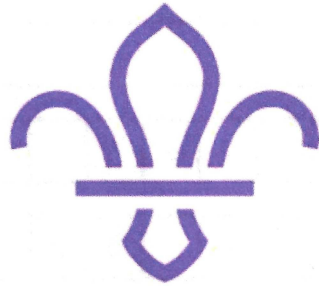


# 1<sup>st</sup> Littleport



# Scouts

## Annual Report and Accounts

For period **01/01/2024** to **31/12/2024**

# Trustees' Annual Report

For the period

From (start date)

0 1 0 1 2 4

to end date

3 1 1 2 2 4

## Section A

## Reference and administration details

Charity name

1st Littleport Scout Group

Other names the charity is known by

Registered charity number (if any)

1 0 2 2 3 9 0

HQ registration number

1 0 0 1 5 2 0 7

Charity's principal address

Littleport Scout & Guide Hut

Camel Road

Littleport, Ely

Postcode

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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	Jane Gardiner	Chair	01/01/24 - 27/04/24
2	Emily Farrell	Chair	28/04/24 - 31/12/24
3	Darrell Gardiner	Treasurer	01/01/24 - 27/04/24
4	Anne Mackenzie	Treasurer	28/04/24 - 31/12/24
5	Philip Watson	Group Lead Volunteer	Whole Year
6	Tanya Watson	Ex-Officio Member	Whole Year
7	Dan Seaman	Ex-Officio Member	Whole Year
8	Karen Jeffries	Ex-Officio Member	Whole Year
9	Sharron Smith	Ex-Officio Member	Whole Year
10	Megan Watson	Ex-Officio Member	28/04/24 - 31/12/24
11	Ben Smith	Ex-Officio Member	28/04/24 - 31/12/24
12	Ben Watson	Ex-Officio Member	28/04/24 - 31/12/24
13	Rebecca Seaman	Ex-Officio Member	28/04/24 - 31/12/24
14	Chris Hawkins	Ex-Officio Member	01/01/24 - 27/04/24
15	Jodie Gage	Secretary	01/01/24 - 27/04/24

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
Scrutineer	Victoria Cooper	181 Wisbech Road, Littleport CB6 1RA

Description of the charity's trusts

Type of governing document

The Group's/District's/Area's/County's (delete as appropriate) 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/District/Area/County (delete as appropriate) is a trust established under its rules which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

(e.g. appointed by, elected by)

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 2 Ex Officio Trustees, and 2 co-opted Trustees) and meets every # 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.

**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.

**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

Activities are planned by each section's leader, therefore ensuring that they are appropriate for the age and ability of the section. This can start with the younger members being encouraged to share and take turns, right up to firelighting and using sharp tools for the older members.

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

Scouting has continued to flourish in 2024 and numbers are up across all sections.  
Fundraising has continued throughout the year with the Group hosting social activities as well as badge presentations.  
We also had some large donations from various groups and scouts HQ which has helped set up our new S.E.N Scouting section with essential equipment.

**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 £2500.

The Group held reserves of approximately £2500 against this at year end. This is above the level/below required for operating expenses.

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);

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.

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

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 and objectives;

Due to the small size of the Scout Group we see no reason to hold investments or other similar products.

**Section F**

**Other Optional Information**

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

Fundraising will continue into 2025 with the aim to replace the Scout Group's aging equipment and activity equipment and supportout new S.E.N section.

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

*Emily Farrell*      *Anne Mackenzie*

Full name(s)

Emily Farrell      Anne Mackenzie

Position (eg Secretary, Chair)

Chair      Treasurer

Date

1 7 0 7 2 5

1st Littleport Scout Group (Charity no. 1022390)

Receipts and payments account

For the year from	Year start date	To	Year end date
	01.01.24		31.12.24

Receipts and payments

	2024 Unrestricted funds £	2023 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	18,256	15,759
Less: Membership subscription paid on (national/county/Area/district)	- 7,881	- 7,206
Net membership subscriptions retained	10,375	8,553
Donations	12,240	529
Gift Aid	1,819	3,562
Cub Camp (transferred from subs)		60
Activities		3,309
<b>Sub total</b>	<b>24,434</b>	<b>16,012</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising events (gross)</b>		
Fundraising events (gross)	2,936	2,201
Badge presentation	-	-
Scout Post	-	-
Other fundraising activities	5,463	-
<b>Sub total</b>	<b>8,399</b>	<b>2,201</b>
<b>Other income</b>		
Bank Interest	61	124
The Scout Association Short Term Investment Service	-	-
<b>Sub total</b>	<b>61</b>	<b>124</b>
<b>Total Gross Income</b>	<b>32,894</b>	<b>18,337</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>32,894</b>	<b>18,337</b>

1st Littleport Scout Group (Charity no. 1022390)

Receipts and payments account

	Year start date		Year end date
For the year from	01.01.24	To	31.12.24

Receipts and payments

	2024	2023
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	9,947	4,548
Bank fees	-	818
Adult support and training	60	100
Rent	7,488	5,460
Water and Sewerage	-	-
Electricity and Gas	-	-
Crafts	-	-
Insurance	-	-
Materials and equipment	1,978	853
Badges	1,517	1,153
Uniforms	158	258
AGM and trustee expenses	-	312
Scout Manager Cost	50	245
Donations	-	-
Other expenses	85	-
Stationery	12	-
Panto	-	-
Other food	-	-
<b>Sub total</b>	<b>21,295</b>	<b>13,747</b>
<b>Fundraising expenses</b>		
Fundraising expenses	-	193
<b>Sub total</b>	<b>-</b>	<b>193</b>
<b>Total Gross Expenditure</b>	<b>21,295</b>	<b>13,940</b>
<b>Asset and investment purchases - Camping equipment</b>	<b>4,439</b>	<b>-</b>
<b>Total payments</b>	<b>25,734</b>	<b>13,940</b>
<b>Net of receipts/(payments)</b>	<b>7,160</b>	<b>4,397</b>
<b>Cash funds last year end</b>	<b>13,108</b>	<b>8,711</b>
<b>Cash funds this year end</b>	<b>20,268</b>	<b>13,108</b>

1st Littleport Scout Group (Charity no. 1022390)

Receipts and payments account

	Year start date		Year end date
For the year from	01.01.24	To	31.12.24

Statement of assets and liabilities at the end of the year

	31.12.24 Unrestricted funds	31.12.23 Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account - general	1225	134
Bank current account - subs	10877	8,370
Bank current account - fundraising	5244	1,000
Bank current account - reserves	2536	2,500
Card Expenses - card	136	1,104
Cash/Floats	250	-
<b>Total cash funds</b>	<b>20,268</b>	<b>13,108</b>
<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>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	600	600
Shop stock	-	-
Other stock	160	160
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	7,939	3,500
Other	-	-
<b>Sub total</b>	<b>8,699</b>	<b>4,260</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>Total net assets</b>	<b>8,699</b>	<b>4,260</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees .....and signed on their behalf by

Signature

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Print Name

Darrell Gardiner	Chairman
Anne MacKenzie	Treasurer

## Scrutineer's Report to the Trustees of 1<sup>st</sup> Littleport Scout Group

I report on the accounts of the Group/District for the year ended 31 December 2024

### Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages 2 to 10.

### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.



Name: Victoria Cooper FMAAT (MIP)  
Address: Red Shoes Accounting Services  
E-Space North  
181 Wisbech Road  
Littleport  
Ely  
CB6 1RA  
Date: 16 July 2025