

Trustees' Annual Report

For the period

From (start date)

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 to (end date)

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Section A Reference and administration details

Charity name	West End Scout Group								
Other names the charity is known by	previously known as West End Scout & Guide Centre Management Committee								
Registered charity number (if any)	<table style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">3</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">5</td><td style="width: 20px; text-align: center;">7</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">5</td></tr></table>	3	0	5	7	0	5		
3	0	5	7	0	5				
Charity's principal address	<table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">West End Guide and Scout Hut</td></tr> <tr><td colspan="2">Benner Lane</td></tr> <tr><td colspan="2">West End Surrey</td></tr> <tr><td style="text-align: right; width: 50%;">Postcode</td><td style="text-align: left;">GU24 9JQ</td></tr> </table>	West End Guide and Scout Hut		Benner Lane		West End Surrey		Postcode	GU24 9JQ
West End Guide and Scout Hut									
Benner Lane									
West End Surrey									
Postcode	GU24 9JQ								

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
Neil Taplin	Chair of WESGCMC	01/09/2023 - 05/02/2024
Neil Taplin	Chair	01/09/2023 - 05/02/2024
Nicola Owen	Treasurer of WESGCMC	01/09/2023 - 05/02/2024
Nicola Owen	Secretary	05/02/2024 - 31/08/2024
Julie Komor	Group Scout Leader	01/09/2023 - 05/02/2024
Julie Komor	Trustee	05/02/2024 - 31/08/2024
Karen Depoix	Treasurer	
Heather Ward	Chair	05/02/2024 - 31/08/2024
Andrew Winfer	Group Scout Leader	05/02/2024 - 31/08/2024
Giles Lowe	Trustee	01/08/2024 - 31/08/2024

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

Type of advisor	Name	Address

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 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.

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

You may choose to include additional information, where relevant, about:

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.

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 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 Executive Committee 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.

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.

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 the section would have to close.

Section B (continued)	Structure, governance and management (continued)
	<p>Risk and Internal Control (cont.)</p> <p>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.</p> <p>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 comprehensive insurance policies to ensure that insurable risk is covered.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The objectives of the group are as a unit of the Scout Association.</p> <p>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.</p>
Public Private Benefit	<p>Subscriptions are charged for membership to cover immediate running costs of the Group and these do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions.</p> <p>Two key principles demonstrate that Scouting's aims are for the public benefit: through the Scout method, young people develop towards their full potential; and there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously and the benefits Scouting activities provide far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.</p>

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

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

- policy on grantmaking;
- contribution made by volunteers.

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>The Scout Association's requirement for Executive Committees to become Trustee Boards came into effect at the Feb 2024 AGM. This triggered a review of West End Scout Group's governance structure, and the use of the West End Scout & Guide Centre Management Committee charity number. At an EGM on 16.05.24, the Trustee Board agreed that the charity name would change to West End Scout Group with a management committee sub team (including representatives of the Guiding units) taking over responsibility for the centre. This process continued beyond the financial year under review, with final decisions made at an EGM on 29.10.24 and finalised in Nov 24.</p> <p>This change has necessitated the consolidation of the two previous entities' accounts and these consolidated account are presented herewith. For simplicity, the Trustees agreed to combine the 12-month West End Scout Group accounts (covering the period September 2023 to August 2024) with those of the West End Scout & Guide Centre Management Committee, whose financial year was extended to 17 months (covering the period April 2023 to August 2024).</p> <p>From a practical perspective, it has been agreed that bank accounts are to be kept separate going forward, and will comprise:</p> <ul style="list-style-type: none"> - a current account for Scouting requirements - a current account for building maintenance requirements - a reserves account for Scouting requirements - a reserves account for building maintenance requirements - a combined New Build fundraising account. <p>With respect to the Scouting sections: lack of volunteers meant the temporary closure of Pride Rock Beavers in the summer of 2023. This affected all 3 terms of the financial year under review. Fortunately, more parents have stepped forward, and the section re-opened at the start of the new academic and financial year.</p> <p>Due to increasing costs, membership subs were increased from £40 to £45 with effect from the summer term.</p>

Section E	Financial Review
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<p>Brief statement of the charity's policy on reserves</p>	<p>Reserves Policy</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.</p> <p>The Scout Group's previous Executive Committee considered that the group should hold a sum equivalent to 12 months immediate running costs. The previous Management Committee considered that they should do the same.</p> <p>The Scout Group therefore held reserves of approximately £6,000 against this at year end, which includes the additional reserve of £1,500 against repairs on the building made some years ago. This is above the level required for operating expenses, but in line with the 3-year average expenditure agreed to be used as a proxy for running costs.</p> <p>The Management Committee therefore held reserves of approximately £5,400, although given recent increases in utility costs, this should be increased to around £6.5k as soon as practicable.</p> <p>Provisions for reserves are held solely in the respective emergency accounts and the New Build account remains separate.</p>
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<p>Quantify and explain any designations</p>	
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<p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p>	
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<p>Further financial review details (optional information)</p> <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • the charity's principal sources of funds (including any fundraising); • how expenditure has supported the key objectives of the charity; • investment policy and objectives 	<p>The principal sources of funds for the group are either through subscriptions or via donations. Subscriptions are kept at a minimum.</p> <p>The 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 to withdraw funds.</p> <p>The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p>
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Section F	Other Optional Information
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<p>Plans for future periods (details of any significant activities planned to achieve them)</p>	<p>Primary plans comprise the formation of a fundraising committee, responsible for organising activities and grant applications to raise the money required for the new building.</p> <p>The Scouting sections continue to contribute by undertaking fundraising activities each term. The purpose, apart from raising some money for the New Build, is for the Group to promote what we are doing and why, and to seek to engage with and invigorate the wider community as well as the Scout and Guide community in West End.</p>
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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)	Karen Depoix	Heather Ward	
Position (eg Secretary, Chair)	Treasurer	Chair	
Date			

Consolidated Accounts

		<u>Groups</u>			
		Scouts	Centre	Fête	
		01/09/23-31/08/24	01/04/23-31/08/24	2023	Consolidated
<u>Income</u>					
	gross	£8,691.30	£16,865.34	£8,956.18	£34,512.82
	from other groups		£3,805.00		£3,805.00
	net	£8,691.30	£13,060.34	£8,956.18	£30,707.82
<u>Expenditure</u>					
	gross	-£8,330.58	-£18,146.25	-£9,168.64	-£35,645.47
	to other groups	-£2,905.00		-£900.00	-£3,805.00
	net	-£5,425.58	-£18,146.25	-£8,268.64	-£31,840.47
<u>Profit (Loss)</u>		£3,265.72	-£5,085.91	£687.54	-£1,132.65
	check				-£1,132.65

Income

Donations / legacies	£8,525	£10,738	-	£19,263
Charitable activities	-	£1,925	-	£1,925
Other trading activities	-	£120	£8,956	£9,076
Investments	£167	£277	-	£444
Other	-	-	-	£0
	£8,691	£13,060	£8,956	£30,708
	OK	OK	OK	OK

Grants made

Individuals	£90	-	-	£90
Other charities	-	-	£1,788	£1,788
Other organisations	-	-	£1,400	£1,400

West End Scout Group Receipts and Payments Account

Year start date

Year end date

For the 12-month period from	1st September 2023	To	31st August 2024
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Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	9,495	10,089
Less: Membership subscriptions paid on (National/County/Area/District)	- 3,820	- 3,663
Net membership subscriptions retained	5,675	6,426
Donations	667	-
Gift Aid	2,183	2,201
Legacies	-	-
Other similar income	-	-
Sub total	8,525	8,628
Grants		
Covid grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising (gross)		
West End Fete	-	-
Other fundraising activities	-	-
Sub total	-	-
Investment income		
Bank interest	167	51
Other investment income	-	-
Sub total	167	51
Total Gross Income	8,691	8,678
Asset and investment sales, etc.	-	-
Total receipts	8,691	8,678

West End Scout Group Receipts and Payments Account

Year start date

Year end date

For the 12-month period from	1st September 2023	To	31st August 2024
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Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	- 4,366	- 4,049
Levies	- 2,905	- 1,435
Adult support and training	-	-
AGM and trustee expenses	-	-
Donations	- 90	- 107
Electricity and Gas	-	-
GoCardless Fees	- 599	- 424
Insurance	- 52	- 42
Leader gifts	-	25
Materials and equipment	- 64	- 1,214
OSM	- 255	- 254
Printing and photocopying	-	63
Repairs and Renewals	-	-
Social (Group)	-	255
Uniforms	-	319
Sub total	- 8,331	- 8,188
Fundraising expenses		
Detail 1	-	-
Other fundraising costs	-	-
Sub total	-	-
Total Gross Expenditure	- 8,331	- 8,188
Asset and investment purchases, etc.	-	-
Total payments	- 8,331	- 8,188
Net of receipts/(payments)	361	490
Cash funds last year end	29,036	28,546
Cash funds this year end	29,396	29,036

