

Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	1	2	1	6
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Section A

Reference and administration details

Charity name

17th Purley Scout Group

Other names the charity is known by

Registered charity number (if any)

2 9 3 8 9 9

HQ registration number

Charity's principal address

76 Waddington Avenue

Coulsdon

Surrey

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr K Spencer	GSL	
2	Mrs Anna stimson	Treasurer	
3	Mr Michael Garlick	Chairperson	
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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

Type of advisor	Name	Address
Accountants	Marie Grainger	83 Caterham Drive, Coulsdon

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 (if opted to take on the responsibility) and parent's representation and meets every 2 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.

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.

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	<p>The 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.</p> <p>The 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.</p> <p>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.</p>
Summary of the main activities in relation to these objects	<p>Village fair BBQ, Badge work, scuba diving, night hikes, cooking, craft work, camping trips, visits to local food banks, Wildlife walks with local rangers, Kayaking, church parades and christmas post.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	<p>All the parents of 17th Purley are supportive and attend when help when required. They also support the group financially by attending these events. When an event is organised for a date outside normal meeting times a large percentage of the children and parents will attend.</p>
Public benefit statement	<p>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.</p>

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

This year each section is at full strength and has children awaiting a place. The beaver group in particular has grown very quickly and all groups have a great reputation which makes them very popular.

By maintaining high membership we can offer plenty of exciting activities for all members.

We had a less productive year in terms of fundraising mainly due to the weather letting us down during our two biggest events. We also have a new chairperson this year and he has many new ideas with which to take the group forward.

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 3 months running costs, circa £2000

The Group held reserves of approximately £1800 against this at year end. This is below the level required for operating expenses. However this can be explained by a few unavoidable shortfalls in fundraising compared to other years

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);

Investment Policy

The principal sources of funds for our group come from fundraising and subscriptions.

- how expenditure has supported the key objectives of the charity;

- investment policy and objectives

All of the children have had the opportunity to take part in the many activities that the sections have provided and money has been spent keeping equipment and the premises in good working order for the benefit of the whole group.

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)

If our fundraising activities are successful this year we would like to increase our savings.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Keith Spencer	Michael Garlick
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Position (eg Secretary, Chair)

Group Scout Leader	Chairperson
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Date

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17TH PURLEY SCOUT GROUP

ACCOUNTS FOR THE YEAR ENDED

31st DECEMBER 2016

17TH PURLEY SCOUT GROUP
Receipts for the year ended 31st December 2016

	<u>2016</u>	<u>2015</u>	<u>2014</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>MEMBERSHIP SUBSCRIPTIONS</u>			
Subscriptions	5,581	4,249	3,273
Less Paid	-	-	-
	<u>5,581</u>	<u>4,249</u>	<u>3,273</u>
<u>INVESTMENT INCOME RECEIVER</u>			
Bank Interest	8	8	25
Donations re Hut Use	<u>1,525</u>	<u>1,626</u>	<u>842</u>
	<u>1,533</u>	<u>1,634</u>	<u>867</u>
<u>DONATIONS/GRANTS</u>			
Donations re Trailer Funds	505	460	1,173
Donations and Grants	743	6,241	521
Gift Aid	883	-	775
Charities Aid Foundation re Wreath	<u>15</u>	<u>-</u>	<u>20</u>
	<u>2,146</u>	<u>6,701</u>	<u>2,488</u>
<u>ACTIVITIES</u>			
Hike	0	56	5
75th Anniversary Celebrations	-	-	-
Scuba Diving	165	345	195
Scuba Diving BK 20355188	90		
Other Activities	323	310	394
Camp fees	4,606	7,009	5,624
Camp fees BK 20355188	<u>3,401</u>	<u>-</u>	<u>-</u>
	<u>8,585</u>	<u>7,720</u>	<u>6,218</u>
<u>FUNDRAISING (gross)</u>			
BBQ	3,262	3,462	2,975
Bike Ride	92	479	-
Others	323	-	-
Others BK 20355188	<u>7</u>	<u>-</u>	<u>-</u>
	<u>3,684</u>	<u>3,941</u>	<u>2,975</u>
<u>SUNDRY RECEIPTS</u>			
Uniform Donation	76	64	31
Refund from School Scout Council	-	73	-
From Bank 20355188 Trsf	4,268	-	-
Refund from EDF	<u>-</u>	<u>-</u>	<u>32</u>
	<u>4,344</u>	<u>137</u>	<u>64</u>
TOTAL RECEIPTS FOR THE YEAR	<u><u>25,873</u></u>	<u><u>24,382</u></u>	<u><u>15,885</u></u>

NOTE:

	As per Bank Account	As per report	Difference
In bank as at 31 dec 15	2578	2578	
Receipts	22367	25873	-3506
Tsf from saving	0.00	0.00	
Payment	<u>-22816</u>	<u>-27125</u>	<u>4309</u>
as at Bank 31 dec 16	2129	1326	803

Receipt difference

Actual receipts in Current Bank Account is £22367.

