

# Trustees' Annual Report

For the period

From (start date) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 0 | 1 | 0 | 4 | 2 | 1 |
|---|---|---|---|---|---|

 to end date 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 1 | 0 | 3 | 2 | 2 |
|---|---|---|---|---|---|

## Section A Reference and administration details

Charity name

8th Ashford Scout Group (24100)

Other names the charity is known by

|  |
|--|
|  |
|--|

Registered charity number (if any)

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 0 | 5 | 7 | 9 | 2 |
|---|---|---|---|---|---|

HQ registration number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Charity's principal address

c/o 24 Princes Road

Town Tree Hall

Ashford

Convent Road

Surrey

Ashford TW15 2EW

|          |   |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|---|
| Postcode | T | W | 1 | 5 | 2 | L | T |
|----------|---|---|---|---|---|---|---|

Names of the charity trustees who manage the charity

|    | Trustee Name           | Office (if any)       | Dates acted if not for whole year |
|----|------------------------|-----------------------|-----------------------------------|
| 1  | <b>Ex- officio</b>     |                       |                                   |
| 2  | Mrs J Reed             | Group Scout Leader    |                                   |
| 3  | Mr K Edgar             | Assistant GSL         |                                   |
| 4  | Mr H Weetch            | Assistant GSL         |                                   |
| 5  | Mrs A Collier          | Beaver Scout Leader   |                                   |
| 6  | Mrs T Muckian          | Beaver Scout Leader   |                                   |
| 7  | Mr J Logan             | Cub Scout Leader      |                                   |
| 8  | <b>Nominated</b>       |                       |                                   |
| 9  | Mrs H Litvak           | Group Chair           |                                   |
| 10 | Mr D Crowe             | Asst Cub Scout Leader |                                   |
| 11 | Mr H Paine             | Asst Scout Leader     |                                   |
| 12 | Mr S Collier           | Asst Scout Leader     |                                   |
| 13 | Mr A Mizen             | Asst Scout Leader     |                                   |
| 14 |                        |                       |                                   |
| 15 |                        |                       |                                   |
| 16 | <b>Elected Members</b> |                       |                                   |
| 17 | Mrs L Weetch           | Secretary             |                                   |
| 18 | Mrs L Sears            | Treasurer             |                                   |
| 19 | Mr R Meddelton         | Scout Parent          |                                   |
| 20 | Mrs H Hogan            | Cub Parent            |                                   |
| 21 | Mr N Ackroyd           | Beaver Parent         |                                   |
| 22 | Mrs J Daniel           | 100 Club Organiser    |                                   |
| 23 | Mrs J Wallbanks        | Group Admin           |                                   |
| 24 | Mrs C Logan            | Group Admin           |                                   |
| 25 | Mrs F Brown            | Parent rep            |                                   |
| 26 |                        |                       |                                   |

Names and addresses of advisers (optional information but encouraged as best practice)

| Type of advisor | Name              | Address              |
|-----------------|-------------------|----------------------|
| Bankers         | Lloyds Bank Plc   | High Street, Staines |
|                 | Barclays Bank Plc | Leicester LE87 2BB   |
|                 | Virgin Money      | Gosforth NE3 4TG     |
| Auditor         | Stewart Holmes    | Staines TW18 1NQ     |

## Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The Group's governing documents are those of the 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 of The Scout Association.

How the charity is constituted

(e.g. trust, association, company)

The Group is a trust established under its rules which are common to all Scouts.

Trustee selection methods

(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

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.

Policies and procedures adopted for:

- the induction and training of trustees;
- trustee' consideration of major risks and the systems and procedures to manage them

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets every month except August and December.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the 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 of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing Group Adms and Advisors other than those 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. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre 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 and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve 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 complete closure of the Group.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 14.5. 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.

| Section C | Objectives and activities |
|-----------|---------------------------|
|-----------|---------------------------|

Summary of the objects of the charity set out in its governing document

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

**The Values of Scouting**  
As Scouts we 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 Promise.

Summary of the main activities in relation to these objects

All sections take part in regular camping activities, with the exception of younger Beaver Scouts who sleep indoors and also undertake a number of outings and activities. There are various programmes of fund raising across the Group for both the Group itself and local, national and Scouting charities. The sectional Leader teams ensure that the termly programmes are planned to provide a suitable balance of activities.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

The Group is not a grantmaking organisation and therefore has no such policy. The contribution made by volunteers cannot be overemphasised. The Group relies entirely on volunteer Leaders and helpers.

Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

**Section D Achievements and performance**

Summary of the main achievements of the charity during the year

The total membership of the Group as at 31st January 2022 was 88 with 31 names on the waiting list. The Leaders and helpers involved continue to provide a progressive and challenging programme of events and activities. Fund raising including Gift Aid has continued to provide the necessary finance for the Group's activities.

**Section E Financial Review**

Brief statement of the charity's policy on reserves

**Reserves Policy**

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 between 6 and 12 months running costs, circa £15000.

The Group held reserves of approximately £227,000 against this at year end. This is above the level required for operating expenses.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

- You **may choose** to include additional information, where relevant, about:
- the charity's principal sources of funds (including any fundraising);
  - how expenditure has supported the key objectives of the charity;
  - investment policy and objectives

**Investment Policy**

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

The Group Executive 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. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

**Section F**

**Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

The Group has been offered a long term lease of land at Ashford Sports Club, we have been granted permission to build and our fundraising is now underway.

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

HELEN LITVAK

LOUISE SEARS

Position (eg Secretary, Chair)

CHAIR

TREASURER

Date

1 0 0 6 2 2

## 8th Ashford Scout Group Receipts and Payments Account

Year start date

Year end date

|                   |            |    |            |
|-------------------|------------|----|------------|
| For the year from | 01/04/2021 | To | 31/03/2022 |
|-------------------|------------|----|------------|

### Receipts and payments

|  | 2021/22                 |                       |                      | 2020/21          |                  |
|--|-------------------------|-----------------------|----------------------|------------------|------------------|
|  | Unrestricted funds<br>£ | Restricted funds<br>£ | Endowment funds<br>£ | Total funds<br>£ | Total funds<br>£ |
| <b>Donations, legacies and similar income</b>  |                         |                       |                      |                  |                  |
| Membership subscriptions   | 11,148                  | -                     | -                    | 11,148           | 6,321            |
| Less: Membership subscriptions paid on<br><small>(National/County/Area/District) enter figures with a minus sign</small> | 4,466                   | -                     | -                    | 4,466            | 4,308            |
| Net membership subscriptions retained  | 6,682                   | -                     | -                    | 6,682            | 2,013            |
| Donations  | 3,340                   | -                     | -                    | 3,340            | 3,942            |
| Legacies   | -                       | -                     | -                    | -                | -                |
| Gift Aid   | 1,395                   | -                     | -                    | 1,395            | 3,984            |
| Transport Donations  |                         | -                     | -                    | -                |                  |
| <b>Sub total</b>   | 11,417                  | -                     | -                    | 11,417           | 9,939            |
| <b>Grants</b>  |                         |                       |                      |                  |                  |
| Maintenance grant  | -                       | -                     | -                    | -                | -                |
| Other grants   | 20,108                  | -                     | -                    | 20,108           | 11,334           |
| <b>Sub total</b>   | 20,108                  | -                     | -                    | 20,108           | 11,334           |
| <b>Fundraising (gross)</b>   |                         |                       |                      |                  |                  |
| BAG PACKING  | -                       | -                     | -                    | -                |                  |
| 100 CLUB   | 887                     | -                     | -                    | 887              | 994              |
| QUIZ NIGHT   | -                       | -                     | -                    | -                |                  |
| Fireworks  | 1,410                   | -                     | -                    | 1,410            |                  |
| <b>Sub total</b>   | 2,297                   | -                     | -                    | 2,297            | 994              |
| <b>Investment income</b>   |                         |                       |                      |                  |                  |
| Bank interest  | 106                     | -                     | -                    | 106              | 427              |
| Building Society interest  | -                       | -                     | -                    | -                | -                |
| The Scout Association Short Term Investment Service  | -                       | -                     | -                    | -                | -                |
| Property Rent income   | -                       | -                     | -                    | -                | -                |
| Other investment income  | -                       | -                     | -                    | -                | -                |
| <b>Sub total</b>   | 106                     | -                     | -                    | 106              | 427              |
| <b>Youth Program Activities</b>  |                         |                       |                      |                  |                  |
| Group  |                         | 0                     | 0                    | 0                | 75               |
| Beaver Colony  | 856                     | 0                     | 0                    | 856              | 0                |
| Cub Pack   | 1585                    | 0                     | 0                    | 1585             | 0                |
| Scout Troop  | 1145                    | 0                     | 0                    | 1145             | 0                |
| <b>Sub total</b>   | 3586                    | 0                     | 0                    | 3586             | 75               |
| <b>Sundry Receipts</b>   |                         |                       |                      |                  |                  |
| Uniform Sales  | 5                       | 0                     | 0                    | 5                | 0                |
| Equipment/Badge Sales  | 0                       | 0                     | 0                    | 0                | 100              |
| <b>Sub total</b>   | 5                       | 0                     | 0                    | 5                | 100              |

