

Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	0	3	2	5
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Section A

Reference and administration details

Charity name

12th Stafford (Berkswich) Scout Group Council

Other names the charity is known by

Registered charity number (if any)

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HQ registration number

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Charity's principal address

The Scout Hut

Green Gore Lane

Walton, Stafford

Postcode

S T 1 7 0 L D

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	Timothy John Smale		05/11/2025
2	Lee Craig Smith		05/11/2025
3	Graham Richard Stephens		
4	Ian Farish	Chair	
5	Christopher Bennett	Treasurer	
6	Sue Darby		
7	Doreen Smith		
8			
9			
10			
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 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:

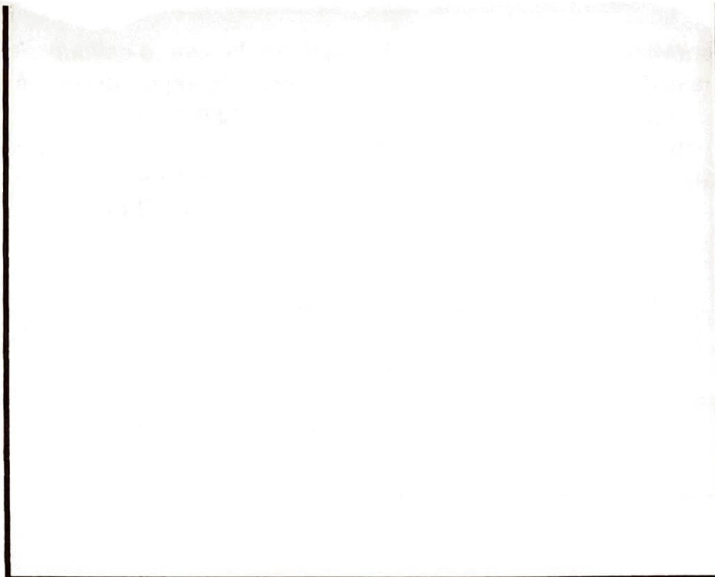
The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts 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 5 Trustees and meets every 3 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.



Section B	Structure, governance and management (continued)
	<p data-bbox="603 934 1086 963">Risk and Internal Control (Specimen 1)</p> <p data-bbox="603 967 1286 1120">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:</p> <p data-bbox="603 1157 1318 1378">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.</p> <p data-bbox="603 1415 1291 1541">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.</p> <p data-bbox="603 1579 1315 1799">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.</p> <p data-bbox="603 1836 1310 2050">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.</p>

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 (Specimen 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>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.</p> <p>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.</p> <p>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.</p>
Summary of the main activities in relation to these objects	<p>Group Sections meet weekly during term time. Leaders organise a variety of team based activities which are designed to develop the skills and capabilities of young people. Where possible, these include community based activities, aimed at sponsoring inclusion. Each term there are a variety of trips and camps organised, the latter involving overnight stays, with lots of outdoor activities, encouraging both independence and team work.</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.

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

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 6X months running costs, circa £15,000.

this at year end. This is above the level/below required for operating expenses. However this can be explained by the successful fund raising undertaken to build funds for the renewal of the hut, as well as holding funds for capitation

Quantify and explain any designations

Details of any funds materially in deficit

(circumstances plus steps to eliminate)

N/A

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);

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

• investment policy and objectives;

Income for the year totalled £47,872. This consisted of subscriptions (£34,630), Gift Aid (£6,284) and fund raising (£6,124).

The Groups main areas of expenditure are the maintenance and general running costs of the hut, which included in this year an additional £17k spent on refurbishment of the toilets. Total expenditure in this area amounted to £28k. A further £12k was spent on group funded scouting activities via transfers to the sections.

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.

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	The Group is considering options regarding the renewal or replacement of its current hut, and expects to reach a decision in the coming 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)	<div><div></div><div>Chris Bennett</div></div>
Full name(s)	<div>IAN GARISH</div> <div>C. BENNETT</div>
Position (eg Secretary, Chair)	<div>CHAIRMAN</div> <div>TREASURER</div>
Date	<div>210126</div>

12th Stafford (Berkswich) Scout Group Receipts and Payments Account

For the year from	01/04/2024	To	31/03/2025
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Receipts and payments

