

Trustees' Annual Report

For the period:

From (start date)

0 1 0 4 2 2 to end date

3 1 0 3 2 3

Section A

Reference and Administration Details

Charity name

1st Staines Scout Group

Other names the charity is known by:

Registered charity number (if any)

3 0 5 7 9 5

Charity's principal address

c/o Colin Howell, Group Treasurer

12 Riverside Drive, Chertsey Lane,

Staines, Middlesex

Postcode

T W 1 8 3 J N

Names of the charity trustees who manage the charity

Trustee Name	Office (if any):	Dates acted if not for whole year
Sarah-Jayne Dominic	Group Chair	May 22 - Mar 23
Michael Welham	Group Scout Leader/Beaver Scout Leader	
Paul Winkworth	Group Secretary	
Colin Howell	Group Treasurer	
Kaye Walsh	Beaver Scout Leader	
Jackie Shepherd	Cub Scout Leader	
Iolo Thomas	Cub Scout Leader	
Danny Blackman	Scout Leader	
John Culpin	Parent Representative	
Annan Beharry	Parent Representative	
Susan Stevens	Membership Secretary	
Notes		

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

Type of adviser	Name	Address
Independent Examiner	Hunt Ford and Co	143-145 Stanwell Road, Ashford

1st Staines Scout Group - Trustees Annual Report

Section B

Structure, Governance & Management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

The Group's governing documents are those of the Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted
(eg. trust, association, company)

The Group is a Trust, established under its rules which are common to all Scout Groups.

Trustee selection methods:
(eg. 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:
Policies and procedures adopted for:
a) the induction and training of trustees; b) trustee consideration of major risks and the systems and procedures to manage them.

Group Executive Committee

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Committee consists of 3 elected officers, Chair, Treasurer and Secretary, the Group Scout Leader (GSL), Section Leaders (Scouts, Cubs & Beavers) and parent representation, meeting approximately 8-10 times per year.

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;
Appointing any sub-committees that may be required;
Assisting in the recruitment of leaders and other adult support;
Appointing Group Administrators and Advisors other than those who are elected.

1st Staines Scout Group - Trustees Annual Report

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:

(i) Damage to the building, property and equipment.

The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

(ii) Injury to leaders, helpers, supporters & members.

The Group through the capitation fees contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.

(iii) Reduced income from fundraising.

The Group is primarily reliant upon income from subscriptions and rental of the HQ building. Fundraising only making a very small contribution to total income.

The Group holds 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.

(iv) 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.

(v) Reduction or loss of members.

The Group provides activities for all young people aged 6 to 15. 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.

(iv) Financial loss, fraud, or mismanagement.

The Group has in place systems of *internal controls* that are designed to provide reasonable assurance against material mismanagement or loss, with limits on authorisation of expenditure, prudent cash management and comprehensive insurance policies to ensure that insurable risks are covered. The Group Accounts are audited yearly.

1st Staines Scout Group - Trustees Annual Report

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 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 activities during weekly meetings, tomahawk throwing is a new addition and adds to rifle shooting and more traditional Scouting activities such as cooking, saw, axe & knife skills and fire building. Camping events, water sports and other outings supplement the varied programme of activities held during the year. The section leaders and assistant leaders ensure that programmes are planned to provide a suitable balance of activities for the different age groups.

In December the Group undertook a special fund raising event for the local Manna Food Bank and all monies raised were given to this charity.

During the year we installed a Defibrillator within our HQ building and undertaken tree planting within our grounds to help support initiatives to reduce global warming & climate change.

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 grant making;
- contribution made by volunteers;
- policy on investments

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

Our policy on investments is covered in Section E.

1st Staines Scout Group - Trustees Annual Report

Section C

Objectives and Activities (continued)

Public benefit statement

The Group meets the Charity Commission's public benefits 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

Membership of the Group at the end of January 2023 stood at 84 (81 at 31st January 2022). Following two prior years of Covid, activities resumed to normal at the end of March 2022 and meetings progressed without restrictions. Although greater attention taken with regards to hygiene. Fundraising during the year was limited to one event, a bon fire and fireworks evening, in partnership with 6th Staines, where we took responsibility for operating the BBQ and refreshments. The Group does not allow cost to be a barrier to membership or attending any activity and continue to sponsor two young members, providing for all costs associated with their membership and attendance of activities.

A successful canoeing and water sport activities day was held in July on the River Thames at Chertsey, facilitated by Surrey Canoe Club and attended by a large number of members and their families. Family Camp was held at Phasels Wood Camp site, with a lower attendance compared with previous pre-Covid years.

