

# Trustees' Annual Report

For the period

From (start date)       to end date

## Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address

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	Leigh Anne Savage	Chair	
2	Jacqueline Mary Baxter	Secretary	
3	Rebecca Estella Chiles	Cub Leader	
4	James Walter Henry Cross	Trustee	
5	Roy William Webber	Trustee	
6	Daniel Frederick Hosier	Lead Volunteer	
7	Sabiene Paula Cross	Beaver Leader	
8	Sylvia Mueller	Treasurer	From 12/05/2023
9	Joanna Broadbent	Treasurer	Until 12/05/2023
10			
11			
12			
13			
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
Banker	Barclays Bank	6 Market Place, Bexleyheath, DA6 7DY
Banker	Metrobank	One Southampton Row, WC1B 5HA
Financial Services (prepaid expense cards)	Stripe Payments	7th Floor The Bower Warehouse 211 Old Street London EC1V 9NR UK
Custodian Trustee	The Scout Association Trust Corporation	Gilwell Park, Chingford, London E4 7QW

The land and building vested in the Group are held on its behalf by the Scout Association Trust Corporation.

## 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. The Group has adopted in full the model constitution as laid out in 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:

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 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.

The Trustee Board consists of two independent representatives, the Chair, Treasurer and Secretary and together with the Group Scout Leaders and individual section leaders, meets every 3 months or more often if necessary. A parents' committee, led by the Chair, supports the Group's fundraising activities.

Members of the Trustee Board complete "Being a Scouts Trustee" learning within the first six 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. The Group Trustee Board 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, and appointing Group administrators and advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<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. From time to time, 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. The Group's lease on its Scout hall expires in 2033 giving the Group medium-term security of tenure.</p> <p>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 new or significant activities and recorded in writing.</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 and continued payment of rent and other expenses related to the hall and equipment such as the minibus should there be a major reduction in income. The Group keeps the level of subscriptions and activity charges under review and will continue to do so in the 2024/25 financial year, in light of the operating loss in the 2023/24 financial year. The Group 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, or, in the worst case scenario, the complete closure of the Group. We have mitigated this risk by asking parents to volunteer to help with the Beaver and Cub sections where we are in need of additional support. There is a strong and well-established leadership team in place. In light of Roy Webber's retirement from this role this financial year, Daniel Hosier has taken the role of Lead Volunteer. In light of Joanna Broadbent's retirement from the Treasurer role at the end of the 2022/23 financial year, Sylvia Mueller has taken the role of Treasurer.</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, or, in the worst case scenario, the complete closure of the Group. The Group is an active group with large Beaver, Cub and Scout sections and a partnership agreement with the Phoenix Explorer Unit. Membership numbers have remained steady over the past several years and waiting lists are in operation for some sections.

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered. We also take payments primarily online instead of in cash and by using pre-paid payment cards subject to payment controls instead of petty cash. This year, we have also implemented use of the Online Scout Manager accounting software.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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> <p>Scouts is open to all. We have members (both youth and adult) from all ethnicities and include those with additional needs (developmental, physical, mental or other). The Group operates in an area of deprivation (IMD Decile 3). We believe it's a priority to reflect the diversity of the communities we are in.</p>
<p>Summary of the main activities in relation to these objects</p>	<p>Our normal scouting activities include weekly section meetings, badge work, regular camps and participation in District events such as sports days, football tournaments, quiz nights and chess and draughts tournaments</p>

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.

The Group received discretionary rate relief from Southwark Council in addition to mandatory rate relief. This is applied for annually and, if withdrawn, would have an impact on the Group's resources.

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 has continued to be busy across all sections with nights away, events, and activities throughout the 2023/2024 financial year. Scouts held four camps with the highlight being a week in the Netherlands for Summer Expedition. Cubs had a winter and spring camp while thriving in District events including sports day, quiz and chess competitions. Beavers enjoyed a sleeper in the HQ, completing their Builder's Badge in the process. Whole group events have included a Halloween disco, Christmas dinner, family camp and a birthday party at Flip Out Croydon.

