

4th WORCESTER PARK SCOUT GROUP

RECEIPTS and PAYMENTS

OF THE GROUP'S ACCOUNTS

FOR THE YEAR ENDED

31st DECEMBER 2021

4TH WORCESTER PARK SCOUT GROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st DECEMBER 2021

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 (until June 2021)
Tom Pennington	-	Assistant Group Scout Leader (until October 2021)
Elizabeth Ashbury-Redican	-	Group Secretary
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 (until July 2021)
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4TH WORCESTER PARK SCOUT GROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st DECEMBER2021

(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
4th Worcester Park Scout Group
Braemar Road
Worcester Park
KT4 8SW

4TH WORCESTER PARK SCOUT GROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st DECEMBER 2021

(continued)

STRUCTURE, GOVERNANCE AND MANAGEMENT

4th 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 Scouter's 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 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 4th Worcester Park Scout Group is responsible for providing Scouting in Worcester Park. The membership consists of 194 young persons of both sexes between the ages of 6 and 14 years. The leadership of these young people is provided by some 26 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 2021

(continued)

3 Beaver Colonies - meetings held weekly (64 Beavers)
3 Cub Packs - meetings held weekly (76 Cubs)
2 Scout Troops – meetings held weekly (54 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

2021 saw a small increase in membership due to the return of scouting in the summer following restrictions being relaxed after to the Covid pandemic. For the first part of the year, each section endeavoured to continue to maintain a limited programme via on-line meetings; face to face scouting resumed in May following a change in government guidelines. We held Scouts Owns during the year when pandemic conditions permitted with part of the meeting used to move young people up from Beavers to Cubs and Cubs to Scouts.

Fundraising was restarted during 2021, following a cessation in 2020. The 4th Worcester Park Group was grateful for the financial assistance provided (£8,860) 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 which were impacted by COVID-19 and had to close/scale back activities.

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

The Events Team was able to resume a limited number of face-to-face events in 2021. Our activities took the form of an on-line raffle fundraising event in place of a face-to-face Summer Fair, and we were able to run our Christmas Fair in person for the first time since 2019. The fundraising total in 2021 was £2,246 (once associated expenses had been accounted for and deducted).

The Group has one active support unit to support the Group's older members - known as the Fellowship. They were able to resume meeting face-to-face from June '21 onwards in line with Covid restrictions being eased. The Group continues to invest in equipment and training for its Leaders 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 have been most fortunate to have an excellent Quarter Master with two efficient assistants who have taken care of all our equipment in the past. However, we were sorry that during 2021 the Quartermaster and one of his assistants relinquished their roles.

4th WORCESTER PARK SCOUT GROUPRECEIPTS AND PAYMENT ACCOUNT SUMMARYFOR THE YEAR ENDED 31st DECEMBER 2021

	2021			2020
	General Funds £	Restricted Funds £	Total £	Total £
Total Receipts for the year (see attached)	47,260	2,000	49,260	52,215
Total Payments for the year (see attached)	42,255	0	42,255	55,430
Net Receipts (Payments) for the year	5,005	2,000	7,005	-3,215
Cash, Bank & Similar Funds Brought Forward (balance at 31 Dec. 2020)	8,427	20,053	28,480	31,695
Total Loans received/utilised in the year	0	0	0	0
Carried Down	13,432	22,053	35,485	28,480

The above account and accompanying statement of assets and liabilities were approved by the Trustees on 16 June 2022 and signed on their behalf by:



John Green
Group Chairman

4th WORCESTER PARK SCOUT GROUP**RECEIPTS AND PAYMENTS ACCOUNT SUMMARY****FOR THE YEAR ENDED 31st DECEMBER 2021****RECEIPTS**

	Notes	2021			2020
		General Funds £	Restricted Funds £	Total £	Total £
Membership Subscriptions	1	20,009		20,009	20,089
		20,009	0	20,009	20,089
<u>Investment Income</u>					
Current Account Bank Interest		0		0	0
Scout Ass. Short Term Investment Service		24		24	18
Savings Account Bank Interest		2		2	10
		26	0	26	28
<u>Donations / Grants</u>					
Grants (Jack Petchey)		0	2,000	2,000	1,250
Grants (i.e. Sutton District Council)		8,859		8,859	10,000
Donations (e.g. Graham Andrews)		3,024		3,024	2,538
		11,883	2,000	13,883	13,788
<u>Activities</u>					
BP Supper		0		0	200
Camp		0		0	0
Section Camps		0		0	0
Anniversary Celebrations		0		0	0
Outings		0		0	0
General Activities/Misc.		3,098		3,098	861
		3,098	0	3,098	1,060
<u>Fund Raising</u>					
Fundraising Events Team		3,998		3,998	4,895
		3,998	0	3,998	4,895

