

Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	0	3	2	4
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Section A

Reference and administration details

Charity name

15th Stafford (Penkridge) Scout Group

Other names the charity is known by

n/a

Registered charity number (if any)

5	2	4	5	3	1
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HQ registration number

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Charity's principal address

Scout HQ

Goods Station Lane

Penkridge, Staffordshire

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	Terry Day	Group Scout Leader	
2	Dan Watkins	Group Chairman	
3	Lesley Hill	Group Secretary	
4	Melanie Scott	Group Treasurer	
5	Tricia Adams		
6	Sam Le Rue-Smith		
7			
8			
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11			
12			
13			
14			
15			
16			

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 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.

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 Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 months.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

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 Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p data-bbox="603 394 922 421">Risk and Internal Control</p> <p data-bbox="603 427 1323 584">The Group Executive Committee 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="603 622 1323 846">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="603 884 1323 1010">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 1048 1323 1272">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 Committee 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 1310 1323 1534">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> <p data-bbox="603 1572 1323 1765">Reduction or loss of members. The Group provides activities for all young people aged 6 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.</p> <p data-bbox="603 1803 1323 1960">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.</p>

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	
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	

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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

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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 Executive Committee considers that the group should hold a sum equivalent to 12 months running costs.

The Group held reserves of approximately £19,000 against this at year end. This is above the level required for operating expenses. However this can be explained by keeping additional funds for when the building roof needs replacing or other major repairs.

Quantify and explain any designations

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

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Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

Investment Policy

- 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 Executive 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 Executive considers the cash flow requirements.

- 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.



Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Daniel Watkins	Melanie Scott
Position (eg Secretary, Chair)	Chair	Trustee
Date	20125	



CHARITY COMMISSION
FOR ENGLAND AND WALES

15th Stafford (Penkridge) Scout Group

524531

Receipts and payments accounts

CC16a

For the period
from

01/04/2023

To

31/03/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Subscriptions	9,105	-	-	9,105	9,381
Hire of Building	3,525	-	-	3,525	2,940
Donations & grants	50	-	-	50	4,730
Fund Raising	18,650	-	-	18,650	29,488
Camp Fees	3,050	-	-	3,050	7,812
Other	1,702	-	-	1,702	41
Interest Received	247	-	-	247	39
Gift Aid	-	-	-	-	-
Sub total (Gross income for AR)	36,329	-	-	36,329	54,431
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	36,329	-	-	36,329	54,431
A3 Payments					
Capitation	5,003	-	-	5,003	4,840
Camp Fees	3,546	-	-	3,546	11,206
Insurance	807	-	-	807	759
Equipment	1,580	-	-	1,580	3,292
Fund Raising Costs	15,728	-	-	15,728	17,567
Rates	-	-	-	-	-
Utilities	4,041	-	-	4,041	2,767
Repair & Maintenance	-	-	-	-	5,646
Donations Made	-	-	-	-	-
Activities	10,073	-	-	10,073	6,801
Badges	171	-	-	171	270
Misc	9,043	-	-	9,043	5,189
Sub total	49,992	-	-	49,992	58,337
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	49,992	-	-	49,992	58,337
Net of receipts/(payments)	- 13,663	-	-	- 13,663	- 3,906
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	44,990	4,660	-	49,650	53,556
Cash funds this year end	31,327	4,660	-	35,987	49,650

Section B 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 £
B1 Cash funds	Current Account	10,354	4,660	-
	Deposit Account	115	-	-
	Virgin Money Account	20,069		
	Section Account			
	Purchase Cards Balance	789	-	-
	Total cash funds	31,327	4,660	-
	(agree balances with receipts and payments account(s))	OK	OK	OK


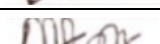
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Scout Hut	Restricted	-	-
	Tents and Equipment	Unrestricted	-	
	Trailers	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Daniel Watkins	24/01/2025
	Melanie Scott	24/01/2025



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
15th Stafford (Penkridge) Scout Group

On accounts for the year
ended

31/03/2024

Charity no
(if any)

524531

Set out on pages

2-3

(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 31/03/2024.

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

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:

25/01/2025

Name:

Emma Godwin

Relevant professional
qualification(s) or body

Professional Bookkeeper

(if any):

Address:

Chapel Cottage, 25 High Street, Colton, Rugeley, Staffs, WS15 3LG

Section B	Disclosure
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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.

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