



## **1<sup>st</sup> Billingshurst Scout Group & The Billingshurst Scouts & Guides Executive Management Committee**

### **Annual Report and Financial Statement For the year ended 31<sup>st</sup> March 2025**

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*Address:* Billingshurst Scouts & Guide Headquarters  
Lower Station Road  
Billingshurst  
West Susse  
RH14 9SU

*Chairman:* Glyn Pullen

*Independent* Sue Gatland

*Examiner:* Treasurer  
Billingshurst Family Church

*Bankers:* Barclays PLC

#### **Our Aims and Purpose:**

Scouts actively engage and support young people in their personal development, empowering them to make a positive contribution to society. In partnership with adults, young people take part in fun indoor and outdoor activities. They learn by doing, by sharing spiritual reflection and by taking responsibility. They make choices, undertake new and challenging activities, and they live their Scout Promise.

#### **Objectives and Activities:**

The Group operates within a partnership agreement between Scouts and Guides to facilitate sharing of premises and equipment plus appropriately joint activities.

As such the purpose of the Group is to make available full Scout and Guide programs for young people in the Billingshurst area in accordance with the Scout Association Policy Organisation and rules (POR) and the Girl Guiding UK POR.

As a member of the Scout Association the Scout Group shares its purpose of promoting 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 Scout Method provides an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law, which is guided by trained volunteer leaders.

As a member of Girl Guiding UK, the Guide Group shares its purpose of enabling girls and young women to fulfil their potential and to take an active and responsible role in society through its distinctive, stimulating, and enjoyable programme of activities delivered by trained volunteer leaders.

Group members meet regularly and enjoy a varied and structured programme of training, education and guided activities designed to meet this purpose. The Group welcomes members from all kinds of backgrounds. It is open to every boy, girl, young man, or woman, regardless of race, faith, or personal circumstance.

The trustees follow POR and Guidance issued by the Charity Commission on public benefit. No trustee receives any financial reward other than the recovery of necessary expenses.

### **1<sup>st</sup> Billingshurst Group Structure**

The composition of the Scout Group encompasses Beaver Scouts, Cub Scouts and Scouts and the Guide Group encompasses Rainbows, Brownies, and Guides. Reliable performance in line with training programs are maintained and progress measured by the attainment of badges and awards.

Jointly we were able to work together for the benefit of our young people, with both **Petworth Park Camp weekend**, and **The Billingshurst Show and Carnival** being our main annual fundraising event, the proceeds of which are used for the benefit of our Group Scouts & Guides.

### **Financial Review:**

#### **1<sup>st</sup> Billingshurst Scout Group**

Total receipts £44,349.51 - Total payments £32,560.85

This resulted in a net surplus of £11,788.66

Bank statements and accounts reconciled across the group at year end = £44,939.77

#### **Billingshurst Scouts & guides joint group venture**

Total receipts £9,907.83 - Total payments £10,932.38

This resulted in net deficit of £2,982.12

Bank Statement and accounts reconciled at year end = £14,124.45

The trustees have not identified any major risks to which they believe the Group is exposed, please see reserves policy.

Systems are reviewed on an on-going basis to mitigate adverse financial exposure.

The accounts are drawn up on the receipts and payments basis, which remains consistent with previous years.

### Reserves Policy

It is the Scout & Guide Executive policy to maintain a balance equating to approximately 6 months' worth of payments as a contingency against any unforeseen situations.

### Structure, Governance and Management

The Group is a trust established under rules, which are consistent with all other Scout and Guide Groups.

Trustees appointed in accordance with POR.

There are no funds held as custodian trustees on behalf of others

### Reference and Administrative details

Charity Name: 1<sup>st</sup> Billingshurst Scout Group.  
Registered Charity Number 305886 Address:

1<sup>st</sup> Billingshurst Scout Head Quarters  
Lower Station Road  
Billingshurst  
RH14 9SU

Name	Office held (if any)	Dates of service (if not for full year)
Glyn Pullen Changing to Lucy Sexton	Chairman	
Clare Collyer Changing to vacant	Secretary	
Helen Pullen	Governance	
Lucy Sexton Changing to Monicka Frisby	Treasurer	
Monicka Frisby	Assistant Treasurer	
Sandy Duck Stepping down	Trustee	
Zoe Jenkins	Group Scout Leader	
Stuart Sexton	Trustee	

