



1st MERROW SCOUT GROUP

REPORT & ACCOUNTS For the Year Ended 31 March 2022

The Trustees present their annual report and accounts of the charity for the year to 31 March 2022.

Charity name: 1st Merrow Scout Group
Charity number: 305753
Charity's principal Address: Browell Memorial Hall, Bushy Hill Drive,
Guildford, Surrey, GU1 2SH

The Trustees who served from 1 April 2021 and up to the date this report was approved were:

Trustee Name	Office	Date of appointment or resignation if in the period
Henriette Whitehead van Prooije	Chairman	Resigned 26 July 2022
Jonathan Lewis	Vice-Chairman	Resigned 15 September 2022
Marijke Phillips	Secretary	Resigned 26 July 2022
Samantha Ritchie	Treasurer	
David Hunt	Group Scout Leader	Resigned 21 July 2021
Martin Jones	Joint Group Scout Leader	
Sandy Jones	Joint Group Scout Leader	
Cheryl de Suys-Shrubb	Beaver Scout Leader	
Nigel Durbridge	Cub Scout Leader (Discoverers)	Resigned 20 February 2022
Iain Robertson	Cub Scout Leader (Explorers)	
Donald Tournier	Cub Scout Leader (Adventurers)	
Judith Hunt	Scout Leader	Resigned 21 July 2021
Susan Reekie	Membership Secretary	
Denise Stafford		
Louise Spinner		
David Johnson		

Note: The Roughs Explorer Scout Unit (ESU) is legally part of Guildford East District Scout Council and does not form part of the 1st Merrow Scout Group (the Group). However, the ESU shares the facilities and equipment of the Group, participates fully in Group activities and events and operates in most aspects as though it is a section of the Group for practical purposes.

Professional advisers:

Bankers	Lloyds Bank Plc	147 High Street, Guildford
Insurance Broker	Tower Riskline	Sheldon House, Station Road East, Oxted, Surrey RH8 0QB

STRUCTURE, GOVERNANCE AND MANAGEMENT

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 (POR) of The Scout Association.

Constitution and Governance:

The Group is a trust established under the rules of The Scout Association, which are common to all Scout groups.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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 four independent representatives, Chairman, Vice Chair, Treasurer and Secretary together with the Joint Group Scout Leaders, individual section leaders, co-opted members and elected parents' representation and meets four to six times per year.

This Group Executive Committee exists to support the Joint Group Scout Leaders in meeting the responsibilities of their 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 and other adult support
- Appointing any sub committees that may be required
- 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. In the event of loss of use, the Group would request the temporary use of buildings, property and equipment from neighbouring organisations such as local churches, community centres 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 or members. The Group, through the annual "capitation fees", contributes to The Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.
- Reduced income from fundraising. The Group is primarily reliant upon income from subscriptions and fundraising. The Group does hold a reserve, in line with its Reserves Policy, 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 temporary or permanent complete closure of the Group would be necessary, but the Guildford East Scout District would also endeavour to provide at least short term support to individual sections and/or the Group as necessary to prevent this from happening, at least in the short term.
- 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 would be necessary. The Group and Guildford East District would work together to try and ensure that existing members could transfer and continue their Scouting in another local Scout Group.
- The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss; these include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

OBJECTIVES AND ACTIVITIES

The objectives of the Group are those of a unit within The Scout Association.

The Purpose of Scouting. Scouting exists to engage actively and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting. Scouts are guided by these values:

- Integrity - We act with integrity; we are honest, trustworthy and loyal.
- Respect - We have self-respect and respect for others.
- Care - We support others and take care of the world in which we live.
- Belief - We explore our faiths, beliefs and attitudes.
- Co-operation - We make a positive difference; we co-operate with others and make friends.

The Scout Method. Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- Enjoy what they are doing and have fun
- Take part in activities indoors and outdoors
- Learn by doing
- Share in spiritual reflection
- Take responsibility and make choices
- Undertake new and challenging activities
- Make and live by their Scout Promise.

Subscriptions are charged for membership to cover immediate running costs of the Group plus "capitation fees" payable to Guildford East District Scout Council, Surrey County Scout Council and The Scout Association. These do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions and has arrangements to provide bursaries or waive fees where appropriate to ensure Scouting is available to all.

Public Benefit

Two key principles demonstrate that Scouting's aims are for the public benefit, in that through the Scout Method young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety, wellbeing and development of young people are taken very seriously and the benefits that Scouting activities provide, far outweigh the associated risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.

