

4 Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 3 to end date 3 1 0 3 2 4

Section A Reference and administration details

Charity name 4th Beaconsfield Scout Group

Other names the charity is known by

Registered charity number (if any) 1 0 2 6 9 9 0

HQ registration number 1 0 0 0 9 9 2 9

Charity's principal address

The Scout Hut
 Ronald Road
 Beaconsfield
 Postcode H P 9 1 A J

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	Paul Cornelius	Chairman	
2	Lucy Fleetham	Treasurer	
3	Carol Hallam		
5	Laura Connors	Section Leader	
6	David Bocquet	Group Scout Leader	
8	Oliver Jennings	Section Leader	
9	John O'Farrell	Section Leader	
10	Louise Spurden-Ree	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

Section B Structure, governance and management

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 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.
 The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, three individual section leaders meets every 4 months.

Policies and procedures adopted for:
 Members of the Executive Committee complete the four 'Getting Started' and the 'Trustees Introduction' training within the first 5 months of joining the committee.
 This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:
 The maintenance of Group property;
 The raising of funds and the administration of Group finance;
 The insurance of persons, property and equipment;
 Group public occasions;
 Assisting in the recruitment of leaders and other adult support;
 Appointing any sub committees that may be required;
 Appointing Group Administrators and Advisors other than those who are elected.

Section B Structure, governance and management (continued)

Risk
The Group Executive Committee acknowledge the following risks as suggested in the template Annual report
- 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. The Group is primarily reliant upon income from subscriptions. The group does hold a reserve to ensure the continuity of activities should there be a major cost or reduction in income. The Committee 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. Effort has now been made to ensure leaders are content and there are sufficient numbers. Most new leaders come to Beavers in order for children to jump the waiting list. These leaders have now started to migrate to cubs as their children move up. Direct recruitment to cubs and scouts is more difficult but there has been some success this year. Senior leaders in scouts bring experience that benefits other leaders, although they tend to attend less.
- 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. However the waiting list is strong and community interest in scouts is high so this is not seen as an immediate risk. Some consideration has been given to starting new sections.
- 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. Additionally the Executive has been made deliberately large to ensure information is widely spread and decisions are taken jointly. Problems are also shared.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>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.</p> <p>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.</p> <p>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.</p>
Summary of the main activities in relation to these objects	<p>4th Beaconsfield run one Beaver, one Cub and one Scout section. District Explorers is also available. Thus the entire Scouting journey is available to young people in the area. We run a full program each year of between 30 and 36 session per section plus camps and other occasional one-off events. We are working towards having more joint section meetings and meeting with other groups. All sections work towards badges and so the program is exciting and varied. Our dedicated leaders put a lot of effort into engaging the children and making scouting different from other extra-curricular activities.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	<p>from local grant making organisations for a specific building project which was completed during the reporting period. Additionally during the period several adhoc fundraising events were run by the scout section to raise money for a large 'easy-up' catering marquee.</p> <p>Volunteers: The contribution of volunteers is critical to our success and we are lucky to continue to be in a strong position. Long serving leaders remain settled in their roles, and we have a good supply of parents joining into the Beavers colony and we hope to encourage them to proceed through the group. Executive roles are all filled. We have experienced secretary, treasurer and chairman.</p> <p>Policy on investments: We maintain a reserve of approximately £10K in a Lloyds bank account</p>
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	<ul style="list-style-type: none"> - Delivered approximately 100 sessions to children aged 6 to 14 - Maintained membership levels - Streamlined financial processes around budgeting. - Finalised fundraising for major ground refurbishment project and completed that project - maintain a large and active executive - Reclaim 4 years of giftaid - 1 Leader attended 2023 South Korea Jamboree, 1 Leader and 1 Scouts attended 2023 Bucks European Tour

Section E	Financial Review
Other statement of the charity's policy on reserves	Reserves Policy

The Group Executive Committee holds the entire reserve in a separate accessible bank account. These funds will only be spent in unusual or extreme cases and after Executive consideration.