Approved by 1<sup>st</sup> Billingshurst Scout Group Trustees on: **11<sup>th</sup> July 2025**  
and signed on their behalf by :

Glyn Pullen  
**Chairman**

## 1st Billingshurst Scout Group Annual Summary Of Accounts 1st April 2024- 31st March 2025

### Balance Sheet

1st April 2023- 31st March 2024	1st April 2024- 31st March 2025
<b>Balance across the group B/F</b>	<b>Balance across the group B/F</b>
<u>£27,988.40</u>	<u>£33,151.11</u>
<b>Income</b>	
Subs received (all sections)	Subs received (all sections)
£12,551.50	£14,727.00
Gift Aid	Gift Aid
£3,048.08	£1,550.40
Donations / Grants	Donations / Grants
£2,793.00	£3,551.00
Fund Raising	Fund Raising
£1,200.00	£0.00
Easy Fundraising	Easy Fundraising
£92.91	£160.28
Activities & Trips	Activities & Trips
£3,554.50	£2,900.83
Camps & Sleepovers	Camps & Sleepovers
£14,950.00	£20,751.00
Badge Receipts	Badge Receipts
£34.40	£14.00
Sundry Receipts	Sundry Receipts
£2,062.50	£667.00
Misc.	Misc.
£0.00	£0.00
Uniform	Uniform
£536.50	£8.00
Equipment Hire	Equipment Hire
£0.00	£20.00
<b>Total Income</b>	<b>Total Income</b>
<u>£40,823.39</u>	<u>£44,349.51</u>
Gross Income inc balance b/fwd.	Gross Income inc balance b/fwd.
<u>£68,811.79</u>	<u>£77,500.62</u>
<b>Expenditure</b>	
Annual Membership (2023-24)	Annual Membership (2024-25)
£8,816.00	£0.00
Hut Levy	Hut Levy
£720.00	£720.00
Activities & Trips	Activities & Trips
£6,950.74	£6,276.70
Camping / Sleepovers	Camping / Sleepovers
£12,592.43	£18,887.94
Craft Materials	Craft Materials
£568.88	£297.49
Equipment	Equipment
£1,653.92	£2,915.04
Fund Raising	Admin
£51.43	£10.00
Donations and Gifts	Donations and Gifts
£1,000.00	£0.00
Uniform/ Scarves	Uniform/ Scarves
£849.89	£330.50
Training	Training
£31.68	£381.01
Badges	Badges
£1,877.41	£1,898.93
Sundry Payments	Sundry Payments
£170.88	£277.40
Website	Website
£258.92	£221.72
	Recruitment/Marketing
	£331.12
Gifts	Gifts
£118.50	£13.00
<b>Total Expenditure</b>	<b>Total Expenditure</b>
<u>£35,660.68</u>	<u>£32,560.85</u>
<b>Bank statements and accounts reconciled across the group 31.03.2024</b>	<b>Bank statements and accounts reconciled across the group 31.03.2024</b>
<u>£33,151.11</u>	<u>£44,939.77</u>
Annual net surplus / deficit	Annual net surplus / deficit
<u>£5,162.71</u>	<u>£11,788.66</u>

<b>Bank Reconciliation</b>	
Balance c/f	£44,939.77
Cheques not cashed	£0.00
Income not paid into bank	£0.00
<b>Bank Reconciliation with all 7 Bank Accounts - 31.03.2024</b>	<b>£44,939.77</b>

\*\* Membership of £9636 went out in April after end of year

## Independent Examiner's Report to the Trustees of the

.....1ST BILLINGSHURST.....SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended 31 MARCH 2025.....  
which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages.....

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They 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 Commissioners (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 Commissioners. An examination includes a review of the accounting records kept by the Group/District 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 (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

Name: Susan Gatland.  
Qualification: Treasurer, Billingshurst Family church.  
Address: 2 Frenches mead,  
Billingshurst, RH14 9LF.  
Date: 6/5/25

LT700006 (1<sup>st</sup> February 2017)

