

Trustees' Annual Report

For the period

From (start date)

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 to end date

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Section A Reference and administration details

Charity name

1ST North Walham Scout Group

Other names the charity is known by

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Registered charity number (if any)

3	0	4	1	4	5
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HQ registration number

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Charity's principal address

The Scout HQ							
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	Lucy Shires	Chair	23.10.24
2	Anna French	Treasurer	06.07.24
3	Claire Bumfrey		
4	Sheila Langley		23.10.24
5	Vicci Reed		07.07.24
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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:

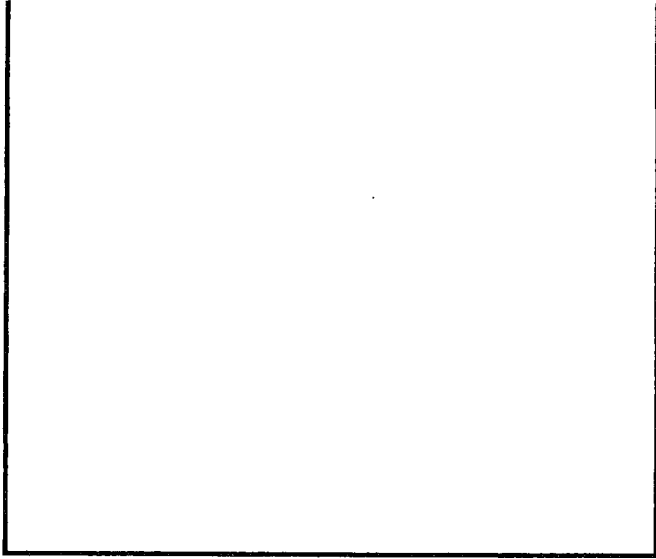
The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts 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 5 Trustees (including 2 Ex Officio Trustees, and 2 co-opted 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.

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.



Section B	Structure, governance and management (continued)
	<p data-bbox="598 1059 1257 1093">Risk and Internal Control (Specimen 1)</p> <p data-bbox="598 1093 1257 1238">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 data-bbox="598 1272 1257 1485">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.</p> <p data-bbox="598 1518 1257 1641">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.</p> <p data-bbox="598 1675 1257 1888">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.</p> <p data-bbox="598 1921 1257 2119">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.</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. 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
<p>Summary of the objects of the charity set out in its governing document</p>	<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

Quality and varied programmes
 mes delivered by all sections that are built around the Purpose and Method of Scouting

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
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Summary of the main achievements of the charity during the year

New adults recruited to keep 2 sections open. Focus on finance and keeping the Group's income more than expenditure.

Section E	Financial Review
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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 12months running costs, circa £16k.

this at year end. This is above the level required for operating expenses. However this can be explained by reviewing expense policy and closer management of section funds.

Quantify and explain any designations

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

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;

Investment Policy (Specimen 1)

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.

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 (Specimen 2)

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.

Section F Other Optional Information

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

The Trustee Board will be reviewing and revising building plans already in place before their appointment as there is potential for financial overcommitment and reputational damage

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

<i>Anna French</i>	
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Full name(s)

<i>Anna French</i>	
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Position (eg Secretary, Chair)

<i>Treasurer</i>	
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Date

<i>1</i>	<i>2</i>	<i>0</i>	<i>7</i>	<i>25</i>
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End of Year Report 1st April 2024 to 31st March 2025 - FINAL

Balance in bank at 01/04/2024	13,436.93
Cash brought forward	244.58
COIF	7,375.74
Total	21,057.25

Income

Subs	12,904.50
Hire of hall	225.00
General	350.00
Uniform/joining fee	106.75
Camps/trips out	3,332.06
Other (Gift Aid/refunds etc)	3,651.18
Fund raising (other than Gift Aid)	5,794.31
Total	26,363.80

Expenditure

Section allowance	1,044.56
Camps	2,417.82
Bank charges	60.40
Regular bills	4,414.37
Badges	805.28
Group leader/OSM etc	687.10
Site maintenance	633.86
Membership fee	5,505.50
Misc	50.00
Fundraising/new build	2,706.39
Total	18,325.28

Starting balance	21,057.25
Plus income	26,363.80
Less expenditure	18,325.28
Less money for trip shown as received (but paid in next financial year)	34.00
BALANCE AS AT 31/03/2025	29,061.77

Held as follows:

