

# Trustees' Annual Report

For the period

From (start date) **0 1 0 5 2 0** to end date **3 0 0 4 2 1**

## Reference and administration details

Charity name **1ST BYFLEET SCOUT GROUP**

Other names the charity is known by

Registered charity number (if any) **3 0 5 8 0 9**

Charity's principal address **1ST BYFLEET SCOUTS ACTIVITY CENTRE  
MURRAYS LANE, BYFLEET  
SURREY  
K T 1 4 7 N E**

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1		Group Scout Leader	
2	David Walters	Asst Group Scout Leader	
3	Bobby Gedling	Scout Leader	
4	Philip Haworth	Scout Leader	
5	Marc Platt	Cub Leader	
6	Debbie Price	Cub Leader	(resigned 31/12/2020)
7	Clare Wale	Beaver Leader	
8	Dorothy Farrant	Chairman	
9	Debbie Price	Secretary	(appointed 01/01/2021)
10	Stuart Plunkett	Treasurer	
11	Helen Stevens	Parent - Scouts	
12	Hannah Munro	Parent - Scouts	
13	Helen Golding	Parent - Cubs	(appointed 01/05/2020)
14	Hannah Munro	Parent - Cubs	(appointed 20/01/2021)
15		Parent - Beavers	

## Structure, governance and management

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.

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

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

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. All our trustees are subject to DBS checks. 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 independent representatives, Chair, Treasurer and Secretary together with a Group Scout Leader, individual section leaders and parents' representation and aim to meet at least once per term.

## Structure, governance and management (continued)

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 Administrators and Advisers other than those who are 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 local church, schools and other Scout Groups. 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 and has additional insurance for occasional helpers. Risk Assessments are undertaken before all activities. All leaders are subject to DBS clearance. All adults who volunteer regularly are also subject to DBS clearance.

Reduced income from fund raising:- The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold reserves 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 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.

### Objectives and activities

The objectives of the group are as a unit of the Scout Association.

The aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

A wide variety of activities is offered to all the sections within the group through the dedicated services of our Leaders and regular helpers and other volunteers.

## Achievements and performance

### Summary of the Charity's main achievements during the year

Our five sections comprise 2 Scout Troops, 2 Cub Packs and 1 Beaver Colony and we continue to grow. Our membership continues to grow and we have a waiting list for the youngest section. There is a healthy commitment to Scouting from our members feeding through to the Explorers (Phoenix) section for the 14 to 18 year olds.

We are fortunate to have a great team of Leaders, which means we can continue to offer an exciting and varied programme across all the sections.

As expected in Scouting, lots of activities take place during the year: hikes, camps, outings, sports, cooking and shooting to name a few. Lots of badges have been earned during the year, with lots of the young people achieving the highest awards in their sections, that of the Bronze, Silver, and Gold Chief Scouts Award.

## Financial Review

Following the challenges of the COVID pandemic, our financial position for the year, thankfully, finished in a better position than we had expected. This is largely due to the many parents that continued to pay the subscriptions throughout the pandemic and funding we received from the government for grants to maintain our Activity Centre. Our overall surplus for this financial year was £23,687 (up by £14,422 over last year), which was made up from receipts of £32,702 (up by £9,507 from last year) and payments of £7,575 (down by £6,096 from last year).

### 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 held cash reserves of £95,379 at the year end. This is above the level required for operating expenses, because the Group still has financial commitments with regard to the outstanding loan and solicitors fees associated with our new Activity Centre and financial commitments with Woking Borough Council which are still to be finalised

### Investment Policy

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 has adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

## Future Plans

Our plans are to ensure that the group adheres to the agreement made in our planning application which was to ensure that the centre grounds are maintained, but with respect and care for the local fauna and flora. We will be continuing to spend the next year working in the grounds to turn it into an area that is safe and accessible to all. We are still in the process of approaching the council to grant us permission to build a better access path and gateway into the grounds for enabling easier access for people with mobility issues. Fundraising is always important to us, so we will continue to actively fundraise to ensure we can keep our membership subscriptions at an affordable level for our members.