ACHIEVEMENTS AND PERFORMANCE

The members and leaders were thrilled to be able to return to a full programme of Scouting during the year, after the lifting of restrictions relating to the Covid-19 pandemic. This included camps and activities away from the Merrow Scout headquarters.

Every member of the Group was offered the opportunity for at least one "night away" residential experience either camping or as an indoor "sleepover".

Due to the number of members in the Scout Troop, it was divided into two Troops from September 2021 with one continuing to meet on Friday evenings and the other on Tuesday evenings. The Group now operates 3 Beaver colonies, 3 Cub packs and 2 Scout troops.

As a result of the comprehensive, exciting and balanced Scouting programme provided by the leader teams during 2021/22:

- 16 Beaver Scouts earned the **Bronze** Chief Scout's Challenge badge (the top award available in the Beaver section) and more than 600 other badges were gained.
- 20 Cub Scouts earned the **Silver** Chief Scout's Challenge badge (the top award available in the Cub section) and nearly 900 other badges were gained.
- 3 Scouts earned the **Gold** Chief Scout's Challenge badge (the top award available in the Scout section) and over 400 other badges were gained.

In the partner Explorer Scout Unit that meets in the Merrow Scout headquarters and to which most Scouts progress:

- 5 Explorer Scouts earned the **Platinum** Chief Scout's Challenge badge and nearly 100 other badges were gained

In July 2021, the Group Scout Leader, David Hunt, stood down after 8 years in the role and over 30 years of active leadership service in the Group. Judith Hunt also retired from her role of Scout Leader after over 30 years of leadership at Merrow and Dave Mullenger as Assistant Scout Leader, having provided more than 50 years of voluntary leadership. The Trustees are enormously grateful for their phenomenal contributions which have played a very significant part in the Group achieving its current size, success and reputation.

A number of the Trustees also stood down from their roles during the year after many years of faithful service. This included Henriette Whitehead van Prooije with 20 years of service, the last 10 of which have been as Group Chairman. The remaining Trustees would like to place on public record their enormous gratitude to the retiring trustees for their loyal service.

FINANCIAL REVIEW

The Group reported net receipts for the year to 31 March 2022 of £25,966. However, as the accounts are prepared on a receipts and payments basis, this may not provide a reliable indication of the underlying financial performance of the Group.

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 nine months running costs

(approximately £4,000), plus sufficient funds in each of the sections to cover their termly needs (approximately £1,000 per section).

The Group held reserves of approximately £219,000 at the year end, all in Unrestricted Funds. This is above the level required for operating expenses; however, this can be explained by the need to re-develop the site in the near future. The Group is targeting a level of savings equivalent to at least of 40% of the anticipated redevelopment cost. The Group is continuing to fundraise and anticipates grants and loans against the remainder of the cost. At 31 March 2022, an amount of £57,000 of the Unrestricted Funds was allocated to a Scout Centre Fund.

The Group's Income and Expenditure is small and therefore does not have sufficient funds to invest in longer term investments such as stocks and shares; such reserves as the Group has are being held in short term cash investment accounts to finance the development of the site as soon as sufficient funds have been raised. 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 placed in a Charities Official Investment fund (COIF).

The Treasurer 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 and reports this regularly to the Group Executive Committee. Where this may involve using an account that requires a period of notice before funds may be withdrawn the Group Executive Committee considers the cash flow requirements beforehand.

FUTURE PLANNING

The Group is planning to redevelop the site as early as funds permit and intends to continue actively raising funds for this building project.

The Group will continue to open new sections as Leaders can be found to run them, in order to meet demand for Scouting and reduce the size of the Group's waiting list. A new Scout Troop meeting monthly on Saturdays is being trialed from November 2022.

The Group Executive Committee will consider whether and when it might be appropriate to introduce a Squirrel section (for 4 and 5 year olds) to the Group.

DECLARATION

The Trustees declare that they have approved the Trustees' report above

Signed on behalf of the charity's Trustees



Martin Jones
Joint Group Scout Leader, Trustee

6 November 2022

1st Merrow Scout Group (Charity no. 305758)

For the year from	01-Apr-21	31-Mar-22
Year start date		Year end date

Receipts and payments

2021/22 Unrestricted funds £

2020/21 Unrestricted Funds £

Receipts

Donations, legacies and similar income	
Membership subscriptions	44,304
Less: Membership subscriptions paid on to District	(20,036)
Net membership subscriptions retained	24,268
Youth programme and activities income	299
Camp income	7,724
Donations	1,430
Gift Aid	-
Other similar income	-
Sub total	33,721
Grants	
Maintenance grant	-
Other grants	21,334
Sub total	21,334
Fundraising (gross)	
May Fair	-
T Shirts and uniform	6
Other fundraising activities	337
Sub total	343
Investment income	
Bank interest	-
Building Society interest	-
The Scout Association Short Term Investment Service	-
Charities Official Investment Fund	24
Interest on Gift Aid	-
Sub total	24
Total Gross Income	55,422
Asset and investment sales, etc.	-
Total receipts	55,422