The Group held reserves of approximately £10000 at the year end. We aim to maintain reserves at £10,000

Quantify and explain any designated funds (circumstances plus steps to eliminate them)

None. There was a balanced budget this year due to much improved oversight and management of income and expenses and aided by historic gift aid claims

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;

Income, Expenditure and Investments

The Group's main sources of income are Subscriptions (£10.2k), charged termly, accounting for 47% of income. Other income came from fees charged for activities in addition to subs (22%), fund raising(16%) and current year gift aid reclaim(10%)

The Group's main expenditure is towards events & activities for the young people, a total of about £6K. Much of this was offset by income described above. Hut maintenance (£3.5k), insurance (£1.1K) and capitation membership fees (£4.7K) were other significant costs

The Group's Income and Expenditure deficit is small and as a consequence does not have sufficient funds to plan longer-term investments. Cash is held in Lloyds current accounts

Section F Other Optional Information

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

- Plan, fund and implement other projects - a craft room refurbishment, a garden refurbishment and further electrical upgrades
- Further improve procedures around finance, volunteer experience and trustee oversight, in line with changes that are coming

Section Reports

4th Beaconsfield has a thriving Cubs section with 25 Cubs, 5 leaders and 2 young leaders. This year, our Cubs engaged in great activities that benefitted their personal skills and the local community. These activities included running a mini-marathon to raise donations for our local foodbank, using electric saws and drills to build a bird feeder from scratch and visiting a World War 2-themed local cafe. The Cubs also had 2 overnight sessions. The first was a sleepover at our local trampoline park and the second was a survival camp where they built their own shelters and cooked their own food over the fire. We will have 6 Cubs moving up to Scouts in the fall and all of them will have achieved their Chief Scout Silver Award.

4th Beaconsfield Beavers have had a full programme of varied activities over the year. Highlights have included a sleepover at a trampoline park, a trip to Bekonscot model village, Zip lining/crate stacking at PACCAR and a visit from a local astronomer where the Beavers got to see Jupiter and the night time sky through a telescope.

As always the Beavers get great enjoyment from being outside. During the lighter evenings over the year Beaver have enjoyed den building in the woods, map reading in Beaconsfield Old Town, a woodland hike ending at a chip shop (always a favourite) and launching rockets in the outdoor space at the Scout Hut.

The Beavers have taken an active involvement with the community with litter picks, a visit to a Church and a Christmas visit to a local old peoples home to play Bingo with some of the residents. We have also been busy over the year and worked towards numerous badges including Cycling, music, Scientist and Money.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Chair

