

# **1<sup>st</sup>/4<sup>th</sup> Addlestone (St. Paul's) Scout Group**



## **Annual Report and Accounts 2017/2018**



**Registered Charity No. 279333**



# Trustees' Annual Report for the period



		Period start date			Period end date		
From	01	04	2017	To	31	03	2018

## Reference and administration details

<b>Charity name</b>	1 <sup>st</sup> /4 <sup>th</sup> Addlestone (St. Paul's) Scout Group		
<b>Other names charity is known by</b>			
<b>Registered charity number (if any)</b>	279333		
<b>Charity's principal address</b>	Fleur de Lys Scout Centre, Spinney Hill		
	Addlestone		
	Surrey		
	Postcode	KT15 1AD	

## Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr. M. Wilson	Group President	
2	Miss P. Lympny	Acting Group Scout Leader	
3	Mr. S. Livesley	Beaver Scout Leader	
4	Mr. K. Coombs	Beaver Scout Leader	
5	Mr. G. Jenkins	Cub Scout Leader	01.04.2017-31.07.2017
6	Mr. P. Reynolds	Group Treasurer	
7	Mrs. T. Henshaw	Group Secretary	
8	Mr. D. Hicks		
9	Mrs. E. Taylor		
10	Mr. D. Smith		
11	Mr. N. Coxhead	Scout Sectional assistant	01.04.2017-23.01.2018
12	Mr. S. Barrett-Jolley	Scout Leader	
13	Mr. G. Kerr	Group Chairman	
14	Mrs. A. Edwards		
15	Mrs. E. Morris	Cub Scout Leader	

## Names and addresses of advisers (Optional information)

Type of advisor	Name	Address
<b>Bankers</b>	Nationwide Building Society	Addlestone
	Lloyds Bank plc	Addlestone
	The Scout Association Short Term Investment Service (COIF)	EC4, London

# Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	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.
How the charity is constituted (eg. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (eg. 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)

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

- Policies and procedures adopted for the induction and training of trustees.
- The charity's organisational structure and any wider network with which the charity works.
- Relationship with any related parties.
- Trustees' consideration of major risks and the system and procedures to manage them.

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 4 months.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment which are to:

- Comply with the Policy, Organisation and Rules of The Scout Association
- Protect and maintain any property and equipment owned by and/or used by the Group
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-Committees.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- Open, close and amalgamate Sections in the Group as necessary
- The Executive Committee also:
  - Appoints Administrators, Advisers, and Co-opted members of the Executive Committee
  - Approves the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
  - Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; files a copy with the District Executive Committee and with the Charity Commission (if appropriate).

- Maintain confidentiality with regard to appropriate Executive Committee business.

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 contributes to the Scout Association's national accident insurance policy through the capitation fees. 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 members. The Group provides activities for all young people aged 6 to 14. 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 policy to ensure that insurable risks are covered.

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

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.

### Summary of the main activities in relation to these objects

Subscriptions are charged for membership to cover the immediate running costs of the Group and these do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions or fees charged for camps or outings.

### Additional details of objectives and activities (Optional information)

Two key principles demonstrate that Scouting's aims are for the public benefit are that through the Scout method, young people develop towards achieving their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously and the benefits Scouting activities provide far outweigh the risks. Any private benefits from Scouting are incidental, other than those as a beneficiary.

## Achievements and performance

### Summary of the main achievements of the charity during the year

Once again 1<sup>st</sup>/4<sup>th</sup> Addlestone (St. Paul's) Scout group is pleased to report a successful and active year. Our membership remains robust at around 130 members at the last census.

In July 2017 we were sad to say farewell to Gareth Jenkins who had been a cub scout leader for the Tigers cub pack since 1996. It was our good fortune that Emily Morris agreed to take on the role of cub scout leader, with James Coxhead taking on the role of assistant cub scout leader. We have also said goodbye for the time being to Chris Mobsby, who has been a helper with the Tigers for a number of years, but is now working abroad.