The Scout section held their Autumn Camp at Walton Firs, other activities included a tennis evening and ice skating.

Activities for the Cub section included PGL Camp, Liquid Leisure, Ice Skating, Litter Picking, District Swimming Gala, Cooking competition and Quiz. Badge work for the cubs included Pioneering, Collectors, Fitness, Home Help, International and Communicator.

The Beaver section activities included attending Jump Trampolining, an evening with Feathers & Fur alongside outdoor hikes and navigation. They also spent a term of virtually travelling around the world learning about environment, different languages & cultures and large variety of educational games & craft activities.

Section E

Financial Review

Brief statement of the charity's policy on reserves:

Quantify and explain any designations

Reserves Policy

The reserves policy assumes future costs are similar to those experienced in previous years and that the Group maintains a working capital of approximately £5,000 in our HSBC account. We aim to hold sufficient resources in a contingency fund 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 12 months running costs, circa £20,000. Other surplus funds are allocated as reserves for future development and Scouting Activities.

1st Staines Scout Group - Trustees Annual Report

Section E

Financial Review (continued)

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.

Principle Sources of Funds: Our principle sources of funds are from membership subscriptions and rental income from the Groups HQ. Fundraising events contribute only a very small amount of income.

Expenditure: During the year we have renewed/replaced a large amount of our old equipment to be used during section activities or for camping. Purchased and installed external containers for the storage of outdoor equipment. Undertaken refurbishment of the building, fitting out a new office for the leaders and replacing light fittings with more energy efficient LED's.

Investment Policy: The Group adopts a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks. We have taken opportunity of higher interest rates that are available with the opening of a 200 day notice account with United Trust Bank. The Group considers it has insufficient funds to invest in longer term investments. 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. The Group Executive considers cash flow requirements with all investments.

Section F

Other Optional Information

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

Future and ongoing plans include for the continued refurbishment & improvements to the HQ Buildings. Tree surgeon works. The committee has approved expenditure to purchase two minibuses to allow an increase in the number of activities and attendance at events away from the Group HQ. The Scout Troop amongst other events are planning a summer camp in Iceland for August 2024. Currently there is a focus on recruitment to bring adults into the Group who can help with Section Leadership to replace leaders who are due to leave or retire and to strengthen the resources we currently have. We are also trying to recruit to supplement and add to our current executive committee.

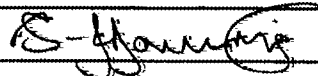
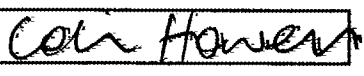
Section G

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)

Sarah-Jayne Dominic | Colin Howell

Position (eg. Secretary, Chair)

Chair | Treasurer

Date

11th May 2023

1st Staines Scout Group
Receipts and Payments Account

Year start date

Year end date

For the Year	from	1st April 22	To	31st March 23
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Receipts

	2022/23			2022/23	2021/22
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Donations, legacies and similar income:					
Membership Subscriptions	19,154.50			19,154.50	18,357.00
Less: Membership Subscriptions paid on (National/County/Area/District)	4,222.50			4,222.50	4,075.25
Net Membership Subscriptions Retained	14,932.00			14,932.00	14,281.75
Donations:	81.96			81.96	-
Legacies:	-			-	-
Gift Aid	4,459.17			4,459.17	2,688.47
Other Similar Income:	-			-	-
Subtotal	19,473.13	-	-	19,473.13	16,970.22
Grants					
Maintenance Grant:	-	-	-	-	17,440.64
Subtotal	-	-	-	-	17,440.64
Fundraising (Gross)					
Rotary Santa Sleigh:	-	-	-	-	-
Fireworks	795.00			795.00	-
Staines & Ashford Lions:	-	-	-	-	-
Christmas Draw:	-	-	-	-	-
Other Fundraising Activities:	-	-	-	-	-
Subtotal	795.00	-	-	795.00	-
Investment Income					
Property/Rent Income:	700.00			700.00	650.00
Scottish Widows Charities Account:	148.03			148.03	58.98
Other Investment Income:	19,709.08			19,709.08	12,330.91
Subtotal	20,557.11	-	-	20,557.11	13,039.29
Youth Program Activities:					
Group	2,168.00	-	-	2,168.00	-
Beaver Colony:	1,000.00	-	-	1,000.00	1,500.00
Cub Pack:	3,082.98	-	-	3,082.98	4,842.00
Scout Troop:	3,568.00	-	-	3,568.00	2,390.00
Subtotal	9,818.98	-	-	9,818.98	8,732.00
Sundry Receipts					
Uniform Sales:	-	-	-	-	-
Other:	220.00	-	-	220.00	297.00
Subtotal	220.00	-	-	220.00	297.00
Total Gross Income:	50,864.22	-	-	50,864.22	56,479.15
Asset and Investment Sales, etc:	-	-	-	-	-
Total Receipts:	50,864.22	-	-	50,864.22	56,479.15

