

**Trustees' Annual Report**

**For period 1<sup>st</sup> March 2024 to 28<sup>th</sup> February 2025**

Administration Details	<p><b>Name:</b> Romsley St Kenelm's Scout Group</p> <p><b>Registered Charity No:</b> 508006</p> <p><b>HQ Registered No:</b> 37823</p> <p><b>Principal Address:</b> Romsley Scout Centre, St. Kenelm's Road, Romsley, Halesowen B62 0PG</p> <p><b>Trustees:</b> Alex Perry (Chair) Andy Shepherd Lucy Baker Rod Cartwright Sue Hemmings Marcia Cooper Emma Pickford-Perry Alastair Grant Kate Yarnold Jon Flood Annabel Smith</p>
Governing documents	<p>Romsley St. Kenelm's Scout Group's governing documents are its Constitution and relevant documents of the Scout Association. These 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.</p>
How the charity is constituted	<p>The Group is a trust established under its rules which are common to all Scouts and registered with the Scout Association</p>
Role of the Trustees	<p>The Group is managed by the 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.</p> <p>This Trustee Board exists to support the Group 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> </ul>
Trustee selection methods, induction and training	<p>The Trustees are appointed in accordance with the Group's Constitution.</p> <p>Trustees are provided with the Scout Group's Induction material (Welcome Pack) and complete The Scout Association's training Modules including safety, safeguarding, GDPR, and the role of the Trustees.</p>
Summary of the objects of the charity	<p><b><i>The Purpose of Scouting</i></b></p> <p>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><i>The Values of Scouting</i></b>  As Scouts we are guided by these values:</p> <ul style="list-style-type: none"> <li>• Integrity - We act with integrity; we are honest, trustworthy and loyal.</li> <li>• Respect - We have self-respect and respect for others.</li> <li>• Care - We support others and take care of the world in which we live.</li> <li>• Belief - We explore our faiths, beliefs and attitudes.</li> <li>• Co-operation - We make a positive difference; we co-operate with others and make friends.</li> </ul> <p><b><i>The Scout Method</i></b>  Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> <li>• enjoy what they are doing and have fun</li> <li>• take part in activities indoors and outdoors</li> <li>• learn by doing</li> <li>• share in spiritual reflection</li> <li>• take responsibility and make choices</li> <li>• undertake new and challenging activities</li> <li>• make and live by their Promise.</li> </ul>
<p>Risk Assessment</p>	<p><b><i>Risk and Internal Control</i></b></p> <p>The 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:</p> <p><b><i>Damage to the building, property and equipment.</i></b> The Group would request the use of buildings, property and equipment from other organisations such as the Church Hall 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><b><i>Injury to members, volunteers, helpers and supporters.</i></b> The Group contributes to the Scout Association's national accident insurance policy, through the Membership Fees with additional payments for adult non-members volunteers.</p> <p><b><i>Reduced income from fund raising.</i></b> The Group is primarily reliant upon income from membership fees (subscriptions), fundraising and hire of the Scout Centre. The Group holds reserves to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions, and Centre hire rates, to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p><b><i>Reduction or loss of volunteers.</i></b> 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 volunteers, the Trustees would call upon the resources of The Scout Association to assist in recruiting new ones. If the reduction reached an unacceptable level in a 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><b><i>Reduction or loss of youth members.</i></b> The Group provides activities for young people aged upwards. If there was a reduction in membership in a section or the group as whole, the Trustees would use the available resources to review the reasons for the decrease and, if necessary, devise a development plan to reverse the reduction.</p> <p><b><i>Protection of finances and property.</i></b> The group has a system of internal control in place that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.</p>

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.
Financial Policies	<p><b>Reserves Policy</b></p> <p>The Group's policy is to hold sufficient reserves to continue the charitable activities of the Group should income fall short. The Trustee Board considers that the group should hold a sum equivalent of 18 months running costs, in line with the recommendations of the Charity Commissioner. In addition any surplus Scout Centre rental income to be set-a-side to fund future maintenance and development of the Scout Centre.</p> <p><b>Investment Policy</b></p> <p>The Group's Income and Expenditure is small and therefore does not have sufficient funds to invest in longer-term investments. 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.</p> <p>The Trustees 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.</p>
Main Activities during the year	<p>The Group increased the number of children and young people to 85 Beavers, Cubs and Scouts, supported by 28 adult volunteers.</p> <p>We provided 120 weekly meetings and a number of one-day and weekend activities including 10 camps or sleepovers. We presented a total of 22 Chief Scout Awards, the top award in each section.</p> <p>Romsley Scout Centre continued to be popular, providing facilities to a large number of community groups and individuals, from toddlers to senior citizens.</p> <p>We celebrated the 25<sup>th</sup> Anniversary of the opening of the Scout Centre in 2024 with a special badge, designed by the young people, and a celebration evening.</p> <p>The Group is very conscious of the cost-of-living crisis and is using money granted during the covid lockdown to subsidised camps, activities and weekly meetings, helping families during this difficult time.</p> <p>We have now raised over £14,000 towards the cost of a new minibus with the help of the community. We also held two fund-raising events, a Family Quiz Night and our annual Village Fayre and Barbecue. The weekly Monday Night quiz, run at the Sun Inn, continues to be popular raising money for the minibus.</p>

