

4th Ruislip Scout Group

Trustees' Annual Report

For the period 1st September 2020 to 31st August 2021

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 (until Oct 2020)
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 continued meeting via Zoom from September 2020 through to April 2021, either weekly or fortnightly. Following the easing of national lockdown measures, face-2-face meetings started again after Easter. The young people and leaders all adjusted well to the Covid-19 restrictions put in place for these meetings, to help minimise the spread of the virus. The number of events run by District and County was severely impacted throughout this period and most of the planned activities were cancelled. However, most sections participated remotely with the county led "Elevate" day, exploring all things related to flight. Those attending gained their Air Activity badge. Despite the restrictions in place and lack of meetings, there were still a large number of badges earned and awarded across the group as follows; 6 Chief Scouts Bronze, 7 Chief Scouts Silver and 358 challenge and activity.

In October, the group paid a sad farewell to our beloved Beaver leader Badger (Brunell Sweeney), who passed away following a short battle with cancer. The gates to the hut were adorned with messages and pictures from the local community; all saying how much Badger would be missed. All sections provided a guard of honour at his funeral, along with representation from each of the rest of the groups across REN District. In recognition of his years of service and commitment to scouting, Brunel was posthumously awarded the Silver Wolf. This is the highest award made by The Scout Association "for services of the most exceptional character."

Following on from the previous year's improvements to the grounds, the Exec approved work to have the hut re-rendered. This was carried out at the end of August 2021 and was completed in time for the start of the new term. Again this project was greatly assisted by a generous grant from the Hillingdon Borough Chrysalis Fund.

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 £41,000 at this year-end; 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

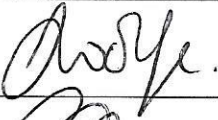

Moving forward we are looking to resume running camps, sleepovers and other residential experiences across all sections. We have a provisional booking for Family camp at Tolmers campsite scheduled for June 2022.

The group executive will continue to improve the grounds and building including the installation of a climbing wall in memory of Badger funded in a large part by a donation from the Sweeney Family.

Declaration

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

Signed on behalf of the trustees on 9th November 2021

Signature	Full Name	Position
	Jolene Wolfe	Group Scout Leader
	Andrew Norman	Chairman



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 2021.

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: 23.10.2021

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 2020 to 31st August 2021**

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 2020-21 was:	£38,054.95
The group's gross expenditure for 2020-21 was:	£35,058.44
Giving a surplus for the year of:	£2,996.51
The group's monetary assets at the year-end totalled:	£41,621.89
Represented by:	
HSBC current account:	£2,921.65
HSBC deposit account:	£5,000.94
National Savings account:	£25,194.21
Equals Debit Card account	£8,100.42
Cash in hand, Group & Sections:	£404.67
- 3 The group does not hold any property, quoted assets or investments other than cash held in bank and savings accounts. The group has no liabilities at the year end.
- 4 The group received grants of:
 - a) £10,000.00 (1st instalment) from London Borough of Hillingdon Chrysalis Fund for re-rendering and pebble-dashing the exterior of our HQ.
 - b) £20,685.00 from HM Government Coronavirus Small Business Grant Fund / Retail, Hospitality and Leisure Grant Fund.Note: The 2019/20 figure of £23,541.00 is the combined total of grants received that year.
- 5 Membership subscriptions were suspended during the lockdown. However, various donations were received in lieu of subs.
- 6 Monies received in memory of the Late Brunell Sweeny are being put towards a traversing wall being erected to his memory in addition to other memorial items.
- 7 Running cost of the HQ for the year was £4,580.28.
- 8 Notable items of equipment purchased were: a G4 router, tablet, microwave oven, hedge trimmers, sleepers for garden, a disinfectant fogging machine and gas bottle storage cage.



4th Ruislip Scout Group

Receipts and Payments Account

Year start date

Year end date

For the year from

1st September
2020

To

31st August 2021

2020-21

2019-20

Unrestricted funds

Unrestricted funds

Receipts:

