

Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	0	3	2	4
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Section A

Reference and administration details

Charity name

21st Romford Scout Group

Other names the charity is known by

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Registered charity number (if any)

1	0	2	4	6	5	2
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HQ registration number

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Charity's principal address

18 Cranborne Gardens

Upminster

Essex

Postcode

R M 1 4 2 Y T

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	Ian Salibury	Chairperson	Jan-24
2	Matthew Edwards	Group Scout Leader	
3	James Mortimer	Scout Leader	
4	Peter Hilton	Treasurer	
5			
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14			
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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

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 2 Trustees (and 2 co-opted family representatives) and meets every 3/4 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.

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 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
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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

To ensure that the youngsters are able to learn and develop as an individual and as a team. This was achieved in a variety of ways for example numerous District competitions, through several Camps and Troop nights.

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 were and are financially solvent . The Group have upgraded their transport capabilities with the purchase of a newer vehicle using the.'Ulez scrappage scheme'. Many badges and other achievements were attained during the year, with the highlight being three Scouts achieved their Chief Scout Awards.

Section E**Financial Review**

Brief statement of the charity's policy on reserves

Reserves Policy

21st Romford Scout Group is a small Group whose usual annual turn over is around £10k. The Group's unwritten 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 is informed if the monies go below £1000.

The Groups unwritten Policy is we do not spend what we don't have.

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);

Investment Policy

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.**Our Policy is that we do not invest in stocks and shares.** All funds are held in cash using only mainstream banks.

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

• investment policy and objectives;

The Group Trustee Board regularly monitors the levels of bank balances and income from its banking arrangements.

Investment Policy

The Group do not invest monies. 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)

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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)

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Full name(s)

Matthew Edwards	Peter Hilton
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Position (eg Secretary, Chair)

Group Scout Leader	Treasurer
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Date

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21st Romford Scout Group (Charity no. 1024652)

Receipts and payments account

	Year start date		Year end date
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	4,640	3,955
Donations	1,492	1,197
Activities	4,518	3,339
Gift Aid	692	676
Other similar income	976	146
Sub total	12,318	9,313
Grants		
Maintenance grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising events (gross)		
Aldi	-	500
Quiz night	-	265
Detail 3	-	-
Other fundraising activities	-	-
Sub total	-	765
Scout hut income		
Hire of building	-	-
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	-	-
Investment income		
Bank interest	2	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
Sub total	2	-
Total Gross Income	12,320	10,078
Asset and investment sales, etc.	16,000	-
Total receipts	28,320	10,078

21st Romford Scout Group (Charity no. 1024652)

Receipts and payments account

	Year start date		Year end date
For the year from	2023	To	2024

Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	1,911	2,024
Youth programme and activities	1,060	857
Adult support and training	-	-
Rent + Insurance	1,710	1,717
Water and Sewerage	-	-
Electricity and Gas	-	-
Vehicle Expenses	2,794	1,588
Repairs and Renewals	-	200
Materials and equipment	807	165
Printing and photocopying	-	-
Contribution to camp + activity costs	4,697	3,980
Uniforms/Badges	35	412
AGM and trustee expenses	-	-
Other Expenses	19	100
Other costs detail 2	-	-
Other costs detail 3	-	-
Sub total	13,033	11,043
Fundraising expenses		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total	-	-
Total Gross Expenditure	13,033	11,043
Asset and investment purchases, etc.	13,775	-
Total payments	26,808	11,043
Net of receipts/(payments)	1,512	- 965
Cash funds last year end	3,125	5,811
Cash funds this year end	4,637	4,846

21st Romford Scout Group (Charity no. 1024652)

Receipts and payments account

	Year start date		Year end date
For the year from	2023	To	2024

Statement of assets and liabilities at the end of the year

	31st Mar 2024 Unrestricted funds £	1st April 2023 Unrestricted funds £
Cash funds		
Bank current account	4,622	3,110
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	15	15
Total cash funds	4,637	3,125
(agree balances with receipts and payments account)	(agreement error)	(agreement error)
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	13,000	8,000
Scouting equipment, furniture etc	10,000	10,000
Other	-	-
Sub total	23,000	18,000
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
Total net assets	27,637	21,125

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

Matthew EDWARDS	GSL
Peter HILTON	Treasurer

Independent examiner's report to the trustees of 21st Romford Scout Group

I report to the trustees on my examination of the accounts of the 21st Romford Scout Group for the year ended 31st March 2024.

Responsibilities and basis of report

As the charity trustees of the 21st Romford 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 21st Romford 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 21st Romford 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:

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

Address:

Date: