

1st Staines Scout Group - Trustees Annual Report

Section B

Structure, Governance & Management

Description of the charity's trusts

Type of governing document
(eg. 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
(eg. trust, association, company)

The Group is a Trust, established under its rules which are common to all Scout Groups.

Trustee selection methods
(eg. 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.

Group Trustee's

The Group is managed by the Group's Trustee's, 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 Trustee Board consists of 3 elected officers, Chair, Treasurer and Secretary, the Group Scout Leader (GSL), Section Leaders (Scouts, Cubs & Beavers) and parent representation, meeting approximately 6 times per year.

This Group Trustee's 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;

Appointing any sub committees that may be required;

Assisting in the recruitment of leaders and other adult support;

Appointing Group Administrators and Advisors other than those who are elected.

Risk and Internal Control

The Group Trustee's have 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:

(i) Damage to the building, property and equipment.

The Group has comprehensive buildings and contents insurance in place to mitigate against permanent loss.

(ii) Injury to leaders, helpers, supporters & members.

The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

(iii) Reduced Income.

The Group is fully supported with income from subscriptions and rental of the HQ building. Fundraising only making a very small contribution to total income. Even with the loss of one of these main income streams the Group could continue to operate. The Group holds a reserve to ensure the continuity of activities should there be a major reduction in income.

(iv) *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. The Trustees are actively working to engage new volunteers.

(v) *Reduction or loss of members.*

The Group provides activities for all young people aged 6 to 15. 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.

(iv) *Financial loss, fraud, or mismanagement.*

The Group has in place systems of *internal controls* that are designed to provide reasonable assurance against material mismanagement or loss, with limits on authorisation of expenditure, prudent cash management and comprehensive insurance policies to ensure that insurable risks are covered. The Group Accounts are audited yearly.

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Section C

Objectives and Activities

Summary of the objectives 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 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 objectives

All Sections take part in regular activities during weekly meetings. Section meetings are engaging and educational, and give our members access to activities not freely available elsewhere. Tomahawk throwing is a recent addition and adds to rifle shooting and more traditional Scouting activities such as cooking, saw, axe & knife skills and fire building. Camping events, water sports and other outings supplement the varied programme of activities held during the year. The section leaders and assistant leaders ensure that programmes are planned to provide a suitable balance of activities for the different age groups.

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

Scouts exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. Young people are actively involved in their own development. This covers the social, physical, intellectual, emotional and spiritual needs of young people. This means that Scouts is more than just having fun – it's about stretching young people in these areas, so that they learn and develop in an enjoyable and practical way. Empowering young people and giving them the skills and the opportunity to do something – and then supporting them to do it. Helping young people learn skills for life, gain confidence and develop the desire to make their world a better place.

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

- policy on grant making;
- contribution made by volunteers.
- policy on investments

The Group is not a grant making organisation and therefore has no such policy. The contribution made by volunteers cannot be overemphasised. The Group relies entirely on volunteer leaders and helpers. Our policy on investments is covered in Section E.

Section C

Objectives and Activities (continued)

Public benefit statement

The Group meets the Charity Commission's public benefits 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

Membership of the Group at the end of January 2024 stood at 85 (84 at 31st January 2023). Fundraising during the year was limited to one event, a bon fire and fireworks evening, in partnership with 6th Staines, where we took responsibility for operating the BBQ & refreshments, sharing profits made on the night with 6th Staines.

The Group does not allow cost to be a barrier to membership or attending any activity and continue to sponsor two young members, providing for all costs associated with their membership and attendance of activities.

A successful canoeing and water sport activities day was held in July on the River Thames at Chertsey, facilitated by Surrey Canoe Club and attended by a large number of members and their families. Family Camp was held at PACCAR Camp site in Chalfont.

During the year our Scouts enjoyed learning many skills, which included knife and axe work, building & sleeping in bivouacs over night, cooking food over open fires and learning lashing & rope work. Activities included numerous camps, building catapults from lashed staves and firing eggs with them. Along with progressing badge and award work.

Activities and highlights for the Cub Packs, and their leaders, included an adventure packed weekend away at a PGL centre near Swindon, visits from Feathers & Fur, festive ice-skating in Windsor, and a weekend under canvas with 160 other Cubs from Spelthorne. In addition, they worked on their basic scouting skills including navigation, team building, and contributing to their local community.

