on pages</p>	
<p>1<sup>st</sup> of March 2018</p> <p>31<sup>st</sup> December 2017</p> <p>Charity no. 00000000</p> <p>(if any)</p>	<p>As the charity's trustee, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).</p> <p>I report a respect of my examination of the Trust's 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 143(2)(b) of the Act.</p> <p>I have completed my examination. I consider that no material matters have come to my attention in connection with the examination (other than those disclosed below) which gives me cause to believe that in any material respect:</p> <p>1. the accounting records were not kept in accordance with section 130 of the Charities Act or</p> <p>2. the accounts did not accord with the accounting records or</p> <p>3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 (other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination).</p> <p>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.</p> <p>* Please delete the words in the brackets where they do not apply.</p>

<p>Name: Nicola Billingham</p>	<p>Relevant professional qualification(s) or body (if any):</p>
<p>Address: 2 Jansing Court, Oron Colnsey, Peterborough, PE2 5BQ</p>	