

1st HOOK SCOUT
GROUP

TRUSTEES' ANNUAL REPORT
AND ACCOUNTS FOR THE
YEAR ENDED

31ST MARCH 2021

FOUNDED 1923
REG. No. 5981
REGISTERED CHARITY No. 303752

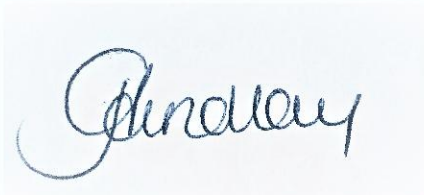
**TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR
ENDED 31st MARCH 2021**

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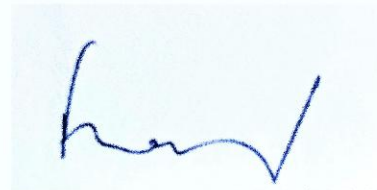
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The Trustees declare that they have approved the Trustees' report:

Signed on behalf of the charity's trustees



J FINDLAY, GROUP CHAIR



F LANG, GROUP SCOUT LEADER

A. GROUP DETAILS

Life President:	Mr A Edwards
Trustees: <i>Ex-Officio</i> - Appointment	Name:
Group Scout Leader	Mr F Lang
Group Chair	Mrs J Findlay
Group Secretary	Mrs P Thompson
Group Treasurer	Mr C Stevenson
Scout Leader	Vacant
Cub Scout Leader (Spitfire)	Mr C Mould
Cub Scout Leader (Hurricane)	Mrs C Atkinson
Beaver Scout Leader (Apache)	Vacant
Beaver Scout Leader (Cheyenne)	Mrs A-M Howells
Beaver Scout Leader (Navaho)	Mrs A-M Howells
Band Leader	Vacant

Trustees: *Nominated / Elected*

Mr A Edwards	Mr D Nune
Mr D Perrins	Mr D Wright

Trustees: *Co-opted*

Mr R Hackett	Mr S Thompson
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Bankers: Barclays Bank PLC,
6 Clarence Street, Kingston upon Thames, Surrey, KT1 1NY

Examiner: Mr D Sadler

Group Registration Number with The Scout Association: 5981

Charity Registration Number: 303752

Contact Name & Address: Mr F Lang
55 Elm Road, Chessington, Surrey, KT9 1AF

B. STRUCTURE, GOVERNANCE AND MANAGEMENT

The Scout Group is a trust administered under the rules which are common to all Scout Association Groups. Group Trustees are appointed in accordance with the Policy, Organisation & Rules of the Scout Association.

The Group is managed by the Group Executive Committee. The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders and parents' representation and meets once a month.

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

- the maintenance of Group property;
- the raising of funds and 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 subcommittees that may be required;
- appointing Group administrators and advisors other than those who are elected.

The Group has in place systems of internal control that are designed to provide reasonable assurance against material mismanagement or loss. These include two signatories for all payments and comprehensive insurance policies.

C. OBJECTIVES AND ACTIVITIES

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 national and international communities. The method of achieving this is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

D. MAJOR ACTIVITIES & ACHIEVEMENTS IN THE YEAR

It has been another disrupted year for all sections of the Group as we were again bound by the Covid-19 restrictions and lockdown measures.

Sadly, we could not undertake any nights away in any section and were very restricted on how we could deliver our programmes. It is to their great credit that all our leaders continued to deliver engaging, entertaining and structured programmes throughout, mainly virtually via Zoom. Thanks to all for their commitment and imagination.

Our numbers dropped by about 10% over the year, but the majority of this was due to our young people aging out of the Group and moving on to Explorers (which is classed as a District section). Rest assured we are still the largest (and best) Group in the District.

As we come out of lockdown and restrictions are lifted, we will resume our programmes and begin to meet again, all in line with the strict guidelines and procedures laid down by The Scouts. Watch this space for a bumper 2021/22 at 1st Hook!

