

1st Bookham Scout Group

Report and Accounts for the year ended 31st March 2022

Trustees	Group Scout Leader	Mrs C Whale <i>(also member of Scouting Centre Committee)</i>
	Treasurer	Mr A Barton
	Membership Secretary	Mr J Dennett
	Secretary	Mr S Prentice
	Committee Member	Mrs R Allan
	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 L Evans
	Puffin Beaver Colony Leader	Mrs V Wakefield

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

Trustees' Annual Report for the year ended 31st March 2022

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

1st Bookham Scout Group continued to provide quality Scouting for the young people of Bookham throughout another difficult year caused by the coronavirus pandemic. The dedication, commitment and professionalism of the leaders and executive members continues to be first class. The January 2022 census reported that the Group had 149 Beavers, Cubs and Scouts which was the highest for several years whilst the Explorer Scout unit numbers remained as high as normal. As the country gradually opened up from the pandemic so Scouting gradually returned to normal. We are lucky to have so much countryside on our doorstep and all Sections enjoyed lots of outside activities including hikes, wide games, shelter building and campfires. In July a crazy golf course was hired and set up in the Scouting Centre grounds and every section had great fun putting round the crazy course. The Beavers enjoyed a District trip to Bocketts Farm, and in March Puffin Beavers had their first experience of camping with an overnight stay in tents in the hall. Camps were a little closer to home this year: Ash Pack had their leavers camp at Ranmore, Greville troop camped for a week at Norbury in July whilst the Explorers ventured slightly further afield to Westcott! Both troops took part in the District Shooting Competition whilst Ash Pack continues to produce budding chefs and won the County Cooking competition.

St George's Day was held via zoom for the second year and our congratulations went to Fiona Walters on being awarded the Award for Merit and Tim Bishop, Adrian Barton and John Dennett the Chiefs Scouts Commendation for Good Service. The Group was sad to see Fiona Walters, Herons BSL; Lorraine Kritzing, Puffins BSL; Jenny Bryan, Puffins Section Assistant and Peter Lawrence and Laurence Devereux, Section Assistants with Greville troop hang up their woggles. Chris Sheppard stood down as Executive Chairman at the AGM. Chris has been a member of the Group for a many years, first as a leader with Hutchison troop and then as GSL and he had come out of retirement to be Executive Chair. Recruiting new members for the Executive continues to be a challenge and the position of Executive Chair remains unfilled. Recruiting new leaders is also difficult however the Group were very pleased to welcome Lisa Evans as BSL Heron Colony who is assisted by Julia Delamare, and Val Wakefield, as BSL Puffin Colony, assisted by Charlie Bibby in September 2021. The Group were delighted to be awarded the Chater trophy at the District AGM for recruiting the new Beaver leaders. In January Colin Catchpole moved from Oak Pack to become ASL with Hutchison troop. A loss for Oak Pack but a welcome addition to the Hutchison team. The leaders continue to be supported by the Executive Committee whilst the Scouting Centre continues to be managed by the hall committee and is self-funding.

1st Bookham Scout Group

Reserves

At year-end, income reserves amounted to £39,661. In addition there were working funds designated for each individual section (£10,972), a fund towards replacement of the minibus (£19,500) 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 2022

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

	Unrestricted funds	
	2021/22	2020/21
	£	£
Total receipts (see page 4)	13,569	8,303
Total payments (see page 5)	11,197	4,807
Net receipts	2,372	3,496
Cash and bank funds last year end	70,761	67,265
Cash and bank funds this year end*	73,133	70,761

