

## Trustee's Annual Report

For the period 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024

### Section A Reference and administration details

Charity name	21 <sup>st</sup> Warrington West (1 <sup>st</sup> Appleton) Scout Group
Other names the charity is known by	-//-
Registered charity number	702874
HQ registration number	10014246
Charity's principal address	The Scout Hall Dudlow Green Road, Appleton Warrington, WA4 5EQ

#### Names of the charity trustees who manage the charity:

<u>Trustee Name</u>	<u>Position</u>	<u>Dates acted if not for year</u>
Charlie Mitchell	Chair	
Stephen Cummings	Trustee/Group Lead Volunteer	
Paul Carey	Trustee	
Simon O'Hara	Trustee	
Alex Green	Trustee	
Julie King	Trustee	
Dawn MacDonald	Trustee	
Linda Paginton	Treasurer	
Andy Mountain	Trustee	

## Section B Structure, governance and management

The Group's governing documents are those of 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 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.

The Trustee Board consists of the Chair, Treasurer and seven Trustees and meets every four months.

Members of the Trustee Board complete 'Being a Scouts Trustee' learning within the first six months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, building 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.

### Risk and Internal Control

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:

- Damage to the building, property and equipment. The Group request the correct use of buildings, property and equipment from members and other hosted organisations such as the Explorer Units, Guide Groups and other users. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss. The building rebuild cost is reassessed every 3 years and was last completed in 2024. The Assets were reviewed, documented and costed for insurance renewal. In the event of damage to the property restricting use, arrangements would be sought with other local facilities for temporary use e.g., Parish Halls, other Scout Groups, School halls.
- 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. The Group takes out additional Personal Accident, Medical Expenses insurance to cover adult helpers who are not members of The Scout Association.
- Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The Group does hold a small reserve to ensure the continuity of activities should there be a major reduction in income. Fundraising is a regular activity towards projects e.g., building improvements or special camps.

- Membership Fees (Subscriptions). The Committee annually reviews the level of Membership Fees (Subscriptions) to manage the income to the Group. An increase has been made with effect from March 2025 from £140pa to £156pa.
- 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 would have to be considered.
- Reduction or loss of members. The Group provides activities for young people aged 6 to 14. If there was a reduction in membership 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 would have to be considered. Given the high volume of new housing in the south Warrington area, this is a very low risk.
- The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss; these include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

## Section C Objectives and activities

### 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.

### 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.

### 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.

Summary of the main activities in relation to these objects:

- Running of Section and Group activities and events (weekly meetings, hikes, camps, jamborees, parades and fundraising events)

- Management of Group premises and equipment, including stores
- Managing appointments and safeguarding within the Group
- Management of link with Explorer Scouts, Girl Guide Groups and other organisations using the facilities

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.

<b>Activities:</b>	The Group attended the 2024 Warrington West District Camp at Bibby's Farm. All Sections were active with lots of #Skillsforlife input.
<b>Resources:</b>	Maintenance Day (landscaping and fencing, fire pit). Invested in gas griddle, leaders' tents (3).
<b>Finances:</b>	Applied for and received a grant from Torus towards a project of improvement works planned to mark the Group's 60 <sup>th</sup> anniversary in 2025.
<b>Fundraising:</b>	In March an Easter Fair was held at the Scout Hall followed by the Annual Spring Bedding Plant Fundraising event in May. In December the Christmas Plant Sales Fundraiser was held as well as a Christmas Fair.

## Section E Financial Review

### 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 Trustee Board considers that the Group should hold a sum equivalent to 12 months running costs to cover Electricity, Water, Insurance, Grass Cutting, Cleaning, Fire Extinguisher checks, Administration costs (OSM & Website), Property Maintenance plus a Contingency. The Group held reserves of £10,500 against these items at the 2024 year-end (increased from 2023 levels based on current expenditure levels). This is at the level required for operating expenses.

The Group has previously agreed to set aside funds each year towards the future cost of some hall and grounds maintenance works (in particular, electrical EICR and PAT certification, tree maintenance, flooring replacement and an allowance towards some other similar projects) that are expected to be required on a recurring basis over several years. As at 31 December 2023 the amount set aside was £5,000. The Group agreed to increase this reserve for 2024 to build the reserve for maintenance works and to make an allowance towards the cost of Group camps. As at 31 December 2024 an additional £5,000 was therefore set aside to give a total reserve for of £10,000.

### Investment policy and objectives

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.

Quantify and explain any designations:

- Capital towards Projects is kept as Restricted Funds. During 2024 a grant of £5,000 was received and this is being used to purchase materials for a bouldering wall. Therefore, as at 31 December 2024 the projects restricted funds totalled £5,000.
- During 2021 a donation of £200 was received and this is kept as a Restricted Fund to be used towards new trees and plants.

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

- There are no funds in deficit.

The charity's principal sources of funds (including any fundraising):

- Membership Subscriptions (£156 per youth member per year from 1 March 2025)
- Annual Bedding and Christmas Plant Sales activity
- Seasonal fairs
- Grant Applications
- Rent of the hall to various groups and organisations

## Section F Other Optional Information

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

**Fundraising is ongoing for:**

**Short Term 1 -2 years**



- bouldering wall
- renewed flooring (Lino and carpet tiles)
- noise reduction in main hall
- improved insulation above the main hall

**Medium Term 2 – 5 years**

- hot water heating system
- restore driveway - double gates to garage
- building heating
- external hard standing area to allow activities outside even if grass area is wet.