	2025 Unrestricted funds £	2024 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	34,630.00	32,273.00
Less: Membership subscriptions paid on (National/County/Area/District)	19,558.00	15,755.00
Net membership subscriptions retained	15,072.00	16,518.00
Donations to Group	825.00	2,629.77
Donations to Sections	-	-
Legacies	-	-
Gift Aid	6,284.18	5,222.70
Activity Income (Swimming)	-	-
Activity Income (Sections)	-	-
Camp Deposits	18,470.00	-
Other similar income - Marquee/Table Hire	-	-
Sub total	40,651.18	24,370.47
Grants		
Maintenance grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising (gross)		
Fete	5,293.00	5,894.22
Draw	-	-
Quiz Night	-	-
Skittles Evening	-	-
Bag Packing	-	-
Race Night	-	-
Other fundraising activities (Section)	831.91	-
Sub total	6,124.91	5,894.22
Investment income		
Bank interest	750.62	412.06
Building Society interest	5.66	5.66
The Scout Association Short Term Investment Service	-	-
Property Rent income - Climbing Wall	190.00	330.00
Property Rent income - Climbing Wall Insurance	-	-
Property Rent income - Climbing Wall Electricity Meter	-	-
Property Rent income - Explorers	150.00	150.00
Property Rent income - Lettings	-	-
Other investment income	-	-
Sub total	1,096.28	897.72
Total Gross Income	47,872.37	31,162.41
Asset and investment sales, etc.		
Total receipts	47,872.37	31,162.41

12th Stafford (Berkswich) Scout Group
Receipts and Payments Account

For the year from	01/04/2024	To	31/03/2025
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Receipts and payments

Payments

Charitable Payments		
Youth programme and activities (Sections)	12,130.40	15,036.05
Adult support and training	380.00	415.00
Rent	-	-
Water and Sewerage (inc Surface water refund)	51.26	839.49
Electricity and Gas - Electricity	2,595.42	-
Electricity and Gas - Gas	1,490.04	752.96
Insurance - Building	1,133.70	1,209.78
Insurance - Personal Accident	865.05	-
Repairs and Renewals - Normal	493.59	441.89
Repairs and Renewals - Special	17,553.93	-
Publications & Communications	21.00	80.00
Printing, photocopying and postage	-	-
Trip & Camp Expenses	2,126.05	-
Uniforms - Leaders	198.69	-
Uniforms - Badges	284.00	181.70
First Aid Materials	-	-
AGM and trustee expenses (including presentation)	-	-
Cleaning	802.15	973.85
Security	-	-
Grass Cutting	3,145.00	2,269.00
Donations	-	-
British Legion	-	-
Sub total	43,270.28	22,199.72
Fundraising expenses		
Fete	1,434.35	1,471.57
Draw	-	-
Quiz Night	-	-
Skittles Evening	-	-
Race Night	-	-
Other fundraising costs (Section)	-	-
Sub total	1,434.35	1,471.57
Total Gross Expenditure	44,704.63	23,671.29

Asset and investment purchases, etc.		
Materials and equipment - Tents & Tent Pegs	686.36	743.10
Materials and equipment - Tables & Benches	-	802.68
Materials and equipment - Generator	-	-
Materials and equipment - Gas Fridge	-	-
Materials and equipment - PA System	-	-
Materials and equipment - Sections & Minor Equipment	1,012.59	821.54

Total payments

46,403.58	26,038.61
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Net of receipts/(payments)

£ 1,468.79	5,123.80
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Cash funds last year end

49,393.95	44,270.15
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Cash funds this year end

50,862.74	49,393.95
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Statement of assets and liabilities at the end of the year

31st March 2025
Unrestricted funds

31st March 2024
Unrestricted funds

	£	£
Cash funds		
Bank current account - Group	660.56	6,260.70
Bank current account - Sections	4,114.29	4,228.68
Bank deposit account	40,412.23	33,228.91
Building society account	5,675.66	5,675.66
The Scout Association Short Term Investment Service		
Cash/Floats		
Total cash funds	50,862.74	49,393.95
Other monetary assets		
Tax claim	7,500	6,281
Debts due from the County/Area/District/Group		
Insurance claim		
Sub total	7,500	6,281
Investment assets		
Investment property - detail		
Quoted investments		
Other investments - detail		
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock		
Shop stock		
Other stock		
Land and buildings	150,000	150,000
Motor vehicles		
Scouting equipment, furniture etc	25,000	25,000
Other		
Sub total	175,000	175,000
Liabilities		
Accounts not yet paid	-	
Expenses incurred but not invoiced		
Subscriptions not yet paid		
Loan - detail		
Other liabilities		
Sub total	-	

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 16th July 2025 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

C.D.J. Bennett

Print Name

I. Farish (Chairman)

C.D.J. Bennett (Treasurer)

Independent examiner's report to the trustees of 12th Stafford (Berkswich) Scout Group Council

I report to the trustees on my examination of the accounts of the 12th Stafford (Berkswich) Scout Group Council for the year ended 31st March 2025

Responsibilities and basis of report

As the charity trustees of the 12th Stafford (Berkswich) Scout Group Council 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 12th Stafford (Berkswich) Scout Group Council 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 12th Stafford (Berkswich) Scout Group Council 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:

ROBERT GEORGE DOBBLE

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

Address:

17 BRIDLE RD
STAFFORD ST17 0RD

Date:

30/12/25