

# Trustees Annual Report

## From 1<sup>st</sup> April 2024– 31<sup>st</sup> March 2025



## 1 Reference and Administration Details

Charity Name: 5<sup>th</sup> Rayleigh Scout Group  
Charity Number: 1023573  
Principal Address: The Birches Scout Hut, Priory Chase, Rayleigh, Essex, SS6 9NF

### 1.1 Trustees

Michaela Tosh  
Joe Locke  
Lesley Turley  
Sarah Balkwill  
Mike Turley  
Claire Chandler  
Natasha Hughes  
Steve Jacobs  
Jessica O'Rourke

## 2 Structure, Governance and Management

### 2.1 Governing Document

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 (POR) of the Scout Association.

### 2.2 Group Scout Council

The Group Scout Council is the electoral body to which the Group Executive Committee is accountable. Membership of the Group Scout Council is open to:

- Scouters
- Group Active Support Managers and members
- Colony Pack and Troop Assistants
- Skills Instructors
- Administrators
- Advisers
- Patrol Leaders
- All Parents of Beavers, Cubs and Scouts
- Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council
- the District Commissioner and District Chair are ex-officio members of the Group Scout Council.

### 2.3 Constitution

The Group is a trust established under the Policy, Organisation and Rules of the Scout Association.

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It has a constitution agreed by the Group Scout Council, but which is subservient to its governing documents.

### 2.4 Trustee Selection

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

### 2.5 Group Executive Committee

The Group is led by a Group Lead Volunteer and managed by a Board of Trustees. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Board of Trustees exists to support the Group Lead Volunteer in meeting the responsibilities of their appointment.

The Board of Trustees must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of The Scout Association
- Protect and maintain any property and equipment owned by and/or used by the Group
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fund-raising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- The opening, closure and amalgamation of sections as necessary.
- And all other duties as set out in Policy, Organisation and Rules.

### 2.6 Risk and Internal Control

The Group Executive Committee has identified the major risks to which they believe the Group is exposed which are:

#### 2.6.1 Injury to Leaders, Helpers, Supporters or Members

The Group supports compliance with the Safety Policy and ensures appropriate risk assessment; elimination, reduction and control measures are taken to reduce the likelihood of any injuries.

In addition, through membership fees, the Group contributes to the Scout Association's national accident insurance policy.

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### 2.6.2 Damage to Buildings, Property or Equipment

The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

### 2.6.3 Reduced Income from Subscriptions and Fund Raising

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group holds adequate reserves to ensure the continuity of activities should there be a major reduction in income. The committee could also raise the value of subscriptions to increase the Group income either temporarily or permanently.

### 2.6.4 Reduction or Loss of Leaders

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there were a reduction in the number of volunteers to an unacceptable level, then there would have to be a contraction, consolidation or closure of activities or sections.

### 2.6.5 Reduction or Loss of Members

If there were a reduction in membership of a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section.

## 3 Objectives and Activities

The primary objective of the Group is that of the Scout Association generally, namely:

‘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 cooperate 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

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- 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.

The activities of the Group are:

- The provision of the Scouting programme for 6–14 year old members

## 4 Achievements and Performance

**Brief summary of key activities of the Group** – All sections (Beavers, Cub, Scouts) have delivered full programmes of activities for each term within the year which consisted of numerous meetings at our scout group site and other venues. All sections have also held overnight events/camps, in addition to our annual family camp (which is open to all section members and their families).

**Fundraising** – Included a sweets stall on meeting nights, bag packing at a local M&S super market, bake off competition and quiz night

**Building projects** – Improving the exterior landscape of our site (Priory Chase). We have laid lawn to a wider area and also created a campfire enclosure.

**Community engagement** – Attendance of the Remembrance parade.

### 4.1 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.

## 5 Financial Review

### 5.1 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 minimum sum of £6,000 which would sufficiently cover a period of 6-12 months.

The Group held reserves of approximately £6,000 against this year end. This is above the level required for operating expenses. This additional surplus can be explained by the fact the group is planning a significant additional expenditure early in the next financial year (soffits and fascia boards)

### 5.2 Investment Policy

The Group's Income and Expenditure is very small and as a consequence, does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore

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adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.

