

**1ST MALDEN SCOUT GROUP**  
**(Registered Charity No: 303757)**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST DECEMBER 2023**

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## **ADMINISTRATIVE INFORMATION**

### **Section A – Reference and Administrative Details**

**Charity Name:** 1<sup>st</sup> Malden Scout Group  
**Registered Charity Number** 303757  
**HQ Registration Number** 10010555  
**HQ Address:** Tadworth Avenue New Malden Surrey KT3 6DJ

### **Position and Names of the Trustees who manage the Charity:**

#### **Ex-Officio**

Chairman: James Havelock  
Treasurer: Dave Johnson  
Group Scout Leader Jane Pringle  
Cub Scout Leader Dave Messenbird  
Scout Association Trust Corporation Ltd

#### **Elected members**

Nicola Jordan  
Siew Peng Lim (appointed 12/9/23)  
Katrine Messenbird (resigned 12/5/23)  
Rob Pringle  
Rob Shrimpton  
Paul Teasdel  
Genevieve Truscott  
Yvonne Wilkinson (Group President)

#### **Bankers:**

Santander  
Redwood Bank

#### **Independent Examiner:**

Geoff Willan  
Wandsworth  
London SW18 2TF

### **Section B – Structure, Governance and Management**

#### **Type of Governing Document**

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**

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

#### **Trustee Selection Methods**

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

#### **Governance**

The Group is managed by the Group Trustee Board, 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 Trustee Board consists of the Chair, Treasurer and 10 Trustees (including 1 Ex Officio Trustee, and 2 co-opted Trustees) and meets at least every 3 months.

Members of the Trustee Board complete Trustee Introduction training within the first 5 months of joining the Board. This provides information on current regulations and key policies, the role of a Trustee in managing a charity, and legal responsibilities as a trustee. This learning is recorded on

the Scout membership system (Compass). Trustees also complete other 'Getting Started' training modules including Module 1: Essential Information, Safety, Safeguarding and GDPR training.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that give young people skills for life.

### **Risk and Internal Control**

The Group Executive 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 which, with the exception of payments in cash made by event organizers are all paid by cheque or BACS. All receipts are banked, normally within 14 days of receipt.

An Insurance Policy is held to provide cover for people assisting at Group events who are not covered by Scout Association membership.

### **Section C – Objectives and Activities**

**The Purpose of Scouting** Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

**The Values of Scouting** As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

**The Scout Method** 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.

In developing the activities the Group has, over the year, organized a number of events ranging from camps to arts, visits, crafts and sports. These events would not have been possible without assistance provided by volunteer leaders who generously give their time for which the trustees are very grateful.

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**

With around 20 Beavers in the Colony in 2023 the leaders organised ceramic painting, visits from the police, a beekeeper and a local cat rescue, a trip to the library and an Easter egg hunt in the park.

Cubs started the year with 32 young people and completed the Disability Awareness, Artist, Scientist and Emergency Aid badges. They did plenty of traditional Scouting skills like outdoor cooking, map and compass work and putting our vintage trek carts together. They had a pack holiday in Bentley Copse in July and joined the Scouts for 'Kip on a Ship' on HMS Belfast in September. By the end of the year the pack had grown to 36 members.

Scouts showed strong growth over 2023, from 24 to 38 Scouts. They worked on their Navigator badges preparing for a competitive Night Hike in March which they won. Other badges completed include Fire Safety and Athletics. A highlight of the year was summer camp at Frylands Wood where they did tomahawks, archery, air rifles, climbing, built barrel carts and completed the assault course. Another night away in 2023 was spent on HMS Belfast.

Group events in 2023 included the Scout Cream Tea, a community event where all sections and their families served over 100 cream teas to the local community. We also came together for our Family Quiz Night and AGM in May, Family Picnic in Beverley Park at the end of the summer holidays, Remembrance parade in November and our Group Carol Service in December.

We continue our successful partnership with Voyager ESU, a popular Unit for 14 to 18 year old Explorer Scouts that shares our HQ and is fed by a number of local Scout Troops including our own.

Improvements to the HQ include the installation of covered bike racks and a fire-pit. Both projects were made possible through grant funding. The former from Kingston Council and the latter through a Jack Petchey leader award to our partnered Explorer Scout Unit (Voyager ESU).

Our 'HQ Development' sub-committee continues to investigate ways to improve our use of our Tadworth Avenue site. We have £50,000 allocated to Restricted Funds towards future HQ development.

The Trustees are enormously grateful for the time our adult volunteers spend ensuring that our young people can access a range of activities and experiences and gain important skills for life along the way.

## **Section E – Financial Review**

The Group's Financial Review is contained in pages 5-6 of this Document.

At the end of the financial year there was a surplus of £19,886.

### **Reserves Policy**

Sufficient reserves are held to continue and develop the Group's activities and headquarters

The trustee'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 trustees consider that the group should hold a sum equivalent to 12 months running costs and therefore the cash reserve should not be allowed to fall below £4,000.

The Executive agreed to allocate £50,000 to restricted funds for the future development of the Group's HQ.

### **Investment Policy**

Currently all receipts are paid into Santander current and deposit accounts. A separate savings account is held with Redwood Bank.

The Group Trustee Board 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 Trustee Board considers the cash flow requirements.

### **Section F**

#### **Declaration**

The Trustees declare that they have approved the Financial Report

Signed on behalf of the Charity's Trustees

<b>Signature</b>		
<b>Name</b>	James Havelock	Dave Johnson
<b>Position</b>	Chair	Treasurer
<b>Date</b>		

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF 1ST MALDEN SCOUT GROUP**

I report on the Accounts of the Group for the year ended 31st December 2023 which are set out on pages 5 - 6.