Date

4th Beaconsfield Scout Group

Income & Expense Report & Account Balances Year Ending 31 March 24

Charity Registration Number: 1026990 Group Registration Number: 10009929

	2023-2024	2022-2023	
Income			
Bank Interest	241.12	24.14	Note 1
Charity	0.00	-881.00	Note 2
Donation	24,203.00	1,000.00	Note 3
Events - Group	279.00	0.00	
Events - Beavers	745.00	2,212.00	Note 19
Events - Cubs	2,340.00	1,515.00	
Events - Scouts	1,598.00	2,435.00	
Fundraising	3,492.32	0.00	Note 4
Gift Aid: 22/23	2,249.75	0.00	
Gift Aid: Prev Years	3,428.54	0.00	Note 5
Membership Fees	10,195.00	9,655.00	Note 6
Rent	189.00	385.00	Note 7
Expense			
Activity Equipment	0.00	64.77	
Admin	402.72	522.66	Note 8
Badges	835.91	1,202.58	Note 9
Bank Fees	490.85	533.81	Note 10
Camping Equipment	10.00	274.97	
Charity	0.00	254.00	
Events - Group	262.11	175.29	Note 11
Events - Beavers	1,135.89	3,151.56	
Events - Cubs	2,991.06	2,625.88	
Events - Scouts	1,792.35	3,025.51	Note 20
Fundraising Spend	1,873.32	0.00	Note 12
Grant Spend	18,260.00	0.00	Note 13
Insurance	1,148.39	1,402.85	Note 14
Membership Costs	4,740.00	4,510.00	Note 15
Rates	0.00	-1,472.05	Note 16
Utilities	517.81	0.00	Note 17
Venue Maintenance	3,484.63	4,615.25	Note 18
Account balances			
Lloyds Current Treasurers Acct	6,057.15	2,260.92	
SA Short Term Investment Srvc	0.00	8,665.16	
Lloyds Instant Access	15,884.62	0.00	Note 21
Cash Funds This Year End	21,941.77	10,926.08	
Summary			
Account balance brought forward	10,926.08	15,468.02	
Total income	48,960.73	16,345.14	
Total expenditure	37,945.04	20,887.08	
Net income	11,015.69	-4,541.94	
Account balance carried forward	21,941.77	10,926.08	Note 22
Operating Figures			
Total Income	48,960.73	16,345.14	
Charity	0.00	881.00	Note 23
Gift Aid: Prev Years	-3,428.54		Note 24
Membership Costs	-4,740.00	-4,510.00	
Operating Income	40,792.19	12,716.14	
Total Expenditure	37,945.04	20,887.08	
Membership Costs	-4,740.00	-4,510.00	
Operating Expenditure	33,205.04	16,377.08	
Net Operating Income	7,587.15	-3,660.94	Note 25

4th Beaconsfield Scout Group

Income & Expense Report & Account Balances Year Ending 31 March 23

Charity Registration Number: 1026990 Group Registration Number: 10009929

Layout: In 2021-22 the layout switched to one based on OSM format. Additional accounts have been produced to mirror previous years layout for figure comparison. A comparison set going back to pre-Covid is available on request.

Note 1. Interest: The increase in interest rates has led to an increase in interest.

Historical Note 2. Charity: Money raised for non scout charities & temporarily held in our account. A charity walk raised money for the Red Cross Ukraine Appeal in 2021-22 and was held in the bank account across the year end. In 2022-23 the money was transferred to the Red Cross with a £100 donation from Scout funds.

Note 3. Donations and Grants: We received grants for improving the outdoor area: £10K Heart of Bucks, £5k Shanley Foundation, £5k Beaconsfield Old Church School Charity. Most of the outdoor work has been completed this year. A further £3k Woodlands District Scouts Development Fund and £1k Roland Callingham Foundation towards developments/improvements in 2024/2025. Also a workplace donation through Benevity, which we'll explore more.

Note 4: Fundraising: Fundraising for a new gazebo: delivering leaflets for Beaconsfield Town FC; providing catering at Cricket Club Bonfire event & stall at the Festival of Light. The trailer was sold for £1619 adding to the funds available for development / improvements / equipment in 2024/2025

Note 5. Gift Aid was not claimed in 2019-20, 2020-21 or 2021-22 due to Covid and no dedicated treasurer. Preparation work started in 2022-23 and Gift Aid on previous years was claimed in early 2023-24.

Note 6. Membership Subscriptions: Subscriptions increased from £40 to £50 per term in Sept 23. The income received was the equivalent to 73 YP paying £140.

Note 7. Hut Rental: A trial rent with a trusted client, came to an end. We have a working party looking at hut rental.

Note 8. Admin: Includes £147 uniforms. Other items included OSM Scouting Software (~£140) & 50 year plaque.

Note 9. Badges: Badge spend dropped from £884 to £732, and new neckers from £318 to £212. District provided funds for coronation badges, £108.

Note 10. Bank Fees: GoCardless payment fees, this simplifies payment & accounting processes plus a Benevity Fee.

Note 11. Group Events: This included a summer party a Hall Barn & remembrance

Note 12. Fundraising Spend: This includes both fundraising costs (£437) and items bought with the funds raised. A gazebo at £1760 was purchased, with £1436 covered by fundraising and £324 from Scout section expenses.

Note 13. Grant Spend: This was the spend on the outdoor project. £1740 remains to be spent.

Note 14. Insurance: Insurance premium fell by £90. We increased the excess to £250 to gain a further reduction.

