

2nd Molesey (St Paul's) Scout Group

Charity Registration No. 305730

The Scout Association Registration No. 05986

**Report & Accounts for the Year ended 31st March 2017
Governance, Policies and Procedures.**

Principal Address: 2nd Molesey Scout Hut
Vine Road, East Molesey, Surrey, KT8 9LF

Trustees:

Group Scout Leader (Acting)	Pam Escott
Chairman	Andrew Nicholson
Treasurer	Alys Sawell
Secretary	Ellie Quick
Beaver Leader	Pam Escott
Cub Leader	Josh Cullum
Scout Leader	Pam Escott
Explorer Scout Leader	David Ingold

Bankers: Lloyds TSB
83 High Street, Walton On Thames, KT12 1DU

Independent Examiner: Carol Lunn FCMA
8 Kew Walk
Millway Gardens
Andover, Hants, SP10 3UL

Governance:

The Group is a trust established under rules which are common to all Scout Groups

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

The Group is managed by a Committee made up of all the charity's trustees. As charity trustees, they are responsible for complying with legislation applicable to charities. This includes the registration, keeping of proper accounts and making of appropriate returns to the Charity Commission.

The Committee consists of independent representatives from the Group Council (Parents of members), Chair, Treasurer and Secretary together with the Group Scout Leaders and meets 5 times a year.

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

- The maintenance of Group property;
- The raising of funds and the administration of the Group finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing advisors other than those who are elected.

Risk Assessment:

The Committee has identified the major risks to which they believe the Group is exposed. These have been reviewed and systems exist to mitigate against them. The main areas of concern that have been identified are:

Damage to the building and equipment. The Group would request the use of buildings and equipment from neighbouring organisations. The Group has sufficient building and contents insurance in place to mitigate against permanent loss

Injury to leaders, members and helpers. The Group, through the capitation fees, contributes to The Scout Association's 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 fund raising. 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 either temporarily or permanently.

Reduction or loss of leaders and members. The Group provides activities for all young people aged 6 to 18. If there was a reduction in leadership or membership in a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section, or in the worst case scenario, the complete closure of the Group.

The Group requires 2 signatories for all payments to provide reasonable assurance against material mismanagement or loss of money and holds comprehensive insurance policies to ensure that insurable risks are covered.

Group Objectives:

The aim of the Group 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 community. The method of achieving this aim is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by trained adult leadership.

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 Committee considers that the group should hold a sum equivalent to 5 months running costs, circa £7500.

The Group held £ 8653 in reserve at year end. (Post Office savings account)

Investment Policy:

The Group does not have sufficient funds to invest in longer term investments. All funds are held in cash current accounts.

2nd Molesey (St Paul's) Scout Group

Receipts and Payments Account

Year start date

Year end date

Year end date

For the year from

01/04/2016

To

31/03/2017

31/03/2016

Receipts and payments

		2016/2017	2015/2016
		Unrestricted funds	Unrestricted funds
		£	£
Receipts			
Donations, legacies and similar income			
Membership subscriptions	12,111		11,615
Less: Membership subscriptions paid on (National/County/Area/District)	-3,444		-3,637
Net membership subscriptions retained		8,667	7,978
Donations		0	122
Legacies		0	
Gift Aid		0	0
Other similar income			
Sub total		8,667	8,100
Grants			
Grants		0	0
Maintenance grant		3,561	0
Other grants			
Sub total		3,561	0
Activities and Fundraising (gross)			
Activities - all sections (sometimes included in camp)	Beavers	555	
	Cubs	60	
	Scouts	412	
	Explorers	120	
	Group	766	
		1,913	3,266
Camps			
	Beavers		
	Cubs	210	
	Scouts	2,160	
	Explorers	1,190	
	Group	3,855	
		7,415	9,733
Uniforms and materials		23	1,486
Fundraising activities		2,250	6,719
Mini Bus	RESTRICTED FUNDS	10,395	5,315
Jamboree 2015 Fundraising		0	471
Sub total		21,995	26,988
Investment income			
Bank interest		0	0
Post Office account Interest		52	128
Scout Association Short Term Investment Service			
Property Rent income		250	511
Other investment income			
Sub total		302	638
Total Gross Income	9,052	34,525	35,727
Asset and investment sales, etc.	5,194		
Total receipts		34,525	35,727