1st Staines Scout Group Receipts and Payments Account

Year start date

Year end date

For the year	from	1st April 22	To	31st March 23
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Payments

	2022/23			2022/23	2021/22
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Premises					
Rent	720.00			720.00	720.00
Cleaning & Blinds	560.00			560.00	626.21
Water and Sewerage	463.09			463.09	29.96
Electricity and Gas	2,195.45			2,195.45	996.00
Insurance	1,296.15			1,296.15	1,115.30
Broadband	370.00			370.00	473.68
Repairs and Renewals	12,958.62			12,958.62	18,195.09
Subtotal	18,568.31	-	-	18,568.31	22,116.24
Youth Program and Activities					
Group	8,655.49	-	-	8,655.49	5,540.00
Beaver Scout Colony	1,354.92	-	-	1,354.92	1,105.27
Cub Scout Pack	2,734.91	-	-	2,734.91	5,545.37
Scout Troop	3,800.69	-	-	3,800.69	1,773.86
Subtotal	16,546.01	-	-	16,546.01	13,964.50
Vehicles					
Vehicle Hire	-	-	-	-	-
Vehicle Fuel	-	-	-	-	-
Subtotal	-	-	-	-	-
Other Costs					
Bank Charges	60.00			60.00	20.00
Leader Training	90.50			90.50	275.26
Postages/ Stationery, OSM Fees	287.91			287.91	281.00
Uniforms/Purchases	822.98			822.98	370.65
AGM and Admin Expenses	21.03			21.03	230.00
Purchase of Equipment	8,272.27			8,272.27	5,984.34
Legal Fees for Lease Amendment	-			-	-
Subtotal	9,554.69	-	-	9,554.69	7,068.25
Fundraising Expenses					
Donations	50.00	-	-	50.00	40.00
Fundraising Costs	503.17	-	-	503.17	20.00
Subtotal	553.17	-	-	553.17	60.00
Total Gross Expenditure	45,217.18	-	-	45,217.18	48,208.99
Assets and Investment Purchases, etc.	-	-	-	-	-
Total Payments	45,217.18	-	-	45,217.18	48,208.99
Net of Receipts/(Payments)	5,647.04	-	-	5,647.04	13,270.16
Transfers between Funds					
Cash Funds last Year End	62,022.46			62,022.46	48,752.30
Cash Funds this Year End	67,669.50	-	-	67,669.50	62,022.46

1st Staines Scout Group Receipts and Payments Account

Year start date

Year end date

For the year	from	1st April 22	To	31st March 23
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Youth Programme and Activities - Receipts

Group	2022/23			2022/23	2021/22
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Family Camp	2,168.00			2,168.00	-
Other Activities	-				-
Sub total	2,168.00	-	-	2,168.00	-
Beaver Scout Colony					
Transfer of Subs from Group	1,000.00			1,000.00	1,500.00
Outings & Activities	-				-
Camping	-				-
Fundraising	-				-
Sub total	1,000.00	-	-	1,000.00	1,500.00
Cub Scout Pack:					
Transfer of Subs from Group	2,000.00			2,000.00	1,820.00
District Camp	850.00			850.00	60.00
Activities	211.00			211.00	600.00
Sundry Receipts	211.98			211.98	-
PGL Camp	-				2,382.00
Sub total	3,082.98	-	-	3,082.98	4,842.00
Scout Troop:					
Transfer of Subs from Group	2,000.00			2,000.00	1,500.00
Camping	-				840.00
Scoutabout	1,360.00			1,360.00	40.00
Activities	100.00			100.00	10.00
Fundraising	-				-
IBM Grant	-				-
Sundry Receipts	108.00			108.00	-
Sub total	3,568.00	-	-	3,568.00	2,390.00
Total Activity Receipts	9,818.98	-	-	9,818.98	8,732.00

1st Staines Scout Group

Receipts and Payments Account

	Year start date	Year end date	
For the year	from	1st April 22	To
			31st March 23

