



Third Royal Eltham Scout Group

TRUSTEE'S ANNUAL REPORT

For the period

1st April 2023 to 31st March 2024

**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	
Kathy Van de Rijt	Treasurer	
Amanda Jackson-Downie*	Group Secretary	
Andy Smith*	Group Scout Leader	
Dawn Burton*	Squirrel Scout Leader / Hall Hires	
Rachel Thorn Darren Goulston	Beaver Scout Leader	
Louise Ring*	Cub Scout Leader	
Sam Whitehead	Assistant Scout Leader	
Ruth Fancett*		
Mark Gately*		
Bendy Ashfield	Parent	
Elspeth Geden	Parent	
Inga Stamer	Parent	
Chris Mangar	Parent	
Debbie Sankey	Parent	

CHAIR'S REPORT

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 4 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 2024

Total Funds 2023 (‘£)	Balances	General Funds 2024 (‘£)	Restricted Funds 2024 (‘£)	Total Funds 2024 (‘£)
55,707	Total receipts for the year (see page 2)	58,203	9,566	67,769
89,147	Total payments for the year (see page 3)	43,836	6,678	50,514
-33,440	Net receipts/payments for the year	14,367	2,888	17,255
42,624	Cash, bank and similar funds brought forward	6,782	2,403	9,185
9,185	Cash, bank and similar funds carried forward	19,837	3,173	23,010
REPRESENTED BY				
9,185	Monetary assets (see page 4)	19,837	3,173	23,010
9,185		6,782	2,403	9,185

INCOME FOR THE YEAR ENDED 31ST MARCH 2024

	General Funds 2024 ('£)	Restricted Funds 2024 ('£)	Total Funds 2024 ('£)
MEMBERSHIP			
Group sections	20,845		20,845
Arrowhead		5,016	5,016
	<u>20,845</u>	<u>5,016</u>	<u>25,861</u>
GROUP PREMISES			
Use of headquarters by third parties	2,750		2,750
Use of minivan	50		50
	<u>2,800</u>		<u>2,800</u>
ACTIVITIES			
Squirrels	154		154
Beavers	719		719
Cubs	846		846
Scouts	2,874		2,874
Arrowhead		1,281	1,281
	<u>4,593</u>	<u>1,281</u>	<u>5,873</u>
CAMPS			
Squirrels	45		45
Beavers	200		200
Cubs	1,620		1,620
Scouts	6,225		6,225
Arrowhead		3,269	3,269
Jamboree & Croatia	1,500		
	<u>9,590</u>	<u>3,269</u>	<u>12,859</u>
FAMILY EVENTS			
Fireworks	3,028		3,028
100 years event	4,757		4,757
Other events	870		870
	<u>8,655</u>		<u>8,655</u>
FUNDRAISING			
General fundraising	1,756		1,756
Gift Aid	5,513		5,513
	<u>7,269</u>		<u>7,269</u>
OTHER INCOME			
Uniforms & badges	507		507
Admin, equipment etc.	3,945		3,945
	<u>4,452</u>		<u>4,452</u>
TOTAL INCOME	<u>58,203</u>	<u>9,566</u>	<u>67,769</u>

EXPENDITURE FOR THE YEAR ENDED 31ST MARCH 2024

	General Funds 2024 ('£)	Restricted Funds 2024 ('£)	Total Funds 2024 ('£)
MEMBERSHIP			
Group sections	9,203		9,203
Arrowhead		2,479	2,479
	<u>9,203</u>	<u>2,479</u>	<u>11,682</u>
GROUP PREMISES			
Cleaning	3,194		3,194
Venue maintenance	1,585		1,585
Minibus	2,201		2,201
Insurance	3,419		3,419
Utilities and broadband	2,332		2,332
	<u>12,731</u>		<u>12,731</u>
ACTIVITIES			
Squirrels	522		522
Beavers	608		608
Cubs	1,013		1,013
Scouts	2,776		2,776
Arrowhead		2,083	2,083
	<u>4,918</u>	<u>2,083</u>	<u>7,001</u>
CAMPS			
Squirrels	3		3
Beavers	11		11
Cubs	1,759		1,759
Scouts	5,012		5,012
Arrowhead		2,116	2,116
Jamboree & Croatia	1,500		1,500
	<u>8,284</u>	<u>2,116</u>	<u>10,400</u>
FAMILY EVENTS			
Fireworks	930		930
100 years event	4,234		4,234
Other events	191		191
	<u>5,355</u>		<u>5,355</u>
OTHER EXPENSES			
Uniforms & badges	1,913		1,913
Admin, equipment etc.	1,432		1,432
	<u>3,345</u>		<u>3,345</u>
TOTAL PAYMENTS	<u>43,836</u>	<u>6,678</u>	<u>50,514</u>

STATEMENT OF ASSETS AT 31ST MARCH 2023

Total Funds 2023 (£)	MONETARY ASSETS	General Funds 2024 (£)	Restricted Funds 2024 (£)	Total Funds 2024 (£)
5,755	Barclays current account	19,837	3,173	23,010
0	Cash in hand	0	0	0
3,430	Scout Association Short Term Investment Account	0	0	0
<u>9,185</u>		<u>19,837</u>	<u>3,173</u>	<u>23,010</u>

	NON-MONETARY ASSETS (held for use by the Charity)	Value 2023	Additions 2024	Depreciation 2024	Value 2024
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
21,820	Minibus purchase in September 2020	21,820	0	2,182	19,638
3,530	Equipment furniture and fittings (2024 value = insured value)	3,530			26,415
<u>345,350</u>		<u>345,350</u>			<u>366,053</u>

	STATEMENT OF RESERVES HELD	General	Restricted	Total
6,782	General reserve in accordance with reserves policy	19,837	0	19,837
2,403	Arrowhead reserve	0	3,173	3,173
<u>9,185</u>	TOTAL RESERVES	<u>19,837</u>	<u>3,173</u>	<u>23,010</u>

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Arrowhead		2,083	695
	<hr/> 4,918	<hr/> 2,083	<hr/> 695
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Uniforms & badges	1,913		2,891
Admin, equipment etc.	1,432		6,992
	<hr/> 3,345		<hr/> 3,345
TOTAL PAYMENTS	<hr/> 43,836	<hr/> 6,678	<hr/> 50,514

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300,000	Buildings held in trust by Scout Association Trust Corp.	300,000	0	0	300,000	
21,820	Minibus purchase in September 2020	21,820	0	?	#VALUE!	Amounts from 2023: 2,065 2,920
3,530	Equipment furniture and fittings (insurance value)	3,530	0	?	#VALUE!	
<u>345,350</u>		<u>345,350</u>	<u>0</u>	<u>0</u>	<u>345,350</u>	

STATEMENT OF RESERVES HELD		General	Restricted	Total
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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 31st March 2024

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 : 2nd June 2024