£25873 includes Interest on saving account of £8.00. no interest on current Bant Account

Also including £90.00 for Scuba Diving - £3401 for Camp Fees and £7 for Other receipts paid in Bank A/c 20355188

Therefore:	22367	
Interest Saving Account	8	8
Scuba Diving BK 20355188	90	90
other BK 20355189	7	7
Camp fees BK 20355190	<u>3401</u>	<u>3401</u>
	25873 per above	3506 difference as per above

17TH PURLEY SCOUT GROUP**Payments for the year ended 31st December 2016**

	<u>2016</u>	<u>2015</u>	<u>2014</u>
	£	£	£
<u>PREMISES</u>			
Rates	90	239	224
Light and Heat	1,024	720	1,300
Insurance	3,745	2,137	1,922
Kitchen	6	0	177
Repairs and Renewals	350	255	1,281
	<u>5,215</u>	<u>3,351</u>	<u>4,904</u>
<u>TRAILER EXP</u>	360	1,023	0
	<u>360</u>	<u>1,023</u>	
<u>ACTIVITIES</u>			
Scuba Diving & Hiking	200	411	195
75th Anniversary	-	-	-
Swimming	-	220	111
Other Activities	869	319	593
Camp	7,886	7,254	5,386
	<u>8,955</u>	<u>8,204</u>	<u>6,285</u>
<u>FUNDRAISING EXPENSES</u>			
BBQ	2,219	1,500	1,587
Bike Ride	-	-	-
	<u>2,219</u>	<u>1,500</u>	<u>1,587</u>
<u>ADMIN/ESTABLISHMENT EXPENSES</u>			
AGM	717	359	-
Uniform	538	589	751
Training	-	-	223
Accountancy	160	160	150
cleaning	377	444	294
Fire Equipment	79	-	103
Subscriptions	453	2,799	3,193
Subscriptions BK A/C (20355188)	5	-	-
Capitation	2,016	-	-
Other	1,651	391	276
	<u>5,996</u>	<u>4,742</u>	<u>4,990</u>
<u>TRUSTEES EXPENSES</u>			
Wreath	40	30	-
	<u>40</u>	<u>30</u>	
<u>PURCHASE OF CAPITAL EQUIPMENT</u>	-	-	-
<u>PURCHASE OF TRAILERS</u>	-	6,256	
<u>CAPITAL EXPENDITURE ON HUT</u>	-	-	-
<u>PURCHASE OF BADGES</u>	-	-	-
<u>SUNDRY PAYMENTS</u>	-	173	396
BANK CHARGES	36		
BANK CHARGES (BK A/C 20355188)	36		
Bank 20355188 Trsf	4,268		
<u>TOTAL PAYMENTS FOR THE YEAR</u>	<u>27,125</u>	<u>25,279</u>	<u>18,163</u>

NOTE:

	As per Bank Account	As per report	Difference
In bank as at 31 dec 15	2578	2578	
Receipts	22367	25873	-3506
Tsf from saving	0.00	0.00	
Payment	<u>-22816</u>	<u>-27125</u>	<u>4309</u>
as at Bank 31 dec 16	2129	1326	803

Actual payment in Current Bank Account is £22816.
£27125 includes Subscription in Bank A/c 20355188 of £5.00., Bank charges £36.00 and Trsf £4268

Therefore:		22816	
Subscription	BK 20355188	5	5
Bank Charge	BK 20355188	36	36
Trsf to current A/C	BK 20355189	<u>4268</u>	<u>4268</u>
		27125 per above	4309 difference as per above

17TH PURLEY SCOUT GROUP**Receipts & Payments for the year ended 31st December 2016**

	<u>2016</u> <u>£</u>	<u>2015</u> <u>£</u>	<u>2014</u> <u>£</u>
Total receipts for the year	25,873	24,382	15,885
Total payments for the year	-27,125	-25,279	-18,163
Net (payment)/receipts	<u>-1,252</u>	<u>-897</u>	<u>-2,278</u>
Cash bank and similar funds brought forward	4,744	5,641	7,919
Add Bank 20355188 brought forward	793		
Cash, bank and similar fund carried forward	<u><u>4,285</u></u>	<u><u>4,744</u></u>	<u><u>5,641</u></u>

The above summary and the detailed receipts and payments schedules were approved by the Trustees on
and signed on their behalf by

Anna Stimpson
17TH PURLEY SCOUT GROUP

17TH PURLEY SCOUT GROUP**Statement of Assets and Liabilities at 31st December 2016**

	<u>2016</u> £	<u>2015</u> £	<u>2014</u> £
<u>MONETARY ASSETS Cash, Bank and Similar Funds</u>			
Bank Current Account (s)	2129	2578	3483
Bank Deposit Account (s)	1874	1866	1858
Bank Account 20355188	-18		
Cash in hand	300	300	300
	<u>4285</u>	<u>4744</u>	<u>5641</u>
<u>GENERAL FUNDS</u>			
Brough Forward	4744	5641	7919
Bank 20355188 brought forward	793		
Net (payments)/receipts for the year	-1,252	-897	-2,278
Carried forward	<u>4,285</u>	<u>4,744</u>	<u>5,641</u>

The above statement of Assets and Liabilities
were approved by the Trustees on
and signed on their behalf by:

Anna Stimpson
17TH PURLEY SCOUT GROUP

ACCOUNTANTS CERTIFICATE

This is to certify that the above Income and Expenditure Account and the attached
Accumulated fund statement for the year ended 31st December 2016 has been prepared
from the books and records and information supplied by the Treasurer and is in
in accordance therewith.

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