

Trustees' Annual Report

For the period

From (start date) to end date

Section A Reference and administration details

Charity name

4th Littlehampton Scout group

Other names the charity is known by

Registered charity number (if any)

3 0 5 8 9 7

HQ registration number

Charity's principal address

Linden Park
 East Ham Road
 Littlehampton
 Postcode B N 1 7 7 B H

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	Nicole Treharne	Chairperson	07/03/2023
2	Roger Hackett	Treasurer	21/03/2023
3	Katie Mustchin		31/03/2023
4	Katrina Bergmane		07/03/2023
5	Jessica West		
6	Sarah Anne Chamberlain		
7	Jane West		
8			
9			
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

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 every 3 months.

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.

Section B**Structure, governance and management (continued)****Risk and Internal Control (Specimen 1)**

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.

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
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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

Education and Training

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

You may choose to include further
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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

Summary of the main achievements of the charity during the year

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 5 months running costs, circa £8,000.

The Group held reserves of approximately £25,000 against this at year end. This is above the level required for operating expenses. However this can be explained by previous years fundraising and grants.

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);

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 or The Scout Association's Short Term Investment Service.

- how expenditure has supported the key objectives of the charity;

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. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

- investment policy and objectives;

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

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)

Roger Hackett	Nicole Treharne
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Position (eg Secretary, Chair)

Treasurer	Chair
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Date

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CHARITY COMMISSION
FOR ENGLAND AND WALES

4th Littlehampton Scout Group No (if any)

Receipts and payments accounts

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For the period from	Period start date 01/04/2022	To	Period end date 31/03/2023
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Interest received	107	-	-	107	-
Subscriptions	7,723	-	-	7,723	-
Hall hire	10,920	-	-	10,920	-
Activities	240	-	-	240	-
Fund raising	5,448	-	-	5,448	-
Grants	600	-	-	600	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	25,038	-	-	25,038	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,038	-	-	25,038	-
A3 Payments					
Activities	8,744	-	-	8,744	-
Admin	3,000	-	-	3,000	-
Bank charges	67	-	-	67	-
Hall Maintenance	10,082	-	-	10,082	-
Membership fees	4,972	-	-	4,972	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	26,865	-	-	26,865	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	26,865	-	-	26,865	-
Net of receipts/(payments)	- 1,827	-	-	- 1,827	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 1,827	-	-	- 1,827	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	11,602	-	-
	Savings account	17,067	-	-
		-	-	-
	Total cash funds	28,669	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Buildings	135960	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

4th Littlehampton Scout Group
Registered Charity Number 305897

Receipts & Payments Summary for the Year ended 31st March 2023

	This Year	Last Year
Total Receipts for the year	£25,038	£32,724
Total Payments for the year	£26,865	£23,870
Net payments/income for the year	<u>-£1,828</u>	<u>£8,854</u>
Cash & Bank balances brought forward	<u>£30,497</u>	<u>£21,643</u>
Cash & Bank balances carried forward	<u>£28,670</u>	<u>£30,497</u>
Receipts for the year		
Interest received	£107	£3
Subscriptions	£7,723	£7,816
Hall Hire	£10,920	£10,280
Camp	£0	£0
Grants/Other	£600	£10,667
Activities	£240	£955
Insurance Claim	£0	£0
Fund Raising	£5,448	£1,529
Donation	£0	£1,475
Hall Maintenance	£0	£0
Prize Money	£0	£0
Prepaid Income	£0	£0
Total receipts for the year	<u>£25,038</u>	<u>£32,724</u>

4th Littlehampton Scout Group
Registered Charity Number 305897

Receipts & Payments Summary for the Year ended 31st March 2023

Payments for the year

	This Year	Last Year
Activities	£8,744	£6,156
Admin	£3,000	£1,349
Bank charges	£67	£32
Hall maintenance	£10,082	£11,023
Membership fees	£4,972	£5,311
Uniform	£0	£0
Total payments for the year	<u>£26,865</u>	<u>£23,870</u>

4th Littlehampton Scout Group
Registered Charity Number 305897

Receipts & Payments Summary for the Year ended 31st March 2023

	This Year	Last Year
Monetary assets:		
Current Account - HSBC	£11,602	£6,527
Savings Account - HSBC	£17,068	£23,960
Cash in Hand	£0	£10
	<u>£28,670</u>	<u>£30,497</u>
Non- monetary assets:		
Buildings	<u>£135,960</u>	<u>£135,960</u>
	<u>£135,960</u>	<u>£135,960</u>
Total assets	<u>£164,630</u>	<u>£166,457</u>

INDEPENDENT EXAMINER'S REPORT

In connection with my preparation of the accounts of the 4th Littlehampton Scout Group, nothing came to my attention which gave me cause to believe otherwise than that the financial statements accord with the accounting records. I am not aware of any matter to which attention should be drawn.

S R Trigg

S R Trigg ACMA, CGMA

03/07/2023

Date

SIGNATURES OF TRUSTEES:

M Funnell

M Funnell

R Buckle

10/7/2023

Date

J West

J West

12/7/23

Date