



2nd Mortlake Scout Group



**TRUSTEES' ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

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 2023.

REFERENCE AND ADMINISTRATION DETAILS

| | | |
|----------------------|---|--|
| Charity Name | 2nd Mortlake Scout Group ("The Group") | |
| Charity Number | 1021519 | |
| Trustees | Edward de Waal (Chair) Frances Tracey (Treasurer) Sophie O'Neile (Secretary) (appointed 2 August 2022) Keith Wincott (Group Scout Leader) Rob Oddy (Scout Leader) Michael Gray (Cub Leader) Helen Young (Beaver Leader - Tuesday) Hannah Wincott (Beaver Leader - Monday) | David Eden (Burton Explorers Leader) Hugh Choudhury Sarah Mountcastle (until 4 June 2023) Nick Hubbard Julie Haarhoff Julia Earl Emily Barns (appointed 26 May 2022) Peter Hughes (until 26 May 2022) |
| 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)

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: 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 Act 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 scrutiny 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.

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 membership fees and the costs of camps and other activities. 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)

ACHIEVEMENTS, PERFORMANCE, FINANCIAL REVIEW AND OTHER INFORMATION

Review of activities

All the Sections continued to run a wide variety of activities. For Beavers, these included a visit from the mobile zoo, shelter building on Sheen Common and night hikes. Cub Pack meetings included a cycling trip to Richmond Park, a litter-picking activity and a skills evening, The Scout Troop improved their tracking skills and held some outdoor games as well as gaining their Master at Arms badges. A successful Group Birthday barbecue and Photo were held in June.

All Sections attended the Borough Camp in July 2022. The Cub pack also held a successful summer camp at Ferny Crofts Scout Activity Centre in the New Forest. Both Beaver Colonies again held a successful sleepover in the hut. Burton Explorers & the Scout Troop ran a joint summer camp in the Wye Valley.

There was a good turnout from the Group at 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 resumed post Covid and events included Barnes Fair, a quiz night and bag packing at a local supermarket.

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. The Group has resumed such lettings in the current financial year following the lifting of Covid -19 restrictions.

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

| | |
|---------------------------------------|------|
| Corporate donations (Bank of America) | £414 |
| Individual donations | £522 |
| Total | £936 |

Expenditure

Total expenditure in the year was £45,433 (2022: £24,418).

The higher expenditure in the year to March 2023 reflects continued increased spending on activities following the full lifting of Covid restrictions. The group has invested in new camp equipment and has also spent £3,000 on professional fees in connection with the proposed refurbishment of the garage.



TRUSTEES' ANNUAL REPORT (continued)

Group Funds

The Group had total funds of £101,332 at the year end (2022: £104,218) after recording a net deficit for the year of £2,886 (2022: net surplus of £14,980). All the funds are unrestricted (see note 4 for the Group's reserves policy).

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 is planning to open a second Cub Pack in September 2023 to enable Beavers from both Colonies to continue to participate in Scouting with 2nd Mortlake. A Squirrels Drey is also planned for Autumn 2023 catering for young people aged 4 to 6.

It is expected that a new lease for the Group's HQ building will be signed in the next few months as terms have now been agreed with the Church. Planning permission has been sought for the renovation of 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.

DECLARATION

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

Signed on behalf of the charity's trustees.

Edward de Waal

Chair

19 June 2023



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 2023, 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 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.

Signed

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

19 June 2023



2nd Mortlake Scout Group



RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

| | Notes | Restricted £ | Unrestricted £ | Total 2023 £ | Restricted £ | Unrestricted £ | Total 2022 £ |
|--|-------|-----------------|-------------------|--------------------|-----------------|-------------------|--------------------|
| RECEIPTS | | | | | | | |
| Membership subscriptions | | - | 19,492 | 19,492 | - | 20,093 | 20,093 |
| Less capitation fee | | - | (5,900) | (5,900) | - | (5,600) | (5,600) |
| Net membership subscriptions retained | | - | 13,592 | 13,592 | - | 14,493 | 14,493 |
| Fundraising activities | | - | 3,565 | 3,565 | - | 318 | 318 |
| 200 Club | | - | 3,107 | 3,107 | - | 1,080 | 1,080 |
| Corporate donations | | - | 414 | 414 | - | 1,222 | 1,222 |
| Other donations | | - | 522 | 522 | - | 1,305 | 1,305 |
| Income from camps/activities | 1 | - | 11,363 | 11,363 | - | 4,667 | 4,667 |
| Grants | 2 | - | - | - | - | 13,067 | 13,067 |
| Gift aid | | - | 8,396 | 8,396 | - | 2,929 | 2,929 |
| Other income | | - | 1,200 | 1,200 | - | 299 | 299 |
| Interest received | | - | 388 | 388 | - | 18 | 18 |
| TOTAL RECEIPTS | | - | 42,547 | 42,547 | - | 39,398 | 39,398 |
| PAYMENTS | | | | | | | |
| Utilities | | - | 2,713 | 2,713 | - | 735 | 735 |
| Rent | 3 | - | 549 | 549 | - | - | - |
| Insurance | | - | 1,371 | 1,371 | - | 1,254 | 1,254 |
| General group running costs | | - | 9,974 | 9,974 | - | 9,235 | 9,235 |
| Camping equipment | | - | 6,612 | 6,612 | - | 670 | 670 |
| Camp/activities expenditure | | - | 16,287 | 16,287 | - | 10,146 | 10,146 |
| Hall maintenance | | - | 2,200 | 2,200 | - | 1,957 | 1,957 |
| Hall refurbishment | | - | 3,060 | 3,060 | - | - | - |
| Cost of fundraising | | - | 1,481 | 1,481 | - | 20 | 20 |
| 200 club | | - | 1,054 | 1,054 | - | - | - |
| Bank charges | | - | 132 | 132 | - | 111 | 111 |
| Sundry expenses | | - | - | - | - | 290 | 290 |
| TOTAL PAYMENTS | | - | 45,433 | 45,433 | - | 24,418 | 24,418 |
| (DEFICIT)/SURPLUS OF RECEIPTS OVER PAYMENTS | | 0 | (2,886) | (2,886) | 0 | 14,980 | 14,980 |



2nd Mortlake Scout Group



STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2023

| Notes | 2023 | | Total 2023 | 2022 | | Total 2022 |
|---------------------------------------|-----------------|-------------------|---------------|-----------------|-------------------|---------------|
| | Restricted £ | Unrestricted £ | £ | Restricted £ | Unrestricted £ | £ |
| CURRENT ASSETS | | | | | | |
| Cash at Bank and in hand | - | 101,332 | 101,332 | - | 104,218 | 104,218 |
| NET ASSETS | - | 101,332 | 101,332 | - | 104,218 | 104,218 |
| FINANCED BY: RETAINED FUND | | | | | | |
| Balance brought forward | - | 104,218 | 104,218 | - | 89,238 | 89,238 |
| (Deficit)/surplus for the year | | (2,886) | (2,886) | - | 14,980 | 14,980 |
| RETAINED FUND CARRIED | - | 101,332 | 101,332 | - | 104,218 | 104,218 |
| Sources of Funds | | | | | | |
| Savings accounts | - | 52,805 | 52,805 | - | 61,424 | 61,424 |
| Current accounts | - | 48,527 | 48,527 | | 42,794 | 42,794 |
| TOTAL | - | 101,332 | 101,332 | - | 104,218 | 104,218 |

These accounts were approved by the Trustees on 19 June 2023 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 2023

1) **Camp Income**

Camp income includes £1,547 for summer camp deposits (2022 camp deposits: £3,060).

2) **Grants**

The grants in the prior year were Covid 19 grants of £13,067 received from the London Borough of Richmond upon Thames.

3) **Rent**

Rent paid in the current year is £549, representing rent for 2021 & 2022 (2022 £nil). Rent is index linked based on the retail price index.

4) **Reserves Policy**

The Group maintains £30,000 (2022 £25,000) 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 group has also earmarked a substantial amount for the cost of refurbishment of the garage adjacent to the hall.