

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A

### Reference and administration details

Charity name

1st Copthorne Scout Group

Other names the charity is known by

Registered charity number (if any)

2 9 1 6 8 0

HQ registration number

1 0 0 1 2 9 5 7

Charity's principal address

The Scout Centre

Borers Arms Road

Copthorne

Crawley Postcode

R H 1 0 3 L J

Names of the charity trustees who manage the charity

*(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)*

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mark Hammond	Chair	
2	John Dawson	Treasurer	
3	Owen Cheesmur	Group Lead Volunteer	
4	Miles Price		
5	Anne Hammond		
6	Gwyn Cheesmur		
7	Mario Monella		
8			
9			
10			
11			
12			
13			
14			
15			

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

*(These will be published in the annual report of the charity)*

Type of advisor	Name	Address

**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 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**

(e.g. trust, association, company)

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 Trustee Board consists of the Chair, Treasurer and 5 Trustees (including 1 Ex Officio Trustee) and meets every 3 months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

**Section B****Structure, governance and management (continued)****Risk and Internal Control**

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:

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.

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.

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 Board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

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.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. 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.

#### **Risk and Internal Control**

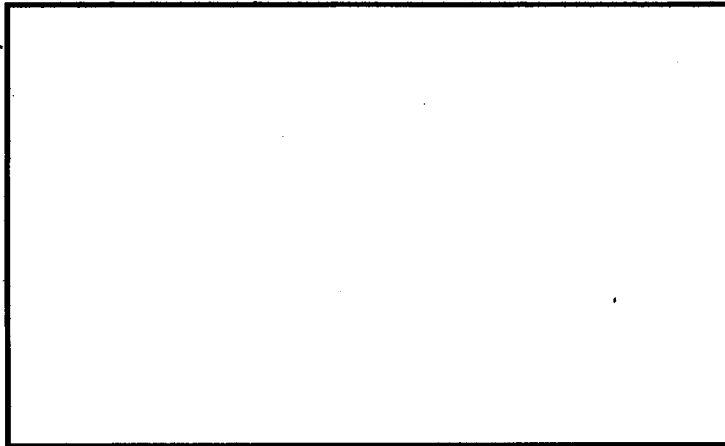
The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development,

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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  - 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.</p>
Summary of the main activities in relation to these objects	
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
Public benefit statement	<p>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.</p>

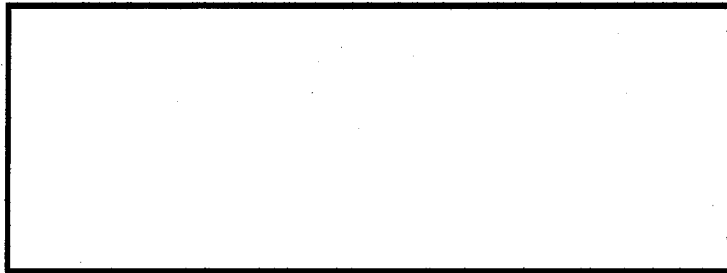
Section D	Achievements and performance
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Summary of the main achievements of  
the charity during the year

A large, empty rectangular box with a black border, intended for the summary of the charity's main achievements during the year.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></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 Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £41,000.</p>
Quantify and explain any designations	<p>The Group held reserves of approximately £47,000 against this at year end. This is above the level required for operating expenses. However the additional reserves are for -</p> <ul style="list-style-type: none"> <li>- cyclical maintenance - £10,023</li> <li>- Scout centre maintenance - £20,000</li> <li>- equipment replacement - £1,000</li> <li>- minibus replacement -£30,000</li> <li>- camp Support for Young People - £1,250</li> </ul>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• the charity's principal sources of funds (including any fundraising);</li> <li>• how expenditure has supported the key objectives of the charity;</li> <li>• investment policy and objectives;</li> </ul>	<p><b>Investment Policy</b></p> <p>The Group has adopted a low risk strategy to the investment of its funds. All funds are held in cash only using mainstream banks and building societies.</p> <p>The Group Trustee Board 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 Trustee Board considers the cash flow requirements.</p>
Section F	Other Optional Information

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

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## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

MS Hammond	
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Full name(s)

MARK STEPHEN HAMMOND	JOHN DAWSON
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Position (eg Secretary, Chair)

CHAIR	TREASURER
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Date

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# 1st Copthorne Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2024	To	31/03/2025
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### Receipts and payments