The Beaver section activities included educational work involving badge work and mixed with fun activities.

Badgework included, Disability, Emergency First Aid, Sports, Explorers and Safety together with core Challenge Award badges, Teamwork and My World. Making pancakes, celebrating Burns Night eating haggis, pizza making, making guys for Guy Fawkes, tent erection and camp fires were all undertaken at weekly meetings. Visits to Bedfont Lakes, Staines Moor, Feathers & Fur and to Jump Giants added to a year full of fun and adventure.

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Section E

Financial Review

Brief statement of the charity's policy on reserves

Quantify and explain any designations

Reserves Policy

The reserves policy assumes future costs are similar to those experienced in previous years and that the Group maintains a working capital of approximately £5,000 in our HSBC account. We aim to hold sufficient resources in a contingency fund to continue the charitable activities of the Group should income and fundraising activities fall short. The Group's Trustee's consider that the Group should hold a sum equivalent to 12 months running costs, circa £20,000. Other surplus funds are allocated as reserves for future development and Scouting Activities.

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

Principal Sources of Funds: Our principal sources of funds are from membership subscriptions and rental income from the Groups HQ. Fundraising events contribute only a very small amount of income.

Expenditure: During the year we have experienced a period of low expenditure, our front entrance window has been replaced and repairs to the main entrance doors undertaken. Camping equipment has been renewed and new tents purchased to allow families without equipment to attend family camp. We have subsidised several activities during the year and attendance to our Fun Day and Water Sports Day has been free of charge to attend. We have invested in building a web site for the Group to help with communication and advertise the activities which are undertaken.

Investment Policy: The Group adopts a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks. We have taken opportunity of higher interest rates that are available with the opening of a 200 day notice account with United Trust Bank. The Group considers it has insufficient funds to invest in longer term investments. The Group Trustee's regularly monitor the levels of bank balances and the interest rates received to ensure the Group obtains maximum value and income from its banking arrangements. The Group Trustee's considers cash flow requirements with all investments.

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Section F

Other Optional Information

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

Future and ongoing plans include for the continued refurbishment & improvements to the HQ Buildings. Tree surgeon works. The Scout Troop amongst other events are planning a summer camp in Kandersteg Switzerland for August 2024.

Currently there is a focus on recruitment to bring adult volunteers into the Group who can help with Section Leadership, to strengthen the resources we currently have and make good any loses. We are also trying to recruit to supplement the existing Trustee Board.

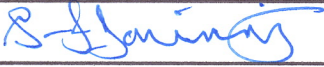

We have made initial enquiries to Spelthorne Borough Council, to explore if purchasing the land our HQ is sited on, could be purchased.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sarah-Jayne Dominic	Colin Howell
Position (eg. Secretary, Chair)	Chair	Treasurer
Date	12th June 2024	

1st Staines Scout Group
Receipts and Payments Account

Year start date

Year end date

For the Year	from	1st April 23	To	31st March 24
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Receipts

	2023/24			2023/24	2022/23
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Donations, legacies and similar income					
Membership Subscriptions	19,629.00			19,629.00	19,154.50
Less: Membership Subscriptions paid on (National/County/Area/District)	4,441.75			4,441.75	4,222.50
Net Membership Subscriptions Retained	15,187.25			15,187.25	14,932.00
Donations	353.00			353.00	81.96
Legacies	-			-	-
Gift Aid	4,519.41			4,519.41	4,459.17
Other Similar Income	-			-	-
Sub total	20,059.66	-	-	20,059.66	19,473.13
Grants					
Grant Income	-	-	-	-	-
Sub total	-	-	-	-	-
Fundraising (Gross)					
Rotary Santa Sleigh	-			-	-
Fireworks	396.21			396.21	795.00
Staines & Ashford Lions	-			-	-
Christmas Draw	-			-	-
Other Fundraising Activities	-			-	-
Sub total	396.21	-	-	396.21	-
Investment Income					
Property Rent Income	700.00			700.00	700.00
Scottish Widows Charities Account	271.75			271.75	148.03
United Trust Bank Interest	1,281.50			1,281.50	
Nursery Income	22,225.27			22,225.27	19,709.08
Sub total	24,478.52	-	-	24,478.52	20,557.11
Youth Programme Activities					
Group	3,637.00	-	-	3,637.00	2,168.00
Beaver Colony	1,000.00	-	-	1,000.00	1,000.00
Cub Pack	8,796.55	-	-	8,796.55	3,082.98
Scout Troop	14,577.29	-	-	14,577.29	3,568.00
Sub total	28,010.84	-	-	28,010.84	9,818.98
Sundry Receipts					
Uniform Sales	110.00	-	-	110.00	-
Other	50.00	-	-	50.00	220.00
Sub total	160.00	-	-	160.00	220.00
Total Gross Income	73,105.23	-	-	73,105.23	50,864.22
Asset and Investment Sales, etc.	-	-	-	-	-
Total Receipts	73,105.23	-	-	73,105.23	50,864.22

