

# 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

The First Eastcote Trust

Other names the charity is known by

1st Eastcote (George Philip's Own) Scout Group

Registered charity number (if any)

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HQ registration number

1	0	0	1	1	2	7	0
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Charity's principal address

"Hornend" 51 Cheney Street

Pinner

Middlesex

Postcode

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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	Paul Hazlehurst	Group Scout Leader	
2	Penny Ericson	Chair	
3	Andrew Webb	Treasurer	
4	Nigel Jones		
5	John Field		
6	Milan Tank		
7	Sital Patel		
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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:

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 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 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 3 months.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This Group Executive Committee 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><b>Risk and Internal Control (Specimen 1)</b></p> <p>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:</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 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.</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 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.</p> <p><b>Risk and Internal Control (Specimen 2)</b></p> <p>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.</p>

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	Weekly meetings during school term time following the UK Scout Association programme. Cubs hold weekend indoor Pack Holiday Camp in January, and Cub Camp in May under canvas. Scouts hold various camps and events including District "Chilly Goat" Winter Camp and Summer Camp. All sections take part in various district organised activities and events, with our leaders proactive in organising these.
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>	We are indebted to the many volunteers who give up their time to run weekly meetings and activities and camps for the youth members of 1st Eastcote Scout Group, along with the support of the executive Committee and Trustees.
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.

Section D	Achievements and performance
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Summary of the main achievements of the charity during the year	<p>Beavers Cubs and Scouts all returned to normal operations following the Covid hiatus, sections meeting face to face with full numbers, and attending camps and other activity days. During the year, our Headquarters, "The Den" had a new roof fitted and the whole external of the building was redecorated to ensure that it is for for purpose for the years ahead. We are grateful to Ruislip Eastcote Northwood Scout District, the Arnold Clark Community Fund, the Robert Hall Foundation, and the Bernard Sunley Foundation for grant funding (totalling £19510 towards the costs) with net costs to the Group of £14347</p>
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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 Executive Committee considers that the group should hold a sum equivalent to 36 months running costs, circa £21000.</p> <p>The Group held reserves of approximately £38000 against this at year end. This is above the level required for operating expenses. However this is have a reserve in hand for any unexpected propernt maintenance requirements.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	N/A
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> </ul>	<p><b>Investment Policy</b></p> <p>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 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.</p>

- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

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 Executive considers the cash flow requirements.

#### Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

### 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)	<i>P G Hazlehurst</i>	<i>A Webb</i>
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Full name(s)	Paul Geoffrey Hazlehurst	Andrew Webb
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Position (eg Secretary, Chair)	Group Scout Leader	Treasurer
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Date	1	8	1	1	2	3
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**1ST EASTCOTE SCOUT GROUP**  
**GEORGE PHILIPS' OWN**

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2023				BALANCE SHEET AS AT 31ST MARCH 2023			
INCOME		2023	2022	ASSETS		2023	2022
Subscriptions less HQ Contribution		5,319.22 (2,282.25)	2,974.41 (2,058.50)	Cash at bank - Main account		10,789.79	24,273.77
Fete, socials and sundry		2,821.37	0.00	Camp account		3,701.31	4,519.11
Investment income and interest		47.42	2.16	Deposit Accounts		21,765.11	21,717.69
Grants for HQ repairs/Covid 2022		20,010.00	11,867.00	Cash in hand		0.00	270.00
<b>Total Income</b>		<b>25,915.76</b>	<b>12,785.07</b>	Sundry debtors and prepayments		2,028.02	785.00
<b>RUNNING COSTS</b>				<b>Total Assets</b>		<b>38,284.23</b>	<b>51,565.57</b>
Camp and activities expense		652.92	(301.02)	<b>LIABILITIES</b>			
Maintenance		(1,044.22)	(200.00)	Sundry creditors		0.00	0.00
Insurance		(2,853.59)	(2,855.88)	<b>Net Assets</b>		<b>38,284.23</b>	<b>51,565.57</b>
Electricity, gas and telephone		(1,690.14)	(1,211.23)	<u>Representing:</u>			
Sundries		(26.22)	(381.51)	Opening general reserve		47,065.57	39,420.29
Vehicle costs		0.00	0.00	Surplus / (deficit) for year		(13,281.34)	7,645.28
<b>Total running costs</b>		<b>(4,961.25)</b>	<b>(4,949.64)</b>	Closing general reserve		33,784.23	47,065.57
<b>Net surplus</b>		<b>20,954.51</b>	<b>7,835.43</b>	Special reserve		4,500.00	4,500.00
Donations		121.15	20.72	<b>Total reserves</b>		<b>£ 38,284.23</b>	<b>£ 51,565.57</b>
Equipment purchased		0.00	(210.87)				
den roof and painting		(34,357.00)					
<b>Net - to General Reserve</b>		<b>£ (13,281.34)</b>	<b>£ 7,645.28</b>				
<i>Andrew J Wells</i> Hon Treasurer							

Found to be in accordance with  
the books and records

Independent Examiner



## Independent examiner's report to the trustees of 1<sup>st</sup> Eastcote (George Philip's Own) Scout Council

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Eastcote Scout Group for the year ended 31 March 2023

### Responsibilities and basis of report

As the charity trustees of the 1<sup>st</sup> Eastcote 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 [Insert Scout Group/District name] 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 1<sup>st</sup> Eastcote Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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:

JEYSAN SELVARAJAH

Relevant professional qualification or membership of professional bodies (if any):

ICAEW

Address:

74 PINE GARDENS, RUSLIP, MIDDLESEX, HA4 9TJ

Date:

16/10/23