

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	1	2	2	3
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Section A Reference and administration details

Charity name

9th Harpenden Scout Group																																																											
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Other names the charity is known by

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Registered charity number (if any)

1	0	2	1	2	1	6
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HQ registration number

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Charity's principal address

369 Luton Road,																																																											
Kinsbourne Green																																																											
Harpenden, Hertfordshire																																																											
Postcode																																													AL5 3LZ														

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	Jacqueline Moore	Chair	
2	Nicholas Corran	Lead Volunteer/GSL	
3	Caroline Corran	Treasurer	
4	Gareth Green	Elected	
5	Tim Reid	Elected	
6	Mary Ann College	Ex Officio BSL	
7	Andrew Falconer	Ex Officio SL	
8	Chris Mellor	Ex Officio CSL	
9	Kiley Dixon	Ex Officio BSL	
10	Rebecca Asquith	Secretary	
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
Independent Examiner	Stephen Newman FCA	Trachan, Cross Oak Road, Berkhamsted. HP4

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

(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:

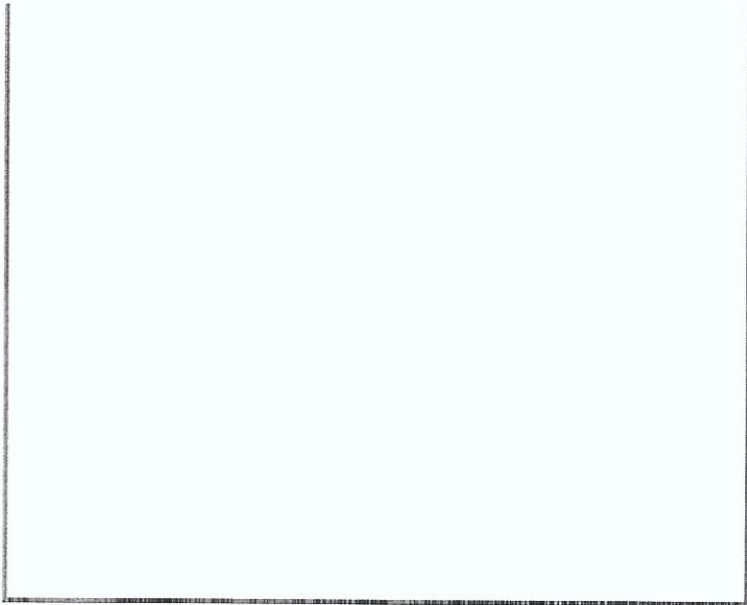
The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts 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 8 Trustees (including 6 Ex Officio Trustee, and 2 co-opted Trustees) and meets every 4 months.

Members of the Trustee Board complete Being a Scouts Trustee learning, including GDPR 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

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

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

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

Weekly term time meetings for 2x beavers, 2x cubs, 1x scouts. Base for Kinsbourne Explorer Scout Unit (KES) Age 14-18 The hut is used as a community asset with use by regular and occasional hirers.

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.

Group run by volunteers, running the sections and the business of the Hut.

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

Running an active scout group, including an adventurous programme for all scout ages, including Nights Away.

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 24 months running costs, circa £50,000.

this at year end. This is above the level/below required for operating expenses. However this can be explained by £30,000 being earmarked for the parking upgrade immediately outside the Hut, leaving £15,000 spare.

Quantify and explain any designations

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

NONE

Other 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

Excess funds are currently in a CAF account with interest.

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.

Section F

Other Optional Information

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

Improving the car parking facility immediately outside the hut.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

J. Moore *Nicholas E Corran*

Full name(s)

Jacqueline Moore NICHOLAS CORRAN

Position (eg Secretary, Chair)

Chair GROUP LEAD VOLUNTEER

Date

22/4/2024

2

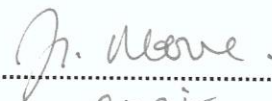
**9TH HARPENDEN SCOUT GROUP
REPORT AND ACCOUNTS
YEAR ENDED 31 DECEMBER 2023**

Receipts & Payments Account Summary for the year ended 31 December 2023

	This Year to 31/12/2023 £	Previous Year to 31/12/2022 £
Total receipts for the year (page 2)	32,306.57	29,759.42
Total payments for the year (page 3)	(27,802.60)	(24,434.68)
Net receipts (payments) for the year	<u>4,503.97</u>	<u>5,324.74</u>
Cash, bank and similar funds brought forward	94,969.23	89,644.49
Cash, bank and similar funds carried forward	<u><u>99,473.20</u></u>	<u><u>94,969.23</u></u>

The above account and accompanying statement of assets and liabilities were approved
by the Trustees on 21st April 2024 and signed on their behalf by


