

# 1st Bookham Scout Group

## Report and Accounts for the year ended 31st March 2021

<b>Trustees</b>	Group Scout Leader	Mrs C Whale <i>(also member of Scouting Centre Committee)</i>
	Chairman	Mr C Sheppard <i>(also member of Scouting Centre Committee)</i>
	Treasurer	Mr A Barton
	Membership Secretary	Mr J Dennett
	Secretary	Mr S Prentice
	Explorer Scout Leader	Mr G Tranter <i>(also Chairman of Scouting Centre Committee)</i>
	Hutchison Scout Troop Leader	Mr J Carlier
	Greville Scout Troop Leader	Mr A Jones <i>(also member of Scouting Centre Committee)</i>
	Ash Cub Pack Leader	Mr T Bishop
	Oak Cub Pack Leader	Mrs A Jones
	Heron Beaver Colony Leader	Mrs F Walters
	Puffin Beaver Colony Leader	Mrs L Kritzinger

**Bankers** Lloyds Bank Plc

**Group Registration Number with The Scout Association** 5908

**Charity Registration Number** 305772

**Charity Name** 1st/3rd Bookham Scout Group

**Contact Name and Address** Mrs C Whale  
Park Cottage, 63 The Park,  
Bookham, Surrey KT23 3LL  
Email: [Christine@1stBookhamScouts.org.uk](mailto:Christine@1stBookhamScouts.org.uk)

## Trustees' Annual Report for the year ended 31st March 2021

### Group Management, Objectives and Public Benefit

The Group operates as a unit of the Scout Association, and is a trust established under the rules which are common to all Groups. The objective of the Group is to provide scouting activities to young people as a unit of the Scout Association. The Group's governing documents are those of the the Scout Association and are set out in the Policy, Organisation & Rules of The Scout Association. The 1st Bookham Scout Group forms part of the combined charity "1st /3rd Bookham Scout Group".

The Group is managed by an Executive Committee under the Chairmanship of Chris Sheppard. Trustees of the Group are members of the Committee and are trustees of the Charity. They are appointed in accordance with these rules and policies of the Scout Association. The Trustees have identified the major risks to which they believe the Group is exposed.

The Scouting Centre Committee is run jointly by 1st and 3rd Bookham Scout Groups and manages the maintenance, upkeep and development of the Centre. The land itself is held in trust for both Groups by the Scout Association Trust Corporation.

Subscriptions are received for membership to cover running costs of the Group and 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. Two key principles which demonstrate that Scouting's aims are for the public benefit are 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 of young people is taken very seriously and the benefits Scouting activities provide far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.

# 1st Bookham Scout Group

## Major activities and achievements in the year

This has been a year like no other and the leaders of 1st Bookham have risen to the challenge of providing Scouting for the young people of Bookham during the worldwide Covid 19 pandemic.

In March 2020 the lockdown caused all face to face Scouting to cease however Scouting did not stop and virtual Scouting by zoom became the norm. Initially the District provided zoom meetings and then the individual sections leaders took over running some amazing, imaginative sessions for the young people. There have been quizzes, junk modelling, cooking, yoga, escaping haunted houses and much more. Once we came out of lockdown the leaders were faced with the further challenges of returning to face to face Scouting but with strict Covid restrictions. Every meeting required detailed risk assessments and minute planning. Once again the leaders came up trumps and quickly got to grips with the new demands. Further lockdowns and gradual opening up have been norm during the year. Sadly there was no camping but the leaders held evenings on the Scouting Centre grounds and on the Common, Norbury Park and Ranmore providing traditional scouting and the not so traditional such a Zumba evening. The numbers returned in the annual census were a healthy 154 Beavers, Cubs and Scouts and 34 Explorers. As we came out of lockdown we were inundated with names to go the waiting list. The leaders continued to be supported by the Executive Committee and the Scouting Centre managed by the hall committee.

I am impressed by the dedication, professionalism, hard work and imagination of all the leaders and helpers who through an extremely difficult year have continued to run great activities and put in many hours to ensure excellent Scouting for the young people of Bookham.

# 1st Bookham Scout Group

## Reserves

At year-end, income reserves amounted to £40,565. In addition there were working funds designated for each individual section (£9,197), a fund towards replacement of the minibus (£18,000) and a minimum balance of £3,000 to cover normal cash outflows at the start of the year. The Group's policy on reserves is to maintain sufficient funds (which are not designated for specific purposes) to cover unexpected expenditure and develop Group activities for the longer-term. A minimum reserve of £3,000 is considered appropriate (equal to four months Group expenditure, excluding sections activities), in addition to individual section working funds and working balance at the start of the year.