Statement of assets and liabilities at the end of the year

	31st August 2024 Unrestricted funds £	30th August 2023 Unrestricted funds £
Cash funds		
Bank current account	16,934	16,788
Bank deposit account 1 - Emergency Funds	6,116	6,034
Bank deposit account 2 - New Build	6,207	6,123
The Scout Association Short Term Investment Service		
Cash/Floats	139	91
Total cash funds	29,396	29,036
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	-	-
Liabilities		
Accounts not yet paid		
Expenses incurred but not invoiced		
Subscriptions not yet paid		
Loan - detail		
Other liabilities		
Sub total	-	-

Contingent liabilities and future obligations

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

Signature

Print Name

Heather Ward	Chair
Karen Depoix	Treasurer

West End Scout Guides Management Committee

Income:								Expenditure:					
	Levies			£ 4,830.00				Telephone		£ 192.00			
	Village Fete			£ 900.00				Utilities		£ 2,743.37			
	Ag & Hort			£ 120.00				Repairs		£ 222.37			
	Donations			£ 10,738.21				Cleaning: labour & materials		£ 2,420.74			
	Hall Hire			£ -				Gardening		£ 340.00			
	Bank Interest			£ 277.13				Insurance		£ 2,064.35			
								Fire Protection		£ 99.42			
				£ 16,865.34				New Build costs		£ 9,770.00			
								PPLPRS		£ 294.00			
Opening Bals													
	Current	£ 6,388.39								£ 18,146.25			
	Savings	£ 5,319.50											
	New Build	£ 7,797.91											
	Petty Cash	£ 28.00											
				£ 19,533.80									
Income				£ 16,865.34									
Expenditure				-£ 18,146.25									
								Petty Cash:					
Expected Closing Balance:				£ 18,252.89					Opening Balance		£ 28.00		
									N Owen - cleaning consumables		-£ 10.50		
Closing Bals													
	Current	£ 2,298.85							Closing Balance		£ 17.50		
	Savings	£ 5,404.49											
	New Build	£ 10,532.05											
	Petty Cash	£ 17.50											
Represented by:				£ 18,252.89									
		<i>Var</i>		£ -									

WEST END VILLAGE FETE - 2023 ACCOUNTS SUMMARY PAGE

Opening amount from bank statement 1 June 2022

£1,908.91

INCOME	
Advertising - V&V cash Payment added to float (£30)	£0.00
Advertising - via TryBooking	£323.00
Stalls - via TryBooking	£760.00
Stalls - cash on the day (£50) - added to takings on the day	£0.00
Stalls - direct payment into the bank (Allen DE)	£30.00
Programme Sales paid into bank Sum Up	£112.92
Takings on the day - cash paid into bank 10 June 23 (inc. float taken out on Jun 5th)	£5,660.11
Taking on the day - paid into bank via card reader 12th & 14th Jun	£1,538.52
Sponsors paid direct to bank	£400.00
Sum Up Test payment	£0.98
Sum Up Test payment	£0.98
Jack Refund	£41.95
Repay of Proceeds from Tringham Hall BBQ deposited into Fete Account	£87.72
TOTAL INCOME	£8,956.18

COSTS	£ 9,168.64
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	2023 Donations
Donations made	
S & G management committee	£900.00
Tringham pre-school	£800.00
Football club	£800.00
Old Folk	£250.00
Tringham Hall Management Committee	£900.00
Tringham Hall BBQ Proceeds paid back	£87.72
Holy Trinity Church	£200.00
Woking Cougars	£50.00
Badminton Club	£50.00
Bisley & West End Food Bank	£50.00
Total Donations	£4,087.72

TOTAL COSTS	£ 9,168.64
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Starting balance from 1 June bank statement	£1,908.91
Plus Income	£8,956.18
Minus costs	£ 9,168.64
End Balance	£1,696.45

Closing amount from bank statement	£1,696.45
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Scrutineer's Report to the Trustees of the West End Scout Group

I report on the accounts of the Group for the year ended 31st August 2024.

Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages 1 to 10.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: Nicola Owen
Address: 32 Bennet Lane
..... West End
..... Woking
..... GU24 9JQ
Date: 10th February 2025
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