4th WORCESTER PARK SCOUT GROUP

RECEIPTS AND PAYMENTS ACCOUNT SUMMARY

FOR THE YEAR ENDED 31st DECEMBER 2021

RECEIPTS (cont'd)

	Notes	2021			2020
		General Funds £	Restricted Funds £	Total £	Total £
<u>Other Income</u>					
Gift Aid	2	3,392		3,392	6,624
Explorers		714		714	1,012
HQ Usage (Hall Hire/Grounds Hire)		4,085		4,085	1,262
Scouts Own/Good Turn Fund		0	0	0	193
Equipment		0		0	0
Training		0		0	0
Uniforms / Badges		0		0	0
Group Development Fund		0		0	3,073
Fenner Fund		0	0	0	150
Minibus Hire		55		55	42
		8,247	0	8,247	12,356
TOTAL RECEIPTS					
		47,260	2,000	49,260	52,215

4th WORCESTER PARK SCOUT GROUPRECEIPTS AND PAYMENT ACCOUNT SUMMARYFOR THE YEAR ENDED 31st DECEMBER 2021**PAYMENTS**

Notes	2021			2020
	General Funds £	Restricted Funds £	Total £	Total £
Census payment (paid to Scout Assoc.)	6,034		6,034	7,683
<u>Premises and Insurance</u>				
Business Rates	183		183	212
Water Rates	218		218	214
Gas [dual fuel in 2021 - see Elec]	0		0	532
Electricity [dual fuel in 2021]	2,045		2,045	2,375
Insurance - Buildings & Contents	8,572		8,572	9,071
Maintenance (Site/Grounds/H&S/Cleaning)	6,333		6,333	17,038
	23,385	0	23,385	37,124
<u>Donations and Grants</u>				
Grants	0	0	0	0
Donations	0	0	0	56
	0	0	0	56
<u>Activities</u>				
BP Supper	0		0	194
Training	0		0	0
Camps	0		0	0
Section Activities/Camps	652		652	518
Equipment (Quarter Master)	0		0	300
Outings	0		0	0
Activities / Materials	0		0	0
Other	0		0	0
	652	0	652	1,013

4th WORCESTER PARK SCOUT GROUP**RECEIPTS AND PAYMENT ACCOUNT SUMMARY****FOR THE YEAR ENDED 31st DECEMBER 2021****PAYMENTS (cont/d)**

Notes	2021			2020
	General Funds £	Restricted Funds £	Total £	Total £
<u>Transport</u>				
Petrol & Diesel	255		255	268
Vehicle Licences (VED)	335		335	165
Vehicle Servicing	2,381		2,381	257
Vehicle Insurance	1,406		1,406	1,797
	4,377	0	4,377	2,487
<u>Fund Raising</u>				
Fundraising Events Team	1,752		1,752	779
	1,752	0	1,752	779
<u>Admin/Establishment expenses</u>				
TV Licence	51		51	156
Bank charges/fees	96		96	60
Fire/Security System Install/Service Fees	796		796	3,684
Printing & Photocopier	120		120	0
Office Supplies/Stationery	37		37	253
Telephone & Internet	399		399	395
Web Fees (OSM/Website)	245		245	179
Miscellaneous	1,268		1,268	0
	3,012	0	3,012	4,727
<u>Other Expenses</u>				
Uniform / Badge Purchases	1,346		1,346	1,469
Scouts Own Collections / Good Turns	0		0	0
Group Loan Repayment (Gilwell/HQ)	5,420	0	5,420	5,688
Group Funds (Disbursement to Sections)	2,311	0	2,311	2,088
	9,077	0	9,077	9,245
TOTAL PAYMENTS	42,255	0	42,255	55,430