<u>Subscriptions, donations, legacies and similar income</u>	£	£
Membership subscriptions		£ 6,727.00
Less: Membership subscriptions paid on (National/County/Area/District)	-£ 4,117.75	-£ 4,278.75
Net membership subscriptions retained	-£ 4,117.75	£ 2,448.25
Donations including in lieu of Subs	£ 2,367.90	£ 1,921.00
Donations in memory of Brunell Sweeney	£ 6,747.00	£ -
Gift Aid	£ 1,651.36	
Capitation Rebate	£ 45.50	£ 125.99
Sub total	£ 6,694.01	£ 4,495.24
Grant: C-19 Business Rate Support	£ 20,685.00	
Grant: LBH ChrysalisFund - 1st part	£ 10,000.00	£ 23,541.00
Sub total	£ 30,685.00	£ 23,541.00
<u>Fundraising (gross)</u>		
Ball-Der-Dash		
Climbing Wall		£ 352.81
Quiz Nite, Fete, Bag Pack & recycle	£ 22.32	£ 1,155.75
Camping and other activities		£ 2,120.00
Sale of fundraising merchandise and group apparel	£ 217.00	£ 190.65
Tea & Coffee Parties for Group Funds		£ 483.97
Fundraising for other charities	£ 305.00	£ 597.87
Sub total	£ 544.32	£ 4,901.05
<u>Investment income</u>		
Bank interest	£ 0.71	£ 8.57
National Savings Interest	£ 130.91	£ 119.55
Property Rent income	£ -	£ -
Other investment income	£ -	£ -
Sub total	£ 131.62	£ 128.12
Total Gross Income	£ 38,054.95	£ 33,065.41
Asset and investment sales, etc.	£ -	£ -
Total receipts	£ 38,054.95	£ 33,065.41

4th Ruislip Scout Group

Receipts and Payments Account

For the year from	1st September 2020	To	31st August 2021
	2020-21 Unrestricted funds £		2019-20 Unrestricted funds £
Payments:			
<u>Group Running Costs:-</u>			
Site Rent	£ 105.96		£ 105.96
Insurance	£ 983.12		£ 990.54
Service Contracts:- Fire Extinguisher, Alarm System & Boiler	£ 405.36		£ 405.36
Water and Sewerage	£ 168.88		£ 158.42
Electricity and Gas	£ 989.90		£ 1,122.42
Telephone & broadband	£ 489.21		£ 455.31
Maintenance & Repair - Groundworks & Rendering Projects	£ 19,400.00		£ 14,635.00
Building Maintenance & Repair	£ 812.86		£ 377.58
Equipment	£ 3,856.16		£ 1,851.78
Stationery, Cleaning, Janitorial & Consumables	£ 624.99		£ 1,089.74
Uniform & Group Apparel	£ 942.90		£ 25.00
AGM and trustee expenses			£ 167.34
Section Activity Expenses - Beavers			£ 357.84
Section Activity Expenses - Apache Beavers	£ 88.49		£ 142.38
Section Activity Expenses - Iroquois Cubs	£ 76.40		£ 236.04
Section Activity Expenses - Mohawk Cubs	£ 157.44		£ 181.64
Section Activity Expenses - Scouts			£ 136.17
Payment of funds raised for other charities and donations	£ 305.00		£ 637.87
Camping and other Activity Expenses			£ 2,222.00
In memory of Brunell Sweeney (Traversing Wall & Plaque/Photo)	£ 5,651.77		
Adjustment & Bank Charges			-£ 17.04
Sub total	£ 35,058.44		£ 25,281.35
<u>Fundraising expenses</u>			
Fete, Ball-Der-Dash & Quiz			£ 224.00
Coffee Mornings & Climbing Wall			£ 10.00
Fundraising merchandise			£ 230.43
Sub total	£ -		£ 464.43
Total Gross Expenditure	£ 35,058.44		£ 25,745.78
Asset and investment purchases, etc.	£ -		£ -
Total payments	£ 35,058.44		£ 25,745.78
Net of receipts/(payments)	£ 2,996.51		£ 7,319.63
Cash funds last year end	£ 38,625.38		£ 31,305.75
Cash funds this year end	£ 41,621.89		£ 38,625.38

Statement of assets and liabilities at the end of the year



	31st Aug 2021 Unrestricted funds	31st Aug 2020 Unrestricted funds
	£	£
<u>Cash funds</u>		
Bank current account	£ 2,921.65	£ 6,280.38
Bank deposit account	£ 5,000.94	£ 7,000.23
National Savings Account	£ 25,194.21	£ 25,063.30
Debit Card Account (Equals Spend)	£ 8,100.42	
Cash in hand - Group and Sections	£ 404.67	£ 281.47
Total cash funds	£ 41,621.89	£ 38,625.38
<u>Other monetary assets</u>		
LBH Chrysalis Grant (Rendering) 2nd part	£ 9,400.00	£ -
REN District - Reimbursement of Uniform Costs		£ 25.00
Insurance claim		£ -
Sub total	£ 9,400.00	£ 25.00
<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	£ 297,946.00	£ 286,487.00
Scouting, Activity and movable Equipment including trailers	£ 46,800.00	£ 46,031.00
Building Contents - fixed	£ 13,520.00	£ 13,000.00
Other		£ -
Sub total	£ 358,266.00	£ 345,518.00
<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 9th November 2021 and signed on their behalf by:

Print Name

Andrew Norman, Chair

Marcus Victory, 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 2021.

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: 23.10.2021