**RECEIPTS AND PAYMENTS ACCOUNT  
GROUP ACCOUNT**

**For year 1st March 2024 to 28th February 2025**

**RECEIPTS**

**PAYMENTS**

Subscriptions	£ 7,200.00	OSM & Go Cardless Fees	£ 440.64
Activity & Camp Fees	£ 8,361.00	2024 Membership Fees (Paid to Scout Assoc.)	£ 3,960.00
Gift Aid	£ 1,485.00	Activity & Camp Costs	£ 10,694.29
Interest on Gift Aid	£ 92.93	Badges/Neckers/Blankets	£ 1,277.85
		Programme Costs	£ 3,169.07
		Equipment	£ 411.17
		Canoe Insurance	£ 142.00
		2025 Membership Fees (Paid to Scout Assoc.)	£ 4,180.00
		Vehicle Expenses	£ 1,619.34
Lettings	£ 8,427.00	Facility Expenses	£ 2,577.47
Lettings damage charges	£ 276.60	Damage Repairs	£ 276.60
		Cleaning	£ 1,872.00
		Utilities	£ 2,262.72
		Insurance	£ 2,061.49
		New Gas BBQ	£ 439.96
Small Cash Donations	£ 140.90		
Co-op Easter Raffle	£ 98.36		
Ice Cream Van at Fayre	£ 20.00		
Guide Dog collections	£ 211.72	Guide Dog Sponsorship	£ 208.00
Sun Quiz – Minibus Fund	£ 4,524.00		
Family Quiz 2024	£ 1,000.55	2024 Quiz expenses	£ 894.85
Co-op collection (For Friends of R&H)	£ 1,644.93	Co-op collection (For Friends of R&H)	£ 1,644.93
Summer Fayre	£ 1,934.75	Summer Fayre expenses	£ 505.19
Cream Teas	£ 83.30	Cream Teas expenses	£ 0.42
25th Anniversary Party Bar takings	£ 44.00	25th Anniversary Celebration Expenses	£ 279.24
Scrap collection	£ 6.80		
Family Quiz 2025	£ 237.00	2025 Quiz expenses	£ 5.93
		Open Evening expenses	£ 17.50
		25th Celebration Badges	£ 244.74
		Leaders Sweatshirts	£ 658.80
<b>TOTAL INCOME</b>	<b>£ 35,788.84</b>	<b>TOTAL EXPENDITURE</b>	<b>£ 39,844.20</b>
Balance Lloyds Bank at 1st Mar 2024	£ 47,143.24		
<i>plus</i> Income	£ 35,788.84		
<i>less</i> Expenditure	-£ 39,844.20		
<b>Balance Lloyds Bank at 28th Feb 25</b>	<b>£ 43,057.82</b>	<b>Cash in hand at 28<sup>th</sup> Feb 2025</b>	<b>£ 30.06</b>

## NOTES

<b>Current Account &amp; Cash in Hand</b>	£ 43,087.88
<b>Restricted Funds</b>	
Minibus Fund	£ 14,865.91
Len Shaw Memorial	£ 465.00
<b>Expected bills</b>	
Television and stand	£ 600.00
Anticipated Work on Centre	£ 3,340.00
<b>Available funds</b>	<b>£ 23,816.97</b>

## SCOUT CENTRE TRUST FUND

For year 1st March 2024 to 28th February 2025

Restricted Fund held in Cambridge Building Society      Reserve - £20,000

### RECEIPTS

### PAYMENTS

Brought Forward - 1st March 2024	£ 35,852.04		
Interest	£ 1,276.66		
Carried Forward - 28th Feb 2025	£ 37,128.70		
<b>Available Funds</b>	<b>£ 17,128.70</b>		

## Scrutineer's Report to the Trustees of the Romsley St Kenelm's Scout Group

I report on the accounts of the Group/District for the year ended 28<sup>th</sup> February 2025

### Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out.

### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: Richard Morris



Charity Consultant

Date: 25/3/2025

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Trustees:

Names:	Alex Perry	Lucy Baker
Position:	Chair	Treasurer
Date::	4 <sup>th</sup> April 2025	4 <sup>th</sup> April 2025