



2nd Mortlake Scout Group



**TRUSTEES' ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

Registered Charity No.1021519



2nd Mortlake Scout Group



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2nd Mortlake Scout Group



TRUSTEES' ANNUAL REPORT

The Trustees present their report and unaudited financial statements for the year ended 31 March 2021.

SECTION A. REFERENCE AND ADMINISTRATION DETAILS

Charity Name 2nd Mortlake Scout Group ("The Group")

Charity Number 1021519

Trustees	Edward de Waal (Chair)	Hugh Choudhury
	Frances Tracey (Treasurer)	Sarah Mountcastle
	Julie Haarhoff (Secretary)	Nick Hubbard
	Keith Wincott (Group Scout Leader)	Peter Hughes
	Rob Oddy (Scout Leader)	Julia Earl (appointed 20 May 2021)
	Michael Gray (Cub Leader)	
	Helen Young (Beaver Leader) (appointed 1 October 2020)	
	David Eden (Burton Explorers Leader)	

Principal Address The Gymnasium
Alder Road
Mortlake
London SW14 8ER

Bankers HSBC Bank PLC
67 George Street
Richmond
TW9 1HG

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling Kent
ME19 4JQ

Independent Examiner Ms Sarah Spalding FCCA, AMCT
37 Manor Crescent
Byfleet
Surrey
KT14 7EN



TRUSTEES' ANNUAL REPORT (continued)

SECTION B. STRUCTURE, GOVERNANCE AND MANAGEMENT

TYPE OF GOVERNING DOCUMENT

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

CONSTITUTION

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

TRUSTEE SELECTION

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

MANAGEMENT

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 exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

RISK AND INTERNAL CONTROL

The Group Executive Committee has a responsibility to identify, assess and manage the risks to which the Group is exposed. These have been identified and reviewed by the Committee and systems have been established to manage them.

The main risks that have been identified are:

Risk: Damage to the Group's HQ building and equipment.

Management: If the HQ building became unusable, the Group would seek to other buildings from neighbouring organisations such as the church, community centre or other Scout Groups. If its equipment was damaged it would seek to purchase replacements or borrow from other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss and holds sufficient cash reserves to cover immediate repairs to the building. The Group also maintains a Risk Assessment for the building.

Risk: Repairs to the Group's HQ building. The Group leases its building under a full repairing lease from the church.

Management: The Group has recently completed a major programme of renovations. A dedicated member of the Executive Committee regularly reports on the condition of the building and any repairs needed. The Group holds reserves against this potential future liability.

Risk: Injury to leaders, helpers, supporters and members.

Management: The Group is covered by the Scout Association's national accident insurance. Premiums are paid as part of the Scout Capitation fees that are paid each year. The Group pays for an annual extension to cover up to 25 helpers/volunteers. Risk Assessments are undertaken before all activities and risks mitigated as far as possible.

Risk: Reduction or loss of leaders.

Management: The group is totally reliant upon unpaid volunteers to run and administer the activities of the group. However there is a continuous recruitment programme for adult volunteers including leaders. 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 would be required.



TRUSTEES' ANNUAL REPORT (continued)

Risk: Reduction or loss of members.

Management: 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 would be required.

Risk: Reduction in income.

Management: The Group is primarily reliant upon income from subscriptions and fundraising. The group holds a reserve to ensure the continuity of activities should there be a major reduction in income. The Group would also seek to increase income from lettings, general fund-raising and subscriptions in such a situation.

Risk and Internal Control of Finances

The Group has put in place systems of internal controls that are designed to ensure its money is safe, properly used and accounted for to meet its legal and other obligations (eg the Charities and Companies Acts and the Policies, Organisation and Rules (POR) of the Scout Association).

Controls: The Treasurer maintains detailed accounts of all spending and income, records of receipts, reports on the Group's Financial position to each Executive Committee meeting and arranges for independent scrutinization of the annual accounts. Two authorisations are required for all payments and these are made by use of electronic funds transfer and card payments where possible. The Executive Committee has also put in place Investment, Reserves & Expenses Policies.

SECTION C. OBJECTIVES AND ACTIVITIES

SUMMARY OF THE OBJECTS OF THE CHARITY

The Purpose of Scouting

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

The Values of Scouting

As Scouts we are guided by these values:

Integrity - We act with integrity; we are honest, trustworthy and loyal.

