

Trustees' Annual Report

For the period	01/11/2023 to 31/10/2024
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Section A Reference and administration details

Charity name	1st Lostock Hall (St James) Scout Group
Other names the charity is known by	N/A
Registered charity number (if any)	521693
Charity's principal address	Scout Headquarters
	Moss Lane, Lostock Hall
	Preston, Lancashire
	PR5 5BT

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
Mr Tony Wojnarowski	Chair	1st Feb 2025 (Group Lead Volunteer previously)
Mr Paul Hilton	Treasurer	From 1st March 2024
Mrs Andrea Emery	Trustee	
Mrs Tracy Gibson-Storey	Group Leadership Team Member & Trustee	
Mr Jim Waring (*)	Section Team Member	
Mr David Pattern(**)	Former Chair	to 31st Jan 2025
Mr Kevin Hart(**)	Former Treasurer	to 28th Feb 2024
(*) Not listed on the Charity Commission Trustees list for the Charity		
(**) Trustees during the period but no longer at the point of approval of annual report		

Section A Reference and administration details (continued)

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address
None		

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 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 (POR) of The Scout Association. The POR's define the structure of Scouting in the United Kingdom, the Channel Islands and the Isle of Man and provides information about its management and training.
How the charity is constituted (e.g. appointed by, elected by)	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 (POR) of The Scout Association. The approach taken by the Group is to use the Annual General Meeting to elect Trustees to the Board.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about 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 Group is managed by the Group 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.

The Group follows the guidelines laid out in the Policy, Organisation and Rules (POR) of The Scout Association as a basis for all scouting related activities including anything related to running an Executive Committee.

The Board during this period consisted of a Chair, Group Lead Volunteer, Treasurer and a Trustees. Also a number of the Group Leadership team have played a pivotal role as part of the Board.

During the Period of this report the Treasurer role moved between Mr K Hart and Mr P Hilton. At the point of report approval the Chair role has changed from Mr D Pattern to Mr T Wojnarowski

The Group Board of Trustees exists to support the Group Lead Volunteer in meeting the following responsibilities:

- Complying with the Policy, Organisation & Rules of the Scout Association.
- Maintain any property & equipment owned by &/or used by the Group)
- Manage the Group finances.
- Provide insurance for people, property & equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Ensure that a positive image of Scouting exists in the local community.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group.
- The opening, closure and amalgamation of Sections in the Group as necessary.
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the District Board of Trustees; and if a registered charity, to the appropriate charity regulator if the regulator's rules require it. (See Rule 13.3)
- Maintain confidentiality with regard to appropriate Executive Committee business.

Meeting have been held during the course of the year and are minuted.

Section B

Structure, governance and management (continued)

Risk and Internal Control

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:

1. 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.
2. Injury to Volunteers, helpers, supporters and members. The Group, through the capitation fees, contributes to the Scout Associations national accident insurance policy. An additional premium is paid to cover Non Members of the Scout Association that help on an occasional basis. Risk Assessments are undertaken before all activities.
3. Reduction or loss of Section Team Leaders or Team Members. 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 Section Team Leaders or Team Members 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.
4. Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. 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.

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, insurance policies to ensure that insurable risks are covered, regular Trustee meeting to discuss issues, concerns and actions for the group to ensure its smooth running as far as is possible.

Section C

Objectives and activities

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

The objectives of 1st Lostock Hall (St James) Scout Group match that of the National Scout Organisation. They state

Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society

The Scouting Values
Care: We support others and take care of the world in which we live

Respect: We have self-respect and respect for others.

Integrity: We act with integrity; we are honest, trustworthy and loyal.

Cooperation: We make a positive difference; we cooperate with others and make friends.

Belief: We explore our faiths, beliefs and attitudes

The group organises different activities to cater for the age ranges between the 3 sections (Beavers age 6 to 8, Cubs 8 to 10 1/2, Scouts 10 1/2 to 14years of age. The group also participate in District and County activities

Summary of the main activities in relation to these objects

The Group endeavours to give the young people that attend a varied programme of activities based upon their age and ability. We endeavour to foster a recognition of their responsibilities in society

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

All help is given on a volunteer basis with no one receiving any financial reward. The Group encourages its Team Members to undertake any training that helps assist them with undertaking their duties. Attendance at the monthly District meeting is normally very well attended. This allows for the Team Members to keep abreast with all the information regarding events and any policy changes.

You may choose to include further statements, where relevant, about:

- Policy on grant making;
- Contribution made by volunteers.

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

Activities undertaken by the group included Cub and Scout Camps, Beaver Sleepovers, Dry slope Skiing and various activities run by the local district.

Activities resulting in Badge awards have increased through the year with many Beavers and Cubs achieving the highest level badges that section offers.

Section E Financial Review

Brief statement of the charity's policy on reserves

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 Board of Trustees considers that the group should hold a minimum of 3 months running costs. This equates to circa £2500. In addition the has agreed to hold a contingency fund of £7,500 to cover in the event of a major maintenance event occurring which would not be covered under insurance policies (e.g. Boiler replacement, roof repairs from wear & tear)

2023 - 2024 Accounts show a £330 overspend. This is an improved figure the previous years £1,055 overspend. The Group now holds cash reserves of £28,485 which includes £10,089 of savings held in a NATWEST savings account to act as the contingency fund.

Quantify and explain any designations

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

No money is owed to any party or organisation.

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).
- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives.

The Group's Income and Expenditure come from monthly subscriptions, limited hire of the HQ and a small amount of fund raising. The Group adopts a low risk strategy for the investment of its funds. All of the funds are held in mainstream banking organisations (Current and Savings).