Income and Expenditure - Account Summary 1st April 2024 - 31st March 2025

1st April 2022 - 31st March 2024

1st April 2023 - 31st March 2025

	£15,405.1 <u>8</u>
<b>INCOME</b>	
<b>Fund Raising</b>	
Billingshurst Show 2022 income	£8,000.00
Fireworks - Refreshments ( Int Jamboree)	£187.28
Christmas Fayre	£179.60
Donations & Grants ( <i>Water Leak &amp; Centrica B/Gas</i> )	£7,550.00
Easy Fund raising	£253.60
Recycled Stamps	£66.75
Hire of Equipment	£0.00
	<u>£16,237.2</u>
<b>Total Fundraising</b>	<b><u>3</u></b>

Hire of Scout Hut	£1,210.00
Hut Levy	£1,080.00
Misc./Sundry	£17.98
Uniform / Scarves	£288.00
	<u>£18,833.2</u>
<b>Total Income</b>	<b><u>1</u></b>

Gross Income including balance b/fwd.	£34,238.3 <u>9</u>
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<b>Activity Costs</b>	
Fireworks	£37.00
Lottery Licence	£20.00
<b>Activities Total</b>	<b><u>£57.00</u></b>

<b>Hut Costs</b>	
Cleaning	£934.70
Electricity	£5,375.15
Equipment	£33.49
Buildings and Contents Ins	£1,368.24
Personal Act Ins Non Members	£52.00
Admin costs	£174.30
Maintenance	£3,882.56
Improvements	£2,383.49
Rates	£75.27
Water Rates	£1,393.84
Gas	£190.00
Wi-Fi (MI-Fi system)	£209.11
	<u>£16,072.1</u>
<b>Hut Expenses Total</b>	<b><u>5</u></b>

<b>General Expenses</b>	
Sundries( Remembrance Wreaths)	£265.48
Health & Safety	£0.00
Uniform / Scarves	£737.19
Donations & Gifts	£0.00
<b>General Expenses Total</b>	<b><u>£1,002.67</u></b>

	£0.00
	<u>£17,131.8</u>
<b>Total Expenses</b>	<b><u>2</u></b>

Closing balance 31.03.2023 c/fwd	£17,106.5 <u>7</u>
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<b>Annual surplus / deficit</b>	<b>£1,701.39</b>
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	£17,106.5 <u>7</u>
Balance B/F	
<b>Fund Raising</b>	
Billingshurst Show 2023 income	£7,500.00
Fireworks - refreshments	£0.00
Christmas Fayre	£0.00
Donations & Grants	£0.00
WS Event 2025	£500.00
Easy Fund raising	£157.14
Recycled Stamps	£99.69
Hire of Equipment	£0.00
	<u>£8,256.83</u>
<b>Total Fundraising</b>	<b><u>7</u></b>

Hire of Scout Hut	£195.00
Hut Levy	£1,200.00
Misc./Sundry	£0.00
Uniform / Scarves	£256.00
	<u>£9,907.83</u>
<b>Total Income</b>	<b><u>0</u></b>

Gross Income including balance b/fwd.	£27,014.4 <u>0</u>
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<b>Activity Costs</b>	
Fireworks	£0.00
Lottery Licence	£20.00
<b>Activities Total</b>	<b><u>£20.00</u></b>

<b>Hut Costs</b>	
Cleaning	£954.12
Electricity	£3,008.78
Equipment	£1,449.20
Buildings and Contents Ins	£1,395.12
Personal Act Ins. Non Members	£85.60
Admin costs	£49.95
Maintenance	£698.89
Improvements	£2,557.50
Rates	£73.60
Water Rates	£289.32
Gas	£92.49
Wi-Fi (MI-Fi system)	£277.81
	<u>£10,932.3</u>
<b>Hut Expenses Total</b>	<b><u>8</u></b>

<b>General Expenses</b>	
Misc / Sundries inc Rem Wreaths	£256.00
Health & Safety	£42.36
Uniform / Scarves	£1,545.94
Donations / Gifts	£93.27
<b>General Expenses Total</b>	<b><u>£1,937.57</u></b>

	£0.00
	<u>£12,889.9</u>
<b>Total Expenses</b>	<b><u>5</u></b>

Closing balance 31.03.25	£14,124.4 <u>5</u>
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<b>Annual surplus / deficit</b>	<b>£2,982.12</b>
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<b>Bank Reconciliation</b>	
Balance c/f	£14,124.4 5
<b>Payments not processed through bank</b>	<b>£0.00</b>
Receipts not processed through bank	£0.00
<b>Agreed 31.03.2025</b>	<b>£14,124.4 5</b>