

# England & Wales

## Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

### Independent examiner's report to the trustees of First Twyford Scout Group

I report to the trustees on my examination of the accounts of the First Twyford Scout Group for the year ended 31<sup>st</sup> March 2024

### Responsibilities and basis of report

As the charity trustees of the First Twyford 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 First Twyford 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 First Twyford 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:

WENDY HUNTER

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

FCA with ICAEW

Address:

61 HERMITAGE DRIVE, TWYFORD, BERKSHIRE RG10 9HT

Date:

11 OCTOBER 24

# 1st Twyford Scout Group

## Receipts and Payments Account

For the year from	01-Apr-23	To	31-Mar-24
-------------------	-----------	----	-----------

### Receipts and payments

	General & Reserve £	2023/24 Restricted Funds £	Total funds £	2022/23 Total funds £
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	15,452	-	15,452	13,320
Less: Membership subscriptions paid on (National/County/Area/District)	- 8,137	-	- 8,137	- 8,051
Net membership subscriptions retained	7,315	-	7,315	5,269
Donations	300	-	300	-
Legacies	-	-	-	-
Gift Aid	-	-	-	3,631
Other income (Misc)	251	-	251	825
<b>Sub total</b>	<b>7,866</b>	<b>-</b>	<b>7,866</b>	<b>9,725</b>
<b>Grants</b>				
Other grants (Wokingham Borough)	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>				
Donkey Derby	5,825	-	5,825	5,379
Marquee Hire	2,400	-	2,400	1,700
Minibus Hire	345	-	345	450
HQ Hire	7,489	-	7,489	7,919
Phoenix Activities (inc Bam Dance, Bag Packing, Club 200, etc)	-	-	-	-
Other fundraising activities	4,960	630	5,590	5,331
<b>Sub total</b>	<b>21,019</b>	<b>630</b>	<b>21,649</b>	<b>20,779</b>
<b>Investment income</b>				
Bank interest	2,057	-	2,057	771
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Property Rent income	-	-	-	-
Other investment income	-	-	-	-
<b>Sub total</b>	<b>2,057</b>	<b>-</b>	<b>2,057</b>	<b>771</b>
<b>Total Gross Income</b>	<b>30,942.02</b>	<b>630</b>	<b>31,572</b>	<b>31,275</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>30,942</b>	<b>630</b>	<b>31,572</b>	<b>31,275</b>



# 1st Twyford Scout Group Receipts and Payments Account

For the year from	01-Apr-23	To	31-Mar-24
----------------------	-----------	----	-----------

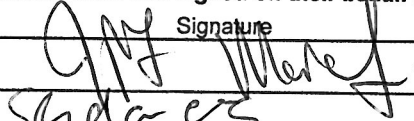
## Receipts and payments

	General & Reserve £	2023/24 Restricted Funds £	Total funds £	2022/23 Total funds £
<b>Payments</b>				
<b>Charitable Payments</b>			-	-
Adult support and training	75	-	75	
Rent	2	-	2	2
Rates & Water	543	-	543	703
Electricity and Gas and phone	3,985	-	3,985	4,200
Insurance	4,729	-	4,729	4,834
Repairs, Renewals & Maintenance	7,179	-	7,179	7,762
Materials and equipment	1,185	-	1,185	-
Printing, postage and stationary	495	-	495	-
Contribution to camp costs	250	-	250	2,500
Uniforms, Badges, scouting costs, etc	218	-	218	10,594
AGM and trustee expenses	-	-	-	-
Cleaning of Premises	882	-	882	1,800
Re-build cost (net of insurance re-payments)	-	-	-	-
Minibus Costs	1,493	-	1,493	1,249
Other costs	140	-	140	279
<b>Sub total</b>	<b>21,175</b>	<b>-</b>	<b>21,175</b>	<b>33,923</b>
<b>Fundraising expenses</b>				
Donkey Derby	2,472	-	2,472	2,169
Marquee Hire	-	-	-	-
Other fundraising costs (BBQ)	961	-	961	1,633
<b>Sub total</b>	<b>3,433</b>	<b>-</b>	<b>3,433</b>	<b>3,802</b>
<b>Total Gross Expenditure</b>	<b>24,608</b>	<b>-</b>	<b>24,608</b>	<b>37,725</b>
<b>Asset and investment purchases, etc.</b>	<b>7,955.02</b>	<b>-</b>	<b>7,955</b>	<b>-</b>
<b>Total payments</b>	<b>32,563</b>	<b>-</b>	<b>32,563</b>	<b>37,725</b>
<b>Net of receipts/(payments)</b>	<b>- 1,621.46</b>	<b>630</b>	<b>- 991</b>	<b>- 6,450</b>
<b>Transfers between funds</b>			-	-
<b>Cash funds last year end</b>	<b>123,992</b>	<b>-</b>	<b>123,992</b>	<b>130,442</b>
<b>Cash funds this year end</b>	<b>122,370.92</b>	<b>630</b>	<b>123,001</b>	<b>123,992</b>