1st Staines Scout Group Receipts and Payments Account

Year start date

Year end date

For the year	from	1st April 23	To	31st March 24
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Payments

	2023/24			2023/24	2022/23
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Premises					
Rent	720.00			720.00	720.00
Cleaning & Bins	-			-	560.00
Water and Sewerage	328.02			328.02	463.09
Electricity and Gas	2,524.22			2,524.22	2,195.45
Insurance	1,221.58			1,221.58	1,296.15
Broadband	1,067.52			1,067.52	370.00
Repairs and Renewals	1,095.62			1,095.62	12,595.62
Sub total	6,956.96	-	-	6,956.96	18,563.31
Youth Programme and Activities					
Group	14,490.57	-	-	14,490.57	8,655.49
Beaver Scout Colony	1,275.55	-	-	1,275.55	1,354.92
Cub Scout Pack	9,071.40	-	-	9,071.40	2,734.91
Scout Troop	3,989.77	-	-	3,989.77	3,800.69
Sub total	28,827.29	-	-	28,827.29	16,546.01
Vehicles					
Vehicle Hire	-			-	-
Vehicle Fuel	-			-	-
Sub total	-	-	-	-	-
Other Costs					
Bank Charges	60.80			60.80	60.00
Leader Training	144.00			144.00	90.50
Postage / Stationery, OSM Fees	500.77			500.77	287.91
Uniforms Purchases	553.50			553.50	822.98
AGM and Admin Expenses	604.78			604.78	21.03
Purchase of Equipment	1,328.40			1,328.40	8,272.27
Legal Fees for Lease Amendment	-			-	-
Sub total	3,192.25	-	-	3,192.25	9,554.69
Fundraising Expenses					
Donations	60.00	-		60.00	50.00
Fundraising Costs	192.24	-	-	192.24	503.17
Sub total	252.24	-	-	252.24	553.17
Total Gross Expenditure	39,228.74	-	-	39,228.74	45,217.18
Asset and Investment Purchases, etc.	-	-	-	-	-
Total Payments	39,228.74	-	-	39,228.74	45,217.18
Net of Receipts/(Payments)	33,876.49	-	-	33,876.49	5,647.04
Transfers between Funds				-	-
Cash Funds last Year End	67,569.50			67,569.50	62,022.46
Cash Funds this Year End	101,445.99	-	-	101,445.99	67,669.50

1st Staines Scout Group Receipts and Payments Account

Year start date

Year end date

For the year	from	1st April 23	To	31st March 24
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Youth Programme and Activities - Receipts

Group	2023/24			2023/24	2022/23
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Family Camp	3,360.00			3,360.00	2,168.00
Kandersteg 2024 - Receipts	150.00				
Other Activities	127.00			127.00	-
Sub total	3,637.00	-	-	3,487.00	2,168.00
Beaver Scout Colony	-				-
Transfer of Subs from Group	1,000.00			1,000.00	1,000.00
Outings & Activities	-			-	-
Camping	-			-	-
Fundraising	-			-	-
Sub total	1,000.00	-	-	1,000.00	1,000.00
Cub Scout Pack	-				
Transfer of Subs from Group	3,300.00			3,300.00	2,000.00
Camping	850.00			850.00	850.00
PGL Camp	4,153.55			4,153.55	-
Activities	459.00			459.00	211.00
Sundry Receipts	34.00			34.00	21.98
Sub total	8,796.55	-	-	8,796.55	3,082.98
Scout Troop	-				
Transfer of Subs from Group	(500.00)			(500.00)	2,000.00
Camping	-			-	-
Scoutabout	-			-	1,360.00
Kandersteg 2024 - Receipts	15,000.00				
Activities	-			-	100.00
Fundraising	-			-	-
IBM Grant	-			-	-
Sundry Receipts	77.29			77.29	108.00
Sub total	14,577.29	-	-	(422.71)	3,568.00
Total Activity Receipts	28,010.84	-	-	12,860.84	9,818.98

