

Trustees' Annual Report

For the period

From (start date) 0 1 0 4 1 7 to end date 3 1 0 3 1 8

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	Ros Gilbert	Secretary	
5	Roger Croft		
6	Dave Burt		
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Section A**Reference and administration details (continued)**

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
	<p>The objectives of the Group are as a unit of the Scout Association.</p> <p>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.</p>
Section D	Achievements and performance
	<p>The year has seen an increase in Group numbers which reflects the excellent programmes and Leadership within the Group. The Leaders maintain high standards with regard to uniform and behaviour and this was very evident during the St. George's day parade and other District events. 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.</p> <p>The Group recently resurrected the Fund Raising Committee and we are starting to see some positive results from them, their target being the New Store.</p>
Section E	Financial Review
	<p>Reserves Policy</p> <p>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 £5000.</p> <p>The Group held reserves of approximately £60000 against this at year end. This is above the level required for operating expenses. However this can be explained by the need for the Group to hold funds for building repair and asset replacement (i.e. Tents and Equipment) as well as funds for the new building project.</p>
	<p>Investment Policy</p> <p>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 The Scout Association's Short Term Investment Service.</p> <p>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.</p>
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	<div style="display: flex; justify-content: space-between; padding: 0 10px;"> 31813 </div>	

1st Egham Hythe Scout Group

Receipts and Payments Account

For the year from	1ST APRIL 2017	To	31 ST MARCH 2018
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Receipts and payments

	2017/2018	2016/2017
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	9,035.00	9,898.32
Less: Membership subscriptions paid on (National/County/District)	3,321.00	3,041.50
Net membership subscriptions retained	5,714.00	6,856.82
Donations and grants	1,850.95	1,798.91
Legacies	0.00	0.00
Gift Aid tax refund	1,400.00	1,600.00
sundry	30.00	13.00
Sub total	8,994.95	10,268.73
Youth programme and activities		
Detail 1		-
Detail 2 (money raised by group for group activities)	5,002.33	5,843.30
Sub total	5,002.33	5,843.30
Fundraising (gross)		
Detail 1 (fireworks night, ferret night, quiz.)	8,115.72	3,868.91
Detail 2 (Interest from scout shop)	169.58	0.00
Detail 3 raised for other charities	0.00	0.00
Other fundraising activities	0.00	0.00
Sub total	8,285.30	3,868.91
Investment income		
Bank interest	0.00	0.00
Building Society interest	0.00	0.00
The Scout Association Short Term Investment Service/ COIF interest	255.09	225.54
Property Rent income	8,537.00	4,736.00
Other investment income TSB Dividend	2.25	1.69
Sub total	8,794.34	4,963.23
Total Gross Income	31,076.92	24,944.17
Asset and investment sales, etc.		-
Total receipts	31,076.92	24,944.17

1st Egham Hythe Scout Group Receipts and Payments Account

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

	2017/2018	2016/2017
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	8,197.09	8,246.39
Adult support and training	0.00	180.00
Rent	0.00	0.00
Water and Sewerage	30.79	31.13
Electricity and Gas	1,080.98	1,005.06
Insurance	1,944.53	1,848.31
Repairs and Renewals	3,270.41	874.48
Materials and equipment	437.23	2,964.13
Printing and photocopying	45.99	54.07
Donations	50.00	0.00
Uniforms	448.00	162.00
AGM and trustee expenses	0.00	0.00
Other costs detail 1 - Badges	530.58	893.95
Other costs detail 2 - sundry	25.00	15.09
Other costs detail 3 - Telephone	0.00	0.00
Sub total	16,060.60	16,274.61
Fundraising expenses		
Detail 1 Social	1,372.86	1,123.77
Detail 2	0	0
Detail 3	0	0
Other fundraising costs Lottery Licence	20.00	20.00
Sub total	1,392.86	1,143.77
Total Gross Expenditure	17,453.46	17,418.38
Asset and investment purchases, etc.		-
Total payments	17,453.46	17,418.38
Net of receipts/(payments)	13,623.46	7,525.79
Cash funds last year end	57,134.09	49,608.30
Cash funds this year end	70,757.55	57,134.09


Statement of assets and liabilities at the end of the year

	2017/2018	2016/2017
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	8,757.55	7,132.40
Bank deposit account	0.00	0.00
Building society account	0.00	0.00
The Scout Association Short Term Investment Service/ COIF	62,000.00	50,000.00
Cash/Floats	100.00	100.00
Total cash funds	70,857.55	57,232.40
Other monetary assets		
Tax claim (to be added to next years acct)	1,400.00	1400.00
Debts due to Group	0.00	0.00
Insurance claim	0.00	0.00
Sub total	1,400.00	1400.00
Investment assets		
Investment property - detail	-	-
Quoted investments -	-	-
Other investments - detail 225 lloyds Shares 31st March (66.32 pence)	146.54	149.22
Sub total	146.54	149.22
Non monetary assets for charity's own use (basis of valuation)		
Badge stock	100.00	100.00
Shop stock	0.00	0.00
Other stock	0.00	0.00
Land and buildings	416,487.00	402,403.00
Motor vehicles	0.00	0.00
Scouting equipment, furniture etc - Stores	28,864.00	27,888.00
Other - HQ Contents and Equip	20,851.00	20,146.00
Sub total	466,302.00	450,537.00
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 11th June 2018 (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

Independent Examiner's Report to the Trustees of the

1st EGHAM HYTHE

SCOUT GROUP/DISTRICT SCOUT COUNCIL

I report on the accounts of the Group/District for the year ended 31st MARCH 2018
which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the trustees in accordance with Sections 43 and 44 of the Charities Act 1993. 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 43 (2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 43 (3) (a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43 (7) (b) of the 1993 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 I do not express an audit opinion on the view given by the accounts.

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 41 of the 1993 Act ;and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Name: Stewart Kennedy

Qualification:

Address: 30 RIVERSIDE AVE, FAREHAM

HANTS PO16 8TF

Date: May 2018