

3rd Banstead Board of Trustees Annual Report 2020-2021

What another exceptional year for 3rd Banstead Scout Group and the Board of Trustees.

Since the last AGM we have been locked down again with virtual meetings keeping us all together. But since Spring this year the pandemic controls have been freeing up little by little so that sections have gone from virtual meetings to socially distanced meetings outside and eventually to Covid-safe meetings indoors.

This has seen us establishing and amending risk assessments for the various activities for the young people as circumstances change.

There has also been lots of work going on at Scout Ridge to enable us to open up for face-to-face meetings with refurbishment of the toilets, hand sanitiser dispensers, cleanable door fittings, safe outdoor spaces and repairs to heating and lighting in the sports hall, thanks in great part to grants from Reigate and Banstead Borough Council. Another grant has also provided for some new air rifles.

I would like to thank those leaders, Board members and parents/carers who have helped maintain Scout Ridge over the course of the year and especially our GSL Adam who has been central to the works that have kept us all safe over the course of the year.

I would like to thank the Board members and families that ran the BBQ at Banstead Village Day this summer raising funds for the Group and very much look forward to helping Banstead Rotary Club again this year with their Christmas collections, one of our main fundraising activities. More details later.

Lastly, I would like to thank Adam and all the leaders for their sterling efforts keeping sections working over such a difficult year and say a big thank you to all our parents/carers and young people for sticking with us.

Richard Aram

Chairman, Board of Trustees

FINANCE REPORT

The accounts have been audited by Neil Bridges as an Independent Examiner and I thank him for this.

The financial operations of the group were significantly impacted by the pandemic – and it is important to note that much of the year ended 31 March 2021 was spent in a state of full and partial lock-down – resulting in both exceptional income and expenditure arising over the period

As far as the main bank accounts are concerned, we began the year with £14,672 and at 31 March 2021 we closed the year at £15,575, plus an additional £627 held by the Sections. Total funds were therefore £16,202 compared with £15,475 at the beginning of our financial year.

Receipts

Our main income usually falls into 5 main categories, however due to the pandemic some of the traditional sources of funding such as equipment & premises hire and fund-raising activities were significantly curtailed.

- a. Subscriptions. Subscriptions recognised in the current year totaled £8,257 (including Section funds) – and our total payment out to HQ, District and County was £6,442 – representing 104 members (down by 1 compared to the prior year). It is important to note that Subscriptions were not actively collected during the first lockdown (although many parents and carers did choose to pay their fee as usual), hence the decline in income compared to the prior year.
- b. Premises. In usual times we allow our premises and equipment to be enjoyed by other users, resulting in additional donations - which in the year to 31 March 2020 amounted to £2,056. Unfortunately, the group was unable to generate any such income through 2021
- c. Fundraising. £770 was raised through the Rotary Club Xmas collections, which were significantly reduced by the December 2020 lockdown preventing static collections at Asda and Waitrose. The 2020 Village Day BBQ was also cancelled – which had generated income of £483 in the prior year.
- d. The Gift Aid tax rebates received in the year totaled £1,368. The reduction in subscriptions also had an impact on the amount of Gift Aid available to the group in the year to 31 March 2021, but this is now recovering – with a claim submitted post year-end amounting to some £2,049 and which has now been received from HMRC. Thank you to all those who have checked the box in OSM – enabling the group to reclaim income tax on subscription payments.
- e. Grants/Sponsorship/Donations. As a Business Rates payer, the group was able to take advantage of the Covid-19 support grants available, totaling some £20,241 in the year. In addition to providing much needed cover for the reduced

subscription and fund-raising incomes, the group was able to fund £4,042 required to ensure that the Scout Ridge facilities could safely accommodate the return to outdoor and then indoor face-to-face meetings – this expenditure included the upgrading of the bathroom facilities, improvements to ventilation, outdoor lighting and signage, and the purchase additional cleaning and sanitising equipment, as well as new equipment for outdoor activities.

A grant of £2,900 from Surrey County Council was also gratefully received, and was used to purchase new air-rifles for the group, and further upgrade the indoor lighting at Scout Ridge to LEDS.

The group received further donations from individuals of £1,471 in the year, plus £350 in sponsorship of the minibus.

Payments

1. As noted above, the group incurred exceptional expenditure of £4,042 on upgrading facilities and implementing Covid19 safety measures.
2. Utilities including broadband of £1,744, premises maintenance costs of £4,381, and premises / contents insurance of £2,378 are other major expenses – these were largely unaffected by the pandemic / lockdowns - thus the financial support received from Reigate and Banstead Borough Council was so critical in ensuring maintaining facilities ready for the re-commencement of face-to-face meetings.
3. The group also completed the purchase of the new minibus in June 2020 with a final payment of £9,885. Insurance for the new vehicle was £954.

As highlighted in previous years, membership subscriptions alone are insufficient to meet the day to day running costs of the group, and we remain highly dependent on donations, sponsorship, fundraising and Gift Aid in order to meet the costs of maintaining the fantastic facilities at Scout Ridge, and meeting our District, County and HQ obligations.