### Public Benefit Statement

Two key principals demonstrate that Scouting's aims are for the public benefit. These 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 of Scouting activities provided far outweigh the risks. Any private benefits from Scouting are incidental other than those to young people as beneficiaries from the Scout method.

### Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Dorothy Farrant	David Walters
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Position

Chairman	Asst Group Scout Leader
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Date

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**1st Byfleet Scout Group  
Receipts and Payments Account**

**For the year 01/05/2020 to 30/04/2021**

**Receipts and payments**

	2020/21		2019/20	
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	13,161	-	13,161	17,670
Less: Capitation - Membership subscriptions paid to National/County/Area/District	(5,036)	-	(5,036)	(5,536)
Net membership subscriptions retained	8,125	-	8,125	12,134
Donations	1,967	-	1,967	640
Gift Aid	3,533	-	3,533	4,351
Other similar income	-	-	-	87
<b>Sub total</b>	<b>13,625</b>	<b>-</b>	<b>13,625</b>	<b>17,212</b>
<b>Grants</b>				
Maintenance Grant	-	-	-	-
New Build Grants	-	-	-	-
Other grants	17,907	1,000	18,907	1,000
<b>Sub total</b>	<b>17,907</b>	<b>1,000</b>	<b>18,907</b>	<b>1,000</b>
<b>Fundraising (gross)</b>				
General activities	60	-	60	2,772
Fundraising events	-	-	-	2,139
Sale of scarves	21	-	21	16
Other fundraising activities	57	-	57	22
<b>Sub total</b>	<b>138</b>	<b>-</b>	<b>138</b>	<b>4,949</b>
<b>Investment income</b>				
Bank interest	32	-	32	34
Property Rent income	-	-	-	-
Other investment income	-	-	-	-
<b>Sub total</b>	<b>32</b>	<b>-</b>	<b>32</b>	<b>34</b>
<b>Total Gross Income</b>	<b>31,702</b>	<b>1,000</b>	<b>32,702</b>	<b>23,195</b>
<b>Asset and investment sales, etc.</b>				
Loan for New Build from Woking Borough Council	-	-	-	-
Sale of Walnut Tree Lane Scout Hut	-	-	-	-
<b>Total receipts</b>	<b>31,702</b>	<b>1,000</b>	<b>32,702</b>	<b>23,195</b>

**1st Byfleet Scout Group  
Receipts and Payments Account**

**For the year 01/05/2020 to 30/04/2021**

**Receipts and payments**

	2020/21		2019/20	
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
<b>Payments</b>				
<b>Charitable Payments</b>				
Youth programme and activities	248	-	248	5,078
Rates	-	-	-	-
Water and Sewerage	176	-	176	183
Electricity	540	-	540	612
Insurance	2,276	-	2,276	3,851
Repairs and Renewals (inc. Equipment Tests)	607	-	607	646
Materials and equipment	1,369	-	1,369	1,024
Printing and photocopying and postage	14	-	14	-
Uniforms & Training	-	-	-	264
AGM and trustee expenses	28	-	28	16
Donations made	-	-	-	-
Badges & Scarves	543	-	543	637
Professional fees	440	1,000	1,440	-
Sundry	68	-	68	1,116
<b>Sub total</b>	<b>6,309</b>	<b>1,000</b>	<b>7,309</b>	<b>13,427</b>
<b>Fundraising expenses</b>				
Events	-	-	-	244
Other fundraising costs	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>244</b>
<b>Total Gross Expenditure</b>	<b>6,309</b>	<b>1,000</b>	<b>7,309</b>	<b>13,671</b>
<b>Asset &amp; investment purchases (New Build) etc.</b>	1,706	-	1,706	259
<b>Total payments</b>	<b>8,015</b>	<b>1,000</b>	<b>9,015</b>	<b>13,930</b>
<b>Net of receipts / payments</b>	<b>23,687</b>	<b>-</b>	<b>23,687</b>	<b>9,265</b>
<b>Cash funds last year end</b>	<b>70,692</b>	<b>1,000</b>	<b>71,692</b>	<b>62,427</b>
<b>Cash funds this year end</b>	<b>94,379</b>	<b>1,000</b>	<b>95,379</b>	<b>71,692</b>

