

## **3<sup>rd</sup> Harpenden Scout Group**

Charity registration number: 1022373

Scout registration number: 123



# Trustees' Annual Report 2023

For the period 1<sup>st</sup> January to 31<sup>st</sup> December 2023

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## Group Chair's Report

In February 2023 I attended my very first meeting as Group Chair of 3<sup>rd</sup> Harpenden. At that point I knew very little about the 3rds or Scouting in general. My first year in post has revealed to me the enthusiastic dedication of a small group of volunteers, who work together to create a fun and exciting environment for our kids to explore and learn.

Reading the section reports (below), I am reminded of all the fantastic opportunities made available to our young people over 2023. And my thanks for this must first go to all the volunteer leaders for their commitment and enthusiasm, planning and delivering these great experiences week after week.

Over 2023 we had a healthy number of young people in the group although there was a very slight fall in numbers across all three sections over the year. But we do have a busy waiting list with plenty of new Beavers arriving every term. Scouts started 2023 with 31 members, dropping slightly to 29 by the end of the year. Cubs started on 29 and by the end fell by a couple to 27. Beavers began with 25 and ended with 22.

As you may have heard, the volunteer structure of Scouting is changing. But whatever we call it, there is always a dedicated group of people working behind the scenes on all the important back room tasks required to run a successful Scout group. So my thanks must also go to all of the volunteers at 3rds who perform these vital jobs quietly in the background. You can read more about these jobs further down this report.

Financially we were in a strong position at the end of 2023. This was helped by the diligent work of our Treasurer Leonie - keeping on top of payments, expenses, income, utilities and everything else required to keep the finances in order. There are plans to use some of our accumulated savings on a number of projects in 2024 - including an outdoor classroom which has already been built, and improvement to the kitchen and toilets of the Scout hut itself.

Finally, Martin our Lead Volunteer (Group Scout Leader) has been a great support to me in my first year as Chair, helping answer the hundred questions I had, using his decades of knowledge. But primarily he should be thanked for his endless dedication and hard work throughout all areas of the group.

If you would like to support the 3rds either as a leader, being part of the Trustee Board, the Leadership Team, as an occasional helper or in some other way - then please do get in touch. This group only exists because of its volunteers, and we are always grateful for more help!

Joe Abberley

**Group Chair**

*chairman.3rdharpenden@gmail.com*

## Lead Volunteer's Report

All three of our groups have had a very productive year. The Beavers, Cubs & Scouts have taken part in a varied and interesting program all organised by our fantastic leadership teams.

The section reports provided by the leaders go into greater details of the trips and activities that they have enjoyed.

We hope to do some improvements to the hut in the next year, so will be looking for funding, and a couple of volunteers to help obtain plans and quotes.

There are some new changes coming in 2024 to the way all Scout groups are structured. We are waiting for the Scout Association to confirm more details, but no doubt there will be more time needed to implement these changes.

I would again like to thank the leaders for all the time they spend planning and delivering the weekly meetings, trips and camps. Without them the group would not continue to function. Also the Exec committee who are in the background ensuring that the hut and grounds are safe to use, the bills are paid and there are funds to spend on new camping equipment.

Any questions, comments, or offers of help – please get in touch.

Martin Allen

**Lead Volunteer (previously known as Group Scout Leader)**

*[gsl.3rds@gmail.com](mailto:gsl.3rds@gmail.com)*

## *Group Section Reports*

### **Beavers Section Report**

2023 began with Beavers being creative and performing with some very fun jokes and a great singing and dance performance. We also looked at Fair Trade, recycling, reusing and reducing our waste, filtering water and saving energy. We've talked about being a good Digital Citizen and looking at exploring our local area. Lots of Beavers have been working on badges at home too.

As the weather improved we were able to do a lot of activities outside. We did our Cyclist badge, pumping up tyres, learnt how to be safe. We have also completed our Gardening badge, growing some sunflowers. The Photography badge led to Beavers making a lovely poster with their favourite photo. We have also learnt about different countries, what food they eat and how Beavers from across the world take part in scouting. Ten of our Beaver's had a great time at the District Skills Day over at Lees Wood. At the end of term we had a sleepover in the hut which all the Beavers thoroughly enjoyed.

