



**2<sup>nd</sup> Mortlake Scout Group**



**TRUSTEES' ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**Registered Charity No.1021519**



## 2<sup>nd</sup> Mortlake Scout Group



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## 2<sup>nd</sup> Mortlake Scout Group



### TRUSTEES' ANNUAL REPORT

The Trustees present their report and unaudited financial statements for the year ended 31 March 2022.

#### SECTION A. REFERENCE AND ADMINISTRATION DETAILS

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

Charity Number 1021519

Trustees	Edward de Waal (Chair) Frances Tracey (Treasurer) Julie Haarhoff (Secretary) Keith Wincott (Group Scout Leader) Rob Oddy (Scout Leader) Michael Gray (Cub Leader) Helen Young (Beaver Leader) David Eden (Burton Explorers Leader)	Hugh Choudhury Sarah Mountcastle Nick Hubbard Peter Hughes Julia Earl (appointed 20 May 2021) Hannah Wincott (appointed 01 September 2021) Emily Barns (appointed 26 May 2022)
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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 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 registered charity established under the rules of The Scout Association.

##### 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 rent 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 Diocese of Southwark and the Parish of Mortlake ("the Church"). Therefore, it is liable for continuing repairs to the structure.

**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:** Lease on the Group's HQ building not renewed. The Group leases its building under a 7 year lease. The lease has been renewed for the last 100 years since the Group was founded. However there is a risk that the Church could not renew the lease.

**Management:** If the Group could no longer use its HQ building, it would seek to rent other buildings from neighbouring organisations such as the Church, community centre or other Scout Groups. Therefore the Group holds cash reserves to cover the increased costs of renting alternative premises.

**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 fundraising 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 (e.g. 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 3 young people during the year, who otherwise would not have been able to participate in Scouting.

### LEADERS

The Group also provides training courses for leaders and assistant leaders and it pays for their uniforms.

### 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 continued to respond with great resilience to the disruption caused by the COVID pandemic. As restrictions eased, meetings moved to a mixture of online, outside and eventually inside formats while complying with government regulations. All Sections successfully met outside for a substantial part of the summer term. Executive Committee meetings and the annual Group Birthday and AGM were also held online. The Group's website was also updated.

The Cub pack held a successful summer camp at PACCAR Scout Camp and a spring visit to the PGL Hindhead activity centre. Both Beaver Colonies held a joint sleepover and Cubs held a joint Fun day at Walton Firs and Burton Explorers unit met for a Bushcraft event. The Scout Troop held a weekend hike camp in the Autumn.

The temporary marquee continued to be used for outdoor meetings.

Over 70 members of the Group attended the annual Remembrance Sunday Parade to the war memorial in Sheen.

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 largely curtailed because of lockdown restrictions but the Group contributed a stall to the Mortlake Fair in May 2021.

The Group is grateful to have received grants from the London Borough of Richmond upon Thames in relation to Covid-19 grants of £13,067 (2021 £19,431).

The Group has in the past raised 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. The Group hopes to resume such lettings in the next financial year, following the lifting of Covid -19 restrictions.

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

##### Corporate donations

Chestertons	£500
Matched funding	£722
Total	£1,222

##### Other Donations

Jack Petchey	£500
Individual donations	£780
Total	£1,280

##### Expenditure

Total expenditure in the year was £24,418 (2021: £13,617).

The higher expenditure in the year to March 2022 related to increased spending on activities following the full lifting of Covid-19 restrictions.



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### TRUSTEES' ANNUAL REPORT (continued)

#### Group Funds

The Group had total funds of £104,218 at the year end (2021: £89,238) after recording a net surplus of receipts over payments for the year of £14,980 (2021: net surplus of £26,194).

#### 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, challenging programmes for the young people, with appropriate adventure 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 and youth led.

The Group has very successfully opened a second Beaver Colony during the year which has enabled 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 as further leaders can be recruited.

Discussions are underway with the Church to renew the Group's lease on the HQ building which expires in July 2022. A project has also been started to examine the possibility of renovating the garage next to the HQ.

