

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	0	3	2	3
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Section A Reference and administration details

Charity name

4th Lowestoft Boy Scout Group									
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Registered charity number (if any)

3	0	5	6	6	7
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HQ registration number

			1	0	4	4	8
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Charity's principal address

The Den, Rotterdam Road											
Lowestoft											
Suffolk											
Postcode					N	R	3	2	2	S	X

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Christine Stacey	Group Scout Leader	
3	Anne-Marie Friend	Group Secretary	
4	Alison Edwards	Group Treasurer	
5	Amy Craske	Scout Leader	
6	Scott Allison	Cub Leader	
7	Christine Stacey	Beaver Leader	
8			

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address
Independent Examiner	Ryan Murray	4 Knightswood, Lowestoft, NR32 4SY

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.

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 Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets 4 times per year.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' 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.

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:

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 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.

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.

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

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.

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.

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.

Summary of the main activities in relation to these objects

The Group continues to offer a challenging and stimulating programme to develop and enhance the experience of the youngsters. Organising regular camping and group activity experiences across all sections.

Additional details of the objectives and activities (optional information but encouraged as best practice)

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 activities in relation to these objects

The Group, as a whole, continues to do well and all sections continue to enjoy a wide range of activities and experiences. Numbers within the Group are still good, 65 when the census was completed in January, and by March had increased to 74.

Parent volunteer support has also increased which has been invaluable to the group as a whole and is greatly appreciated.

We are particularly proud of all the activities we have been able to provide our young persons, especially the camps we have ran throughout the year which have been a great success and thoroughly enjoyed by all.

Christine Stacey

Group Scout Leader

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 Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £15K.

The Group held unrestricted reserves of £35,954 against this at year end. This is considered to be the above the correct level required for operating expenses.

Quantify and explain any designations

The Group maintains a Restricted fund, which has been mainly sourced from fundraising for future camps, HQ maintenance, group van repairs/upgrade and group activity equipment.

Details of any funds materially in deficit

None

Investment Policy

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 Executive 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.

Section F

Other Optional Information

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

The Group Executive will continue to actively support the uniformed leaders in the provision of an active and stimulating programme. In addition they will ensure that the assets remain fit for purpose ensuring that any expenditure is considered in whole life terms, particularly to reduce the ongoing maintenance requirements.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

C Stacey *Al*

Full name(s)

Christine Stacey **Alison Edwards**

Position (eg Secretary, Chair)

Group Chairman **Group Treasurer**

Date

21 11 2023



4th Lowestoft (St Margarets) Scout Group		305665		CC16a
Receipts and Payments Accounts				
For the period from	01/04/2022	To	31/03/2023	

Section A Receipts and Payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Capitation (Net)	7,780	-	-	7,780	5,430
Bank Interest	1	-	-	1	-
Donations	15,421	-	-	15,421	3,660
Grants	500	-	-	500	11,996
Fund Raising	2,508	-	-	2,508	970
Training	-	-	-	-	-
Sundry Receipts	4,257	-	-	4,257	4,898
Badge Receipts	256	-	-	256	29
Refund of Cleaning Eqpt Advance	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	30,723	-	-	30,723	26,983
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,723	-	-	30,723	26,983
A3 Payments					
Internet at Den	619	-	-	619	-
Utilities	2,927	-	-	2,927	1,268
Insurance	1,022	-	-	1,022	954
Repairs and Renewals	1,582	-	-	1,582	3,236
Other Activities/premises costs	529	-	-	529	-
Donations / Grants	489	-	-	489	-
Training	380	-	-	380	182
Fund Raising Expenses	167	-	-	167	970
Equipment	2,124	-	-	2,124	1,979
Badge Purchases	1,832	-	-	1,832	736
Sundry Payments	19,496	-	-	19,496	11,616
Capitation	-	-	-	-	-
Cleaning	-	-	-	-	104
	-	-	-	-	-
	-	-	-	-	-
Sub total	31,167	-	-	31,167	21,045
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	31,167	-	-	31,167	21,045
Net of receipts/(payments)	444	-	-	444	5,938
A5 Transfers between funds	1,002	1,002	-	-	-
A6 Cash funds last year end	35,387	6,646	-	42,033	36,095
Cash funds this year end	35,945	5,644	-	41,589	42,033

Section B Statement of Assets and Liabilities at the end of the period

Categories

B1 Cash funds

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Current Accounts	33,472	5,644	-
Deposit Accounts	685	-	-
Petty Cash	1,788	-	-
Total cash funds	35,945	5,644	-

(agree balances with receipts and payments account(s))

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
None	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
None		-	-
		-	-
		-	-

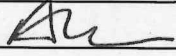

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
None		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Alison Edwards	21.10.23
	Christine Stacey	21.10.23

Independent Examiner's Report to the Trustees of the

4th Lowestoft Boy Scout Group

I report on the accounts of the Group for the year ended31/03/2023.....

which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages...1-8...

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 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 my 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 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities 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 Commissioners. An examination includes a review of the accounting records kept by the Gr 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 Examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *):

1. which gives me reasonable cause to believe that in, any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have 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.

Name: RYAN MURRAY
Address: 4 KNIGHTSWOOD, LOWESTOFT
NR32 4SY
Date: 13/11/2023