Donations, legacies and similar income	
Membership subscriptions	39
Less: Membership subscriptions paid on to District	-
Net membership subscriptions retained	39
Youth programme and activities income	-
Camp income	1,772
Donations	877
Gift Aid	11,942
Other similar income	-
Sub total	14,630
Grants	
Maintenance grant	-
Other grants	40,386
Sub total	40,386
Fundraising (gross)	
May Fair	-
T Shirts and uniform	-
Other fundraising activities	-
Sub total	-
Investment income	
Bank interest	-
Building Society interest	-
The Scout Association Short Term Investment Service	-
Charities Official Investment Fund	67
Interest on Gift Aid	47
Sub total	114
Total Gross Income	55,130
Asset and investment sales, etc.	-
Total receipts	55,130

1st Merrow Scout Group (Charity no. 305758)

Receipts and Payments Account

Year start date

For the	01-Apr-21	31-Mar-22
Year from		

Receipts and payments

2021/22
Unrestricted funds £

2020/21
Unrestricted Funds £

	2021/22	2020/21
Payments		
Charitable Payments	-	-
Youth programme and activities	6,466	3,139
Badges	1,609	772
Adult support, recognition and training	-	-
Water and Sewerage	684	129
Electricity and Gas	1,021	1,476
Insurance	3,226	761
Repairs and Renewals	4,326	276
Materials and equipment	1,614	6
Building Project expenses	-	-
Printing, photocopying and postage	141	43
Camp costs	8,673	3,668
Uniforms	138	79
AGM and trustee expenses	-	-
Donations	-	-
Lottery registration	-	-
Online services	643	443
Admin and other expenses	35	-
Sub total	28,576	10,792
Fundraising expenses		
May Fair	-	79
T Shirts	-	-
Other fundraising costs	-	79
Sub total	-	-
Total Gross Expenditure	28,576	10,871
Capital equipment	880	10,440
Total payments	29,456	21,311
Net of receipts/(payments)	25,966	33,819
Cash funds last year end	192,986	159,167
Cash funds this year end	218,952	192,986

1st Merrow Scout Group (Charity no. 305758)

Receipts and Payments Account

Year end date

For the	01-Apr-21	31-Mar-22
Year from		

Statement of assets and liabilities at the end of the year

31-Mar-22		31-Mar-21	
Unrestricted funds		Unrestricted Funds	
£		£	
Cash funds			
Bank current account	162,719	136,758	
Charities Official Investment Fund	56,183	56,159	
Building society account	-	-	
The Scout Association Short Term Investment Service	-	-	
Cash/Floats	50	69	
Total cash funds	218,952	192,986	
Other monetary assets			
Tax claim due	11,076	10	
Debts due from the County/Area/District/Group	-	-	
Insurance claim	-	-	
Sub total	11,076	10	
Investment assets			
Investment property - detail	-	-	
Quoted investments	-	-	
Other investments - detail	-	-	
Sub total	-	-	
Non monetary assets for charity's own use			
Land and buildings (replacement cost)	185,454	185,454	
Motor vehicles	-	-	
Scouting equipment, furniture etc (replacement cost)	52,021	42,021	
Other	-	-	
Sub total	237,475	227,475	
Liabilities			
Accounts not yet paid	725	856	
Expenses and reimbursements due to leaders	1,612	5,277	
Subscriptions not yet paid	-	-	
Loan - detail	-	-	
Other liabilities	-	-	
Sub total	2,337	6,133	

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 6 November 2022 and signed on their behalf by

Signature	<i>Martin Jones</i>
Print Name	Martin Jones
Signature	<i>Samantha Ritchie</i>
Print Name	Samantha Ritchie

Independent examiner's report to the trustees of 1st Merrow Scout Group

I report to the trustees on my examination of the accounts of the 1st Merrow Scout Group for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of 1st Merrow Scout Group 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 1st Merrow Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 1st Merrow Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed: 

Name: Karen Summers

Relevant professional qualification or membership of professional bodies (if any): FCA

Address: 7 Clifford Manor Road, Guildford, Surrey GU4 8AG

Date: 7 November 2022