I am pleased to report that as a result of the support received in the year to 31 March 2021, the group has also been able to continue its investments into both facilities and new equipment. The group ended the financial year in a sound financial position and continues to be able to meet its financial obligations as they fall due.

Nicholas Lee

Treasurer



3rd Banstead Scout Group | Charity No: 305687

For the period from	1-Apr-20	To	31-Mar-21
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Receipts	General funds	Section funds	Total funds	Last year
Subscriptions	8,252	5	8,257	11,682
Less: Membership subscriptions paid on (National/County/Area/District)	(6,462)	-	(6,462)	(6,284)
Net membership subscriptions retained	1,790	5	1,795	5,397
Donation, Legacies and Similar Income				
Donations	1,471	-	1,471	3,244
Sponsorship	350	-	350	550
Gift Aid	1,368	-	1,368	1,163
Sub total	4,978	5	4,983	10,354
Grants				
Surrey County Council - Minibus Grant	-	-	-	3,000
Surrey County Council - Equipment Grant	2,900	-	2,900	-
Reigate & Banstead Borough Council	20,241	-	20,241	-
Sub total	23,141	-	23,141	3,000
Fundraising (gross)				
Rotary Christmas Collections	770	-	770	2,136
Village Day BBQ	-	-	-	483
Sub total	770	-	770	2,619
Other Income				
Premises/Equipment Hire	-	-	-	2,056
Cub Camp 2017	-	-	-	493
Cub Camp 2019	-	-	-	554
Group Camp 2019	-	-	-	68
Summer Camp 2019	-	-	-	1,015
Bazazz	-	-	-	90
Somme 2019	-	-	-	1,125
Other activities	-	-	-	176
Sub total	-	-	-	5,578
Other Income				
Badges	-	-	-	14
Scarves/Ties/T-shirts/Woggles	48	-	48	204
Investitures	-	-	-	60
Sub total	48	-	48	278
Investment income				
Bank interest	3	-	3	17
Sub total	3	-	3	17
Total Gross Income	28,940	5	28,945	21,847
Asset and investment sales etc.	-	-	-	220
Total Receipts	28,940	5	28,945	22,067



3rd Banstead Scout Group | Charity No: 305687

For the period from	1-Apr-20	To	31-Mar-21
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Payments	General funds	Section funds	Total funds	Last year
New Minibus	9,885	-	9,885	9,885
Donation/Gifts	280	-	280	5
COVID safety materials and equipment	4,042	-	4,042	5
Adult support and training	-	-	-	86
Rent and Rates	55	-	55	463
Water and sewerage	72	-	72	-
Utilities(Gas,Electricity) and Broadband	1,744	-	1,744	2,074
Insurance - Premises	2,378	-	2,378	2,217
Insurance - Leaders/Members	106	-	106	174
Insurance - Minibus	954	-	954	-
Maintenance-incl. cleaning & repairs	4,381	-	4,381	3,732
Activities	-	-	-	328
Materials and Equipment	2,413	-	2,413	941
Transport	168	-	168	-
Administration	246	-	246	506
Bank charges	207	-	207	180
Somme 2019	-	-	-	1,103
Group Camp 2019	-	-	-	2,987
Summer Camp 2019	-	-	-	427
Meetings	-	45	45	146
Leaders / Scouters uniform	-	52	52	5
Scout Ridge Fire Escape Refurbishment	818	-	818	-
Sub total	27,748	97	27,845	25,260
Other Expenses				
Sundry	-	10	10	74
Scarves/Ties/T-shirts/Woggles	229	-	229	61
Badges / Books	61	73	134	502
Food/Drink	-	-	-	20
Sub total	290	83	373	657
Total payments	28,038	180	28,218	25,917
Net receipts / (payments)	903	(175)	727	(3,850)
Cash funds last year end	14,672	803	15,475	19,325
Cash funds this year end	15,575	627	16,202	15,475

	This year General	This year Sections	This year Total	Previous year total
Cash Funds				
Cash in hand	44	627	671	1,466
Bank Current Account	1,136	-	1,136	1,338
Bank Deposit Account	13,418	-	13,418	5,109
Activities Account	-	-	-	865
Minibus Account	978	-	978	6,697
Total cash funds	15,575	627	16,202	15,475

Non-monetary assets

Land & Buildings (Insured value)	505,109	-	505,109	473,814
Motor Vehicle and trailers	21,942	-	21,942	9,885
Contents / Equipment (Insured value)	30,821	-	30,821	28,912
	557,872		557,872	512,611

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name

Date of approval



Section A

Independent Examiner's Report

Report to the trustees/ members of

3rd BANSTEAD SCOUT GROUP

On accounts for the year ended

31 MARCH 2021

Charity no (if any)

305687

Set out on pages

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I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 23.09.2021

Name: NEL BRIDGES

Relevant professional qualification(s) or body (if any):

[Empty box]

Address:

11, COMMONFIELD ROAD
BANSTEAD
SM7 2SR

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

