

## ***4<sup>th</sup> Ruislip Scout Group***

### **Trustees' Annual Report**

**For the period 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022**

#### **Reference and Administration Details:**

Charity Name:	4 <sup>th</sup> Ruislip Scout Group	
Other Names the charity is known by	4 <sup>th</sup> Ruislip (Methodist) Scout Group	
Registered Charity No:	272862	
Scout HQ Registration No:	17427	first registered 2 <sup>nd</sup> 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:**

<b>Name</b>	<b>Office</b>
Jolene Wolfe	GSL
Marcus Victory	Treasurer
Andy Norman	Chairman
Sarah Browne	Secretary
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**

During the year the Group maintained membership of 100 plus Beavers, Cubs and Scouts. The Traversing Wall to the memory of the late Brunell "Badger" Sweeney was completed and has proved a great success.

The sections followed their respective programmes of activities and challenges and gained over 800 badges and awards including 7 Bronze and 7 Silver Chief Scout's Awards. Visits were made to local community organisations such as churches and supermarkets, visit were also received from the Metropolitan Police and ambulance service. Christmas and Easter were celebrated along with the patron saints of the home nations and various other feasts including Chinese New Year, Diwali and Eid-ul-Fitr, learning something of the customs and food associated with each.

149 scouts, siblings and parents attended the group family camp in June at Tolmers Activity Centre. Our Beavers and Cubs participated in several sleepovers and our Scout Troop took fourth place in the Chilly Goat Challenge

Members of all sections took part in Remembrance Day and St Georges Day parades. Also in the many REN District events such as the Cubs Activity Day, Swimming Gala, Five-a-side football, won by our Mohawk Cubs, and Sports Day.

### **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 £7,000.

The Group held cash assets of approximately £46,000 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.



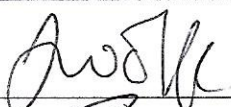

### Future Plans

For all sections to continue running full programmes of events, activities, challenges, sleepovers and camps. To participate fully in the REN District Family Camp at Phasels Wood in June 2023. The Executive Committee will continue with the refurbishment of, and improvements to our Headquarters building and grounds.

### Declaration

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

Signed on behalf of the trustees on 23rd November 2022

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



## **Independent examiner's report to the trustees of 4<sup>th</sup> Ruislip Scout Group Scout Council**

I report to the trustees on my examination of the accounts of the 4<sup>th</sup> Ruislip Scout Group for the year ended 31<sup>st</sup> August 2022.

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

As the charity trustees of the 4<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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

A handwritten signature in black ink, appearing to read "P. J. Moncrieff".

416 Victoria Road  
South Ruislip  
Middlesex  
HA4 0EH

Date: 20.11.2022

## **4<sup>th</sup> Ruislip Scout Group**

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

Reg. No: 17427 Dated 2<sup>nd</sup> October 1935

Charity No: 272862

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

### **Income and Expenditure Account** **For the period 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022**

#### **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 July 2021 and LT103950 of November 2017.
- 2 **Financial Highlights:**

The group's gross income for 2021-22 was:	£31,179.53
The group's gross expenditure for 2021-22 was:	£26,718.83
Giving a surplus for the year of:	£4,460.70
The group's monetary assets at the year-end totalled:	<b>£46,082.59</b>
Represented by:	
HSBC current account:	£17,930.95
National Savings account:	£25,196.73
Equals Debit Card account	£1,949.12
Cash in hand, Group & Sections:	£1,005.79

The group closed their HSBC deposit account the balance being transferred to the current account.
- 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 (2<sup>nd</sup> & final instalment) from London Borough of Hillingdon Chrysalis Fund for re-rendering and pebble-dashing the exterior of our HQ.
  - b) £2667.00 from HM Government Coronavirus Small Business Grant Fund / Retail, Hospitality and Leisure Omicron Grant.
- 5 The running cost of the HQ for the year was £6,461.62 which includes the cost of replacing the hall and other light fittings.
- 6 Gift Aid of £1,717.34 was received.
- 7 The final payment of £5,399.99 was made for the Traversing Wall erected in memory of the Late Brunell Sweeney.
- 8 The Group made a contribution of £1,050.23 towards the cost of the Family Camp at Tolmers Activity Centre.
- 9 Significant equipment purchases were Helmets for use on the Traversing Wall and tarpaulins for use when bivouacking.
- 10 Following a change to HSBC-UK's terms and conditions, Bank Charges of £59.41 were paid this year.

