

Trustees' Annual Report

For the period

From (start date) **0 1 0 4 2 4** to end date **3 1 0 3 2 5**

Section A

Reference and administration details

Charity name

1ST/3RD RUISLIP SCOUT GROUP

Other names the charity is known by

1st Ruislip [Lord Milne's Own] Scout Group

Registered charity number (if any)

3 0 3 7 2 5

Charity's principal address

WOODFORD HALL

POPLARS CLOSE

RUISLIP, MIDDLESEX

Postcode

H A 4 7 B U

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
1 Mr N.M. Lattimer	GSL	
2 Mr M. Bateman	CSL	until July 2025
3		
4 Mr B Hudson	CSL	
5 Mrs G. Mason	BSL	
6 Mrs T. Lattimer	ASL	
7 Mr C. Faulls	Chair	
8 Mr D Gagnon	Treasurer	from Oct 2025
9 Mrs B. Herlihy	Secretary	
10 Mr P Smallwood OBE	Member	from Dec 2025
11	Parent - Cubs	
12 Mr C. Balcon	Member	
13	Parent - Scouts	
14 Mr C Balcom	Deputy Chairman	
19		
20		

Section A

Reference and administration details (continued)

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

Type of advisor	Name	Address
Buildings	Mr Ashley Baldwin	Rebuild cost assesment.com

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 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.

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 2 months.

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)

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 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. Rebuilding costs were reassessed in Aug 2025 and insurance increased accordingly

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 Committee 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 (Specimen 2)

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

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 and Law and guided by adult leadership.

Summary of the main activities in relation to these objects

The main activities undertaken comprise participation in; A} outdoor activities such as Camping, Hiking, Water Activities, excursions to places of educational interest; B} personal development by undertaking training in Scouting skills and development of Leadership skills; C} undertaking training leading to the award of proficiency badges; D} participation in Charitable Fund Raising activities; E} Developing Citizenship skills and environmental awareness & responsibility.

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.

There is no Policy currently on the making of Grants.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Camping - 400 nights spent under canvas and in hostels; 350 Proficiency Badges gained; 130 Active youth members; Multiple Outdoor Youth Activities undertaken for age range 6 to 15 years; Charity Fund Raising; Assistance to other local Charity organisations e.g. loan of equipment & vehicles etc.

Section E

Financial Review

Brief statement of the charity's policy on reserves

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, circa £15,000.

The Group held reserves of approximately £75,000 against this at year end. This is above the level required for operating expenses.

Quantify and explain any designations

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**

- the charity's principal sources of funds (i

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 current or deposit accounts with CAF bank

- 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 Executive considers the cash flow requirements.

- investment policy and objectives

The Groups Investment Policy is safely deposit the maximum amount of available funds in order to obtain the best interest rate of return and thus generate additional funds, whilst maintaining the facility to gain immediate access in the event of unforeseen financial requirements.

Section F

Other Optional Information

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

Building upkeep, Refurbish Hall floor

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Mr C J Faulls

Mr D Gagnon

Full name(s)

Christopher Faulls

Mr D Gagnon

Position (eg Secretary, Chair)

Group Chairman

Hon. Group Treasurer

Date

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2 6

1st/3rd RUISLIP SCOUT C

Income & Expenditure Sheet - Year

Bank Balance 31/03/2025

Current Account [HSBC]	4997.89
Money Manager A/C [HSBC]	120.5
Nursery Deposit [HSBC]	1393.3
CAF Current Account	14164.98
CAF Deposit	69847.34
Total	<u><u>£90,524.01</u></u>

Income & Expenditure As Per Cash Book

<u>Receipts</u>	<u>Received</u>	<u>Refunds Made</u>
Nursery	£23,400.00	
Subs	£9,669.68	32
Donations & Charities (HMRC)	£5,625.02	
Ruislip District Rebate	£1,275.31	
Uniform & Badges	£360.00	
Interest received in CAF Accounts	£959.76	
Minibus Scrappage	£9,000.00	
Total Receipts	<u><u>£50,289.77</u></u>	

<u>Expenditure</u>	<u>Payments Made</u>	<u>Refunds Received</u>
Electric & Gas	£4,087.16	£ 1,711.01
Water	£618.76	

Phone	£208.40	
Insurance	£3,093.10	
Mini Bus	£32,194.00	
Mini Bus (Driving License & Medical)	£698.00	£ 82.50
Operational Expenses (Reimbursement & Misc.)	£2,465.86	
Capitation (District)	£5,771.00	
Headquarters - Upkeep & Maintenance	£7,812.60	
LBH	£136.92	
Subs Float	£1,400.00	
Uniforms & Badges	£458.74	
Camping & Activities	£1,897.68	
BANK CHARGES	£115.00	
Annual Group Meal Subsidy	£662.60	
Scouts Activity Subsidy	£380.00	
<u>Total Expenditure</u>	<u>£61,999.82</u>	

Account Reconcilliation Check

Opening Balance	£100,516.00
Receipts (Net)	£50,257.77
Expenditure (Net)	£60,206.31
Closing Balance	<u>90,567.46</u>

Current account closing balance	90524.01
Difference	43.45

Signature

Print Name

Mr Christopher Faulls

Mr Tushar Kansara

Group

Hon.

GROUP

· Ending 31st March 2025

Current A/C as at 01/04/2024	98758.12
Money Manager A/C [HSBC]	116.09
Nursery Deposit [HSBC]	1342.21
CAF Current Account	300
CAF Deposit	0
	<u>£100,516.42</u>

<u>Actual Income</u>	
Nursery	£23,400.00
Subs	£9,637.68
Donations & Charities (HMRC)	£5,625.02
Ruislip District Rebate	£1,275.31
Uniform & Badges	£360.00
Interest received in CAF Accounts	£959.76
Minibus Scrappage	£9,000.00
Actual Income	<u>£50,257.77</u>

<u>Actual Expense</u>	
Electric & Gas	£2,376.15
Water	£618.76

Phone	£208.40
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Mini Bus	£32,194.00
Mini Bus (Driving License & Medical)	£615.50
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p Chairman

.Group Treasurer

1st 3rd Ruislip scout group accounts audit.

Awaiting reply from Keith Zetter.