# 1st Byfleet Scout Group

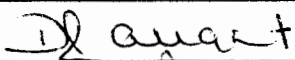
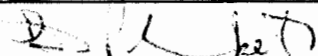
For the year 01/05/2020 to 30/04/2021

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

	2020/21		2019/20	
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Bank current accounts	1,061	-	1,061	1,067
Bank deposit accounts	93,316	1,000	94,316	70,508
Building society accounts	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Cash/Floats	2		2	117
<b>Total cash funds</b>	<b>94,379</b>	<b>1,000</b>	<b>95,379</b>	<b>71,692</b>
<b>Other monetary assets</b>				
Tax claim	2,599	-	2,599	3,461
Subscriptions Due	-	-	-	120
Insurance claim	-	-	-	-
<b>Sub total</b>	<b>2,599</b>	<b>-</b>	<b>2,599</b>	<b>3,581</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>Non monetary assets for charity's own use</b>				
Badge stock	-	-	-	-
Shop stock	-	-	-	-
Accrued Expenses	-	-	-	-
Land and buildings	425,000	100,000	525,000	525,000
Motor vehicles - trailer	-	-	-	-
Scouting equipment, furniture etc	13,605	-	13,605	11,899
<b>Sub total</b>	<b>438,605</b>	<b>100,000</b>	<b>538,605</b>	<b>536,899</b>
<b>Total Assets</b>	<b>535,583</b>	<b>101,000</b>	<b>636,583</b>	<b>612,172</b>
<b>Liabilities</b>				
Accounts not yet paid	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-
Loan - New Build from Woking Borough Council	-	100,000	100,000	100,000
Other liabilities	-	-	-	-
<b>Total Liabilities</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

The above profit and loss accounts and statement of assets and liabilities were approved by the Trustees on 24/08/2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

DOROTHY FARRANT	Chair
STUART PLUNKETT	Treasurer

# 1st Byfleet Scout Group

## For the year 01/05/2020 to 30/04/2021

### Notes to the accounts

#### Note 1 Basis of preparation

##### 1.1 Basis of accounting

The Accounts have been prepared on the receipts and payments basis in accordance with the Charity Commission's guidance.

##### 1.2 Cash and deposits

Short term deposits include cash held on deposit at the bank.

##### 1.3 Funds

Funds are analysed and reported on in a variety of classes, the principal distinction being between Unrestricted Funds and Restricted Funds. "Restricted funds" consist of money earmarked by the donor or by the terms of an appeal for particular purposes. "Unrestricted Funds" are those not subject to such limitations. Unrestricted Funds may include Designated funds, which are funds set aside by the Trustees to be used for particular purposes in the future and the Board has the power to reallocate such funds unless and until expended

#### Note 2 Funds

	Balance 1 May 2020	Receipts	Payments	Transfers	Balance 30 April 2021
	£	£	£	£	£
<b>Restricted Funds</b>					
Surrey County Council - lawn mower grant	1,000	-	-	-	1,000
Woking Borough Council - contribution to property costs	-	1,000	(1,000)	-	-
	1,000	1,000	(1,000)	-	1,000
<b>Unrestricted Funds</b>					
Hardship fund	641	-	-	-	641
Woking Borough Council Loan Fund	41,250	-	-	9,000	50,250
Building commitments Fund	4,250	-	-	1,150	5,400
General Purposes fund	24,551	31,702	(8,015)	(10,150)	38,088
	70,692	31,702	(8,015)	-	94,379
<b>Total funds</b>	<b>71,692</b>	<b>32,702</b>	<b>(9,015)</b>	<b>-</b>	<b>95,379</b>

##### Surrey County Council - lawn mower grant

Surrey County Council provided a grant of £1,000 as a contribution towards a sit on lawn mower which was ordered at the year end and the £2,349 purchase completed after the year.

##### Woking Borough Council - contribution to property costs

Woking Borough Council made a contribution to surveying costs incurred during the period.

