

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	0	0	4	2	2
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Reference and administration details

Charity name

1	S	T	B	Y	F	L	E	E	T	S	C	O	U	T	G	R	O	U	P
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Other names the charity is known by

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Registered charity number (if any)

3	0	5	8	0	9
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Charity's principal address

1	S	T	B	Y	F	L	E	E	T	S	C	O	U	T	S	A	C	T	I	V	I	T	Y	C	E	N	T	R	E	
M	U	R	R	A	Y	S	L	A	N	E	,	B	Y	F	L	E	E	T												
S	U	R	R	E																										
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	Vicki Gibb	Asst Cub Leader	(appointed 01/10/2021)
7	Clare Wale	Beaver Leader	
8	Dorothy Farrant	Chair	(resigned 28/09/2021)
9	Amanda Boote	Chair	(appointed 28/09/2021)
10	Debbie Price	Secretary	
11	Stuart Plunkett	Treasurer	
12	Helen Stevens	Parent - Scouts	(resigned 28/09/2021)
13	Hannah Munro	Parent - Scouts	(resigned 30/04/2022)
14	Alexandra Janes	Parent - Scouts	(appointed 23/03/2022)
15	Helen Golding	Parent - Cubs	
16	Hannah Munro	Parent - Cubs	(resigned 30/04/2022)
17		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 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

Even with legacy from the COVID pandemic, our financial position for the year has continued to be solid and within our expectations. Our receipts are almost to the level they were pre-pandemic and although our payments were higher than a normal year, due to essential maintenance in our Activity Centre, we still made a small profit. This was mainly due to the government for grants we received to maintain our Activity Centre.

Our overall surplus for this financial year was £6,910 (down by £16,777 over last year), which was made up from receipts of £32,609 (down by £5,129 from last year) and payments of £25,699 (up by £11,648 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 £102,289 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 solicitor's 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 in discussion with Woking Brough Council (our Landlord) 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)

Amanda Boote	Marc Platt
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Position

Chairman	Group Scout Leader
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Date

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

For the year 01/05/2021 to 30/04/2022

Receipts and payments

	Unrestricted funds	2021/22 Restricted funds	Total	2020/21 Total
	£	£	£	£
Receipts				
Donations, legacies and similar income				
Membership subscriptions	15,753	-	15,753	13,161
Donations	445	-	445	1,967
Gift Aid	2,925	-	2,925	3,533
Other similar income	-	-	-	-
Sub total	19,123	-	19,123	18,661
Grants				
Maintenance Grant	-	-	-	-
New Build Grants	-	-	-	-
Other grants	12,067	-	12,067	18,907
Sub total	12,067	-	12,067	18,907
Fundraising (gross)				
General activities	1,203	-	1,203	60
Fundraising events	150	-	150	-
Sale of scarves	37	-	37	21
Other fundraising activities	7	-	7	57
Sub total	1,397	-	1,397	138
Investment income				
Bank interest	22	-	22	32
Property Rent income	-	-	-	-
Other investment income	-	-	-	-
Sub total	22	-	22	32
Total Gross Income	32,609	-	32,609	37,738
Asset and investment sales, etc.				
Loan for New Build from Woking Borough Council	-	-	-	-
Sale of Walnut Tree Lane Scout Hut	-	-	-	-
	-	-	-	-
Total receipts	32,609	-	32,609	37,738

