



1st Cleobury Mortimer Scout Group

Registered address: The Pump House, Wells Place, Cleobury Mortimer, Shropshire, DY14 8BW
Charities Registration No. 514100

TRUSTEES ANNUAL REPORT

Scouts Headquarters Registration No. 10015314

Trustees and Advisors

- Jeff Williams - Acting Group Scout Leader, Deputy District Commissioner
- Rachael Washbourne – Treasurer
- Advisor - Gavin Real: Independent Auditor of 2020-21 Annual Accounts

Structure, Governance & Management

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.

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 (e.g., trust deed, constitution) 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.

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 current Committee consists of a Treasurer and Acting Group Scout Leader. All other Committee posts have remained vacant for the past financial year due to lack of volunteers.

The Committee and Group is supported by individual section leaders and parent helpers.

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;



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- Appointing Group Administrators and Advisors 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, and 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, Parish Hall, Hub and/or 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, 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 18. 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 & Activities

The Purpose of 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 cooperate with others and make friends.



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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.

Achievements & Performance

Despite a challenging year due to the COVID-19 pandemic, The Group has managed to sustain a good level of membership, and even continue weekly meetings during the periods of lockdown, via Zoom.

Since returning to face-to-face meetings, the Group has recruited many new members, and has a thriving, and full, Beavers and Cubs section.

The Group has also recruited a new Beavers section leader, and Assistant Leader in the Cubs section.

The Group continues to face challenges due to lack of Volunteers, both in the running of the Executive Committee, and with Section Leaders and Assistants. For this reason, we are currently unable to run a Scouts section.

Financial Review

Due to the COVID-19 pandemic, the Group had very little income from subscriptions and fundraising during the first half of the financial year; some members left, some families faced financial difficulties, some chose not to participate in Zoom meetings, and opportunities for fundraising were very restricted. These all had a financial impact.

The Group's hall (a former Victorian pump house) also needed substantial refurbishment and essential repairs during this financial year.

All reserves were depleted during the first half of the financial year, and the future of the group was financially under threat.

Thankfully, the local authority COVID-19 grants were made available to us, and the Group has since been able to secure its future with these as a result.

Although there has been little opportunity to raise funds during 2020-2021, we are hopeful that the forthcoming financial year will see a return of normal scouting and fundraising activities.

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



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the group should hold a sum equivalent to 6 months running costs, circa £1,151.00. The Group held reserves of approximately £12,390.83 against this at year end. This is above the level required for operating expenses; however, this can be explained by the receipt of the local authority COVID-19 recovery Grants received in the latter part of the financial year.

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.

Declaration	
Name:	Rachael Washbourne
Position:	Treasurer
Signature:	
Date:	4 th August 2021

1st Cleobury Mortimer S

Income & Expenditure 01/04/2020 - 31/03/2021

Income	£	26,560.57
Expenditure	£	15,227.35

Income	
Donations & Fundraising	£ 587.76
Subscriptions, uniforms, activities	£ 966.72
Grants	£ 19,431.00
Building	£ 5,092.34
Gift Aid	£ 482.75
Miscellaneous	£ -

Expenses	
Electricity	£ 514.69
Insurance	£ 599.09
Water	£ -
Activities	£ 395.59
Building Costs	£ 10,911.56
Printing and Postage	£ -
SS&T Uniform & Capitation	£ 2,361.44
Refunds	£ 94.00
Misc.	£ 350.98

Scout Group - Annual Accounts 2020-21

Statement of Assets

Treasurers Account: Funds brought forward from 31/03/2019	£	1,057.61
Excess income over expenditure	£	11,333.22
Cash	£	3.50
Business Account	£	-
TOTAL ASSETS:	£	12,394.33

