

# 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 

2nd Copythorne (Stanleys Own) Scout Group
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Other names the charity is known by 

Stanleys Own Scout Group
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Registered charity number (if any) 

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HQ registration number 

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Charity's principal address 

Charles King Hall							
Romsey Road, Copythorne							
Southampton							
Postcode	S	O	4	0	2	L	Q

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	Michael Gurd	President	
2	Joy Sellwood	Chairman	
3	Therese Zanetti	Secretary	
4	Deborah Parvin	Treasurer	
5	Warren Turvey		
6	Katrina Stone		
7	Kevin Harmer		
8	Jacqueline Heath		
9	Tracy Hogan		
10	Sharon Harris		
11	Christine Deamer		Until 22 March 2023
12	Robert Good		Until 27 June 2023
13	Michael Ferris		Until 27 June 2023
14	Tony Carter		Until 27 June 2023
15	Caroline Painter		From 27 June 2023
16	Roger Barrett		From 27 June 2023

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

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 Group Trustee Board, the members of which are the Charity Trustees of the Scout Group which is an educational charity. As 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 Committee consists of independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual Section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 months.

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

This Group Trustee 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.

### **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 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 membership 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 membership fees 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 membership fees 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.

### **Section C**

### **Objectives and activities**

Summary of the objects of the charity set out in its governing document

#### **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

The promotion and co-ordination of the Sections to ensure that they provide Scouting in accordance with the objects to ensure that a well balanced programme is delivered to the young people by the leaders. The main activities are regular weekly meetings of the various Sections of the Group, camps and day activities.

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.

Public benefit statement

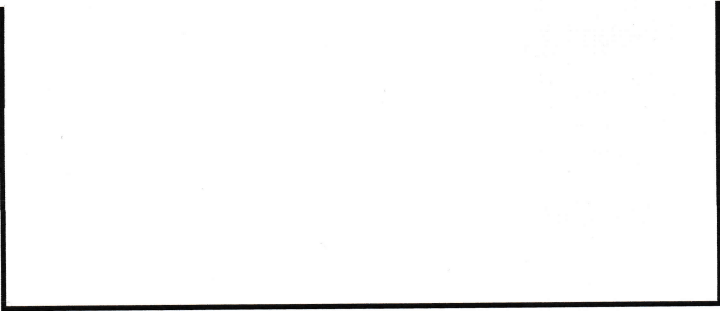
The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

Please see our AGM report pack which is available on request.



**Section E Financial Review**

Brief statement of the charity's policy on reserves

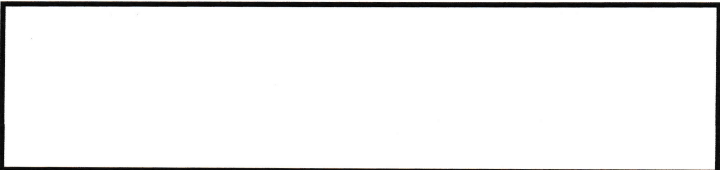
Quantify and explain any designations

**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 2 years average potential carnival income in unrestricted reserves. Any excess unrestricted reserves would be used to help fund the refurbishment of the Scout Headquarters.

The Group held reserves of approximately £40,000 against this at year end thus meeting the Group's aim.

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



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

**Investment Policy**

The Group's Income and Expenditure is 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 COIF Charities Deposit Fund.

The Group Trustees regularly monitor 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 Trustees consider the cash flow requirements.

• investment policy and objectives;

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**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)

<i>J Sellwood</i>	<i>D Parvin</i>
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Full name(s)

Joy Sellwood	Deborah Parvin
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Position (eg Secretary, Chair)

Chair	Treasurer
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Date

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# 2nd Copythorne (Stanley's Own) Scout Group (Charity No: 1015583) Receipts and Payments Account

Year start date

Year end date

For the year from	01/01/2023	To	31/12/2023
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## Receipts and payments

	2023			2022	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	14,501	-	-	14,501	11,051
Donations	13,211	-	-	13,211	1,994
Legacies	-	-	-	-	-
Gift Aid	1,435	-	-	1,435	1,084
Section accounts	25,484	-	-	25,484	20,700
<b>Sub total</b>	<b>54,631</b>	<b>-</b>	<b>-</b>	<b>54,631</b>	<b>34,829</b>
<b>Grants</b>					
Maintenence grant	-	-	-	-	-
Other grants	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fundraising events (gross)</b>					
Carnival week	18,815	-	-	18,815	26,851
Jamboree	-	5,553	-	5,553	13,455
HQ Building project	-	-	-	-	-
Other fundraising activities	-	-	-	-	-
<b>Sub total</b>	<b>18,815</b>	<b>5,553</b>	<b>-</b>	<b>24,368</b>	<b>40,306</b>
<b>Scout hut income</b>					
Hire of building	15,782	-	-	15,782	15,174
Hire of equipment	-	-	-	-	-
Other Scout hut income	-	-	-	-	-
<b>Sub total</b>	<b>15,782</b>	<b>-</b>	<b>-</b>	<b>15,782</b>	<b>15,174</b>
<b>Investment income</b>					
COIF Charities Deposit account interest	1,337	-	-	1,337	350
Bank interest	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Other investment income	-	-	-	-	-
<b>Sub total</b>	<b>1,337</b>	<b>-</b>	<b>-</b>	<b>1,337</b>	<b>350</b>
<b>Total Gross Income</b>	<b>90,565</b>	<b>5,553</b>	<b>-</b>	<b>96,118</b>	<b>90,659</b>
<b>Asset and investment sales, etc.</b>	-	-	-	-	-
<b>Total receipts</b>	<b>90,565</b>	<b>5,553</b>	<b>-</b>	<b>96,118</b>	<b>90,659</b>

# 2nd Copythorne (Stanley's Own) Scout Group (Charity No: 1015583)

## Receipts and Payments Account

	Year start date		Year end date
For the year from	01/01/2023	To	31/12/2023

### Receipts and payments

	2023			2022	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
<b>Payments</b>					
<b>Charitable Payments</b>					
Membership subscriptions paid on (National/County/Area/District)	8,249	-	-	8,249	5,736
Youth programme and activities	9,120	-	-	9,120	4,628
Adult support and training	360	-	-	360	-
Utilities	4,238	-	-	4,238	4,764
Insurance	4,927	-	-	4,927	4,606
Cleaning	5,100	-	-	5,100	4,521
Licences	994	-	-	994	597
Repairs and Renewals	4,291	-	-	4,291	3,099
Equipment	984	-	-	984	251
Printing, postage, stationery & sundries	527	-	-	527	497
Donations	2,157	-	-	2,157	1,327
Uniforms	540	-	-	540	311
Section accounts	32,238	-	-	32,238	16,459
Tree works	3,313	-	-	3,313	5,820
HQ building project	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>77,038</b>	<b>-</b>	<b>-</b>	<b>77,038</b>	<b>52,616</b>
<b>Fundraising expenses</b>					
Carnival	12,050	-	-	12,050	8,800
Jamboree	-	1,418	-	1,418	17,590
Card fees	178	-	-	178	194
Other fundraising costs	-	-	-	-	-
<b>Sub total</b>	<b>12,228</b>	<b>1,418</b>	<b>-</b>	<b>13,646</b>	<b>26,584</b>
<b>Total Gross Expenditure</b>	<b>89,266</b>	<b>1,418</b>	<b>-</b>	<b>90,684</b>	<b>79,200</b>
<b>Asset and investment</b>	-	-	-	-	-
<b>Total payments</b>	<b>89,266</b>	<b>1,418</b>	<b>-</b>	<b>90,684</b>	<b>79,200</b>
<b>Net of receipts/(payments)</b>	<b>1,299</b>	<b>4,135</b>	<b>-</b>	<b>5,434</b>	<b>11,459</b>
Transfers between funds	-	5,652	-	-	-
Cash funds last year end	59,708	11,001	-	70,709	59,250
<b>Cash funds this year end</b>	<b>55,355</b>	<b>20,788</b>	<b>-</b>	<b>76,143</b>	<b>70,709</b>

# 2nd Copythorne (Stanley's Own) Scout Group (Charity No: 1015583) Receipts and Payments Account

Year start date

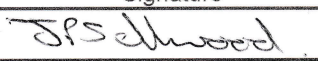

Year end date

For the year from	01/01/2023	To	31/12/2023
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## Statement of assets and liabilities at the end of the year

	31-Dec-23			31-Dec-22	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
<b>Cash funds</b>					
Bank current account	12,052	-	-	12,052	10,107
COIF Charities Deposit Account	25,260	20,788	-	46,048	36,711
Held by Sections	15,098	-	-	15,098	21,852
Cash in Hand	2,945	-	-	2,945	2,039
	-	-	-	-	-
<b>Total cash funds</b>	<b>55,355</b>	<b>20,788</b>	<b>-</b>	<b>76,143</b>	<b>70,709</b>
agree balances with receipts and payments a/c)	ok	ok	ok	ok	ok
<b>Other monetary assets</b>					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for</b>					
Badge stock	-	-	-	-	-
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings	-	-	-	-	-
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	-	-	-	-	-
Other	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>55,355</b>	<b>20,788</b>	<b>-</b>	<b>76,143</b>	<b>70,709</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 28th March 2024 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Joy Sellwood <span style="float: right;">Chair</span>
	Deborah Parvin <span style="float: right;">Treasurer</span>

## 2nd Copythorne (Stanley's Own) Scout Group Section Accounts

For the year from	01-Jan 2023	To	31-Dec 2023
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Section Accounts					
	2023				
	Balance 01/01/23	Subscriptions	Other Income	Spent	Balance 31/12/23
	£	£	£	£	£
Squirrels	-	569.00	847.34	1,063.31	353.03
Cadnam River Beavers	650.45	513.00	1525.00	1,725.95	962.50
Bartley Waters Beavers	662.85	294.00	1,076.00	641.06	1,391.79
Dyak Cubs	1,277.38	550.00	876.00	1,860.55	842.83
Zulu Cubs	881.64	719.00	4,585.90	4,745.71	1,440.83
Everett Scouts	996.23	630.00	1,885.70	3,226.89	285.04
King Scouts	1,030.47	770.00	3,479.17	3,562.16	1,717.48
Stanley's Own Magazine	13,719.06	4,060.65	2,174.21	14,765.76	5,188.16
Stanley's Own Scout & Guide Band	2,369.59	-	854.18	646.75	2,577.02
Centenary Band	264.58	-	75.00	-	339.58
<b>Totals</b>	<b>21,852.25</b>	<b>8,105.65</b>	<b>17,378.50</b>	<b>32,238.14</b>	<b>15,098.26</b>

## Independent examiner's report to the trustees of 2<sup>nd</sup> Copythorne (Stanleys Own) Scout Group

I report to the trustees on my examination of the accounts of the 2<sup>nd</sup> Copythorne (Stanleys Own) Scout Group for the year ended 31 December 2023.

### Responsibilities and basis of report

As the charity trustees of the 2<sup>nd</sup> Copythorne (Stanleys Own) 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 2<sup>nd</sup> Copythorne (Stanleys Own) 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 2<sup>nd</sup> Copythorne (Stanleys Own) 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:

TONI PEARCE

Relevant professional qualification or membership of professional bodies (if any): ACCA

Address: CHARTERS, SOUTHAMPTON ROAD, BARTLEY  
SOUTHAMPTON, HANTS, SO40 2NA

Date:

2 / 6 / 24