

**4<sup>th</sup> WORCESTER PARK SCOUT GROUP**

**RECEIPTS and PAYMENTS**

**OF THE GROUP'S ACCOUNTS**

**FOR THE YEAR ENDED**

**31<sup>st</sup> DECEMBER 2020**

**4TH WORCESTER PARK SCOUT GROUP**

**TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31st DECEMBER 2020**

**PRESIDENT**

Sheila Kinton

**VICE PRESIDENTS**

Ron Kinton  
Brian Yearly  
David Sweetland  
Les Prescott

**TRUSTEES Ex-Officio – Appointment**

Valerie Street	-	Group Scout Leader
John Green	-	Group Chairman
Chris Fowler	-	Assistant Group Scout Leader
David Sweetland	-	Assistant Group Scout Leader
Tom Pennington	-	Assistant Group Scout Leader
Lorraine Tappenden	-	Group Secretary (until 31 <sup>st</sup> May)
Elizabeth Ashbury-Redican)	-	Group Secretary (from 1 <sup>st</sup> June)
James Whittingham	-	Group Treasurer

Anne Mays	-	Section Leader - Beavers
Albert Short	-	Section Leader - Beavers
Steve Roberts	-	Section Leader - Cubs
Jack Francis	-	Section Leader - Cubs
Margaret Pennington	-	Section Leader - Cubs
Patrick Jacobs	-	Section Leader - Scouts
Chris Fowler	-	Section Leader - Scouts
Tina O'Donnell	-	Section Leader - Explorers

**TRUSTEES Nominated - Appointment**

Andy Marshall	-	Group Quartermaster
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**4<sup>TH</sup> WORCESTER PARK SCOUT GROUP**

**TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31st DECEMBER 2020**

(continued)

**REFERENCE AND ADMINISTRATIVE INFORMATION**

REGISTERED CHARITY NO: 303853

REGISTRATION NUMBER  
WITH THE SCOUT ASSOCIATION: 16073

PRINCIPAL ADDRESS: Braemar Road  
Worcester Park  
Surrey KT4 8SW

**BANKERS AND OTHER ADVISERS:**

Bankers: CAF Bank Ltd  
West Malling  
Kent ME19 4JQ

Independent Examiner Norman McDonald  
16 Donnington Road  
Worcester Park  
Surrey  
KT4 8EN

**CUSTODIAN TRUSTEES**

The Scout Association Trust Corporation

**CONTACT NAME AND ADDRESS**

Valerie Street  
4<sup>th</sup> Worcester Park Scout Group  
Braemar Road  
Worcester Park  
KT4 8SW

**4TH WORCESTER PARK SCOUT GROUP**

**TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31st DECEMBER 2020**

**(continued)**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

4<sup>th</sup> Worcester Park Scout Group is a Trust established under the rules of the Scout Association which are common to all Scout Groups.

The Group operates in accordance with the Scout Association's Policy, Organisation and Rules.

The Group is responsible, under the Sutton District Scout Council, for Scouting in the Worcester Park area.

**APPOINTMENT OF TRUSTEES**

Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association, by the members of the Group at the Annual General Meeting.

**RISK MANAGEMENT**

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

**ORGANISATIONAL STRUCTURE**

The Group is led by the Group Scout Leader and managed by the Group Executive Committee. They are accountable to the Group Scout Council (The Scouters meeting) for the satisfactory running of the group.

The Group Scout Leader is assisted and supported by the Group Scouters in the delivery of a high-quality balanced programme for the young people within the Group.

The Group Scout Council is the electoral body, which supports scouting within the group. It is the body to which the Group Executive Committee is accountable.

The Group Scout Council and the Executive Committee meet on alternate months during the year.