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Co-operation - We make a positive difference; we co-operate with others and make friends.

The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

OPPORTUNITIES FOR ALL FUND

The Group provides assistance through its Opportunities for All Fund, supporting inclusivity, where parents are in financial hardship for either membership fees, camping activities or both. The Fund provided help to 12 young people during the year, who otherwise would not have been able to participate in Scouting. Recipients were spread across all three Sections as well as the Explorer Group.

PUBLIC BENEFIT STATEMENT

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



TRUSTEES' ANNUAL REPORT (continued)

SECTIONS D, E & F. ACHIEVEMENTS, PERFORMANCE, FINANCIAL REVIEW AND OTHER INFORMATION

Review of activities

The Group responded with great resilience to the disruption caused by the COVID pandemic. Due to the commitment of all the Leaders and volunteers, online meetings were quickly established for all Sections using the Zoom platform as face-to-face meetings were not allowed. Strong parental feedback reflected how much these meetings were valued by families during the lockdowns. Badgework continued throughout the year and badges earned were posted to young people directly. Executive Committee meetings and the annual Group Birthday and AGM were also held online.

Unfortunately, due to COVID, no summer camps were held in the year.

A temporary marquee was put up next to the Scout hut to allow outdoor meetings to restart in the Autumn term. However due to the re-imposition of lockdown in December 2020, meetings reverted to whole online for the remainder of the year.

A very successful online Quiz Night was held in March 2021 and £780 was raised for Macmillan Cancer Support.

Group numbers continue to be robust and all Sections have waiting lists.

Although not part of the Group as they fall under Richmond upon Thames District, the Burton Explorers make use of the Scout Hall and group equipment for their meetings, activities and camps.

Fundraising activities/income generation

The fundraising activities in the year were curtailed because of lockdown restrictions but will resume when appropriate.

The Group is grateful to have received grants from the London Borough of Richmond upon Thames in relation to Covid-19 grants (£19,431).

The Group continues to raise income by letting out the hall on short term lets, as permitted in our lease, for the benefit of the local community, for example for children's birthday parties, yoga classes and Thomson House School clubs. Lettings have ceased because of lockdown restrictions but will resume as soon as safely possible.

The Group was grateful to have received the following donations during the year:-

Corporate donations

Chestertons	£250
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Total	£250
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Other Donations

Jack Petchey	£250
Individual donations	£5,375

Total	£5,625
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Harold Jarvis Memorial

The group undertook fundraising to pay for the restoration of the memorial to the former Group Scout Master, Harold C. G. Jarvis ("Jarvo") in the graveyard of St Mary the Virgin Church in Mortlake. Jarvo contributed and supported 2nd Mortlake for over 50 years and was Group Scout Master from 1941 to 1966.

The group is very grateful for the donations received towards this.

Expenditure

Total expenditure in the year was £13,617 (2020: £62,615).

There was less expenditure in the year to March 2021 because of Covid-19 restrictions.



2nd Mortlake Scout Group



TRUSTEES' ANNUAL REPORT (continued)

Group Funds

The Group had total funds of £89,238 at the year end (2020: £63,044) after recording a net surplus of receipts over payments for the year of £26,194 (2020: net surplus of £6,168).

Future Plans

The Group will continue with its fundraising efforts and grant applications to raise funds for the continued development of 2nd Mortlake Scout Group. It will also ensure that the Skills for Life plan is developed and that all sections learn new skills and have fun and adventures as part of Scouts.

The sections will continue to develop balanced programmes for the young people, appropriate to their age and abilities, which are measured through the Programme Quality Checker which is leading to more of our young people gaining top awards in their sections.

The sections hold regular youth forum discussions ensuring their ideas are incorporated in all section programmes and that activities are youth shaped.

Subject to government and Scouting approvals, the Group is looking forward to returning to full face to face meetings in the Scout hut from the September term.

The Group is intending to open a second Beaver Colony next year to enable it to increase the number of young people who will be able to benefit from Scouting and reduce the waiting lists. Adding other Sections will also continue to be a focus when further Leaders can be recruited.

Our website and Group Facebook pages will continue to be developed, further increasing community impact and perception within the local community.

SECTION G. DECLARATION

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

Signed on behalf of the charity's trustees.