HSBC account	20,019.08
Cash	1,666.95
COIF	7,375.74
Total	29,061.77

Unrestricted	1,071.07
Restricted (COIF)	7,373.74
Designated	20,614.96
Total	29,061.77



**1st North Walsham Group
Receipts and Payments Account**

	For the year from	1/4/2024	To	31/3/2025	
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	£12,904.50			£12,904.50	£14,330.00
Subtotal	£12,904.50		£0.00	£12,904.50	£14,330.00
New building fund			£5,794.31	£5,794.31	£2,540.53
General donations	£350.00			£350.00	
Hire of HQ	£225.00			£225.00	
Misc	£3,651.18			£3,651.18	£26.00
Sub total	£4,226.18	£0.00	£5,794.31	£10,020.49	£2,566.53
Activities					
Uniform & Badges	£106.75			£106.75	£140.00
Camps/ days out			£3,332.06	£3,332.06	£307.50
Sub total	£106.75	£0.00	£3,332.06	£3,438.81	£447.50
Investment					
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	£17,237.43	£0.00	£9,126.37	£26,363.80	£17,344.03
Asset and investment sales, etc.	£0.00	£0.00	£0.00	£0.00	£0.00
Total receipts	£17,237.43	£0.00	£9,126.37	£26,363.80	£17,344.03

	For the year from	1/4/2024	To	31/3/2025	
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 allowance	£1,044.56			£1,044.56	£3,028.25
Camp / Days out			£2,417.82	£2,417.82	
Bank charges	£60.40			£60.40	£243.20
Adult support and training					£239.00
Regular Bills	£4,414.37			£4,414.37	£486.00
Trading Post bill	£805.28			£805.28	£916.47
Group expenses	£687.10			£687.10	£2.70
Site maintenance	£633.86			£633.86	£5,789.84
Capitation payment	£5,505.50			£5,505.50	£3,000.00
Misc	£50.00			£50.00	£23.80
Sub total	£13,201.07	£0.00	£2,417.82	£15,618.89	£13,729.26
Fundraising expenses					
New build fund	£2,706.39	£0.00		£2,706.39	£10.00
Sub total	£2,706.39	£0.00	£0.00	£2,706.39	£10.00
Total Gross Expenditure	£15,907.46	£0.00	£2,417.82	£18,325.28	£13,739.26
Asset and investment			£0.00	£0.00	
Total paymen	£15,907.46	£0.00	£2,417.82	£18,325.28	£13,739.26
Net of receipt	£1,329.97	£0.00	£6,708.55	£8,038.52	-£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	£1,329.97	£0.00	£6,708.55	£8,038.52	-£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	£1,071.07		£18,948.01	£20,019.08	£7,386.68
Bank deposit account				£0.00	
COIF Charities Deposit Account		£7,375.74		£7,375.74	£12,955.80
Cash/Floats			£1,666.95	£1,666.95	£445.83
Total cash funds	£1,071.07	£7,375.74	£20,614.96	£29,061.77	£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	£0.00	£0.00	£0.00	£0.00	£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	£0.00	£0.00	£0.00	£0.00	£5,667
Contingent liabilities and					
The above receipts and payments account and statement of assets and liabilities were approved					
	Signature	Print Name			
		Chair - Lucy Shires			
		Treasurer <i>Anna French</i>			

appreciate Ian for managing the correspondence and Anna for coordinating the handover of funds raised.

Scrutineers Report to the Trustees of 1st North Walsham Scout Group

I report on the accounts of the 1st North Walsham Scout Group for the year ended March 2025.

As the 1st North Walsham Scout Group 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 but following The Scout Association rules. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

In accordance with your directions the following are the observations made:

I have scrutinised the records and the resultant final accounts set out on the **End of Year Report 1st April 2024 to 31st March 2025-Final** is in my opinion an accurate summary of these records. **Assumptions** have been **Noted** on the **Final Annual Records April 2024 to March 2025** The Scrutiniser's Observations are as follows:

1. Generally, the utilising of a complicated spreadsheet instead of a recognised accountancy software package to carry out complicated accounting is not recommended.
2. Trustees should consider employing experienced auditors proficient in Charitable Accounting to carry out future audits.
3. The Scrutiniser did not validate any documentation other than the Groups Spreadsheet nor reviewed any accounting practices.

Mr G M Twedde

29, Goulder Drive, Aylsham

Norfolk NR116WG

Dated 26 June 2025