TREASURER


Chair

**9TH HARPENDEN SCOUT GROUP
REPORT AND ACCOUNTS
YEAR ENDED 31 DECEMBER 2023**

Receipts for the year ended 31 December 2023

	This Year to 31/12/2023 £	Previous Year to 31/12/2022 £
MEMBERSHIP SUBSCRIPTIONS	11,298.05	9,890.42
less: Paid	(5,200.00)	(4,368.00)
	<u>£6,098.05</u>	<u>£5,522.42</u>
 INVESTMENT INCOME RECEIVED		
Bank Interest	860.28	195.95
Section Bank Interest	9.77	3.15
	<u>£870.05</u>	<u>199.10</u>
 DONATIONS	0.00	0.00
COVID Retail, Hospitality and Leisure Grant	0.00	0.00
RENT OF HALL	15,501.01	14,729.74
HALL DEPOSITS	330.00	(200.00)
	<u>£15,831.01</u>	<u>£14,529.74</u>
 ACTIVITIES		
Sections	5,383.10	3,035.18
Camps	955.35	3,658.68
	<u>£6,338.45</u>	<u>£6,693.86</u>
 FUND RAISING (gross)		
Group Fundraising Team	0.00	0.00
Group Scout Executive Fireworks Evening	0.00	0.00
Section Activities Fundraising - Xmas tree carrying	0.00	0.00
Group Scout Executive Summer Fete	1,182.76	1,441.25
	<u>£1,182.76</u>	<u>£1,441.25</u>
 OTHER INCOME		
Income Tax recovered on subscriptions and donations	1,986.25	1,373.05
	<u>£1,986.25</u>	<u>£1,373.05</u>
 TOTAL RECEIPTS FOR THE YEAR	<u>£32,306.57</u>	<u>£29,759.42</u>

**9TH HARPENDEN SCOUT GROUP
REPORT AND ACCOUNTS
YEAR ENDED 31 DECEMBER 2023**

Payments for the year ended 31 December 2023

	This Year to 31/12/2023 £	Previous Year to 31/12/2022 £
PREMISES		
Hall capital improvements	279.98	0.00
Electricity	2,639.17	2,415.97
Hall cleaning	4,230.44	4,099.57
Insurance	1,281.89	1,194.71
Hall maintenance	5,371.28	4,040.34
Business rates	280.00	458.40
Phone and broadband	210.04	388.83
Hall supplies	1,001.62	383.96
Music rights	351.84	607.08
Water Rates	313.17	248.68
	<u>£15,959.43</u>	<u>£13,837.54</u>
DONATIONS		
	<u>£0.00</u>	<u>£0.00</u>
ACTIVITIES		
Sections	8,396.86	5,396.94
Camps	1,132.22	3,752.34
	<u>£9,529.08</u>	<u>£9,149.28</u>
FUND RAISING EXPENSES		
Group Scout Executive Fireworks Evening	0.00	0.00
Group Scout Executive Summer Fete	0.00	0.00
	<u>£0.00</u>	<u>£0.00</u>
ADMIN/ESTABLISHMENT EXPENSES		
Leaders uniforms	182.87	(170.00)
Leaders' training	174.59	185.00
Fees re transfer of lease to The Scout Association	0.00	780.00
Sundry Charges	125.10	116.51
Independent accountants fees	0.00	0.00
Equipment Maintenance	392.50	131.35
Bank Charges	300.00	405.00
	<u>£1,175.06</u>	<u>£1,447.86</u>
TRUSTEES EXPENSES		
	0.00	0.00
PURCHASE OF EQUIPMENT		
	1,139.03	0.00
DISTRICT LOAN REPAYMENTS		
	0.00	0.00
TOTAL PAYMENTS FOR THE YEAR	<u>£27,802.60</u>	<u>£24,434.68</u>

**9TH HARPENDEN SCOUT GROUP
REPORT AND ACCOUNTS
YEAR ENDED 31 DECEMBER 2023**

Statement of Assets & Liabilities for the year ended 31 December 2023

	This Year to 31/12/2023 £	Previous Year to 31/12/2022 £
MONETARY ASSETS		
Group Bank Current Account(s) *	52,511.79	51,183.32
Bank Deposit Accounts	41,574.35	40,808.33
Section Bank Current Accounts	5,387.06	2,977.58
Section Cash	0.00	0.00
	£99,473.20	£94,969.23
* Includes £1,130 of hall deposits (2022: £800)		
 NON-MONETARY ASSETS		
Group Headquarters		
Land: Leasehold 99 years from 23 October 2013		
Ground Rent £1 per annum		
Buildings: insured value	550,000.00	582,272.00
Scouting equipment, furniture, etc. insured value	23,811.00	21,518.00
	£573,811.00	£603,790.00
 LIABILITIES Those due within one year		
Hall deposits repayable (held in PayPal account)	1,130.00	800.00
Sundry creditors and accruals	0.00	0.00
	£1,130.00	£800.00
 CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS		
	NONE	NONE

Independent examiner's report to the trustees of 9th Harpenden Scout Group

I report to the trustees on my examination of the accounts of the 9th Harpenden Scout Group for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity trustees of the 9th Harpenden 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 9th Harpenden 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 9th Harpenden 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:

STEPHEN NEWMAN

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

F.C.A.

Address:

ARDBRACCAN, CROSS OAK ROAD,
BERKHAMSTED, HERTS HP4 3NA

Date:

10/4/24