

**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 2023**

**4TH WORCESTER PARK SCOUT GROUP**

**TRUSTEES' REPORT**

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

**PRESIDENT**

Sheila Kinton

**VICE PRESIDENT**

Les Prescott

**TRUSTEES Ex-Officio – Appointment**

Valerie Street	-	Group Scout Leader
Chris Fowler	-	Assistant Group Scout Leader
Elizabeth Ashbury-Redican	-	Group Secretary
James Whittingham	-	Group Treasurer (until June 2023)
Sharon Davis	-	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 (until May 2023)
Patrick Jacobs	-	Section Leader - Scouts
Grahame Worrall	-	Section Leader - Explorers

**TRUSTEES Nominated - Appointment**

Andy Marshall	-	Group Quartermaster
Archie Nicol		
Anthony Ellis		
Sally Coates		
John Green		
Tina O'Donnell		

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

**TRUSTEES' REPORT**

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

**(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:

**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 2023**

**(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 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 4<sup>th</sup> Worcester Park Scout Group is responsible for providing Scouting in Worcester Park. The membership consists of 183 young persons of both sexes between the ages of 6 and 14 years. The leadership of these young people is provided by some 29 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' REPOFOR THE YEAR ENDED 31st DECEMBER 2023

#### (continued)

3 Beaver Colonies - meetings held weekly (55 Beavers)

3 Cub Packs - meetings held weekly (65 Cubs)

2 Scout Troops – meetings held weekly (63 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**

2023 saw a small increase in membership. Scouting is proving popular and we maintain a waiting list. The young people move from beavers to cubs, cubs to scouts and the scouts move up to the Explorer unit which is based at 4<sup>th</sup> Worcester Park. We have a going up ceremony at our Scouts Owns which are held each term with an extra one at Christmas. Some of the young people achieve their Chief Scout Awards, which has an increasing difficulty level as they go up to the next section. Some of our young people have chosen to participate in the Duke of Edinburgh Award scheme at all levels.

The highest award available is the King’s Scout Award (formerly the Queen’s Scout Award) and our first recipient earned hers in 2023.

We are grateful to the Explorers who volunteer each week to help with sections as young leaders throughout the year.

The hard working Events Team had a successful year in 2023. We held a Summer Fair and a Christmas Fair. There was a quiz night and an Easter Egg Hunt. There was also a new event aimed at the younger people which was a pumpkin hunt at the end of October. The Summer and Christmas Fairs raised in the region of £10,000 and the other events averaged £500 each but they were also considered social family events.

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. The Group continues to work towards completion of its Development Plan. This is reviewed regularly.

All sections managed to attend camp last year and the big event was the celebration for the group reaching 90 years. The group camp was held at the 4<sup>th</sup> with 125 young people attending for the long weekend. We also travelled to Snowdonia for mountain camp. Our leadership teams do an amazing job and give up their time not only with section meetings but with the camps.

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. With the help of a Jack Petchey Award we were able to reroof the car port. As we prepared for the new car park, trees were felled and the area was tidied up at the end of the year.

We have been most fortunate to have an excellent Quarter Master with extra help offered when required.

We have been able to hire out the facilities at the 4<sup>th</sup> to both regular local hirers and a local school, as well as one off bookings for children's parties. This has been well managed by one of our scout leaders.

In December we said farewell to two of our longest serving members. Their last roles were as vice presidents and were always a constant source of advice, information and good humour.

Ronald Kinton held the appointment of Assistant Section Leader of Brownsea Cub Pack in 1948. He held many roles both at the 4<sup>th</sup> and at District level and was awarded the Silver Wolf in 1990 for his service to scouting. Ron served for 75 years.

David Sweetland also started as an Assistant Section Leader with Brownsea Cub pack in 1958. He became Assistant Group Scout Leader in 1977 and he retired in 2021. He was awarded the Silver Wolf in 2013. David served for 65 Years.

**4th WORCESTER PARK SCOUT GROUP**  
**RECEIPTS AND PAYMENT ACCOUNT SUMMARY**  
**FOR THE YEAR ENDED 31st DECEMBER 2023**

	2023		2022	
	General Funds £	Restricted Funds £	Total £	Total £
Total Receipts for the year (see attached)	92,837	2,356	95,193	68,407
Total Loans received/utilised in the year	0	0	0	0
Total Payments for the year (see attached)	83,350	1,917	85,267	51,348
Total Capital Expenditure for the year	0	0	0	0
Net Receipts (Payments) for the year	9,487	439	9,926	17,059
Cash, Bank & Similar Funds at December 31.12.23	29,890	22,654	52,544	35,485
Cash, Bank & Similar Funds Carried Forward	39,377	23,093	62,470	52,544

The above account and accompanying statement of assets and liabilities were approved by the Trustees on XX May 2024 and signed on their behalf by:

Elizabeth Ashbury-Redican  
Group Secretary

**4th WORCESTER PARK SCOUT GROUP****RECEIPTS AND PAYMENTS ACCOUNT SUMMARY****FOR THE YEAR ENDED 31st DECEMBER 2023****RECEIPTS**

	Notes	2023		2022	
		General	Restricted	Total	Total
		Funds	Funds	£	£
Membership Subscriptions	1	22,787		22,787	21,752
		<b>22,787</b>	<b>0</b>	<b>22,787</b>	<b>21,752</b>
<u>Investment Income</u>					
Current Account Bank Interest		401		401	13
Scout Ass. Short Term Interest		12		12	10
Savings Account Bank Interest ALL Other Account		333		333	76
		<b>746</b>		<b>746</b>	<b>99</b>
<u>Donations / Grants</u>					
Grants (Jack Petchey)		2,200		2,200	600
Grants (i.e. sutton DC)		0		0	0
Donations		2,419		2,419	3,438
		<b>4,619</b>	<b>0</b>	<b>4,619</b>	<b>4,038</b>
<u>Activities</u>					
BP Supper		354		354	183
Camp		14,574		14,574	0
Anniversary Celebrations				0	0
Outings				0	0
General Activities		895		895	1,388
		<b>15,823</b>	<b>0</b>	<b>15,823</b>	<b>1,571</b>
<u>Fund Raising</u>					
Fundraising Events Team		15,641		15,641	11,904
		<b>15,641</b>	<b>0</b>	<b>15,641</b>	<b>11,904</b>

**4th WORCESTER PARK SCOUT GROUP****RECEIPTS AND PAYMENTS ACCOUNT SUMMARY****FOR THE YEAR ENDED 31st DECEMBER 2023****RECEIPTS (cont'd)**

	Notes	2023		2022	
		General Funds £	Restricted Funds £	Total £	Total £
<u>Other Income</u>					
Gift Aid	2	4,741		4,741	4,963
Explorers Rent		896		896	1,877
HQ Usage		23,668		23,668	19,053
Scout Own / Good Turn Fund		340		340	155
Equipment		21		21	0
Sections Income		1,476		1,476	2,385
Sections Activities		0		0	0
Training				0	0
Uniforms / Badges				0	0
Group Funds			2,356	2,356	0
Fenner Fund				0	0
Minibus Vehicle Mileage		2,078		2,078	610
		<u>33,221</u>	<u>2,356</u>	<u>35,577</u>	<u>29,043</u>
<b>TOTAL RECEIPTS</b>		<u>92,837</u>	<u>2,356</u>	<u>95,193</u>	<u>68,407</u>

**4th WORCESTER PARK SCOUT GROUP****RECEIPTS AND PAYMENT ACCOUNT SUMMARY****FOR THE YEAR ENDED 31st DECEMBER 2023****PAYMENTS**

Notes	2023			2022
	General Funds £	Restricted Funds £	Total £	Total £
Census payment to Scout Association	8,395		8,395	7,920
<u>Premises and Insurance</u>				
Business Rates	0		0	358
Water Rates	189		189	229
Gas & Electricity	2523		2,523	2,496
Insurance - Buildings & Contents	10179		10,179	9,300
Maintenance	5636		5,636	8,148
	<u>18,526</u>	<u>0</u>	<u>18,526</u>	<u>20,531</u>
<u>Donations and Grants</u>				
Grants (Jack Petchey)	0	822	822	0
GDP	0	1,095	1,095	653
	<u>0</u>	<u>1,917</u>	<u>1,917</u>	<u>653</u>
<u>Activities</u>				
BP Supper	195		195	191
Training	800		800	0
Camps	0		0	0
80th Anniversary Dinner / Camp	0		0	0
Equipment	3,692		3,692	0
Outings	910		910	0
Activities / Materials	6,750		6,750	0
Other	0		0	0
	<u>12,346</u>	<u>0</u>	<u>12,346</u>	<u>191</u>

**4th WORCESTER PARK SCOUT GROUP****RECEIPTS AND PAYMENT ACCOUNT SUMMARY****FOR THE YEAR ENDED 31st DECEMBER 2023****PAYMENTS (cont/d)**

Notes	2023		2022	
	General Funds £	Restricted Funds £	Total £	Total £
<b><u>Transport</u></b>				
Petrol and Maintenance	1,008		1,008	897
Vehicle Licences	330		330	330
Vehicle Servicing	457		457	2,146
Insurance	2,210		2,210	2,204
	4,005	0	4,005	5,577
<b><u>Fund Raising</u></b>				
Fundraising Events Team	3,057		3,057	3,700
			0	0
	3,057	0	3,057	3,700
<b><u>Admin/Establishment expenses</u></b>				
TV Licence			0	0
Bank charges	106		106	129
Fire / Security / Fees: Included in Maintenance	0		0	1,190
Printing & Photocopier	191		191	167
Office Supplies / Stationery	36		36	82
Internet & OSM	1,615		1,615	700
Annual AGM and Hospitality	691		691	0
Miscellaneous	1,959		1,959	1,810
	4,599	0	4,599	4,078
<b><u>Other Expenses</u></b>				
Uniform / Badge Purchases	2,146		2,146	1,373
QM General Equipment	0		0	0
Camp	13,682		13,682	0
Scouts Own Collections / Good Turns	0		0	0
Group Loan Repayment	15,925		15,925	0
Monies from Aspen Bank A/C Closure moved to Grou	669		669	7,325
	32,422	0	32,422	8,698
<b>TOTAL PAYMENTS</b>	<b>83,350</b>	<b>1,917</b>	<b>85,267</b>	<b>51,348</b>

