

# Trustees' Annual Report

For the period

From (start date)

D	D	M	M	Y	Y
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to end date

D	D	M	M	Y	Y
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## Section A

### Reference and administration details

Charity name

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Other names the charity is known by

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Registered charity number (if any)

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HQ registration number

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Charity's principal address

Postcode							

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			
2			
3			
4			
5			
6			
7			
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/District's/Area's/County's (delete as appropriate) 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/District/Area/County (delete as appropriate) 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.

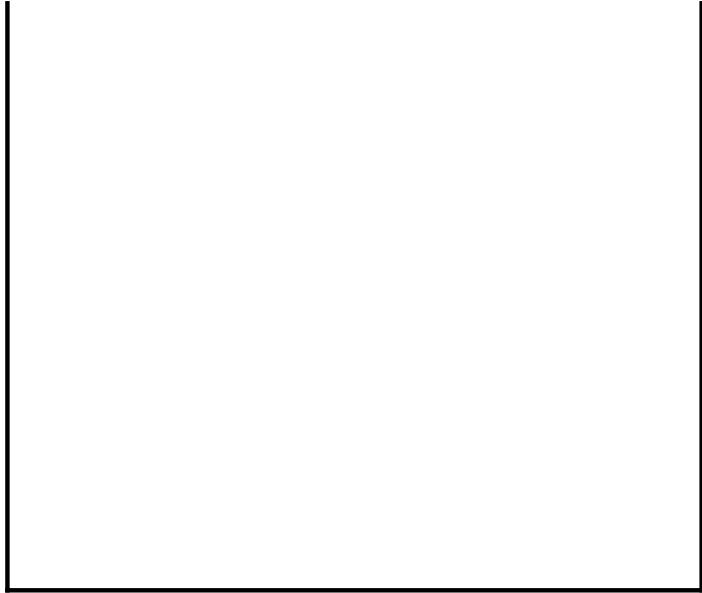
Policies and procedures adopted for:

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 6 Trustees (including 2 Ex Officio Trustees, and 2 co-opted Trustees) and meets every # 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="611 965 1082 992"><b>Risk and Internal Control (Specimen 1)</b></p> <p data-bbox="611 992 1307 1133">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="611 1162 1307 1361">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="611 1391 1307 1503">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="611 1532 1307 1731">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="611 1760 1307 1960">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="611 1989 1307 2096">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</p>

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><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>
Summary of the main activities in relation to these objects	

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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.

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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.
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<b>Section D</b>	<b>Achievements and performance</b>
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Summary of the main achievements of the charity during the year

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<b>Section E</b>	<b>Financial Review</b>
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Brief statement of the charity's policy on reserves

<p><b>Reserves Policy</b></p> <p>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 X months running costs, circa £X.</p> <p>The Group held reserves of approximately £X against this at year end. This is above the level/below required for operating expenses. However this can be explained by .....</p>
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Quantify and explain any designations

Details of any funds materially in deficit

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(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:

- the charity's principal sources of funds (including any fundraising);

#### Investment Policy (Specimen 1)

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 or The Scout Association's Short Term Investment Service.

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

The Group Trustee Board 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 Trustee Board considers the cash flow requirements.

- investment policy and objectives;

#### Investment Policy (Specimen 2)

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)

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### 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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## 20<sup>th</sup> Harrogate Scouts Group - Treasurers Report

### Annual Accounts for Financial Year 2022/2023

#### Income Summary:

The following table displays the total income for FY 22/23, including a totals comparison with the previous two FY's:

Income	2023-2024	2022-2023	2021-2022
Bank Interest	£2,394.06		
Donations	£1,513.32		
Events	£9,330.00		
Gift Aid	£2,415.60		
Hut Hire	£1,300.00		
Refunds	-£61.95		
Subscriptions	£15,123.07		
<b>Gross Income Total:</b>	<b>£32,014.10</b>	<b>£18,711.00</b>	<b>£23,279.84</b>