**Respective responsibilities of the Trustees and Examiner**

As the Charity's Trustees you are responsible for the preparation of the Accounts; you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

**Basis of 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 Charity 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 excuse to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 41 of the Act and
  - to prepare Accounts which accord with the accounting records and
  - to comply with the accounting requirements of the 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,
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the District's Constitution have not been met.

**Geoff Willan**

Wandsworth  
London  
SW18 2TF

**1ST MALDEN SCOUT GROUP**

**BALANCE SHEET AT 31ST DECEMBER 2023**

	<b><u>NOTES</u></b>	<b><u>2023</u></b>	<b><u>2022</u></b>
		<b>£</b>	<b>£</b>
<b><u>FIXED ASSETS</u></b>			
Group Headquarters	2(a)	93,498	93,498
Equipment	2(b)	12,197	10,318
		<hr/>	<hr/>
		105,695	103,816
		<hr/>	<hr/>
<b><u>CURRENT ASSETS</u></b>			
Cash at Bank		9,729	9,613
Cash in Hand		84	87
Deposit Account		66,805	48,346
Sundry Debtors	4	106	126
		<hr/>	<hr/>
		76,724	58,172
		<hr/>	<hr/>
<b><u>CURRENT LIABILITIES</u></b>			
Creditors - amounts falling due within one year	3	3,873	3,328
		<hr/>	<hr/>
<b><u>NET CURRENT ASSETS</u></b>			
		72,851	54,844
		<hr/>	<hr/>
<b><u>TOTAL NET ASSETS</u></b>			
		178,546	158,660
		<hr/>	<hr/>
		=====	=====
Represented by:			
<b><u>ACCUMULATED FUNDS</u></b>			
<b><u>GENERAL FUNDS</u></b>			
As at 31st December 2022 (2021)		158,660	148,884
Allocated to Restricted Funds for HQ Development		(50,000)	(25,000)
Surplus/(Deficit) for the year (General Funds)		19,886	9,776
		<hr/>	<hr/>
		128,546	133,660
		<hr/>	<hr/>
<b><u>RESTRICTED FUNDS</u></b>			
Reserve for HQ Development		50,000	25,000
		<hr/>	<hr/>
As at 31st December 2023 (2022)		178,546	158,660
		<hr/>	<hr/>
		=====	=====

**1ST MALDEN SCOUT GROUP**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31ST DECEMBER 2023**

	<u>NOTES</u>	<u>2023</u>		<u>2022</u>	
		£	£	£	£
<b><u>Income</u></b>					
Group Membership fees received			9,421		10,637
Donations for use of HQ - General			18,962		12,640
Grants, Awards and other donations	5		1,440		6,579
Fund-raising events			1,244		755
Interest received			910		846
Activities and camps			7,095		5,435
Sale of Uniform items and Polo shirts			48		-
Tax refund			3,211		1,835
			<hr/>		<hr/>
			42,331		38,727
<b><u>Less Expenditure</u></b>					
Membership subscriptions to Scout Association		3,914		3,960	
Rates and water		-		288	
Light and heat		1,519		1,560	
Repairs and maintenance	6	3,494		9,632	
Postage and stationery		-		120	
Telephone and wifi		485		398	
Insurance		1,148		1,031	
Fund-raising costs		640		59	
Activities and camps		7,260		5,113	
Leader 1st Aid Training		-		300	
Section meetings expenses		1,002		2,337	
General Group costs (Quiz night, Group badges, gifts, etc.)		-		1,246	
Section badges and uniform items		719		773	
Polo shirts and clothing		-		180	
Sundries		375		321	
GoCardless charges		534		486	
Depreciation: Equipment		1,355		1,147	
		<hr/>	22,445	<hr/>	28,951
<b><u>TOTAL GROUP INCOME OVER EXPENDITURE</u></b>					
<b><u>GENERAL FUNDS</u></b>			19,886		6,794
<b><u>RESTRICTED FUNDS</u></b>			-		2,982
			<hr/>		<hr/>
			19,886		9,776
			=====		=====

**1ST MALDEN SCOUT GROUP**  
**NOTES TO THE ACCOUNTS**

**1. Accounting Policies**

The Charity's accounting policies include the following:

- (a) The accounts are prepared under the historical cost convention
- (b) Equipment is written down at a reducing rate of 10%.

**2. Fixed Assets**

**(a) Freehold Property**

The Group owns a property and grounds known as the 1st Malden Scout Group Headquarters in Tadworth Avenue, New Malden. In order to calculate the rebuilding cost of the property, the Scout Association has valued the HQ at £157,974 on the date of the last insurance renewal.

B/fwd & C/fwd @ 31/12/23	£93,498
	=====

**(b) Equipment**

B/fwd @ 1/1/23	£10,318
Additions	3,234
	-----
	£13,552
Depreciation for the year	1,355
	-----
Net Value c/fwd @ 31/12/23	£12,197
	=====

**3. Creditors**

	£
Amounts due within one year:-	
Membership fees in advance	3,843
Sundry creditors	30
	-----
	3,873
	=====

**4. Debtors**

Sundry Debtors – Epsom District Store	106
	=====

**5. Other Donations and Awards**

Jack Petchey Awards (General Funds)	1,200
Other donations	240
	-----
	1,440
	=====

**6. Repairs and maintenance**

Asbestos removal	204
Gas certificate, PAT test. fire safety and Ring doorbell	404
Cleaning and cleaning materials	1,925
Grass cutting and petrol	850
Sundry maintenance and repairs	111
	-----
	3,494
	=====