

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

1st North Walsham Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 4 1 4 5

HQ registration number

7 3 8 6

Charity's principal address

Scout Association

Midland Road

North Walsham

Postcode

N R 2 8 9 J R

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	Ally Burgess	Treasurer	
2	Laura Cowell		from 21/1/24
3	Claire Bumfrey		from 15/7/23
4	Victoria Reed	Secretary	from 15/7/23
5	Gill Williams		
6	Gail Spencer		
7	Sally Weekes		to 31/3/24
8	Lawrence Scott		15/7/23-29/4/24
9	Marylyn Evans	Interim Chair	from 13/11/23
10			
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
Group Adviser	Graham Vann	55 Acorn Road
Health & Safety		North Walsham
		NR28 0UA

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:

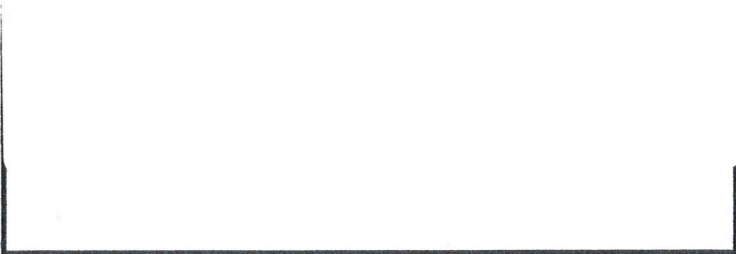
The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts 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 7 Trustees and meets every 3 months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

The 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



Section B

Structure, governance and management (continued)

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 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.

Risk and Internal Control (Specimen 2)

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
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:</p> <ul style="list-style-type: none">- 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	ning. Section Teams undertaking appropriate learning. All me

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.

All volunteers have gone above and beyond expectations to ensure scouting continues for the young people of North Walsham and surrounding area.

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

New adults have joined the leadership team. Plans for necessary repairs or refurbishment of the Scout HQ are under consideration and a team has been set up to obtain the necessary funding for this. At least 3 quotes will be obtained and a project manager appointed.

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 12 months running costs, circa £25000.

The Group held reserves of approximately ²⁷³⁷⁵ ~~£~~ against this at year end. This is above the level/below required for operating expenses. However this can be explained by

Quantify and explain any designations

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

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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;

<p>Investment Policy (Specimen 1)</p> <p>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 or The Scout Association's Short Term Investment Service.</p>
<p>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.</p>
<p>Investment Policy (Specimen 2)</p> <p>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.</p>

Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

Ongoing monitoring of income and expenditure. Regular mor

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Marylyn Evans	
Position (eg Secretary, Chair)	Interim Chair	
Date	04/07/24	

1st North Walsham Group

Receipts and Payments Account

		Year start date		Year end date	
	For the year from	1/4/2023	To	31/3/2024	

Receipts and payments

	Current Year			Previous yr	
	Unrestricted funds	Restricted funds	Designated funds	Total funds	Total funds
	£	£	£	£	£
Receipts (change rows as needed)					
Donations, legacies and similar income					
Membership subscriptions	£15,901.00			£15,901.00	£14,330.00
Subtotal	£15,901.00		£0.00	£15,901.00	£14,330.00
Fundraising/donations			£9,137.95	£9,137.95	£2,540.53
Hire of HQ	£338.00			£338.00	
Covid grants	£0.00			£0.00	£0.00
Misc	£9,447.28			£9,447.28	£26.00
NEN capitation refund	£953.50			£953.50	£69.50
Use of HQ/equipment				£0.00	£0.00
Sub total	£10,738.78	£0.00	£9,137.95	£19,876.73	£2,636.03
Activities					
Uniform & Badges	£82.00			£82.00	£140.00
Camps/ days out		£3,947.75	£355.00	£4,302.75	£307.50
Sub total	£82.00	£3,947.75	£355.00	£4,384.75	£447.50
Investment income					
COIF Interest	£0.00	£0.00	£0.00	£0.00	£0.00
Sub total	£0.00	£0.00	£0.00	£0.00	£0.00
Total Gross Income	£26,721.78	£3,947.75	£9,492.95	£40,162.48	£17,413.53
Asset and investment sales, etc.					
	£0.00	£0.00	£0.00	£0.00	£0.00
Total receipts	£26,721.78	£3,947.75	£9,492.95	£40,162.48	£17,413.53

