

4th Ruislip Scout Group

Trustees' Annual Report

For the period 1st September 2019 to 31st August 2020

Reference and Administration Details:

Charity Name:	4 th Ruislip Scout Group
Other Names the charity is known by	4 th Ruislip (Methodist) Scout Group
Registered Charity No:	272862
Scout HQ Registration No:	17427 first registered 2 nd October 1935
Charity's principal address:	Rear of New Pond Parade, West End Road, Ruislip, Middlesex HA4 6LR
Address for correspondence:	c/o 54 Thurlstone Road, Ruislip, Middx HA4 0BT

Trustees:

Name	Office
Jolene Wolfe	GSL
Marcus Victory	Treasurer
Andy Norman	Chairman
Sarah Browne	Secretary
Brunell Sweeney	BSL
Mike Banks	CSL
Jeanette Taylor	Exec Member (Gift Aid)
Keith Tebbutt	Exec Member
James Ebdon	Exec Member
Richard Morley	Exec Member
Jon Madden	Exec Member
Chris Coxwell	Exec Member

Advisers: None

Structure, Governance and Management:

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the By Laws of the Association and the Policy, Organisation and Rules of The Scout Association.

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

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

The Group, which is an educational charity, is managed by the Group Executive Committee, the members of which are the "Charity Trustees" of the Scout Group and as such 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, Chairman, Treasurer and Secretary together with the Group Scout Leaders, individual Section Leaders (if opted to take on the responsibility) and parent's representation. The Committee meets every two months.

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 building, property and equipment from neighbouring Scout Groups or community organisations. 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, members, helpers and supporters:

The Group through the capitation fees contributes to the Scout Association's national accident insurance policy. Risk assessments are undertaken before all activities.

Reduced income from 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. The Group could raise the level of subscriptions 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 is 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 14. If there was a reduction in membership 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.

Objectives and activities

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.

Section meetings follow a balanced programme as specified by The Scout Association.

The group acknowledges the work and dedication of its leaders and their assistants, also that of all volunteer helpers at both Section and Group level.

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.

Achievements and Performance

All sections followed full programmes of activities and instruction from September to March when face to face meetings had to stop due to the Covid-19 pandemic. Subsequently all sections continued an amended programme of online meetings/activities via Zoom.

However, despite the difficulty, across the group a total of 502 challenge and activity badges were awarded, together with six Chief Scout Bronze awards for Beavers and four Chief Scout Silver awards for Cubs. In September The Apache Beavers and Mohawk Cubs attended The Elements Camp at Paccar, and our Scouts took part in the Chilly Goat Camp in January. Other camps and activities planned for later in the year were cancelled due to the pandemic. All sections were well represented on Remembrance Sunday either at Mad Bess Chapel or the High Street parade. The Mohawk Cubs and several volunteers helped with the Ruislip Round Table Santa's Sleigh Christmas collection. In November we were privileged with the presence of the County Commissioner, Richard Williams, at our AGM. Who, after addressing the meeting, presented various length of service awards, invested our new Assistant Beaver Scout Leader and awarded The Silver Acorn to our Group Treasurer. In January/February, our long held plan of renewing the driveway to our HQ and replacing the gates and some of the boundary fence, was achieved. This project was greatly assisted by a generous grant from Hillingdon Borough Chrysalis Fund.

The Trustees consider they have met their obligations to Young People, Parents and other adults.

Financial Review

Reserves Policy:

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the Group should income and fundraising fall short. The Group Executive Committee considers that the Group should hold a sum equivalent 12 months running costs, circa £6,000.

The Group held cash assets of approximately £38,000 at this yearend; this is above that required for operating expenses.

Investment Policy:

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk adverse strategy to the investment of its funds. All funds are held in cash using only mainstream banks and saving schemes.

**Future Plans**

To return to face-to-face meetings as soon as conditions permit.

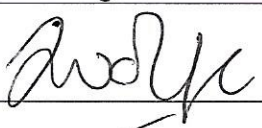

To renovate the rendering to the exterior of the Hut.

