



Trustees' Annual Report for the period							
From	Period start date			to	Period end date		
	1	April	2020		31	March	2021

## Reference and administration details

<b>Charity name</b>	1 <sup>st</sup> Chertsey Scout Group
<b>Other names charity is known by</b>	Scout Association Registration No 5829
<b>Registered charity number</b>	1055895
<b>Charity's principal address</b>	1 <sup>st</sup> Chertsey Scout HQ
	Staines Lane
	Chertsey, Surrey
<b>Postcode</b>	KT16 8PS

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr David Moore	Group Scout Leader		
2	Mrs Susan Keane	Treasurer		
3	Mr Stephen Wasley	Cub Leader (Hunters)		
4	Mrs Louise Athersuch	Cub Leader (Dons)		
5	Mrs Katy Valiant	Beaver Leader (Abbey)		
6	Mr Tim Cane	Scout Leader		
7	Mrs Yvonne Barnes	Committee Member		
8	Mr Peter Austin	Committee Member		
9	Mr Steve Valiant	Cub Leader		
10	Dr Toby Athersuch	Group Chairman		
11	Mrs Alexandra Schofield	Beaver Leader (Bourne)		
12	Mrs Judy Bowden-Black	Secretary		
13	Dr Brian Perry BEM	Fundraising Lead		

## Names and addresses of advisers (Optional information)

Type of advisor	Name	Address

# Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	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.
How the charity is constituted (eg. trust, association, company)	The Group is a trust established under its rules that are common to all Scout Groups.
Trustee selection methods (eg. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- Policies and procedures adopted for the induction and training of trustees.
- The charity's organisational structure and any wider network with which the charity works.
- Relationship with any related parties.
- Trustees' consideration of major risks and the system and procedures to manage them.

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group, an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities.

The Committee consists of Chair, Treasurer and Secretary together with the Group Scout Leader, individual Section Leaders (with their specific agreement) and parents' and friends' representation; the Group Executive Committee meets every month. This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment 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 Advisors other than those who are elected.

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:

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Association's national accident insurance policy and the Surrey Scouts' policy, and separate insurance is in place for non-uniformed helpers. Risk Assessments are undertaken before all activities.

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 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.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss; these include two signatories for all payments.

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

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.

Subscriptions are charged for membership to cover the running costs of the Group and these do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions.

### Summary of the main activities in relation to these objects

Sections have been following the Scouting training programme and have supported various District and County-led activities.

### 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.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- Policy on grant making
- Policy programme related investment
- Contribution made by Volunteers

The Group has two Beaver Scout Colonies (6-8 years old), two Cub Scout Packs (8-10½ years) and a Scout Troop (10½-14 years). The total membership of the Group remains over 120 as per previous years. All waiting lists are full. As above, subscription rates have been maintained at a low level to ensure accessibility to the Group is not restricted on financial grounds.

All the adults involved are volunteers without whom the Group could not function.

## Achievements and performance

### Summary of the main achievements of the charity during the year

The end of the previous reporting period aligned the widespread emergence of SARS-CoV-2, and all activities inside and outside of Scouting dominated by the COVID-19 pandemic for the entire year.

The new HQ facility – completed in 2019 – has unfortunately remained largely unused for its intended purpose; the need and desire to adhere to the guidance from TSA (COVID Code), NYA, UK Government to protect the health of members, and the wider public has been top priority. Indoor meetings have not been possible, and logistical arrangements for other meetings complex. The Group has implemented and regularly updated the relevant risk assessments, training, hygiene measures, along with lowering group sizes, adherence to social distancing guidance, and appropriate adjustments made for those with an elevated COVID-19 risk.

Despite these limitations, provision of Scouting opportunities by the Group has not stopped; the overall programme available to young people was adapted to accommodate the 'traffic light' system implemented by NYA, with considerable use of online platforms (e.g. Zoom) to facilitate remote-yet-joint activities. Leaders in the Group have made phenomenal efforts to provide high-quality experiences, which have included weekly Section meetings (Beavers / Cubs / Scouts) as well as participation in UK-wide Scouting initiatives such as '#CampAtHome'. Feedback from members has been overwhelmingly positive and has often cited the dedication of all those at 1<sup>st</sup> Chertsey Scout Group.