In autumn we started with the Navigation Badge and a Hike, walking from Roundwood School round the back of Rothamsted and back to the hut. We also worked towards achieving our Skills badge, which included a visit to Harpenden Fire Station. We learnt about fire safety and we got to use the hoses! Other badges we have worked on include Digital Maker, Space Faith and Air Activities. We ended the year with the annual Carol concert and some Christmas fun.

Janna, Christian, Caroline and Keith

**Beaver Scout Leaders 2023**

## Cubs Section Report

Our Cub Pack has continued to thrive and offers a diverse range of Scouting experiences to those who attend. We currently have 27 Cubs in the Pack with a mix of girls and boys and for the first time we have more girls than boys! Cubs are separated into five different Sixes, led by a Sixer and Second. Attendance at weekly meetings is generally very good and we are pleased to report that a great many of our Young People take advantage of the extra Scouting opportunities on offer, including events run by the District.

Cub leaders carefully devise a programme that meets the overarching aim of The Scout Association – Skills for Life – and enables Cubs to work towards, and achieve, a range of badges.

In 2023, as always we started the year by watching the 73rd Gang Show - a fabulous performance. We started work on our Personal Challenge badge, and peeled, chopped and stir-fried vegetables as part of the World Challenge badge. Cubs have also made mini catapults and fired pom poms into the ether and worked together to recreate human lungs! We have also pioneered together and completed our Disability Awareness badge.

In spring we were able to spend every evening outdoors. A highlight was the boat race where no Cub was left dry! We also visited St Albans Signal Box and the driving range at Redbourn Golf Course. At the hut the Cubs very much enjoyed lighting fires and cooking pitta pizzas. Cubs have also had the opportunity to join in District-wide activities and we had two teams representing the 3rds at the Rothamsted Challenge as well as half the pack join 80 other Cubs on a cycle ride and District Camp!

Next came the traditional September camp at Lees Wood - attendance this year was slightly lower than usual but a result of a large number of our older Cubs moving to Scouts. Back at the hut we took part in rocket-making, cycle maintenance and even a successful attempt at slime making! Our talented Sixers ran a super evening for us and every Cub took part in the ADC Challenge. Our winter sleepover saw 15 Cubs camping at the hut. Camps and sleepovers are really what sets Scouting apart from other clubs and it's great to have so many of our Cubs sign up for a Nights Away experience, as this is where #skillsforlife really come into play. As leaders, it's pleasing to see Cubs getting stuck in, making new friendships and developing resilience.

Rachel, Tristan, Matt, Nick and Richard

**Cub Scout Leaders 2023**

## Scouts Section Report

At the start of 2023, our Scouts were busy getting creative making wire animals, learning origami and designing their own album covers, plus planning and executing a great chip shop hike locally. Our annual Patrol cooking competition was also a highlight that term.

The summer term meant we could spend most sessions outside, building rain-catchers, hiking from Redbourn, practicing for the cannon race at Highland Gathering, orienteering at Stanborough and doing cycle maintenance on the common. Scouts also enjoyed an off-site trip to Cambridgeshire to a very exciting session at an obstacle assault course venue. Both our weekend camps went very well, the first at the hut and the second at Longrove, near Studham - building everyone's camping and outdoor skills.

In August, our amazing summer camp in Cornel, Snowdonia, went very well. The scouts made the most of the beautiful site, damming the stream and collecting wood for their axe, saw and knife work, as well as hiking around the lake, and over nearby hills. White water rafting and underground caving were also enjoyed off-site. A fantastic experience all round.

As the year drew to a close we were able to fit in indoor pioneering, emergency aid and some vital team-building and problem-solving sessions in readiness for the Green Beret Challenge camp. We also did some useful orienteering practice on the Common. Our three teams did us so proud, competing alongside over 150 other teams from all over Hertfordshire to tackle an assault course, orienteering competition and a day and evening full of physical and mental challenges. Having also run a session to explain which badges can be earned at home, we are looking forward to awarding the Scouts lots more badges in the future! Finally in the run-up to Christmas, we took part in festive fire-lighting and helped with Santa's Sleigh for Round Table. Always a great way to end our Scouting year.