#### 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 sufficient sums to cover annual operating expenses, such amount to include, among others, the following sums: GBP 7,756 for one year's rent (hall and garage), GBP 1,501 (utilities), GBP 1,645 (insurance) and GBP 1,895 in van maintenance costs. Additionally, GBP 5,000 towards purchase of a newer minivan to replace the current minivan, GBP 1,000 for group wide events at no costs to members in 2024, and GBP 499 to cover the possibility that discretionary business rates relief is not received. The Group considers it should hold approximately GBP 15,000 in general funds to ensure continued operational security. After designated funds and approximately GBP 4,330 of funds collected in 2023/2024 for a summer camp being held in 2024 for which expenses have not yet been incurred, reserves of approximately GBP 21,992 were held against this at year end. This is above the level required for operating expenses.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

We operated at a small loss of GBP 4,496 this financial year. This does not threaten the Group's viability but we will keep membership fees and activity charges under review in 2023/24 and consider hiring the hall more regularly to increase income.

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 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.

• 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;

**Section F**

**Other Optional Information**

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

**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)

LEIGH SAVAGE

DANIEL HOSIER

Position (eg Secretary, Chair)

CHAIR

LEAD VOLUNTEER

Date

21

07

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## 23rd Camberwell (St Giles) Scout Group (Charity no. 303832)

### Receipts and payments account

	Year start date		Year end date
For the year from	01.04.2023	To	31.03.2024

#### Receipts and payments

	2023/2024 Unrestricted funds £	2022/2023 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	12,848.00	13,907.00
Donations	134.00	100.00
Camps and activities	15,091.65	15,740.00
<b>Sub total</b>	<b>28,073.65</b>	<b>29,747.00</b>
<b>Grants</b>		
Grant from Newcomen Collett	-	1,000.00
Jack Petchey Award	300.00	-
<b>Sub total</b>	<b>300.00</b>	<b>1,000.00</b>
<b>Fundraising events (gross)</b>		
Uniform sales	587.50	380.50
Tuck shop	1,020.10	1,100.50
Halloween	533.00	519.10
Fireworks	1,439.00	1,527.82
Xmas dinner	2,062.00	1,861.00
London Marathon	-	100.00
Lord Mayor's Show	-	254.00
Other fundraising activities	340.45	-
<b>Sub total</b>	<b>5,982.05</b>	<b>5,742.92</b>
<b>Scout hut income</b>		
Hire of building	940.36	1,665.00
Hire of equipment	870.00	839.00
<b>Sub total</b>	<b>1,810.36</b>	<b>2,504.00</b>
<b>Investment income</b>		
Bank interest	327.03	83.93
<b>Sub total</b>	<b>327.03</b>	<b>83.93</b>
<b>Total Gross Income</b>	<b>36,493.09</b>	<b>39,077.85</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>36,493.09</b>	<b>39,077.85</b>

## 23rd Camberwell (St Giles) Scout Group (Charity no. 303832)

### Receipts and payments account

	Year start date		Year end date
<b>For the year from</b>	<b>01.04.2023</b>	<b>To</b>	<b>31.03.2024</b>