	2024/2025 Retained funds £	2023/2024 Retained funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	15,402	14,064
Less: Membership subscriptions paid on (National/County/Area/District)	(6,595)	(5,846)
Net membership subscriptions retained	8,809	8,218
Donations	1,206	840
Legacies	1,250	-
Gift Aid	2,451	3,062
Other similar income	21,295	18,389
<b>Sub total</b>	<b>35,011</b>	<b>30,509</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	26,224	-
<b>Sub total</b>	<b>26,224</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Jumble Sales	10,081	9,808
Bonfire	10,675	8,642
Carnival	580	1,190
<b>Sub total</b>	<b>21,336</b>	<b>19,640</b>
<b>Investment income</b>		
Bank interest	4,149	2,955
Building Society interest	-	-
The Scout Association Short Term	-	-
Property Rent income	7,607	7,135
Other investment income		
<b>Sub total</b>	<b>11,756</b>	<b>10,090</b>
<b>Total Gross Income</b>	<b>94,327</b>	<b>60,239</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>94,327</b>	<b>60,239</b>

# 1st Copthorne Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2024	To	31/03/2025
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### Receipts and payments

	2024/2025 Retained funds £	2023/2024 Retained funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	29,680	26,795
Adult support and training	80	195
Rent	1,069	802
Water and Sewerage	-	-
Electricity and Gas	810	376
Insurance	2,423	1,364
Repairs and Renewals	37,141	4,520
Materials and equipment	750	1,461
Printing and photocopying	300	405
Contribution to camp costs	1,698	4,543
Uniforms	209	886
AGM and trustee expenses	18	221
Online, PRS, Licences	787	512
Miscellaneous	791	1,031
<b>Sub total</b>	<b>75,756</b>	<b>43,111</b>
<b>Fundraising expenses</b>		
Jumble Sales	4,158	4,080
Bonfire	6,309	4,903
Carnival	294	249
<b>Sub total</b>	<b>10,761</b>	<b>9,232</b>
<b>Total Gross Expenditure</b>	<b>86,517</b>	<b>52,343</b>
<b>Asset and investment purchases, etc.</b>		
<b>Total payments</b>	<b>86,517</b>	<b>52,343</b>
<b>Net of receipts/(payments)</b>	<b>7,810</b>	<b>7,896</b>
<b>Cash funds last year end</b>	<b>108,235</b>	<b>100,339</b>
<b>Cash funds this year end</b>	<b>116,045</b>	<b>108,235</b>

# 1st Copthorne Scout Group

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

	31 March 2025	31 March 2024
	Retained funds	Retained funds
	£	£
<b>Cash funds</b>		
Bank current account	18,260	15,389
Bank deposit account	97,785	92,846
Building society account		-
The Scout Association Short Term		-
Cash/Floats		-
<b>Total cash funds</b>	<b>116,045</b>	<b>108,235</b>
<b>Contingent liabilities and future obligations</b>	<b>see below</b>	<b>-</b>

In addition to the cash funds, the Group owns assets not recognised as assets above. The major items that are not recognised above include the following :-

- The Group minibus (2006, 15 seat Ford Transit) and trailer for transport.
- A lease (until 2041) over the land in Humphrey's Field comprising the site of the scout and guide centres and access thereto. The rent payable from 1st April 2020 is £1,069 per year with an increase every 5 years related to the change in the retail price index since the previous increase. The Group has entered into a sublease with Copthorne Guides at 50% of the rent payable on the same terms as the head lease.
- Camping and other equipment for use in scouting activities.
- Furniture and fittings for the Scout centre, including tables, chairs, kitchen equipment and computing/video equipment.

All assets are insured for loss and other risks under insurance contracts.

The Group has contracted for work to be completed to enhance the Group's headquarters building and to provide additional facilities for scouting activities. The total cost of these improvements will be c.£125,000, with the majority of the costs provided by approved grants. At 31 March 2025, the costs expended and recognised are c£33,000 and the grants received and recognised are c£26,000. The work is expected to be completed by end September 2025.

The accumulated funds at 31 March 2025 include £1,250 which is restricted in its use to the provision of support for attendance at scout camps. The remaining funds are not restricted.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 30th June 2025 (the date of the Trustee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Chair
	Treasurer

# **Independent Examiner's Report to the Trustees of 1st Copthorne Scout Group**

I report to the Trustees on my examination of the accounts of the 1st Copthorne Scout Group (Charity number 291680 – "the Group") for the year ended 31 March 2025 which are set out on the attached sheets and which comprise the Receipts and Payments Account for the year from 1 April 2024 to 31 March 2025 and the Statement of assets and liabilities at the end of the year.

## **Responsibilities and basis of report**

As the charity trustees of the 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 Group's 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 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.



Douglas R Logan Bsc, FCA  
1 Hillside  
Crawley Down  
West Sussex RH10 4XD

July 2025

# 1st Copthorne Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2024	To	31/03/2025
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Signature

*Ms Hammond*

*[Signature]*

Print Name

M S HAMMOND Chair

JOHN DAWSON Treasurer