

# 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

South Cave Scout Group

Other names the charity is known by

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Registered charity number (if any)

5	2	4	6	7	3
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HQ registration number

1	0	0	2	2	8	4	4
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Charity's principal address

16 Market Place

South Cave

Brough

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Graham Annan	Chairman	
2	John Jobling	Treasurer	
3	Kerry Taylor	Secretary	
4	Shaun Wilson	Group Scout Leader	
5	Emma Taylor	Ass Group Scout Leader	
6	Claire Moverley	Ass Group Scout Leader	
7	Laurie Cartledge		
8	Hannah Leahy		7/13/2023
9	James Miller		7/13/2023
10	Richard Hoe		7/13/2023
11	Charlie Moverley		7/13/2023
12	Nicholas Howbridge		7/13/2023
13	Samuel Nicholls		7/13/2023
14	Richard Harper		7/13/2023
15	Colin Fitch		7/13/2023
16	Conor Smith		7/13/2023
17	Simon Robinson		7/13/2023

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)

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 Board of Trustees, 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 Board 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 3 months.

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

This Board 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><b>Risk and Internal Control</b></p> <p>The 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>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>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 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><b>Risk and Internal Control</b></p> <p>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
<p>Summary of the objects of the charity set out in its governing document</p>	<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:</p> <ul style="list-style-type: none"><li>- enjoy what they are doing and have fun</li><li>- take part in activities indoors and outdoors</li><li>- learn by doing</li><li>- share in spiritual reflection</li><li>- take responsibility and make choices</li><li>- undertake new and challenging activities</li><li>- make and live by their Promise.</li></ul>
<p>Summary of the main activities in relation to these objects</p>	<p><b>Explorers</b> No report <b>Scouts</b></p>

### Scouts

Scouts currently running at 41 members across the 2 troops. Several still on waiting list however can not take on anymore more in order to ensure space for cubs. 3 regular adults with each troop, and a couple of new parent helpers starting imminently. A number of leaders stepped back this year but remain in the backup pool.

3 Chief Scouts Gold awarded, with several scouts who will soon move to explorers actively working on finishing off the requirements.

We offered at least one night away every calendar month in 2023. Activities and events included county Austria expedition, Fells Marathon, Wolds Challenge, Freezer camp near Sheffield, pioneering, campcraft, training hikes, back to basics camp at Givendale, taking part in South cave Spring Clean, helping at Golden Fleece, paintball, halloween night hike and sleepover, trampoline night. 171 highest stage badges awarded over the year.

### Cubs

Cubs are currently running at their capacity of 24 children. This is being achieved by sending children to Scouts slightly early. There are 6 Leaders and 3 Young Leaders

3 Chief Scout Silver awards have been achieved.

Nights away at Raywell (Group Camp) and The Deep Sleepover.

Activities over the past year include the King's Coronation, DIY badge, Martial Arts, a visit from a local artist, Cycling badge, Alpaca Visit, Emergency Aid, Incident Hike, Money Skills Badge, Trading Post, Airfix Spitfires, Personal Fitness, Vietnamese New Year, a Night Hike and the inaugural Cubs vs Parents rounders match.

### Beavers

No report

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.

The contribution made to this Group by all it's leaders, helpers and Trustees assists in seeing scouting continuing to thrive and move forward in South Cave.

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

The Charity continues to provide through scouting a learning and activities venue for the youth of South Cave both male and female between the ages of 6 to 18 years.

## 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 Board considers that the group should hold a sum equivalent to 12 months running costs, circa £6,000 plus the cost of meeting capitation payments.

The Group held reserves of approximately £51,000 against this at year end. This is above the level required for operating expenses but this is to enable an ongoing programme of substantial internal and external repairs to the scout den. A review of all equipment is to take place with a view to having to replace/renew large parts of it.

Quantify and explain any designations

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

Further financial review details (optional information)

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

Plans for future periods (details of any significant activities planned to achieve them)

To continue to carry out essential repairs and improvements to the scout den along with a review of all equipment required to be replaced using funds raised through the Golden Fleece Walk.

## 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)

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Position (eg Secretary, Chair)

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Date

D	D	M	M	Y	Y
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SOUTH CAVE SCOUT GROUP

BALANCE SHEET AS AT 31ST MARCH 2024

2024  
£

2023  
£

# CURRENT ASSETS

Cash at bank and in hand	<u>55,522.93</u>	<u>48,493.46</u>
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# GENERAL PURPOSE ACCOUNT

Funds transferred	45,005.65	38,625.17
Surplus (deficit) for year	<u>6,198.67</u>	<u>6,380.48</u>
	<u>51,204.32</u>	<u>45,005.65</u>

# SECTIONS ACCOUNTS

Scouts		
Funds transferred	981.80	2,478.25
Surplus (deficit) for year	<u>403.92</u>	<u>-1,496.45</u>
	<u>1,385.72</u>	<u>981.80</u>
Cubs		
Funds transferred	1,209.19	1,272.60
Surplus (deficit) for year	<u>243.16</u>	<u>-63.41</u>
	<u>1,452.35</u>	<u>1,209.19</u>
Beavers		
Funds transferred	1,296.82	1,671.86
Surplus (deficit) for year	<u>183.72</u>	<u>-375.04</u>
	<u>1,480.54</u>	<u>1,296.82</u>
	<u>55,522.93</u>	<u>48,493.46</u>



Honorary Treasurer



Honorary Auditor

Report of the auditor to the members of the South Cave Scout Group.

