



12 May 2023

To: Group Trustee Boards (Chairs and Treasurers)
Group Scout Leaders

SCOUT GROUP'S ANNUAL ACCOUNTS

The publication of the April 2023 edition of Policy, Organisation and Rules (POR) has set-out some important changes particularly with respect to the governance of Scout Charities (this includes all Scout Groups - whether registered with the Charity Commission [as separate charities] or those that are Excepted Charities). The new edition of POR also sets out very clearly the responsibility of Trustees (that is all members of the Group's Board of Trustees - formerly the Group Executive Committee) with respect to financial matters. Refer also to the final paragraph of this letter.

Indeed, it is a requirement of Charity Law that all charitable organisations:

- Keep appropriate accounting records such that, at any time, these will give a clear understanding of the financial state of the organisation.
- Prepare end-of-year accounts (which in the case of The Scout Association are either independently scrutinised or examined - depending upon the level of gross income for the year).

Note that any charitable organisation is open to challenge by any member of the public in relation to their financial matters.

Reminder - Submission of Group Annual Accounts

All Scout Group Trustee Boards are required to submit their approved, annual accounts to the District within 14 days of their Annual General Meeting (in our case to myself, as District Chair). Please ensure that this requirement of POR is complied with explicitly for your most recent financial year (which has already ended or will do so in the coming months).

Group annual accounts can either be forwarded by e-mail (address at the bottom of the page) or by mail to me at 61 Bluebell Way, Bamber Bridge, Preston, PR5 6XQ. If submitted by e-mail please make certain that the copy submitted has all the necessary signatures. Do not necessarily assume that either the DC or I will collect a copy at your AGM.

There are still a few Scout Groups who have yet to submit the requested accounts for previous financial years. I will be contact these Groups in the near future, again.

Lonsdale District Scouts

Headquarters: 3 Moor Street, Lancaster, LA1 1PR

President: Mrs Kath Bromilow MBE | **District Commissioner:** Mrs Mandy Sweet | **District Chair:** Dr Tony Andrews

T: 01772 697480 | **E:** tony.andrews@lonsdalescouts.org.uk | **W:** www.lonsdalescouts.org.uk

Registered Charity Number: 1027167

Detailed Guidance - Annual Accounts

Details guidance is circulated with this letter.

Annual General Meetings

Just a brief reminder: both the DC and I are ex-officio members of your Group Scout Council - so please keep us informed of the plans for your AGM. We both look forward to receiving invitations in due course.

There is some useful guidance on organising AGMs (there is a link at the bottom of this letter) and indeed other matters relating to Group Trustee Boards.

Assistance

If you have any questions or require any assistance (in relation to the contents of this letter, or other finance or governance matters) please do not hesitate to contact me in the first instance. Please ask sooner rather than later; there are several experienced people in the District who are available to offer guidance in relation to accounting matters.

Further Information - Changes to POR

It is our intention to provide support during the transition to Group Trustee Boards. We will be in touch in the future when we have planned how to do this.

A handwritten signature in black ink, appearing to read 'Tony Andrews', with a horizontal line drawn underneath it.

Tony Andrews
District Chair

Link for AGM resources is [HERE](#).