

# 1<sup>st</sup> CROWBOROUGH SCOUT GROUP

Charity Information

## 1<sup>st</sup> CROWBOROUGH SCOUT GROUP

Richardson, Colin  
Carmichael, Lauren  
Carmichael, Robin  
Gault, Tony (resigned 18.9.23)

## TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Hemley,  
Mason, Tony George  
Rings, Henry James Dennis  
Rings, Steve Ann  
Robison, Owen  
Sheppard, Heather (resigned 18.9.23)  
Whitby, Natalie Helen (resigned 18.9.23)

Company Number: 305839

Company Address:  
Scout Headquarters  
Wilton Hill Road  
CROWBOROUGH  
East Sussex  
TN6 1JA

Company Director: S B Lee ACIS

Company Bank: Lloyds Bank plc  
Victoria Branch

**Charity No: 305839**

# 1<sup>st</sup> CROWBOROUGH SCOUT GROUP

## Charity Information

### Trustees

Beesley, Michael John  
Buckingham, Steven  
Carmichael, Lauren  
Carmichael, Robin  
Dalton, Tom (resigned 16.9.23)  
Davison, Jeremy  
Everitt, Martyn Douglas  
Hemsley, Valerie  
Hockin, Gareth  
Lomax, Stewart (resigned 16.9.23)  
Moon, Terry George  
Ringe, Henry James George  
Ringe, Sheila Ann  
Robison, Oliver  
Sheppard, Heather (resigned 16.9.23)  
Whittle, Natalie Helen (resigned 16.9.23)

**Charity Number** 305839

**Charity Address** Scout Headquarters  
Whitehill Road  
CROWBOROUGH  
East Sussex  
TN6 1JA

**Independent Examiner** T S B Lee ACIB

**Bankers** Lloyds Bank plc  
Victoria Branch

# 1<sup>st</sup> CROWBOROUGH SCOUT GROUP

Trustees' Report for the year ended 31 March 2024

The Trustees present their report and the accounts for the year ended 31 March 2024.

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The Trustees have pleasure in presenting this report and the accounts for the year ended 31 March 2024. The Trustees have the pleasure of presenting this report and the accounts for the year ended 31 March 2024. The Trustees have the pleasure of presenting this report and the accounts for the year ended 31 March 2024.

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# **1<sup>st</sup> CROWBOROUGH SCOUT GROUP**

## **Trustees' Report for the year ended 31 March 2024**

The Trustees present their report and accounts for the year ended 31 March 2024.

### **Chairman's Report**

There have been several changes in the Trustee team this year, including my very recent appointment as Chairman. However, I've had the privilege to serve on the board for a number of years and I hope that I can bring some stability to the roll and the broader Trustee team, in support of our Leadership team, both now and in the future.

I'd like to start by thanking everyone who has supported our group through the year, in every capacity, whether as a leader running the sections and providing unique opportunities for the young people in our Group, or someone who gives a few hours here or there to help, maybe as part of a working party, or on the Trustee Board. I feel that it's never been more important to offer young people the opportunity to socialise and take part in the types of activities provided through Scouting, every one of our volunteers is helping provide those opportunities to them. That said we are always looking for more people to help and one of our aims in the coming year is to find new ways to help encourage more of our community to volunteer and get involved.

It's been a tough year for fundraising, we're heavily reliant on income from our participation in town events and due to the weather, some of the bigger events in 2023 were cancelled or moved last minute. As a result, and although we remain in a strong position, our finances have taken a bit of a hit this year. To remedy this, we will be looking to find new ways to raise funds in the year ahead and any ideas or suggestions to do this would be welcome.

I'd like to finish as I started, by saying a big thank you to everyone involved in supporting 1<sup>st</sup> Crowborough, without the enthusiasm and dedication of our volunteers, the group simply wouldn't exist.

### **Trustees**

The Trustees named on Page 1 have served during the year. The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association, which allows Warranted Leaders to opt-in as Trustees and for the Group Scout Council to elect others as is felt appropriate. 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. 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.