Note 15. Membership Costs: 2024 captitation fee of £4680 was for 78 YP @£60. 1 Young Leader @£60 for 2022-23. The Group's Capitation levels fell to 78 young people from 82 in 2022/23, but above 2021-22 (77). We are still below pre Covid Levels of 2019-20 (88). Our operational target is 86.

Historical Note 16. Rates: The Group has exemption status. A rebate was received in 22-23 for rates paid in 2020-21.

Note 17. Utilities This covers water charges only. There was an historic overpayment of £245 which was repaid in the year. Two annual water bills have been paid this year: £404 for 2024-25 & £357 for 2023-24. No water bills were paid in 2022-23 as the water bill arrived later than usual so was paid in this current year.

Note 18. Venue Maintenance: Hut Refurbishment continued with electrical improvements and new heaters costing ~£1500. The main general venue expenditure is cleaning at approx £1223, 40% increase on last year. Other larger costs include fire safety checks plus remedial work & a replacement window .

Note 19. Event Income Beavers, Cubs & Scouts: Some activities required contributions. Beavers: Tent & AirHop sleepover. Cubs: AirHop & Zoo sleepover. Scouts: Camp, Squash sessions, Chocolate evening & Monopoly run.

Note 20. Event & Meeting Expenses Beavers, Cubs & Scouts: Activity costs fell by 30% over the previous year. There were a good number of activities included within Subs: Badge work, Sleepovers, Paccar, BBQ, Air Raid Shelter, Chocolate Event, Pasta, Crafts, & McDonalds.

Beavers, Cubs & Scouts Net Income: The table below shows **approx** net income for each section, taking into consideration their budget for activities. The treasurer issues termly reminders to claim expenses. This aids with budgeting and aims to account for associated costs in relevant year. Cubs Expenses: £250 has been added to cover 50% of £500 advance deposit for an activity paid in 22/23. The spend between the units was uneven, with Scouts & Beavers barely using their budget and Cubs overspending.

Section Net Income	Beavers	Cubs	Scouts
Event Income	£1,136	£2,340	£1,598
Budget	£720	£900	£960
Event Expense	-£1,136	-£3,241	-£1,792
OSM Fees	-£27	-£74	-£32
Net Income	£693	-£75	£733

Account Balances & Operating Income

Note 21. Reserve Account: We've increased our reserves to £10k, approx 6 months of running costs. The reserve account also holds grant money of £5740; £1,740 underspend from outdoor project & £4k grant money held for developments and improvements in 24/25. See Note 3 & 13. The reserves were held in the Scouts Short Term Investment Scheme. This Scheme terminated during the year and the reserves moved to a Lloyds Savings account.

Note 22. Account Balance: Once we allow for the grant money (£5740) & trailer proceeds (£1619) set aside for improvements & equipment in 2024/25, the account balance falls to £14582, a return to the level seen in prev years.

Historical Note 23. Net Operating Income 22/23: includes £881 Charity payment, which is offset by an income payment in 21/22.

Note 24. Net Operating Income: The previous years Gift Aid has offset some of the previous years losses and rebuilt the float in our bank balance. Reducing the net operating income to £7587.

Note 25. Net Operating Income: Once we account for the money earmarked for developments and project spend in 2024/25 (£7359) see Note 21, the day to day running costs match the day to day income.