Declaration

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

(Note: Because of Covid-19 restrictions the report was approved via e-mail)

Signed on behalf of the trustees on 29th January 2021

Signature	Full Name	Position
	Jolene Wolfe	Group Scout Leader
	William Marcus Holman Victory	Group Treasurer



**Independent examiner's report to the trustees of
4th Ruislip Scout Group Scout Council**

I report to the trustees on my examination of the accounts of the 4th Ruislip Scout Group for the year ended 31st August 2020.

Responsibilities and basis of report

As the charity trustees of the 4th Ruislip Scout Group you are responsible for the preparation of accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 4th Ruislip 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 4th Ruislip 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.

Mrs P J Moncrieff, FCCA

416 Victoria Road
South Ruislip
Middlesex
HA4 0EH

Date: 21st October 2020

4th Ruislip Scout Group

Rear of New Pond Parade, West End Road, Ruislip, Middlesex HA4 6LR

Reg. No: 17427 Dated 2nd October 1935

Charity No: 272862

Address for correspondence: c/o 54 Thurlstone Road, Ruislip, Middlesex HA4 0BT

Income and Expenditure Account **For the period 1st September 2019 to 31st August 2020**

Notes to the Accounts:

1. The group's income and expenditure statement has been prepared on a Receipts and Payments single (unrestricted) fund basis following the advice given by the Scout Association in guidance notes LT700002 of 1st January 2017 and LT103950 of 13th November 2017.
- 2 **Financial Highlights:**

The group's gross income for 2019-20 was:	£33,065.41
The group's gross expenditure for 2019-20 was:	£25,745.78
Giving a surplus for the year of:	£7,319.63
The group's monetary assets at the year-end totalled:	£38,625.38
Represented by:	
HSBC current account:	£6,280.38
HSBC deposit account:	£7,000.23
National Savings account:	£25,063.30
Cash in hand, Group & Sections:	£281.47
- 3 The group does not hold any property, quoted assets or investments other than cash held in bank and savings accounts. The group had no liabilities at the year end.
- 4 The group received grants of:
 - a) £13,541.00 from London Borough of Hillingdon Chrysalis Fund for improvements to our fence, gate and driveways (Groundworks Project).
 - b) £10,000.00 from HM Government Coronavirus Small Business Grant Fund / Retail, Hospitality and Leisure Grant Fund.
- 5 Equipment purchased included a gas BBQ Griddle, computer system, two event shelters, lawnmower and Hi Viz vests.
- 6 The cost of running the HQ building was £4,705.33 a decrease of 3% on the previous year.



4th Ruislip Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from

1st September
2019

To

31st August 2020

2019-20

Unrestricted funds

£

2018-19

Unrestricted funds

£

Receipts:

<u>Subscriptions, donations, legacies and similar income</u>		
Membership subscriptions	£ 6,727.00	£ 10,347.50
Less: Membership subscriptions paid on (National/County/Area/District)	-£ 4,278.75	-£ 4,503.00
Net membership subscriptions retained	£ 2,448.25	£ 5,844.50
Donations	£ 1,921.00	£ 1,445.00
Legacies	£ -	£ -
Gift Aid		£ 3,061.86
Capitation Rebate & Uniform Reimbursement	£ 125.99	£ 152.99
Sub total	£ 4,495.24	£ 10,504.35
Grants - see note to accounts	£ 23,541.00	
Sub total	£ 23,541.00	
<u>Fundraising (gross)</u>		
Ball-Der-Dash		£ 1,025.00
Climbing Wall	£ 352.81	£ 228.00
Quiz Nite, Fete, Bag Pack & recycle	£ 1,155.75	£ 298.11
Camping and other activities	£ 2,120.00	£ 8,420.50
Sale of fundraising merchandise and group apparel	£ 190.65	£ 291.40
Tea & Coffee Parties for Group Funds	£ 483.97	£ 599.16
Fundraising for other charities	£ 597.87	£ 994.42
Sub total	£ 4,901.05	£ 11,856.59
<u>Investment income</u>		
Bank interest	£ 8.57	£ 10.08
National Savings Interest	£ 119.55	£ 107.59
Property Rent income	£ -	£ -
Other investment income	£ -	£ -
Sub total	£ 128.12	£ 117.67

Total Gross Income

£ 33,065.41

£ 22,478.61

Asset and investment sales, etc.

