

1st Bookham Scout Group

Report and Accounts for the year ended 31st March 2024

Trustees	Chairman	Mr A Fox <i>(also member of Scouting Centre Committee)</i>
	Group Scout Leader	Mrs C Whale <i>(also member of Scouting Centre Committee)</i>
	Group Scout Leader	Mr M Crawford
	Group Scout Leader	Mr G Diprose
	Treasurer	Mr A Barton
	Membership Secretary	Mr J Dennett
	Secretary	Mr S Prentice
	Committee Member	Mrs R Allan
	Committee Member	Mrs P Coll
	Chairman of Scouting Centre Committee	Mr G Tranter

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 2024

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 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 a Trustee Board under the Chairmanship of Angus Fox. Trustees of the Group are members of the Board 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

Reserves

At year-end, income reserves amounted to £30,514. In addition there were working funds designated for each individual section (£13,713), a fund towards replacement of the minibus (£24,000) 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 2024

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

	Unrestricted funds	
	2023/24	2022/23
	£	£
Total receipts (see page 4)	28,295	27,631
Total payments (see page 5)	32,384	25,448
Net receipts	(4,089)	2,183
Cash and bank funds last year end	75,316	73,133
Cash and bank funds this year end*	71,227	75,316

* 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

Signed on their behalf by: 

Dated: 30 . SEP 2024

1st Bookham Scout Group

Receipts for the year ended 31st March 2024

	2023/24	2022/23
	£	£
MEMBERSHIP SUBSCRIPTIONS <i>(including Explorers - see Note 4)</i>		
Received	16,615	16,471
Less District and County levy (net of refunds)	<u>(9,263)</u>	<u>(9,625)</u>
	<u>7,352</u>	<u>6,846</u>
GIFT AID		
Gift Aid receipts	<u>2,300</u>	<u>1,271</u>
FUND-RAISING		
Fund-raising for Group	0	0
Fund Raising For Other Charities	<u>500</u>	<u>74</u>
	<u>500</u>	<u>74</u>
INTEREST & DONATIONS RECEIVED		
Deposit account interest	0	81
Donations received	<u>104</u>	<u>230</u>
	<u>104</u>	<u>311</u>
SECTION ACTIVITIES & CAMPS		
Activities	37	1,371
Camps	15,899	14,497
Major activities (e.g. activity weekends, Scoutabout)	<u>1,474</u>	<u>3,246</u>
	<u>17,410</u>	<u>19,114</u>
OTHER INCOME		
Miscellaneous	<u>629</u>	<u>15</u>
	<u>629</u>	<u>15</u>
TOTAL RECEIPTS	<u>28,295</u>	<u>27,631</u>

1st Bookham Scout Group

Payments for the year ended 31st March 2024

	2023/24	2022/23
	£	£
DIRECT CHARITABLE EXPENDITURE		
PREMISES (see Note 2)		
Contribution to Scouting Centre	<u>0.00</u>	<u>0</u>
MINIBUS (RUNNING COSTS)	<u>2,216</u>	<u>2,481</u>
FUND-RAISING COSTS	<u>0</u>	<u>224</u>
	<u>0</u>	<u>224</u>
EQUIPMENT		
Purchase / repair of equipment	4,329	660
Insurance	<u>1,609</u>	<u>0</u>
	<u>5,938</u>	<u>660</u>
SECTION ACTIVITIES & CAMPS		
Section activities and expenses	3,517	6,402
Camp expenses	16,852	12,026
Major activities (e.g. activity weekends, Scoutabout)	2,304	2,440
- less payments by sections and Explorers for use of Group minibus	<u>(210)</u>	<u>(46)</u>
Net expense	<u>22,463</u>	<u>20,822</u>
TRAINING, UNIFORMS, BADGES & SCARVES		
Leader training	40	0
Purchase of badges	960	961
Purchase of uniforms & scarves	<u>22</u>	<u>86</u>
	<u>1,022</u>	<u>1,047</u>
SUNDRY PAYMENTS		
Miscellaneous	<u>656</u>	<u>0</u>
	<u>656</u>	<u>0</u>
INFORMATION AND ADMINISTRATION		
Stationery, postage etc	89	214
	<u>89</u>	<u>214</u>
TOTAL PAYMENTS	<u>32,384</u>	<u>25,448</u>

1st Bookham Scout Group

Statement of assets and liabilities at 31st March 2024

	Unrestricted funds	
	2023/24	2022/23
	£	£
CASH FUNDS		
Current accounts and cash in hand		
Group	57,514	4 60,666
Puffin Beavers	413	3 583
Heron Beavers	739	8 388
Oak Cub pack	3,230	0 3,539
Ash Cub pack	354	4 1,269
Hutchison Scouts	3,248	8 3,528
Greville Scouts	5,729	9 5,343
TOTAL CASH FUNDS	<u>71,227</u>	<u>75,316</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	24,000
Section activities & camps	<u>13,713</u>
Total designated funds	37,713

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>30,514</u>
Total non-designated funds	33,514
Total Monetary Assets	<u><u>71,227</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-imbursments 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 2024 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 (ACG)
International Accountant (FAIA)

Address:

18 Church Rd, Bookham
Surrey. KT23 3PW

Date:

6.9.2024

3rd Bookham Scout Group
Report and Accounts for the year ended 31st March 2024

Trustees as at 31 Mar 24

Ex Officio:

Group Scout Leader: K. Wheeler

Chairman:

Treasurer: C. Hoath

Secretary:

Squirrels Drey Leader: K Wheeler

Beaver Colony Leader: S Ballantyne

Chestnuts Cub Scout Pack: A. Smith

Keswick Scout Troop: S Baker

Polesden Explorer Scout Unit: A Horton

Quarter Master J Wheeler/A Horton

Other Members: S. Hart

C Hallet

M Hoath

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


3rd Bookham Scout Group
Report and accounts for the year ended 31 March 2024

<u>Summary of receipts and payments</u>	Year Ended 31 March 2024	Year Ended 31 March 2023
		£ £
Cash and bank funds brought forward	45,222	44,107
Total receipts in the year *	37,418	32,855
Total payments in the year *	(26,556)	31,740
Net receipts /(payments) in the year	10,862	1,116
Cash and bank funds carried forward	56,084	45,222

* For details refer to the following pages

the above account and accompanying statements of assets and liabilities were approved by the Trustess and signed on their behalf by:

M Hoath



<u>Statement of Assets and Liabilities</u>	Year Ended Sunday, March 31, 2024	Year Ended Friday, March 31, 2023
<u>Monetary Assets</u>		
Group Bank account	45159.67	28,977
Investment account	0	10080
Scouts bank account	5448.98	2193.04
Beavers Petty Cash float	5.00	5
Cubs bank account	2839.28	1648.04
Explorers bank account	1068.91	381.41
Squirrels bank account	1562.03	1332.02
Explorers Bank account		606
	56,084	45,222

Non monetary assets

Camping and scouting equipment	20,000	estimated replacement value, with estimated current (ie. 2nd hand sale) value £4,000
Minibus	25,000	estimated current value

Liabilities due within 1 year 0

Liabilities due after 1 year 0

Detailed Receipts and Payments accounts

	Year Ended 31 March 2024		Year Ended 31 March 2023	
	£	£	£	£
<u>RECEIPTS</u>				
Membership Subscriptions	12,829		11,820	
LESS District Levy	<u>(5,310)</u>		<u>(5,390)</u>	
	7,519		6,430	
 <u>Investment Income Received</u>				
Investment & bank account Income	74		0	
 <u>Activities</u>				
Section activity charges	1,205		1,432	
Camp receipts	5,239		3,983	
Group day	0		0	
 <u>Fund raising</u>				
Social events & fund raising	17,192		17,951	
Other fund raising	570		1,229	
 <u>Minibus</u>				
Running	598		536	
 <u>Other income</u>				
Uniform sales	0		314	
Donations	400		0	
Fees	0		0	
Gift Aid	3,885		725	
Equipment	0		0	
Misc. income	736		255	
TOTAL INCOME		<u>37,418</u>		<u>32,855</u>

	Year Ended 31 March 2024		Year Ended 31 March 2023	
	£	£	£	£
<u>PAYMENTS</u>				
Section activities expenses	2,542		994	
Meetings / Evenings	1,514		2,401	
Camp expenses	3,783		4,673	
Group Day/AGM Expenses	0		0	
Jamboree/KIX23 contribution	1,027		5,448	
Premises - rent	0		0	
Premises - insurance	52		42	
Premises - other costs	0		0	
Equipment purchase	1,690		2,043	
Other Costs	751		190	
Uniform purchase	335		661	
Badges	1,832		1,321	
Fund raising expenses	8,462		10,164	
Minibus - Running costs	1,571		2,688	
Printing & Stationery	124		233	
Website/ IT costs	0		0	
Training	360		515	
Misc. expenses	1,379		211	
Donations to other causes	1,000		0	
Fees	134		156	
TOTAL PAYMENTS		26,556		31,740
Net receipts / (payments) in the year		10,862		1,116

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 2024, which are set out on pages 2 to 5.

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: 08th September 2024

Bookham Scouting Centre Management Committee

Accounts for the year ended 31st March 2024

Receipts and Payments

<u>RECEIPTS</u>	2023/24 £	2022/23 £
Contribution from 1st/3rd Bookham Scout Groups	0	0
Hire of Scouting Centre	10,860	7,928
Donations and fundraising	0	0
Grants	2,462	0
Miscellaneous	0	0
Total Receipts	13,322	7,928
<u>PAYMENTS</u>		
Electricity	1,957	1,035
Gas	1,262	1,095
Water	961	843
Rates	127	121
Telephone/Broadband	492	373
Insurance	1,679	1,509
Gardening / Treecare	1,056	2,313
Cleaning	2,880	3,000
Maintenance, light bulbs etc	1,644	6,537
Appliance servicing (incl. fire extinguishers)	671	818
Trailer	0	0
Decoration	0	0
Miscellaneous	0	0
Sub Total	12,729	17,644
Capital items for Scouting Centre	0	0
Total Payments	12,729	17,644
Net receipts / (payments)	593	(9,716)
Cash funds last year end (Hall Mgt Comm)	7,388	17,104
+ net receipts above	593	(9,716)
Cash funds this year end	7,981	7,388

Statement of assets and liabilities at 31st March 2024

	31/03/24	31/03/23
	£	£
CASH FUNDS		
Current Account - Scouting Centre Management Committee	7,981	7,388
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	405,269
Additions during the year (Scouting Centre Appeal)	0	0
Additions during the year (Scouting Centre Mgt Comm)	0	0
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:-

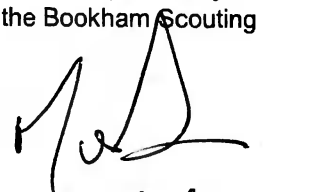
Chairman
(G. Tranter)

Date:


26/9/24

Treasurer
(M Davis)

Date:


28/9/2024

Notes to the accounts

1. Capital Cost to 31 March 2024 - 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 2024 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 (ACG)
International Accountant (FAIA)

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

Date: 7.9.2024