1st Cleobury Mortimer Scout Group Accounts

Transaction Date	Category	Transaction Description	Debit Amount	Credit Amount	Balance
03/30/2021	ELECTRIC	Octopus Energy	-£ 134.78	£	12,390.83
03/26/2021	INSURANCE	ABIB Instalments	-£ 60.05	£	12,525.61
03/19/2021	GRANT	BACS: Shropshire Council Covid-19 Grant (Mid-Feb to end Mar)		£ 2,096.00	12,585.66
03/17/2021	ACTIVITY COSTS	BACS: Ben Tanner, Theatre Workshop	-£ 20.00	£	10,489.66
03/15/2021	SUBS/ACTIVITIES	BACS: BD Tandler (Tyler Newton) Subs		£ 21.00	10,509.66
03/12/2021	SUBS/ACTIVITIES	BACS: K Haggas (Evan Haggas) Subs & Theatre Workshop		£ 11.50	10,488.66
03/12/2021	SUBS/ACTIVITIES	BACS: N&R Washbourne (Archie Washbourne) - Theatre Workshop		£ 2.00	10,477.16
03/12/2021	SUBS/ACTIVITIES	BACS: Adam Fletcher (J. Fletcher) - Theatre Workshop		£ 2.00	10,475.16
03/12/2021	GRANT	BACS: Shropshire Council Covid-19 Grant (£2001 for Jan to mid-Feb, plus the 1-off payment of £4000)		£ 6,001.00	10,473.16
03/11/2021	SUBS/ACTIVITIES	BACS: Taibi LR (Farrah Taibi) - Theatre Workshop		£ 2.00	4,472.16
03/11/2021	ACTIVITY COSTS	BACS: J.Chandler expenses (Mothers Day flowers)	-£ 15.00	£	4,470.16
03/10/2021	SUBS/ACTIVITIES	BACS: Stewart & Boazman (Samuel Boazman) - Theatre Workshop		£ 2.00	4,485.16
03/10/2021	SUBS/ACTIVITIES	BACS: E Bentley (Summer Bentley) - Theatre Workshop		£ 2.00	4,483.16
03/10/2021	SUBS/ACTIVITIES	BACS: R.Griffiths (Alfred Griffiths) - Theatre Workshop		£ 2.00	4,481.16
03/10/2021	SUBS/ACTIVITIES	BACS: Martin Sherrey (Hannah Sherrey) - Theatre Workshop		£ 2.00	4,479.16
03/09/2021	SUBS/ACTIVITIES	BACS: GKR Lane (Louis Lane) Subs		£ 21.00	4,477.16
03/09/2021	GRANT	BACS: Shropshire Council Covid-19 Grant (November)		£ 1,334.00	4,456.16
03/05/2021	SS&T	BACS: Invoice 373 (Badges)	-£ 26.44	£	3,122.16
03/05/2021	SUBS/ACTIVITIES	BACS: Alice Baldwin (Tristan Edwards) subs & theatre workshop		£ 23.00	3,148.60
03/01/2021	SUBS/ACTIVITIES	BACS: K Haggas (Evan Haggas) Subs		£ 11.50	3,125.60
01/24/2021	SUBS/ACTIVITIES	BACS: E Bentley (Summer Bentley) Subs		£ 21.00	3,114.10
01/24/2021	SS&T	BACS: Capitation 2020-2021	-£ 715.00	£	3,093.10
01/22/2021	SUBS/ACTIVITIES	BACS: N&R Washbourne (Archie Washbourne) Subs		£ 21.00	3,808.10
02/18/2021	SUBS/ACTIVITIES	BACS: Adam Fletcher (J Fletcher) Subs		£ 21.00	3,787.10
02/16/2021	SUBS/ACTIVITIES	BACS: Taibi LR (Farrah & Asa Taibi)		£ 42.00	3,766.10
02/16/2021	SUBS/ACTIVITIES	BACS: R Griffiths (Alfred Griffiths) Subs		£ 21.00	3,724.10
02/15/2021	SUBS/ACTIVITIES	BACS: Stewart & Boazman (Samuel Boazman) subs		£ 21.00	3,703.10
02/15/2021	SUBS/ACTIVITIES	BACS: Martin Sherrey (Hannah Sherrey) Subs		£ 42.00	3,682.10