**OBJECTIVES AND ACTIVITIES**

To promote and assist in the running of Scouting in the area of Worcester Park.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The 4<sup>th</sup> Worcester Park Scout Group is responsible for providing Scouting in the area of Worcester Park. The membership consists of 167 young persons of both sexes between the ages of 6 and 14 years. The leadership of these young people is provided by some 30 adults, all of whom are unpaid volunteers. They are trained and appointed in accordance with the Scout Association's Policy, Organisation and Rules. The Group operates eight Sections as follows:

## 4TH WORCESTER PARK SCOUT GROUP

### TRUSTEES' REPORT

#### FOR THE YEAR ENDED 31st DECEMBER 2020

(continued)

3 Beaver Colonies - meetings held weekly (57 Beavers)

3 Cub Packs - meetings held weekly (64 Cubs)

2 Scout Troops – meetings held weekly (46 Scouts)

An attractive programme of activities is provided to challenge all age groups. The Aim and Method 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.”*

#### **ACHIEVEMENTS AND PERFORMANCE**

2020 saw a decrease in membership, due to the Covid pandemic. Face to face scouting ceased on the 16<sup>th</sup> March following government guidelines. Each section endeavoured to continue to maintain a limited programme via on-line meetings.

Scouts Owns did not happen. However, limited presentations were held in the field late in the year.

Limited fundraising took place during 2020. The 4<sup>th</sup> Worcester Group was grateful for the financial assistance provided by the London Borough of Sutton in the form of a grant for business rates payers as part of its *Retail, Hospitality and Leisure Grant Fund* disbursements.

We are grateful to the Explorers who volunteer to help with sections as young leaders when conditions allowed throughout the year.

The Events Team were able to hold a few face-to-face events in Q1 of 2020, e.g. a belated Fireworks Night (Jan. 2020) as well as a Quiz Night (March 2020) before the Covid restrictions impacted our ability to offer live events. Our subsequent activity took the form of on-line only fundraising events, i.e. in the form of two raffles (summer and Christmas). The total raised in 2020 was more than £4,000 (once associated expenses had been accounted for).

The Group has one active support unit to support the Group's older members - known as the Fellowship. They were unable to meet face-to-face from Mar 20 onwards due to Covid restrictions.

The Group continues to invest in equipment and training for its Leaders in order to provide a varied range of activities for young people who are members of the Group and also other local Groups. The Group continues to work towards completion of its Development Plan. This is reviewed regularly.

We are blessed to have an excellent Maintenance team who not only carry out small repairs and maintenance but who are willing to take on some of the work from the Development plan which in turn keeps the cost down.

We are most fortunate to have an excellent Quarter Master with two wonderful assistants who take care of all our equipment.

**4th WORCESTER PARK SCOUT GROUP****RECEIPTS AND PAYMENT ACCOUNT SUMMARY****FOR THE YEAR ENDED 31st DECEMBER 2020**

	2020			2019
	General Funds £	Restricted Funds £	Total £	Total £
Total Receipts for the year (see attached)	50,815	1,400	52,215	76,352
Total Payments for the year (see attached)	55,430	0	55,430	81,457
Net Receipts (Payments) for the year	-4,615	1,400	-3,215	-5,104
Cash, Bank & Similar Funds Brought Forward (balance at 31 Dec. 2019)	13,042	18,653	31,695	36,799
Total Loans received/utilised in the year	0	0	0	0
Carried Down	8,427	20,053	28,480	31,695

The above account and accompanying statement of assets and liabilities were approved by the Trustees on 1st Nov. 2021 and signed on their behalf by:

[INSERT SIGNATURE]

John Green  
Group Chairman

**4th WORCESTER PARK SCOUT GROUP****RECEIPTS AND PAYMENTS ACCOUNT SUMMARY****FOR THE YEAR ENDED 31st DECEMBER 2020****RECEIPTS**

	Notes	2020			2019
		General Funds £	Restricted Funds £	Total £	Total £
Membership Subscriptions	1	20,089		20,089	19,546
		<b>20,089</b>	<b>0</b>	<b>20,089</b>	<b>19,546</b>
<u>Investment Income</u>					
Current Account Bank Interest		0		0	0
Scout Ass. Short Term Investment Service		18		18	31
Savings Account Bank Interest		10		10	18
		<b>28</b>	<b>0</b>	<b>28</b>	<b>50</b>
<u>Donations / Grants</u>					
Grants (Jack Petchey)		0	1,250	1,250	500
Grants (i.e. Sutton District Council)		10,000		10,000	100
Donations (e.g. Graham Andrews)		2,538		2,538	60
		<b>12,538</b>	<b>1,250</b>	<b>13,788</b>	<b>660</b>
<u>Activities</u>					
BP Supper		200		200	291
Camp		0		0	18,231
Section Camps		0		0	11,160
Anniversary Celebrations		0		0	0
Outings		0		0	0
General Activities/Misc.		861		861	1,750
		<b>1,060</b>	<b>0</b>	<b>1,060</b>	<b>31,432</b>
<u>Fund Raising</u>					
Fundraising Events Team		4,895		4,895	14,245
		<b>4,895</b>	<b>0</b>	<b>4,895</b>	<b>14,245</b>