David, Jane, Tim, and Nacho

**Scout Troop Leaders 2023**

## Group Treasurer's Report

Year ended 31 December 2023

### Our principles

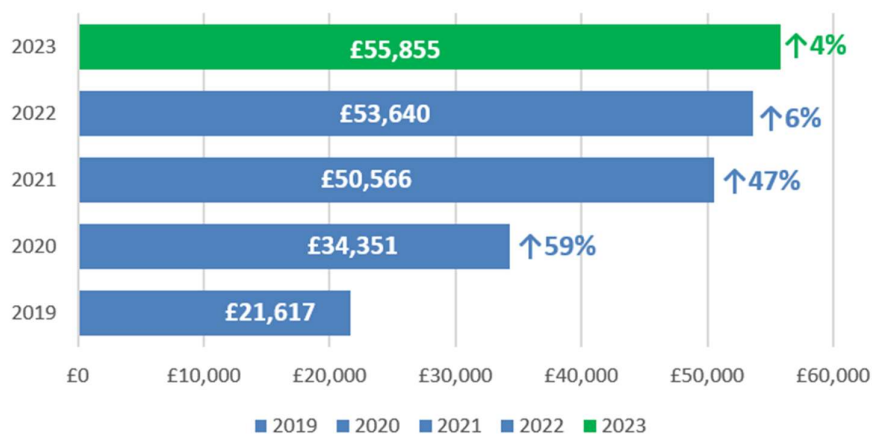
Sound management of the Group's finances is critical in order to fund the wide range of activities that our Beavers, Cubs and Scouts enjoy, and also to maintain and further develop the facilities and resources that will support the successful operation of the Group into the future.

As a not-for-profit charitable organisation, the Group upholds the principle that activities should generally be offered to the children on a broadly cost-neutral basis, whilst camps are costed with a small surplus to offset any unexpected sundries and any remainder used to invest in equipment, repairs or other resources that may be used over the long term. Other income-generating vehicles, such as rental income and fundraising, are leveraged in addition to the efficient use of funds and consistent cash flow to protect the long-term interests of the Group.

### Summary of the year ended 31 December 2023

I am pleased to report that the financial position of the Group continues to be very stable, with an overall operating surplus of £2,214 (adjusted to reflect items that relate to other financial years) as at 31 December 2023. Closing funds as at 31st December 2023 amounted to £55,855, the fifth consecutive year of growth in surplus funds, and 5% higher than the prior year.

Balance as at 31 December



The annual accounts have again been prepared on an accruals basis, which means that instead of reporting all of the income and expenditure paid during the financial year, we have adjusted the numbers to show only income and expenditure that relate to the financial year to provide a clearer view of the true net cost of camps and other events where payments may span more than one financial year, as well as enabling year-on-year comparison of income and expenditure on a like-for-like basis.

For 2023, the accounts have been prepared using the Online Scout Manager (OSM) system. This is considerably cheaper than the previous bookkeeping system, and it is also more efficient as there is an integrated data feed for subscriptions and camps/event costs paid by parents via the GoCardless system that automatically allocates payment transactions to the relevant cost categories and section.

## Looking back on 2023:

### INCOME

#### Subscriptions:

↑14%

Membership fees remained unchanged at £45 per child per term. A total of **£10,072** was collected in the year, an increase of 14% on the year before (2022: **£8,846**). This income to the group was partly offset by the payment of our membership fees of **£3,985** to Harpenden & Wheathampstead District Scouts.

#### Rental income:

↓4%

Hiring out the hut to external parties continues to be a reliable source of income for the Group. This includes long-standing regular hires, such as Shackleton Explorer Scout Unit and Harpenden Air Weapons gun club, as well as ad-hoc hires for parties and other private events. Ad-hoc hires during 2023 generated 36% less income compared to the prior year, however a new long-term hirer, Playball, began renting the hut on a regular basis throughout 2023. Overall, rental income generated **£4,503** during 2023, slightly lower than the year before (2022: **£4,681**).