# **1<sup>st</sup> CROWBOROUGH SCOUT GROUP**

## **Investment Policy**

The Group's Trustees are authorised to make and hold investments using the general funds of the charity. However, the Group does not hold sufficient funds to invest and has therefore adopted a risk averse strategy with all funds being held in cash using only banks or building societies that are included in the Financial Services Compensation Scheme.

## **Constitution, Objects and Policies**

The Group is a trust established under its rules, which are common to all Scouts. Its governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to Bye Laws of the Association and the Policy, Organisation and Rules of The Scout Association.

The Objectives of the group are as a unit of the Scout Association. The aim of which 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 this aim is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

## **Reserves policy**

The Group's policy on reserve is to maintain sufficient funds to continue the charitable activities of the Group for a minimum period of 3 months should income and fundraising activities cease and also sufficient to meet any major unforeseen cost generated as a result of necessary maintenance to the Group's freehold property. The Trustees consider that the Group should hold circa £15,000 in this respect. The Group held reserves sufficient to meet this target at the year-end wholly in line with the policy.

The Sections hold sufficient funds to meet their immediate needs.

## **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 comprehensive insurance policies to ensure that insurable risks are covered.

## **Public Benefit**

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.

## **Financial View**

Funds available are sufficient to permit the charity to continue in operation in the medium term.

# 1<sup>st</sup> CROWBOROUGH SCOUT GROUP

## Statement of trustees' responsibilities

The Group, which is an educational charity, is managed by its Trustee Board. As charity trustees they are responsible for complying with legislation applicable to charities including the registration, keeping of proper accounts and making returns to the Charity Commission as appropriate.

The Group Trustee Board exists to support the Group Lead Volunteer in meeting the responsibilities of the appointment, and is responsible for the maintenance of the property, the raising and administration of the Group's funds, the insurance of people, property and equipment, assisting with recruitment and appointment of necessary sub committees, administrators and advisors other than those elected.

The Trustees are responsible for the identification of major risks and for safeguarding the resources of the charity and to this end the Group has in place insurances and internal controls that are designed to provide reasonable assurance against material mismanagement or loss. Damage to the building may require use of the premises of neighbouring organisations, reduced income could demand increased subscriptions, a material reduction in Leaders or members could result in a contraction, consolidation or closure of a section. Risk Assessments are undertaken before all activities.

## Approval

This report was approved by the trustees on the *27<sup>th</sup> August* 2024 and signed on their behalf

Trustee



STEVEN DUCKINGHAM

Trustee



OLIVER ROBISON

1st Crowborough Scout Group  
Registered Charity no 305839  
Year ending 31st March 2024