The above balance sheet and the attached income and expenditure accounts have been prepared from the records and information supplied by the South Cave Scout Group and are in accordance therewith.

SOUTH CAVE SCOUT GROUP

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2024

GENERAL PURPOSE ACCOUNT



	2024 £	2023 £
INCOME		
Subscriptions		
Gross Collected	6,233.50	5,211.00
Less Collected on Behalf of Others	<u>4,264.50</u>	<u>3,082.00</u>
Net Subscriptions	1,969.00	2,129.00
HMRC Gift Aid	1,654.33	1,489.03
Golden Fleece	11,203.67	9,886.47
Grant CAF America	1,736.85	952.48
Donations	66.41	560.00
Explorers	841.00	405.00
Sundries	0.00	50.10
	<u>17,471.26</u>	<u>15,472.08</u>
EXPENDITURE		
Electricity	298.48	248.57
Water	187.37	176.62
Gas	298.44	311.35
Rent	100.00	200.00
Rates	7.19	13.31
Repair & Maintenance	2,857.99	1,166.08
Scout Manager License	104.57	78.50
Stationery	49.81	50.51
Explorers	614.05	168.21
Training	40.00	0.00
Insurance	1,113.79	1,046.02
Equipment	205.64	1,051.30
Equipment (CAF)	1,234.31	1,159.05
Hardship Fund	160.00	0.00
Badges	671.78	227.71
Golden Fleece	3,111.40	3,052.53
Lottery License	20.00	20.00
Bank Charges	0.00	25.00
Sundry Expenses	<u>197.77</u>	<u>96.84</u>
	<u>11,272.59</u>	<u>9,091.60</u>
SURPLUS (-DEFICIT) FOR YEAR	6,198.67	6,380.48

Notes to the General Purpose Account

The accounts for the Explorer section are incorporated within the General Purpose Account and the detail is shown below: -

Opening Bank Balance	236.79
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Income during the year			
Subscriptions	320.00		
Neckers	70.00		
Activities	251.00		
Grant - Half Moon	100.00		
Donation from Group	<u>100.00</u>		
		841.00	
Expenditure during the year			
Subscriptions to Group	296.00		
Activities	<u>336.55</u>		
		632.55	
Net Income for year			208.45
Closing Bank Balance			<u><u>445.24</u></u>

SOUTH CAVE SCOUT GROUP

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2024

## SCOUTS ACCOUNT

	2024 £	2023 £
INCOME		
Subscriptions		
Gross Collected	3395.00	2257.50
Less Collected on Behalf of Others	<u>2350.00</u>	<u>1612.50</u>
	1,045.00	645.00
Activities	535.00	98.00
Camp Fees	2,920.00	2,175.00
Wolds/Fells	270.00	309.00
Other	14.00	12.00
Poacher Jamboree	0.00	824.00
Austria Jamboree	<u>1,600.00</u>	<u>5,990.00</u>
	<u>6,384.00</u>	<u>10,053.00</u>
EXPENDITURE		
Activities	1,534.22	379.44
Stationery	0.00	32.33
Camps	2,669.94	2,080.99
Wolds/Fells	120.00	400.00
Badges	0.00	180.47
Bank Charges	0.00	50.00
Poacher Jamboree	0.00	1,026.50
Austria Jamboree	1,500.00	7,240.00
Equipment	<u>155.92</u>	<u>159.72</u>
	<u>5,980.08</u>	<u>11,549.45</u>
 SURPLUS (-DEFICIT) FOR YEAR	 403.92	 -1,496.45

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2024

## CUBS ACCOUNT

	2024 £	2023 £
INCOME		
Subscriptions		
Gross Collected	2380.00	2345.00
Less Collected on Behalf of Others	<u>1725.00</u>	<u>1675.00</u>
	655.00	670.00
Activities	264.00	356.00
Camp Fees	1423.23	1794.82
The Deep	840.00	0.00
Other	0.00	7.00
	<u>3182.23</u>	<u>2827.82</u>
EXPENDITURE		
Bank Charges	0.00	45.00
Activities	814.36	738.99
The Deep	910.00	0.00
Badges	0.00	156.49
Other	0.00	35.98
Camp Fees	1214.71	1914.77
	<u>2939.07</u>	<u>2891.23</u>
SURPLUS (-DEFICIT) FOR YEAR	243.16	-63.41

# SOUTH CAVE SCOUT GROUP

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2024

### BEAVERS ACCOUNT

	2024 £	2023 £
INCOME		
Subscriptions		
Gross Collected	2,467.50	2,047.50
Less Collected on Behalf of Others	<u>1,862.50</u>	<u>1,847.50</u>
	605.00	200.00
Uniform	10.00	10.00
Activities	77.00	72.00
Camp	450.00	325.00
The Deep	840.00	0.00
Other	<u>0.00</u>	<u>21.00</u>
	<u>1,982.00</u>	<u>628.00</u>
EXPENDITURE		
Activities	625.27	612.34
The Deep	785.00	0.00
Badges/Neckers	14.25	52.25
Other	36.17	0.00
Camp	337.59	288.45
Bank Charges	<u>0.00</u>	<u>50.00</u>
	<u>1,798.28</u>	<u>1,003.04</u>
 SURPLUS (-DEFICIT) FOR YEAR	 183.72	 -375.04