

# Trustee's Annual Report

**For the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

Registered with the Charity Commission for England and Wales, number 305766.

## Trustees for the period

Name	Role	Dates Acted (If not entire period)
Ruth Moshi	Treasurer	
Fiona Burrige	Trustee	
Robert Groves	Group Lead Volunteer	

The Group had no Chair or advisors during this period.

## 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. At the previous AGM we confirmed our use of the constitution as laid out in the Policy, Organisation and Rules of The Scout Association, section 5.4.

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

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.

The Trustee Board consists of the Treasurer, Group Lead Volunteer and 1 Trustee, meeting 4-6 times per year. 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.

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## Objectives

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### Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

### Values of Scouting

As Scouts we are guided by these values:

Integrity - We act with integrity; we are honest, trustworthy and loyal

Respect - We have self-respect and respect for others

Care - We support others and take care of the world in which we live

Belief - We explore our faiths, beliefs and attitudes

Co-operation - We make a positive difference; we co-operate with others and make friends

### The Scout Method

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

### Group Objectives

During the period our Group set the following objectives to achieve:

- Growth; enable more young people and adult volunteering to benefit from scouting and the skills it gives them
- Governance; improve our group governance processes to ensure that the Charity can meet its objectives, and our section teams can focus on supporting young people
- Top Awards; Support more young people to achieve their Top Awards across all our sections to learn new skills and build confidence

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## Activities and Achievements

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During our 23/24 year we had some great areas of growth with some new leaders joining to support our Beaver and Cub sections giving us the opportunity to do some great activities and camps including 4 overnight camps and getting to build a fantastic float for the Horley Carnival where we had the 2<sup>nd</sup> best float!

Our Scouts and Explorers had fantastic events throughout the year including Scoutabout with over 4,000 Scouts and Guides across Surrey, some great summer camps at Blacklands Farm and up in the Lake District and saw a group of our Explorers start their Chief Scout Awards and become Young Leaders with one group completing their Bronze DofE Expedition and another completing their Gold Expedition.

We saw growth in most sections and now hold a waiting list for our Beaver Section, however, we did have a reduction in our Scout Section with many moving up to Explorers at once which we expect to fill in over the next year with us overflowing at Cubs.

We also saw the opening of our Air Rifle Club, offering our first 7 Scouts and Explorers the opportunity to spend 7-weeks learning completing our 'Introduction to Air Rifle Shooting' course. We plan to run many more of these courses in the hut offering great development for our young people and bringing in some funds for the Group each year.

Through these activities, the Trustees are confident that 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.

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## Financial Review

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### 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 Trustee Board considers that the group should hold a sum equivalent to 24 months running costs, circa £26K.

The Group held reserves of £39,889 against this at year end. This is more than the level required for 24 months operating expenses.

### Investment Policy

The Group's Income and Expenditure is very small and therefore is not sufficient 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. 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.

### Income and Expenditure

During this period, we brought in a total of £35,817, mostly from our renting of our Scout Hut to a local playgroup and our membership fees. Remaining income was split between some fundraising initiatives such as our Christmas Scout Post and Air Rifle Club. We saw an increase of £16,933 from last year half of which is due to claiming gift aid for several years receiving £6,167 and a different cut off for rent payment £1,872 included this year was for rental last year. The rest of the increase is payments received for camps and we also had more camp activities.

We also moved to making our payments electronically, primarily through our administration tool Online Scout Manager and GoCardless. This has greatly improved our payment schedule and reduced the time spent by our volunteers following up on payments and managing spreadsheets! However, this does come with some cost, and a percentage of all our subs fees and event payments are used to cover this meaning a slight reduction in our overall income for these.

Our total expenditure for this period was £27,352. Our primary expenditures being investing into equipment for our new Air Rifle Club, some new expedition tents for those doing DofE and some needed tree surveys on our land for future works.

Full details of our financial spending is available in our Annual Statement of Accounts.

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### Future Planning

Looking forwards we're planning to drive more adult recruitment, both in our Sections;

- To reduce our waiting list and get more young people into Scouting
- To support our Sections where leaders are standing down over the coming months

And behind the scenes;

- New Trustees to support our governance processes
- Volunteers to help with tasks like new fundraising initiatives, helping with building maintenance, supporting with administration and similar

Volunteers are essential to ensure that we can continue to provide skills for life for young people and all the great activities and camps we have, with a fantastic team of volunteers taking on tasks behind the scenes so that our governance and day-to-day running isn't also on the shoulders of our Section Teams.

Additionally, we're investing in some replacement stoves, gazebos and other camping equipment for use across all our sections as some of our current equipment is reaching the end of its life.

We're hoping to hold more Group events through the next year across all our Sections and have some great upcoming first-time activities and events across all our Sections over this year.

