



# **6th Beeston Scout Group**

## **Annual Report**

**1<sup>st</sup> April 2024– 31<sup>st</sup> March 2025**

Presented at the Annual General Meeting on 29<sup>th</sup>  
September 2025

5 Middle Steet,  
Beeston, Nottingham,  
NG9 1GA

[leadership@6thbeeston.co.uk](mailto:leadership@6thbeeston.co.uk)

0115 8390001

## **Agenda**

- 1. Introduction and welcome (EH)**
- 2. Apologies for absence (EH)**
- 3. Governance topics (EH)**
  - a. Approve the minutes of the Annual General Meeting held on 01/07/2024
  - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
  - c. Note the Group's financial year – 1<sup>st</sup> April – 31<sup>st</sup> March
  - d. Agree the number of members that may be appointed to the Trustee Board – 9 (including GLVs, Chair and Treasurer) – a maximum of 12 members
  - e. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM) – 15 members
- 4. Review of the previous year (EH)**
  - a. The Group Lead Volunteer's review of Scouts during the past 12 months in the 6<sup>th</sup> Beeston Scout Group
  - b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
- 5. Making appointments (EH)**
  - a. Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board – Emma Price
  - b. Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board – Gabby Lynch
  - c. Note the ex-officio appointment, written into POR 5.2.3.4, of the Group Scout Leader to be a part of the Group Trustee Board – Ed Hewes
  - d. Appoint the additional Group Lead Volunteer, whom by nature in POR does not additionally share the ex-officio title, following the open selection process initiated by the Group Trustee Board – Hefin Taylor-Goram
  - e. Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
    1. Colyn Kemp
    2. Lucy Kemp
    3. Dean Skrabania
    4. Issie McElhone
    5. Jo Simmonds
    6. David Preece
    7. Susanna Wagner
    8. Matthew Willshee
  - f. Note the Group President vacancy and note Phil Peck, who is a Life Member
  - g. Appoint the Scrutineer – Mr Robin Longstaff

**Closing remarks (EP / HT)**

# **Treasurer's Report**

## **Income**

Subscriptions: A total of £13,043 in subscriptions was collected this financial year. This income to the Group was offset by the payment of our membership fees of £7,796 to the South West Notts District Scout Association.

Donations: The Group reclaimed £2,332 in Gift Aid relating to 2023/24. Please do ensure you complete the gift aid information on OSM as it brings substantial revenue for the Group.

Investment Income: The Group received £1,859 in investment income.

Rental Income: We have continued to hire out Scout Headquarters to help with the running costs and to meet our charitable objectives. We received £21,748 in rental income for the year. Our main hirer is Pre-school 345 and we also hire to 6 th Beeston Brownies, 3rd Beeston Rainbows, and the Tram and Light Railway Society.

We are now using booking system to enable external hirers to make one-off bookings.

## **Expenditure**

Premises: The cost of ownership of land and buildings continues to be the major source of expenditure for the Group. The total premises cost came to £30,733 for the year which included: £1,918 for insurance, £4,401 for lighting and heating, £620 for the water supply, £853 for waste removal, £2,807 on cleaning, £6,790 on general repairs and maintenance and £542 for Performing Rights licences.

Solar Panels were installed in March 2025, and the cost of £22,260 has been split between the 2024/25 and 2025/26 accounts.

Activities: Activity expenses came to £8,603 for camp and activity expenses which were offset by payments of £5,602 from parents for the activities.

Equipment: Equipment purchases for headquarters and camping came to £2,976 including equipment for HQ of CCTV, kitchen appliances and new equipment for the sections.

Neckers/Badges: £1,395 was spent on neckers, woggles, badges and handbooks.

Admin Expenses: Admin expenses came to £2,026 covering telephone provision, broadband, OSM memberships, cost of OSM prepaid cards for leaders, stationery, web hosting and website development and volunteer insurance.

## **Net receipts for the year**

The accounts for the Group show a deficit for the year of £10,964. £11,810 of this deficit was incurred as the first payment for solar panels, leaving an operational deficit of £846. This is similar to the operating deficit in the previous year of £548.

## **Assets**

The Group's Assets stated in the accounts at the end of the financial year 2024/25 are £105,248.

This includes funds for medium term and long-term building maintenance, cover in case of loss of a major hirer and camping equipment maintenance and replacement and subsidies for scouting activities.

The Group's reserves are sufficient to allow us to operate for at least the next 2 years.