#### Expense Summary:

The following table displays the total expenditure for FY 22/23, including a totals comparison with the previous two FY's:

Expense	2023-2024	2022-2023	2021-2022
Activity Equipment	£30.70		
Bank Fees	£60.00		
Broadband	£343.08		
Capitation	£6,765.00		
Events	£10,594.55		

Expenses	£2,905.64		
Fees	£962.55		
Insurance	£1,400.14		
Rates	£76.80		
Utilities	£2,225.31		
Venue Maintenance	£1,360.98		
Refunds	£265.00		
<b>Gross Expenditure Total:</b>	<b>£26,989.75</b>	£18,769.17	£24,343.29

### Accounts Summary:

The following table displays the account summary at the end of FY 22/23, including totals comparison with the end of the previous two FY's:

Account balances	2023-2024	2022-2023	2021-2022
CAF Current Account	£2,276.30		
Expense Account	£934.38		
NatWest Current Account	£11,610.15		
CAF Savings Account	£38,117.32		
Scottish Widows	£147,699.59		
<b>Total:</b>	<b>£200,637.74</b>	£195,613.39	£195,538.00

### Overall Summary:

The following table captures the overall summary, including balance at the start of the FY, income, expenditure, net income and balance taken forward. There is also a comparison of the previous 2 FY's Net Income:

Summary	2023-2024	2022-2023	2021-2022
Account balance brought forward	£195,613.39		
Total income	£31,915.17		



Total expenditure	£26,989.75		
<b>Net income</b>	<b>£4,925.42</b>	-£58.00	-£1,063.00
<b>Account balance carried forward</b>	<b>£200,637.74</b>		

## Restricted Funds:

Our restricted funds are as follows:

- Betty's Donation – Equipment purchased with this donation to be reported to donor
- The Liz and Terry Bramall Foundation Donation – Specifically to be used in building of a new Scout Hut
- Other donations received for the building of a new Scout Hut

<b>Donated By:</b>	<b>Amount:</b>
Betty's Tea Rooms	£500.00
Bramhall Foundation	£100,000.00
Fundraising	£53,383.00
<b>TOTAL</b>	<b>£153,883.00</b>

The restricted funds were kept in two accounts during FY 23/24, as follows:

<b>Account:</b>	<b>Amount:</b>
Scottish Widows Savings Account	£147,699.59
CAF Savings Account	£6,183.41
<b>TOTAL</b>	<b>£153,883.00</b>

## Designated Funds:

The following table displays the how the group funds were designated at the end of FY 22/23:

<b>Fund:</b>	<b>Amount:</b>
New Building	£153,883.00
Reserves	£27,000
Financial Hardship	£1,500
Operating	£18,254.74
<b>TOTAL</b>	<b>£200,637.74</b>



### Approvals:

These accounts were compiled by David Thompson, Treasurer 20<sup>th</sup> Harrogate Scout Group.

The accounts were successfully independently assessed by Nicolas Maidment on 18-June-24.

The accounts were agreed at a meeting of the trustees on 19-June-24

**Signed on behalf of the trustees, as follow:**

<b>Signed By:</b>	<b>Date:</b>	<b>Signature:</b>
<b>Chair</b>		
<b>Treasurer</b>		



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#### Independent examiner's report to the trustees of 20<sup>th</sup> Harrogate Scout Group

I report to the trustees on my examination of the accounts of the 20<sup>th</sup> Harrogate Scout Group for the year ended 31<sup>st</sup> April 2024.

##### Responsibilities and basis of report

As the charity trustees of the 20<sup>th</sup> Harrogate Scout Group, 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 20<sup>th</sup> Harrogate Scouts Group 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 20<sup>th</sup> Harrogate Scout Group 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: Nicholas Maidment

Address: 10 Westcliffe Terrace, Harrogate, North Yorkshire, HG2 0PT

Date: 16<sup>th</sup> June 2024