## 6 Declaration

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

Signed on behalf of the charity's trustees:

Full Name: Joe Locke

Position: Group Chair

Signature: Joe Locke

Date: 9<sup>th</sup> January 2026



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*

# 5th Rayleigh Scout Group (Charity no. 1023573)

## Receipts and payments account

	Year start date		Year end date
For the year from	1st April 2024	To	31st March 2025

### Receipts and payments

	2024/25 Unrestricted funds £	2023/24 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	6,956	7,409
Income from Activities	2,030	2,505
Income from Camps	7,570	7,325
Donations (Company and individual)	525	1,129
Legacies	-	-
Gift Aid	1,889	2,018
Badges and Uniform	174	328
Other similar income	-	-
<b>Sub total</b>	<b>19,144</b>	<b>20,714</b>
<b>Grants</b>		
Maintenence grant	1,073	405
Other grants	-	-
<b>Sub total</b>	<b>1,073</b>	<b>405</b>
<b>Fundraising events (gross)</b>		
Scouting Fundraising	2,890	2,344
Less Square Processing Costs	- 2	
Herd in the City Fundraising	-	265
DEC Ukrainian Appeal	-	-
Other Fundraising	-	-
<b>Sub total</b>	<b>2,889</b>	<b>2,609</b>
<b>Scout hut income</b>		
Hire of building	16,883	21,325
Hire of equipment	-	-
Other Scout hut income (Broadband Refund)	18	-
<b>Sub total</b>	<b>16,901</b>	<b>21,325</b>
<b>Investment income</b>		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Income</b>	<b>40,008</b>	<b>45,053</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>40,008</b>	<b>45,053</b>

# 5th Rayleigh Scout Group (Charity no. 1023573)

## Receipts and payments account

	Year start date		Year end date
For the year from	1st April 2024	To	31st March 2025

### Receipts and payments

	2024/25 Unrestricted funds £	2023/24 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Membership subscriptions paid on (Capitation)	3,445	3,337
Youth programme and activities	4,071	4,751
Adult support and training	108	100
Contribution to camp costs	6,884	6,698
AGM and trustee expenses	53	114
Scouting Equipment Costs	1,920	2,884
Badges and Uniform	1,543	1,013
OSM Subscription	144	140
Sundries	139	166
<b>Sub total</b>	<b>18,307</b>	<b>19,203</b>
<b>The Birches Costs</b>		
Broadband	279	227
Cleaning	970	995
Consumables	93	64
Electricity	1,695	1,966
Grounds	42	14
Insurance	861	866
Music Licence	579	139
Rates	365	152
Rent	1,500	1,500
Water	381	-
Development Costs	15,939	15,653
Equipment Costs	585	2,149
Maintenance	220	468
Adjustment	-	-
Hall Hire	-	90
Payment to District	3,800	3,571
<b>Sub total</b>	<b>27,308</b>	<b>27,854</b>
<b>Fundraising and Donations</b>		
Herd in the City	-	265
Vision School	144	144
Rayleigh Town Council Hanging Basket Sponsorship	-	30
Fundraising Expenses	257	104
Other fundraising costs (Donation Refund)	400	-
<b>Sub total</b>	<b>801</b>	<b>543</b>
<b>Total Gross Expenditure</b>	<b>46,416</b>	<b>47,600</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>46,416</b>	<b>47,600</b>
<b>Net of receipts/(payments)</b>	<b>- 6,408</b>	<b>- 2,547</b>
<b>Cash funds last year end</b>	<b>23,783</b>	<b>26,330</b>
<b>Cash funds this year end</b>	<b>17,375</b>	<b>23,783</b>

# 5th Rayleigh Scout Group (Charity no. 1023573)

## Receipts and payments account


	Year start date		Year end date
For the year from	1st April 2024	To	31st March 2025

### Statement of assets and liabilities at the end of the year

	31/03/2024 Unrestricted funds £	31/03/2023 Unrestricted funds £
<b>Cash funds</b>		
Bank current account	17,334	23,783
Cash received but not banked	41	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>17,375</b>	<b>23,783</b>
(agree balances with receipts and payments account)	ok	ok
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	4,677	6,235
Other	-	-
<b>Sub total</b>	<b>4,677</b>	<b>6,235</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>22,052</b>	<b>30,018</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 25th April 2025 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature





Print Name

Joe Locke Chair

Sarah Balkwill Treasurer



## Independent examiner's report to the trustees of 5<sup>th</sup> Rayleigh Scout Group Scout Council

I report to the trustees on my examination of the accounts of the 5<sup>th</sup> Rayleigh Scout Group for the year ended 31<sup>st</sup> March 2025.

### Responsibilities and basis of report

As the charity trustees of the 5<sup>th</sup> Rayleigh 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 5<sup>th</sup> Rayleigh 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 completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 5<sup>th</sup> Rayleigh Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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: P D Sharp

Relevant professional qualification or membership of professional bodies (if any): Diploma in Management Accounts

Address: 26 Hatfield Road, Rayleigh, SS6 9AR

Date: 11<sup>th</sup> April 2025

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