***Emma MacLeod, Group Treasurer***

## **Group Lead Volunteer's Report**

It has been another fantastic year for 6th Beeston Scout Group. Reading through the section reports, it is clear just how much adventure, learning and achievement has taken place across Squirrels, Beavers, Cubs, Scouts and Explorers. From our Squirrels completing their first two-year programme, to Beavers embracing new challenges, Cubs enjoying record numbers and themed camps, Scouts celebrating two Chief Scout's Gold Awards, and Explorers taking on ambitious projects and camps, there is much to be proud of.

None of this would have been possible without our outstanding volunteer team. I would like to thank every single leader and helper who has given their time and energy to make Friday nights, Monday evenings, Thursday sessions and beyond so special for our young people. A particular thank you must go to our leadership teams for embracing the changes to tighten up our financial systems this year – their support has been crucial in helping us run smoothly.

This has also been a year of significant progress for the Group. Our solar project was completed in March 2025 thanks to the dedication of Dean and the electrical contractors, and supported by our Tesco Community Golden Grant. This investment will reduce our running costs for years to come and help us play our part in looking after the planet. I would also like to thank Phil for his tireless maintenance of our Scout HQ – his quiet dedication ensures the building remains safe, welcoming and fit for purpose.

Our Trustee Board has shown real commitment to change, embracing the new governance structure which will help us remain strong and sustainable into the future. I am delighted to welcome Emma Price as our new Chair and Gabby Lynch as our new Treasurer – both bring a wealth of experience and I know they will make a huge impact.

We also welcome Hefin Taylor-Goram as our new Co-GLV (People and Programme). I am excited to be working alongside Hefin in my role as GLV (Operations & Governance). Hefin will be focusing on ensuring our sections feel supported and that new volunteers get the welcome and induction they deserve. Together, we will continue to build on the strength of our Group.

Looking ahead, we are beginning to celebrate a very special milestone – our **90th birthday** in 2026. To mark the occasion, we have launched a badge design competition which is open for another two weeks. If you have not yet entered, there is still time – we want as many young people as possible to get involved before “judgement day.” Please do encourage entries! There will be plenty more exciting events announced as we move towards 2026, so keep your eyes peeled.

I would like to close by saying thank you – to our leaders, trustees, parents, supporters and, most of all, our young people. You are what makes 6th Beeston the thriving, adventurous and welcoming Scout Group it is. I am immensely proud of what we have achieved this year, and I look forward to celebrating even greater things as we step into our 90th year.

**Ed Hewes**

***Group Lead Volunteer (Acting – as District Lead Volunteer)***

## **Squirrel Section Report**

As of July 2025, we completed our two-year programme, this included squirrels who joined us from our launch in September of 2023 and stayed through to July 2025 achieving all 12 activity badges and 4 challenge badges, earning the full badge set. A great reflection of their consistent and eager participation.

Over the past year, we awarded a total of 219 badges. Some of which included: the Emergency First Aid badge, where Squirrels learned how to place someone in the recovery position; the Space Explorer badge, which involved learning about the planets and building rockets; the Navigator badge, where they practiced using maps and compasses before following a route from our headquarters to a local park and being rewarded with ice lollies during the July heatwave; and the Let It Grow badge involving squirrels growing their own cress to take home and care for.

In addition to badge work, we held our annual Christmas carol concert, where the Squirrels performed "Rudolph the Red-Nosed Reindeer," and we wrapped up the year with some exciting water games. We were pleased to award 10 of our Squirrels with the Chief Scout's Acorn Award, which recognised their commitment and dedication to the programme.

In the next year, our team of six leaders continues to build on the original 2-year plan, incorporating new activity and challenge badges to keep the programme up to date and allowing our squirrels to learn about various topics and achieve their respective badges for their efforts. This year we have seen several Squirrels move up to Beavers, and we have also welcomed new members, including siblings of previous Squirrels, which has demonstrated how much Squirrels have enjoyed their time with us.

We currently have 14 Squirrels and feel confident in delivering sessions that are fun, creative, engaging and full of variety; provide a solid introduction to Scouting. It's been rewarding to see them develop new skills and build friendships; we're looking forward to the year ahead.

***Lucy Kemp***

***Squirrels Team Lead***

## **Beaver Section Report**

Another fun year for the 6th Beeston Beavers. Amongst our exploits were more traditional scouting activities like camp cooking and knotting along with folding origami frogs, blowing giant bubbles, learning to sew to begin our camp blankets, and of course practicing for our spot at the 6th Beeston Christmas Carol Service. We participated in two events organised outside the group this year. A small group of beavers enjoyed the Beaver Ramble at the annual NESST Challenge Walk at Walesby in January. In March we attended the Beaver sleepover at Conkers, joining Beavers from across the whole South West Notts District.

