

# 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

1st Stonehaven Scout Group

Other names the charity is known by

Registered charity number (if any)

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HQ registration number

S	C	0	3	8	4	3	7
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Charity's principal address

Stonehaven Scout Hall

Mill of Forest Road

Postcode

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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		Chairperson	16/10/2024
2		Group Lead Volunteer	16/10/2024
3		Treasurer	11/05/2025
4		Trustee	
5		Trustee	11/05/2025
6		Trustee	11/05/2025
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

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.

(e.g. trust deed, constitution)

#### How the charity is constituted

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

(e.g. trust, association, company)

#### Trustee selection methods

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

(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:

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 3 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)**

**Risk and Internal Control (Specimen 1)**

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 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 Board 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 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.

#### **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	<p>Across all the individual age group sections which form the 1st Stonehaven Scout Group there is a common objective to provide fun &amp; achievable challenges &amp; opportunities for each member to participate in &amp; learn from the varied programme of activities which are organised for them in a spirit of friendship &amp; respect for one another plus develop a mindfulness about the wider community they're part of. They are encouraged to pursue a Badgework programme</p>

that complements their abilities & interests.

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.

Every effort is made by the Group to facilitate a safe, clean and comfortable environment both indoors & outdoors for the sections to meet in by means of fund-raising initiatives such as the annual Christmas Tree Sale and organising regular and 'ad hoc' Hall Lets for example. The personal development and training of the core Leadership team is encouraged and supported. The dedication of the Leadership team to the welfare of the young people in their care is exemplary. The Group is extremely fortunate to have such an experienced & talented pool of Leaders running our different age group sections.

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

During the course of the last year our young people have had multiple opportunities to take part in a significant range of educational & rewarding activities, camps, outings and meetings often involving their peers from other units in the District and beyond. Highlights & successes include the Group-wide Camp held at Templars Park in August, the trip to the Panto in the Town Hall plus the Christmas Tree Sale both in December. There has been engagement with several different organisations who've visited our young people including the Coastguard, Police Scotland, MSP's amongst others. They also represented the Group during the town's Armistice Day Parade & Remembrance Day Parade whilst several showed great commitment by training for & taking part in the annual Gang Show performances in Aberdeen.

## 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 Trustee Board considers that the group should hold a sum equivalent to 6 months running costs, circa £2500.

The Group held reserves of approximately £10756 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

£12000 personal loan and £349.17 personal loan. £12000

(circumstances plus steps to eliminate)

loan made to ensure the hall could pay maintenance cost. Smaller loan for immediate payment of invoice. Once budgeting for 2025 is set at the next trustee meeting a repayment plan will be put in place.

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.

- 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)

Plans or key objectives going forward are to secure the continued lease of the ground on which the Scout Hall sits to provide continuity in terms of an optimum meeting place, the regeneration & improvement of the area at the back of the Scout Hall, the refurbishment of the kitchen facility and initiatives to reduce the current waiting list backlog particularly amongst the younger age group sections plus the purchase of new camping equipment including a large Mess Tent for large number catering purposes. A further objective would be to foster stronger relationships and joint activities at the wider District level.

### Section G

#### Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair)

Date

01/10/25

# 1st Stonehaven Scout Group (Charity no. SC025714)

## Receipts and payments account

	Year start date		Year end date
For the year from	2024	To	2025

### Receipts and payments

2024/25

Unrestricted funds

£

#### Receipts

<b>Donations, legacies and similar income</b>	
Membership subscriptions	7,674
Less: Membership subscriptions paid on (National/County/Area/District)	-
Donations	57
Meetings	123
Beavers closed account transfer	663
<b>Sub total</b>	<b>8,517</b>
<b>Grants</b>	
Maintenance grant	-
Other grants	-
<b>Sub total</b>	<b>-</b>
<b>Fundraising events (gross)</b>	
Beer festival	2,000
Christmas tree sale (unrestricted)	5,436
Detail 3	-
Other fundraising activities	1,200
<b>Sub total</b>	<b>8,636</b>
<b>Scout hut income</b>	
Hire of building	3,531
Hire of equipment	-
Other Scout hut income (camps and other events)	7,487
<b>Sub total</b>	<b>11,018</b>
<b>Investment income</b>	
Loan	349
Building Society interest	-
Cubs closed account transfer (to group)	2,293
Cubs closed account transfer (to cubs)	2,293
<b>Sub total</b>	<b>4,936</b>
<b>Total Gross Income</b>	<b>33,105</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>
<b>Total receipts</b>	<b>33,105</b>

# 1st Stonehaven Scout Group (Charity no. SC025714)

## Receipts and payments account

	Year start date		Year end date
For the year from	2024	To	2025

### Receipts and payments

2024/25  
Unrestricted funds  
£

<b>Payments</b>	
<b>Charitable Payments</b>	
Training	13
Membership	115
Line rental	460
Damage	236
Electricity and Gas	4,692
Insurance	877
Hall maintenance	4,224
Materials and equipment	1,558
Badges	1,366
Contribution to camp costs	8,084
Uniforms	867
Cleaner	1,707
Transport	290
Other events	343
Panthers transfer to new account	2,293
Sub total	27,125
<b>Fundraising expenses</b>	
Christmas tree sale	2,216
Campfire project	521
Detail 3	-
Other fundraising costs	-
Sub total	2,737
<b>Total Gross Expenditure</b>	29,863
<b>Asset and investment purchases, etc.</b>	-
<b>Total payments</b>	29,863
<b>Net of receipts/(payments)</b>	3,243
<b>Cash funds last year end</b>	13,992
<b>Cash funds this year end</b>	17,235

# 1st Stonehaven Scout Group (Charity no. SC025714)

## Receipts and payments account

Year start date		Year end date	
For the year from	2024	To	2025

### Statement of assets and liabilities at the end of the year

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Unrestricted funds

£

<b>Cash funds</b>	
Unrestricted funds	10,756
Restricted to international scouting	5,000
Restricted to campfire project	1,479
The Scout Association Short Term Investment Service	-
Cash/Floats	-
<b>Total cash funds</b>	<b>17,235</b>
(agree balances with receipts and payments account)	
<b>Other monetary assets</b>	
Tax claim	-
Debts due from the County/Area/District/Group	-
Insurance claim	-
<b>Sub total</b>	<b>-</b>
<b>Investment assets</b>	
Investment property - detail	-
Quoted investments	-
Other investments - detail	-
<b>Sub total</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>	
Badge stock	-
Shop stock	-
Other stock	-
Land and buildings	25,000
Motor vehicles	-
Scouting equipment, furniture etc	500
Other	-
<b>Sub total</b>	<b>25,500</b>
<b>Liabilities</b>	
Accounts not yet paid	-
Expenses incurred but not invoiced	-
Subscriptions not yet paid	-
Loan - detail	-
Other liabilities	-
<b>Sub total</b>	<b>-</b>
<b>Total net assets</b>	<b>42,735</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 11/05/2025 and signed on their behalf by

Signature

Print Name



## **Independent examiner's report to the trustees of 1<sup>st</sup> Stonehaven Scout Group**

I report on the accounts of the charity for the year ended 2025 which are set out on pages 1 to 15

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

