

# Trustees' Annual Report

For the period

From (start date)       to end date

## Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address

Town Tree Hall

Convent Road

Ashford TW15 2EW

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	<b>Ex- officio</b>		
2	Mrs J Reed	Group Scout Leader	23/06/2023
3	Mr K Edgar	Assistant GSL	
4	Mr H Weetch	Assistant GSL	
5	Mrs A Collier	Beaver Scout Leader	
6	Mrs T Muckian	Beaver Scout Leader	
7	Mr J Logan	Cub Scout Leader	31/07/2023
8	Mr H Paine	Scout Leader	
9			
10	<b>Nominated</b>		
11	Mrs H Litvak	Group Chair	
12	Mr D Crowe	Asst Cub Scout Leader	
13	Mr A Muckian	Asst Beaver Scout Lead	
14	Mr S Collier	Asst Scout Leader	
15	Mr A Mizen	Asst Scout Leader	
16	<b>Elected Members</b>		
17	Mrs L Weetch	Secretary	
18	Mrs L Sears	Treasurer	
19	Mrs F Brown	Scout Parent	
20	Mrs R Smith	Cub Parent	
21	Mrs K Salter	Beaver Parent	
22	Mr P Teague	Beaver Parent	
23	Mrs J Daniel	100 Club Organiser	
24	Mrs J Wallbanks	Group Admin	
25	Mrs C Logan	Group Admin	
26	Mr R Meddelton	New HQ Support	

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

Type of advisor	Name	Address
Bankers	Lloyds Bank Plc	High Street, Staines
	Barclays Bank Plc	Leicester LE87 2BB
	Virgin Money	Gosforth NE3 4TG
Auditor	Stewart Holmes	Staines TW18 1NQ

**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.

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

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

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 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 month except August and December.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

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 Adms and Advisors other than those 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. 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 Committee 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. However we have a strong and established young leaders section as well as several new leaders who have joined over the last few years.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 14.5. 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. However, looking forward, we believe that our new HQ will act as a hub and we expect to see a spike in new member applications as we will have a flagship HQ for the area.

**Section C****Objectives and activities**

Summary of the objects of the charity set out in its governing document

**The Purpose of Scouting**

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

**The Values of Scouting**

As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

**The Scout Method**

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.

Summary of the main activities in relation to these objects

All sections take part in regular camping activities, with the exception of younger Beaver Scouts who sleep indoors and also undertake a number of outings and activities. There are various programmes of fund raising across the Group for both the Group itself and local, national and Scouting charities. The sectional Leader teams ensure that the termly programmes are planned to provide a suitable balance of activities.

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;
- policy on investments.

The Group is not a grantmaking organisation and therefore has no such policy. The contribution made by volunteers cannot be overemphasised. The Group relies entirely on volunteer Leaders and helpers.

Public benefit statement

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.

**Section D**

**Achievements and performance**

Summary of the main achievements of the charity during the year

The total membership of the Group as at 31st January 2024 was 70 with 12 names on the waiting list. The Leaders and helpers involved continue to provide a progressive and challenging programme of events and activities. Fund raising including Gift Aid has continued to provide the necessary finance for the Group's activities.

**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 between 6 and 12 months running costs, circa £16000.

The Group held reserves of approximately £239,656 against this at year end. This is above the level required for operating expenses.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

- You **may choose** to include additional information, where relevant, about:
- the charity's principal sources of funds (including any fundraising);
  - how expenditure has supported the key objectives of the charity;
  - investment policy and objectives

**Investment Policy**

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 banks approved by the executive and reviewed from time to time.

The Group Executive 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 Executive considers the cash flow requirements.

**Section F Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

The Group has been offered a long term lease of land at Ashford Sports Club, we have been granted permission to build and our fundraising is now underway. We have been granted a sum of £899,645 by Surrey County Council and our build will begin within the forthcoming financial year.