The Executive Committee, chaired by Toby Athersuch has met as needed to oversee Group governance issues, and review the various adjustments required to deliver Scouting during the COVID-19 pandemic. Judy Bowden-Black remains as Group Secretary, and Sue Keane as Treasurer. David Moore remains Group Scout Leader.

Subscription fees (covering capitation fees and supporting programme delivery) were reviewed by the Executive Committee and maintained at £12 per month across the Group during the period; those unable to meet these fees on account of COVID-19 (e.g. furlough, job loss) or other reasons (hardship) were addressed individually by the Leaders. Group finances benefitted from COVID-19 pandemic related local grants/relief (RBC, HYSA), and the outstanding balance of a £40000 loan from Runnymede District Scouts remains on favourable repayment terms on account of suppressed interest rates.

As during the last reporting period, the Group website and Facebook page continue to detail Group activities, and as Scouting returns to 'the new normal' will provide the Group with a platform for interaction with stakeholders and for fundraising.

## Financial review

### Brief statement of the charity's policy on reserves

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 the Group should hold a sum equivalent to £10,000-£20,000.

### Details of any funds materially in deficit

None.

## Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

The Group's Income & Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies, Charities Official Investment Funds or The Scout Association's Short Term Investment Service.


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. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

## Other optional information

### Declaration

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

Signed on behalf of the charity's trustees

Signatures		
Full Names	Toby James Athersuch	
Position	Group Chairman	
Date	03/09/2021	

# 1st Chertsey Scout Group

## Receipts and Payments Account

Year start date Year end date

For the year from	01-Apr-20	To	31-Mar-21
----------------------	-----------	----	-----------

### Receipts and payments

	2020/21	2020/21	2020/21	2019/20
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	15,098		15,098	17,791
Less: Membership subscriptions paid on (National/County/District)	6,380		6,380	5,930
Net membership subscriptions retained	8,718		8,718	11,861
Donations and grants	21,789		21,789	46,940
Legacies			-	-
Gift Aid tax refund	7,553		7,553	7,559
Other similar income			-	100
<b>Sub total</b>	<b>38,060</b>	<b>-</b>	<b>38,060</b>	<b>66,460</b>
<b>Youth programme and activities</b>				
Group	-		-	6,240
Beaver Scout Section	258		258	2,184
Cub Scout Section	715		715	7,277
Scout Section	1,089		1,089	5,631
<b>Sub total</b>	<b>2,062</b>	<b>-</b>	<b>2,062</b>	<b>21,332</b>
<b>Fundraising (gross)</b>				
Total	1,792		1,792	24,111
Uniform Sales	45		45	-
<b>Sub total</b>	<b>1,837</b>	<b>-</b>	<b>1,837</b>	<b>24,111</b>
<b>Investment income</b>				
Bank interest			-	5
Building Society interest			-	-
The Scout Association Short Term Investment Service/ COIF interest			-	-
Property Rent income	-		-	-
Other investment income	-		-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5</b>
<b>Total Gross Income</b>	<b>41,959</b>	<b>-</b>	<b>41,959</b>	<b>111,908</b>
<b>Asset and investment sales, etc.</b>			-	-
<b>Total receipts</b>	<b>41,959</b>	<b>-</b>	<b>41,959</b>	<b>111,908</b>

# 1st Chertsey Scout Group Receipts and Payments Account

Year start date Year end date

For the year from	01/04/2020	To	31/03/2021
----------------------	------------	----	------------