Thanks to our dedicated leader team and a big welcome to Ben, who joined after moving to Nottingham to study. Unfortunately leader numbers have been a challenge during the year with personal issues affecting some of our key volunteers and reducing the time they have been able to devote to the group. We have been able to bridge the gaps with the support of parent helpers but continue to look for ways to bolster the team.

***Matthew Wilshee***

***Beavers Team Lead***

## **Cub Section Report**

It's been another great year for Cubs at 6th Beeston this year! We've seen our numbers gradually rising every term, and are now at the busiest we have been in a long time which is amazing, and a testament to the hard work of the volunteer team behind the scenes. We had 7 Chief Scouts Silver Awards presented, which is the highest award that a Cub can receive and we were super proud of these achievements!

Our Monday sessions have seen so much happening. We've completed lots of badges, but also lit fires, played laser tag, invested in some soft archery and axe throwing kits that have been great fun, and put some great Christmas entertainment on as usual. The Cubs have thrown themselves into everything and we're super proud of them.

In May we had the Big Weekend County Camp which saw us camp with our Scouts and Explorers in the largest group on the entire site! 27 Cubs joined us for an incredible Bank Holiday Weekend that included all sorts of amazing activities - from archery, to dodgems, pets to zorbing, discos to karts it had it all. We also had our annual Winter Camp in March of this year where we headed to a galaxy far, far away...on a Star Wars themed extravaganza! We rescued droids, built and raced space pods, shot down the Death Star and more as part of our Jedi Knight training, it was great fun.

Behind the scenes the leaders worked incredibly hard. With Akela away on the other side of the Atlantic for a while, Tigger, Hathi, Shere Khan, Rikki, Mowgli, Chil, Kaa and our amazing young leaders held down the fort for the Summer Term and did an amazing job. Without the help of this

great team 6th Beeston Cubs would not be the wonderful place it is, so a huge thank you and shout out to them.

Here's to another great year of Cub Scouting!

**Issie McElhone**

**Cubs Team Lead**

## **Scout Section Report**

The Scout Troop has had a full and rewarding year, meeting on Friday evenings and packing our programme with opportunities for challenge, fun and adventure. Between 1st April 2024 and 31st March 2025, Scouts earned an impressive **136 badges** across activity, challenge and staged awards – a real reflection of their commitment and enthusiasm. A particular highlight was celebrating five Scouts achieving their **Chief Scout's Gold Award** – the highest award in the section.

Our programme has been varied and Scout-led, with activities ranging from fire lighting, pioneering, navigation and bike repairs, to themed evenings such as International Night, Halloween and Pancake Day. Patrols took the lead on several evenings, planning and running their own activities – a great way to build teamwork and leadership.

The Troop also enjoyed a busy calendar of events beyond our regular meetings. Highlights included:

- **Summer Camp 2024** – a week of camping, cooking on fires, and outdoor adventure.
- **The Big Weekend County Camp** – joining hundreds of Scouts from across Nottinghamshire for a festival of activities.
- **NESST 2025** – where our Scouts showed great resilience on the challenge hike.
- **SWN District Quiz** – with our teams putting their knowledge to the test.
- **Gang Show 2025** – with members both performing and supporting.
- **Christmas Carol Concert** – where Scouts contributed to our Group celebration.

Through these experiences, Scouts also built up their Nights Away and Hikes Away totals, with many achieving significant milestones.

I'd like to thank the fantastic leadership team who make Friday nights possible – their energy, ideas and commitment ensure our Scouts get the most out of the programme. Thanks also to parents for their continued support, whether helping with transport, encouraging badgework at home or lending a hand at events.

It's been a year where our Scouts have shown real teamwork, resilience and determination. I'm incredibly proud of all they've achieved, and I'm excited to see what the next year will bring.

**Hefin Gorham**

**Scout Section Team Lead**



## **Explorer Section Report**

This year has been another busy year for the unit. On Thursday evenings we have run a wide variety of activities including hot air balloon making, tennis ball cannons, cooking, recyclable fashion, hiking, community projects, painting and film making to name but a few.

We have run and attended numerous camps over the last year including the annual NEEST hike and a water activity weekend camping on an island in the River Trent where we paddled kayaks down the river into Nottingham and then returned via the canal.

Thanks, must go to all volunteers who have contributed to the success of the unit this year. Especially to Tom, Nik, Oli, Chis and Nia without whom there would be no unit. Thanks also to Ed, Katherina and all the Trustees for all their support behind the scenes. Finally, thanks must go to all of the Explorers themselves who never fail to put a smile on our faces and who are a credit to themselves.