02/08/2021	SUBS/ACTIVITIES	BACS: LA Hughes (Ben Hughes) Subs		£ 42.00	3,640.10
02/03/2021	ELECTRIC	Octopus Energy	-£ 39.49	£	3,598.10
02/02/2021	SUBS/ACTIVITIES	BACS: BD Tandler (Tyler Newton) Subs		£ 21.00	3,637.59
02/01/2021	SUBS/ACTIVITIES	BACS: E Bentley (Summer Bentley) Subs		£ 21.00	3,616.59
01/29/2021	ACTIVITY COSTS	BACS: Julie Chandler expenses (Lard from Co-Op)	-£ 5.90	£	3,595.59
01/29/2021	ACTIVITY COSTS	BACS: Katy Treveathick, Sam's Safaris contribution	-£ 30.00	£	3,601.49
01/29/2021	SUBS/ACTIVITIES	BACS: N&R Washbourne (Archie) subs		£ 21.00	3,631.49
01/20/2021	ACTIVITY COSTS	BACS: Julie Chandler expenses (bird seed from Mumfords)	-£ 5.00	£	3,610.49
01/20/2021	SUBS/ACTIVITIES	BACS: Alice Baldwin (Tristan Edwards) subs		£ 21.00	3,615.49
01/18/2021	SUBS/ACTIVITIES	BACS: C Lane (Sibby & Indi) Subs		£ 84.00	3,594.49
01/15/2021	SUBS/ACTIVITIES	BACS: Adam Fletcher (J Fletcher) subs		£ 21.00	3,510.49
01/15/2021	FUNDRAISING/DONATIONS	BACS: Mr J Williams		£ 40.00	3,489.49
01/14/2021	FUNDRAISING/DONATIONS	DCS Metals L - Scrap metal sold by J. Williams		£ 210.69	3,449.49
01/14/2021	SUBS/ACTIVITIES	BACS: R Griffiths (Alfred Griffiths) Subs		£ 21.00	3,238.80
01/13/2021	SUBS/ACTIVITIES	BACS: Stewart & Boazman (Samuel Boazman) subs		£ 21.00	3,217.80
12/30/2020	INSURANCE	ABIB Instalments	-£ 61.85	£	3,196.80
12/30/2020	ELECTRIC	Octopus Energy	-£ 30.15	£	3,258.65
12/29/2020	ACTIVITY COSTS	BACS: Katy Treveathick, Winter Term 2 expenses	-£ 118.22	£	3,288.80
12/15/2020	BUILDING	BACS: GKY Dance, Hall Hire Winter Term 2 (Balance of invoice CMS003)		£ 56.00	3,407.02
12/11/2020	ACTIVITY COSTS	BACS: Lowri Hughes, Winter 2 Term expenses	-£ 48.17	£	3,351.02
12/10/2020	SUBS/ACTIVITIES	CHQ: Tristan Edwards, Martial Arts		£ 3.00	3,399.19
12/07/2020	ACTIVITY COSTS	BACS: Magical Mayhem (Magician - Christmas Party)	-£ 60.00	£	3,396.19
12/02/2020	ELECTRIC	British Gas Electric	-£ 13.73	£	3,456.19
11/30/2020	SUBS/ACTIVITIES	BACS: T.Stobbart (Harlee Stobbart) Subs		£ 14.50	3,469.92
11/27/2020	FUNDRAISING/DONATIONS	DCS Metals L - Scrap metal sold by J. Williams		£ 152.70	3,455.42
11/26/2020	INSURANCE	ABIB Instalments	-£ 61.85	£	3,302.72
11/23/2020	SUBS/ACTIVITIES	BACS: A Goold (Jacob Wilkins) Subs		£ 21.00	3,364.57
11/23/2020	SUBS/ACTIVITIES	BACS: BD Tandler (Tyler Newton) - Martial Arts		£ 3.00	3,343.57
11/20/2020	SUBS/ACTIVITIES	BACS: M&V Sherrey (Hannah Sherrey) - Martial Arts		£ 3.00	3,340.57
11/20/2020	SUBS/ACTIVITIES	BACS: BD Tandler (Tyler Newton) Subs		£ 21.00	3,337.57
11/20/2020	SUBS/ACTIVITIES	BACS: JR Manley (George Manley) - Martial Arts		£ 3.00	3,316.57