**Total Gross Income**    37,518    -    -    37,518    22,869

Asset and investment sales, etc.    -    -    -    -    -

**Total receipts**    37,518    -    -    37,518    22,869

## 8th Ashford Scout Group Receipts and Payments Account

Year start date

Year end date

|                      |            |    |            |
|----------------------|------------|----|------------|
| For the year<br>from | 01/04/2021 | To | 31/03/2022 |
|----------------------|------------|----|------------|

### Receipts and payments

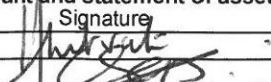
|                                       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2021/22<br>Endowment<br>funds<br>£ | Total funds<br>£ | 2020/21<br>Total funds<br>£ |
|---------------------------------------|----------------------------|--------------------------|------------------------------------|------------------|-----------------------------|
| <b>Payments</b>                       |                            |                          |                                    |                  |                             |
| <b>Charitable Payments</b>            |                            |                          |                                    |                  |                             |
| Youth programme and activities        | 3,295                      | -                        | -                                  | 3,295            | 163                         |
| Adult support and training            | -                          | -                        | -                                  | -                | -                           |
| New Build expenses                    | 2,704                      | -                        | -                                  | 2,704            | -                           |
| Water and Sewerage                    | 78                         | -                        | -                                  | 78               | 139                         |
| Electricity and Gas                   | 388                        | -                        | -                                  | 388              | 263                         |
| Insurance                             | 1,336                      | -                        | -                                  | 1,336            | 1,230                       |
| Repairs and Renewals                  | 1,520                      | -                        | -                                  | 1,520            | 418                         |
| Materials and equipment               | 25                         | -                        | -                                  | 25               | 14                          |
| ICT, Printing and photocopying        | 300                        | -                        | -                                  | 300              | 282                         |
| Camp Gas                              | -                          | -                        | -                                  | -                | 600                         |
| Uniforms                              | -                          | -                        | -                                  | -                | -                           |
| AGM and trustee expenses              | 8                          | -                        | -                                  | 8                | 135                         |
| Badges and Trophies                   | 326                        | -                        | -                                  | 326              | 371                         |
| Donations                             | 69                         | -                        | -                                  | 69               | 244                         |
| Transport                             | 7,172                      | -                        | -                                  | 7,172            | 2,090                       |
| <b>Sub total</b>                      | 17,219                     | -                        | -                                  | 17,219           | 5,950                       |
| <b>Fundraising expenses</b>           |                            |                          |                                    |                  |                             |
| General                               | 20                         | -                        | -                                  | 20               | 20                          |
| Fireworks                             | 557                        | -                        | -                                  | 557              | -                           |
| 100 Club                              | 455                        | -                        | -                                  | 455              | 655                         |
| Other fundraising costs               | -                          | -                        | -                                  | -                | -                           |
| <b>Sub total</b>                      | 1,032                      | -                        | -                                  | 1,032            | 675                         |
| <b>Total Gross Expenditure</b>        | 18,251                     | -                        | -                                  | 18,251           | 6,625                       |
| Less Cheques issued not yet presented | 110                        | -                        | -                                  | 110              | -                           |
| Asset and investment purchases. etc.  | -                          | -                        | -                                  | -                | -                           |
| <b>Total payments</b>                 | 18,141                     | -                        | -                                  | 18,141           | 6,625                       |
| <b>Net of receipts/(payments)</b>     | 19,377                     | -                        | -                                  | 19,377           | 16,244                      |
| Transfers between funds               | -                          | -                        | -                                  | -                | -                           |
| Cash funds last year end              | 208,327                    | -                        | -                                  | 208,327          | 192,083                     |
| <b>Cash funds this year end</b>       | 227,704                    | -                        | -                                  | 227,704          | 208,327                     |

