



# **Third Royal Eltham Scout Group**

## **TRUSTEE'S ANNUAL REPORT**

**For the period**

**1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023**

**98 Sparrows Lane  
New Eltham  
London  
SE9 2BT**

**Charity no. 2823362**



## Names of Charity Trustees\* and helpers who manage the Charity

Trustee Name	Office (if any)	Dates acted (if not for whole year)
Kevin Trump*	Chair	
Tim Lofts*	Deputy Chair	
Martyna Simanonyte* Mark Gately*	Treasurer	
Amanda Jackson-Downie*	Group Secretary	
Andy Smith*	Group Scout Leader	
Dawn Burton*	Scout Leader / Hall Hires	
Lorraine Durrant	Beaver Scout Leader	
Louise Ring*	Cub Scout Leader	
Sam Whitehead	Assistant Scout Leader	
Ruth Fancett*		
Bendy Ashfield	Parent	
Elsbeth Geden	Parent	
Inga Stamer	Parent	
Chris Mangar	Parent	

## CHAIR'S REPORT

2023 sees the 100 year Centenary celebration of the Third Royal Eltham Scout Group. So much has changed during that time, but one thing that has remained constant is the dedication and commitment of our Group to Scouting and all that the movement represents.

This year we are honoured to have had a number of our Group selected to take part in the International Jamboree to be held in Korea later this year. This in itself is an incredible achievement and demonstrates what can be achieved by young people if they are nurtured, supported and given the opportunity to develop and test themselves.

We also welcome to the family our Avery Squirrel Drey – recently launched and already a wonderful success.

Scouting is more than just turning up once a week to engage in fun activities. It is about providing a friendship group to our young people. A place where they can trust, relax and lose themselves in activities that challenge and develop them. A place where they gain confidence in who they are, and who they are growing into, at a time when it is probably needed the most. A family of sorts. And with that, I would like personally to thank our outstanding Leader and fellow Executive Team, parents, carers and local community for creating and continuing that family.

Without the tireless efforts of these incredible volunteers, our little family would not exist. And of course, to thank the band of young people – our Squirrels, Beavers, Cubs, Scouts and Explorers for providing the laughter, energy, enthusiasm, and inspiration along the way.

*Kevin Trump*

**Chair**  
**Third Royal Eltham Scout Group**

## Reference and Administration

The attached annual accounts for the Group show income above the level that requires external examination. The accounts have been prepared by the Group Treasurer and put before and agreed by the Executive Committee. The accounts are annexed to this report and a scrutinised copy will be lodged with the Charity Commissioner as required.

The land and buildings shown in the accounts are owned by the Group but held in trust for the Group by the Scout Association.

## Structure, Governance and Management

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.

The Group is a trust established under its rules which are common to all scouts.

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

The Group is managed by the Group Executive Committee, 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 Committee consists of three independent representatives: Chair, Treasurer and Secretary, together with the Group Scout Leader, individual section Leaders and parent's representation and meets approximately every three months.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the new 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.

## Risk and internal control

The Group Executive Committee 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:

**Damage to the building, property and equipment.** The Group would request the use of the 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.

**Injury to Leaders, helpers, supporters and members.** The Group, through the capitation fees contribute to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.

**Reduced income from fund-raising.** The Group is primarily reliant upon income from subscriptions and fundraising. 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. The review of the subscriptions is undertaken on a yearly basis.

**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 of the Group as a whole, then there would have to be a contraction, consolidation or closure of a section or, in the worst-case scenario, the complete closure of the Group.

**Reduction or loss of members.** The Group provides activities for all young people aged 6 to 14 years. If there was a reduction in membership in a particular section or the Group as a whole, then there would have to be a contraction, consolidation or closure of a section, or in the worst-case scenario, the complete closure of the Group.

The Group has in place systems of internal control that are designed to provide reasonable assurance against material mismanagement or loss. These include two signatories for all payments.

## **Objectives and activities**

The objectives of the Group are as a unit of the Scout Association. 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.

The Group Sections meeting on a regular basis not less than once per week during school term time. In addition, they participate in events run and controlled by the Scout District and Scout County. 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.

## **Achievements and performance**

The Group Scout Leader acknowledges the time and commitment of the Section Leaders together with the contribution of the Group Executive Committee. Whilst these people commit many hours per year to the Group, it does not go unnoticed the myriad of parents that assist on section events, however small that contribution. Without all those small contributions the Group would not function to the present level of success that it enjoys.