11/19/2020	ACTIVITY COSTS	BACS: Mollie Longhurst - Martial Arts (Taekwon-Do)	-£ 40.00	£	3,313.57
11/17/2020	SUBS/ACTIVITIES	BACS: KM Haggas (Evan Haggas) - Martial Arts		£ 3.00	3,353.57
11/16/2020	SUBS/ACTIVITIES	BACS: N&R Washbourne (Archie Washbourne) - Martial Arts		£ 3.00	3,350.57
11/16/2020	SUBS/ACTIVITIES	BACS: T.Stobbart (Harlee Stobbart) - Martial Arts		£ 3.00	3,347.57
11/16/2020	SUBS/ACTIVITIES	BACS: R.Griffiths (Alfred Griffiths) - Martial Arts		£ 3.00	3,344.57
11/16/2020	SUBS/ACTIVITIES	BACS: Adam Fletcher (Jacob Fletcher) - Martial Arts		£ 3.00	3,341.57
11/16/2020	BUILDING	GKY Dance - Hall Hire Winter Term 2 (Part Payment of invoice CMS003)		£ 28.00	3,338.57
11/16/2020	SUBS/ACTIVITIES	BACS: LE Stewart (Samual Boazman) - Martial Arts		£ 3.00	3,310.57
11/13/2020	MISC.	BACS: Royal British Legion, Wreath	-£ 18.50	£	3,307.57
11/12/2020	SUBS/ACTIVITIES	BACS: C Lane (Sibby & Indi) Subs		£ 42.00	3,326.07
11/09/2020	SUBS/ACTIVITIES	CHQ: Tristan Edwards, Subs		£ 21.00	3,284.07
11/06/2020	ELECTRIC	Octopus Energy Electric	-£ 42.55	£	3,263.07
11/05/2020	SUBS/ACTIVITIES	BACS: N&R Washbourne (Archie Washbourne) Subs		£ 21.00	3,305.62
11/05/2020	FUNDRAISING/DONATIONS	BACS: J.Williams, sale of scrap		£ 75.00	3,284.62
11/04/2020	SUBS/ACTIVITIES	BACS: M&V Sherrey (Hannah Sherrey) Subs		£ 21.00	3,209.62
11/04/2020	SUBS/ACTIVITIES	BACS: E Bentley (Summer Bentley) Subs		£ 21.00	3,188.62
11/04/2020	SUBS/ACTIVITIES	BACS: Adam Fletcher (Jacob Fletcher) Subs		£ 21.00	3,167.62
11/04/2020	SUBS/ACTIVITIES	BACS: JR Manley (George Manley) Subs		£ 21.00	3,146.62
11/04/2020	SUBS/ACTIVITIES	BACS: R Griffiths (Alfred Griffiths) Subs		£ 21.00	3,125.62
11/03/2020	SUBS/ACTIVITIES	BACS: LA Hughes (Ben Hughes) Subs		£ 21.00	3,104.62
11/03/2020	SUBS/ACTIVITIES	BACS: LE Stewart (Samual Boazman) Subs		£ 21.00	3,083.62
11/03/2020	SUBS/ACTIVITIES	BACS: KM Haggas (Evan Haggas) Subs		£ 21.00	3,062.62
11/03/2020	ELECTRIC	British Gas Electric	-£ 33.08	£	3,041.62
10/29/2020	SUBS/ACTIVITIES	Subs - Tyler Newton, Spring Term 2 2020		£ 20.34	3,074.70
10/27/2020	BUILDING	GKY Dance - Hall Hire, Half term, CMS002		£ 80.00	3,054.36
10/26/2020	INSURANCE	ABIB Instalments	-£ 61.85	£	2,974.36
10/16/2020	ELECTRIC	Octopus Energy Electric (First Payment)	-£ 42.55	£	3,036.21
10/06/2020	ELECTRIC	British Gas Electric	-£ 30.45	£	3,078.76
10/05/2020	BUILDING	WPD Wayleave payment		£ 28.34	3,109.21
09/29/2020	BUILDING	GKY Dance - Hall Hire, Winter 1 Term, CMS001		£ 560.00	3,080.87
09/28/2020	INSURANCE	ABIB Instalments	-£ 61.84	£	2,520.87
09/14/2020	BUILDING	J.Williams expenses - Carpet Tile Fitting	-£ 300.00	£	2,582.71

