

# Trustees' Annual Report

For the period

From 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024

Charity name: 3<sup>rd</sup> Sevenoaks (Riverhead and Dunton Green) Scout Group

Registered charity number: 303437

Charity's principal address: Bradbourne Vale Road, Sevenoaks

Names of the charity trustees who manage the charity

1. Andrew Holland – Chairman
2. Ian Manuel – Group Scout Leader
3. Robert Downard – Group Administrator
4. Martin Denton – Trustee Board Member
5. Anna Hegarty – Group Treasurer
6. Stevo Durbaba – Assistant Cub Scout Leader
7. James Holman – Fund Raising
8. Paul Heath – Cub Scout Leader
9. Tom McKeen -Quarter Master
10. James Finley – Beaver Leader

The Group is managed by the 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. The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parents representation and meets every 2 months. The Group's governing documents are those of 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. The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. The Group is a trust established under its rules which are common to all Scouts. The Trustees are elected by the Group Council at the Annual General Meeting (AGM). Where their appointment is made during the year, they are subject to the vote of the Group Council at the next AGM.

## **Risk and Internal Control**

The Group Executive Committee 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:

Reduction or loss of members. The Group provides activities for all young people aged 6 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.

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. 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 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.

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 comprehensive insurance policies to ensure that insurable risks are covered.

## **Objectives and Activities**

The objectives of the group are as a unit of the Scout Association.

The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership. 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.

A comprehensive discussion of the activities undertaken by each section follows this report.

# Chairman's Report

This is my final Chairman's Report! After over 30 years on the Trustee Board (previously Executive Committee) as Group Scout Leader, Fund raiser and, for the last 20 years, Chairman, I have decided to step down. The Group is in good health, with recent additions to the Board and to the leadership team offering new enthusiasm and energy. In particular, our Group Lead Volunteer Ian Manuel, has devoted himself to expanding the provision of Scouting. The number of Group members is at a historic high, with a record number of young people gaining Skills for Life in Scouting.

Under new regulations from the Scout Association, the oversight functions of the Trustee Board are being clearly separated from the operational running of the sections and support functions. This should allow the Trustee Board to focus on managing the Group's finances, looking after the safety of the HQ, managing risks, and ensuring compliance with Scout Association policies. These changes have been gradually phased in, and the new structure will go live at the June 2024 AGM.

As a result, the membership of the Trustee Board will shrink to between 5 and 12 members, and all the uniformed section leaders will transition to the Group Leadership Committee. The Trustee Board members will continue to be approved at the Group AGM. We are keen to attract new applicants to the Board if possible, and have advertised the roles to all Group parents. I would like to thank those Board members who are standing down or changing roles, and to welcome Simon Phipps, our new Treasurer, who takes over this important role from Anna Hegarty, who showed great resilience when Barclay's tried to de-bank us! I would also like to thank Bertie Downard (Group Administrator), Clare Cowland (Board Secretary), Jim Holman (Fund Raising chief), Martin Denton (Estates team chief) and Tom McKeen (QM) for their continuing hard work and commitment. I have no doubt that the Scout movement will continue to adapt successfully to changing times and that the 3rd Sevenoaks will thrive in the years to come.

Andrew Holland

Trustee Board Chairman

**3rd Sevenoaks (Riverhead and Dunton Green) Scout Group**  
**Receipts and Payments accounts for the year from 1 April 2023 until 31 March 2024**

	<b>2024</b>	<b>2023</b>
	£	£
<b>Receipts</b>		
<b>Donations and similar income</b>		
Membership subscriptions	17,645	16,906
Less membership subscriptions paid to district	(11,691)	(10,024)
Donations / Grants / Sevenoaks District Restart Grant	350	1,040
Gift Aid	3,632	3,308
Other	137	350
<b>Fund raising</b>		
Carnival	5,951	790
Fireworks	14,008	7,219
Sponsored events	100	0
Kings Coronation Barbeque	781	0
<b>Investment income</b>		
Bank interest	0	0
Other Income	(24)	207
<b>Total receipts</b>	<u>30,888</u>	<u>19,795</u>
<b>Payments</b>		
Troop and pack activities	2,822	1,329
Rent	0	125
Water and sewage and rubbish	2,431	2,568
Electricity and Gas	4,205	2,671
Insurance	1,511	1,411
Repairs and Maintenance	21,048	10,186
Equipment	4,772	3,146
Administration	391	733
Camp income	17,820	12,502
Camp expenses	(16,417)	(10,807)
Contribution to/from camp costs	(1,402)	(1,695)
Uniforms, badges and scarves	3,191	1,833
Other	130	0
<b>Fundraising expenses</b>		
Carnival	2,061	507
Fireworks	4,450	1,927
Sponsored activities	0	0
Other	0	0
<b>Total payments</b>	<u>45,610</u>	<u>24,739</u>
<b>Net of receipts/(payments)</b>	<u>(14,721)</u>	<u>(4,944)</u>
<b>Cash funds last year end</b>	39,623	44,567
<b>Cash funds this year end</b>	<u>24,902</u>	<u>39,623</u>

**3rd Sevenoaks (Riverhead and Dunton Green) Scout Group  
Statement of assets and liabilities at 31 March 2024**


	<b>2024</b>	<b>2023</b>
	£	£
<b>Cash funds</b>		
Bank current account	24,878	39,623
Bank deposit account	0	0
Cash/Floats	24	0
<b>Total cash funds</b>	<u>24,902</u>	<u>39,623</u>
<b>Other monetary assets</b>		
Tax claim	3,246	3,564
	<u>          </u>	<u>          </u>
<b>Other assets for own use</b>		
Uniform stock	886	649
	<u>          </u>	<u>          </u>
<b>Liabilities</b>		
Expenses incurred but not invoiced	0	0
Other	0	0
	<u>          </u>	<u>          </u>
	<u>          </u>	<u>          </u>

**Contingent liabilities and future obligations** - none

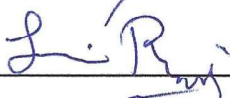
**Scouting equipment/kit** - is not reported in the accounts. The policy is to expense expenditure in the year in which it was incurred. The insured value of equipment/kit is £108,900 (2023: £101,105).

The above receipts and payments account and statement of assets and liabilities were approved by the trustees on 25 June 2024 and signed on their behalf by

Signature


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Print name

RM WILLIAMS Chair

SIMON PHIPPS Treasurer

**Independent Examiner's Report to the Trustees of the  
3<sup>rd</sup> Sevenoaks (Riverhead and Dunton Green) Scout Group**

I report on the accounts of the Group for the year ended 31<sup>st</sup> March 2024 which comprises the Receipts and Payments Account, the Statement of Assets and Liabilities, and related notes. This report is made solely to the trustees in accordance with Sections 43 and 44 of the Charities Act 1993. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for any examination work.

**Respective responsibilities of Trustees and Examiner**

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under Section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

2. have not been met; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: .....  .....

Name: ..... ALISON CONWAY .....  
Qualification: ..... RAT .....  
Address: ..... 106 MOUNT HARDY ROAD .....  
..... SEVENOAKS KENT TN13 3JN .....  
Date: ..... 03/06/2024 .....