The expenditure of the group is used for 2 purposes. Firstly for the upkeep and running costs of the headquarters, without which the Group could not function. Secondly the funds are used in the support of the activities carried out. Camps and higher cost activities are funded by the parents / guardians of the children attending with the group funding any shortfall.

The membership fee was increase from 1st September 2024 to £16 (from £15) per member per month, with total membership subscriptions generating £9,792 of income.

We actively encourage Gift aid to supplement income to the group

We received no Grants during the course of the year.

Section F Other Optional Information

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

The group has a full year of activities planned ahead including camps and Team member led activities both inside and outside the HQ. The group will also participate in activities arrange by the wider Scouts organisation.

The ongoing challenge continues with our efforts to find willing volunteers to join the group to enable our group to continue and to grow.

The Group will be investigating additional income sources to allow improvements to the HQ, improving the environment for all its members.

Section G Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Full name(s)	Mr Tony Wojnarowski	Mr Paul Hilton
Position (e.g. Secretary, Chair)	Chair	Treasurer
Signature(s)		
Date(s)		

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Section G

Declaration

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Signed on behalf of the charity's trustees

Full name(s)

Mr Tony Wojnarowski

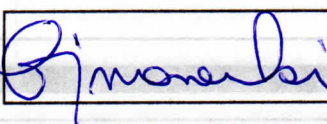
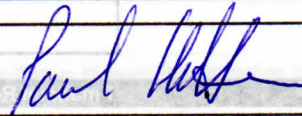
Mr Paul Hilton

Position (e.g. Secretary, Chair)

Chair

Treasurer

Signature(s)

Date(s)

24/3/25

24/3/25

1st LOSTOCK HALL (ST. JAMES) SCOUT GROUP (Charity no. 521693)

Receipts and payments account

Year start date

Year end date

For the year from	01/11/2023	To	31/10/2024
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Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions & Investments	9,792	11,332
Less: Membership subscriptions paid on (National/County/Area/District)	- 3,150	- 3,350
Donations	-	715
Gift Aid	2,021	1,367
Other similar income	-	-
Sub total	8,664	10,064
Grants		
Maintenance grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising events (gross)		
Camps, Trips & Events	7,168	4,333
Other fundraising activities	175	1,757
Sub total	7,342	6,090
Scout hut income		
Hire of building	6,570	5,060
Other Scout hut income	-	-
Sub total	6,570	5,060
Investment income		
Bank interest	102	35
Other investment income	-	-
Sub total	102	35
Total Gross Income	22,678	21,249
Asset and investment sales, etc.	-	-
Total receipts	22,678	21,249

1st LOSTOCK HALL (ST. JAMES) SCOUT GROUP (Charity no. 521693)

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For the year from	01/11/2023	To	31/10/2024
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Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
Payments		
Charitable Payments		
Section Meetings Materials	1,251	567
Camps, Trips and Events	8,767	5,747
Adult Volunteer Training	102	65
Utilities (Electricity, Gas, Water)	6,623	8,914
Insurance	1,114	1,635
Scout HQ Maintenance & Cleaning	2,616	3,402
Uniforms	477	611
Badges	1,128	-
Bank Fees	455	-
Online Scout Manager tool fees	138	-
Sundries	337	563
Other costs	-	416
Sub total	23,009	21,920
Fundraising expenses		
Other fundraising costs	-	384
Sub total	-	384
Total Gross Expenditure	23,009	22,304
Asset and investment purchases, etc.	-	-
Total payments	23,009	22,304
Net of receipts/(payments)	- 330	- 1,055
Cash funds last year end	28,815	29,870
Cash funds this year end	28,485	28,815

1st LOSTOCK HALL (ST. JAMES) SCOUT GROUP (Charity no. 521693)

Receipts and payments account

Year start date

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For the year from	01/11/2023	To	31/10/2024
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Statement of assets and liabilities at the end of the year

	31st Oct 2024 Unrestricted funds £	31st Oct 2023 Unrestricted funds £
Cash funds		
Bank current account	17,901	23,266
Bank reserve account	10,089	3,686
Cash/Floats	496	1,863
Total cash funds	28,485	28,815
<small>(agree balances with receipts and payments account)</small>	<small>ok</small>	<small>ok</small>
Other monetary assets		
Gift Aid Claim (estimated)	-	2,000
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	2,000
Non monetary assets for charity's own use		
Land and buildings (Insured Value)	280,080	238,164
Motor vehicles	-	-
Scouting equipment, furniture etc	37,543	31,898
Other	-	-
Sub total	317,623	270,062
Liabilities		
Accounts not yet paid (Gas & electricity prepayment)	581	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid (Membership subscription)	3,000	- 3,200
Loan - detail	-	-
Other liabilities	-	-
Sub total	3,581	- 3,200
Total net assets	349,689	297,677

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 24th March 2025 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

Mr Tony Wojnarowski - Chair of Trustees
Mr Paul Hilton - Group Treasurer

1st LOSTOCK HALL (ST. JAMES) SCOUT GROUP (Charity no. 521693)

Receipts and payments account

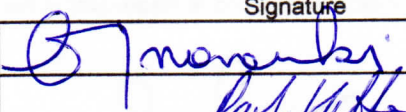

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Print Name

Mr Tony Wojnarowski - Chair of Trustees
Mr Paul Hilton - Group Treasurer

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 1st Lostock Hall (St James) Scout Group

I report to the trustees on my examination of the accounts of the 1st Lostock Hall (St James) Scout Group for the year ended 31st October 2024

Responsibilities and basis of report

As the charity trustees of the 1st Lostock Hall (St James) 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 1st Lostock Hall (St James) 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 1st Lostock Hall (St James) 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: Scott Rimmer

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

Address: 10 Mardale Crescent, Leyland, Lancashire, PR25 3BT

Date: 27/02/2025