09/03/2020	ELECTRIC	British Gas Electric	-£	12.65		£	2,882.71
09/01/2020	FUNDRAISING/ DONATIONS	J.Williams - Sold lawnmower			£	25.00	£ 2,895.36
08/26/2020	INSURANCE	ABIB Instalments	-£	58.33			£ 2,870.36
08/20/2020	BUILDING	J.Williams expenses (Carpet tiles)	-£	1,036.34			£ 2,928.69
08/17/2020	BUILDING	M.Sherrey expenses (Screwfix, Paint)	-£	35.98			£ 3,965.03
08/17/2020	BUILDING	J.Williams			£	40.00	£ 4,001.01
08/15/2020	BUILDING	J.Williams expenses (Hut works - invoice 31/07/20)	-£	259.24			£ 3,961.01
08/04/2020	ELECTRIC	British Gas Electric	-£	12.89			£ 4,220.25
08/03/2020	FUNDRAISING/ DONATIONS	DCS Metals L - Scrap metal from hut sold			£	63.37	£ 4,233.14
07/27/2020	INSURANCE	ABIB Instalments	-£	58.33			£ 4,169.77
07/10/2020	SUBS/ ACTIVITIES	Donations for Zoom session (drumming): Archie Washbourne			£	3.00	£ 4,228.10
07/09/2020	ACTIVITY COSTS	Donation to Codebreakers for Zoom session	-£	10.00			£ 4,225.10
07/07/2020	SUBS/ ACTIVITIES	Donation for Codebreakers session (£2), £1.50 badge, £2.50 09/07/20 Zoom session			£	6.00	£ 4,235.10
07/07/2020	SUBS/ ACTIVITIES	Donation for Codebreakers session: Mason			£	4.00	£ 4,229.10
07/03/2020	ELECTRIC	British Gas Electric	-£	16.03			£ 4,225.10
06/26/2020	INSURANCE	ABIB Instalments	-£	58.33			£ 4,241.13
06/25/2020	SUBS/ ACTIVITIES	Donation for Codebreakers session: Taylor			£	10.00	£ 4,299.46
06/25/2020	SUBS/ ACTIVITIES	Donation for Codebreakers session: Gravatte			£	3.50	£ 4,289.46
06/16/2020	MISC.	Jeff Williams - Expenses for Trailer cover	-£	194.00			£ 4,285.96
06/16/2020	BUILDING	LR Developments, Job 2, Invoice 2	-£	3,320.00			£ 4,479.96
06/08/2020	ELECTRIC	British Gas Electric	-£	21.54			£ 7,799.96
06/01/2020	SUBS/ ACTIVITIES	Refund: Mason, Cub Camp cancelled due to Covid-19	-£	47.00			£ 7,821.50
06/01/2020	BUILDING	LR Developments, Job 2, Invoice 1	-£	1,660.00			£ 7,868.50
05/26/2020	INSURANCE	ABIB Instalments	-£	58.33			£ 9,528.50
05/22/2020	SS&T	2018/19 Capitation (payment delayed due to lack of group funds)	-£	1,620.00			£ 9,586.83
05/22/2020	ACTIVITY COSTS	Lowri Hughes - Worry Monsters (Beavers Xmas Presents)	-£	43.30			£ 11,206.83
05/22/2020	MISC.	Jeff Williams - Expenses to replace trailer tyres	-£	138.48			£ 11,250.13
05/13/2020	GRANT	Shropshire Council Covid-19 Grant			£	10,000.00	£ 11,388.61
05/11/2020	ELECTRIC	British Gas Electric	-£	33.33			£ 1,388.61
05/09/2020	SUBS/ ACTIVITIES	Refund: Samuel Jones, Cub Camp T-Shirt & Badge, cancelled due to Covid-19	-£	6.00			£ 1,421.94
05/11/2020	SUBS/ ACTIVITIES	Refund: Reuel Thompson, Cub Camp cancelled due to Covid-19	-£	41.00			£ 1,427.94
05/11/2020	BUILDING	LR Developments: Building work to hut (Invoice 2/3)	-£	2,800.00			£ 1,468.94
05/07/2020	SUBS/ ACTIVITIES	BACS payment: Jeff Williams (Cash payments for Cub Camp T-Shirts & Badges)			£	18.00	£ 4,268.94
05/07/2020	BUILDING	BACS payment: Jeff Williams (from District)			£	800.00	£ 4,250.94
05/07/2020	BUILDING	BACS payment: Jeff Williams (from District)			£	1,000.00	£ 3,450.94
05/07/2020	BUILDING	BACS payment: Jeff Williams (from District)			£	1,000.00	£ 2,450.94
04/27/2020	INSURANCE	ABIB Instalments	-£	58.33			£ 1,450.94
04/16/2020	BUILDING	LR Developments: Building work to hut (Invoice 1/3)	-£	1,500.00			£ 1,509.27
04/14/2020	BUILDING	BACS payment: Jeff Williams (from District)			£	1,000.00	£ 3,009.27
04/14/2020	BUILDING	BACS payment: Jeff Williams (from District)			£	500.00	£ 2,009.27
04/08/2020	GIFT AID	HMRC Charities (Gift Aid 2019-2020)			£	314.75	£ 1,509.27
04/08/2020	GIFT AID	HMRC Charities (Gift Aid 2019-2020)			£	162.75	£ 1,194.52
04/08/2020	GIFT AID	HMRC Charities (Gift Aid 2019-2020)			£	5.25	£ 1,031.77
04/07/2020	ELECTRIC	British Gas Electric	-£	51.47			£ 1,026.52
04/02/2020	SUBS/ ACTIVITIES	Go Cardless Transfer			£	20.38	£ 1,077.99
Balance carried forwards from 31/03/2020							£ 1,057.61