## Receipts and Payments Account Summary for the year ended 31st March 2021

Note: all figures are rounded to the nearest £1.

	Unrestricted funds	
	2020/21	2019/20
	£	£
Total receipts (see page 4)	8,303	26,890
Total payments (see page 5)	4,807	26,071
Net receipts	3,496	819
Cash and bank funds last year end	67,265	66,446
Cash and bank funds this year end*	70,761	67,265

\* See "Cash Funds" table on Page 6 for details of net balance. The split of these total funds between income reserves and designated funds is shown in Note 1 (page 7).

The accounts have been drawn up on the receipts and payments basis, which is consistent with the prior year figures. The above account and accompanying receipts, payments, statement of assets and liabilities, notes and appendix were approved by the Trustees of 1st Bookham Scout Group on

21<sup>st</sup> October 2021 and signed on their behalf by

C. C. Morgan

# 1st Bookham Scout Group

## Receipts for the year ended 31st March 2021

	2020/21	2019/20
	£	£
<b>MEMBERSHIP SUBSCRIPTIONS</b> <i>(Including Explorers - see Note 4)</i>		
Received	15,464	16,724
Less District and County levy (net of refunds)	<u>(9,060)</u>	<u>(8,921)</u>
	<u>6,404</u>	<u>7,803</u>
<b>GIFT AID</b>		
Gift Aid receipts	<u>2,137</u>	<u>2,294</u>
<b>INTEREST &amp; DONATIONS RECEIVED</b>		
Deposit account interest	205	312
Donations received	<u>166</u>	<u>292</u>
	<u>371</u>	<u>604</u>
<b>SECTION ACTIVITIES &amp; CAMPS</b>		
Activities	8	4,647
Camps	<u>(945)</u>	<u>10,982</u>
	<u>(937)</u>	<u>15,629</u>
<b>OTHER INCOME</b>		
Uniform sales	0	17
Miscellaneous	<u>328</u>	<u>543</u>
	<u>328</u>	<u>560</u>
<b>TOTAL RECEIPTS</b>	<u>8,303</u>	<u>26,890</u>

# 1st Bookham Scout Group

## Payments for the year ended 31st March 2021

	2020/21	2019/20
	£	£
<b>DIRECT CHARITABLE EXPENDITURE</b>		
<b>PREMISES (see Note 2)</b>		
Contribution to Scouting Centre	<u>0</u>	<u>1,100</u>
<b>MINIBUS (RUNNING COSTS)</b>	<u>643</u>	<u>1,155</u>
<b>EQUIPMENT</b>		
Purchase / repair of equipment	999	2,066
Insurance	<u>655</u>	<u>654</u>
	<u>1,654</u>	<u>2,720</u>
<b>SECTION ACTIVITIES &amp; CAMPS</b>		
Section activities and expenses	1,899	7,814
Camp expenses	(443)	11,398
- less payments by sections and Explorers for use of Group minibus	<u>0</u>	<u>(112)</u>
Net expense	<u>1,456</u>	<u>19,100</u>
<b>TRAINING, UNIFORMS, BADGES &amp; SCARVES</b>		
Leader training	720	161
Purchase of badges	271	771
Purchase of uniforms & scarves	<u>0</u>	<u>132</u>
	<u>991</u>	<u>1,064</u>
<b>SUNDRY PAYMENTS</b>		
Social events	18	761
Miscellaneous	<u>0</u>	<u>110</u>
	<u>18</u>	<u>871</u>
<b>INFORMATION AND ADMINISTRATION</b>		
Website / information	0	0
Stationery, postage etc	<u>45</u>	<u>61</u>
	<u>45</u>	<u>61</u>
<b>TOTAL PAYMENTS</b>	<u><u>4,807</u></u>	<u><u>26,071</u></u>

# 1st Bookham Scout Group

## Statement of assets and liabilities at 31st March 2021

	Unrestricted funds	
	2020/21	2019/20
	£	£
<b>CASH FUNDS</b>		
Group deposit accounts	41,990	41,784
Current accounts and cash in hand		
Group	19,575	14,241
Heron / Puffin Beavers	812	1,400
Oak Cub pack	1,060	1,084
Ash Cub pack	545	1,238
Hutchison Scouts	3,884	4,232
Greville Scouts	2,898	3,285
<b>TOTAL CASH FUNDS</b>	<u>70,762</u>	<u>67,265</u>