**4th WORCESTER PARK SCOUT GROUP****STATEMENT OF ASSETS AND LIABILITIES****at 31st DECEMBER 2023**

Notes	2023		2022		
	General Funds £	Restricted Funds £	Total £	Total £	
<b>MONETARY ASSETS</b>					
<u>Group</u>					
	Bank Current Accounts	12,491	439	12,930	23,427
	CAF Gold Fund Accounts	42,887		42,887	20,028
	The Scout Association Short Term Investment Service	0	0	0	5,000
	Cash in Hand	0		0	1
	Sections Bank & Building Society Accounts	6,653		6,653	4,088
		<b>62,031</b>	<b>439</b>	<b>62,470</b>	<b>52,544</b>
<b>OTHER MONETARY ASSETS</b>					
2	Gift Aid Claims received to 31.08.23	4,741			0
	Gift Aid Claim for Autumn 2023 Recd Jan 2024	1,405			0
		<b>6,146</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-MONETARY ASSETS</b>					
<b>Stocks</b>					
	T-Shirt, Scarves & Badges	0	0	0	0
	Freehold Land & Buildings	151,585		151,585	154,894
	Furniture & Scouting Equipment	7,974		7,974	8,860
	Motor Vehicles	3,669		3,669	4,316
<b>LIABILITIES</b>					
	Scout Association Loan			0	0
	Interest Charged 2nd January 2023 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 2023

(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 £22,787. There was also the cost of a loan to service from the Scout Association of £15,925 including the interest payment which was over and above normal expenditure. The Group's budget 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 £23,093, 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. which is £22,531 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 13<sup>th</sup> May 2024 and signed on their behalf by:

Elizabeth Ashbury-Redican  
Group Secretary

**4th WORCESTER PARK SCOUT GROUP****STATEMENT OF ASSETS AND LIABILITIES****at 31st DECEMBER 2023****(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>Opening Balance as at 01.01.23</b>	1,000	153,894	8,860	4,316	168,070
Additions					
Disposals					
Inflation Adjustment		4,617			4,617
	1,000	158,511	8,860	4,316	172,687
Less: depreciation		7,926	886	647	9,459
<b>Closing Balance at 31.12.23</b>	1,000	150,585	7,974	3,669	163,228

Analysis of Additions:

<b>Total Additions Less Disposals</b>	<b>0.00</b>
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**4th WORCESTER PARK SCOUT GROUP****SECTIONS FINANCIAL STATEMENTS****as at 31st DECEMBER 2023**

	Balance at	<b>Year Ended 31st December 2023</b>		Balance at
	01.01.23	Receipts	Payments	31.12.23
	£	£	£	£
Anglia Pack	773.27	5,050.41	5,383.61	440.07
Aspen Colony	186.57	1,634.07	1,392.48	428.16
Birch Colony	564.30	1,050.00	579.81	1,034.49
Brownsea Pack	455.13	1,940.00	1,650.56	744.57
Cedar Colony	664.55	660.00	0.00	1,324.55
Charterhouse Pack	26.44	301.99	240.98	87.45
Purple Troop	465.44	1,790.00	1,707.05	548.39
Silver Troop	952.57	8,118.81	7,025.60	2,045.78
	<b>4,088.27</b>	<b>20,545.28</b>	<b>17,980.09</b>	<b>6,653.46</b>

**4TH WORCESTER PARK SCOUT GROUP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st DECEMBER 2023**

**1. Membership Subscriptions – £22,787**

Subscriptions of members are collected by the Group, via monthly standing order paid by parents. The gross amount collected in 2023 was £22,787. The amount due to the Scout Association as the annual census payment was £8,395, therefore the net amount that the Group kept for its operations was £14,392.

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 - £4,741.22**

Claims for the previous period (2023) were submitted during 2023 and Autumn term 2023 in 2024 and paid by HMRC in 2024. The total received in 2023 from HMRC was £4,741.22. The outstanding amount for Autumn 2023 was £1,405.27 which was received in February 2024.

**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 2023 reporting year.

**8. Group Development Loan**

As at 31<sup>st</sup> Dec. 2023, the amount outstanding owed to the Scout Association was £0.00. The Group decided to pay off the balance in full during the year as per the accounts.

**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 2023 which are set out on pages 7 to 16.

**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           \*\*\*

Address       \*\*\*

Date           \*\* May 2024