rachael.washbourne@gmail.com

From: Gavin Real (Chair) <Chair@shropshiresevernandtemescouts.org.uk>
Sent: 07 June 2021 06:25
To: rachael.washbourne@gmail.com
Cc: Jeff Williams (Deputy District Commissioner (South))
Subject: Re: Cleobury Mortimer - Annual Accounts 2020-21

Hi Rachael,

Everything in good order with no concerns.

One advisory only is that you consider adding a third signatory to your account, from among the district team if you do not have sufficient numbers on your group exec, Des our district treasurer would be happy if required.

This gives you more flexibility in the case of illness or someone leaving Scouting to make changes quickly and easily.

Paperwork trail and authorisations were in good order and procedures were properly followed.

Kind regards,

Gavin

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From: rachael.washbourne@gmail.com <rachael.washbourne@gmail.com>
Sent: Thursday, May 13, 2021 12:31
To: Gavin Real (Chair)
Cc: Jeff Williams (Deputy District Commissioner (South))
Subject: Re: Cleobury Mortimer - Annual Accounts 2020-21

Good evening, Gavin,

Please find evidence for the requested transactions on the following Google Drive link:

https://drive.google.com/drive/folders/1Yj9Yt9TY654K_ETAHLFNxpbaQv-Y3dFY?usp=sharing

For ease, I have put the relevant file name against the transactions listed in your email below.

In all cases, due the lack of Exec. Team at Cleobury, the 1st authoriser is always myself, and the 2nd authoriser is Jeff. All payments I make are automatically sent to Jeff via our bank account for authorisation, before payment is made. I can download copies of the authorisations for each outgoing payment listed below from the bank account if required.

Please let me know if you require any further information.