**4th WORCESTER PARK SCOUT GROUP****RECEIPTS AND PAYMENTS ACCOUNT SUMMARY****FOR THE YEAR ENDED 31st DECEMBER 2020****RECEIPTS (cont'd)**

	Notes	2020			2019
		General Funds £	Restricted Funds £	Total £	Total £
<u>Other Income</u>					
Gift Aid	2	6,624		6,624	0
Explorers		1,012		1,012	2,220
HQ Usage (Hall Hire/Grounds Hire)		1,262		1,262	6,558
Scouts Own/Good Turn Fund		193	0	193	287
Equipment		0		0	0
Training		0		0	0
Uniforms / Badges		0		0	0
Group Development Fund		3,073		3,073	0
Fenner Fund		0	150	150	0
Minibus Hire		42		42	1,355
		<b>12,206</b>	<b>150</b>	<b>12,356</b>	<b>10,419</b>
<b>TOTAL RECEIPTS</b>					
		<b>50,815</b>	<b>1,400</b>	<b>52,215</b>	<b>76,352</b>

**4th WORCESTER PARK SCOUT GROUP****RECEIPTS AND PAYMENT ACCOUNT SUMMARY****FOR THE YEAR ENDED 31st DECEMBER 2020****PAYMENTS**

Notes	2020			2019
	General Funds £	Restricted Funds £	Total £	Total £
Census payment (paid to Scout Assoc.)	7,683		7,683	7,183
<u>Premises and Insurance</u>				
Business Rates	212		212	704
Water Rates	214		214	218
Gas	532		532	902
Electricity	2,375		2,375	1,978
Insurance - Buildings & Contents	9,071		9,071	7,447
Maintenance (Site/Grounds/H&S/Cleaning)	17,038		17,038	3,747
	37,124	0	37,124	14,996
<u>Donations and Grants</u>				
Grants	0	0	0	0
Donations	56	0	56	110
	56	0	56	110
<u>Activities</u>				
BP Supper	194		194	237
Training	0		0	0
Camps	0		0	19,467
Section Activities/Camps	518		518	14,227
Equipment (Quarter Master)	300		300	0
Outings	0		0	0
Activities / Materials	0		0	0
Other	0		0	0
	1,013	0	1,013	33,931

**4th WORCESTER PARK SCOUT GROUP****RECEIPTS AND PAYMENT ACCOUNT SUMMARY****FOR THE YEAR ENDED 31st DECEMBER 2020****PAYMENTS (cont/d)**

Notes	2020			2019
	General Funds £	Restricted Funds £	Total £	Total £
<b><u>Transport</u></b>				
Petrol & Diesel	268		268	1,829
Vehicle Licences (VED)	165		165	330
Vehicle Servicing	257		257	0
Vehicle Insurance	1,797		1,797	1,570
	<b>2,487</b>	<b>0</b>	<b>2,487</b>	<b>3,729</b>
<b><u>Fund Raising</u></b>				
Fundraising Events Team	779		779	11,567
	<b>779</b>	<b>0</b>	<b>779</b>	<b>11,567</b>
<b><u>Admin/Establishment expenses</u></b>				
TV Licence	156		156	152
Bank charges/fees	60		60	120
Fire/Security System Install/Service Fees	3,684		3,684	0
Printing & Photocopier	0		0	784
Office Supplies/Stationery	253		253	0
Telephone & Internet	395		395	375
Web Fees (OSM/Website)	179		179	0
Miscellaneous	0		0	1,458
	<b>4,727</b>	<b>0</b>	<b>4,727</b>	<b>2,890</b>
<b><u>Other Expenses</u></b>				
Uniform / Badge Purchases	1,469		1,469	1,226
Scouts Own Collections / Good Turns	0		0	0
Group Loan Repayment (Gilwell/HQ)	5,688	0	5,688	5,825
Group Funds (Disbursement to Sections)	2,088	0	2,088	0
	<b>9,245</b>	<b>0</b>	<b>9,245</b>	<b>7,051</b>
<b>TOTAL PAYMENTS</b>	<b>55,430</b>	<b>0</b>	<b>55,430</b>	<b>81,457</b>

