

Trustees' Annual Report

For the period

From (start date)

01/04/2023

To (end date)

31/03/2024

Section A

Reference and administration details

Charity name

6th Staines(Christchurch) Scout Group

Other names the charity is known by

Registered charity number (if any)

269092

Charity's principal address

Woodbury Base

Burges Way

Staines

Middx

TW18 1YA

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr Gary Waters	Chairman	
2	Sarah Owen	Secretary	
3	Mr Stewart Holmes	Treasurer	
4	Mr Harvey Hieke	GSL	
5	John Biggs	AGSL	
6	Mr Richard Batt	SL	
7	Mr David Brown	ASL	
8	Mrs Catherine Batt	BSL	
9	Mrs Diana Brown	ABSL	
10	Mrs Syreeta Tranfield	Event Co-ordinator	
11	Mr Marcus Burley	ASL	
12	Ms Siobhan O'Neil	Media Representative	
13	Mrs Sharon Holmes	Group Training Co-ordinator	
14	Mr Brian Rosher	Nominated	
15	Miss Carol Belshaw	Nominated	
16	Linda Lobo	Beaver Rep	
17	Mrs Beverly Ridler	Nominated	
18	Mrs Chris Pepall	OSM Rep	
19	Mrs Sue Snaith	Scout Rep	
20	Andy Conolly	ACL	

Section A**Reference and administration details (continued)**

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

Type of advisor	Name	Address
Independent Examiner	Akash Ruparelia	Staines

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 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

.g. trust, association, compan

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:

The Group is managed by the Group Trustee Board, 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.

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 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.

This Group Trustee Board 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 Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control</p> <p>The Group Trustee Board 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:</p> <p>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.</p> <p>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.</p> <p>Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and income from The Den nursery, supplemented by fundraising activities over the year. 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.</p> <p>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.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. 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.</p> <p>Risk and Internal Control</p>

4/05/2024, 20:59

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.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The objectives of the group are as a unit of the Scout Association.</p> <p>The Aim of The Scout Association 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 the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.</p>
Summary of the main activities in relation to these objects	<p>Each term throughout the year the section Leaders produce a balanced programme that supports the above objects and covers the following:</p> <ul style="list-style-type: none"> - Use of the activities available at 6th Staines Scout Group, these cover but not limited to: Archery, Shooting, Potholing, Wall Climbing, Skittles, Table Tennis. - Badge work detailed within the Scouts Association guidance - Local available activities, such as: Swimming, Canoeing, Ten-Pin Bowling etc - Special and significant events through the year that need involvement from the group - Along with programme activities organised by the Section Leaders that will improve or provide a new skill to all members

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.

The Group is not a grant making organisation and therefore has no such policy.

The contribution made by volunteers cannot be over emphasised. The group relies entirely on volunteer leaders and helpers, in running a successful programme for all the young people.

Section D

Achievements and performance

24/05/2024, 20:59

Summary of the main achievements of the charity during the year

6th Staines Scout Groups has continued to create and provide 'Balanced Programmes' for all our members, across all 3 sections and throughout the whole year. All the activities contained within the Programmes correspond to activities relating to Scouting and the ethos surrounding the Scout Association: to enable young people to personally develop and empower them to make positive contributions in society.

In addition to the amazing activities undertaken during the Beaver, Cub and Scout evenings, the following have been completed:

- Coronation Street Party
- Camps and Sleepovers
- Hikes / BMX Track experience / Ice Skating
- Rifle Shooting / Potholing / Archery
- SCRAM 2023
- Water Sports (Paddle Boarding & Canoeing)
- Harvest Festival / Mothering Sunday / Carol Service
- Remembrance Day Parade
- Fireworks & Bonfire Evening
- Annual Activity Day (open to the community)

All the achievements could not have been completed without the amazing volunteers that support 6th Staines Scout Group. The time and effort undertaken to ensure the young people have a balanced programme throughout the year is amazing and is demonstrated by the number of awards presented:

- Total of 819 badges
- 2 x Chief Scout Silver Awards
- 16 x Chief Scout Bronze Awards

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>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 6 months running costs, circa £9000. These funds are included in a 1 year fixed Bond held with Lloyds Bank.</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	NONE

Further financial review details (optional information)

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

Investment Policy

/2024, 20:59

- the charity's principal sources of funds (incl

The Group's Income and Expenditure is 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 adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

- how expenditure has supported the key objectives of the charity;

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 Trustees considers the cash flow requirements.

- investment policy and objectives

The Group had Grants provided by Spelthorne C.C for COVID lockdown, we continue to retain £7862.87 and is set aside to protect the Group and it's members from reduced income over the coming months. Funds have also been set aside for the local Council; these represent 25% of rental income received from The Den, which will be payable once the new Lease has been finalised, these total £2277.50.

Section F**Other Optional Information**

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

6th Staines Scout Group will continue to align with the Scouts Association Mission & Values: Integrity, Respect, Care, Belief and Cooperation.