# 4th Ruislip Scout Group (Charity No: 272862)

## Receipts and payments account

	Year start date		Year end date
For the year from:	1st September 2021	To	31st August 2022

### Receipts and payments

	2021/22	2020/21
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Subscriptions, Donations and similar income</b>		
Membership subscriptions	£ 9,874.90	£ -
Less Capitation - paid on to REN District		-£ 4,117.75
Donations (including in lieu of Subs)	£ 1,501.14	£ 2,367.90
Donations in memory of the late Burnell Sweeney	£ -	£ 6,747.00
Gift Aid	£ 1,717.34	£ 1,651.36
Capitation rebate	£ 46.00	£ 45.50
Reimbursement of adult training costs	£ 450.00	£ -
<b>Sub total</b>	<b>£ 13,589.38</b>	<b>£ 6,694.01</b>
<b>Grants</b>		
C-19 Business Rate Support - Omicron	£ 2,667.00	£ 20,685.00
LBH Chrysalis Fund	£ 10,000.00	£ 10,000.00
<b>Sub total</b>	<b>£ 12,667.00</b>	<b>£ 30,685.00</b>
<b>Fundraising and events (gross)</b>		
Recycling	£ 28.09	£ 22.32
Sale of fundraising merchandise and group apparel	£ 165.00	£ 217.00
Bric-a-brac sale	£ 510.62	£ -
Raffle - AGM	£ 112.00	£ -
Group activities - camping etc	£ 3,307.50	£ -
Section activity receipt - Cherokee Beavers	£ 282.96	£ -
Section activity receipt - Apache Beavers	£ 346.90	£ -
Section activity receipt - Mohawk Cubs	£ 110.22	£ -
Section activity receipt - Iroquois Cubs	£ 57.00	£ -
Section activity receipt - Scout Troop	£ -	£ -
Fundraising for other charities	£ -	£ 305.00
<b>Sub total</b>	<b>£ 4,920.29</b>	<b>£ 544.32</b>
<b>Investment income</b>		
Bank interest	£ 0.34	£ 0.71
National Savings	£ 2.52	£ 130.91
<b>Sub total</b>	<b>£ 2.86</b>	<b>£ 131.62</b>
<b>Total Gross Income</b>	<b>£ 31,179.53</b>	<b>£ 38,054.95</b>
<b>Asset and investment sales, etc.</b>	<b>£ -</b>	<b>£ -</b>
<b>Total receipts</b>	<b>£ 31,179.53</b>	<b>£ 38,054.95</b>

# 4th Ruislip Scout Group (Charity No: 272862)

## Receipts and payments account

Year start date

Year end date

For the year from:

1st September 2021

To

31st August 2022

### Receipts and payments

	2021/22	2020/21
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Capitation - membership subscriptions paid on to REN District	£ 4,163.00	
Site rent	£ 105.96	£ 105.96
Insurance	£ 1,170.42	£ 983.12
Service contracts: Fire Extinguisher, Alarm System & Boiler	£ 439.96	£ 405.36
Water and Sewerage	£ 310.17	£ 168.88
Electricity and Gas	£ 1,050.40	£ 989.90
Telephone and broadband	£ 395.67	£ 489.21
Maintenance & Repair- Groundworks & Rendering Projects	£ -	£ 19,400.00
Maintenance & Repair - Other	£ 1,891.76	£ 812.86
Equipment	£ 641.74	£ 3,856.16
Consumables - stationery, print, cleaning etc	£ 1,003.30	£ 624.99
Uniform and Group Apparel	£ 867.00	£ 942.90
AGM and trustee expenses	£ 93.98	£ -
Membership fees for outside organisations	£ 69.74	£ -
Training - Adult	£ 780.00	
Activity Expenses - Cherokee Beavers	£ 1,089.00	£ -
Activity Expenses - Apache Beavers	£ 799.27	£ 88.49
Activity Expenses - Mohawk Cubs	£ 456.14	£ 157.44
Activity Expenses - Iroquois Cubs	£ 436.99	£ 76.40
Activity Expenses - Scout Troop	£ 697.61	£ -
Group Activity Expenses	£ 4,357.73	£ -
Payment of monies to other charities	£ 417.74	£ 305.00
Traversing Wall in memory of the late Brunell Sweeney	£ 5,399.99	£ 5,651.77
Bank Charges	£ 59.41	£ -
Adjustment - untraced error	£ 21.85	
<b>Sub total</b>	<b>£ 26,718.83</b>	<b>£ 35,058.44</b>
<b>Fundraising expenses</b>		
Fundraising costs	£ -	£ -
<b>Sub total</b>	<b>£ -</b>	<b>£ -</b>
<b>Total Gross Expenditure</b>	<b>£ 26,718.83</b>	<b>£ 35,058.44</b>
<b>Asset and investment purchases, etc.</b>	<b>£ -</b>	<b>£ -</b>
<b>Total payments</b>	<b>£ 26,718.83</b>	<b>£ 35,058.44</b>
<b>Net of receipts/(payments)</b>	<b>£ 4,460.70</b>	<b>£ 2,996.51</b>
<b>Cash funds last year end</b>	<b>£ 41,621.89</b>	<b>£ 38,625.38</b>
<b>Cash funds this year end</b>	<b>£ 46,082.59</b>	<b>£ 41,621.89</b>



# 4th Ruislip Scout Group (Charity No: 272862)

## Receipts and payments account

For the year from: **1st September 2021** To **31st August 2022**

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

	31st August 2022	31st August 2021
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	£ 17,930.95	£ 2,921.65
Bank deposit account	£ -	£ 5,000.94
National Savings account	£ 25,196.73	£ 25,194.21
Debit Card account	£ 1,949.12	£ 8,100.42
Cash in hand - Group and sections	£ 1,005.79	£ 404.67
<b>Total cash funds</b>	<b>£ 46,082.59</b>	<b>£ 41,621.89</b>
(agree balances with receipts and payments account) ok		
<b>Other monetary assets</b>		
LBH Chrysalis Grant 2nd part (Rendering project)	£ -	£ 9,400.00
Debts due from the County/Area/District/Group	£ -	£ -
Insurance claim	£ -	£ -
<b>Sub total</b>	<b>£ -</b>	<b>£ 9,400.00</b>
<b>Investment assets</b>		
Investment property - detail	£ -	£ -
Quoted investments	£ -	£ -
Other investments - detail	£ -	£ -
<b>Sub total</b>	<b>£ -</b>	<b>£ -</b>
<b>Non monetary assets for charity's own use</b>		
Buildings	£ 305,692.00	£ 297,946.00
Scouting, Activity and movable equipment	£ 47,831.00	£ 46,800.00
Building Contents fixed	£ 24,593.00	£ 13,520.00
Land and buildings	£ -	£ -
Other	£ -	£ -
<b>Sub total</b>	<b>£ 378,116.00</b>	<b>£ 358,266.00</b>
<b>Liabilities</b>		
Accounts not yet paid	£ -	£ -
Expenses incurred but not invoiced	£ -	£ -
Subscriptions not yet paid	£ -	£ -
Loan - detail	£ -	£ -
Other liabilities	£ -	£ -
<b>Sub total</b>	<b>£ -</b>	<b>£ -</b>
<b>Total net assets</b>	<b>£ 424,198.59</b>	<b>£ 409,287.89</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 23rd November 2022 and signed on their behalf by

Signature

Print Name

Andrew Norman	Chairman
Marcus Victory	Treasurer



## **Independent examiner's report to the trustees of 4<sup>th</sup> Ruislip Scout Group Scout Council**

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Date: 20.11.2022