Income & Expenditure Account  
for the year ended

	<u>31st March 2024</u>	<u>31st March 2023</u>
<b>INCOME</b>		
Subscriptions	£ 22,998.00	£ 22,622.00
Less Capitation Paid	<u>£ 12,155.00</u>	<u>£ 11,715.00</u>
Net Subscription income	£ 10,843.00	£ 10,907.00
<b>Less Expenditure</b>		
<b>Headquarters</b>		
Repairs and Maintenance	£ 3,099.00	£ 7,632.00
Caretaking -		
Cleaners' wages	£ 6,132.00	£ 5,275.00
materials	£ 353.00	£ 353.00
Insurances	£ 2,183.00	£ 2,130.00
Equipment purchases	£ 559.00	£ 1,205.00
Telephone	£ 256.00	£ 220.00
Web site	£ 256.00	£ 288.00
Utilities -		
Gas	£ 1,570.00	note 1a £ 1,160.00
Electricity	£ 1,038.00	note 1b £ 798.00
Rates -		
Water	£ 1,077.00	note 2 £ 602.00
Council	£ 129.00	£ 246.00
Refuse disposal	£ 536.00	£ 564.00
Fire security	<u>£ 240.00</u>	<u>£ 17,428.00</u> note 3
<b>Other Costs</b>		<u>£ 20,473.00</u>
Stationery & Postage	£ 102.00	£ 128.00
Gifts & Trophies	£ 596.00	£ 143.00
Online Scout Manager	£ 240.00	£ 201.00
Net Cost of T Shirts, Scarves & Badges	£ 2,147.00	£ 2,030.00
	<u>£ 3,085.00</u>	<u>£ 2,502.00</u>
<b>Depreciation</b>	£ 1,096.00	note 4 £ 1,096.00
<b>Camp</b>		
Income	£ 6,625.00	£ 3,660.00
less costs	<u>£ 3,644.00</u>	<u>£ 3,177.00</u>
	£ 2,981.00	£ 483.00
<b>Other Activities</b>		
Section Activities and Events - income	£ 1,099.00	£ 410.00
Section Activities and Events - costs	<u>£ 4,725.00</u>	<u>£ 4,545.00</u>
	-£ 3,626.00	-£ 4,135.00
<b>Excess of Expenditure over Income before Fundraising</b>	-£ 11,411.00	-£ 16,816.00
<b>Tax Recovered - Gift Aid</b>	note 5	£ 3,144.00
<b>Fund Raising Activities</b>		
Donations	£ 611.00	£ 1,225.00
Secondhand Uniforms	£ 90.00	£ 115.00
BBQ's	£ 418.00	£ 1,801.00
Xmas Wreath Making	£ 300.00	£ 724.00
Hire of Hall	£ 5,475.00	£ 5,920.00
Interest rec'd	<u>£ 267.00</u>	<u>£ 39.00</u>
	£ 7,161.00	£ 9,824.00
<b>Excess of Expenditure over Income</b>	<u>-£ 4,250.00</u>	<u>-£ 3,848.00</u>

Balance Sheet as at

31st March 2024

31st March 2023

**Fixed Assets**

Land & Buildings		£	52,160.00		£	52,160.00
Building Improvements		£	30,093.00		£	30,093.00
LESS Depreciation		-£	27,901.00	£	2,192.00	-£ 26,805.00
						£ 3,288.00
Equipment at Cost		£	18,507.00		£	18,507.00
LESS Depreciation		-£	18,507.00	£	-	-£ 18,507.00
Total Fixed Assets		£	54,352.00		£	55,448.00

**Current Assets**

Balance at Bank- Group		£	20,737.00		£	24,677.00
unrestricted reserve		£	15,000.00	note 6	£	15,000.00
Sections etc.		£	7,655.00		£	7,052.00
Cash in Hand- Group						
Sections etc		£	5.00		£	26.00
		£	43,397.00		£	46,755.00
Total Assets		£	97,749.00		£	102,203.00
<b>LESS Current Liabilities</b>						
Sundry Creditors		£	85.00		£	269.00
Net Assets		£	97,684.00		£	101,934.00

REPRESENTED BY-

General Fund balance as at	1st April 2023	£	101,934.00		£	105,782.00
Excess of Expenditure over Income		-£	4,250.00		-£	3,848.00
General Fund balance as at	31st March 2024	£	97,684.00		£	101,934.00

Notes to accounts:

Note 1 a and b	Utilities
	Gas, whilst the increase cost seen represents additional consumption the current 3 year fixed tariff expires on 21.11.24, which will undoubtedly result in a further considerable increase in cost
	Electricity, the 2 year fixed tariff expired on 30.9.23
Note 2	Water
	the direct debit for the 2024 annual waste water charge of £365 was applied on 19th March
Note 3	Fire Security
	the annual fire extinguisher service was completed after the end of the accounting period
Note 4	Fixed Assets
	Depreciation is provided at the following rates in order to write off each asset over its estimated useful life
	Building Improvements 20% on cost
	Equipment at Cost 25% on cost
Note 5	Gift Aid
	the annual return was not completed before the end of the accounting period
Note 6	Reserves
	Funds held in case of unforeseen circumstances

# 1<sup>st</sup> CROWBOROUGH SCOUT GROUP

## Independent examiner's report to the trustees of 1<sup>st</sup> Crowborough Scout Group

I report on the accounts of the Group for the year ended 31 March 2024, which are set out on pages 6 and 7.

### 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 report

My examination was carried out in accordance with the 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 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 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:

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.
  - 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.



TOM. S. B. LEE ACIB (Retired)

7 August 2024