		Year start date		Year end date	
	For the year from	1/4/2023	To	31/3/2024	

Receipts and payments

	Current year			Previous yr	
	Unrestricted funds	Restricted funds	Designated funds	Total funds	Total funds
	£	£	£	£	£
Payments (change row titles as needed)					
Charitable Payments					
Section payments	£1,032.73			£1,032.73	£3,028.25
Camp / Days out		£3,792.41		£3,792.41	
Adult support and training	£115.00			£115.00	£239.00
Water and sewerage	£906.00			£906.00	£486.00
Council Tax	£98.71			£98.71	£186.88
Electricity and Gas	£3,983.59			£3,983.59	£4,372.96
Waste collection	£331.14			£331.14	£298.97
Trading Post bill	£1,600.92			£1,600.92	£916.47
OSM and Website fees	£374.78			£374.78	£366.25
Cleaner and materials	£1,567.50			£1,567.50	£332.40
Exec/meeting expenses	£5.95			£5.95	£2.70
Insurance	£1,485.60			£1,485.60	£1,935.13
Site maintenance	£2,752.22			£2,752.22	£5,789.84
Capitation payment	£13,815.50			£13,815.50	£3,000.00
Stores and Stationery	£331.97			£331.97	£2,351.47
Remembrance day	£100.00			£100.00	£100.00
Misc	£163.94			£163.94	£23.80
Phone and internet	£222.05			£222.05	£379.25
Refund of subs	£0.00			£0.00	£0.00
Bank charges	£108.52			£108.52	£243.20
				£0.00	£610.52
Sub total	£28,996.12	£0.00	£0.00	£32,788.53	£24,663.09
Fundraising expenses					
General		£0.00	£1,524.95	£1,524.95	£10.00
Sub total		£0.00	£1,524.95	£1,524.95	£10.00
Total Gross Expenditure	£28,996.12	£0.00	£1,524.95	£34,313.48	£24,673.09
Asset and investment purchases, etc.					
			£0.00	£0.00	
Total payment	£28,996.12	£0.00	£1,524.95	£34,313.48	£24,673.09
Net of receipt	-£2,274.34	£3,947.75	£7,968.00	£9,641.41	-£7,259.56
Transfers betw	£0.00	£0.00	£0.00	£0.00	£0.00
Cash funds last year end				£0.00	
Cash funds t	-£2,274.34	£3,947.75	£7,968.00	£9,641.41	-£7,259.56

Statement of assets and liabilities at the end of the year

	Current Year			Previous yr	
	Unrestricted funds	Restricted funds	Designated funds	Total funds	Total funds
	£	£	£	£	£
Cash funds					
Bank current account	£800.76		£12,636.17	£13,436.93	£7,386.68
Bank deposit account				£0.00	
COIF Charities Deposit Account		£7,375.74		£7,375.74	£12,955.80
Cash/Floats	£244.58			£244.58	£445.83
Total cash funds	£1,045.34	£7,375.74	£12,636.17	£21,057.25	£20,788.31
Other monetary assets					
Tax claim	£0.00	£0.00	£0.00	£0.00	£0.00
Debts due from the County/Area/District/Group	£0.00	£0.00	£0.00	£0.00	£0.00
Insurance claim	£0.00	£0.00	£0.00	£0.00	£0.00
Sub total	£0.00	£0.00	£0.00	£0.00	£0.00
Investment assets					
Investment property - detail	£0.00	£0.00	£0.00	£0.00	£0.00
Quoted investments	£0.00	£0.00	£0.00	£0.00	£0.00
Other investments - detail	£0.00	£0.00	£0.00	£0.00	£0.00
Sub total	£0.00	£0.00	£0.00	£0.00	£0.00
Non monetary assets for charity's own use					
Badge stock					
Shop stock					£0.00
Other stock					£0.00
Building	£236,181.00	£0.00	£0.00	£236,181.00	£236,181.00
Land	£50,000.00	£0.00	£0.00	£50,000.00	£50,000.00
Scouting equipment, furniture etc	£24,514.00	£0.00	£0.00	£24,514.00	£24,514.00
Other					£0.00
Sub total	£310,695.00	£0.00	£0.00	£310,695.00	£310,695.00
Liabilities					
Accounts not yet paid	£0.00	£0.00	£0.00	£0.00	£3,837.00
Expenses incurred but not invoiced	£0.00	£0.00	£0.00	£0.00	£0.00
Subscriptions not yet paid	£1,048.00	£0.00	£0.00	£1,048.00	£1,830.00
Loan - detail	£0.00	£0.00	£0.00	£0.00	£0.00
Other liabilities	£0.00	£0.00	£0.00	£0.00	£0.00
Sub total	£1,048.00	£0.00	£0.00	£1,048.00	£5,667.00

Contingent liabilities and future obligations

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

	Signature	Print Name	
	<i>M Evans</i>	Chair	MARILYN EVANS
	<i>Aly Burgess</i>	Treasurer	Aly Burgess

Scrutineer's Report to the Trustees of the
1st North Walsham Scout Group

I report on the accounts of the Group for the year ended 31/03/2024

Respective responsibilities of Trustees and Scrutineer

As the Group'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 constitution, I have scrutinised the records and the accounts presented to me.

Scrutineer's Statement

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

Signed: 

Name: ALAN DANIELS

Address: 3 REGIS PLACE
SHERINGHAM
NORFOLK
NR26 8BL

Date: 20/05/2024