#### Events:

↓79%

During 2023, the Scouts ran three weekend camps ('Alice in Borderland' at the Hut, 'Don't Starve Together' survival camp and the Green Beret camp) as well as a week-long summer camp in Wales. The Cubs enjoyed a couple of sleepovers at the hut in addition to their autumn camp at Lees Wood. We participated in a number of off-site activities such as rafting, ice-skating, cycling, a triathlon and 'Kip in a Ship' overnight stay at the HMS Belfast as well as running another successful 'Family Day', a social event which brings the Group together with their families for a series of team challenges, rounded off by a barbeque and campfire. The cost of the 2023 Family Day was this year funded by the Group instead of asking for contributions from parents as in previous years.

After all running costs, in total the net income from all events during 2023 amounted to **£221**, in accordance with the principle of operating events on a cost-neutral basis where possible. Last year the net income from events appeared significantly higher but this was due to moving from receipts-based accounting to an accrual basis which inflated the real net position (2022: **£1,054**). Any residual income is re-invested in equipment and facilities for the Group's long-term use.

#### Gift aid:

-

A gift aid return was submitted in October 2023 but the claim was not processed by HMRC due to an administrative issue (a change in the authorised person submitting the return). This gift aid return will be re-submitted and funds are expected to be received during 2024 and reported in next year's annual accounts. Eligible donations in the year ended 30 September 2023 amounted to £7,335 so the expected amount of tax to be reclaimed is £1,834 (25p in every £1), which would be a similar amount to the prior year (2022: **£1,929**).

#### Fundraising:

↓55%

Fundraising revenue in 2023 at **£680** was less than half that of the year before (2022: **£1,514**), generated from the Beavers, Cubs and Scouts providing litter picking support for the Harpenden Carnival and Classics on the Common events. There was also a marginal amount of **£20** raised through the Amazon Smile Foundation, which donates 0.5% of the cost of eligible products purchased by parents using the Amazon Smile website.

#### Bank interest:

As a result of the Bank of England interest rate rising from 3.5% at the end of 2022 to 5.25% by the end of 2023, there has been a significant increase in the amount of bank interest received during the year, a total of £947 (2022: **£172**). The

↑450%

majority of the Group's funds are kept in a high interest savings account to maximise returns, with a small amount retained in the cash account for day-to-day operating expenses.

## EXPENDITURE

**Utilities and services:**

↓2%

Utilities and services costs (i.e. gas, electricity and water) during 2023 amounted to **£2,168** in total, slightly lower than the previous year (2022: **£2,218**). We entered into a one-year fixed rate arrangement for both electricity and gas in September 2022 in order to mitigate the risk of further inflation in energy costs. Spend on electricity was somewhat higher in 2023 than in 2022 (**£964** vs **£667**), whilst gas spend at **£825** was lower than the year before at **£1,214**. Spend on water and waste services was similar to the prior year.

**Cleaning:**

↑20%

Cleaning costs have increased during 2023 compared to the prior year, amounting to **£1,567** in total (2022: **£1,308**). This reflects the first full year of a regular weekly arrangement set up with the cleaner, which began in April 2022. The cost will be higher again next year as the cleaner's hourly rate has been increased by 16% to align to current market rates.

**Hut maintenance:**

↑3%

Spend on the maintenance and repair of the hut during 2023 was similar to the prior year at **£1,344** (2022: **£1,309**) and included tree surgery on the lane as well as replacing gravel and lawnmower parts. Other routine costs such as premises insurance and the servicing and operation of the air heater and fire alarm were also similar to the year before.

**Equipment:**

↓36%

The group continues to invest in the hut and its facilities to improve the experience for the children and other people hiring the hut. During 2023, a number of outdoor picnic tables were purchased as well as a new swing for the garden, a new tent and other items such as lighting and a projector and sound system to support parent briefings. The total cost of equipment in 2023 was **£1,899**, 36% lower than in the prior year (2022: **£2,947**).

**IT & Comms:**

↓52%

Total spend in 2023 on IT (the cost of the website as well as annual subscriptions for OSM and Kashflow, the previous bookkeeping system) and comms (newsletter printing) was 52% lower than the year before. Website costs were lower in 2023 as there was just the annual subscription of **£75** to pay, compared to a higher one-off licence fee in the year before (2022: **£480**). Printing costs at **£71** were higher in 2023 compared to the year before (2022: **£35**) as the newsletter was distributed on a more regular basis.