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

For the year 01/05/2021 to 30/04/2022

Receipts and payments

	2021/22		2020/21	
	Unrestricted funds £	Restricted funds £	Total £	Total £
Payments				
Charitable Payments				
Membership subscriptions paid on (National/County/Area/District)	5,653		5,653	5,036
Youth programme and activities	2,344	-	2,344	248
Rates	-	-	-	-
Water and Sewerage	232	-	232	176
Electricity	662	-	662	540
Insurance	3,889	-	3,889	2,276
Repairs and Renewals (inc. Equipment Tests)	1,692	-	1,692	607
Materials and equipment	315	-	315	1,369
Printing and photocopying and postage	-	-	-	14
Uniforms & Training	390	-	390	-
AGM and trustee expenses	24	-	24	28
Donations made	-	-	-	-
Badges & Scarves	887	-	887	543
Professional fees	2,394	-	2,394	1,440
Sundry	30	-	30	68
Sub total	18,512	-	18,512	12,345
Fundraising expenses				
Events	39	-	39	-
Other fundraising costs	-	-	-	-
Sub total	39	-	39	-
Total Gross Expenditure	18,550	-	18,550	12,345
Asset & investment purchases (New Build) etc.	4,800	2,349	7,149	1,706
Total payments	23,350	2,349	25,699	14,051
Net of receipts / payments	9,259	(2,349)	6,910	23,687
Transfers between funds	(1,349)	1,349	-	-
Cash funds last year end	94,379	1,000	95,379	71,692
Cash funds this year end	102,289	-	102,289	95,379

1st Byfleet Scout Group

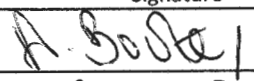

For the year 01/05/2021 to 30/04/2022

Statement of assets and liabilities at the end of the year

	2021/22		2020/21	
	Unrestricted funds	Restricted funds	Total	
	£	£	£	£
Cash funds				
Bank current accounts	554	-	554	1,061
Bank deposit accounts	101,488	-	101,488	94,316
Building society accounts	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Cash/Floats	247	-	247	2
Total cash funds	102,289	-	102,289	95,379
Other monetary assets				
Tax claim	2,856	-	2,856	2,892
Subscriptions Due	180	-	180	-
Insurance claim	-	-	-	-
Sub total	3,036	-	3,036	2,892
Investment assets				
Investment property - detail	-	-	-	-
Quoted investments	-	-	-	-
Other investments - detail	-	-	-	-
Sub total	-	-	-	-
Non monetary assets for charity's own use				
Badge stock	-	-	-	-
Shop stock	-	-	-	-
Accrued Expenses	-	-	-	-
Land and buildings	425,000	100,000	525,000	525,000
Motor vehicles - trailer	-	-	-	-
Scouting equipment, furniture etc	19,754	1,000	20,754	13,605
Sub total	444,754	101,000	545,754	538,605
Total Assets	550,079	101,000	651,079	636,583
Liabilities				
Accounts not yet paid	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-
Loan - New Build from Woking Borough Council	-	100,000	100,000	100,000
Other liabilities	-	-	-	-
Total Liabilities	-	100,000	100,000	100,000

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 12/09/2022 and signed on their behalf by

Signature

Print Name

Amanda Boote	Chair
STUART PLUNKETT	Treasurer

1st Byfleet Scout Group

For the year 01/05/2021 to 30/04/2022

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 2021 £	Receipts £	Payments £	Transfers £	Balance 30 April 2022 £
Restricted Funds					
Surrey County Council - lawn mower grant	1,000	-	(2,349)	1,349	-
	1,000	-	(2,349)	1,349	-
Unrestricted Funds					
Hardship fund	641	-	-	-	641
Woking Borough Council Loan Fund	50,250	-	-	9,000	59,250
Building commitments Fund	5,400	-	(2,394)	-	3,006
General Purposes fund	38,088	32,609	(20,956)	(10,349)	39,392
	94,379	32,609	(23,350)	(1,349)	102,289
Total funds	95,379	32,609	(25,699)	-	102,289

Surrey County Council - lawn mower grant

Surrey County Council provided a grant of £1,000 as a contribution towards a sit on lawnmower. This was purchased in May for £2350, using £1000 grant received from Surrey County Council.

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.

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 liabilities and set aside funds to cover this.

Note 3 Non-cash transactions

Bad Debts

There have been no Bad Debts this year

1ST BYFLEET SCOUT GROUP

Independent examiner's report to the trustees of 1st Byfleet Scout Group, Woking District Scout Council

I report to the trustees on my examination of the accounts of the 1st Byfleet Scout Group, Woking District for the year ended 30 April 2022.

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

Responsibilities and basis of report

As the charity trustees of the 1st Byfleet Scout Group, Woking District you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 1st Byfleet Scout Group, Woking District accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 1st Byfleet Scout Group, Woking District as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Steven Davies FCA

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

12 September 2022