

# Trustees' Annual Report

For the period

From (start date)

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to end date

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Charity name

1st Egham Hythe Scout Group

Other names the charity is known by

Group Registration - 18331

Registered charity number (if any)

1 0 0 7 9 0

Pond Road

Thorpe Lea

Egham, Surrey

Postcode

TW20 8BG

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Malcolm Leverett	Group Chairperson	
2	Stephen Turner	Group Scout Leader	
3	Don Neighbour	Treasurer	
4		Secretary	
5	Roger Croft		
6	Dave Burt		
7			
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Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address

## Section B

## Structure, governance and management

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.

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 Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders and parents' representation and other nominated by the Group Scout Leader. The committee meets every 2 months.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment and is responsible for:

Appointing Group Administrators and Advisors other than those who are elected.

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;

## Section B

## Structure, governance and management (continued)

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.

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 14½. 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.

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

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.

## Section D

## Achievements and performance

The year has seen the Group numbers stay as they are due to Covid.

The Group is working on improving our storage facilities and the security arrangements of all buildings.

We have had no success with grant applications to date so fund raising efforts will have to be increased to achieve targets.

The Group recently resurrected the Fund Raising Committee and we are starting to see some positive results from them, they have achieved the intended target of a new store building. New targets are now being discussed.

## Section E

## 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, circa £2000

The Group reserves of approximately £60000 have been significantly reduced to achieve the erection of the new storage building.

The remaining funds are to be used for building repair and asset replacement (i.e. Tents and Equipment) as well as funds for any new group projects and those required for operating expenses, as they arrive.

## Investment Policy

The Group's Income and Expenditure is relatively small and is made up of Subscriptions and some Fund Raising. The Group has 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 Short Term Investment Service.

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.

## Section F


## Other Optional Information

## Section G

## Declaration

Signed on behalf of the charity's trustees

Signature(s)



Position (eg Secretary, Chair)

Full name(s)

Malcolm John Leverett

Group Chairperson

Date

15 | | 12/21



# 1st Egham Hythe Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	1ST APRIL 2021	To	31 ST MARCH 2022
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### Receipts and payments

	2021/2022	2020/2021
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	10,699.03	5,059.25
Less: Membership subscriptions paid on (National/County/District)	2,843.75	3,710.50
Net membership subscriptions retained	7,855.28	1,348.75
Donations and grants (13432 runnymede brough council)	15,471.00	9,156.93
Legacies	0.00	0.00
Gift Aid tax refund	850.00	1,400.00
sundry		
<b>Sub total</b>	<b>24,176.28</b>	<b>11,905.68</b>
<b>Youth programme and activities</b>		
Detail 1 Uniforms and badges	1,121.00	345.00
Detail 2 (money raised by group for group activities)	4,415.00	-
<b>Sub total</b>	<b>5,536.00</b>	<b>345.00</b>
<b>Fundraising (gross)</b>		
Detail 1 ( fireworks night, ferret night, quiz.)	351.23	1,118.91
Detail 2 (Interest from scout shop)	107.29	106.23
Detail 3 raised for other charities	0.00	0.00
Other fundraising activities	0.00	0.00
<b>Sub total</b>	<b>458.52</b>	<b>1,225.14</b>
<b>Investment income</b>		
Bank interest/ money transferred from sti acct	0.00	0.00
Building Society interest	0.00	0.00
The Scout Association Short Term Investment Service/ COIF interest	6.95	69.67
Property Rent income	2,447.25	1,643.00
Other investment income TSB Dividend	0.00	0.00
<b>Sub total</b>	<b>2,454.20</b>	<b>1,712.67</b>
<b>Total Gross Income</b>	<b>32,625.00</b>	<b>15,188.49</b>
<b>Asset and investment sales, etc.</b>		-
<b>Total receipts</b>	<b>32,625.00</b>	<b>15,188.49</b>

# 1st Egham Hythe Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2021	To	31 st March 2022
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## Receipts and payments

