

**Cranleigh Scout Group**  
**Registered Charity Number:1076008**

**Trustees Report**  
**and**  
**Year End Accounts**  
**2022/2023**

CHARITY COMMISSION  
FIRST CONTACT

13 JUL 2023

ACCOUNTS  
RECEIVED

## **CRANLEIGH SCOUT GROUP**

### **Independent examiner's report to the trustees of Cranleigh Scout Group Scout Council**

I report to the trustees on my examination of the accounts of the Cranleigh Scout Group for the year ended 31 March 2023.

#### **Responsibilities and basis of report**

As the charity trustees of the Cranleigh 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 Cranleigh 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.

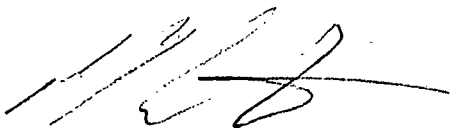
#### **Independent examiner's statement**

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 Cranleigh 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:



Name: Richard Fullerton

Relevant professional qualification or membership of professional bodies (if any):

Address: 7 Hitherwood, Cranleigh, Surrey, GU6 7BL

Date: 22 April 2023

Version: July 2019

## CRANLEIGH SCOUT GROUP

### TRUSTEES' REPORT & ACCOUNTS FROM 01/04/22 TO 31/03/23

#### SECTION A: REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: Cranleigh Scout Group

REGISTERED CHARITY NUMBER: 1076008

HQ REGISTRATION NUMBER: 46011

CHARITY'S PRINCIPAL ADDRESS: Cranleigh Scout Group, Village Way, Cranleigh, Surrey, GU6 8AF

CHARITY CONTACT: Maurice Cranefield, 16 Nower Close West, Dorking, Surrey, RH4 3DB

#### TRUSTEES - Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
Denis Lester	Chairman	
Colin Desmond	Group Scout Leader	
Dave Saunders	AGSL	
Paula Elms	Secretary (elected)	
Maurice Cranefield	Treasurer (elected)	
Matt Emms	Cub Scout Leader (Nominated)	
Jen Yates	Scout leader (Nominated)	
Aimee Payne	Membership Secretary (elected)	Stood down 24 May 2022
Samantha Babister	Membership Secretary (elected)	From AGM 24 May 2022
Barry Hancock	Gift Aid Secretary (elected)	

#### ADVISORS - Names and addresses of advisors

Type of Advisor	Name	Address

Bankers: Lloyds TSB Bank

## **SECTION B: STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **DESCRIPTION OF CHARITIES TRUSTS**

#### **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 and governance:**

- The Group is a trust established under the rules of The Scout Association, 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 Committee consists of three independent representatives the Chairman, Secretary and Treasurer together with the Group Scout Leader and his Assistants, individual section leaders and parent representatives.
- Members of the Executive Committee complete 'Essential Information for Executive Committee' training as soon as possible after joining the committee.

The Committee, which meets on a quarterly basis, exists to support the Group Scout Leader and section leaders in carrying out their duties 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 and training of section leaders and other adult support
- Appointing any sub committees that may be required
- Appointing Group administrators and advisors as may be required other than those who are nominated or elected

### **RISK AND INTERNAL CONTROL**

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 and comprehensive insurance policies to ensure that insurable risks are covered.

## **SECTION C: OBJECTIVES AND ACTIVITIES**

### **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 cooperate 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.
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- 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 immediate 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.
  - Two key principles demonstrate that Scouting's aims for the public benefit are that through the Scout method young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously and the benefits Scouting activities provide far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.
  - 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.

## **SECTION D: ACHIEVEMENTS AND PERFORMANCE**

The Group and Section Reports, which provide a summary of activities during the year, are published in the Group's 'Annual Report and Directory 2023' as circulated at the Group's Annual general meeting held on 23<sup>rd</sup> May 2023.

## **SECTION E: FINANCIAL REVIEW**

- A Receipts and Payments Account for the year ended 31<sup>st</sup> March 2023 follows this report.
- 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.
- Investments - the Group has only limited income and expenditure and as a consequence does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only a mainstream bank or the well-known COIF Charities Deposit Fund operated by CCLA Investment Management Ltd.

## **SECTION F: FUTURE PLANNING**

To continue to offer Scouting to the young people living in Cranleigh and surrounding villages.

To work towards reducing waiting lists and maintaining availability of places for those young people moving up through the organisation. Recruitment and training of new adult leaders will continue to be an essential task.

