

**Do more.
Share more.
Be more.**

**Trustees' Annual Report and
Accounts 2023-2024**



Scouts

7th Hereford Tupsley

Reference and Administration Details

Charity Name	7 th Hereford "Tupsley" Scout Group
Registered Charity Number	521371
Charity's principal address	Tupsley Scout & Guide H.Q.
	Wellington Place, Tupsley
	Hereford HR1 1SW

Name of the charity trustees who manage the charity:

Trustee Name	Office (if any)	Type
Andrew Mason	Chair	Trustee
Alison Wheeler	Secretary	Trustee
Audrey Clements	Treasurer	Trustee
David Owen	Acting Group Scout Leader	Trustee
Pamela Owen	Beaver Scout Leader	Trustee
Sarah Laverick	Cub Scout Leader	Trustee
Helen Parry	<i>Scout Leader</i>	Trustee
Christina Pugh	Parent	Trustee
Vicky Brownbridge	Parent	Trustee
Rebecca Lane	Parent	Trustee
Glen Hawkyard	Parent	Trustee

Advisor: Independent Scrutineer:

Michael Cole FCCA, Cole & Co.,4 The Sheepcote, Monks Orchard, Lumber Lane,
Lugwardine, Hereford HR14AG

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 the charity is 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.

Policies and procedures

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 7 independent parent representatives which includes Chair, Treasurer and Secretary, together with the Group Scout Leader, individual section leaders. It meets at least 3 times a year.

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 No Advisors other than those who are

elected.

Risk and internal control

Damage to the building, property and equipment: The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient building and contents insurance to mitigate against permanent loss.

Injury to members: The Group, through capitation fees, contributes to The Scout Association's national accident insurance policy. Risk assessments are undertaken for all activities.

Reduced income: The Group is primarily reliant upon income from subscription fees and fundraising. The Group holds a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscription fees 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 when all Group assets would then be transferred to the Scout District.

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, specific training for Executive Committee Members and comprehensive insurance policies to ensure that insurable risks are covered.

Objectives and

Summary of the objects of the charity set out in its governing document

The objectives of the Group are as a unit of The Scout Association.

Summary of the main activities in relation to these objects

The aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, 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.

Public benefit statement

The Group meets the Charity Commission's public benefit criteria for both the advancement of education and the advancement of citizenship or community development headings.

Achievements and performance

- Financially supporting all Group Activities.
- Maintaining a strong cash performance with low subscription fee.
- International Scout Camp in Switzerland.
- Leaders Reports show a strong and thriving Group with full Sections.

Financial review

Overview

The Group's income during the year was £28021 with expenditure of £23840 resulting in a surplus of £4181. Net current assets of the Group as at 31st March 2024 were £59429 of which £20,000 relates to equipment.

Reserves policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group for twelve months, plus cash reserves to meet unexpected capital expenditure on the H.Q. This currently equates to cash reserves of £25,000.

The Scout Association's target reserves amount is equal to 12 months running costs, although the Charities Commission has no set minimum level. The Group held cash reserves of approximately £39429 against this at year end 2023.

Investment policy

The Group has adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Capital Expenditure

Following discussions with the Guide Commissioner the Scouts have taken over all financial responsibility for the property at Wellington Place. We have undertaken building improvements/maintenance and spent £2415 in this financial year. This is included within the expenditure figure shown above.

Declaration

The trustees declare that they have approved the trustees' report and accounts above.
Signed on behalf of the charity's trustees:

Group Chair
Signed Andrew Mason

Date: 18/05/2024

Group Scout Leader
Signed David Owen

Date: 18/05/2024

7th HEREFORD TUPSLEY SCOUT GROUP ACCOUNTS INCOME/EXPENDITURE YEAR ENDING 31st March 2024
--

INCOME

Subscriptions	8732.50
Gift Aid	2577.72
Donation	1336.53
Donation	750.00
Hall Hire	10073.00
SHIREJAM	1600.00
Donation -- Barclays Others	
Scout Post (Includes donations)	2534.02
Bank Interest	417.21
Total Income	28020.98

EXPENDITURE

Section Payments	1844.84
Leaders Expenses Training	1772.67
Equipment, Badges etc.	200.78
SHIREJAM	3458.27
Postage, Printing, Stationery	139.96
Insurance	52.00
A.G.M.	
Scout Post	325.69
Scout Capitation.	4488.00
Hall Internal decoration Double Glazing Cloakroom refurbishment Kitchen Insurance	9157.84
Hall Hire Scout contribution	2400.00
Total Expenditure	23840.05

BANK RECONCILIATION

Opening Balances at 1 st April 2023	6960.94
Current Account	
Deposit Account	28286.74
Excess Income/ (Expenditure)	4180.93
Total	39428.61
Closing Balance at 31 st March 2024	4653.45
Current Account	
Deposit Account	33781.67
Building Account (Reserve A/C)	993.49
Total	39428.61

Scrutineer's Report to the Trustees of the

7TH HEREFORD "TUPSLEY" SCOUT GROUP

I report on the accounts of the Group/District for the year ended 31st March 2024

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 set out on page 1.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name:

Qualification: FCCA

Address: Cole & Co, 4 The Sheepcote, Monks Orchard, Lumber Lane, Lugwardine, Hereford HR1 4AG

Date: