

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

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| 1st Finchampstead Scout Group | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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

| | | | | | | | | | |
|---|---|---|---|---|--|--|--|--|--|
| 1 | 9 | 1 | 8 | 8 | | | | | |
|---|---|---|---|---|--|--|--|--|--|

Charity's principal address

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Finchbase, California Country Park, Nine Mile Ride, | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Finchampstead, Wokingham, Berkshire | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Postcode | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R | G | 4 | 0 | 4 | X | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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 | Bob Harrison | Chair | from 11/12/2019 |
| 2 | Kate Harrison | Treasurer | from 13/09/2023 |
| 3 | Sarah Handy | Secretary | from 28/11/2022 |
| 4 | Matthew Radford | Group Scout Leader | from 18/09/2018 |
| 5 | Anabelle Guillory | Treasurer | Until 13/09/2023 |
| 6 | | | |
| 7 | | | |
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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 |
|-----------------|------|---------------------------------------|
| Banker | HSBC | 1-2 Market Place, Wokingham, RG40 1AL |
| | | |
| | | |
| | | |

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 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:

The Trustee Board consists of the Chair, Treasurer and a minimum of 3 other Trustees (including the Group Scout Leader as Ex-Officio Trustees). It will meet every 2 months.

a) the induction and training of trustees, b) trustee consideration of major risks and the systems and procedures to manage them

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.

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 |
|-----------|---------------------------|
|-----------|---------------------------|

| | |
|--|---|
| <p>Summary of the objects of the charity set out in its governing document</p> | <p>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.</p> <p>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.</p> <p>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.</p> |
|--|---|

| | |
|--|---|
| <p>Summary of the main activities in relation to these objects</p> | <p>The group operates six sections: 2 Scout Sections, 2 Cubs Sections and 2 Beaver Sections.</p> <p>The group follows a balanced programme of activities across all age ranges in order to develop all children in scouting principles. Each section meets weekly in term time. Each section leader prepares a termly programme to ensure that a wide variety of themed activities are organised. Working towards badges is an important part of the programme. Many meetings are held at "Finchbase", but throughout the programme all children have the opportunity, and are encouraged to engage in camping and other community based projects. These activities happen to be on and off site and are planned in accordance with scouting regulations, safeguarding practices and are fully risk assessed.</p> |
|--|---|

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

The Group has continued to provide varied and exciting experiences for our Young People throughout the year. We have extensively fundraised for our trip to the Kandersteg International Scout Centre in Switzerland, and took 20 Scouts there for a week in August.

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 4 months running costs, circa £10,000.

"Finchbase" modification and refurbishment and for replacement of the Groups minibus, should this be required. The Group held total reserves of £48,937 at the end of FY23/24.

Quantify and explain any designations

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 and objectives;

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.

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 (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)

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)

| | |
|--------------|---------------|
| Bob Harrison | Kate Harrison |
|--------------|---------------|

Position (eg Secretary, Chair)

| | |
|-------|-----------|
| Chair | Treasurer |
|-------|-----------|

Date

| | | | | | |
|---|---|---|---|---|---|
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1st Finchampstead Scout Group (Charity 1015754) Receipts and Payments Account

| | For the year from | 2023 | To | 2024 |
|--|----------------------|---|----|---|
| Receipts and payments | | | | |
| | | 2023/24 Unrestricted funds £ | | 2022/23 Unrestricted funds £ |
| Receipts | | | | |
| Donations, legacies and similar income | | | | |
| Membership subscriptions | | 11,242 | | 13,191 |
| Less: Membership subscriptions paid on (National/County/Area/District) | | (7,020) | | (7,488) |
| Net membership subscriptions retained | | 4,222 | | 5,703 |
| Explorer Subscription | | 768 | | 708 |
| Donations (Wokingham Marathon and Circle Trust and minibus use) | | 680 | | 735 |
| Gift Aid | | 1,462 | | 1,497 |
| Refund of 2018-2020 utility bills from Contractor | | | | |
| Wokingham Borough Council refunded overcharged utility bills | | | | - |
| Other similar income (Scout shop rebate; refund business rates 2020 in July 2021) | | 222 | | 30 |
| Sub total | | 7,353 | | 8,673 |
| Grants | | | | |
| Maintenance grant | | - | | - |
| Other grants - Small Business Rate Relief Recipient 2020 and National Lockdown Grant 2020 and Omicron Hospitality and Leisure Grant 2021 | | - | | - |
| Sub total | | - | | - |
| Fundraising (gross) | | | | |
| Amazon Smile and similar | | 426 | | 247 |
| Lottery (One Lottery for 1st Finchampstead Scouts Group) | | 990 | | 1,227 |
| Other fundraising activities (Wokingham Winter Carnival, Burns Night, Curry Night, Quiz Night) includes corporate match fundraising | | 14,411 | | 3,520 |
| Sub total | | 15,827 | | 4,994 |
| Investment income | | | | |
| Bank interest | | 1,226 | | 284 |
| Sub total | | 1,226 | | 284 |
| Youth Activities (gross) | | | | |
| Beavers Outings | | 92 | | 271 |
| Cubs Outings | | 2,768 | | 1,215 |
| Scouts Outings | | 4,005 | | 841 |
| Beavers Camp | | | | - |
| Cubs Camps | | 2,574 | | 2,636 |
| Scout Camps | | 3,546 | | 8,181 |
| Group Activities (Kandersteg 2024) | | 20,600 | | 6,005 |
| Sub total | | 33,586 | | 19,149 |
| Total Gross Income | | 57,992 | | 33,100 |
| Asset and investment sales, etc. | | - | | - |
| Total receipts | | 57,992 | | 33,100 |

1st Finchampstead Scout Group (Charity 1015754)
Receipts and Payments Account

| | For the year from | 2022 | To | 2023 |
|---|-------------------|---------------------|----|---------------------|
| Receipts and payments | | | | |
| | | 2023/24 | | 2022/23 |
| | | Unrestricted | | Unrestricted |
| | | funds | | funds |
| | | £ | | £ |
| Payments | | | | |
| Charitable Payments | | | | |
| Rent & Rates | | 1,058 | | 463 |
| IT subscriptions (e.g. Zoom meetings) | | 15 | | 180 |
| Water (Hut only) | | 117 | | 155 |
| Electricity (Hut and Stores) | | 2,268 | | 1,599 |
| Gas for camps | | 256 | | 286 |
| Insurance | | 2,483 | | 1,464 |
| Repairs and Renewals | | - | | 140 |
| Materials and equipment | | 990 | | 872 |
| Finchbase & Stores maintenance | | 1,865 | | 2,242 |
| Minibus (mostly stationary all year due to COVID19) | | 3,317 | | 3,353 |
| Uniforms/Badges | | 808 | | 1,900 |
| AGM and trustee expenses | | - | | 225 |
| Miscellaneous (Bank charges) | | 623 | | 474 |
| Sub total | | 13,800 | | 13,353 |
| Fundraising expenses | | | | |
| Details | | - | | - |
| Other fundraising costs | | 3,860 | | - |
| Sub total | | 3,860 | | - |
| Youth programme and activities | | | | |
| Beavers Outings | | - | | 765 |
| Cubs Outings | | 3,539 | | 1,622 |
| Scouts Outings | | 1,086 | | 640 |
| Beavers Camp | | - | | - |
| Cubs Camp | | 2,768 | | 2,537 |
| Scouts Camps | | 8,241 | | 4,693 |
| Group Activities (inc. Kandersteg24) | | 12,725 | | 1,405 |
| Pack Activities | | 1,191 | | 1,306 |
| Sub total | | 29,550 | | 12,968 |
| Total Gross Expenditure | | 47,210 | | 26,321 |
| Asset and investment purchases, etc. | | | | - |
| Total payments | | 47,210 | | 26,321 |
| Net of receipts/(payments) | | 10,782 | | 6,779 |
| Cash funds last year end | | 78,435 | | 71,656 |
| Cash funds this year end | | 89,218 | | 78,435 |

Statement of assets and liabilities at the end of the year

| | 31-Mar-23 Unrestricted funds £ | 31-Mar-22 Unrestricted funds £ |
|--|---|---|
| Cash funds | | |
| Bank current accounts (income and payments) | 40,281 | 20,355 |
| Bank current accounts: Kandersteg fundraising | | 150 |
| Bank deposit accounts: Finchbase extension | 13,100 | 13,100 |
| Bank deposit accounts: Minibus Replacement | 18,000 | 18,000 |
| Bank deposit account: Reserves | 17,837 | 26,830 |
| Cash/Floats | - | - |
| Total cash funds | 89,218 | 78,435 |
| Other monetary assets | | |
| Payments for Kandersteg £1,405 from FY22/23, £12,629 from FY23/24. £335 in deposits for FY24/25 camps for both Cub packs | 14,389 | 3,161 |
| Prepayments to County/Area/District/Group | | |
| Insurance claim | | |
| Sub total | 14,389 | 3,161 |
| Non monetary assets for charity's own use | | |
| Badge stock | | |
| Motor vehicles (Minibus) | | |
| Fixtures & Fittings | 1,500 | 1,500 |
| Scouting equipment, furniture etc | | |
| Bike trailer & Equipment trailer | | |
| Sub total | 1,500 | 1,500 |
| Liabilities | | |
| non-credited council tax rebate | | |
| Subscriptions not yet paid (CHECK WITH VANDANA) | | |
| Cheque 10590 not cashed in by Beavers Leader for expenses claim on outing | | 30 |
| Cheque 101686 not cashed in by volunteer for Survival Camp expenses | | 42 |
| Cheque 101700 not cashed in by Beavers Leader for expenses claim on badges and certificates | | |
| Cheque 101561 and 101567 not cashed - Wings refunds to parents | | 360 |
| Cheque 101725 not cashed by parent volunteer | | 12 |
| Cheque 101727 not cashed by Beaver Leader | | 21 |
| Camps Fees Received in Advance (Kandersteg 2024) | 20,600 | 3,886 |
| Sub total | 20,600 | 4,351 |

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 1st October 2024 and signed on their behalf by

Signature

Print Name

| | |
|--------------|-----------|
| ob Harrison | Chair |
| ate Harrison | Treasurer |

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

Independent examiner's report to the trustees of 1st Finchampstead Scout Group

I report to the trustees on my examination of the accounts of the 1st Finchampstead Scout Group for the year ended 31st March 2024.

Responsibilities and basis of report

As the charity trustees of the 1st Finchampstead 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 1st Finchampstead 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 [Insert Scout Group/District name] 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: Charlotte Mott

Name: Charlotte Mott BSc (Hons) FCA

Relevant professional qualification or membership of professional bodies (if any): ICAEW 9082189

Address: 67 Nine Mile Ride, Finchampstead, Wokingham, Berkshire RG40 4ND

Date: 12 January 25