**4th WORCESTER PARK SCOUT GROUP****STATEMENT OF ASSETS AND LIABILITIES****at 31st DECEMBER 2020**

	Notes	2020			2019
		General	Restricted	Total	Total
		Funds	Funds	£	£
		£	£	£	£
<b>MONETARY ASSETS</b>					
<u>Group</u>					
Bank Current Account		5,720	1,250	5,720	8,487
CAF Gold Fund		15,404	0	15,404	15,334
The Scout Association Short Term Investment Service		5,000	0	5,000	5,000
Fenner Fund		0	0	0	
Sections Bank & Building Society Accounts		2,356	0	2,356	2,874
		28,480	1,250	28,480	31,695
<b>OTHER MONETARY ASSETS</b>					
Gift Aid Claim for year to 31.12.20	2				
		0	0	0	0
<b>NON-MONETARY ASSETS</b>					
<b>Stocks</b>					
T-Shirt, Scarves & Badges		0	0	0	0
Freehold Land & Buildings	3 & 4	161,731		161,731	165,263
Furniture & Scouting Equipment	4 & 5	10,938		10,938	12,153
Motor Vehicles	6	5,974		5,974	7,028
<b>LIABILITIES</b>					
Scout Association Loan				20,000	25,000
Interest Charged 2nd January 2020 at 2.75%					
<b>CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS</b>					
				None	None

## 4TH WORCESTER PARK SCOUT GROUP

### TRUSTEES' REPORT

#### FOR THE YEAR ENDED 31st DECEMBER 2020

(continued)

#### **FINANCIAL REVIEW**

The Accounts for the year have been drawn up on the receipts and payments basis which is consistent with previous periods. The charity had payments more than receipts during the year of £3,215. There was also the cost of a loan to service from the Scout Association (£5,688, including the interest payment) which was over and above normal expenditure, but this is included in the above and included in the Group's budget which is submitted and agreed by the Executive Committee prior to the financial year.

#### **INVESTMENT POLICY**

The charity does not have a formal investment policy. It endeavours to obtain the best possible return on its cash balances.

#### **RESERVES POLICY**

With the exception of £20,053 the accumulated funds are free reserves that have been built up over time to cover future expenditure on projects and future running costs. These funds are being utilised in accordance with the Group Development Plan. It is considered that the minimum reserve to be held at any one time should equate to twelve months unavoidable expenditure, such as maintaining our premises, insuring our vehicles etc. - £14,000 approximately.

#### **RESPONSIBILITIES OF TRUSTEES**

Charity law requires Trustees to prepare accounts for each financial year which gives a true and fair view of the state of affairs of the charity and its incoming resources and application of resources, including the net income or expenditure for the year.

In preparing those accounts, the Trustees are required to:

- (a) Select suitable accounting policies and then apply them consistently.
- (b) Make judgements and estimates that are reasonable and prudent.
- (c) State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departure disclosed and explained in the accounts.
- (d) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for having proper accounting records kept, which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **APPROVAL**

The report of the Trustees was approved by the Trustees on 1 November 2021 and signed on their behalf by:

John Green

Group Chairman



**4th WORCESTER PARK SCOUT GROUP****STATEMENT OF ASSETS AND LIABILITIES**

**at 31st DECEMBER 2020**  
**(continued)**

	<b>Freehold</b>		<b>Furniture &amp;</b>	<b>Motor</b>	
	<b>Land</b>	<b>Buildings</b>	<b>Equipment</b>	<b>Vehicles</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Opening Balance as at 1.1.20</b>	1,000	164,263	12,153	7,028	184,844
Additions					
Disposals					
Inflation Adjustment		4,928			4,928
	1,000	169,191	12,153	7,028	189,372
Less: depreciation		8,460	1,215	1,054	10,729
<b>Closing Balance at 31.12.20</b>	<b>1,000</b>	<b>160,731</b>	<b>10,938</b>	<b>5,974</b>	<b>179,043</b>

Analysis of Additions:

<b><u>Total Additions Less Disposals</u></b>	<b><u>0.00</u></b>
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**4th WORCESTER PARK SCOUT GROUP****SECTIONS FINANCIAL STATEMENTS****as at 31st DECEMBER 2020**

Notes	Balance at 01.01.20 £	Year Ended 31st December 2020		Balance at 31.12.20 £
		Receipts £	Payments £	
Active Support (Fellowship)	363.36	20.00	30.00	353.36
Aspen Colony	23.84	546.00	414.47	155.37
Birch Colony	70.54	572.00	181.97	460.57
Cedar Colony	898.26	0.00	400.00	498.26
Anglia Pack	544.50	28.24	982.16	-409.42
Brownsea Pack	344.40	238.44	190.97	391.87
Charterhouse Pack	413.54	0.00	0.00	413.54
Scout Troop (Purple & Silver)	1,653.64	3,668.75	4,830.44	491.95
	<b>4,312.08</b>	<b>5,073.43</b>	<b>7,030.01</b>	<b>2,355.50</b>

**4TH WORCESTER PARK SCOUT GROUP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st DECEMBER 2020**

**1. Membership Subscriptions – £20,089**

Subscriptions of members are collected by the Group, via monthly standing order paid by parents. The gross amount collected in 2020 was £20,089. The amount due to the Scout Association as the annual census payment was £7,683, therefore the net amount that the Group kept for its operations was £12,407. For this year, the Group have changed the way that the Census payment appears in the accounts, i.e. it appears in the expenditure page (9), rather than in the income page (7), as per the Group's 2019 accounts. Therefore, the income and expenditure numbers presented as last year (2019) have changed to reflect this accounting change.

**2. Gift Aid - £6,624**

A claim for 2019 was made in 2020 and paid by HMRC in March 2020, equating to £2,550. Additional claims were made and received in 2020 that totalled £4,074. The total received in 2020 from HMRC was £6,624.

**3. Freehold land**

This has been held in Trust for the Group by the Scout Association Trust Corporation since 15th August 1940. There are restrictive covenants in place as to its use. A nominal value of £1,000, which exceeds acquisition costs, has been placed thereon.

**4. Buildings**

These have been valued at their 1991 insurance reinstatement cost - adjusted for 1993 additions, inflation at 3% p.a., and depreciation at 5% p.a. It should be noted that the revised sum insured in February 2009 was £880,000.

**5. Furniture and equipment**

These have been valued at their 1991 insurance reinstatement cost - adjusted for additions and depreciation at 10%. It should be noted that the revised sum insured in February 2009 was £100,000.

**6. Motor vehicles**

These have been valued at cost less depreciation at 15% p.a.

**7. Section Accounts**

During 2021, a Young Scout Leader within our Silver Troop (and a trainee accountant) was appointed to assist with the on-going management of the Section accounts as well as the preparation of these, the 2020 Statutory Accounts. Furthermore, regarding the Charterhouse Section, there was no financial activity during 2020 hence why there were no payments and receipts recorded.

**8. Group Development Loan**

As at 31<sup>st</sup> Dec. 2020, the amount outstanding owed to the Scout Association was £20,000.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE**  
**4<sup>TH</sup> WORCESTER PARK SCOUT GROUP**

I report on the accounts of the Group for the year ended 31<sup>st</sup> December 2020 which are set out on pages 6 to 15.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- 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 Commission. 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 the seeking of 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 requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

Name            Norman MacDonald  
                      (retired Chartered Management Accountant and member of Chartered Inst. of Mgmt. Accts)

Address        16 Donnington Road  
                      Worcester Park  
                      Surrey  
                      KT4 8EN

Date             12 November 2021