**Badges:**

↓26%

We spent **£456** on badges during 2023, three quarters of spend in the year before (2022: **£617**).

## Outlook for 2024 and beyond

We continue to manage expenditure very carefully, making sure that all events are budgeted prudently and that any cost-saving opportunities are explored. We also continue to monitor rental rates closely, particularly given the inflation of energy costs in recent years.

A new fixed-rate contract has been set up which provides reduced tariffs for both gas and electricity until the renewal date on 20 September 2025. Smart meters will also be installed in the coming weeks to enable automated meter readings and better tracking of energy usage.

The new OSM accounting system is much more efficient than the previous system on Kashflow as it is integrated with membership details on OSM and the automated payment process through GoCardless. Other developments for the future include setting up pre-paid expense cards for leaders as well as using the budgeting tools available on OSM.

As has been the case for the past few years, the Committee encourages parents to support the Group's fundraising efforts, both in terms of offering their time to participate and help run events as well as finding out whether their employers offer corporate charitable matching schemes which can materially boost proceeds of any fundraising activities. Gift aid on member subscriptions is also a valuable source of income for the Group so the Committee also asks parents to consider signing up for gift aid and adding their taxpayer details to their children's records on OSM. Currently gift aid may be claimed in relation to 29/32 Scouts, 25/30 Cubs and 15/27 Beavers.

The Committee continues to develop its plans to improve the hut and its facilities. In addition to the new outdoor classroom area that has recently been installed in the garden, the Committee is keen to improve indoor facilities to benefit on-site scouting activities as well as making the premises more attractive for rental purposes. Options being considered include expanding the kitchen area in the hut, improving the toilet facilities as well as making the hut more accessible.

Leonie Monks

**Group Treasurer (2023 report written September 2024)**

## 3RD HARPENDEN SCOUTS GROUP

STATEMENT OF INCOME & EXPENDITURE	2023	2022	YOY %
<b>INCOME</b>	<b>25,360.98</b>	<b>18,334.35</b>	<b>38%</b>
Subscriptions	10,072.16	8,845.68	14%
Rent	4,502.95	4,681.00	-4%
Events - Group	-	43.13	
Events - Beavers	162.50	-	
Events - Cubs	2,051.31	395.67	418%
Events - Scouts	6,828.60	651.79	948%
Bank Interest	947.22	172.33	450%
Gift Aid	-	1,929.43	
Fundraising	680.00	1,514.05	-55%
Donations	19.74	11.27	75%
Scarves	96.50	90.00	7%
<b>EXPENSES</b>	<b>21,921.67</b>	<b>13,901.24</b>	<b>58%</b>
District Subscriptions	3,984.81	3,552.00	12%
Rent	53.10	-	
Utilities	2,167.57	2,218.37	-2%
Cleaning	1,566.50	1,308.00	20%
Insurance	1,124.13	1,022.12	10%
Broadband	102.25	163.99	-38%
Maintenance & Repairs	1,343.86	1,309.00	3%
Equipment	1,899.06	2,947.46	-36%
Events - Group	362.51	-	-
Events - Beavers	5.20	-	-
Events - Cubs	1,836.46	36.12	-
Events - Scouts	6,617.60	-	-
IT Software	237.23	611.72	-61%
Newsletter & Comms	71.28	34.78	105%
Bank Fees	60.00	81.00	-26%
Badges	456.11	616.68	-26%
Scarves	34.00	-	
<b>Adjusted net income</b>	<b>3,439.31</b>	<b>4,433.11</b>	<b>-22%</b>
Adjustments (accruals and prepayments)	1,224.67	1,553.63	-21%
<b>Unadjusted net income</b>	<b>2,214.64</b>	<b>2,879.48</b>	<b>-23%</b>
<b>Account Balances</b>	<b>55,854.92</b>	<b>53,640.28</b>	<b>4%</b>
Current Account (CAF Cash)	4,344.79	5,466.21	-21%
Savings Account (CAF GOLD)	51,510.13	48,174.07	7%
<b>Summary</b>			
Account balance brought forward 1 January	53,640.28	50,566.15	6%
Total unadjusted income	26,947.42	17,341.10	55%
Total unadjusted expenditure	24,732.78	14,266.97	73%
Unadjusted net income	2,214.64	3,074.13	-28%
<b>Account balance carried forward 31 December</b>	<b>55,854.92</b>	<b>53,640.28</b>	<b>4%</b>

**PREPARED BY:**

Leonie Monks, Treasurer

**SCRUTINISED BY:**

Mark Woodcock



We are very grateful for the review of our accounts by the Scrutineer, Mark Woodcock.