### NON-MONETARY ASSETS

The Group owns the following to fulfil the objectives of the group:

<u>Asset</u>	<u>Approximate value (£)</u>
Camping and scouting equipment	35,000 (estimated replacement value)
Minibus	5,000 (purchase price less depreciation)

1st and 3rd Bookham Scouts jointly own and manage premises and own some additional shared equipment, through a separate Scouting Centre Management Committee (see note 2 and Appendix). The land is held in trust for both Groups by the Scout Association Trust Corporation.

### LIABILITIES

None

# 1st Bookham Scout Group

## Notes to the accounts

### 1. INCOME RESERVES & DESIGNATED FUNDS

The Trustees have determined that part of the Group total funds should be designated for specific purposes, including funds to replace the minibus, and funds identified for each section to support ongoing activities and camps.

	£
Minibus replacement fund	18,000
Section activities & camps	<u>9,197</u>
Total designated funds	27,197

The remaining (non-designated) Group funds are categorised further as follows:-

Funds to cover planned expenditure at start of financial year	3,000
Income reserves	<u>40,565</u>
Total non-designated funds	43,565
Total Monetary Assets	<u><u>70,762</u></u>

### 2. MANAGEMENT OF PREMISES

A Scouting Centre Management Committee comprising representatives from both Groups manages the Bookham Scouting Centre, its maintenance, upkeep and further development.

Each Group contributes equally to the costs and maintenance of the premises, as required.

The accounts of the Scouting Centre Management Committee are attached as an Annex to these accounts.

### 3. TRUSTEES' REMUNERATION AND EXPENSES

The Trustees have not been paid remuneration or received other benefits for their services during the year. The Group reimburses Trustees and other leaders / helpers for actual expenditure incurred in connection with organising camps and activities, administration, purchases and miscellaneous costs incurred on behalf of the Group. These costs primarily arise in respect of section activities, camps, minibus maintenance and equipment purchase. Expenses incurred by Trustees in the management of the overall Group are primarily re-imbursements for stationery and postage, the total cost of which is shown on page 5.

### 4. EXPLORER SCOUTS

Explorer Scouts are the responsibility of the District rather than the individual Scout Groups, but have a partnership agreement with the Group. The Group collects subscriptions for the Explorer Scouts, and pays capitation fees to the District on their behalf. A sum of £350 is paid annually to the Explorer Scouts and the remainder of the subscription remains in the Group account to fund general running expenses, including the costs of accommodation and equipment. The Explorer Scouts send their accounts to Leatherhead District Scout Council.

# Independent Examiner's Report to the Trustees of 1st Bookham Scout Group

I report on the accounts of the Group for the year ended 31st March 2021 which are set out on pages 3 to 7.  
I also report on the accounts of the Bookham Scouting Centre Management Committee.

## Respective responsibilities of trustees and examiner

The Group's Trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 43(3)(a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

## Basis of Independent Examiner's Report

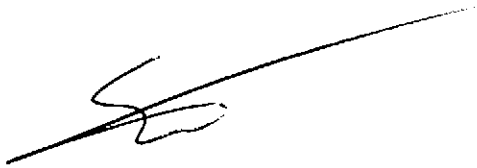
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking 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 I do not express an audit opinion on the view given by the accounts.

## 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 41 of the 1993 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave 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.

Signed:



Name:

Stephen Peters

Qualification:

Chartered Secretary (ACIS)  
International Accountant (AAIA)

Address:

18 Church Rd, Bookham  
Surrey. KT23 3PW

Date:

14.09.2021

**3rd Bookham Scout Group**  
**Report and Accounts for the year ended 31st March 2021**

Trustees as at 31 Mar 21

Ex Officio:

Group Scout Leader: K. Wheeler  
Chairman: M. Hoath  
Treasurer: C. Hoath  
Secretary: K. Long  
Beaver Colony Leader: L. Brown  
Chestnuts Cub Scout Pack: A. Smith  
Keswick Scout Troop: F. Page  
Polesden Explorer Scout Unit: R. Page  
Quarter Master A Plowden