#### Receipts and payments

	2023/2024 Unrestricted funds £	2022/2023 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Membership subscriptions paid on	3,515.00	4,090.50
Youth programme and activities	359.07	454.01
Adult support and training	36.00	72.00
Rent (1)	7,756.20	7,689.80
Utilities (2)	1,501.02	2,189.81
Insurance	1,645.42	1,609.19
Minivan running costs (excluding insurance)	1,895.00	1,705.63
Materials and equipment	595.05	1,048.53
Contribution to camp costs	13,756.64	14,987.70
Camp refunds	1,549.20	2,078.80
Uniforms	601.10	349.50
Badges	768.57	805.21
AGM and trustee expenses (3)	669.99	436.50
Independent examination costs	600.00	720.00
Bank charges (Go Cardless, Paypal)	935.35	1,043.18
Administrative expenses	843.85	-
Donations	100.00	-
Venue maintenance	1,156.90	-
<b>Sub total</b>	<b>36,284.36</b>	<b>39,280.36</b>
<b>Fundraising expenses</b>		
Halloween	172.62	214.94
Fireworks	821.88	425.20
Xmas dinner	876.05	727.73
Tuck shop	834.23	802.50
<b>Sub total</b>	<b>2,704.78</b>	<b>2,170.37</b>
<b>Total Gross Expenditure</b>	<b>40,989.14</b>	<b>41,450.73</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>40,989.14</b>	<b>41,450.73</b>
<b>Net of receipts/(payments)</b>	<b>- 4,496.05</b>	<b>- 2,372.88</b>
<b>Cash funds last year end</b>	<b>56,499.39</b>	<b>58,872.27</b>
<b>Cash funds this year end</b>	<b>52,003.34</b>	<b>56,499.39</b>

## 23rd Camberwell (St Giles) Scout Group (Charity no. 303832)

### Receipts and payments account

	Year start date	To	Year end date
For the year from	01.04.2023		31.03.2024

#### Statement of assets and liabilities at the end of the year

	31.03.2024 Unrestricted funds £	31.03.2023 Unrestricted funds £
<b>Cash funds</b>		
Bank current account (Barclays)	19,763.11	24,566.38
Bank current account (Metrobank)	188.57	188.57
Bank deposit account (Metrobank)	31,120.68	30,793.65
Stripe Cards (Balance in expense account)	921.98	
Soldo Cards (closed mid-year)	-	941.79
Cash/Floats	9.00	9.00
<b>Total cash funds</b>	<b>52,003.34</b>	<b>56,499.39</b>
<small>(agree balances with receipts and payments account)</small>	<small>ok</small>	<small>ok</small>
<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>		
Uniform stock	471.50	220.00
Badge stock	100.00	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	12,000.00	14,000.00
Scouting equipment, furniture etc	30,000.00	30,000.00
Other (including purchase of new laptop)	3,408.00	3,000.00
<b>Sub total</b>	<b>45,979.50</b>	<b>47,220.00</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>97,982.84</b>	<b>103,719.39</b>

#### Notes

(1) The rent line item reflects the combined expenditure of rent for the Scout hut together with the rental of a garage space. The garage rental was reflected in a separate line item in previous financial years.



(2) The utilities line item reflects the combined expenditure on water and sewerage, electricity and gas, and broadband each of which in previous financial years were reflected in separate line items.

(3) Reimbursement of leader travel expenses pursuant to expenses policy approved by the trustees in accordance with CC11.

(4) From time to time, trustees have paid for expenses from their own accounts due to the payments being larger than limits on expense cards or for general convenience. In the 2023/2024 financial year, such payments were approximately GBP 6,742.67 and were reimbursed to the relevant trustees from the Scout group Barclays bank account.

**The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 19 July 2024 and signed on their behalf by:**

Signature

Print Name

Leigh Savage (Chair)
Sylvia Mueller (Treasurer)

**Independent Examiners Report to the Trustees of  
23<sup>rd</sup> Camberwell (St Giles) Scout Group**

I report on the accounts of the Group for the year ended 31 March 2024 which comprise the Receipts and Payments Account.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I may state to the charity's trustees those matters which 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 responsibility to anyone other than the charity and the charity's trustees for my examination work.

**Respective responsibilities of the trustees and examiners**

As the charity trustees you are responsible for the preparation of the financial statements. You consider that the audit requirement of Section 144(2) of the Charities Act 2011 (the 2011 Act), does not apply. It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

**Basis of independent Examiners 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 charity 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent Examiners 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 proper accounting records are kept (in accordance with Section 130 of the 2011 Act); and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached,
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's constitution ~~have not~~ been met.



John Lambourne FCA  
For and on behalf of  
Latham Lambourne Ltd  
Chartered Accountants  
18 Woodlands Park, Bexley, Kent, DA5 2EL.

30 August 2024