£ -

£ -

Total receipts

£ 33,065.41

£ 22,478.61

4th Ruislip Scout Group

Receipts and Payments Account

For the year from

1st September
2019

To

31st August 2020

2019-20

2018-19

Unrestricted funds

Unrestricted funds

Payments:

£

£

<u>Group Running Costs:-</u>		
Site Rent	£ 105.96	£ 105.96
Insurance	£ 990.54	£ 1,005.22
Service Contracts:- Fire Extinguisher, Alarm System & Boiler	£ 405.36	£ 395.16
Water and Sewerage	£ 158.42	£ 187.08
Electricity and Gas	£ 1,122.42	£ 1,113.21
Telephone & broadband	£ 455.31	£ 433.80
Maintenance & Repair - Groundworks Project	£ 14,635.00	
Building Maintenance & Repair	£ 377.58	£ 547.59
Equipment	£ 1,851.78	£ 660.02
Stationery, Cleaning, Janitorial & Consumables	£ 1,089.74	£ 978.33
Uniform & Group Apparel	£ 25.00	£ 681.49
AGM and trustee expenses	£ 167.34	£ 69.98
Section Activity Expenses - Beavers	£ 357.84	£ 849.70
Section Activity Expenses - Apache Beavers	£ 142.38	£ 971.13
Section Activity Expenses - Iroquois Cubs	£ 236.04	£ 299.60
Section Activity Expenses - Mohawk Cubs	£ 181.64	£ 340.66
Section Activity Expenses - Scouts	£ 136.17	£ 99.07
Payment of funds raised for other charities and donations	£ 637.87	£ 994.42
Camping and other Activity Expenses	£ 2,222.00	£ 6,986.80
Support for Jamboree participant		£ 300.00
Adjustment & Bank Charges	-£ 17.04	£ 18.44
Sub total	£ 25,281.35	£ 17,037.66
<u>Fundraising expenses</u>		
Fete, Ball-Der-Dash & Quiz	£ 224.00	£ 175.00
Coffee Mornings & Climbing Wall	£ 10.00	£ 10.00
Fundraising merchandise	£ 230.43	£ 205.96
Sub total	£ 464.43	£ 390.96
Total Gross Expenditure	£ 25,745.78	£ 17,428.62
Asset and investment purchases, etc.	£ -	£ -
Total payments	£ 25,745.78	£ 17,428.62
Net of receipts/(payments)	£ 7,319.63	£ 5,049.99
Cash funds last year end	£ 31,305.75	£ 26,255.76
Cash funds this year end	£ 38,625.38	£ 31,305.75

Statement of assets and liabilities at the end of the year



	31st Aug 2020	31st Aug 2019
	Unrestricted funds	Unrestricted funds
	£	£
<u>Cash funds</u>		
Bank current account	£ 6,280.38	£ 11,040.67
Bank deposit account	£ 7,000.23	£ 5,241.66
National Savings Account	£ 25,063.30	£ 14,943.75
The Scout Association Short Term Investment		£ -
Cash in hand - Group and Sections	£ 281.47	£ 79.67
Total cash funds	£ 38,625.38	£ 31,305.75
<u>Other monetary assets</u>		
Tax claim		£ -
Debts due from REN District - Reimbursement of Uniform Costs	£ 25.00	£ 73.49
Insurance claim		£ -
Sub total	£ 25.00	£ 73.49
<u>Investment assets</u>		
Investment property - detail	£ -	£ -
Quoted investments	£ -	£ -
Other investments - detail	£ -	£ -
Sub total	£ -	£ -
<u>Non monetary assets for charity's own use (Insured Values)</u>		
Buildings	£ 286,487.00	£ 277,470.00
Scouting, Activity and movable Equipment including trailers	£ 46,031.00	£ 52,562.00
Building Contents - fixed	£ 13,000.00	£ 6,432.00
Other		£ -
Sub total	£ 345,518.00	£ 336,464.00
<u>Liabilities</u>		
Accounts not yet paid	£ -	£ -
Expenses incurred but not invoiced	£ -	£ -
Subscriptions not yet paid	£ -	£ -
Loan - detail	£ -	£ -
Other liabilities	£ -	£ -
Sub total	£ -	£ -

Contingent liabilities and future obligations

NONE

NONE

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 2nd November 2020 and signed on their behalf by:

Print Name	
A NORMAN	Chair
M. VICTORY	Treasurer