During the year, a number of Beavers, Cubs and Scouts have obtained a variety of challenge and activity badges. All the sections have maintained a varied and lively programme and have included trips and camps as well as badge work and attendance at District events in their programmes. The events that have been attended include:

Beaver scouts: Rambleabout, Paddle Day, County Camp, a badge day and a Christingle Service.

Cub scouts: Fishing, cooking and 6 a-side football competitions, District camp, Night hike, and a big splash.

Scouts: scoutabout, football, fishing and cooking competitions, a Night hike and a particular highlight for the Scouts, Winter Camp at Gilwell Park in January.

In addition, a number of our cubs and scouts attended the National Archery Competition.

As tradition demands, we also took a large party of cubs and scouts to the PGL activity centre "Osmington Bay" in Weymouth.

As always, the sections rely on Leaders, Helpers and parent support to make possible the regular weekly meetings, outings, events and camps.

We would like to thank everyone who has helped in this way – we now have so many it is impossible to single anyone out. Our attendance at all these events would not be possible without the support of the lay members and fund raisers who willingly give up their time to help to maintain the building, run jumble sales etc.

There are always vacancies for anyone who is willing and able to give even an hour of their time when they can. Please think about coming and joining us – it is rewarding and fulfilling but most of all great fun.

## Financial review

**Brief statement of the charity's policy on reserves**

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 £12,000 plus an additional £8,000 to cover emergencies relating to the building (£5000) or equipment (£3,000).

**Details of any funds materially in deficit**

**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).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

**Investment Policy**

The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds 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, Charities Official Investment Funds or The Scout Association's 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.

## Other optional information

## Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	(signed) G Kerr	(signed) P. Reynolds
<b>Full name(s)</b>	Mr. G. Kerr	Mr. P. Reynolds
<b>Position (e.g. secretary, chair, etc)</b>	Group Chairman	Group Treasurer
<b>Date</b>	30.04.2018	

# 1st/4th Addlestone (St.Paul's) Scout Group

## Receipts and Payments Account

For the year from	1st.April 2017	To	31st.March 2018
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### Receipts and payments

	.2017/2018	.2016/2017
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
<b>Group Subs</b>	12188.05	11514.75
Membership subscriptions	0.00	0.00
Less:Membership subscriptions paid on (National/County/District)	5781.00	5016.50
Net membership subscriptions retained	6407.05	6498.25
Donations and grants	1687.66	1329.19
Telephone/Internet Refund	15.00	0.00
Gift Aid tax refund	0.00	0.00
Insurance Claim	587.52	0.00
<b>Sub total</b>	<b>8697.23</b>	<b>7827.44</b>
<b>Youth programme and activities</b>		
<b>Explorers</b>	212.50	637.50
Group Activities + Archery	9692.66	6732.62
Beavers/Cubs/Scouts	11510.93	5300.16
Badge Sales	0.00	0.00
Uniform Sales	50.60	98.50
<b>Sub total</b>	<b>21466.69</b>	<b>12768.78</b>
<b>Fundraising (gross)</b>		
Jumble Sales/Car Boot	9527.41	8445.45
Waste Paper/Cardboard	6194.10	9046.72
Scout Shop	108.76	0.00
Other fundraising activities	0.00	0.00
<b>Sub total</b>	<b>15830.27</b>	<b>17492.17</b>
<b>Investment income</b>		
Bank interest	0.00	0.00
Building Society interest	1.76	3.08
The Scout Association Short Term Investment Service/ COIF interest	70.14	124.78
Property Rent income	0.00	0.00
Other investment income	0.00	0.00
<b>Sub total</b>	<b>71.90</b>	<b>127.86</b>
Sundry Receipts	0.00	0.00
<b>Total Gross Income</b>	<b>46066.09</b>	<b>38216.25</b>
<b>Asset and investment sales, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total receipts</b>	<b>46066.09</b>	<b>38216.25</b>

# 1st/4th Addlestone (St.Paul's) Scout Group

## Receipts and Payments Account

For the year from	1st.April 2017	To	31st. March 2018
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### Receipts and payments