Kindest regards,

Rachael

Rachael Washbourne
Treasurer – 1st Cleobury Mortimer Scout Group

From: Gavin Real (Chair) <Chair@shropshiresevernandtemescouts.org.uk>
Sent: 11 May 2021 18:05
To: rachael.washbourne@gmail.com
Cc: Jeff Williams (Deputy District Commissioner (South)) <DDC_South@shropshiresevernandtemescouts.org.uk>
Subject: Re: Cleobury Mortimer - Annual Accounts 2020-21

Hi Rachael,

Can I have the associated paperwork for

17th August - £259.24 to Jeff Williams (Shelving and other hut expenses – July 2020)
29th Dec - Katy Trevithick £118.22 (Receipts – Katy Trevethick expenses)
29th Dec - abib direct debit £61.85 (Letter to Client)
27th Oct gky dance £80 (CMS002)
9th July code breakers £10 (Booking Confirmation)

May I please have confirmation of authorisers, associated paperwork and any sign offs please.

Thank you,

Gavin

Sent from my iPad

On 11 May 2021, at 15:45, rachael.washbourne@gmail.com wrote:

Hi Gavin,

Just checking you got my email below?

I have attached the statements to the following link, just in case the file sizes stopped the email from getting to you:
<https://drive.google.com/drive/folders/1i68hfn3fy4zrL4ErErWXX6A4Q-c1yO7k?usp=sharing>

Any problems, please let me know.

Many thanks,

Rachael

Rachael Washbourne
Treasurer – 1st Cleobury Mortimer Scout Group

From: rachael.washbourne@gmail.com <rachael.washbourne@gmail.com>
Sent: 28 April 2021 16:54
To: 'Gavin Real (Chair)' <Chair@shropshiresevernandtemescouts.org.uk>
Subject: RE: Cleobury Mortimer - Annual Accounts 2020-21

Good afternoon, Gavin,

As requested, please find attached bank statements. Please let me know which transactions you require paperwork for and I'll get these to you ASAP.

Kindest regards,

Rachael

Rachael Washbourne
Treasurer – 1st Cleobury Mortimer Scout Group

From: Gavin Real (Chair) <Chair@shropshiresevernandtemescouts.org.uk>
Sent: 26 April 2021 18:09
To: rachael.washbourne@gmail.com
Cc: Mark Taylor-Wozencroft (District Commissioner) <DC@shropshiresevernandtemescouts.org.uk>; Jeff Williams (Deputy District Commissioner (South)) <DDC_South@shropshiresevernandtemescouts.org.uk>
Subject: Re: Cleobury Mortimer - Annual Accounts 2020-21

Hi Rachael

I am sorry. It completely did slip off my radar. My fault completely.

To complete a light touch which is all that is required. Can you send me bank statements please. I'll then pick five transactions and ask for supporting paperwork. Then we can book a time for a teams call and finalise everything. Is that ok ?

Get [Outlook for iOS](#)

From: rachael.washbourne@gmail.com <rachael.washbourne@gmail.com>
Sent: Monday, April 26, 2021 5:33:05 PM
To: Gavin Real (Chair) <Chair@shropshiresevernandtemescouts.org.uk>
Cc: Mark Taylor-Wozencroft (District Commissioner) <DC@shropshiresevernandtemescouts.org.uk>; Jeff Williams (Deputy District Commissioner (South)) <DDC_South@shropshiresevernandtemescouts.org.uk>
Subject: RE: Cleobury Mortimer - Annual Accounts 2020-21

Good evening, Gavin,

Just thought I'd send you a little reminder re. this, just in case it had dropped off your radar (as it had mine!).

Please let me know what is needed to enable a examination of our accounts.

Thank you,

Rachael

From: Gavin Real (Chair) <Chair@shropshiresevernandtemescouts.org.uk>
Sent: 07 April 2021 20:26
To: Jeff Williams (Deputy District Commissioner (South)) <DDC_South@shropshiresevernandtemescouts.org.uk>
Cc: Mark Taylor-Wozencroft (District Commissioner) <DC@shropshiresevernandtemescouts.org.uk>; Rachael Washbourne <rachael.washbourne@gmail.com>
Subject: Re: Cleobury Mortimer - Annual Accounts 2020-21

Of course. I'll reach out to her Friday and sort

Get [Outlook for iOS](#)

From: Jeff Williams (Deputy District Commissioner (South)) <DDC_South@shropshiresevernandtemescouts.org.uk>
Sent: Wednesday, April 7, 2021 8:25:16 PM
To: Gavin Real (Chair) <Chair@shropshiresevernandtemescouts.org.uk>
Cc: Mark Taylor-Wozencroft (District Commissioner) <DC@shropshiresevernandtemescouts.org.uk>; Rachael Washbourne <rachael.washbourne@gmail.com>
Subject: Re: Cleobury Mortimer - Annual Accounts 2020-21

Gavin

Can you do this and provide Rachel with what she needs to complete her charity return.