## Group Leadership Team Reports

The Scout Association is changing to how volunteering works, to make it better and more flexible for everyone. This means changes to our Group structure - meaning that the following activities now sit on the operational side of the Group - in what will be called the Group Leadership Team. Following is a summary of activities over 2023.

### Hut rental

The hiring out of the hut continues to prove an important source of income. From Ad-hoc hires for birthday parties and private events, to regular hires which include Shackleton Explorer Scouts and Harpenden Air Weapons Club. New regular hires have been agreed this year alongside talks with future potential hirers - meaning that income from this source will be reliable for a long time to come.

### Grounds and hut maintenance

The annual hut maintenance days were a great success with many people coming to help out with various tasks including: organising the contents of the stores, repairing the wooden boards on the ends of the hut, putting up new roller blinds, installing a basketball hoop, assembling and painting several new picnic benches, creating a fence around the fire pit, and of course a general tidy up of the grounds.

The regular maintenance tasks have also been ongoing, such as mowing the lawn, the annual fire detection system inspection, the annual boiler maintenance and certification among other things.

### Subscriptions collection

Organising and collecting the subs via our OSM platform is another job that needs to be done on a termly basis. This is also linked with the claiming back of gift aid from the government which is a regular and easy source of income for us – so please make sure you sign up to gift aid in your OSM account.

### Fundraising

This year we helped out at the Harpenden Carnival, litter picking on the common. We also helped out at the popular Classics on the Common event - again doing some litter picking to keep everything tidy. In both instances we received a generous donation to the 3rds.

### PR & communication

We continue to produce a termly printed newsletter which celebrates all the fun and exciting things that our young people have been up for in the past few months. The 3rds Facebook group is also very active and a good place to view the latest pictures from recent events and section nights. The new 3rds website has also been completed this year.

### Waiting list administration

We have a healthy waiting list that needs to be regularly administered - to offer places to new parents and welcome them into the Group. Also we need to look forward to check incoming numbers for the coming year to ensure we have plenty of new Beavers starting each term. We also have to liaise with District who can offer any places that come up in Cubs and Scouts to young people on their waiting list.

### DBS and training

We have to complete regular DBS checks for all adult volunteers. The information needs to be entered into the Scouts "Compass" system. This also records all the training requirements for volunteers and ensures that all training is up to date, by issuing reminders for any training that needs to be refreshed. The Scout Association should be introducing a new digital system soon which will simplify and streamline this process.

### Trustee Board meeting minutes

All Trustee Board meeting must be accurately minuted, and the actions and responsibilities recorded for review at the next meeting.

**Thanks must be given to our fantastic team of volunteers who have been working across these varied areas over 2023. Thank you to Martin Allen, Leonie Monks, Carl Hibbert, Tom Yarrow, Charlotte Walsh, Karen Blackwell, Martyn Allison, Amanda Ellison, Jo Rickard and Dave Burns.**

Some of the above activities no longer have anyone regularly working on them. If you are able to spare a little time to volunteer for 3rd we would very much appreciate your help in any of these areas.