	.2017/2018	.2016/2017
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	21341.16	17839.56
Adult support and training	0.00	0.00
Insurance Claim- (Loss of Archery Equipment)	587.52	0.00
Water and Sewerage	386.25	173.74
Electricity and Gas	2320.79	2359.88
Insurance	1573.50	1533.28
Repairs and Renewals	2913.65	2550.76
Materials and equipment	163.89	211.80
New Roof on Headquarters	26400.00	0.00
Donations	0.00	0.00
Uniforms	603.73	179.52
AGM and trustee expenses	256.64	208.52
Telephone/Internet	244.14	287.50
Sundry Payments	330.24	366.35
Purchase of Badges	1391.87	563.35
<b>Sub total</b>	<b>58513.38</b>	<b>26274.26</b>
<b>Fundraising expenses</b>		
Jumble Sales/Car Boots	823.42	0.00
Waste Paper/Cardboard	688.31	1362.11
	0.00	0.00
Other fundraising costs	0.00	0.00
<b>Sub total</b>	<b>1511.73</b>	<b>1362.11</b>
<b>Total Gross Expenditure</b>	<b>60025.11</b>	<b>27636.37</b>
<b>Asset and investment purchases, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total payments</b>	<b>60025.11</b>	<b>27636.37</b>
<b>Net of receipts/(payments)</b>	<b>-13959.02</b>	<b>10579.88</b>
<b>Cash funds last year end</b>	<b>50895.56</b>	<b>40315.68</b>
<b>Cash funds this year end</b>	<b>36936.54</b>	<b>50895.56</b>

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

	31st.March2018	31st.March 2017
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	8502.59	13389.35
Bank deposit account	0.00	0.00
Building Society Account	1765.33	1763.57
The Scout Association Short Term Investment Service/ COIF	26508.88	35438.74
Cash/Floats	159.74	303.90
<b>Total cash funds</b>	<b>36936.54</b>	<b>50895.56</b>
<b>Other monetary assets</b>		
Tax Claim (Estimated)	2000.00	1500.00
Debts due to group. ( Paper recycling claim)	1400.00	1450.00
Events Paid for in advance.	0.00	930.00
<b>Sub total</b>	<b>3400.00</b>	<b>3880.00</b>
<b>Investment assets</b>		
Investment property - detail	0.00	0.00
Quoted investments	0.00	0.00
Other investments - detail	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	285.50	165.30
Shop stock	0.00	0.00
Other stock	0.00	0.00
Land and buildings Insurance value	726244.00	698984.00
Motor Vehicles (Ride on Lawnmower) Insurance value	4182.00	4072.00
Scouting equipment, furniture etc Insurance value	58763.00	57218.00
Camping Equipment Insurance value	10180.00	10180.00
<b>Sub total</b>	<b>799654.50</b>	<b>770619.30</b>
<b>Liabilities</b>		
Accounts not yet paid	0.00	325.50
Expenses incurred but not invoiced	0.00	0.00
Subscriptions not yet paid	0.00	0.00
Loan - detail	0.00	0.00
	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>325.50</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the trustees on the 9th. May2018 (the date of the executive meeting at which these were approved) and signed for on their behalf by :-

(signed) G.Kerr.  
(signed) P.Reynolds.  
B.I.T700002

Print Name  
G.Kerr Chairman  
P.J.Reynolds Treasurer

# Independent Examiner's Report to the Trustees of the 1<sup>st</sup>/4<sup>th</sup> ADDLESTONE (ST.PAUL'S)

.....SCOUT GROUP

I report on the accounts of the Group for the year ended ...31<sup>st</sup>.March 2018 which comprise the Receipts and Payments Account and Statement of Assets and Liabilities set out on pages ...1. to ...3.....

This report is made solely to the trustees in accordance with Section 144(2) of the Charities Act 2011 (the 2011 act) 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 trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the 2011 Act.
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 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 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:

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 2011 Act ;and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed: .....

Name: Mahamood Nuckchady

Qualification: Chartered Accountant

Address: 53 Queen Arnes Grove

Enfield EN1 2JS Middlesex

Date: 25 June 2018