Fergus Lang
Group Scout Leader

E. FINANCIAL REVIEW

The financial position of the Group, is contained in the Statement of Assets and Liabilities and Receipts and Payments account on the next three pages, with accompanying Notes following.

Following the outbreak of Covid 19, face to face Scouting activities ceased in late March 2020. In addition, almost all fundraising activities were postponed and subscriptions, other than voluntary donations were suspended.

The Trustees took advantage of the Retail, Hospitality and Leisure Grant and Restart Grant which entitled the Group to receive £42,136 from the local council.

In addition, business rates payments were suspended for 2020/21 and all discretionary spend was minimised. However, closure of the hall enabled work to be carried out on the pre-planned installation of new boilers.

In summary, the Group's Unrestricted Cash Funds increased by £18,830 in the year, to £85,689. There were no Restricted Cash Funds at 31 March 2021. The last of three equal annual repayments of £5,000 was made against the £15,000 loan taken out in 2018 with Royal Kingston District to fund a minibus.

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 minimum sum equivalent to 12 months normal running costs, circa £15,000-£20,000. A review of the financial position of the Group is carried out during the year at committee meetings. Funds greater than the minimum level are reviewed regularly in conjunction with potential future commitments on property, transport and equipment repairs and improvement.

The accounts have been drawn up on the receipts and payments basis which is consistent with the previous years and with the Charity registration requirements. No funds are in deficit.

F. POST YEAR END EVENTS

Whilst face to face Scouting resumed in late spring 2021 the timing and scale of fundraising activities is uncertain and opportunities for income by utilising the hall are limited. As such income is uncertain.

However, due to the grants received, the Trustees consider the existing funds sufficient to enable the Group to meet its fixed costs (eg insurance, security, minimal utilities etc) until such time as fundraising activities can resume in full.



1st HOOK SCOUT GROUP



Receipts and Payments Account for the year ended 31st March 2021

Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
Receipts				
Note 13				
Donations, legacies and similar income				
Membership subscriptions	4,473	0	4,473	28,610
Less: Membership subscriptions paid on	(5,904)	0	(5,904)	(9,435)
Net Membership subscriptions retained	(1,431)	0	-1,431	19,175
Legacies and Donations	1,027	0	1,027	50
Gift Aid	4,981	0	4,981	4,966
Sub total	4,577	0	4,577	24,191
Note 1				
Grants				
Royal Borough of Kingston	42,136	0	42,136	0
Petchey awards	0	250	250	1,500
Sub total	42,136	250	42,386	1,500
Note 2				
Fundraising (gross)				
Band concerts and performances	0	0	0	652
Use of hall	331	0	331	6,503
Beer festivals	1,407	0	1,407	22,457
Summer fayre and Grand Draw	0	0	0	700
Gordon Centre collections	0	0	0	3,481
Other fundraising events	1,023	0	1,023	1,845
Sub total	2,761	0	2,761	35,638
Note 3				
Investment income				
Bank interest	1	0	1	22
Building Society interest	24	0	24	24
Sub total	25	0	25	46
Total Gross Income	49,499	250	49,749	61,375
Asset and investment sales	0	0	0	0
Note 10				
Total Receipts	49,499	250	49,749	61,375

Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £	
Payments					
Charitable payments					
Programme and activities	2,529	2,000	5,129	5,318	Note 5
Training and administration	242	0	242	597	
Bank charges	59	0	59	372	
Insurance (excluding minibus insurance)	5,989	0	5,989	6,071	
Gas	1,142	0	1,142	2,586	
Electricity (net of solar panel rebate)	(1,019)	0	-1,019	1,397	
Water	153	0	153	255	
General rates	0	0	0	1,739	
Telephone and internet	816	0	816	638	
Cleaning	890	0	890	2,256	Note 6
Repairs and renewals	473	0	473	2,075	Note 7
Materials and consumables	144	0	144	298	
Minibuses	1,550	0	1,550	2,506	Note 8
Repayment of loan from District (minibus)	5,000	0	5,000	5000	Note 4
Sub total	17,768	2,600	20,368	31,108	
Fundraising expenses					
Band concerts and performances	0	0	0	0	
Beer festival	0	0	0	13,331	
Summer fayre and Grand Draw	0	0	0	364	
Other fundraising events	0	0	0	200	
Sub total	0	0	0	13,895	Note 3
Total Gross Expenditure	17,768	2,600	20,368	45,003	
Asset and investment purchases					
Building and equipment	10,050	0	10,050	973	Note 9
Camping stores	501	0	501	510	
Sub total	10,551	0	10,551	1,483	
Total Payments	28,319	2,600	30,919	46,486	
Transfers between funds	0	0	0	0	
Net of receipts/(payments)	21,180	(2,350)	18,830	14,889	
Cash funds last year end	64,509	2,350	66,859	51,970	
Cash funds this year end	85,689	0	85,689	66,859	

Statement of assets and liabilities at the end of the year

	At 31/03/21			At 31/03/20
	Unrestricted funds to nearest £	Restricted funds to nearest £	Total funds to nearest £	Total funds to nearest £
Cash funds				
Bank current accounts - Barclays Bank	80,122	0	80,122	57,955
Bank deposit account - Barclays Bank	3	0	3	2,353
Cash boxes	813	0	813	1,213
Building society account - Monmouthshire BS	5,363	0	5,363	5,338
	86,301	0	86,301	66,859

	Value		
	31/03/2021	31/03/2020	
Assets retained for the charity's own			
Land and buildings	1,894,220	1,890,439	Note 10
HO equipment	66,448	66,448	Note 11
Camping equipment	28,842	28,842	Note 11
Band equipment	48,354	48,354	Note 11
Vehicles	31,000	31,000	Note 12
	2,068,064	2,065,083	

	31/03/2021	31/03/2020	
Liabilities			
Amounts received in advance for camps / other activities	0	1,755	
Explorer belt - refunds due	0	2,350	Note 13
Loan repayable	0	5,000	Note 4
	0	9,105	

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 21st July 2021 and signed on their behalf by:

Sign		
	Julie Findlay	Chair
	Colin Stevenson	Treasurer

NOTES TO THE ACCOUNTS

Note 1 Gift aid

Gift Aid receipts of £4,081 in 2020/21 relate to tax years 2019/20
Gift Aid for tax year 2020/21 is still reclaimable in future years

Note 2 Grants

Pathway Awards totalling £250 were received during the year. Monies received are spent on projects or activities of the award winner's choosing.
Where grants are awarded for specific use their receipt and use are shown within Restricted Funds.

Note 3 Fundraising

Due to the timing of fundraising events, particularly those near each year end, receipts and payments in a particular year do not always reflect the financial performance of the individual event as the costs or receipts may be in two different financial years.
Fundraising activities were significantly curtailed in 2020/21 due to the restrictions applied as a result of the pandemic.
'Other' Group fundraising events comprise Easyfundraising (£186) and 100+ Club (£824).

Note 4 Loans

	2020/21	2019/20
	£	£
<u>Loan for purchase of minibus</u>		
Balance at 1 April	5,000	10,000
Repayments in year	<u>(5,000)</u>	<u>(5,000)</u>
Balance owed at 31 March	<u>-</u>	<u>5,000</u>

Note 5 Programme and Activities

		2020/21			2019/20		
		Receipts	Payments	Net	Receipts	Payments	Net
		£	£	£	£	£	£
Activities	Sections	489	(2,479)	(1,990)	2,518	(7,383)	(4,865)
	Band	0	0	0	1,005	(428)	577
	Camps and sleepovers*	150	(939)	(789)	9,312	(11,212)	(1,900)
	Restricted funds movement (note 14)	0	(2,350)	(2,350)	5,500	(4,650)	850
		<u>639</u>	<u>(5,768)</u>	<u>(5,129)</u>	<u>18,335</u>	<u>(23,653)</u>	<u>(5,318)</u>

See note 15 regarding advance receipts and costs of 2020/21 activities

Note 6 Cleaning

Cleaning of the HQ is carried out weekly when the HQ is in use, by a contracted cleaning company. Deep cleans of specific areas are carried out as and when necessary.