## Trustees' Annual Report 2023 – Required information

*For the year from 1<sup>st</sup> January to 31<sup>st</sup> December 2023*

### Section A - Reference & administration details

<b>Charity name</b>	3 <sup>rd</sup> Harpenden Scout Group
<b>Registered charity number</b>	1022373
<b>Charity's principal address</b>	35 Southdown Road, Harpenden, Herts AL5 1PG

<b>Names of the charity trustees who manage the charity</b>		
<b>Trustee Name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>
<i>Appointed Trustees:</i>		
Martin Allen	Lead Volunteer	
Joe Abberley	Group Chair	
Leonie Monks	Group Treasurer	
Dave Burns	Group Secretary	
Carl Hibbert	Hut Rental	
Tom Yarrow	Grounds and Hut Maintenance	
Amanda Ellison	PR & Communications	
Martyn Allison	Fundraising	Ended role Sept 2023
Charlotte Walsh	Co-Treasurer	Ended role July 2023
Karen Blackwell	Co-Treasurer	Started role Sept 2023
<i>Ex officio Trustees:</i>		
Russell Brooks	District Commissioner	
Jonathan Finch	District Chair	

<b>Names of advisors</b>		
<b>Type of advisor</b>	<b>Name</b>	<b>Address</b>
Banker	CAF Bank	25 Kings Hill Avenue Kings Hill, West Malling, Kent ME19 4JQ
Scrutineer	Mr Mark Woodcock	

## Section B - Structure, governance & management

### Description of the charity's trusts

<b>Type of governing document</b>	The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the By Laws of the Association and The Policy, Organisation and Rules of The Scout Association.
<b>How the charity is constituted</b>	The Group is a trust established under its rules which are common to all Scouts.
<b>Trustee selection method</b>	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

### Additional governance issues

<b>Trustee Board composition</b>	<p>The Group is managed by the Group Trustee Board (previously known as the Executive Committee), 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.</p> <p>The 2023 Trustee Board consists of the Lead Volunteer, Chair, Treasurer, Secretary, and 6-7 further Trustees (4-5 Appointed Trustees and 2 Ex officio Trustees). It meets approximately every 3 months.</p> <p>Members of the Trustee Board complete <i>Being a Scouts Trustee</i> learning within the first 6 months of joining the Board.</p> <p>This Group Trustee Board exists to make sure the charity is well-managed both practically and financially, risks are assessed and mitigated, buildings and equipment are in good working order and correctly insured, leaders trustees advisors and other adults are recruited when required 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.</p>
<b>Risk management</b>	<p>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:</p> <p>Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as 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.</p> <p>Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>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.</p>

	<p>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.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. 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.</p>
<b>Internal control</b>	The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 approvals for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

### Section C - Objectives & activities

<b>Summary of the objects of the charity set out in its governing document</b>	<p><i>The Purpose of Scouting</i></p> <p>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><i>The Values of Scouting</i></p> <p>As Scouts we are guided by these values:</p> <p><b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.</p> <p><b>Respect</b> - We have self-respect and respect for others.</p> <p><b>Care</b> - We support others and take care of the world in which we live.</p> <p><b>Belief</b> - We explore our faiths, beliefs and attitudes.</p> <p><b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><i>The Scout Method</i></p> <p>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> <li>- enjoy what they are doing and have fun</li> <li>- take part in activities indoors and outdoors</li> <li>- learn by doing</li> <li>- share in spiritual reflection</li> <li>- take responsibility and make choices</li> <li>- undertake new and challenging activities</li> <li>- make and live by their Promise.</li> </ul>
<b>Summary of the main activities in relation to these objects</b>	The group aims to ensure that our young people participate in a balanced programme of quality activities, events and experiences.
<b>Public benefit statement</b>	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

<p><b>Summary of the main achievements of the charity during the year</b></p>	<p>All sections of the Group have run a very varied and interesting range of activities for our young people. Details of some of these activities can be found in the Section Reports on the earlier pages of this report.</p> <p>Our young people have participated in various external events, camps and competitions outside of our immediate local area. Gaining a huge amount in the process.</p> <p>The Group maintained a good complement of leaders to deliver our programme of activities to our young people.</p> <p>Our income has been well managed, and we have a healthy reserve going forward.</p>
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## Section E - Financial Review

<p><b>Brief statement of the charity's policy on reserves</b></p>	<p>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 minimum sum of about £5,000.</p> <p>We are in a strong financial position. The Group held reserves of approximately £56,000 at year end. This is above the level required - however there are plans to use a large portion of our cash reserves on internal modifications to the Scout hut. We want to increase the size of the kitchen and toilets. This will improve the facilities for our Beavers, Cubs and Scouts for their weekly meetings, and also for those who regularly rent out the hut for their own activities. We are also planning to build a wooden outdoor classroom in the grounds of the Scout hut, which will greatly enhance the options for outdoor activities if the weather is bad.</p>
<p><b>Investment policy and objectives</b></p>	<p>The Group Trustee Board regularly monitors the levels of our bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. 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.</p>

