



**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 4 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><b>Risk and Internal Control</b></p> <p>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:</p> <p>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>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>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.</p> <p>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> <p>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.</p> <p><b>Risk and Internal Control</b></p> <p>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.</p>

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p>	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
<p>Public benefit statement</p>	<p>The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the</p>

advancement of citizenship or community development headings.

**Section D Achievements and performance**

Summary of the main achievements of the charity during the year

[Empty box for summary of achievements]

**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 £10,000.

The Group held reserves of approximately £14,000 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)

[Empty box for details of funds in deficit]

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

**Investment Policy**

- the charity's principal sources of funds (including any fundraising);

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**

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)	<small>Signed by:</small>  <small>F3060675C8054A7...</small>	<small>Signed by:</small>  <small>C06CCF0B85DE44D...</small>
Full name(s)	Roger Hackett	Nicole Treharne
Position (eg Secretary, Chair)	Treasurer	Chair
Date	0 9 0 7 2 5	



Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/2024	To	Period end date 31/03/2025
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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 £
<b>A1 Receipts</b>					
Interest received	328	-	-	328	134
Subscriptions	11,821	-	-	11,821	9,354
Hall hire	19,823	-	-	19,823	12,650
Activities	9,820	-	-	9,820	5,044
Fund raising	6,530	-	-	6,530	5,175
Grants	-	-	-	-	10,000
Donations	844	-	-	844	701
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>49,166</b>	<b>-</b>	<b>-</b>	<b>49,166</b>	<b>43,057</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>49,166</b>	<b>-</b>	<b>-</b>	<b>49,166</b>	<b>43,057</b>
<b>A3 Payments</b>					
Activities	12,010	7,662	-	19,671	12,031
Admin	14,677	541	-	15,218	1,516
Bank charges	-	-	-	-	72
Hall Maintenance	20,473	2,019	-	22,493	29,512
Membership fees	569	-	-	569	5,228
Fund raising	508	-	-	508	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>48,236</b>	<b>10,222</b>	<b>-</b>	<b>58,458</b>	<b>48,359</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>48,236</b>	<b>10,222</b>	<b>-</b>	<b>58,458</b>	<b>48,359</b>
<b>Net of receipts/(payments)</b>	<b>929</b>	<b>- 10,222</b>	<b>-</b>	<b>- 9,293</b>	<b>- 5,302</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	<b>929</b>	<b>- 10,222</b>	<b>-</b>	<b>- 9,293</b>	<b>- 5,302</b>

**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	663	-	-
	Savings account	13,057	-	-
	Cash in hand	356	-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	<b>14,075</b>	-	-
		Agreement Error	Agreement Error	OK

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

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

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

	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**

Martin Sanders Scout Hall  
Linden Park  
East Ham Road  
Littlehampton  
BN17 7BH

09 July 2025

Dear Roger,

**Re: 4th Littlehampton Scout Group – Annual Accounts for the Year Ended 31st March 2025**

Please find enclosed the following documents in respect of the 4th Littlehampton Scout Group for the financial year ended 31st March 2025:

1. Receipts and Payments Accounts
2. CC16A Charity Commission Annual Return
3. Independent Examiner's Report, signed and dated

The enclosed accounts cover the period from 1st April 2024 to 31st March 2025. During this time, the Scout Group received total income of £49,166 and made payments of £58,458, resulting in a net deficit of £9,293. The cash and bank balance at year-end was £14,075. The Scout Group continues to hold a building asset valued at £135,960.

These accounts have been independently examined in accordance with the Charity Commission's requirements. No issues were identified, and the financial statements are considered to be in agreement with the underlying records.

Should you require any further information or supporting documentation, please do not hesitate to get in touch.

I trust this meets your approval, but please do not hesitate to contact me with any questions.

Yours sincerely,



**Luke Hawes MAAT AATQB**

Director  
Neat Accounting Ltd