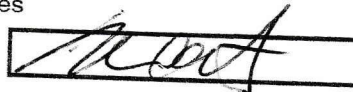
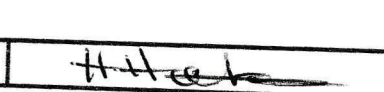
Our plans look to expand the activities available at the centre and continue to be one of the best Scout Groups in the district. This expansion involves the inclusion of Tomahawk Throwing, a new activity that requires continued training, a new dedicated range that needs to be designed and constructed and associated fund raising to achieve this new skill for the Group members.

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)

Gary Waters Harvey Hieke

Position (eg Secretary, Chair)

Chairman GSL

Date

31/6/24

6th Staines (Christchurch) Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2023	To	31st March 2024
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Receipts and payments

2022/23

2023/24

Unrestricted funds

Unrestricted funds

£

£

Receipts

Donations, legacies and similar income		
Membership subscriptions	9,420	9,410
Less: Membership subscriptions paid on (National/County/Area/District)	4,124	4,073
Net membership subscriptions retained	5,296	5,337
Donations	180	209
Legacies	-	
Gift Aid	1,590	1,714
Other Income		
Sub total	7,066	7,260
Grants		
Spelthorne BC		9,000
Community Foundation Grant	4,900	
Sub total	4,900	9,000
Fundraising (gross)		
Group Fireworks	1,240	1,291

Activity Day	195	70
Amazon Smile	20	22
Christmas Carol Concert	312	
Rotary Christmas Float	431	325
Skittles		

Sub total

24

	2,198	-	1,732
Investment income			
Bank interest	-		56
Building Society interest	-		
The Scout Association Short Term Investment Service	29		85
Property Rent income	4,061		14,238
Rent Deposit			350
Other investment income	-		
Sub total	4,090	-	14,729
Youth Programme and Activites			
Camps	3,341		5,876
Section Activities			
Sub total	3,341	-	5,876
Total Gross Income	21,595	-	38,597

Asset and investment sales, etc.

Total receipts

-	
21,595	38,597

6th Staines (Christchurch) Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2023	To	31st March 2024
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Receipts and payments

2022/23

2023/24

Unrestricted funds

Unrestricted funds

£

£

Payments

Charitable Payments		
Youth programme and activities incl Group	6,317	7,881
Adult support and training		180
Rent - Surrey County Council		
Water and Sewerage	-	
Electricity and Gas	1,560	2,153
Insurance	2,192	2,233
Repairs and Renewals	6,829	6,757
Materials and equipment	4,022	2,813
Printing and photocopying		208
Contribution to camp costs		
Vehicle Hire		1,416
Uniforms	280	398
Mural	5,015	
AGM and trustee expenses		

Admin Costs	321		441
Group Expenditure	2,118		1,037
Waste Removal	350		461
Sub total	29,004	-	25,978
Fundraising expenses			
Group Fireworks	1,076		1,098
Group Skittles and other Activities	2,707		
Donations	369		50
Other Expenses			
Sub total	4,152	-	1,148
Total Gross Expenditure	33,156	-	27,126
Asset and investment purchases, etc.	-		
Total payments	33,156	-	27,126
Net of receipts/(payments)	-	-	11,471
Cash funds last year end	44,599		33,038
Cash funds this year end	33,038	-	44,509

Statement of assets and liabilities at the end of the year

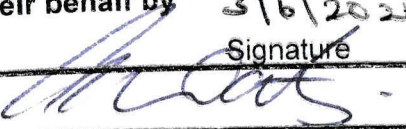


	2022-2023		2023-2024
	Unrestricted funds		Unrestricted funds
	£		£
Cash funds			
Bank current account	23,723		8,349
Bank deposit account			25,056
Fixed Term Deposit			10,000
The Scout Association Short Term Investment Service	8,223		
Cash/Floats	1,092		1,104
Total cash funds	33,038	-	44,509
Other monetary 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	874,576		919,004
Motor vehicles			

Scouting equipment, furniture etc	61,633	65,860
Other	-	
Sub total	936,209	984,864
Liabilities		
Accounts not yet paid	-	
Expenses incurred but not invoiced	-	
Subscriptions not yet paid	-	
Loan - detail	-	
Other liabilities	-	
Sub total	-	

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by 3/6/2024

Signature

Print Name

Gary Waters	Chair
Harvey Hieke	GSL
Stewart Holmes	Treasurer

Independent Examiner's Report to the Trustees of the

6th STAINES (CHRIST CHURCH) SCOUT GROUP, SPELTHORNE DISTRICT, SURREY COUNTY

I report on the accounts for the year ended 31st March 2024 of the Group 6th STAINES (CHRISTCHURCH) which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

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 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:Akash Ruparelia.....
Qualification: ACCOUNTANT (FCCA)
Address: S. EDECOMBE CT. LALEHAM RD. STAINES
TW18 2ER
Date: 23/05/24

