

# Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	1	2	2	4
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## Section A

## Reference and administration details

Charity name

9th Harpenden Scout Group

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	
3	Caroline Corran	Treasurer	
4	Gareth Green		
5	Tim Reid		
6	Chris Mellor		
7	Mary Ann Colledge		
8	Andrew Falconer		
9	Kiley Dixon		1/1/24-24/4/24
10	Rebecca Asquith		1/1/24-24/4/24
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
Secretary	Rebecca Asquith	
Hut Manager	Craig Broadbent	
Independent Examiner	Stephen Newman FCA	achan, Cross Oak Road, Berkhamsted. HP4

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:  
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 1 Ex Officio Trustee, and 5 elected Trustees) and meets every 4 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.

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.

for the objects of the charity set  
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 Kinsboume 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.

The Group held reserves of approximately £100,000 against this at year end. This is above the level required for operating expenses. However this can be explained by £30,000 being earmarked for the parking upgrade immediately outside the Hut, and the £6000 roof repairs, leaving £15,000 spare. Investigating options to share with other Groups who are fundraising for building improvements.

Quantify and explain any designations

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

NONE

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)**

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.

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**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.  Roof repairs ~£6000
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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. Moore</i>	<i>Nicholas C. Corran</i>
Full name(s)	Jacqueline Moore	Nicholas Corran
Position (eg Secretary, Chair)	Chair	GLV
Date	3 0 0 4 2 5	

**9<sup>th</sup> Harpenden Scout Group (Charity no. 1021216)**  
**Receipts and payments account**

For the year from	01/01/2024	To	31/12/2024
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**Receipts and payments**

	2024 Unrestricted funds £	2023 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	11,037	11,298
Less: Membership subscriptions paid on (National/County/Area/District)	(5,871)	(5,200)
Donations	550	-
Gift Aid	2,367	1,986
Other similar income	-	-
<b>Sub total</b>	<b>8,084</b>	<b>8,084</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising events (gross)</b>		
Summer Fete	1,334	1,183
Other fundraising activities	-	-
<b>Sub total</b>	<b>1,334</b>	<b>1,183</b>
<b>Scout hut income</b>		
Hire of building	19,943	15,501
Hall Deposits	(730)	330
<b>Sub total</b>	<b>19,213</b>	<b>15,831</b>
<b>Investment income</b>		
Bank interest	1,360	870
<b>Sub total</b>	<b>1,360</b>	<b>870</b>
<b>Total Gross Income</b>	<b>29,990</b>	<b>25,968</b>
Asset and investment sales, etc.	-	-
<b>Total receipts</b>	<b>29,990</b>	<b>25,968</b>

## Receipts and payments account

For the year from	01/01/2024	To	31/12/2024
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### Receipts and payments

	2024 Unrestricted funds £	2023 Unrestricted funds £
<b>Payments</b>		
Charitable Payments		
Youth programme and activities	7,583	8,397
Less: Contributions from attendees	(4,960)	(5,383)
Camps	1,958	1,132
Less: Contributions from attendees	(2,128)	(955)
Adult support and training	412	175
Business Rates	273	280
Water and Sewerage	258	313
Electricity and Gas	3,062	2,639
Insurance	1,234	1,282
Equipment Repairs and Renewals	371	393
Materials and equipment	599	1,139
Hall Supplies	463	1,002
Phone and broadband	371	210
Hall Maintenance	3,323	5,371
Hall Capital Improvements	1,425	280
Uniforms	(90)	183
AGM and trustee expenses	-	-
Hall Cleaning	5,804	4,230
Music Rights	365	352
Sundry charges	113	125
Bank Charges	300	300
Sub total	20,736	21,464
Fundraising expenses	-	-
Other fundraising costs	-	-
Sub total	-	-
<b>Total Gross Expenditure</b>	20,736	21,464
Asset and investment purchases, etc.	-	-
<b>Total payments</b>	20,736	21,464
<b>Net of receipts/(payments)</b>	9,254	4,504
Cash funds last year end	99,473	99,969
<b>Cash funds this year end</b>	108,727	99,473

# Receipts and payments account

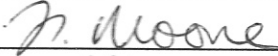

For the year from	01/01/2024	To	31/12/2024
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## Statement of assets and liabilities at the end of the year

	31st Dec 2024 Unrestricted funds £	31st Dec 2023 Unrestricted funds £
<b>Cash funds</b>		
Group Bank current accounts	44,398	52,512
Bank deposit account	57,841	41,574
Section Bank current accounts	6,488	5,387
Total cash funds	108,727	99,473
<small>(agree balances with receipts and payments account)</small>	<small>ok</small>	<small>ok</small>
<b>Other monetary assets</b>		
Other assets	-	-
Sub total	-	-
<b>Investment assets</b>		
Other investments	-	-
Sub total	-	-
<b>Non monetary assets for charity's own use</b>		
Land and buildings (insured value)	562,155	550,000
Scouting equipment, furniture etc (insured value)	39,126	23,811
Other	-	-
Sub total	601,281	573,811
<b>Liabilities</b>		
Hall Deposits Repayable	(400)	(1,130)
Other liabilities	-	-
Sub total	(400)	(1,130)
<b>Total net assets</b>	709,608	672,154

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 30<sup>th</sup> April 2025 and signed on their behalf by

Signature

Print Name

J. L. MOORE.	Chair
C. E. CORRAN.	Treasurer

## Independent examiner's report to the trustees of 9<sup>th</sup> Harpenden Scout Group

I report to the trustees on my examination of the accounts of the 9<sup>th</sup> Harpenden Scout Group for the year ended 31 December 2024.

### Responsibilities and basis of report

As the charity trustees of the 9<sup>th</sup> 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 9<sup>th</sup> 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:  
accounting records were not kept in respect of the 9<sup>th</sup> Harpenden Scout Group as required by section 130 of the Act; or  
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: 6<sup>th</sup> March 2025