

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

Linden Park
East Ham Road
Littlehampton
Postcode
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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 Board of Trustees, 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 2 independent representatives, Chair and Treasurer together with the Lead Volunteers, individual section Volunteers (if opted to take on the responsibility) and parent's representation and meets every 3 months.

Members of the Board of Trustees complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This Group Board of Trustees exists to support the Lead Volunteer 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 Board of Trustees 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 4 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
<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>
<p>Summary of the main activities in relation to these objects</p>	<p style="text-align: center;">Education and Training</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.

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

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)

	
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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

Charity name: (if any)

Receipts and payments accounts

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For the period from 01/04/2023 To 31/03/2024

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	134	-	-	134	-
Subscriptions	9,354	-	-	9,354	-
Hall hire	12,650	-	-	12,650	-
Activities	5,044	-	-	5,044	-
Fund raising	5,175	-	-	5,175	-
Grants	10,000	-	-	10,000	-
Donations	700	-	-	700	-
	-	-	-	-	-
Sub total (Gross income for AR)	43,057	-	-	43,057	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,057	-	-	43,057	-
A3 Payments					
Activities	12,031	-	-	12,031	-
Admin	1,516	-	-	1,516	-
Bank charges	72	-	-	72	-
Hall Maintenance	29,512	-	-	29,512	-
Membership fees	5,228	-	-	5,228	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	48,359	-	-	48,359	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	48,359	-	-	48,359	-
Net of receipts/(payments)	- 5,302	-	-	- 5,302	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 5,302	-	-	- 5,302	-

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	2,732	-	-
	Savings account	20,070	-	-
	Cash in hand	566	-	-
	Total cash funds	23,368	-	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Buildings	135960	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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 2024

	This Year	Last Year
Total Receipts for the year	£43,057	£25,038
Total Payments for the year	£48,359	£26,865
Net payments/income for the year	<u>-£5,302</u>	<u>-£1,828</u>
Cash & Bank balances brought forward	<u>£28,670</u>	<u>£30,497</u>
Cash & Bank balances carried forward	<u>£23,368</u>	<u>£28,670</u>

Receipts for the year

Interest received	£134	£107
Subscriptions	£9,354	£7,723
Hall Hire	£12,650	£10,920
Camp	£0	£0
Grants/Other	£10,000	£600
Activities	£5,044	£240
Insurance Claim	£0	£0
Fund Raising	£5,175	£5,448
Donation	£701	£0
Hall Maintenance	£0	£0
Prize Money	£0	£0
Prepaid Income	£0	£0
Total receipts for the year	<u>£43,057</u>	<u>£25,038</u>

4th Littlehampton Scout Group
Registered Charity Number 305897

Receipts & Payments Summary for the Year ended 31st March 2024

Payments for the year

	This Year	Last Year
Activities	£12,031	£8,744
Admin	£1,516	£3,000
Bank charges	£72	£67
Hall maintenance	£29,512	£10,082
Membership fees	£5,228	£4,972
Uniform	£0	£0
Total payments for the year	<u>£48,359</u>	<u>£26,865</u>

4th Littlehampton Scout Group
Registered Charity Number 305897

Receipts & Payments Summary for the Year ended 31st March 2024

	This Year	Last Year
Monetary assets:		
Current Account - Co-op	£2,732	£11,602
Savings Account - Co-op	£20,070	£17,068
Cash in Hand	£566	£0
	<u>£23,368</u>	<u>£28,670</u>
Non- monetary assets:		
Buildings	<u>£135,960</u>	<u>£135,960</u>
	<u>£135,960</u>	<u>£135,960</u>
Total assets	<u>£159,328</u>	<u>£164,630</u>