2nd Molesey (St Paul's) Scout Group

Year start date

Year end date

Year end date

For the year from

1st April 2016

To

31st March
2017

31st March
2016

Payments

		2016/17		2015/16
		Unrestricted funds		Unrestricted funds
		£		£
Payments				
Charitable Payments				20
Youth programme and activities	Beavers	1,745		
	Cubs			
	Scouts	1,556		
	Explorers	811		
	Group	1,291	5,403	3,736
Rent		149		35
Water and Sewerage		117		195
Electricity and Gas		877		962
Insurance		1,541	Note 3	1,927
Repairs and Renewals		263	Note 4	5,986
Uniforms and materials		1,664	Note 5	3,666
Printing and photocopying		732		423
Equipment		2,040		2,958
Camp costs	Equipment			
	Cubs	307		
	Scouts	2,082		
	Explorers	862		
	Group	3,106	Note 6	11,420
Admin/trustee/Leader expenses		570		1,132
Bank Charges		494	Note 7	161
Jamboree				395
Mini Bus		3,007		1,013
Sub total		23,215		34,029
Fundraising expenses		1,945		3,564
New Minibus purchased for £15,498		15,633		
Detail 2				
Detail 3				
Sub total		17,578		3,564
Total Gross Expenditure		40,793		37,593
Asset and investment purchases, etc.				
Total payments		40,793		37,593
Net of receipts/(payments)	D56 - D106	- 6,268		-1,866
Cash funds last year end		29,942		46,152
Cash funds this year end		23,675		29,942

Statement of Assets and Liabilities at year end

	31st March 2017 Unrestricted funds	31st March 2016 Unrestricted funds
Cash funds		
Bank current accounts: Sections	9,933	10,303
Bank current account: Group	4,888	10,838
Post Office Savings account	8,653	8,602
Scout Association Short Term Investment Service		
Cash/Floats	200	200
Total cash funds	23,675	29,942
Other monetary assets		
Tax claim	-	-
Debts due from the County/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Mini Bus	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	-	-
Liabilities		
Accounts not yet paid		
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
TOTAL	23,675	29,942

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 8th May 2017 and signed on their behalf by

Mrs Pamela Escott	Acting Group Scout Leader
Ms Alys Sawell	Treasurer

Receipts & Payments Account Summary at year end 31/03/2017

	2017	2016
Total Receipts for the year	34,525	35,727
Total Payments for the year	<u>40,793</u>	<u>37,593</u>
Nett receipts (payments) for the year	-6,268	-1,866
Cash, bank and similar funds brought forward	<u>29,942</u>	<u>31,808</u>
Cash, bank and similar funds carried forward	<u>23,675</u>	<u>29,942</u>

Account Balances

As of 31/03/2017

	2017	2016
Mini Bus	1,941	2,291
Cubs	823	914
Scouts	3,166	2,073
Beavers	2,649	3,243
Explorers	1,354	1,783
2nd Molesey St Pauls PO saving	8,653	8,602
PETTY CASH	200	200
TREASURER'S ACCOUNT	4,888	10,838
Total Bank and Cash Accounts	<u>23,675</u>	<u>29,942</u>

Notes to the accounts 2017

Note 1 Gift aid for 2014/15, 2015/16 and 2016/17 to claim

Note 2 Grant received re the kitchen renovation - monies spent in last years accounts

Note 3 Insurance providers researched - cost savings made

Note 4 last year's skewed by the £5.5k spent on the new kitchen

Note 5 All investiture income recognised here

Note 6 Less overseas camps

Note 7 Fees relate to OSM Charges

Independent Examiner's Report to the Trustees of the

2ND MOLESEY (ST PAULS)

SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended 31st March 2017
which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages 3-6

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention (~~other than that disclosed below~~ *):

1. which gives me reasonable cause to believe that in, any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the Charities Act ;and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, 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

Name: CAROL LUNN

Qualification: ACMA CGMA MAAT

Address: 8 KEW WALK

ANDOVER, HAMPSHIRE, SP10 3UL

Date: 17/12/2017