***Dave Preece***

***Magellan ESU Lead Volunteer***

## 6TH BEESTON SCOUT GROUP

**PRESIDENT** Vacant

**Life Members** Mr P Peck

**TRUSTEES: Ex Officio - Appointment**

Group Lead Volunteer (Acting)	Mr E Hewes (from 01/07/2025)
Group Treasurer	Ms E MacLeod
Group Chair	VACANT - Mr E Hewes (Acting as GLV)

**TRUSTEES:  
Appointed**

Trustee	Mrs H Donnelly (resigned November 2024)
Trustee	Mr D Skrabania
Trustee	Mrs E MacLeod
Trustee	Mr C Kemp
Trustee	Mrs C Gummett-Kemp
Trustee	Mr J Thatcher
Trustee	Mrs C Tweed
Trustee	Ms I McElhone
Trustee	Mr H Gorham
Trustee	Mr D Preece
Trustee	Ms L Kemp

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**BANKERS:** Charities Aid Foundation Bank, 25 Kings Hill Avenue, West Malling

**Group/District Registration Number with the Scout Association** 17980

**Charity Registration Number** 522426

**Contact Name and Address** Ms E MacLeod, 6th Beeston Scout Group, 5 Middle Street, Beeston, Nottingham, NG9 1GA

## 6TH BEESTON SCOUT GROUP

Trustees Annual Report for the year ended 31st March 2025

### Major Activities and Achievements in the Year

See Section Reports

The Group is a Trust established under its rules which are common to all Groups

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

The accounts have been drawn up on the receipts and payments basis which is consistent with the previous year

Approved by the Trustees on .....

and signed on their behalf by .....

## 6TH BEESTON SCOUT GROUP

### Receipts & Payments Account Summary for the year ended 31st March 2025

	2024/25	2023/24
	£	£
Total receipts for the year (see page C4)	35,113.21	33,830.22
Total payments for the year (see page C5)	<u>46,076.91</u>	<u>52,928.25</u>
Net receipts (payments) for the year	-10,963.70	-19,098.03
Cash, bank and similar funds brought forward	<u>113,601.81</u>	<u>132,699.84</u>
Cash, bank and similar funds carried forward	<u>102,638.11</u>	<u>113,601.81</u>

The above account and accompanying statement of assets and liabilities were approved by the Trustees

on ..... and signed on their behalf by .....

## 6TH BEESTON SCOUT GROUP

### Receipts for the year ended 31st March 2025

	2024/25	2023/24
	£	£
<b>MEMBERSHIP SUBSCRIPTIONS</b>	13,042.50	13,007.50
Less: amount paid over to the Scout Association	-7,796.00	-7,198.00
	<b>5,246.50</b>	<b>5,809.50</b>
<b>Investment Income Received</b>		
Bank interest	1,858.83	970.76
Building Society interest	0.00	339.95
Dividends and interest	0.00	0.00
Property rents	19,619.22	16,551.58
	<b>21,478.05</b>	<b>17,862.29</b>
<b>Donations/Grants</b>		
Gift Aid	2,446.66	2,331.78
District Grant - new Squirrels drey	300.00	0.00
Other	40.00	0.00
	<b>2,786.66</b>	<b>2,331.78</b>
<b>Activities</b>		
Section Accounts	5,602.00	7,825.50
.....		
	<b>5,602.00</b>	<b>7,825.50</b>
<b>Fund Raising</b>		
Group Accounts	0.00	1.15
Section Accounts	0.00	0.00
	<b>0.00</b>	<b>1.15</b>
<b>Other Income</b>		
Miscellaneous	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>Sundry Receipts</b>		
.....	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>Total Receipts for Year</b>	<b>35,113.21</b>	<b>33,830.22</b>