Other Trustee: S. Hart  
C. Hallett

Group Bankers: Barclays Bank

Group Registration Number with the  
Scout Association: 36512

Charity Registration Number: 305772

Contact Name And Address: Mr M. Hoath  
43 Dorking Road  
Bookham  
Surrey  
KT23 4PY



**Detailed Receipts and Payments accounts**

	Year Ended 31 March 2021		Year Ended 31 March 2020	
	£	£	£	£
<b><u>RECEIPTS</u></b>				
Membership Subscriptions	4,890		8,649	
LESS District Levy	(3,418)		(4,193)	
	<u>1,472</u>		<u>4,457</u>	
<b><u>Investment Income Received</u></b>				
Investment & bank account income	14		69	
<b><u>Activities</u></b>				
Section activity charges	0		2,976	
Camp receipts	40		4,785	
Group day	0		0	
<b><u>Fund raising</u></b>				
Social events & fund raising	10,600		12,310	
Other fund raising	0		1,365	
<b><u>Other income</u></b>				
Donations	50		769	
Gift Aid	1,438		2,650	
Misc. income	205		1,223	
<b>TOTAL INCOME</b>		<u>13,819</u>		<u>30,604</u>
<b><u>PAYMENTS</u></b>				
Section activities expenses	853		3,417	
Camp expenses	262		4,914	
Group Day Expenses	500		180	
Jamboree contribution	0		0	
Premises - rent	0		0	
Premises - insurance	327		301	
Premises - other costs	0		1,100	
Equipment purchase	0		2,053	
Other Costs	0		2,872	
Uniform purchase	475		164	
Fund raising expenses	4,641		7,133	
Minibus - Running costs	1,498		1,586	
Website/ IT costs	0		0	
Training	45		423	
Misc. expenses	131		599	
Donations to other causes	0		1,150	
<b>TOTAL PAYMENTS</b>		<u>8,731</u>		<u>25,891</u>
<b>Net receipts / (payments) in the year</b>		<u>5,088</u>		<u>4,713</u>

## **NOTES TO THE ACCOUNTS**

### **Investments**

The investment account comprises cash lodged with the Scout Association in an interest bearing deposit account. The funds are intended to support the following future expected areas of expenditure:

- reserve against unexpected costs from Bookham Scouting Centre £5,000
- equipment replacement £5,080

Interest is paid into the Group account, as shown.

### **Premises rent and insurance**

The Bookham Scouting Centre (BSC) is jointly owned with 1st Bookham Scouts but is operated through a separate Scout Centre Management Committee (SCMC) drawn from members of each group. The SCMC has its own set of accounts and determines the amount of annual contribution to be split equally between both 1st and 3rd Scouts to cover the running costs of the BSC. The SCMC's remit is to reduce the costs to each group by securing its own income sources from hiring the hut to external users and other fund raising activity. Depending on how successful this is, the two Groups are then expected to make up any shortfall from their own funds in the form of a "rental" and/or insurance charge payable to the SCMC. For the year ended 31 March 2021 there was no shortfall and no costs have been incurred by 3rds.

### **Premises - other costs**

3rd Bookham Scout Group has made no payments to the BSC

## **Independent Examiner's Report to the Trustees of 3<sup>rd</sup> Bookham Scout Group (Charity No. 305772)**

I report on the accounts of the 3<sup>rd</sup> Bookham Scout Group for the year ended 31<sup>st</sup> March 2021, which are set out on pages 2 to 3

### **Respective responsibilities of trustees and examiner**

The Group's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

### **Basis of independent examiner's statement**

My examination was carried out in accordance with 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 seeking explanations from the 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.

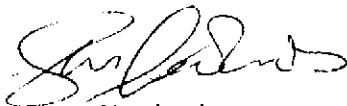
### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention, which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities 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.

