

## Trustees' Annual Report

For the period: 01/04/2024 to 31/03/2025

### **Section A – Reference and administration details**

Charity Name: 12<sup>th</sup> Caterham Scout Group

Registered Charity Number: 1036454

Charity's principal address: Parsons Pightle  
 Coulsdon Road  
 Old Coulsdon  
 Surrey

Names of the charity trustees who manage the charity

	Trustee Board	Office (if any)	Dates acted if not for whole year
1	Vicky Jeal	Chairperson	
2	Samantha Hennessey	Treasurer	
3	Neil Turner	GLV	
4	Craig Prescott	Secretary	
	Leadership Team		
6	Gavin	TL Scouts	
7	Harry	TM Scouts	
8	Trevor	TL Cubs	
9	Paul	TM Cubs	
10	Dan	TM Cubs (Provisional)	
11	Shaun	TL Beavers	
12	Andy	TM Beavers	
13			
14			

## **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 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 Policy, Organisation and Rules of The Scout Association

The Group is managed by the Group Executive Committee, 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 Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets every 4 months. This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of Group property;
- The raising of funds and the administration of Group finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

#### **Risk and Internal Control**

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

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.

Summary of the main activities in relation to these objects

The Beavers are progressing towards there Bronze Chief Scout Awards

We currently have 2 leaders in the Beaver Section and require additional Leaders in the Beaver Section.

Cubs have all carried out numerous badges and all are working towards their Silver Chief Scout Award.

We have 2 leaders in the Cub Section and require additional Leaders in the Cub Section

The scout section has had various activities, and we now have a good number of scouts although regular attendance would make activities easier to plan. All are working towards their Gold Chief Scout Award.

All have been working on various activity badges, the Scouts had a camp at Scout about 2024 this was well attended by the Troop. They attended the Frost Camp 2025 at Bentley Copse run by the County this was also attended by Chaldon Scouts

We have 2 leaders in the scout section and require additional Leaders in the Scout Section

## **Section D – Achievements and performance**

Summary of the main achievements of the charity during the year

We have maintained sections of scouts, cubs & beavers.  
We are currently requiring an additional 1 beaver leaders enable to have a full and balanced programme colony.  
We have a cub leader and assistant and we require another assistant cub leader.  
The Scout section has a scout leader and a Sectional assistant leader. We require additional Assistant Leaders

The GSL now covers the Scout Sections until the additional leaders have been recruited.

Unfortunately, this cannot be maintained and either we will have to close sections until additional leaders can be found.

The Headquarters had been improved in last years plan we are now looking to improve our outside spaces which includes refurbishment of the Climbing tower still ongoing.

We also have completed the permanent axe throwing enclosure. And have started to use this activity.

The permanent Gazebo in the outside space has slowly been converted into our outside kitchen space giving a more flexible approach to our scouting activities outside.

We have maintained a healthy financial position. We have collected over 90% of subscriptions from members and will be addressing the short fall to get back to 100%

We have had a further offer of additional equipment which the group will be giving to the district camp site.

**Section E – Financial review**

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 Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £5000.00  
 The Group held reserves of approximately £13 118.87 against this at year end. This is on par with the level required for operating expenses.  
 We however will be carrying out fundraising activities in the year for other Charities.

Investment policy and objectives

**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.

**Section G – Declaration**

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

Signed on behalf of the charity's trustees

Signature		
Full Names	Vicky Jeal	Neil Turner
Position	Chairman	GSL
Date		

## 12th Caterham Scout Group Receipts and Payments Account

For the year  
from

Year start date		Year end date
01st April 2024	To	31st March 2025

### Receipts and payments

	2024/25	2023/24
Unrestricted funds		Unrestricted funds
£		£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	10,933.50	10,376.00
Less: Membership subscriptions paid on (National/County/Area/District)	8,128.00	
Net membership subscriptions retained	2,805.50	10,376.00
Refund Caterham District	45.00	41.5
Legacies	0	
Gift Aid	0	
Other similar income	0	
<b>Sub total</b>	<b>2,850.50</b>	<b>10,417.50</b>
<b>Grants</b>		
Maintenence grant	0.00	0.00
Other grants	0	0
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Fundraising (gross) &amp; Activities</b>		
Equipment Hire	0	
Camp Money paid in	3,144.86	5,189.99
General Fund Raising	1343.54	
Payments Received for Scout Activities	0	0
<b>Sub total</b>	<b>4,488.40</b>	<b>5,189.99</b>
<b>Investment income</b>		
Bank interest	0	0
Building Society interest	0	0
The Scout Association Short Term Investment Service	0	0
Property Rent income	17,909.00	16,680.00
Sundry receipts		720
<b>Sub total</b>	<b>17,909.00</b>	<b>17,400.00</b>
<b>Total Gross Income</b>	<b>25,247.90</b>	<b>33,007.49</b>
Asset and investment sales, etc.	0	0
<b>Total receipts</b>	<b>25,247.90</b>	<b>33,007.49</b>

**12th Caterham Scout Group  
Receipts and Payments Account**

Year start date		Year end date
For the year from	01st April 2024	To 31st March 2025

**Receipts and payments**

	2024/25	2023/24
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Beaver, Cub & Scout Weekly Activity Fund	-904.82	-
Rent / Rates	-225.35	-221.88
Water and Sewerage	-147.00	-168
Electricity and Gas	-3,767.53	-3,395.64
Insurance	-2,203.20	0.00
Repairs and Renewals	-13.14	0.00
Materials and equipment	-158.25	-2,026.03
General Site Expenses / Gardening	-2,553.61	-4,443.47
Car park payment to rugby club	-1,169.00	
Uniforms / Badges	-660.39	-565.45
AGM and trustee expenses	-413.78	-231.56
Activities Paid For	-462.60	-2,824.93
Camp Money Paid Out	-5,264.80	-6,396.53
Provisions for camp	-339.8	0
Cleaning	-1,440.00	-480
HQ Refurb Cost	-3,834.76	-8,847.53
SumUp Costs	£0.00	0
Donations		-500
Online Scout Manager	-118.94	-53
Capitation		-3631.25
Bushcraft	0	-35
Bank charges	-7	
<b>Sub total</b>	<b>-23,683.97</b>	<b>-33,820.27</b>
Fundraising expenses	0	0
Caterham Carnival	0	0
Fireworks evening	0	0
Other fundraising costs	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>
<b>Total Gross Expenditure</b>	<b>-23,683.97</b>	<b>-33,820.27</b>
Asset and investment purchases, etc.	0	0
<b>Total payments</b>	<b>-23,683.97</b>	<b>-33,820.27</b>
<b>Net of receipts/(payments)</b>	<b>1,563.93</b>	<b>-812.78</b>
<b>Cash funds last year end</b>	<b>6,179.52</b>	<b>6,992.30</b>
<b>Cash funds this year end</b>	<b>7,743.45</b>	<b>6,179.52</b>

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

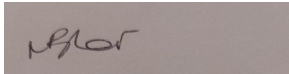
		31st March 2025	2023/24
		Unrestricted funds	Unrestricted funds
		£	£
<b>Cash funds</b>			
Bank current account		7,743.45	6,179.52
Bank deposit account		0	0
Building society account		0	0
Scouts/Cubs accounts		0	0
Cash/Floats		0	0
	<b>Total cash funds</b>	7,743.45	6,179.52
<b>Other monetary assets</b>			
Tax claim		0	0
Debts due from the County/Area/District/Group		0	0
Insurance claim		0	0
	<b>Sub total</b>	0	0
<b>Investment assets</b>			
Investment property - detail		0	0
Quoted investments		0	0
Other investments - detail		0	0
	<b>Sub total</b>	0	0
<b>Non monetary assets for charity's own use</b>			
Badge stock		150	150
Shop stock		0	0
Other stock		0	0
Land and buildings		10,000.00	10,000.00
Motor vehicles		0	0
Scouting equipment, furniture etc		12,500.00	12,500.00
Other		1,000.00	1,000.00
	<b>Sub total</b>	23,650.00	23,650.00
<b>Liabilities</b>			
Accounts not yet paid		0	0
Expenses incurred but not invoiced		0	0
Subscriptions not yet paid		0	0
Loan - detail		0	0
Other liabilities		0	0
	<b>Sub total</b>	0	0

### 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



Print Name

Nicola Boshier

## Independent Examiner's Report to the Trustees of the

12<sup>th</sup> CATERHAM SCOUT GROUP

I report on the accounts of the Group for the year ended..... **31<sup>st</sup> March 2025** which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the trustees in accordance with Sections 43 and 44 of the Charities Act 1993. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 43 (2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 43 (3) (a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43 (7) (b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements.
  - to keep accounting records in accordance with Section 41 of the 1993 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name :-Nicola Boshier

Qualification :-ACIMA

Address: 13 Tollers Lane, Coulsdon, Surrey, CR5 1BE

Date :-10.07.25