

# Trustee's Annual Report

## 1st April 2023 - 31st March 2024



The Trustees present their report and receipts and payments accounts for the year ended 31st March 2024.

## Trustees

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. The Trustees who served during the year are stated below:

Maria Burton (elected member until 31st December 2023)	Emma Horsfall (Cub Scout Section Assistant, elected member)
Nicola Claxton (Chair, nominated member)	Sarah Leeks (nominated member until 21st July 2023)
Tim Fancy (Assistant Scout Leader, elected member)	Claire Lee (Squirrel Scout Section Leader, co-opted member since 28th June 2023)
William Gallop (Treasurer, elected member)	Alan Moll (Assistant Group Scout Leader, ex-officio member)
Victoria Green (nominated member)	Jan Moll (Beaver Scout Leader, ex-officio member)
Chloe Habgood (Secretary, elected member)	Carla Steel (elected member)
James Higham (Group Scout Leader, ex-officio member)	

## Structure, Governance and Management

### Governing Document

The unincorporated Trust was established by Royal Charter granted 4 January 1912 and registered as a charity with the Charity Commission on 5th May 1995. The Group (Trust) is operated in accordance with the organisational structure laid down by the Scout Association, with whom the Group registered on 4th July 1934.

### Appointment of Trustees

The Trust has a policy for the recruitment of Trustees. Nominations are considered from any source but any potential Trustee would be expected to bring specific skills and/or experience to the Trust. Trustees are elected annually to the Group Executive. In appointing new Trustees, the Trust follows the guidance laid down by the Charity Commission. It is desirable that there is at least one member of the leadership team from each section be elected to the Group Executive.

### Induction and training of Trustees

The induction and training of new Trustees is carried out in accordance with the provisions of the relevant edition of Policy, Organisation and Rules of The Scout Association.

**#SkillsForLife** since 1934

Registered charity number 1046258 (England & Wales)

27th Norwich (New Costessey)  
Scout HQ, Gunton Lane, Norwich, NR5 0AE  
[inbox@27thnorwich.org.uk](mailto:inbox@27thnorwich.org.uk)  
[www.27thnorwich.org.uk](http://www.27thnorwich.org.uk)

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### Volunteers

A great contribution is made by member volunteers including Trustees who devote many hours organising activities and events for the benefit of our young people. There are recruitment procedures in place which comply with Scout Association regulations and statutory requirements.

### Risk management

The Trustees have examined the major strategic, financial and operational risks which the Group faces and have produced a document which sets out the systems and procedures to mitigate major risks. The strategy also includes procedures to minimise the impact on the Trust should those risks materialise.

### Public benefit

The Trustees accept the need to have regard to the Charity Commission's guidance on public benefit. They recognise that it is their responsibility to ensure that the benefits offered are realised in the Group by promoting all aspects of Scouting both within the Group membership and in the wider community.

## Objectives and activities

The objectives of the group are as a unit of the Scout Association. The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

## Financial review

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 6 months running costs, circa £2,500. The Group held reserves of £20,606 at the year-end being above the level required for operating expenses.

Nicola Claxton (Chair)

William Gallop FCCA (Treasurer)

22nd September 2024

22nd September 2024

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# Trustee's Annual Report

## 1st April 2023 - 31st March 2024

### Income and Expenditure Account

#### For the year ended 31st March 2024

	2023	2023
	£	£
<b>Income</b>		
Fee Income	5,557	5,105
Gift Aid	876	409
Recycling	261	919
Donations	-	20
Rent	1,033	2,425
Camp	1,949	1,758
Outings & events	895	308
Race night	280	-
Pop up cafe	350	-
Sundry income	-	-
Duck ticket sales commission	498	415
Quiz night	-	524
Bank interest	55	47
	11,754	11,930
<b>Expenditure</b>		
Capitation	3,616	3,139
Section expenses, badges & uniform	1,212	677
Cleaning	885	959
Bottle bank charges	-	16
Training	-	60
Water charges	244	202
Light & heat	-	381
Insurance	683	602
Property expenses	13,881	77
Administrative and office costs	666	355
Finance charges	396	356
Equipment	432	96
Internet	120	120
Outings & activities	883	556
Camp	1,585	1,374
	24,603	8,970
<b>Income/(Deficit) over expenditure</b>	(12,849)	2,960

# Trustee's Annual Report

## 1st April 2023 - 31st March 2024

### Balance Sheet

#### As at 31st March 2024

	2024	2023
	£	£
<b>Current assets</b>		
Cash at bank	20,576	33,425
Cash on deposit	-	-
Cash in hand	30	30
	<hr/> 20,606	<hr/> 33,455
<b>Current Liabilities</b>		
Creditors	-	-
	<hr/> -	<hr/> -
<b>Net assets</b>	<hr/> 20,606	<hr/> 33,455
<b>Reserves (unrestricted)</b>		
Brought forward	33,455	30,495
Income/(Deficit) over expenditure	(12,849)	2,960
<b>Total reserves</b>	<hr/> 20,606	<hr/> 33,455

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## 1st April 2023 - 31st March 2024



## Report of the Independent Examiner

### To the members of the 27th Norwich (New Costessey) Scout Group council For the year ended 31st March 2024

I report on the accounts of 27th Norwich Scout Group for the year ended 31st March 2024 set out on page 3.

## Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

## Independent Examiner's statement

I have verified the Financial Statements of 27th Norwich (New Costessey) Scout Group with the books, records, vouchers etc. as prepared by the Group Treasurer of 27th Norwich (New Costessey) Scout Group in respect of the year ended 31 March 2024 and in my opinion they are correct and in accordance therewith.

David Barnes  
60 Neylond Crescent, Norwich, NR6 5QF

5th September 2024