4th WORCESTER PARK SCOUT GROUP**STATEMENT OF ASSETS AND LIABILITIES****at 31st DECEMBER 2021**

	Notes	2021			2020
		General Funds £	Restricted Funds £	Total £	Total £
MONETARY ASSETS					
<u>Group</u>					
Bank Current Account		66	3,250	3,316	5,720
CAF Gold Fund		25,466	0	25,466	15,404
The Scout Association Short Term Investme		5,000	0	5,000	5,000
Fenner Fund		0	0	0	
Sections Bank & Building Society Accounts		1,703	0	1,703	2,356
		<u>32,235</u>	<u>3,250</u>	<u>35,485</u>	<u>28,480</u>
OTHER MONETARY ASSETS					
Gift Aid Claim for year	2				
		0	0	0	0
NON-MONETARY ASSETS					
Stocks					
T-Shirt, Scarves & Badges		0	0	0	0
Freehold Land & Buildings	3 & 4	158,275		158,275	161,731
Furniture & Scouting Equipment	4 & 5	9,844		9,844	10,938
Motor Vehicles	6	5,078		5,078	5,974
LIABILITIES					
Scout Association Loan				15,000	20,000
Interest Charged 2nd January 2021 at 2.1%					
CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS					
				None	None

4TH WORCESTER PARK SCOUT GROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st DECEMBER 2021

(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 receipts more than payments during the year of £7,005. There was also the cost of a loan to service from the Scout Association (£5,420, 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 £22,053 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. - £19,000 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 16 June 2022 and signed on their behalf by:

John Green
Group Chairman



4th WORCESTER PARK SCOUT GROUP**STATEMENT OF ASSETS AND LIABILITIES****at 31st DECEMBER 2021****(continued)**

Notes	Freehold Land	Buildings	Furniture & Equipment	Motor Vehicles	TOTAL
	£	£	£	£	£
Opening Balance as at 1.1.21	1,000	160,731	10,938	5,974	178,643
Additions					
Disposals					
Inflation Adjustment		4,822			4,822
	1,000	165,553	10,938	5,974	183,465
Less: depreciation		8,278	1,094	896	10,268
Closing Balance at 31.12.21	1,000	157,275	9,844	5,078	173,197

Analysis of Additions:

Note - the total noted in the 2020 (as at 31.12.20) accounts was 179,043 which was overstated by £400, and has been corrected here in these accounts

Total Additions Less Disposals	0.00
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4th WORCESTER PARK SCOUT GROUP**SECTIONS FINANCIAL STATEMENTS****as at 31st DECEMBER 2021**

	Notes 7	Balance at	<u>Year Ended 31st December 2021</u>		Balance at
		01.01.21 £	Receipts £	Payments £	31.12.21 £
Active Support (Fellowship)		353.36	0.00	353.36	0.00
Aspen Colony		155.37	471.65	321.81	305.21
Birch Colony		460.57	350.23	199.05	611.75
Cedar Colony		498.26	18.67	15.93	501.00
Anglia Pack		-409.42	1,306.56	1,225.50	-328.36
Brownsea Pack		391.87	140.70	223.45	309.12
Charterhouse Pack		413.54	13.00	275.00	151.54
Purple		0.00	959.00	942.18	16.82
Silver		491.95	0.00	355.56	136.39
		2,355.50	3,259.81	3,911.84	1,703.47

4TH WORCESTER PARK SCOUT GROUP
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2021

1. Membership Subscriptions – £20,009

Subscriptions of members are collected by the Group, via monthly standing order paid by parents. The gross amount collected in 2021 was £20,009. The amount due to the Scout Association as the annual census payment was £6,034, therefore the net amount that the Group kept for its operations was £13,975.

As per last 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.

2. Gift Aid - £3,392

Claims for 2020 (and 2021) were submitted in 2021 and paid by HMRC in June and December 2021. The total received in 2021 from HMRC was £3,392.29. The latest claim made in late 2021 will be reflected in the 2022 accounts.

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

With respect to the Section Accounts, all Sections provided input and accounts to the Group in the 2021 reporting year.

8. Group Development Loan

As at 31st Dec. 2021, the amount outstanding owed to the Scout Association was £15,000.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE
4TH WORCESTER PARK SCOUT GROUP

I report on the accounts of the Group for the year ended 31st December 2021 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 15 June 2022