4th Beaconsfield Scout Group

Income & Expense Report & Account Balances Year Ending 31 March 24

Charity Registration Number: 1026990 Group Registration Number: 10009929

	2023-2024	2022-2023	2021-2022	2020-2021
Income				
Membership Fees	10,195.00	9,655.00	8,245.00	
Events - Group	279.00			
Events - Beavers	745.00	2,212.00	437.00	
Events - Cubs	2,340.00	1,515.00	140.00	
Events - Scouts	1,598.00	2,435.00	838.00	
Membership Subscriptions	15,157.00	15,817.00	9,660.00	833.48
Membership Costs	-4,740.00	-4,510.00	-4,355.00	-7,769.00
Net Membership Subscription	10,417.00	11,307.00	5,305.00	-6,935.52
Charity Donation	0.00	-881.00	881.00	
Fundraising	24,203.00	1,000.00	1,500.00	11,300.00
Gift Aid	3,492.32	0.00	154.00	0.00
Gift Aid Past	2,249.75	0.00		
Rent	3,428.54			
Net Receipts	189.00	385.00	208.00	128.00
Interest & Payment Commission	43,979.61	11,811.00	8,048.00	4,492.48
Total Receipts	-249.73	-509.67	-245.11	-29.74
	43,729.88	11,301.33	7,802.89	4,462.74
Expense				
Events	262.11	175.29		
Events - Beavers	1,135.89	3,151.56	782.55	
Events - Cubs	2,991.06	2,625.88	959.93	
Events - Scouts	1,792.35	3,025.51	2,122.29	
Meetings - Beavers	0.00	0.00	113.55	
Meetings - Cubs	0.00	0.00	184.70	
Meetings - Scouts	0.00	0.00	82.81	
Badges	835.91	1,202.58	390.54	
Activity	7,017.32	10,180.82	4,636.37	209.85
Activity Equipment	0.00	64.77	0.00	
Camping Equipment	10.00	274.97	124.65	
Equipment	10.00	339.74	124.65	0.00
Utilities	517.81	0.00	745.35	740.05
Insurance	1,148.39	1,402.85	1,285.78	1,244.35
Venue Maintenance	3,484.63	1,915.25	1,465.67	2,235.00
Rates	0.00	-1,472.05	0.00	1,472.05
Fundraising Spend	1,873.32			
Projects	18,260.00	2,700.00		
Admin	402.72	522.66	769.42	
Charity	0.00	254.00		
Other	402.72	776.66	769.42	832.41
Total Payments	32,714.19	15,843.27	9,027.24	6,733.71
Account balances Year End				
Lloyds Treasurers Account	6,057.15	2,260.92	6,827.00	8,040.45
SA Short Term Investment Svc	0.00	8,665.16	8,573.44	8,573.44
Lloyds Instant Access	15,884.62			
Paypal				78.48
Summary				
Account balance brought forward	10,926.08	15,468.02	16,692.37	18,963.34
Total Net income	43,729.88	11,301.33	7,802.89	4,462.74
Total expenditure	32,714.19	15,843.27	9,027.24	6,733.71
Net income	11,015.69	-4,541.94	-1,224.35	-2,270.97
Account balance carried forward	21,941.77	10,926.08	15,468.02	16,692.37
Comparison to New Acct Layout:				
Charity payment (not opearting income)		881.00	-881.00	
Net Opearting Income	11,015.69	-3,660.94	-2,105.35	

Examination of the 4th Beaconsfield Scout Group Accounts for the Year to 31st March 2024

The examination was designed to verify that the reported income, expense and year-end balances were properly supported by appropriate invoices, receipts and statements. It was not designed to establish whether there was a level of financial internal control that would ensure optimum use of funds, and avoidance of misuse.

Income, expense and closing balance figures, as reported, reconciled correctly to detailed internal spreadsheet records and bank statements. Sample checks were made of these records to invoices and receipts. No errors were found, and the level of supporting documentation appeared to be of a high standard.

From this brief examination, the reported figures for 2023-2024 appear to be a correct reflection of the income, expense and asset balances for the year.

S A Bocquet
24th June 2024

Independent Examiners Report to the Trustees of the Woodlands District Scout Council
re Beaconsfield 4th Scouts Group for Year Ending 31st March 2024

From a limited but appropriate level of inspection, I am satisfied that adequate internal controls were in place to ensure that the financial results of Beaconsfield 4th Scout Group are true and fair.

Reported figures were traceable to supporting worksheets, which provided the audit trail to supporting documentation. No errors were found. Income and expenditure transactions reconciled correctly to bank statements. There was also proper segregation of duties to prevent inappropriate expenditure or misstatement.

S A Bocquet
9th January 2025