**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)


HELEN LITVAK	LOUISE SEARS
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Position (eg Secretary, Chair)

CHAIR	TREASURER
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Date

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8th Ashford Scouts		Statement of Financial Activities			
Author: Louise Sears		28/05/2024			
Adviser: Laurie Mutch					
Detailed Statement of Financial Activities (£)					
			1 April 2023 to 31 March 2024		1 April 2022 to 31 March 2023
		Unrestricted	Restricted	Total	Total
<b>GRANTS</b>			0	0	2900
<b>INCOME &amp; ENDOWMENTS</b>					
	Activities	2,022		2,022	1,529
	Camping	3,305		3,305	4,806
	Donations	4,064		4,064	590
	Gift Aid	3,528		3,528	2,425
	Interest	1,723		1,723	391
	Misc	2,304		2,304	2,829
	Subscriptions	12,851		12,851	15,969
	100 Club	936		936	598
<b>Total incoming resources</b>		<b>30,733</b>	<b>0</b>	<b>30,733</b>	<b>32,037</b>
<b>EXPENDITURE</b>					
<b>Charitable activities</b>					
	Activities	2,762		2,762	3,148
	Camping	3,145	0	3,145	4,123
	Equipment	577	1,540	2,116	1,616
	Trophies	70		70	92
	100 Club	586		586	420
	New HQ	1,349		1,349	0
	Repairs & existing HQ	432		432	265
	Subscriptions	3,693		3,693	4,118
	Supplies & Materials	1,543		1,543	1,616
		<b>14,157</b>	<b>1,540</b>	<b>15,696</b>	<b>15,398</b>
<b>Support costs</b>					
	Utilities	1,315		1,315	1,433
	Gas	0		0	260
	Insurance	1,612		1,612	1,439
	Motor	4,359		4,359	6,087
		<b>7,286</b>	<b>0</b>	<b>7,286</b>	<b>9,219</b>
<b>Information Technology</b>					
	Computer, IT and web services	225		225	793
<b>Other</b>					
	Postage	5		5	11
	Donations	759		759	294
	Misc	764	0	764	360
		<b>1,528</b>	<b>0</b>	<b>1,528</b>	<b>665</b>
<b>Total resources expended</b>		<b>23,196</b>	<b>1,540</b>	<b>24,736</b>	<b>26,075</b>
<b>Net income</b>		<b>7,537</b>	<b>-1,540</b>	<b>5,997</b>	<b>5,962</b>
<b>CREDITORS</b>					
Amounts falling due within 1 year					
<b>Fund balance brought forward</b>		<b>£233,666</b>		<b>£233,666</b>	<b>£227,704</b>
<b>Fund balance carried forward</b>		<b>£241,203</b>	<b>-£1,540</b>	<b>£239,663</b>	<b>£233,666</b>
Transfer from unrestricted to restricted			£0	£0	£0
Depreciation				£0	
		£241,203	-£1,540	£239,663	£233,666
<b>BALANCE SHEET</b>					
<b>At 31 March 2023</b>					
<b>Fixed Assets</b>					
		£0	£0	£0	£0
<b>Current Assets</b>					
		Unrestricted Funds	Restricted Funds	Total	
<b>Bank and cash balances</b>					
	Bank Current Accounts				£61,401
	Bank Deposit Account				£92,548
	Bond				£75,000
	Cash				£4,717
		£0	£0	£0	£233,666
Creditors: amounts falling due within one year					£0



**B3 Investment assets**

Details

Fund to which asset belongs


Cost (optional)

-
-
-
-
-

Current value (optional)

-
-
-
-
-

**B4 Assets retained for the charity's own use**

Details
Badge Stock
Motor Vehicles
Scouting Equipment, furniture etc
trailer
Land & Buildings

Fund to which asset belongs

116
7,000
76366
4388
269842

Cost (optional)

-

Current value (optional)


**B5 Liabilities**

Details
Unpresented Cheques (Fundraisers account)

Fund to which liability relates

85

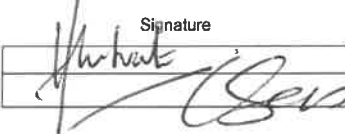
Amount due (optional)

-
-
-
-
-

When due (optional)


Signed by one or two trustees on behalf of all the trustees

Signature



Print Name

Helen Litvak-Chair  
Louise Sears-Treasurer

Date of approval

7 June  
2024

# England & Wales

## Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

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### Independent examiner's report to the trustees of 8<sup>th</sup> Ashford Scout Group

I report to the trustees on my examination of the accounts of the 8<sup>th</sup> Ashford Scout Group for the year ended 31<sup>st</sup> March 2024

### Responsibilities and basis of report

As the charity trustees of the 8<sup>th</sup> Ashford Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 8<sup>th</sup> Ashford Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Stewart Holmes

Relevant professional qualification or membership of professional bodies (if any):

Address: 60 Brightside Avenue, Staines, TW18 1NQ

Date: 22/5/2024