



1st THEYDON BOIS SCOUT GROUP

**Trustees Annual Report**

for the year ended

**31st March 2025**

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

3	1	0	3	2	5
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**Section A Reference and administration details**

Charity name 

1st Theydon Bois Scout Group
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Registered charity number (if any) 

3	0	3	4	7	3
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HQ registration number 

1	0	0	1	1	5	6	0
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Charity's principal address 

The Scout Hut							
Loughton Lane							
Theydon Bois							
Postcode	C	M	1	6	7	J	Y

Names of the charity trustees who manage the charity  
*(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)*

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mary Koczan	Chair	
2	Jane Ellison	Group Scout Leader	
3	Andrew Bowles	Treasurer	
4	Robert Penman		
5	Brian Pascoe		
6	Nicola Tate		To 14/10/24
7	Peter Frankel		
8	Alison Gerling		
9	Bethany Bowles		
10	Zoe Grimshaw		
11			
12			
13			
14			
15			

Names and addresses of advisers  
*(These will be published in the annual report of the charity)*

Type of advisor	Name	Address

**Section B Structure, governance and management**

Description of the charity's trusts

Type of governing document 

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 of The Scout Association.
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How the charity is constituted 

The Group is a trust established under its rules which are common to all Scouts.
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Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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

The Group is managed by the Group 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.

Policies and procedures adopted for:

The Trustee Board consists of the Chair, Treasurer and 8 Trustees and meets every 3 months.

a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

Section B

Structure, governance and management (continued)

**Risk and Internal Control**

The Group 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:

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.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. 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 leaders 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.

Reduction or loss of members. The Group provides activities for all young people aged 4 to 18. 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.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> 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>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:  - enjoy what they are doing and have fun  - take part in activities indoors and outdoors  - learn by doing  - share in spiritual reflection  - take responsibility and make choices  - undertake new and challenging activities  - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	<p>Weekly meetings of Beavers Cubs and Scouts follow a programme of developmental activities which can result in specialist activity Barges and Awards in accordance with the scheme regulated by the Scout Association.  Members can participate in District and Group Camps</p>
Public benefit statement	<p>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.</p>

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>During the year member of the Group took part in a wide range of traditional Scout activities earning Awards and Badges.  Other activities, included Cooking, Ten Pin Bowling, Golf, Sleepovers, Group Camps, Brass Monkey Camp, Night Hike, Circus Skills, Slime making, Orienteering, visit to the Pantomime, Curry night, Miles to Moot Challenge, County Backpack, and Chip Shop Challenge.  The Donkey Derby committee ran a highly successful Donkey Derby which benefited may other organisations as well as this Group. ,</p>


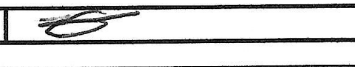
Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £30,000.00</p> <p>The Group held reserves of approximately £200,000 against this at year end. This is above the level required for operating expenses. However this can be explained by The need to replace Timber building and essential building work as soon as the Lease is renewed.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	None
Further financial review details (optional information)	
the charity's principal sources of funds (including any fundraising);	<p><b>Investment Policy</b></p> <p>Annual Donkey Derby and Members subscriptions</p>
how expenditure has supported the key objectives of the charity;	<p>The Group Trustee Board 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, before doing so the Group Trustee Board considers the cash flow requirements.</p>
investment policy and objectives;	Low risk secure investments with a healthy return.

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	Renew Lease as soon as the Land owner response to our application and proceed with the replacement of obsolete building and improve main building

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	JANE ELLISON	ZOE GRIMSHAW
Position (e.g. Secretary, Chair)	GROUP LEAD VOLUNTEER	TRUSTEE
Date	24 09 25	

1st THEYDON BOIS SCOUT GROUP

Receipts & Payments Account summary for the year ended 31st March 2025

	This Year General Fund	Previous Year
	£	£
Total receipts for the year	<u>43,812.17</u>	<u>45,089.06</u>
Total payments for the year	<u>-40,146.00</u>	<u>-37,012.32</u>
Net receipts (payments) for the year	<u>3,666.17</u>	<u>8,076.74</u>
Cash, bank and similar funds brought forward	<u>86,040.42</u>	<u>77,999.76</u>
Cash, bank and similar funds carried forward	<u>89,706.59</u>	<u>86,040.72</u>

The above account and accompanying statement of assets and liabilities were approved by the Trustees and signed on their behalf by

Trustee

Date



24/9/25

1st THEYDON BOIS SCOUT GROUP

Receipts for the year ended 31st March 2025

	This Year £	Previous Year £
<b>MEMBERSHIP SUBSCRIPTIONS</b>	<u>4,097.00</u>	<u>2,564.50</u>
Bank deposit interest	905.92	168.55
The Scout Assoc'n Short Term Investment Service	closed	157.15
Insurance Claim	nil	1,499.00
Contributions To Hall Costs	14,400.00	14,001.00
<b>HALL AND INVESTMENT INCOME</b>	<u>15,305.92</u>	<u>15,825.70</u>
<b>DONATIONS</b>	<u>5.00</u>	<u>0.00</u>
<b>ACTIVITIES - Camps &amp; Outings</b>	<u>1,034.00</u>	<u>4,157.00</u>
<b>FUND RAISING (gross)</b>	<u>23,370.25</u>	<u>21,985.11</u>
Income Tax recovered - on subscriptions and donations on dividends and interest		331.75
<b>OTHER INCOME</b>	<u>0.00</u>	<u>331.75</u>
<b>SUNDRY RECEIPTS</b>		
Sundries	0.00	0.00
Activities	0.00	225.00
	<u>0.00</u>	<u>225.00</u>
<b>TOTAL RECEIPTS FOR THE YEAR</b>	<u>43,812.17</u>	<u>45,089.06</u>

1st THEYDON BOIS SCOUT GROUP

Payments for the year ended 31st March 2025

	This Year £	Previous Year £
<b>PAID TO DISTRICT</b>	<u>2,350.00</u>	<u>2,142.00</u>
Utilities	3,764.76	5,262.13
Waste	816.88	396.88
CCTV	450.00	450.00
Insurance	2,913.54	2,741.75
Cleaning	1,211.03	1,644.05
Repairs & Renewal	6,744.84	4,187.40
<b>PREMISES</b>	<u>15,901.05</u>	<u>14,682.21</u>
<b>DONATIONS</b>	<u>0.00</u>	<u>0.00</u>
Camps & Outings	2,106.91	3,963.97
Group Activities	754.83	780.66
Beaver Activities	0.00	0.00
Cub Activities	38.80	113.14
Scout Activities	0.00	177.42
<b>ACTIVITIES</b>	<u>2,900.54</u>	<u>5,035.19</u>
Fund raising Event	13,542.21	9,421.25
Theydon Bois Girl Guides	4,400.00	4,400.00
<b>FUND RAISING EXPENSES</b>	<u>17,942.21</u>	<u>13,821.25</u>
<b>ADMINISTRATION EXPENSES</b>	<u>109.77</u>	<u>85.80</u>
<b>TRUSTEES EXPENSES</b>	<u>0.00</u>	<u>0.00</u>
Training and Development	0.00	260.00
<b>OTHER EXPENSES</b>	<u>0.00</u>	<u>260.00</u>
Purchase of Capital Equipment	170.20	286.15
Equipment Maintenance	0.00	0.00
<b>EQUIPMENT</b>	<u>170.20</u>	<u>286.15</u>
<b>PURCHASE OF BADGES &amp; UNIFORMS</b>	<u>754.18</u>	<u>611.26</u>
<b>SUNDRY PAYMENTS</b>	<u>18.05</u>	<u>88.46</u>
<b>TOTAL PAYMENTS FOR THE YEAR</b>	<u>40,146.00</u>	<u>37,012.32</u>

1st THEYDON BOIS SCOUT GROUP

Statement of Assets & Liabilities for the year ended 31st March 2025

	This Year £	Previous Year £
<b>BANK &amp; CASH</b>		
Bank Current Account(s)	17,097.19	25,775.48
Bank Deposit Account(s)	72,546.98	60,242.12
The Scout Association Short Term Investment Service	0.00	0.00
Cash in hand	62.42	58.90
	<u>89,706.59</u>	<u>86,076.50</u>
<b>OTHER MONETARY ASSETS</b>		
Tax Claim for previous Years	<u>0.00</u>	<u>0.00</u>
<b>INVESTMENT ASSETS</b>		
CAF Common Investment Fund at market value	<u>126,627.49</u>	<u>124,181.62</u>
<b>MONETARY ASSETS TOTAL</b>	<u>216,334.08</u>	<u>210,258.12</u>
<b>NON-MONETARY ASSETS Assets for Charity's own use</b>		
Badge & Uniform stock	1,350.00	1,442.60
Leasehold Land and Buildings Main Building (Cost £ 96,000) (Lease expires 31/7/2020 - Insured value)	588,023.00	533,355.00
Land and Buildings Venture Den & Store(Insured Value)	107,163.00	97,200.00
Scouting equipment, furniture, etc. (Insured Value)	90,154.00	75,000.00
	<u>786,690.00</u>	<u>706,997.60</u>
<b>LIABILITIES Those due within one year</b>		
Subscriptions not yet paid	<u>0.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>
<b>LIABILITIES Those due after one year</b>		
None		
<b>CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS .....</b>		
None		
<b>TOTAL NET ASSETS</b>	<u>1,003,024.08</u>	<u>917,255.72</u>

# 1st THEYDON BOIS SCOUT GROUP

## Independent Examiner's Report to the Trustees

I report on the accounts of the 1st Theydon Bois Scout Group for the year ended 31st March 2025

### Respective responsibilities of Trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts : you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply . It is my responsibility to state , on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act , whether particular matters have come to my attention .

### Basis of examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners . An examination includes review of the accounting records kept by the charity 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 act and

\* to prepare accounts which accord with the accounting records and

\* to comply with the accounting requirements of the Act

have 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 ,

3. which gives me reasonable cause to believe that in any material respect the accounting rules of the 1st Theydon Bois Scout Group's constitution have not been met .

Name : AMANDA SIMMONS  
Qualification : N/A  
Address : XXXXXXXXXX  
Date : 11/9/25  
XXXXXXXXXX