## **General Data Protection Guidelines – GDPR**

We do process data provided in the course of running the Group and carrying out activities. We keep personal data in relation to each family and their child in order to provide a contact database: to collect and manage payments; and to be aware of the medical history and conditions to enable us to keep children safe whilst on activities. As part of the safeguarding requirements of the Scout Association we also collect Criminal Records data for adults involved in activities.

## **Arrowhead Explorers**

For ease of management due to their affiliation to The Third Royal Eltham Scout Group, Arrowhead Explorers are included in our accounts but are governed by the District's procedures and are registered with a different charity number to the Group.

Arrowhead are an asset to the Group and provide an essential role of support as young leaders to the Group, with many of its current members having progressed from the Group's Scout section – and indeed, through the Group from Beavers and Cubs. An achievement we are very proud of.

## **Financial Review**

### **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 sum equivalent to 12 months running costs, reduced pro rata by the fact that lower income is caused by a number of factors, and if that is due to reduced members, this will result in lower running costs.

The Group Executive has reviewed the reserve policy this year and it was agreed to hold a figure at or about the cost of running the building and insurance for a year without the benefit of members or income. The Group Executive's reserving policy has therefore been calculated on the basis of nil members and the building not being utilised, the reserve is therefore circa £10,000. It is recognised that this figure does not allow for any urgent capital expenditure but it is considered that the risk of nil members and a large urgent capital expenditure is highly unlikely.

## Restricted Reserves

In addition to the general reserve restricted funds are held for each section where monies have been paid for activities that have not yet taken place at the financial year end.

## Investment Policy

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 or the Scout Association's short term investment service.

## Declaration

The Trustees declare that they have approved the Trustee Report above.

Signed on behalf of the Charity Trustees:

Signature: .....

Name: .....

Position: .....

Date: .....



# ACCOUNTS

## INCOME AND EXPENDITURE ACCOUNT SUMMARY FOR THE YEAR END 31ST MARCH 2023

<b>Total Funds</b>	<b>Balances</b>	<b>General Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>
<b>2022 (£)</b>		<b>2023 (£)</b>	<b>2023 (£)</b>	<b>2023 (£)</b>
64,375	<b>Total receipts for the year (see page 2)</b>	49,051	6,657	55,707
70,776	<b>Total payments for the year (see page 3)</b>	82,821	6,326	89,147
-6,401	<b>Net receipts/payments for the year</b>	-33,770	330	-33,440
49,025	<b>Cash, bank and similar funds brought forward</b>	42,624		42,624
42,624	<b>Cash, bank and similar funds carried forward</b>	9,185		9,185
<b>REPRESENTED BY</b>				
42,624	<b>Monetary assets (see page 4)</b>	6,782	2,403	9,185
42,624		6,782	2,403	9,185

## INCOME FOR THE YEAR ENDED 31ST MARCH 2023

	General Funds 2023 (£)	Restricted Funds 2023 (£)	Total Funds 2023 (£)
<b>Membership Subscriptions</b>	16,131		16,131
Arrowhead Membership Subscriptions		3,291	3,291
Net Membership Subscriptions	16,131	3,291	19,422
 <b>GROUP PREMISES</b>			
Use of headquarters by third parties	6,570		6,570
Use of Van and Equipment	850		850
	7,420		7,420
 <b>ACTIVITIES</b>			
Section camps and activities	2,795		2,795
Beavers	2,063		2,063
Cubs	2,556		2,556
Scouts	2,432		2,432
Explorers		3,365	
 <b>GROUP CAMPS</b>			
Poacher Camp	1,661		1,661
Jamboree	13,370		13,370
	24,876	3,365	28,242
 <b>FUNDRAISING</b>			
General	174		174
Clothing Sales	435		435
	609		609
 <b>INVESTMENT INCOME</b>			
Bank interest received	14		14
 <b>TOTAL INCOME</b>	49,051	6,657	55,707