## **SECTION G: DECLARATION**

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

Signed on behalf of the charity's Trustees

SIGNATURE (Signed by P.M. Cranefield)      SIGNATURE (Signed by D.G.J. Lester)

FULL NAME    Peter Maurice Cranefield      FULL NAME    Denis Gordon John Lester

POSITION      Treasurer      POSITION      Chairman

DATE            23<sup>rd</sup> May 2023      DATE            23<sup>rd</sup> May 2023

# Cranleigh Scout Group

## Receipts and Payments Account

For the year from	1st April 2022	To	31st March 2023
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### Receipts and payments

2022/23  
Unrestricted funds

2021/22  
Unrestricted funds

#### RECEIPTS

	£	£
<b>Subscriptions, donations, youth programme</b>		
Membership subscriptions	12,026	11,835
Less: payment of membership subscriptions and additional personal accident insurance (see Note 1).		5,786
Net membership subscriptions retained to date (see Note1).	12,026	6,049
Coronavirus related Additional Restrictions Grants from Waverley Council		14,708
AXA Insurance re fraudulent payments		5,077
Lloyds Bank re fraudulent payments		500
Donations	200	3,000
Gift Aid	1,868	1,888
Youth programme and activities	8,546	8,530
<b>Sub total</b>	<b>22,640</b>	<b>39,752</b>
<b>Fundraising</b>		
Sale of polo shirts	50	
MABAC Running League (see Note 2).	1,500	
Cranleigh Lions	800	750
Cranleigh Rotary		500
Miscellaneous		
<b>Sub total</b>	<b>2,350</b>	<b>1,250</b>
<b>Investment income</b>		
Lloyds Bank interest	8	
COIF Charities Deposit Fund interest	384	12
<b>Sub total</b>	<b>392</b>	<b>12</b>
<b>Total receipts</b>	<b>25,382</b>	<b>41,014</b>

# Cranleigh Scout Group

## Receipts and Payments Account

For the year from	1st April 2022	To	31st March 2023
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### Receipts and payments

2022/23	2021/22
Unrestricted funds	Unrestricted funds

#### PAYMENTS

	£	£
Youth programme and activities	9,071	8,559
Water and sewage	95	87
Electricity	1,337	1,065
HQ Insurance	1,639	1,525
Expenditure on Group Headquarters	5,563	11,070
Fraudulent payments		5,352
Training courses		75
Broadband fees	647	54
Camping materials and equipment	138	319
Printing, photocopying, stationery and postage	41	64
Expenditure in Scout Shop (including uniforms and badges)	2,184	2,081
Programme support and leaders' expenses	840	1,051
Contribution towards Downslink's World Jamboree representative's expenses	500	
Website and Online Scout Manager fees	208	142
Contribution to Xmas meal for leaders etc	820	
Fire alarm and fire extinguisher servicing	164	
Cleaning of Headquarters	1,269	417
National Navigation Award Scheme	96	90
Subscription to Ordnance Survey	100	
Miscellaneous expenses	178	127
<b>Total payments</b>	<b>24,890</b>	<b>32,078</b>
<b>Surplus for year (see Note 3)</b>	<b>492</b>	<b>8,936</b>
<b>Cash funds at end of year end (see Note 3)</b>	<b>27,963</b>	<b>27,471</b>



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

	2022/23	2021/22
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account (see Note 4)	5,021	816
Bank deposit account (see Note 4)	4,541	638
COIF Charities Deposit Fund	18,401	26,017
<b>Total cash funds</b>	<b>27,963</b>	<b>27,471</b>
<b>Non monetary assets for charity's own use</b>		
Value of Headquarters building	525,000	500,000
Scouting equipment, furniture etc	16,500	15,000
<b>Value of non-monetary assets</b>	<b>541,500</b>	<b>515,000</b>

Note 1. As at 31 March 2023 the invoice from District for subscriptions (normally received in March each year) had not been received.

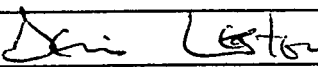
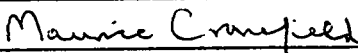
Note 2. Of the £1,500 received from MABAC, £600 is to be paid to District to go towards Downslink's World Jamboree representative's expenses for her work on the day of the MABAC run. This £600 was received by the Group only on 31 March 2023 – too late to make the payment to District before the year end.

Note 3. Instead of a surplus of £492 a deficit of over £6,000 would be recorded had the subscriptions invoice been received and paid (Note 1 refers) and had there been time to make the £600 payment to District (Note 2 refers). This would of course give rise to a planned reduction in cash funds at the year end.

Note 4. Larger than normal amounts were in the bank accounts ready for payment of the subscriptions invoice. (Note 1 refers).

The above receipts and payments account and statement of assets were approved by the Trustees on 17th April 2023 and signed on their behalf by

Print Name

Denis Lester (Group Chairman)
Maurice Cranefield (Group Treasurer)

3 LT700002 (1st January 2017)