Note 7 Repairs and renewals

2019/20 expenditure included £329 on fire safety, £300 on skip hire and £764 to treat the HQ floor.
2020/21 expenditure of £473 related predominantly to maintenance of fire protection equipment.

Note 8 Minibuses

	2020/21	2019/20
	£	£
<u>Net costs:</u>		
Tax and insurance	1,550	1,935
Service and repairs	0	955
Fuel	0	26
	<u>1,550</u>	<u>2,916</u>
Less: Contributions for use of minibuses	<u>0</u>	<u>(410)</u>
	<u>1,550</u>	<u>2,506</u>

NOTES TO THE ACCOUNTS (continued)

Note 9 Assets purchased

	2020/21	2019/20
Significant expenditure on new assets was as follows	£	£
Buxes and tooling	8,335	-
Awards board	715	-
HO signage	-	487
Key box	-	200
Hoover	-	140
IT suite	-	130
Other	-	-
	<u>10,050</u>	<u>977</u>

Note 10 Land and buildings

A "Report on Reinstatement Cost" was carried out for insurance purposes in March 2000. The insurance value has been updated by inflation each year.

Note 11 Equipment

The level of insurance for Camping, Band and headquarters equipment is regularly reviewed (expenses of £100).

Note 12 Vehicles

		Cost
		£
Ford Transit Minibus (16 seats + driver)	NJ59 NXB	12,000
Peugeot Boxer Minibus (16 seats + driver)	WA82 CHJ	19,000

Comprehensive insurance cover. Drivers must be over 25 years of age. Damage excess of £200.

Note 13 Restricted funds

Where there is a restriction on the use of amounts received, these are shown in the Restricted Fund.

	Patchery Awards	Explorer Belt	TOTAL
	£	£	£
At 1st April	-	2,300	2,300
Received - Grants	250	-	250
Refund for cancelled trip	-	(2,350)	(2,350)
Spending - Section activity	(250)	-	(250)
At 31st March	-	-	-

Included in Restricted Funds are receipts and payments related to an Explorer Belt activity which was to have been held in August 2020. The balance was paid back to participants following the cancellation of the event due to restrictions associated with the pandemic.

Note 14 Post year end activities cancelled or postponed

The following receipts and payments are included in these accounts related to activities cancelled or postponed as a result of the pandemic:

	2020/21		2019/20	
	Receipts	Payments	Receipts	Payments
	£	£	£	£
Fundraising Beer festival	1,407	-	540	(2,998)
Camps and sleepovers	-	(420)	1,215	(488)
	<u>1,407</u>	<u>(420)</u>	<u>1,755</u>	<u>(3,486)</u>

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF 1st HOOK SCOUT GROUP

I report on the accounts of the Group for the year ended 31st March 2021 which comprise the Receipts and Payments Account, Statement of Assets and Liabilities and related notes, set out on pages 7 to 11.

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 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

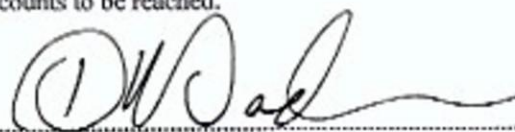
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items 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 requirement
 - 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 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:



DAVID SADLER

Qualification: ACA (Institute of Chartered Accountants in England and Wales)

Address: 43 The Ridgeway, Fetcham, Surrey, KT22 9BE

Date: 19 March 2022