There are some upcoming changes in Scouting, with a new Chief Scout in Dwayne Fields, a new Chief Executive and change to some of our titles and training to help make things a little simpler for everyone going forward and strengthen our governance processes. These changes will come in late November 2024 so you might see a few small changes on our website and in our emails. However, the priority is still offering great opportunities to young people and that won't be changing.

We're looking forward to another exciting year!

The Trustees declare that they have approved the trustee's report above.

Signed on behalf of the trustees of the 1<sup>st</sup> and 2nd Horley Scout group:

Name:

Role:

Robert Groves

Group Lead Volunteer

Ruth Moshi

Treasurer

Date: 15/10/24

# 1st & 2nd Horley Scout Group (Charity no 305766)

## Receipts and payments account

For the year from	01/04/2023	to	31/03/2024
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### Receipts and payments

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	6,567	5,980
Donations	150	257
Legacies		
Gift Aid	6,167	
Other similar income		
<b>Sub total</b>	<b>12,884</b>	<b>6,237</b>
<b>Grants</b>		
Maintenance grant		
Other grants		
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising events (gross)</b>		
Christmas Post 2023	237	
Detail 2		
Detail 3		
Other fundraising activities		
<b>Sub total</b>	<b>237</b>	<b>-</b>
<b>Camp and Activities Contributions (gross)</b>		
Camp Contributions	8,045	3,527
Activities Contributions	545	424
Uniform Contributions		41
<b>Sub total</b>	<b>8,590</b>	<b>3,992</b>
<b>Scout hut income</b>		
Hire of building	13,728	8,542
Hire of equipment		-
Other Scout hut income		-
<b>Sub total</b>	<b>13,728</b>	<b>8,542</b>
<b>Investment income</b>		
Bank interest	356	90
Building Society interest		
The Scout Association Short Term Investment Service		
Other investment income		
<b>Sub total</b>	<b>356</b>	<b>90</b>
<b>Total Gross Income</b>	<b>35,794</b>	<b>18,861</b>
<b>Asset and investment sales, etc.</b>		
<b>Total receipts</b>	<b>35,794</b>	<b>18,861</b>

# 1st & 2nd Horley Scout Group (Charity no 305766)

## Receipts and payments account

For the year from	01/04/2023	to	31/03/2024
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### Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Membership subscriptions paid on (National/County/Area/District)	3,216	2,610
Youth programme and activities	3,570	1,692
Adult support and training	535	436
Rent		
Water and Sewerage		801
Electricity and Gas	4,031	4,365
Phone/Broadband		652
Waste collection	465	426
Insurance	2,861	2,853
Repairs and Renewals	3,164	12,071
Materials and equipment	2,025	4,775
Printing and photocopying		-
Contribution to camp costs		-
Uniforms	86	132
AGM and trustee expenses		13
Camp expenses	7,148	4,281
Software Subscriptions	224	340
Council Tax	26	141
<b>Sub total</b>	<b>27,352</b>	<b>35,588</b>
<b>Fundraising expenses</b>		
Detail 1		
Detail 2		
Detail 3		
Other fundraising costs		
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>27,352</b>	<b>35,588</b>
<b>Asset and investment purchases, etc.</b>		
<b>Total payments</b>	<b>27,352</b>	<b>35,588</b>
<b>Net of receipts/(payments)</b>	<b>8,443</b>	<b>- 16,727</b>
<b>Cash funds last year end</b>	<b>40,382</b>	<b>57,109</b>
<b>Cash funds this year end</b>	<b>48,824</b>	<b>40,382</b>

# 1st & 2nd Horley Scout Group (Charity no.305766)

## Receipts and payments account

For the year from	01/04/2023	to	31/03/2024
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### Statement of assets and liabilities at the end of the year

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank Treasurer account	39,889	35,533
Bank BB Instant account	8,936	4,849
Building society account		
The Scout Association Short Term Investment Service		
Cash/Floats		
<b>Total cash funds</b>	<b>48,824</b>	<b>40,382</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	105,857.00	105,857.00
Motor vehicles	-	-
Scouting equipment, furniture etc	19,317.00	19,317.00
Other	-	-
<b>Sub total</b>	<b>125,174</b>	<b>125,174</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>173,998</b>	<b>165,556</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 16th October 2024 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature
R.Moshi
R.Groves

Print Name
Ruth Moshi
Robert Groves
Treasurer Group Lead Volunteer





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
1st & 2nd Horley Scout Group

On accounts for the year  
ended

31/03/2024

Charity no  
(if any)

305766

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

30/10/2024

Name:

Kevin Smith

Relevant professional  
qualification(s) or body  
(if any):

Address:

3 Deepfields

Horley

RH6 8JT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**