## Section F - Other optional information

<p><b>Plans for future periods</b></p>	<p>The Group is aiming to keep healthy member numbers in all sections over the next 12 months. We have a waiting list for Beavers to ensure lots of new young members will continue to join the Group. We will also want to add to our equipment - so as to be able to enhance the activities that we can provide for our young people.</p>
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## Section G - Declaration

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

<b>Full Name</b>	Joe Abberley	Martin Allen
<b>Position</b>	Group Chair	Lead Volunteer
<b>Date</b>	18-09-2024	18-09-2024

## 3RD HARPENDEN SCOUTS GROUP

STATEMENT OF INCOME & EXPENDITURE	2023	2022	YOY %
<b>INCOME</b>	<b>25,360.98</b>	<b>18,334.35</b>	<b>38%</b>
Subscriptions	10,072.16	8,845.68	14%
Rent	4,502.95	4,681.00	-4%
Events - Group	-	43.13	
Events - Beavers	162.50	-	
Events - Cubs	2,051.31	395.67	418%
Events - Scouts	6,828.60	651.79	948%
Bank Interest	947.22	172.33	450%
Gift Aid	-	1,929.43	
Fundraising	680.00	1,514.05	-55%
Donations	19.74	11.27	75%
Scarves	96.50	90.00	7%
<b>EXPENSES</b>	<b>21,921.67</b>	<b>13,901.24</b>	<b>58%</b>
District Subscriptions	3,984.81	3,552.00	12%
Rent	53.10	-	
Utilities	2,167.57	2,218.37	-2%
Cleaning	1,566.50	1,308.00	20%
Insurance	1,124.13	1,022.12	10%
Broadband	102.25	163.99	-38%
Maintenance & Repairs	1,343.86	1,309.00	3%
Equipment	1,899.06	2,947.46	-36%
Events - Group	362.51	-	-
Events - Beavers	5.20	-	-
Events - Cubs	1,836.46	36.12	-
Events - Scouts	6,617.60	-	-
IT Software	237.23	611.72	-61%
Newsletter & Comms	71.28	34.78	105%
Bank Fees	60.00	81.00	-26%
Badges	456.11	616.68	-26%
Scarves	34.00	-	
<b>Adjusted net income</b>	<b>3,439.31</b>	<b>4,433.11</b>	<b>-22%</b>
Adjustments (accruals and prepayments)	1,224.67	1,553.63	-21%
<b>Unadjusted net income</b>	<b>2,214.64</b>	<b>2,879.48</b>	<b>-23%</b>
<b>Account Balances</b>	<b>55,854.92</b>	<b>53,640.28</b>	<b>4%</b>
Current Account (CAF Cash)	4,344.79	5,466.21	-21%
Savings Account (CAF GOLD)	51,510.13	48,174.07	7%
<b>Summary</b>			
Account balance brought forward 1 January	53,640.28	50,566.15	6%
Total unadjusted income	26,947.42	17,341.10	55%
Total unadjusted expenditure	24,732.78	14,266.97	73%
Unadjusted net income	2,214.64	3,074.13	-28%
<b>Account balance carried forward 31 December</b>	<b>55,854.92</b>	<b>53,640.28</b>	<b>4%</b>

### PREPARED BY:

Leonie Monks, Treasurer

### SCRUTINISED BY:

Mark Woodcock



To: the Treasurer and members of the Executive Committee  
of the 3<sup>rd</sup> Harpenden Scouts Group

**ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023**

I confirm that I have examined the income, expenses and all supporting documentation relating to  
the financial year ended 31 December 2023.

In my opinion, these accounts represent a true and fair view of the financial position of the 3<sup>rd</sup>  
Harpenden Scout Group as at 31 December 2023.

*Mark Woodcock*

Signed: .....

**Mark Woodcock**

5 Oakfields

Preston, Hitchin

SG47FB