

# 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

1<sup>st</sup> Worcester Scout Group

Other names the charity is known by

Registered charity number (if any)

5 2 4 6 4 5

Charity's principal address

Scout HQ

Norton Road

Worcester. WR5 3BB.

**Names of the charity trustees who manage the charity**

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Lee Stirling	Chairperson	
2	Brian Jenkins	Group Scout Leader	
3	Susie Wilson	Treasurer	
4	Emma Garrett	Secretary	
5	Shiela Reynolds	Trustee	
6	Amanda Bird	Trustee	
7	Kimberley Ewan	Trustee	
8	Angela Jenkins	Trustee	
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

**Section A****Reference and administration details (continued)**

Names and addresses of advisers (optional information but encouraged as best practice)

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)

How the charity is constituted

(e.g. trust, association, company)

Trustee selection methods

(e.g. appointed by, elected by)

Additional governance issues (optional information but encouraged as best practice)

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

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 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.

The Group is a trust established under its rules which are common to all Scouts.

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

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 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets every three months.

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.

**Section B****Structure, governance and management (continued)****Risk and Internal Control**

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:

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.

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.

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.

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.

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.

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.

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

Summary of the main activities in relation to these objects

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 grant making
- contribution made by volunteers

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

Recruited more adults to the leadership team.

**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 six months running costs, circa £3000.

Quantify and explain any designations

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

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

<i>B Jenkins</i>	<i>L. Stirling</i>
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Full name(s)

Brian Robert Jenkins	Lee Stirling
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Position (eg Secretary, Chair)

Group Scout Leader	Chairperson
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Date

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Receipts and payments accounts

CC16a

For the period  
from

To

### 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 £
<b>A1 Receipts</b>					
Activity and Camp Income	12,004	-	-	12,004	2,310
Fundraising	176	-	-	176	121
Grants	2,104	-	-	2,104	10,667
Donation	65	-	-	65	-
Rent	-	-	-	-	-
Subscription	14,324	-	-	14,324	9,046
Uniform Sales	1,506	-	-	1,506	780
Other income	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>30,179</b>	<b>-</b>	<b>-</b>	<b>30,179</b>	<b>22,924</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>30,179</b>	<b>-</b>	<b>-</b>	<b>30,179</b>	<b>22,924</b>
<b>A3 Payments</b>					
Activities and Camp expenses	8,441	-	-	8,441	2,212
Badges	2,956	-	-	2,956	902
Capitation	6,416	-	-	6,416	6,281
Equipment	2,773	187	-	2,960	302
Administration costs	982	-	-	982	345
Training	105	-	-	105	90
Uniform purchases	2,589	-	-	2,589	651
Building costs	6,942	-	-	6,942	7,998
	-	-	-	-	-
<b>Sub total</b>	<b>31,203</b>	<b>187</b>	<b>-</b>	<b>31,390</b>	<b>18,781</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>31,203</b>	<b>187</b>	<b>-</b>	<b>31,390</b>	<b>18,781</b>
<b>Net of receipts/(payments)</b>	<b>- 1,024</b>	<b>- 187</b>	<b>-</b>	<b>- 1,211</b>	<b>4,143</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>35,892</b>	<b>187</b>	<b>-</b>	<b>36,079</b>	<b>31,936</b>
<b>Cash funds this year end</b>	<b>34,868</b>	<b>0</b>	<b>-</b>	<b>34,868</b>	<b>36,079</b>

## 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 £
<b>B1 Cash funds</b>	Current account	34,868	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	34,868	-	-
(agree balances with receipts and payments account(s))				

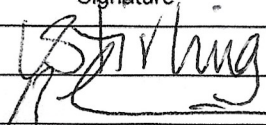
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Trade Creditors	Unrestricted	1,321	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	L Sterling	29/6/23
	B Jenkins	29/6/23





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

1<sup>st</sup> Worcester Scout Group

**On accounts for the year  
ended**

31 March 2023

**Charity no  
(if any)**

524645

**Set out on pages**

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

**Name:**

Sally Bishop

**Relevant professional  
qualification(s) or body  
(if any):**

Fellow of the Institute of Chartered Accountants in England and Wales

**Address:**

Bishops Accountancy Limited

Unit 3 Elgar Business Centre, Moseley Road,

Hallow, Worcestershire, WR2 6NJ

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight 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.**