

# **1st Northfleet (20th Gravesend) Scout Group**

**Trustees' Annual Report and Accounts  
Year end 31st March 2022**

# Trustees' Annual Report for the year ended 31<sup>st</sup> March 2022

## Section A

## Reference and administration details

### 1<sup>st</sup> Northfleet Scout Group

Registered Charity number (if any) 303426

Registration number with The Scout Association 08947

Contact Name and Address

Mr David Norris, 76 Charles Drive, Cuxton, Kent. ME2 1DT

Names of the charity trustees who manage the charity (as per <http://www.charitycommission.gov.uk>)

Trustee	Office	Dates acted if not for whole year
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#### *Ex-Officio*

Mr David Norris	Group Scout Leader	
Mr Robert Woodgate	Group Chairperson	
Ms Tracey Pringle	Group Treasurer	
Miss Chelsie Burton-Grey	Scout Leader	
Mr Michael Norris	Beaver Leader	
Miss Rachael Lawler	Cub Leader	
VACANT	Group Secretary	

#### **Executive Committee**

##### *Elected*

Mr Richard Annable	Parent	
Mr Shane Mochrie-Cox	Parent	
Ms Emma Russell	Asst Beaver Leader	

##### *Co-Opted*

Mr Steve Conyers	Group Quartermaster/ACSL	
Mr Kevin Braine	Group Bosun/Sectional Assistant	

#### **Names and addresses of advisers**

Type of advisor	Name	Address
Solicitors	Hatten Wyatt Solicitors and Advocates	Gravesend

Bankers (Current Account)	BARCLAYS BANK PLC	Gravesend (Dartford Group)
Independent Examiner	Emma Jeffrey of Plan Accounting Services	Gravesend

Custodian Trustees Mr R Annable, Mr K Braine, Mr R Woodgate

## 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 has also opted to write its own Constitution to serve as governance in specific matters to the Group.

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.

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

- The maintenance of Group property;
- The raising of funds and the administration of Group finances;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committee, Group Administrator or Advisor that may be required.

## 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 policy 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. Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. 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 cooperate with others and make friends.

## Section D

## Achievements and performance

For the first time in living memory, 1st Northfleet is financially secure, with over 5 years of running costs in reserve. This has allowed us to keep subs stable despite inflationary pressures, as well as to replace equipment, and subsidise events.

It has also allowed us operate a Scouting for Everyone (SfE) fund that helps ensure scouting adventures are accessible to young people, regardless of means, background or ability.

We are currently supporting two of our scouts, Ben and Freya, who have been selected as UK ambassadors at the 2023 World Scout Jamboree. This event brings together over 40,000 scouts from around the world to promote peace between nations, and international co-operation on global issues, such as sustainability and the environment. Ben and Freya were lucky enough to be selected out of just 4 places offered to the Gravesham District.

## Section E

## Financial Review

**Income: £21,633.58 (from £34,338.34)**

Significant items break down into five areas:-

- Donations and Grants summed to £11,533.17, (from 22,963.29)
- Other fundraising £2,964.06 (from £1,730.01)
- Net Membership Subscriptions decreased to £3,609.00 (from £4,223.46)
- Gift Aid £1,404.60 (from £2,401.41)
- Scouting activities decreased to £2,122.75 (from £3,020.17)

**Expenditure: £12,853.27 (from £28,008.11)**

Significant items include:

- Scouting activities £5,498.80 (from £2,462.03) this includes payments for camps in advance of payments from members
- Rent and utilities £979.66 (from £900.07)
- Repairs and renewals £2,379.12 (from £4,123.09) this includes internet access installed and new cctv system
- Insurance £723.46 (from £762.47)

**Total cash funds available this year end: £39,195.84 (from £30,415.53)**

The group is committed to keeping a rainy-day fund of £5,000, reserved to be used in times when regular income is disrupted or decreased in order for operations to continue

## Section F

## Other Optional Information

This has been a year of consolidation and growth. 1st Northfleet is now back to pre-pandemic numbers, and the leadership team have delivered some amazing scouting experiences for the young people, including a week at the Kent International Jamboree.

This year also saw the return of our family camp, which was attended by over 100 people. We were thrilled to see it so well supported by new and old faces alike, and the sense of community that is our hallmark shining through.

After 6 years at the helm, our Group Chairman, Rob Woodgate, is retiring at this AGM. He leaves the group financially secure, with a strong leadership team, swelling membership and improved facilities. We thank him for his dedication to the group, and for staying in post an extra year than planned.

We'd also like to thank Bernie Smith for his tireless work maintaining the hall grounds on a regular basis, and Vicky for keeping the hall interior looking clean and tidy.