## Receipts and payments

	2020/21	2020/21	2020/21	2019/20
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Payments</b>				
<b>Charitable Payments</b>				
Youth programme and activities	4,024		4,024	17,253
Adult support and training			-	-
Rent	450		450	450
Water and Sewerage	480		480	497
Electricity and Gas	680		680	1,783
Insurance	939		939	861
Repairs and Renewals	224		224	3,073
Materials and equipment	220	1,514	1,734	-
Printing and photocopying			-	-
Donations	110		110	35
Uniforms and badges	1,536		1,536	2,441
AGM and trustee expenses	156		156	157
Minibus Exps	280		280	1,344
Other Exps	250		250	596
Telephone & Broadband	424		424	175
<b>Sub total</b>	<b>9,773</b>	<b>1,514</b>	<b>11,287</b>	<b>28,665</b>
<b>Fundraising expenses</b>				
Total	1,176		1,176	8,038
Interest exp	459		459	789
	-			-
<b>Sub total</b>	<b>1,635</b>	<b>-</b>	<b>1,635</b>	<b>8,827</b>
<b>Total Gross Expenditure</b>	<b>11,408</b>	<b>1,514</b>	<b>12,922</b>	<b>37,492</b>
<b>Asset and investment purchases, etc.</b>	<b>2,740</b>		<b>2,740</b>	<b>123,189</b>
<b>Total payments</b>	<b>14,148</b>	<b>1,514</b>	<b>15,662</b>	<b>160,681</b>
<b>Net of receipts/(payments)</b>	<b>27,811</b>	<b>- 1,514</b>	<b>26,297</b>	<b>- 48,773</b>
<b>Cash funds last year end</b>	<b>4,333</b>	<b>10,000</b>	<b>14,333</b>	<b>63,106</b>
<b>Cash funds this year end</b>	<b>32,144</b>	<b>8,486</b>	<b>40,630</b>	<b>14,333</b>

# Statement of assets and liabilities at the end of the year

	2020/21	2020/21	2020/21	2019/20
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
<b>Cash funds</b>				
Bank current account	61,464	8,486	69,950	48,150
Bank deposit account	489		489	489
Building society account			-	-
The Scout Association Short Term Investment Service/ COIF		-	-	-
Cash/Floats	191		191	694
<b>Total cash funds</b>	<b>62,144</b>	<b>8,486</b>	<b>70,630</b>	<b>49,333</b>
<b>Other monetary assets</b>				
Tax claim	-			-
Debts due to Group	-			-
Insurance claim	-			-
<b>Sub total</b>	<b>-</b>			<b>-</b>
<b>Investment assets</b>				
Investment property - detail	-			-
Quoted investments	-		-	-
Other investments - detail	-			-
<b>Sub total</b>	<b>-</b>		<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use (basis of valuation)</b>				
Badge stock (estimated value)	200		200	200
Shop stock			-	-
Other stock			-	-
Land and buildings (insurance valuation)	361,340		361,340	282,400
Motor vehicles (2nd hand value)	10,000		10,000	10,000
Scouting equipment, furniture etc (insurance valuation)	34,196		34,196	33,200
Other	-			-
<b>Sub total</b>	<b>405,736</b>		<b>405,736</b>	<b>325,800</b>
<b>Liabilities</b>				
Accounts not yet paid	-			-
Expenses incurred but not invoiced	-			-
Subscriptions not yet paid	-			-
Loan from RDSC	30,000		30,000	35,000
Other liabilities	-			-
<b>Sub total</b>	<b>30,000</b>		<b>30,000</b>	<b>35,000</b>

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 1 Aug 2021 and signed on their behalf by

Signature  


Print Name  
 Toby Athersuch Chairman  
 Susan Keane Treasurer



## **Independent Examiner's Report to the Trustees of 1<sup>st</sup> Chertsey Scout Group**

I report on the accounts of the Group for the year ended 31<sup>st</sup> March 2021.

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.

### **Respective responsibilities of Trustees and Examiner**

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 (2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145 (5) (b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in dark ink, appearing to read "R. Ruffett".

**REBECCA A. RUFFETT F.C.C.A**  
**20/09/21**