1st Staines Scout Group Receipts and Payments Account

Year start date

Year end date

For the year	from	1st April 23	To	31st March 24
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Youth Programme and Activities - Payments

Group	2023/24			2023/24	2022/23
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Family Camp	4,087.85	-		4,087.85	2,488.79
Transfer of Subs to Sections	3,800.00			3,800.00	5,000.00
Kandersteg 2024 - Payments	5,625.00				
Other Activities	977.72			977.72	1,166.70
Sub total	14,490.57	-	-	8,865.57	8,655.49
Beaver Scout Colony	-				
Activities	951.71			951.71	831.00
Outings	-			-	162.00
Badges and Woggles	182.91			182.91	252.17
Camping	-			-	-
Postage & Stationery	-			-	-
Equipment	80.93			80.93	-
Bank Charges	60.00			60.00	60.00
Sundry Payments	-			-	49.75
Sub total	1,275.55	-	-	1,275.55	1,354.92
Cub Scout Pack					
Camping	1,766.22			1,766.22	1,644.45
PGL Camp	5,234.38			5,234.38	-
Badges	256.05			256.05	35.10
Activities / Gifts	1,719.05			1,719.05	686.35
Stationery	-			-	5.30
Equipment	-			-	82.15
General Expenditure	35.70			35.70	203.59
Bank Charges	60.00			60.00	60.00
Sundry Payments & Training	-	-	-	-	17.48
Sub total	9,071.40	-	-	9,071.40	2,734.91
Scout Troop					
Camping	356.06			356.06	1,709.50
Scoutabout	-			-	12,200.00
Kandersteg 2024 - Payments	3,005.00				
Badges	-			-	-
Bank Charges	60.00			60.00	60.00
Activities	364.76			364.76	811.19
Sundry Payments	203.95			203.95	20.00
Sub total	3,989.77	-	-	984.77	3,800.69
Total Activity Payments	28,827.29	-	-	20,197.29	16,546.01

1st Staines Scout Group

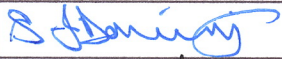

Statement of Assets and Liabilities at the End of the Year

	Unrestricted funds	Restricted funds	Endowment funds	31st March 24 Total funds	31st March 23 Total funds
	£	£	£	£	£
Cash Funds					
Bank Current Account	351.59			351.59	2,183.97
United Trust Bank	84,000.00			84,000.00	35,000.00
Scottish Widows Charities Account	5,176.12			5,176.12	28,504.37
Cash/Floats	-			-	100.00
Funds held by Sections					
Beaver Scout Colony	348.12			348.12	623.67
Cub Scout Pack	444.13			444.13	718.98
Scout Troop	11,126.03	-	-	11,126.03	538.51
Total Cash Funds	101,445.99	-	-	101,445.99	67,669.50
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 - HQ Insured for	521,271.00	-	-	521,271.00	510,000.00
Scouting Equipment, Furniture etc. Insured for	49,756.00	-	-	49,756.00	48,187.00
Other	-	-	-	-	-
Sub total	571,027.00	-	-	571,027.00	558,187.00
Liabilities					
Accounts Not Yet Paid	4,395.70	-	-	4,395.70	2,689.03
Expenses Incurred but not Invoiced	-	-	-	-	-
Subscriptions Not Yet Paid	-	-	-	-	-
Family Camp Liabilities	-	-	-	-	-
Sub total	4,395.70	-	-	4,395.70	2,689.03

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on the 12th June 2024 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by:

Signature

Print Name

Sarah-Jayne Dominic - Chair

Colin Howell - Treasurer



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

1st Staines Scout Group

On accounts for the year
ended

31ST MARCH 2024

Charity no
(if any)

305795

Set out on pages

1-14

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

05/06/2024

Name:

Mr LJ FORD

Relevant professional qualification(s) or body (if any):

F CPA

Address:

HUNT FORD & CO

OSBOURNE HOUSE, 143-145 STANWELL ROAD, ASHFORD

MIDDLESEX TW15 3QN

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.