Finally, the committee continues to look for new volunteers, and new leaders, to help support in running

scouting activities and maintaining the hall, and requests parents and carers please step forward to ensure the continued smooth running of the group.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature:



Full name(s): David Norris

Position (eg Secretary, Chairperson): Group Scout Leader

Date: 15/10/2022

## Receipts and Payments Account for the year ended 31<sup>st</sup> March 2022

### Income and Assets

	2021-22 £	2020-21 £
Gross Income	<b>21,633.58</b>	34,338.34
Total Assets	<b>199,854.84</b>	191,074.53

### Turnover Activities

Net membership subscriptions retained	3,609.00	4,223.46
Donations and grants, inc Gift Aid	12,937.77	25,364.70
Hall Lettings	2,065.00	830.00
Other Fundraising	899.06	900.01
Camps and activities	<u>2,122.75</u>	<u>3,020.17</u>
	<u><b>21,633.58</b></u>	<u><b>34,338.34</b></u>

The group are carrying out straightforward activities and have a gross income falling between £25,000 and £250,000, therefore review by Independent Examiner is appropriate.

In 2019-20, 1st Northfleet started putting all events through the OSM so that the income and expense are both now logged in full rather than recognising the net effect of cash managed events

only. They have also raised funds for an extension to the premises. These activities have led to an increase across all payment streams, particularly Donations and Grants, pushed them over the £25,000 threshold for an Independent Examination, which they have since continued.

Accounts have been prepared in accordance with guidance set out by The Scout Association Policy, Organisation & Rules which reflect the Charity Statement of Recommended Practice.

"Receipts and Payments" Accounts have been appropriately prepared on a Cash Basis, with all activity shown within Unrestricted Funds, and summarised under appropriate headings. There is no requirement to prepare accounts under an Accruals basis in the absence of complex operations or high income.



## **Receipts & Payments - Unrestricted Funds**

	<b>2021/22</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>
<b><u>Receipts</u></b>		
Membership subscriptions	7,159	7,027
Less:Membership subscriptions paid to National/County/District	3,550	2,804
Net membership subscriptions retained	3,609	4,223
Donations and grants	11,533	22,963
Gift Aid	1,405	2,401
<b>Fundraising (gross) -</b>		
Hall Lettings	2,065	830
Fundraising : Clothing Sales	0	55
Fundraising : Easy Fund Raising	50	20
Fundraising : Karaoke	0	460
Fundraising : BBQuiz	0	0
Fundraising : Bridges Walk	0	0
Fundraising : Christmas event	0	0
Fundraising : Equipment	0	0
Fundraising : Bingo/Fireworks	324	160
Fundraising : Quiz	0	108
Other Fundraising	524	97
	2,964	1,730
<b>Scouting Activities</b>		
Camps and activities	2,123	3,020
<b><u>Payments</u></b>		
Audit	120	150
Charitable Payments	400	22
Cleaning	620	92
Digital : OSM and Web Hosting Fee	50	225
Equipment:	0	1,221
Extension	0	17,985
Insurance - Hall: Buildings and contents	673	712
Insurance - Personal accident non member helpers	50	50
Rent	100	100
Repairs and Renewals	2,379	4,123
Internet	109	0
Scouting : Admin/stationery	78	90
Scouting : Clothing	401	0
Scouting : Uniform/Badges	403	77
Scouting: Scouting Events and activities	3,765	1,872
Scouting: Weekly Meetings	373	351
Scouting: Subs rebate	480	72



Utilities : Electricity and oil	849	700
Utilities: Water	30	100
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	10,360	27,769
<b>Fundraising expenses</b>		
Donations	0	0
Fundraising costs	1,973	67
	<hr/>	<hr/>
	1,973	67

### **Statement of Assets & Liabilities - Unrestricted Funds**

	<b>2021/22</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>
<b>Cash funds</b>		
Bank current account	39,196	30,416
<b>Other monetary assets</b>		
Tax claim - Gift Aid (estimated)	1,000	1,000
<b>Non monetary assets for charity's own use</b>		
Land and buildings - Insured value	147,306	147,306
Scouting equipment, furniture etc - Insured value	12,353	12,353





**Emma Jeffrey T/A**  
**Plane Accounting Services**  
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Kent DA11 9QB

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The Trustees  
1<sup>st</sup> Northfleet Scout Group  
Rosherville Scout Hut, The Recreational  
Ground, Beresford Road, Northfleet,  
Kent DA11 9JU

**30<sup>th</sup> January 2023**

Dear Sirs

Thank you for appointing me to conduct an independent examination of the 2021-22 accounts, for the third year.

I have performed detailed testing of the accounts and supporting documentation, and am emailing a copy of the report and working papers.

I have advised of some adjustments to be made to the Financial Review section of the draft Trustee Report.

Having completed my examination, I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- The accounting records were not kept in accordance with the guidance set out by The Scout Association and the Charity Commission.
- The accountings did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning form and contents of the accounts,

Subject to the amendments being made to the Trustee Report as advised, I have no concerns and have come across no 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.

Yours Sincerely,

Emma Jeffrey BSc FCCA  
Plane Accounting Services