Edward de Waal

Chair

22-Jun-21



INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF 2ND MORTLAKE SCOUT GROUP

I report to the trustees on my examination of the accounts of the 2nd Mortlake Scout Group for the year ended 31 March 2021, which are set out on pages 7 to 9.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity trustees of the 2nd Mortlake Scout Group, 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 2nd Mortlake Scout Group 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 2nd Mortlake Scout Group as required by section 130 of the
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.

Signed

Ms Sarah Spalding FCCA, AMCT
37 Manor Crescent
Byfleet
Surrey
KT14 7EN

22 June 2021



2nd Mortlake Scout Group



RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Restricted £	Unrestricted £	Total 2021 £	Restricted £	Unrestricted £	Total 2020 £
RECEIPTS							
Membership subscriptions		-	13,757	13,757	-	17,578	17,578
Less capitation fee		-	(4,848)	(4,848)	-	(4,300)	(4,300)
Net membership subscriptions retained		-	8,909	8,909	-	13,278	13,278
Fundraising activities		-	168	168	-	5,198	5,198
200 Club donations		-	1,065	1,065	-	1,019	1,019
Corporate donations		-	250	250	-	3,569	3,569
Other donations		-	5,625	5,625	-	3,732	3,732
Income from camps/activities	1	-	1,484	1,484	-	10,991	10,991
Grants	2	-	19,431	19,431	20,000	-	20,000
Other income		-	2,879	2,879	-	10,995	10,995
Interest received		-	1	1	-	1	1
TOTAL RECEIPTS		-	39,811	39,811	20,000	48,783	68,783
PAYMENTS							
Utilities		-	1,137	1,137	-	1,781	1,781
Rent	3	-	254	254	-	-	-
Insurance		-	1,128	1,128	-	1,000	1,000
General group running costs		365	8,257	8,622	1,260	7,605	8,865
Camping equipment		-	-	-	-	884	884
Camp/activities expenditure		-	1,509	1,509	4,625	18,033	22,658
Hall maintenance		-	862	862	-	552	552
Hall refurbishment		-	-	-	15,000	10,188	25,188
Cost of fundraising		-	21	21	-	1,687	1,687
Sundry expenses		-	85	85	-	-	-
TOTAL PAYMENTS		365	13,252	13,617	20,885	41,730	62,615
SURPLUS/(DEFICIT) OF RECEIPTS OVER PAYMENTS		(365)	26,559	26,194	(885)	7,053	6,168



2nd Mortlake Scout Group



STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2021

Notes	Restricted £	2021 Unrestricted £	Total 2020 £	Restricted £	2020 Unrestricted £	Total 2019 £
CURRENT ASSETS						
Cash at Bank and in hand	-	89,238	89,238	365	62,679	63,044
	-	89,238	89,238	365	62,679	63,044
NET ASSETS	-	89,238	89,238	365	62,679	63,044
FINANCED BY: RETAINED FUND						
Balance brought forward	365	62,679	63,044	1,250	55,626	56,876
Surplus/(deficit) for the year	- 365	26,559	26,194	(885)	7,053	6,168
RETAINED FUND CARRIED	-	89,238	89,238	365	62,679	63,044
Sources of Funds						
Savings accounts	-	61,413	61,413	-	405	405
Current accounts	-	27,825	27,825	365	62,274	62,639
TOTAL	-	89,238	89,238	365	62,679	63,044

These accounts were approved by the Trustees at the AGM on 22 June 2021 and signed on behalf of all the Trustees by

Edward de Waal
Chair

Frances Tracey ACMA
Treasurer



2nd Mortlake Scout Group



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1) **Camp Income**

Camp income includes £nil for camp deposits (2020 camp deposits: £750).

2) **Grants**

The Group received Covid 19 grants of £19,431 from the London Borough of Richmond upon Thames. The restricted funds brought forward were spent during the year on the Opportunities for All Fund.

3) **Rent**

Rent in the current year is £254 which is index linked.

4) **Reserves Policy**

The Group aims to maintain £20,000 (2020 £15,000) worth of funds in a separate account to cover contingencies and unforeseen expenditure. In addition the group aims to set aside an additional £5,000 this year and further amounts in future years to reflect that the Group's lease on the hall is a full repairing contract. The amount of contingency is reviewed on an annual basis.

The increase in the net assets of the group in the year reflects the grant receipts in the year (see note 2 above).