##### Hardship fund

A designated fund has been created to help fund any member with financial difficulties.

##### Woking Borough Council Loan Fund

A designated fund has been created to set aside funds to repay the loan from Woking Borough Council which was provided to purchase the scout hut.

# 1st Byfleet Scout Group

## For the year 01/05/2020 to 30/04/2021

### Notes to the accounts

#### Building Commitments Fund

The Group has expected future liabilities relating to costs for finalising the sale of the former Scout Hut at Walnut Tree Lane and the arrangements for the land and buildings at Murrays Lane. The matter is progressing and the trustees have estimated commitments and set aside funds to cover this.

#### **Note 3 Non-cash transactions**

##### Bad Debts

During the year we have written off unpaid subscriptions, from this year and the previous years, as Bad Debts, to the value of £255.

#### **Note 4 Financial commitments**

As denoted in note 2 above, the group had ordered a lawn mower at 30 April 2021 amounting to £2,349 which was delivered and paid after the year end.

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**1st Byfleet Scout Group**  
**1st Byfleet Scouts Activity Centre**  
**Murrays Lane, Byfleet**  
**Surrey**  
**KT14 7NE**

McKelvie & Co LLP  
Chartered Accountants  
82 Wandsworth Bridge Road  
London  
SW6 2TF

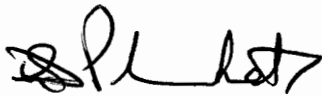
Dear Sirs

We confirm to the best of our knowledge and belief, and having made appropriate enquiries of other officials of the group, the following representations given to you in connection with your independent examination of the receipts and payments account for the year ended 30 April 2021.

- (1) We acknowledge as Trustees our responsibilities for preparing financial statements which give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your work and all the transactions undertaken by the group have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all Trustees meetings, have been made available to you;
- (2) The building included on the Statement of Assets and Liabilities is included at its estimated market value of £525,000 at 30 April 2021 and has not suffered any permanent diminution in value;
- (3) The Scouting equipment, furniture etc of £13,605 represents the cumulative cost of all material items of equipment and furniture owned and purchased by the Group.
- (4) The Group did not hold a material amount of badges or prepaid balance with Woking Scout Group for badges at 30 April 2021;
- (5) Amounts paid by the group to trustees during the period represent expenses reimbursed to them in respect of conducting Trustees business and exclude any profit element. No trustee received any remuneration (including benefits in kind) during the period.
- (6) No trustees or connected persons have entered into a material transaction during the period in which he or she has a material interest.
- (7) Other than the amount received from Woking Borough Council, as a contribution towards the Walnut Tree Lane survey fees, which was expended during the year, no amounts were raised or granted for specific purposes or events that should be classified as restricted funds;
- (8) Other than the £100,000 loan the group had no liabilities at 30 April 2021. In particular there were no invoices unpaid or expenses to accrue at 30 April 2021.

- (9) The Trustees have not given any security or guarantees to any parties;
- (10) The group has not had, or entered into, at any time during the period any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans, or credit transactions) for Trustees members or to guarantee or provide security for such matters;
- (11) We are not aware of any significant transactions with related parties which would require disclosure, under generally accepted accounting practice' or otherwise. There were no transactions in which a Trustees member, or someone connected with a Trustees member, had an interest other than the reimbursement of expenses as mentioned at point (2). There are no other groups over which the group is able to exert control or influence which are connected, branches or special trusts of the Trustees and therefore no adjustments or additional disclosures are required to the accounts;
- (12) The group had no material contingencies or commitments at 30 April 2021 other than those disclosed in the accounts.
- (13) Other than disclosed in the financial statements there have been no events since the balance sheet date which necessitate revision of the figures included in the financial statements or inclusion of a note thereto.
- (14) We are not aware of any breaches of law or regulations which would have a material impact on the financial statements.
- (15) We confirm that in our opinion the group will continue as a going concern for at least a year from the approval of these financial statements.

As minuted by Trustees at its meeting on 24/08/2021.....(date) and signed on its behalf.



S. Plunkett – Treasurer

D. Farrant – Chair