	2021/2022	2020/2021
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	3,811.43	564.25
Adult support and training	110.00	0.00
Rent	0.00	0.00
Water and Sewerage	171.93	133.65
Electricity , Gas and Rfuse.	727.96	1,668.78
Insurance	2,201.15	2,165.30
Repairs and Renewals	6,437.81	4,594.20
Materials and equipment	461.61	377.08
Printing and photocopying	98.52	0.00
Donations	40.00	0.00
Uniforms	1,816.45	797.25
AGM and trustee expenses	110.98	0.00
Other costs detail 1 - Badges	618.69	257.54
Other costs detail 2 - Storage Buildings - Buildings cost	0.00	0.00
Other costs detail 3 - Telephone	0.00	0.00
<b>Sub total</b>	<b>16,606.53</b>	<b>10,558.05</b>
<b>Fundraising expenses</b>		
Detail 1 Social		-
Detail 2	1,017.62	17.10
Detail 3	0	0
Other fundraising costs Lottery Licence		-
<b>Sub total</b>	<b>1,017.62</b>	<b>17.10</b>
<b>Total Gross Expenditure</b>	<b>17,624.15</b>	<b>10,575.15</b>
<b>Asset and investment purchases, etc.</b>		-
<b>Total payments</b>	<b>17,624.15</b>	<b>10,575.15</b>
<b>Net of receipts/(payments)</b>	<b>15,000.85</b>	<b>4,613.34</b>
<b>Cash funds last year end</b>	<b>36,053.80</b>	<b>31,440.46</b>
<b>Cash funds this year end</b>	<b>51,054.65</b>	<b>36,053.80</b>

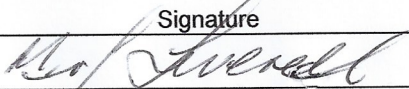
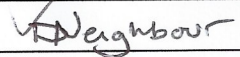


# Statement of assets and liabilities at the end of the year

	2021/2022	2020/2021
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	51,054.65	33,953.80
Bank deposit account	0.00	0.00
Building society account	0.00	0.00
The Scout Association Short Term Investment Service/ COIF	2,000.00	2,000.00
Cash/Floats	100.00	100.00
<b>Total cash funds</b>	<b>53,154.65</b>	<b>36,053.80</b>
<b>Other monetary assets</b>		
Tax claim (to be added to next years acct) TBA	1,600.00	850.00
Debts due to Group	0.00	0.00
Insurance claim	0.00	0.00
<b>Sub total</b>	<b>1,600.00</b>	<b>850.00</b>
<b>Investment assets</b>		
Investment property - detail	0.00	0.00
Quoted investments -	0.00	0.00
Other investments - detail 225 Iloyds Shares 31st March (66.32 pence)	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Non monetary assets for charity's own use (basis of valuation)</b>		
Badge stock	100.00	100.00
Shop stock	0.00	0.00
Other stock	0.00	0.00
Land and buildings	461,755.00	446,140.00
Motor vehicles	0.00	0.00
Scouting equipment, furniture etc - Stores	32,002.00	30,920.00
Other - HQ Contents and Equip	23,118.00	22,336.00
<b>Sub total</b>	<b>516,975.00</b>	<b>499,496.00</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>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 5th September 2022 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature  
  


Print Name  
M.Leverett Chairman  
D.Neighbour Treasurer

# England & Wales

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 1<sup>st</sup> Egham Hythe Scout Group Scout Council

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Egham Hythe Scout Group for the year ended 2019.

## Responsibilities and basis of report

As the charity trustees of the 1<sup>st</sup> Egham Hythe Scout Group/Runnymede District 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 1<sup>st</sup> Egham Hythe Scout Group/Runnymede District 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> Egham Hythe Scouts Group/Runnymede District 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.

Signed: 

Name: JASON WEARE

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

Address: 5 BAILEY CLOSE, FARMLEY, SURREY. GU16 7EN

Date: 21<sup>st</sup> AUGUST 2022