The 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

21-Jun-22



### 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 2022, 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. the accounting records were not kept in respect of the 2nd Mortlake Scout Group as required by section 130 of the Act; or
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 out in the Charities (Accounts and Reports) Regulations 2008 other 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

21 June 2022





## 2<sup>nd</sup> Mortlake Scout Group



### RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Restricted £	Unrestricted £	Total 2022 £	Restricted £	Unrestricted £	Total 2021 £
<b>RECEIPTS</b>							
Membership subscriptions		-	20,093	20,093	-	13,757	13,757
Less capitation fee		-	(5,600)	(5,600)	-	(4,848)	(4,848)
Net membership subscriptions retained		-	14,493	14,493	-	8,909	8,909
Fundraising activities		-	318	318	-	168	168
200 Club donations		-	1,080	1,080	-	1,065	1,065
Corporate donations		-	1,222	1,222	-	250	250
Other donations		-	1,305	1,305	-	5,625	5,625
Income from camps/activities	1	-	4,667	4,667	-	1,484	1,484
Grants	2	-	13,067	13,067	-	19,431	19,431
Gift aid		-	2,929	2,929	-	-	-
Other income		-	299	299	-	2,879	2,879
Interest received		-	18	18	-	1	1
<b>TOTAL RECEIPTS</b>		-	39,398	39,398	-	39,811	39,811
<b>PAYMENTS</b>							
Utilities		-	735	735	-	1,137	1,137
Rent	3	-	-	-	-	254	254
Insurance		-	1,254	1,254	-	1,128	1,128
General group running costs		-	9,235	9,235	365	8,257	8,622
Camping equipment		-	670	670	-	-	-
Camp/activities expenditure		-	10,146	10,146	-	1,509	1,509
Hall maintenance		-	1,957	1,957	-	862	862
Cost of fundraising		-	20	20	-	21	21
Bank charges		-	111	111	-	-	-
Sundry expenses		-	290	290	-	85	85
<b>TOTAL PAYMENTS</b>		-	24,418	24,418	365	13,252	13,617
<b>SURPLUS/(DEFICIT) OF RECEIPTS OVER PAYMENTS</b>		0	14,980	14,980	(365)	26,559	26,194



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### STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2022

	Notes	2022		Total 2022 £	2021		Total 2021 £
		Restricted £	Unrestricted £		Restricted £	Unrestricted £	
<b>CURRENT ASSETS</b>							
Cash at Bank and in hand		-	104,218	104,218	0	89,238	89,238
<b>NET ASSETS</b>		-	104,218	104,218	0	89,238	89,238
<b>FINANCED BY: RETAINED FUND</b>							
Balance brought forward		-	89,238	89,238	365	62,679	63,044
Surplus/(deficit) for the year			14,980	14,980	-365	26,559	26,194
<b>RETAINED FUND CARRIED</b>		-	104,218	104,218	0	89,238	89,238
<b>Sources of Funds</b>							
Savings accounts		-	61,424	61,424	-	61,413	61,413
Current accounts		-	42,794	42,794		27,825	27,825
<b>TOTAL</b>		-	104,218	104,218	-	89,238	89,238

These accounts were approved by the Trustees at the AGM on 21 June 2022 and signed on behalf of all the Trustees by

Edward de Waal  
Chair

Frances Tracey ACMA  
Treasurer



### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1) **Camp Income**

Camp income includes £3,060 for camp deposits (2021 camp deposits: £nil).

2) **Grants**

The Group received Covid 19 grants of £13,067 from the London Borough of Richmond upon Thames. The restricted funds in the prior year were spent during the year on the Opportunities for All Fund.

3) **Rent**

Rent paid in the current year is £nil (2021 £254). Rent is index linked based on the retail price index.

4) **Reserves Policy**

The Group maintains £25,000 (2021 £20,000) worth of funds in a separate account to cover contingencies and unforeseen expenditure, as discussed in the Risk and Internal Controls section on pages 2 & 3. This includes funds set aside each year to reflect the fact 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 of £14,980 in the year was lower than in the prior year (£26,194) reflecting the increased expenditure as activities return to post Covid-19 levels.