* 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

6th October 2022 and signed on their behalf by

CAWU 016

1st Bookham Scout Group

Receipts for the year ended 31st March 2022

	2021/22	2020/21
	£	£
MEMBERSHIP SUBSCRIPTIONS <i>(including Explorers - see Note 4)</i>		
Received	16,614	15,464
Less District and County levy (net of refunds)	<u>(9,735)</u>	<u>(9,060)</u>
	<u>6,879</u>	<u>6,404</u>
GIFT AID		
Gift Aid receipts	<u>1,576</u>	<u>2,137</u>
INTEREST & DONATIONS RECEIVED		
Deposit account interest	56	205
Donations received	<u>148</u>	<u>166</u>
	<u>204</u>	<u>371</u>
SECTION ACTIVITIES & CAMPS		
Activities	2,975	8
Camps	<u>1,590</u>	<u>(945)</u>
	<u>4,565</u>	<u>(937)</u>
OTHER INCOME		
Uniform sales	0	0
Miscellaneous	<u>345</u>	<u>328</u>
	<u>345</u>	<u>328</u>
TOTAL RECEIPTS	<u><u>13,569</u></u>	<u><u>8,303</u></u>

1st Bookham Scout Group

Payments for the year ended 31st March 2022

	2021/22	2020/21
	£	£
DIRECT CHARITABLE EXPENDITURE		
PREMISES (see Note 2)		
Contribution to Scouting Centre	<u>0</u>	<u>0</u>
MINIBUS (RUNNING COSTS)	<u>1,419</u>	<u>643</u>
EQUIPMENT		
Purchase / repair of equipment	797	999
Insurance	<u>757</u>	<u>655</u>
	<u>1,554</u>	<u>1,654</u>
SECTION ACTIVITIES & CAMPS		
Section activities and expenses	5,162	1,899
Camp expenses	1,325	(443)
- less payments by sections and Explorers for use of Group minibus	<u>(157)</u>	<u>0</u>
Net expense	<u>6,330</u>	<u>1,456</u>
TRAINING, UNIFORMS, BADGES & SCARVES		
Leader training	0	720
Purchase of badges	862	271
Purchase of uniforms & scarves	<u>688</u>	<u>0</u>
	<u>1,550</u>	<u>991</u>
SUNDRY PAYMENTS		
Social events	0	18
Miscellaneous	<u>60</u>	<u>0</u>
	<u>60</u>	<u>18</u>
INFORMATION AND ADMINISTRATION		
Stationery, postage etc	<u>284</u>	<u>45</u>
	<u>284</u>	<u>45</u>
TOTAL PAYMENTS	<u>11,197</u>	<u>4,807</u>

1st Bookham Scout Group

Statement of assets and liabilities at 31st March 2022

	Unrestricted funds	
	2021/22	2020/21
	£	£
CASH FUNDS		
Group deposit accounts	42,046	41,990
Current accounts and cash in hand		
Group	20,115	19,575
Heron / Puffin Beavers	1,082	812
Oak Cub pack	1,330	1,060
Ash Cub pack	1,169	545
Hutchison Scouts	3,791	3,884
Greville Scouts	3,600	2,896
TOTAL CASH FUNDS	<u>73,133</u>	<u>70,762</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.

	<u>£</u>
Minibus replacement fund	19,500
Section activities & camps	<u>10,972</u>
Total designated funds	30,472

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>39,661</u>
Total non-designated funds	42,661
Total Monetary Assets	<u><u>73,133</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 Annexe 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-imburements 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 2022 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:

29.9.22.

3rd Bookham Scout Group
Report and Accounts for the year ended 31st March 2022

Trustees as at 31 Mar 22

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
G. Mahoney
C. Hallet

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 accountsYear Ended
Thursday, March 31, 2022Year Ended
Wednesday, March 31, 2021**RECEIPTS**

