

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 2

to end date

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## Section A

## Reference and administration details

Charity name

2nd Whitton Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 3 8 2 7

Charity's principal address

Evelyn Close

Whitton

Twickenham

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
	Mr T Smallpiece	Chairman	
1	Mr P Jones	Vice Chairman	
2	Mrs S de Boeck	Secretary	
3	Mr D Clay	A.G.S.L	
4	Ms N Benge	A.G.S.L / Beaver Leader	
5	Mr D Gilbert	Cub/Explorer Leader	
6	Mr P Beal	Cub Leader	
7	Mr A Stacey	Scout Leader	
8	Mr S Lywood	Scout Leader	
9	Mr A Plummer	Beavers	
10	Mrs S English	Beavers	
11	Mrs K Doggett	Cubs rep	
12	Mrs C Ludbrook	Cubs rep	
13	Mrs E Hindley	Scouts rep	
14	Mrs N Pitman	Scouts rep	
15	Mrs J Oliffe	Treasurer	
16	Mr I Taylor	QM	
17	Mrs C Pratten	Group Administrator	
18	Mrs J Humphreys	Membership Secretary	
19	Mrs M Layton	Membership Secretary	

## Section A

## Reference and administration details (continued)

Names and addresses of advisers

Type of advisor	Name	Address

## Description of the charity's trusts

## 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 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 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 5 independent representatives, Chair, Vice Chair, Treasurer, Membership Secretary and Secretary together with the Group Scout Leader (Acting), individual section leaders and supporter and parent's representation and meets every 3 months.

This Group 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; and
- Appointing Group Administrators and Advisors other than those who are elected.

## 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 18. 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

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.

Each of the six sections of the Group meet weekly during term time and participate in a full programme of activities. In addition the Cub and Scout sections attend organised Camps and training days and the Beavers participate in day camps and sleepovers. All sections also take part in many organised District and County Activity days and competitions.

The supporters committee have undertaken fundraising activities throughout the year. Activities have mainly been running match day parking for events at Twickenham Rugby Ground.

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

Group membership has remained consistent with 280 young people and 25 leaders and helpers.

Throughout the year the Group were able to offer camping experience to Cubs and Scouts and the Beavers have been able to experience nights away in a hut.

The Group spending has returned to pre-COVID-19 levels. During the year the group spent £19k on a new trim trail and £5k on repairs and maintenance on the scout hut and on camp equipment.

## Section E

### Financial Review

#### Reserves Policy

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 6 months running costs, circa £10,000, in addition to those held to cover normal expenditure until the next annual subscriptions fall due. It is the group's policy not to rely on fundraising to cover the "normal" expenditure of the group. Instead any income from this source is used to renew equipment, more major maintenance projects and any improvements to the HQ and to cover any unforeseen expenditure.

After allowing for amounts held by the Group for the sections and approved projects in hand the Group held reserves of approximately £10,000 against this at year end.

**Investment Policy**

The Group's Income and Expenditure is small and as a consequence it 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 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.

**Section F Other Optional Information**

[Empty box for optional information]

**Section G 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)

Trevor Smallpiece

Position (eg Secretary, Chair)

Chairman

Date

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## 2nd Whitton Scout Group Receipts and Payments Account

For the year from	01-Apr-22	To	31-Mar-23
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### Receipts and payments

	2022/23	2021/22
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	37,626	31,542
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	23,276	17,442
Donations	350	325
Legacies	-	-
Gift Aid	5,676	291
Youth programme and activities	56,847	63,027
<b>Sub total</b>	<b>86,149</b>	<b>80,504</b>
<b>Grants</b>		
Maintenence grant	-	-
Other grants	600	1,500
<b>Sub total</b>	<b>600</b>	<b>1,500</b>
<b>Fundraising (gross)</b>		
Parking	8,283	4,510
Family camp	10,871	-
Other fundraising activities	1,679	864
Sale of scarves and T-shirts	561	708
<b>Sub total</b>	<b>21,394</b>	<b>6,082</b>
<b>Investment income</b>		
Bank interest	55	1
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
<b>Sub total</b>	<b>55</b>	<b>1</b>
<b>Total Gross Income</b>	<b>108,198</b>	<b>88,087</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>108,198</b>	<b>88,087</b>

## 2nd Whitton Scout Group Receipts and Payments Account

For the year from	01-Apr-22	To	31-Mar-23
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### Receipts and payments

	2022/23	2021/22
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	60,370	63,243
Adult support and training	145	-
Water and Sewerage	72	17
Electricity and Gas	1,980	914
Insurance	3,296	3,315
Building works	6,417	5,462
Cleaning	1,512	1,513
Printing and photocopying	90	32
Telephone	188	259
Uniform	2,468	4,125
Bank charges and go cardless fees	2,445	1,055
Sundry expenses	301	826
AGM and trustee expenses	476	299
Donations	1,635	500
Contribution to Jamboree	500	-
Trim trail	19,056	-
<b>Sub total</b>	<b>100,951</b>	<b>81,562</b>
<b>Fundraising expenses</b>		
Parking	-	-
Family camp	7,037	-
Other fundraising costs	696	593
Purchase of T-shirts and Scarves	384	278
<b>Sub total</b>	<b>8,117</b>	<b>871</b>
<b>Total Gross Expenditure</b>	<b>109,068</b>	<b>82,433</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>109,068</b>	<b>82,433</b>
<b>Net of receipts/(payments)</b>	<b>- 871</b>	<b>5,654</b>
Cash funds less monetary assets and liabilities last year end	58,175	52,521
<b>Cash funds less monetary assets and liabilities this year end</b>	<b>57,304</b>	<b>58,175</b>

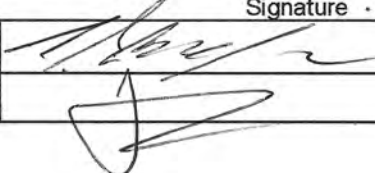
# Statement of assets and liabilities at the end of the year

	31-Mar-23 Unrestricted funds £	31-Mar-22 Unrestricted funds £
<b>Cash funds</b>		
Bank current account	40,870	48,574
Bank deposit account	13,507	13,456
Building society account	139	1,769
The Scout Association Short Term Investment Service	-	-
Cash/Floats	325	305
<b>Total cash funds</b>	<b>54,840</b>	<b>64,103</b>
<b>Other monetary assets</b>		
Tax claim	2,464	747
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>2,464</b>	<b>747</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	850,000	850,000
Motor vehicles	-	-
Scouting equipment, furniture etc	52,000	52,000
Other	-	-
<b>Sub total</b>	<b>902,000</b>	<b>902,000</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities - family camp deposits	-	6,676
<b>Sub total</b>	<b>-</b>	<b>6,676</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 19th June 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature



Print Name

Chair

T. SMALPIECE

Treasurer

JOANNA OLIFFE

**Independent Examiner's Report to the Trustees of the  
2<sup>nd</sup> Whitton Scout Group**

We report on the accounts of the Group for the year ended 31 March 2023 which comprise the Receipt and Payments Account and the Statement of Assets and Liabilities.

This report is made solely to the trustees in accordance with section 145 of the Charities Act 2011. Our work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees for our 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 our 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**

Our 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 our attention:

1. which gives us 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 Acthave not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Blackwell (ACMA)  
MHR Consultancy Ltd  
Ferneberga House. Alexandra Road  
Farnborough  
GU14 6DQ

4<sup>th</sup> July 2023