

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 3

to end date

3 1 0 3 2 4

Section A

Reference and administration details

Charity name

1st All Saints Sherburn in Elmet Scout Group

Other names the charity is known by

Registered charity number (if any)

5 0 6 5 2 9

HQ registration number

Charity's principal address

1 Bond Ings Rise  
 Sherburn in Elmet  
 Leeds  
 Postcode L S 2 5 6 N J

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	Helen Groot	Chair	21/07/2023
2	Stacey Clarkson	Treasurer	
3	Gareth Goode		21/07/2023
4	Rebecca Brogden		
5	Tracey Charlton		21/07/2023
6	Dundford Timothy Richardso		19/09/2023
7	Rosalyn Thackary		19/09/2023
8	Danielle Black		21/07/2023
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

Description of the charity's trusts	
Type of governing document  (e.g. trust deed, constitution)	The Group has adopted a Constitution. The Group's governing documents are adopted from 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 Constitution and 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	<p>The Trustee Board 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 a minimum of 3 times a year.</p> <p>Members of the Trustee Board complete '<i>Essential Information for Executive Committee</i>' training within the first 5 months of joining the board.</p> <p>This Group Trustee Board exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> <li>The maintenance of Group property;</li> <li>The raising of funds and the administration of Group finance;</li> <li>The insurance of persons, property and equipment;</li> <li>Group public occasions;</li> <li>Assisting in the recruitment of leaders and other adult support;</li> <li>Appointing any sub committees that may be required;</li> <li>Appointing Group Administrators and Advisors other than those who are elected.</li> </ul>

### **Risk and Internal Control (Specimen 1)**

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:

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 Board 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**

Summary of the objects of the charity set out in its governing document

3 LT700001 (3rd December 2018)

### **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 provides a safe and secure venue and facilities activities for young people from age 4-18 following a scouting programme which aims to provide 'skills for life'. The Group consists of one Squirrels drey (4-6 yr) two Beaver colonies (6-8) two Cub packs (8-10) two Scout troops (10-14) - along with a partnership with one Explorer unit (14-18)

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

Growth of the group - now waiting lists for all sections. Successful introduction of the new Squirrels drey for 4 year olds. Recruitment of new leaders to support capacity. Existing

leaders given training for their roles. Successful migration at governance level from 'Executive Committee' to Trustee Board and adoption of new Constitution. Whole group camp to County Camp at Braham in July 2023 (all age groups), Cubs and Scouts camp with water activities at Aldwark activity Centre in September. Multiple successful sleepover events introducing younger members to overnight stays. Bronze, Silver and Gold awards successfully completed across all age groups.

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 12 months running costs, circa £10k.

The Group held reserves of approximately £18k against this at year end. This is above the level required for operating expenses. However this can be explained by income carried forward from historic fundraising and will be used in the next year to make essential updates to the premise.

Quantify and explain any designations

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

n/a

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**

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 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 and objectives;

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<b>Section F</b>	<b>Other Optional Information</b>
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Plans for future periods (details of any significant activities planned to achieve them)

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<b>Section G</b>	<b>Declaration</b>
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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)	Helen Marshall-Groot	
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Full name(s)	Helen Marshall-Groot	
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Position (eg Secretary, Chair)	Chair	
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Date	3	1	0	3	2	4
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## Sherburn Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	2023	To	2024
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### Receipts and payments

	2022-23 Unrestricted funds £	2023-24 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>	7,785	
Membership subscriptions	10,455	14,212
Less: Membership subscriptions paid to District	5,511	7,529
Net membership subscriptions retained	4,944	6,683
Donations	6,531	1,142
Legacies		
Gift Aid	1,254	1,497
Other similar income	10,929	20,224
<b>Sub total</b>	<b>23,658</b>	<b>29,546</b>
<b>Grants</b>		
Maintenence grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>		
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment income</b>		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Income</b>	<b>23,658</b>	<b>29,546</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>23,658</b>	<b>29,546</b>

# Sherburn Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2023	To	31st March 2024
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## Receipts and payments

	2022-23 Unrestricted funds £	2023-24 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	12,432	17,784
Adult support and training		90
Rent		
Water and Sewerage		
Electricity and Gas	183	211
Insurance		
Repairs and Renewals	852	953
Materials and equipment	239	521
Contribution to camp costs	5,905	1,551
Uniforms & Badges		
Council Tax	1808	2132
Internet	105	114
Fees	210	247
<b>Sub total</b>	<b>784</b>	<b>861</b>
<b>Fundraising expenses</b>	<b>22,518</b>	<b>24,464</b>
<b>Sub total</b>		
<b>Total Gross Expenditure</b>	<b>22,518</b>	<b>24,464</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>22,518</b>	<b>24,464</b>
<b>Net of receipts/(payments)</b>	<b>1,140</b>	<b>5,082</b>
<b>Cash funds last year end</b>	-	-
<b>Cash funds this year end</b>	<b>1,140</b>	<b>5,082</b>

## Statement of assets and liabilities at the end of the year

	2022-23	2023-24
	Unrestricted funds £	Unrestricted funds £
<b>Cash funds</b>		
Bank current account	15,408	21,239
Soldo Account	1,482	272
Building society account		
The Scout Association Short Term Investment Service		
Cash/Expense Account	1,352	1,813
<b>Total cash funds</b>	<b>18,242</b>	<b>23,324</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	-	-
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	-	-
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	-	-
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	-	-

### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

SClarksonGoode

Print Name

S Clarkson-Goode

# England & Wales

## Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

### Independent examiner's report to the trustees of 1<sup>st</sup> All Saints Sherburn in Elmet Scout Council

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> All Saints Sherburn in Elmet Scout Group for the year ended 31<sup>st</sup> March 2024.

### Responsibilities and basis of report

As the charity trustees of the 1<sup>st</sup> All Saints Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 1<sup>st</sup> All Saints Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 1<sup>st</sup> All Saints Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name:

L W Workood

Relevant professional qualification or membership of professional bodies (if any):

Address:

17 Pasture Avenue, Sherburn in Elmet, LS25 6LG.

Date:

7<sup>th</sup> October 2024