**Signed:**



**Name:**

Susan Newlands

**Qualification:** Association of Accounting Technicians (AAT)

**Address:**

41 Devoil Close, Guildford  
Surrey, GU4 7FG.

**Date:**

27 September 2021

# Bookham Scouting Centre Management Committee

## Accounts for the year ended 31st March 2021

### Receipts and Payments

	2020/21	2019/20
	£	£
<b>RECEIPTS</b>		
Contribution from 1st/3rd Bookham Scout Groups	0	2,200
Hire of Scouting Centre	749	10,873
Donations and fundraising	0	500
COVID-related grants	18,955	
Miscellaneous	0	0
<b>Total Receipts</b>	<b>19,704</b>	<b>13,573</b>
<b>PAYMENTS</b>		
Electricity	537	765
Gas	477	656
Water	215	275
Rates	0	225
Telephone/Broadband	364	404
Insurance	1,221	1,181
Gardening / Treecare	617	1,432
Cleaning	660	3,180
Maintenance, light bulbs etc	362	3,687
Appliance servicing (incl. fire extinguishers)	961	508
Trailer	0	0
Decoration	2,359	0
Miscellaneous	1,556	0
<b>Sub Total</b>	<b>9,330</b>	<b>12,313</b>
Capital items for Scouting Centre (external power)	2,249	0
<b>Total Payments</b>	<b>11,579</b>	<b>12,313</b>
<b>Net receipts / (payments)</b>	<b>8,125</b>	<b>1,260</b>
Cash funds last year end (Hall Mgt Comm)	3,305	2,045
+ net receipts above	8,125	1,260
<b>Cash funds this year end</b>	<b>11,430</b>	<b>3,305</b>

## Statement of assets and liabilities at 31st March 2021

	31/03/21	31/03/20
	£	£
<b>CASH FUNDS</b>		
Current Account - Scouting Centre Management Committee	11,430	3,305
<b>LAND, BUILDINGS &amp; EQUIPMENT</b>		
Land - freehold site (at cost)	10,000	10,000
Building, site enhancement works, fixtures & equipment		
As at previous year-end	403,020	403,020
Additions during the year (Scouting Centre Appeal)	0	0
Additions during the year (Scouting Centre Mgt Comm)	2,249	0
Value of assets donated	0	0
<b>Total</b>	415,269	413,020

### LIABILITIES

None external to 1st / 3rd Bookham Scout Group. Note: the two Scout Groups provided loans of £10,000 each to the Scouting Centre development project. The Groups confirmed during 2010 that the loans were to be converted into a donation.

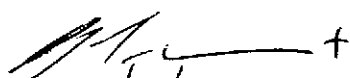
The accounts have been drawn up on the receipts and payments basis, consistent with the previous year. The above accounts and notes were approved by the Chairman and Treasurer of the Bookham Scouting Centre Management Committee.

Signed on behalf of the Committee:-

Chairman

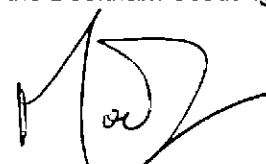
(G. Tranter)

Date:

  
21/10/21

Treasurer  
(M Davis)

Date:

  
26<sup>th</sup> September 2021

### Notes to the accounts

#### 1. Capital Cost to 31 March 2021 - at cost (or estimated value for donated items)

Purchase of land (at cost)		10,000
Enhancement works prior to April 1 2007 (physical works)		
Installation of services	12,580	
Groundworks	7,950	
Fencing / gates	5,394	
Miscellaneous (including site clearance)	709	26,633
Enhancement works from April 1 2007		
Equipment stores (incl groundworks and racking)	26,728	
Main building, garage, equipment and other site costs	335,255	
Planning Fees	4,207	
Management fees, design costs, surveys & legal costs	12,448	378,636
<b>Total</b>	415,269	

#### 2. Role of Scouting Centre Management Committee within 1st / 3rd Bookham Scout Group

The Scouting Centre Management Committee is run jointly by 1st and 3rd Bookham Scout Groups to manage the ongoing development and maintenance of the Scouting Centre. The finances are managed separately from the two Groups. The land itself is held in trust for the Groups by the Scout Association Trust Corporation.

## **Independent Examiner's Report to the Trustees of 1st/3rd Bookham Scout Group (Charity No. 305772)**

I report on the accounts of the Bookham Scouting Centre Management Committee for the year ended 31st March 2021 which are set out on pages 1 and 2.

### **Respective responsibilities of trustees and examiner**

The Group's Trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 43(3)(a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43(7)(b) of the 1993 Act); and
- To 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 Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking 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 I do not express an audit opinion on the view given by the accounts.

### **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 41 of the 1993 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave 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.

Signed:



Name: Stephen Peters

Qualification: Chartered Secretary (ACIS)  
International Accountant (AAIA)

Address: 18 Church Rd, Bookham  
Surrey. KT23 3PW

Date: 14.09.2021