		£	£
Membership Subscriptions	9,175	4890	
LESS District Levy	(4,730.00)	-3417.75	
	4,445.00	1,472	
<u>Investment Income Received</u>			
Investment & bank account Income	12.06	14	
<u>Activities</u>			
Section activity charges	662.41	0	
Camp receipts	6,197.00	40	
Group day	0.00	0	
<u>Fund raising</u>			
Social events & fund raising	12,396.02	10,600	
Other fund raising	100.70	0	
<u>Minibus</u>			
Running	0.00	0	
<u>Other income</u>			
Uniform sales	0.00	0	
Donations	0.00	50	
Fees	227.65		
Gift Aid	1,366.32	1,438	
Equipment	0.00		
Misc. income	330.00	205	
TOTAL INCOME	25,737		13,819
PAYMENTS			
Section activities expenses	460.53	853	
Meetings / Evenings	681.65		
Camp expenses	4,435.39	262	
Group Day/AGM Expenses	0.00	0	
Jamboree contribution	0.00	0	
Premises - rent	0.00	0	
Premises - insurance	42.00	327	
Premises - other costs	0.00	0	
Other insurance	0.00		
Equipment purchase	1,397.58	0	
Other Costs	3.90	0	
Gifts	0.00		
Uniform purchase	618.91	475	
Badges	592.15		
Fund raising expenses	4,662.11	4,641	
Minibus - Running costs	2,605.50	1,498	
Printing & Stationery	366.46		
Website/ IT costs	0.00	0	
Training	136.00	45	
Misc. expenses	1,386.96	131	
Donations to other causes	0.00	0	
Fees	100.48		
Scout Hut climbing wall contribution	0.00		
Other Misc	0.00	0	
TOTAL PAYMENTS	17,490		8,231
Net receipts / (payments) in the year	8,248		5,588

NOTES TO THE ACCOUNTS

1

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.

2

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 2022 there was no shortfall and no costs have been incurred by 3rds.

3

Premises - other costs

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

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

I report on the accounts of the 3rd Bookham Scout Group for the year ended 31st March 2022, 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:

01st September 2022

Bookham Scouting Centre Management Committee

Accounts for the year ended 31st March 2022

Receipts and Payments

	2021/22	2020/21
	£	£
RECEIPTS		
Contribution from 1st/3rd Bookham Scout Groups	0	0
Hire of Scouting Centre	5,390	749
Donations and fundraising	0	0
COVID-related grants	8,417	18,955
Miscellaneous	0	0
Total Receipts	13,807	19,704
 PAYMENTS		
Electricity	635	537
Gas	460	477
Water	1,066	215
Rates	0	0
Telephone/Broadband	326	364
Insurance	1,261	1,221
Gardening / Treecare	881	617
Cleaning	2,320	660
Maintenance, light bulbs etc	900	362
Appliance servicing (incl. fire extinguishers)	284	961
Trailer	0	0
Decoration	0	2,359
Miscellaneous	0	1,556
Sub Total	8,133	9,330
Capital items for Scouting Centre (external power)	0	2,249
Total Payments	8,133	11,579
Net receipts / (payments)	5,674	8,125
 Cash funds last year end (Hall Mgt Comm)	 11,430	 3,305
+ net receipts above	5,674	8,125
 Cash funds this year end	17,104	11,430

Statement of assets and liabilities at 31st March 2022

	31/03/22	31/03/21
CASH FUNDS	£	£
Current Account - Scouting Centre Management Committee	17,104	11,430
LAND, BUILDINGS & EQUIPMENT		
Land - freehold site (at cost)	10,000	10,000
Building, site enhancement works, fixtures & equipment		
As at previous year-end	405,269	403,020
Additions during the year (Scouting Centre Appeal)	0	0
Additions during the year (Scouting Centre Mgt Comm)	0	2,249
Value of assets donated	0	0
Total	415,269	415,269

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.

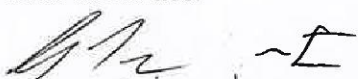
The accounts have been drawn up on the receipts and payments basis, consistent with the previous year. The above accounts and notes were approved by the Chairman and Treasurer of the Bookham Scouting Centre Management Committee.

Signed on behalf of the Committee:-

Chairman

(G. Tranter)


Date:


13/10/22

Treasurer

(M Davis)

Date:


14th October 2022

Notes to the accounts

1. Capital Cost to 31 March 2022 - 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)	26,726	
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
Total		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 2022 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: 29.9.22 .