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

		2023/24		2022/23
	General & Reserve £	Restricted Funds £	Total funds £	Total funds £
<b>Cash funds</b>				
Bank current account (inc individual cub/scout accounts)	27,689	630	28,319	32,708
Bank deposit account	48,301	-	48,301	10,464
Prepaid Expense Cards	1,377	-	1,377	-
Investment funds	45,000	-	45,000	80,816
Cash/Floats	4	-	4	4
<b>Total cash funds</b>	<b>122,370.92</b>	<b>630</b>	<b>123,001</b>	<b>123,992</b>
<b>Other monetary assets</b>				
Tax claim	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-
Insurance claim	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</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>-</b>
<b>Non monetary assets for charity's own use</b>				
Badge stock	-	-	-	-
Shop stock	-	-	-	-
Other stock	-	-	-	-
Land and buildings	572,553	-	572,553	492,555
Motor vehicles	747	-	747	996
Scouting equipment, furniture etc	12,657	-	12,657	6,269
Other	-	-	-	-
<b>Sub total</b>	<b>585,957</b>	<b>-</b>	<b>585,957</b>	<b>499,819</b>
<b>Liabilities</b>				
Accounts not yet paid			-	-
Expenses incurred but not invoiced			-	-
Subscriptions not yet paid			-	-
Fundraised onies Held for WSJ Families			-	585
Monies Held for 1st Twyford Archery Club		630	630	
<b>Sub total</b>	<b>-</b>	<b>630</b>	<b>630</b>	<b>-</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees 19th September 2024 and signed on their behalf by

Signature  
  
 John March

Print Name  
 John March Chair  
 Sally Richards Treasurer

# Trustees' Annual Report

For the period

From (start date)

0	0	0	0	0	0
---	---	---	---	---	---

to end date

0	0	0	0	0	0
---	---	---	---	---	---

## Section A

### Reference and administration details

Charity name

1st Twyford Scout Group

Registered charity number (if any)

2	6	9	6	8	7
---	---	---	---	---	---

Charity's principal address

Headquarters

Loddon Hall Road

Twyford, Berkshire

Postcode

R

G

1

0

9

J

A

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	John Toy	Group Scout Leader	
2	John March	Group Chairman	
3	Jane Moore BSL	Member	
4	Alan Foord	Member	
5	Paul Haynes	Member	
6	Sheila Hayes	Member	
7	Chris Wiseman	Member	
8	Kevin Townsend	Treasurer	
9	James Pennington	Member	
10	Martin Hillier	Member	

Names and addresses of advisers

Type of advisor	Name	Address

## Section B

### Structure, governance and management

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

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.

How the charity is constituted  
(e.g. trust, association, company)

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

Trustee selection methods  
(e.g. appointed by, elected by)

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

Additional governance issues

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.

Policies and procedures adopted for:

- a) the induction and training of trustees;
- b) trustee consideration of major risks and the systems and procedures to manage them

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation and meets every month.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments 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.

## Section B

### Structure, governance and management (continued)

#### Risk and Internal Control

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:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.



Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from subscriptions fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income, such as occurred during 2021/21 due to COVID. The reserve is sufficient to keep the Group in operation for a period significantly in excess of 12 months. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

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.

Reduction or loss of members. 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.

The group has in place systems of *internal controls* that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p>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.</p> <p>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>As Scouts we are guided by Integrity, Respect, Care, Belief and Co-operation.</p>

Summary of the main activities in relation to these objects	Various activities, camping, etc
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.

Section D	Achievements and performance
-----------	------------------------------

Summary of the main achievements of the charity during the year	<p>1) Growing the membership of the Group by providing worthwhile and stimulating programmes for young people.</p>
---	--

Section E	Financial Review
-----------	------------------

Brief statement of the charity's policy on reserves	<b>Building Disclosure</b> <p>The Trustees continue to recognise the Phoenix Building in the accounts, following the same accounting principles, from one accounting period to the next and thereby allowing meaningful comparisons between years. As in prior years, the asset is held at its insurance valuation. It is unlikely that the building will be sold by the Charity. The disclosure of the building's value does, however, provide an indication of what fundraising would be required for major repairs and refurbishment (a new roof would likely be easily over one hundred thousand and require more than the Charity's cash assets. At the moment the roof is in good condition). The Trustees continue to maintain the building to a high standard, although expect maintenance costs to increase as the building ages.</p>
	<b>Reserves Policy</b> <p>The Group held reserves of approximately £93,000, plus a further £29,000 in the main accounts against this at year end.</p>



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 12 months running costs, circa £35,000.

As stated in Building's disclosure note above, the Charity's cash reserves, whilst large for day to day running, would unlikely cover the major refurbishment costs of the building for which additional fund raising would be required. On this basis the Trustees believe the reserves to be appropriate for the Charity's purpose.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

N/A

Further financial review details

• the charity's principal sources of funds (in

#### Investment Policy

The Group's net Income and 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.

• how expenditure has supported the key objectives of the charity;

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.

## Section F

## Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

Various fundraising activities

Replacement of the Group minibuses and other scouting equipment as required

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

*Sally Richards* *John March*

Full name(s)

Sally Richards

John March

Position (eg Secretary, Chair)

Treasurer

Group Chairman

Date

1 9 0 9 2 4