Thanks

Jeff

On 7 Apr 2021 20:17, "Gavin Real (Chair)" <Chair@shropshiresevernandtemescouts.org.uk> wrote:
Hi Jeff

I can act as an examiner or Des can or both of us can.

We are independent to cleobury. This grant is a one off and we can provide oversight and guidance.

Alternatively we can ask someone in your local area

Sent from my iPad

On 7 Apr 2021, at 16:55, Jeff Williams (Deputy District Commissioner (South)) <DDC_South@shropshiresevernandtemescouts.org.uk> wrote:

Any thoughts

Jeff

----- Forwarded message -----

From: rachael.washbourne@gmail.com

Date: 7 Apr 2021 16:54

Subject: RE: Cleobury Mortimer - Annual Accounts 2020-21

To: "Jeff Williams (Deputy District Commissioner (South))"

<DDC_South@shropshiresevernandtemescouts.org.uk>, "Des Rogers (Treasurer)"

<Treasurer@shropshiresevernandtemescouts.org.uk>

Cc:

Thanks Jeff, Des,

I note that due to the COVID-19 grants, we have just exceeded £25,000 income, therefore I believe we need an Independent Examination of our accounts.

Is this something that I need to arrange, and is there any particular Scouts guidance on this anywhere?

Any assistance greatly appreciated!

Kindest regards,

Rachael

From: Jeff Williams (Deputy District Commissioner (South)) <DDC_South@shropshiresevernandtemescouts.org.uk>
Sent: 07 April 2021 16:27
To: Mark Taylor-Wozencroft (District Commissioner) <DC@shropshiresevernandtemescouts.org.uk>
Cc: rachael.washbourne@gmail.com; Des Rogers (Treasurer) <Treasurer@shropshiresevernandtemescouts.org.uk>
Subject: Re: Cleobury Mortimer - Annual Accounts 2020-21

Rachel

Also send to chair@sev.....

Jeff

On 7 Apr 2021 16:23, "Mark Taylor-Wozencroft (District Commissioner)" <DC@shropshiresevernandtemescouts.org.uk> wrote:
Send to Chair@

Mark Taylor-Wozencroft
District Commissioner
Shropshire Severn and Teme Scout District
www.shropshiresevernandtemescouts.org.uk
07484 840728

<image001.jpg>

From: Jeff Williams (Deputy District Commissioner (South)) <DDC_South@shropshiresevernandtemescouts.org.uk>
Sent: 07 April 2021 16:17
To: rachael.washbourne@gmail.com <rachael.washbourne@gmail.com>
Cc: Mark Taylor-Wozencroft (District Commissioner) <DC@shropshiresevernandtemescouts.org.uk>; Des Rogers (Treasurer) <Treasurer@shropshiresevernandtemescouts.org.uk>
Subject: Re: Cleobury Mortimer - Annual Accounts 2020-21

Try again

Des Rogers (Treasurer) <Treasurer@shropshiresevernandtemescouts.org.uk>

On 7 Apr 2021 16:12, "Jeff Williams (Deputy District Commissioner (South))" <DDC_South@shropshiresevernandtemescouts.org.uk> wrote:
Send to treasurer@shropshiresevernandtemescouts.org.uk.
Maybe they will get it.

Jeff

On 7 Apr 2021 16:09, rachael.washbourne@gmail.com wrote:
Hi Jeff,

Please find attached our Draft Annual Accounts for 2020-21.

If you are happy with this, I will forward on to District and update Charity Commission... is it Gavin Real at District I send this to?

Thank you,

Rachael

Rachael Washbourne
Treasurer – 1st Cleobury Mortimer Scout Group