## Statement of assets and liabilities at the end of the year

|  | 2021/22                    |                          |                         | 2020/21          |                  |
|--|----------------------------|--------------------------|-------------------------|------------------|------------------|
|  | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Endowment<br>funds<br>£ | Total funds<br>£ | Total funds<br>£ |
| <b>Cash funds</b>                                |                            |                          |                         |                  |                  |
| Bank current account                             | 99,214                     | -                        | -                       | 99,214           | 81,328           |
| Bank deposit account                             | 75,000                     | -                        | -                       | 75,000           | 75,000           |
| Bank deposit account                             | 50,010                     | -                        | -                       | 50,010           | 50,005           |
| The Scout Association Short Term                 | -                          | -                        | -                       | -                | -                |
| Cash/Floats                                      | 3,480                      | -                        | -                       | 3,480            | 1,994            |
| <b>Total cash funds</b>                          | <b>227,704</b>             | <b>-</b>                 | <b>-</b>                | <b>227,704</b>   | <b>208,327</b>   |
| <b>Other monetary assets</b>                     |                            |                          |                         |                  |                  |
| Tax claim  | 2,425                      | -                        | -                       | 2,425            | 1,395            |
| Debts due from the<br>County/Area/District/Group | -                          | -                        | -                       | -                | -                |
| Insurance claim                                  | -                          | -                        | -                       | -                | -                |
| <b>Sub total</b>                                 | <b>2,425</b>               | <b>-</b>                 | <b>-</b>                | <b>2,425</b>     | <b>1,395</b>     |
| <b>Investment assets</b>                         |                            |                          |                         |                  |                  |
| Investment property - detail                     | -                          | -                        | -                       | -                | -                |
| Quoted investments                               | -                          | -                        | -                       | -                | -                |
| Other investments - detail                       | -                          | -                        | -                       | -                | -                |
| <b>Sub total</b>                                 | <b>-</b>                   | <b>-</b>                 | <b>-</b>                | <b>-</b>         | <b>-</b>         |
| <b>Non monetary assets for</b>                   |                            |                          |                         |                  |                  |
| Badge stock                                      | 80                         | -                        | -                       | 80               | 150              |
| Shop stock                                       | -                          | -                        | -                       | -                | 50               |
| Other stock                                      | -                          | -                        | -                       | -                | -                |
| Land and buildings                               | 242,228                    | -                        | -                       | 242,228          | -                |
| Motor vehicles                                   | 9,000                      | -                        | -                       | 9,000            | 12,000           |
| Scouting equipment, furniture etc                | 67,108                     | -                        | -                       | 67,108           | 49,061           |
| Trailer  | 3,828                      | -                        | -                       | 3,828            | 3,500            |
| <b>Sub total</b>                                 | <b>322,244</b>             | <b>-</b>                 | <b>-</b>                | <b>322,244</b>   | <b>64,761</b>    |
| <b>Liabilities</b>                               |                            |                          |                         |                  |                  |
| Accounts not yet paid                            | -                          | -                        | -                       | -                | -                |
| Expenses incurred but not invoiced               | -                          | -                        | -                       | -                | -                |
| Subscriptions not yet paid                       | -                          | -                        | -                       | -                | -                |
| Loan - detail                                    | -                          | -                        | -                       | -                | -                |
| Other liabilities                                | -                          | -                        | -                       | -                | -                |
| <b>Sub total</b>                                 | <b>-</b>                   | <b>-</b>                 | <b>-</b>                | <b>-</b>         | <b>-</b>         |

**Contingent liabilities and future obligations**

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on

Signature  


Print Name  
 Helen Litvak-Chair  
 Louise Sears-Treasurer

# Independent Examiner's Report to the Trustees of the

.....8<sup>th</sup> Ashford Scout Group.....

I report on the accounts of the Group for the year ended .....31<sup>st</sup> March 2022.....

which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages 1- 9

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

## 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 144 of the Charities Act 2011 (the Charities 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 procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities 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 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 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 130 of the Charities Act ;and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Name: .....Stewart Holmes.....

Qualification: ...Independent Examiner .....

Address: .60 Brightside Avenue.....

.....Staines, TW18 1NQ.....

Date: ..... 9/6/22 .....

Signed: .....  .....