## Section G Declaration

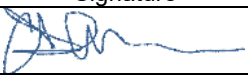

The Trustees declare that they have approved the Trustees' report above. Signed on behalf of the charity's Trustees:

<b>Full name</b>	Linda Paginton	<b>Full name</b>	Charlie Mitchell
<b>Position</b>	Treasurer	<b>Position</b>	Chair
			
<b>Date</b>		<b>Date</b>	18/6/25

21st Warrington West (1st Appleton) Scout Group (Charity no. 702874)  
Receipts and payments account for the year 1/1/24 to 31/12/24

	2023			2024		
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	£	£	£	£	£	£
Receipts						
Donations, legacies and similar income						
Membership subscriptions	10,585.00		10,585.00	9,806.00		9,806.00
Donations	850.00	1,500.00	2,350.00	220.00		220.00
Gift Aid	2,246.59	249.00	2,495.59	2,655.26		2,655.26
Other similar income	180.00		180.00			-
Sub total	13,861.59	1,749.00	15,610.59	12,681.26		12,681.26
Grants						
Maintenance grant			0.00			-
Other grants		1,476.24	1,476.24		5,000.00	5,000.00
Sub total		1,476.24	1,476.24		5,000.00	5,000.00
Fundraising events (net)						
Plant sales income	8,434.43			7,100.89		
Plant sales costs	5,020.89			4,047.04		
Plant sales (net)	3,413.54		3,413.54		3,053.85	3,053.85
International Camp income	1,001.77					
International Camp fundraising costs	82.00					
International Camp (net)		919.77	919.77		0.00	-
General fundraising activities income	1,988.02			3,019.71		
General fundraising activities costs	90.07			837.57		
General fundraising activities (net)	1,897.95		1,897.95		2,182.14	2,182.14
Sub total	5,311.49	919.77	6,231.26		5,235.99	5,235.99
Scout Group income						
Hire of building	2,055.00		2,055.00		1,120.00	1,120.00
Section income					510.00	510.00
Beavers	0.00		0.00		4,966.00	4,966.00
Cubs	1,593.00		1,593.00		3,435.00	3,435.00
Scouts	3,874.00	8,118.00	11,992.00		1,617.03	1,617.03
Group	1,192.90		1,192.90		11,648.03	11,648.03
Sub total	8,714.90	8,118.00	16,832.90			
Investment income						
Bank interest	190.86		190.86		179.46	179.46
Other investment income	0.00		0.00		0.00	-
Sub total	190.86		190.86		179.46	179.46
Total receipts	28,078.84	12,263.01	40,341.85	29,744.74	5,000.00	34,744.74
Payments						
Charitable Payments						
Membership subscriptions paid on (National/County/District)	3,672.00		3,672.00	4,196.50		4,196.50
Youth programme and activities	9,268.41	39,701.65	48,970.06	10,002.56		10,002.56
Adult support and training	183.00		183.00	0.00		-
Water and Sewerage	369.44		369.44	473.64		473.64
Electricity and Gas	1,512.97		1,512.97	2,462.69		2,462.69
Insurance	1,374.95		1,374.95	1,366.00		1,366.00
Property maintenance	2,774.76	1,224.00	3,998.76	2,588.43		2,588.43
Equipment	62.07		62.07	28.94		28.94
Postage, administration and secretarial	309.62		309.62	438.15		438.15
Uniforms and neckers	140.84		140.84	116.84		116.84
AGM and trustee expenses			0.00	65.15		65.15
Projects - landscaping and equipment purchase			0.00		1,976.24	1,976.24
GoCardless and Equals cards fees	216.05	24.46	240.51	406.84		406.84
Total payments	19,884.11	40,950.11	60,834.22	22,145.74	1,976.24	24,121.98
Net of receipts/(payments)	8,194.73	-28,687.10	-20,492.37	7,599.00	3,023.76	10,622.76
Cash funds last year end	10,791.91	31,265.89	42,057.80	19,389.18	2,176.24	21,565.42
Allocation of funds to/from restricted status	402.55	-402.55	0.00			
Cash funds this year end	19,389.18	2,176.24	21,565.43	26,988.18	5,200.00	32,188.18
Cash funds						
Lloyds Bank current account	9,011.34	1,976.24	10,987.58	8,986.87		8,986.87
Lloyds Bank OSM account	4,583.76	0.00	4,583.76	386.97		386.97
Lloyds Bank savings account	4,767.05	200.00	4,967.05	17,155.70	5,200.00	22,355.70
Equals cash cards	997.03	0.00	997.03	378.64		378.64
Equals cash balance	30.00	0.00	30.00	80.00		80.00
Total cash funds	19,389.18	2,176.24	21,565.42	26,988.18	5,200.00	32,188.18
Total net assets	19,389.18	2,176.24	21,565.42	26,988.18	5,200.00	32,188.18

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 6th May 2025 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Charlie Mitchell
	Linda Paginton
	Chair
	Treasurer

# Independent examiner

**Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year**

An unqualified template is one where the examiner has no concern to highlight to the trustees.

## **Independent examiner's report to the trustees of 21<sup>st</sup> Warrington West (1<sup>st</sup> Appleton) Scout Group**

I report to the trustees on my examination of the accounts of the 21<sup>st</sup> Warrington West (1<sup>st</sup> Appleton) Scout Group for the year ended 31<sup>st</sup> December 2024.

### **Responsibilities and basis of report**

As the charity trustees of the 21<sup>st</sup> Warrington West (1<sup>st</sup> Appleton) 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 21<sup>st</sup> Warrington West (1<sup>st</sup> Appleton) Scout 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 21<sup>st</sup> Warrington West (1<sup>st</sup> Appleton) 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: Amy Taylor

Relevant professional qualification or membership of professional bodies (if any): FCA, ICAEW

Address: 19 Edenbridge Gardens, WA4 5FH

Date: 28/06/2025