

# Trustees' Annual Report

For the period

From (start date) 

0	1	0	4	2	2
---	---	---	---	---	---

 to end date 

3	1	0	3	2	3
---	---	---	---	---	---

## Section A Reference and administration details

Charity name

**7TH WOKING (ST MARY OF BETHANY SCOUT GROUP)**

Registered charity number (if any)

1	0	2	0	5	3	9
---	---	---	---	---	---	---

HQ registration number

1	0	0	1	0	5	8	0
---	---	---	---	---	---	---	---

Charity's principal address

<b>The Hoe Valley Community Building</b>							
<b>Kingfield Road</b>							
<b>WOKING, Surrey</b>							
<b>Postcode</b>	<b>G</b>	<b>U</b>	<b>2</b>	<b>2</b>	<b>9</b>	<b>B</b>	<b>A</b>

Names of the charity trustees who manage the charity

*(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)*

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Jess Wright	Group Scout Leader	
2	Neville Pike	Chair	
3	Laurence Townley	Treasurer	
4	Michael Dey		
5	Peter Askew		
6	Tracy Wright		
7	Neil Hampton	Asst Group Scout Leader	
8	Sarah Summerhill	Secretary	
9	Jan Parker	Cub Scout Leader	
10	Clare Grigsby	Beaver Scout Leader	

## Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

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

The Group is a trust established under its rules which are common to all Scouts.

Trustee selection methods

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

Additional governance issues

The Group is managed by the 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 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.

Members of the Executive Committee complete '*Essential Information*' and '*Trustee Introduction*' training within the first 5 months of joining the committee.

This 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.

## Section B

### Structure, governance and management (continued)

#### **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 14.5 years. 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.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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

The main activities of the Group comprise of weekly meetings for all sections, residential camps (up to 1 week), weekend activities and adventurous activities carried out in accordance with the rules of The Scout Association.

Public benefit statement

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.

#### Section D

#### Achievements and performance

Summary of the main achievements of the charity during the year

The group has had an amazing year filled with activities. As well as the weekly activities, young people took part in hiking, kayaking, shooting, archery, large events such as scoutabout and BAZAZZ, a week pack holiday in Yorkshire, a weeks summer camp in Brecon and numerous other adventures. We celebrated the Queens platinum jubilee with the planting of three trees. We later came together to mark her passing at our group family camp where the whole group enjoyed a fun weekend of family activities.

#### 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 protect the Group and delivery of its charitable programmes, to ensure continuity and stability across generations of 7th members, and to allow time to adjust to changing financial circumstances.

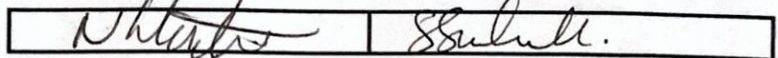
#### Section F

#### Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Neil Hampton

Sarah Summerhill

Position (eg Secretary, Chair)

Assistant Group Scout Leader

Secretary

Date

1 2 0 1 2 4

**7th Woking (St Mary of Bethany) Scout Group**  
**As at 31 March 2023**

**Charity Number: 1020539**

	<b>2022-2023</b>	<b>2021-2022</b>
<b>Income</b>		
Bank Interest	855	1,017
Donation	1,857	8
Events	1,800	0
Events - Beavers	323	470
Events - Cubs	4,174	6,135
Events - Scouts	26,487	9,214
Fundraising	8,520	2,577
Gift Aid	2,870	2,425
Membership Fees	13,152	12,923
Rent	5,561	5,532
<b>Expense</b>		
Activity Equipment	3,450	901
Badges	525	1,564
Bank Fees	165	192
Camping Equipment	262	650
Events	2,661	0
Events - Beavers	249	297
Events - Cubs	3,128	4,029
Events - Scouts	15,684	8,721
Fundraising	3,098	1,885
Insurance	2,810	2,521
Meetings - Beavers	209	13
Meetings - Cubs	319	221
Meetings - Scouts	1,203	677
Membership Costs	5,817	5,772
Rent / Accrual (Note 2)	4,500	4,500
Training	621	228
Utilities	418	559
Venue Maintenance	6,018	5,563
<b>Account balances</b>		
CAF Current General Account	20,799	8,968
CAF Current Property Account	24,076	19,346
Scottish Widows Robinson Fund	3,825	2,655
Virgin Short Savings Account	32,576	32,112
Shawbrook Long Savings Account	74,190	73,857
7th Woking Cash	200	200
Beavers Section Cash	218	171
District Badge Cash	887	499
Accruals	-49,500	-45,000
<b>Summary</b>		
Account balance brought forward	92,809	90,800
Total income	65,600	40,300
Total expenditure	51,138	38,292
Net income	14,462	2,008
Account balance carried forward	107,270	92,809

The above receipts & payments account and statements of assets & liabilities were approved by the trustees on 15 May 2023 and signed on their behalf by:

*Laurence Townley*

Laurence Townley, Treasurer

**Notes**

1. The Executive committee has reserved £20,000 out of the assets in a notional sinking fund as a provision for repairs and renewals. This amount has increased by £2,000 since 31 March 2022.
2. Includes £4,500 annual accrual, representing the Executive Committee's pessimistic estimate of the amount which may be owed to Woking BC in respect of utilities and maintenance. This sum has yet to be determined.

## Independent Examiner's Report to the Trustees of the

7th WOKING (ST. MARY OF BETHANY) SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended 31/03/23  
which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages 1

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: Nigel Marlow NIGEL MARLOW

Qualification: HEAD OF CREDIT

Address: 11 STONEYFIELDS

FARNHAM GU9 8DU

Date: 15/05/23