## 6TH BEESTON SCOUT GROUP

### Payments for the year ended 31st March 2025

	2024/25	2023/24
	£	£
<b>Premises</b>		
Solar Panels (see note A)	11,809.64	0.00
Defibrillator (see note B)	991.34	0.00
Garden Project	0.00	18,530.00
Water (see note C)	620.21	1,184.62
Light & Heat (see note D)	4,400.98	11,009.39
Insurance	1,918.38	1,496.25
Repairs & Renewals	6,790.27	2,368.27
Contract Cleaning	2,807.37	1,329.06
Licences	542.02	496.70
Trade Waste	852.56	794.95
	<b>30,732.77</b>	<b>37,209.24</b>
<b>Donations/Grants</b>		
Donations	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>Activities</b>		
Sections	8,603.26	9,959.50
	<b>8,603.26</b>	<b>9,959.50</b>
<b>Fund Raising Expenses</b>		
Group	0.00	0.00
Sections	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>Admin/Establishment Exps</b>		
Group Admin & Functions	2,026.15	1,762.59
	<b>2,026.15</b>	<b>1,762.59</b>
Legal Expenses	0.00	0.00
<b>Other Expenses</b>		
Bank Charges	343.80	60.00
.....		
	<b>343.80</b>	<b>60.00</b>
<b>Purchase of Capital Equipment</b>		
Group accounts	2,976.36	2,317.33
	<b>2,976.36</b>	<b>2,317.33</b>
		CCTV equipment/ dishwasher/ microwave/ hot water boiler/ projector/ new equipment for sections
<b>Purchase of Badges/Handbooks/Neckers/Woggles</b>	1,394.57	1,619.59
<b>Sundry Payments</b>		0.00
.....		
	<b>1,394.57</b>	<b>1,619.59</b>
<b>Total Payments for the year</b>	<b>46,076.91</b>	<b>52,928.25</b>

## 6TH BEESTON SCOUT GROUP

### Statement of Assets & Liabilities at 31st March 2025

	2024/25	2023/24
<b>Monetary Assets</b>	<b>£</b>	<b>£</b>
CAF Bank Current Account	15,250.01	10,745.78
CAF Bank Deposit Account	23,238.78	42,229.55
Bank Deposit Account - Virgin Money	61,363.65	60,541.80
Balance on OSM prepaid cards	2,701.79	0.00
Cash in Hand - Treasurer's float	83.88	84.68
	<b>102,638.11</b>	<b>113,601.81</b>
<b>Other Monetary Assets</b>		
Tax Claim for Year 2024/25 (see note E)	2,610.00	2,295.00
Debts due to Group (see note F)		2,243.21
	<b>2,610.00</b>	<b>4,538.21</b>
<b>Investment Assets</b>		
Government Stocks at market value	0.00	0.00
Other quoted securities at market value	0.00	0.00
Other investments	0.00	0.00
Property held for investment purposes	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>Non Monetary Assets</b>		
Accounts not yet paid	0.00	0.00
Expenses incurred not yet invoiced	0.00	0.00
Other	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>Liabilities - due within one year</b>		
Accounts not yet paid		0.00
Expenses incurred not yet invoiced (see note E)	105.00	603.00
Subscriptions overpayments		87.00
Others	0.00	0.00
	<b>105.00</b>	<b>690.00</b>
<b>Liabilities - payable after one year</b>		
Loan	0.00	0.00
Hire Purchase	0.00	0.00
Leasing payments outstanding	0.00	0.00
Contingent liabilities and future obligations.	<b>0.00</b>	<b>0.00</b>

**Note A: Solar Panels**

The group has invested in the installation of solar panels. These were installed over the Easter holidays, and the final balance of £10,450 was paid after the year-end.

**Note B: Defibrillator**

Funds of £833.03 were raised in previous financial years toward the purchase and installation of a defibrillator. This has now been installed on the external kitchen wall.

**Note C: Water**

There was a credit on the account we hold with WaterPlus which was refunded in the year. This has led to the decrease in costs in the year.

**Note D: Light and Heat**

The amount has decreased significantly year on year as a new contract was taken out with Scottish Power. There was also a credit of £2,009.71 on the account that was offset in this financial year.

**Note E: Tax Claim for Year 2024/25**

This is the estimate of the Gift Aid amount due to the Group for the year 2024/25 which will be claimed from HMRC in the current financial year.

**Note F: Debts owing to group**

Rent	£150	Now received
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**Note G: Expenses occurred not yet invoiced**

NESST walk fees	£105.00	Now paid
Scout camp fees		to be confirmed
Scout trip		to be confirmed

**Designated Funds**

There were funds of £833.03 raised in previous years toward the purchase of a defibrillator. A defibrillator was purchased and installed in the year, at a total cost of £991.34



## Independent Examiner's report to the Trustees of 6th Beeston Scout Group

I report on the accounts of the Group for the year ended 31st March 2025.

which comprise the Statement of Financial Activities, the Balance Sheet and related notes from pages C3 - C7.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- ☐ Examine the accounts (under Section 145 of the Charities Act);
- ☐ To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145 (5) (b) of the Charities Act); and
- ☐ To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group 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 statement below.

### 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 Charities Act ;and
  - ☐ to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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: .....

.....

Date: .....

## Independent Examiner's report to the Trustees of 6th Beeston Scout Group

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- ☐ to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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: .....

Date: .....