

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A Reference and administration details

Charity name

29th/79th Coventry Scout Group

Other names the charity is known by

29th/79th Coventry Sea Scouts

Registered charity number (if any)

5 2 4 5 8 5

HQ registration number

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Charity's principal address

Rear of 35-37 Cedars Avenue

Coundon

COVENTRY

Postcode C V 6 1 D Q

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	Mr Andrew Dickens	Chairperson	01/10/2024
2	Mr Mark Aldridge	Deputy Group Scout Leader	01/01/2022
3	Mrs Kelly Emerton	Treasurer	01/10/2024
4	Mr Simon West	Buildings Manager	01/10/2024
5	Mr Robert Kempin	Scout Leader	01/10/2024
6	Mr Gary Bird	Parent	01/10/2024
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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
Accountant	Mr Jim Davies	C/O D.A.B.S. Ltd

**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 Chair, Treasurer and Secretary together with the Group Lead Volunteer, Assistant Group Lead Volunteer, Section Leaders and Safeguarding Lead and meets every 3 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 Lead Volunteer 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><b>Risk and Internal Control</b></p> <p>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>Damage to the building, property and equipment. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p>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>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>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>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.</p>

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.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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>
Public benefit statement	<p>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.</p>

Section D	Achievements and performance
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Summary of the main achievements of the charity during the year

Continue to delivery scouting activities throughout the year.  
Offered fully subscribed week residential Scout Camp at Hallowtree Scout Campsite Ipswich, weekend Cub Camp at Rough Close and weekend Group Camp at Rough Close

Section E	Financial Review
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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 of £20,000 to cover running costs for 2 years

The Group held reserves of £38,500 against this at year end. This is above the level required for operating expenses.

Quantify and explain any designations

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

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;

#### Investment Policy

The Group's Income and Expenditure is minimal 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.

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.

### 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)

Kelly Elizabeth Emerton

Position (eg Secretary, Chair)

Treasurer

Date

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**29th / 79th Sea Scout Group Accounts**  
**Year Ended 31st March 2024**

<b>Receipts</b>	<b>12 Months to 31/03/2024</b>	<b>Total Y/E 31/03/2023</b>
<b>Donations, legacies and similar income</b>		
Membership Subscriptions	48,841.60	46,632.50
Donations	4,168.77	2,000.00
Legacies		0.00
Gift Aid		0.00
Unidentified Difference	222.05	0.01
<b>Sub Total</b>	<b>53,232.42</b>	<b>48,632.51</b>

**Grants**

Maintenance Grant	1,065.00	
Cost of Living Grant		1,232.00
<b>Sub Total</b>	<b>1,065.00</b>	<b>1,232.00</b>

**Scout Hut Income**

Hire of Building	16,782.30	15,333.62
Hire of Equipment		
Other Scout hut income		
<b>Sub Total</b>	<b>16,782.30</b>	<b>15,333.62</b>

**Investment Income**

Bank Interest	264.69	26.93
Building Society interest	97.04	25.34
The Scout Association Short Term Investment Service		
Other Investment Income		
Bank Transfers (should net to zero)	0.00	
<b>Sub Total</b>	<b>361.73</b>	<b>52.27</b>

<b>Total Gross Income</b>	<b>71,441.45</b>	<b>65,250.40</b>
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Asset and Investment sales etc		
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<b>Total Receipts</b>	<b>71,441.45</b>	<b>65,250.40</b>
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**29th / 79th Sea Scout Group Accounts**  
**Year Ended 31st March 2024**

<b>Payments</b>	<b>12 Months to 31/03/2024</b>	<b>Total Y/E 31/03/2023</b>	
<b>Charitable Payments</b>			
Membership subscriptions paid on (National/County/Area/District)	6,081.00	6,122.80	
Youth Programme and Activities	14,373.73	8,863.11	
Adult Support and Training	141.00	0.00	
Rent		0.00	
Water and Sewerage	785.65	508.53	
Electricity and Gas	6,399.10	6,327.21	
Insurance	2,640.99	1,921.17	
Repairs and Renewals	5,520.47	5,996.31	Cleaning
Materials and Equipment	1,260.73	0.00	Consumables
Printing and Photocopying	8.40	59.61	
Contribution to Camp costs	14,384.35	19,968.00	
Uniforms	1,745.54	1,254.89	
AGM and Trustee expenses	721.05	0.00	
Rates		120.15	
Telephone	845.84	839.81	
Parent Pay Charges	262.68	217.16	
Other: Accountant	400.00	0.00	
Other: Miscellaneous	1,416.12	0.00	Health & Safety, Miscellaneous
<b>Sub Total</b>	<b>56,986.65</b>	<b>52,198.75</b>	
<b>Total Gross Expenditure</b>	<b>56,986.65</b>	<b>52,198.75</b>	
Asset and Investment purchases etc	14,645.61		
<b>Total Payments</b>	<b>71,632.26</b>	<b>52,198.75</b>	
<b>Net of Receipts / (Payments)</b>	<b>-190.81</b>	<b>13,051.65</b>	
Cash Funds last period end	36,347.36	23,295.71	
<b>Cash funds this year end</b>	<b>36,156.55</b>	<b>36,347.36</b>	
Check to statement balances	0.00		
Check to bank account movement	222.05		Difference as per note 7 on 'Balances' tab



**DAVIES' ACCOUNTANCY & BOOK-KEEPING SERVICES LIMITED**

**26 ENSIGN CLOSE, TANYARD FARM, COVENTRY, CV4 9TU.**

**TEL. ( 024 ) 7646 5118**

**dabslimited@talktalk.net**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF 29<sup>th</sup>/79<sup>th</sup> SEA SCOUTS COVENTRY**

I report to the trustees on my examination of the accounts of the 29<sup>th</sup>/79<sup>th</sup> Sea Scouts Coventry for the year 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.

**RESPONSIBILITIES AND BASIS OF THE REPORT**

As the trustees of the 29<sup>th</sup>/79<sup>th</sup> Sea Scouts Coventry charity 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 29<sup>th</sup>/79<sup>th</sup> Sea Scouts Coventry accounts carried out under Section 145 of the Act and in carrying out my examination have followed 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 of the accounts. I confirm that no matters of a material nature came to my attention in connection with the examination which would have given me cause to believe that in any material respect:

- 1) Accounting records were not kept in respect of the 29<sup>th</sup>/79<sup>th</sup> Sea Scouts Coventry charity as required by Section 130 of the Act, or
- 2) The accounts do not accord with those records.

I have no concerns and came across no other matters in my examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J. Davies – Director

30th August 2024.