Youth Programme and Activities - Payments

Group:	2022/23			2022/23	2021/22
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Family Camp	2,488.79			2,488.79	160.00
Transfer of Subs to Sections:	5,000.00			5,000.00	4,820.00
Other Activities:	1,166.70			1,166.70	568.00
Sub total	8,655.49	-	-	8,655.49	5,548.00
Beaver Scout Colony,					
Activities:	831.00			831.00	748.42
Outings:	162.00			162.00	-
Badges and Woggles	252.17			252.17	96.00
Camping	-			-	-
Postage & Stationery	-			-	-
Equipment	-			-	-
Bank Charges:	60.00			60.00	20.00
Sundry Payments:	49.75			49.75	239.85
Sub total	1,352.92	-	-	1,352.92	1,105.27
Cub Scout Pack					
District Camp:	1,644.45			1,644.45	188.00
Badges:	35.10			35.10	469.00
Activities/ Gifts	686.35			686.35	1,011.49
Stationery	5.79			5.79	5.38
Equipment	82.15			82.15	120.95
General Expenditure	208.59			208.59	465.77
PGL Camp	-			-	3,105.00
Bank Charges:	60.00			60.00	20.00
Sundry Payments & Training	17.48	-	-	17.48	-
Sub total	2,734.91	-	-	2,734.91	5,545.37
Scout Troop					
Camping	1,709.50			1,709.50	1,267.86
Scoutabout:	1,200.00			1,200.00	38.00
Badges:	-			-	-
Bank Charges:	60.00			60.00	-
Activities	811.19			811.19	456.00
Sundry Payments-	20.00			20.00	-
Sub total:	3,800.69	-	-	3,800.69	1,752.86
Total Activity Payments	16,546.01	-	-	16,546.01	13,948.50

1st Staines Scout Group


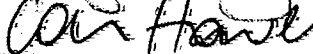
Statement of Assets and Liabilities at the End of the Year

	Unrestricted funds	Restricted funds	Endowment funds	31 March 23: Total funds	31 March 22: Total funds
	£	£	£	£	£
Cash Funds:					
Bank Current Account	2,183.97			2,183.97	2,485.42
United Trust Bank	35,000.00			35,000.00	
Scottish Widows Charities Account	28,504.37			28,504.37	57,356.34
Cash/Floats	100.00			100.00	
Funds held by Sections					
Beaver Scout Colony	623.67			623.67	998.59
Cub Scout Pack	718.98			718.98	370.81
Scout Troop	588.51	-	-	588.51	871.20
Total Cash Funds	67,669.50	-	-	67,669.50	62,022.46
Other Monetary Assets					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance Claim	-	-	-	-	-
Sub total	-	-	-	-	-
Investment Assets					
Investment Property - detail	-	-	-	-	-
Quoted Investments	-	-	-	-	-
Other Investments - detail	-	-	-	-	-
Sub total	-	-	-	-	-
Non Monetary Assets for Charity's own use					
Badge Stock	-	-	-	-	-
Shop Stock	-	-	-	-	-
Other Stock	-	-	-	-	-
Land and Buildings - HQ Insured for	510,000.00	-	-	510,000.00	495,540.00
Scouting Equipment, Furniture etc Insured for	48,187.00	-	-	48,187.00	38,748.00
Other	-	-	-	-	-
Sub total	558,187.00	-	-	558,187.00	532,288.00
Liabilities					
Accounts Not Yet Paid	2,689.03	-	-	2,689.03	929.03
Expenses Incurred but not Invoiced	-	-	-	-	-
Subscriptions Not Yet Paid	-	-	-	-	-
Family Camp Liabilities	-	-	-	-	-
Sub total	2,689.03	-	-	2,689.03	929.03

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on the 11th May 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by:

Signature-

Print Name-

Sarah-Jayne Dominic - Chair

Colin Howell - Treasurer



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name:
1st Staines Scout Group

On accounts for the year
ended

31ST MARCH 2023

Charity no
(if any) 305795

Set out on pages

1-14

(examinee to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 Commission (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 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 matter has come to my attention (other than that disclosed below *):

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 have 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 08/06/2023

Name:

Mr LJ FORD

Relevant professional
qualification(s) or body

FCPA

(if any):

--

Address:

HUNT FORD & CO

OSBOURNE HOUSE, 143-145 STANWELL ROAD, ASHFORD

MIDDLESEX TW15 3QN

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

[Empty rectangular box for disclosure details]