## EXPENDITURE FOR THE YEAR ENDED 31ST MARCH 2023

	General Funds 2023 (£)	Restricted Funds 2023 (£)	Total Funds 2023 (£)
<b>GROUP PREMISES</b>			
Cleaning and Grounds	1,953		1,953
Insurance	3,101		3,101
Trainings	36		36
Utilities and Broadband	3,039		3,039
Hall refurbishment works / refunds	2,660		2,660
	<hr/> 10,790		<hr/> 10,790
<b>ACTIVITIES</b>			
Section activities	695		695
Arrowhead		6,326	
Group Events	2,593		2,593
Group Camps	5,501		5,501
Jamboree	13,695		13,695
Poacher	3,280		3,280
Activities	4,206		4,206
Croatia	150		150
Uniforms and Badges	1,920		1,920
	<hr/> 32,040	<hr/> 6,326	<hr/> 38,366
<b>ADMIN AND TRUSTEE EXPENSES</b>			
Administration	380		380
	<hr/> 380		<hr/> 380
<b>OTHER EXPENSES</b>			
Minibus running costs	2,891		2,891
Capitation Paid to District	6,992		6,992
Hall improvements	1,828		1,828
Improvements - Driveway	19,680		19,680
Improvements - Plumbing	8,220		8,220
	<hr/> 39,611		<hr/> 39,611
<b>TOTAL PAYMENTS</b>	<hr/> 82,821	<hr/> 6,326	<hr/> 89,147

## STATEMENT OF ASSETS AT 31ST MARCH 2023

Total Funds 2022 (£)	<b>MONETARY ASSETS</b>	General Funds 2023 (£)	Restricted Funds 2023 (£)	Total Funds 2023 (£)
39,209	Barclays current account re group	3,352	2,403	5,755
0	Cash in hand	0	0	0
3,415	Scout Association Short Term Investment Account	3,430	0	3,430
<u>42,624</u>		<u>6,782</u>	<u>2,403</u>	<u>9,185</u>

	<b>NON-MONETARY ASSETS (held for use by the Charity)</b>	Value 2022	Additions 2023	Depreciation 2023	Value 2023
20,000	Land held in trust by Scout Association Trust Corp.	20,000	0	0	20,000
300,000	Buildings held in trust by Scout Association Trust Corp.	300,000	0	0	300,000
23,885	Minibus purchase in September 2020	23,885	0	2,065	21,820
6,450	Equipment furniture and fittings (insurance value)	6,450	0	2,920	3,530
<u>350,335</u>		<u>350,335</u>	<u>0</u>	<u>4,985</u>	<u>345,350</u>

	<b>STATEMENT OF RESERVES HELD</b>	General	Restricted	Total
10,721	General reserve in accordance with reserves policy	6,782	0	6,782
19,680	Scout Hall Driveway and Car Park	0	0	0
8,220	Men's Toilet Refurbishment	0	0	0
2,073	Arrowhead reserve	0	2,403	2,403
1,930	Poacher Camp	0	0	0
<u>42,624</u>	<b>TOTAL RESERVES</b>	<u>6,782</u>	<u>2,403</u>	<u>9,185</u>

## INCOME AND EXPENDITURE ACCOUNT SUMMARY FOR

<b>Total Funds 2022 (£)</b>	<b>Balances</b>
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General Funds 2023 ('£)	Restricted Funds 2023 ('£)	Total Funds 2023 ('£)
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## EXPENDITURE FOR THE YEAR ENDED 31ST MARCH 2023

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<b>TOTAL PAYMENTS</b>	<hr/> 82,821	6,326

Total Funds  
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1,953

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1,920

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1,828

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## STATEMENT OF ASSETS AT 31ST MARCH 2023

Total Funds 2022 (£)	<b>MONETARY ASSETS</b>	General Funds 2023 (£)
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	<b>STATEMENT OF RESERVES HELD</b>	General
10,721	General reserve in accordance with reserves policy	6,782
19,680	Scout Hall Driveway and Car Park	0
8,220	Men's Toilet Refurbishment	0
2,073	Arrowhead reserve	0
1,930	Poacher Camp	0
<u>42,624</u>	<b>TOTAL RESERVES</b>	<u>6,782</u>

Restricted Funds 2023 (£)	Total Funds 2023 (£)
0	5,755
0	0
0	3,430
0	9,185

Additions 2023	Depreciation 2023	Value 2023
0	0	20,000
0	0	300,000
0	2,065	21,820
0	2,920	3,530
0	4,985	345,350

Restricted	Total
0	6,782
0	0
0	0
2,403	2,403
0	0
2,403	9,185

## Scrutineer's Report to the Trustees of the Third Royal Eltham Scout Group

I report on the accounts of the group for the year ended 31<sup>st</sup> March 2023

### Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that the independent examination of them is required under the Charities Act 2011. It is my responsibility to scrutinise the accounts and report to you.

### Basis of Scrutineer's Statement

In accordance with the directions given in the group's constitution, I have scrutinised the records and the accounts set out before me.

### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the regulations and constitution.

Name: Mr John Sweeney, ACCA



Address: Foreign, Commonwealth & Development Office  
Lancaster House  
Stable Yard  
Cleveland Row  
London SW1A 1AA

Date : 30th January 2024