

# Trustees' Annual Report

For the period

From (start date)

**01 April 2021**

to end date

**31 March 2022**

Section A	Reference and administration details
Charity name	2nd New Haw Scout Group
Other names the charity is known by	N o n e
Registered charity number (if any)	2 7 3 3 0 2
Charity's principal address	<div>2nd New Haw Scout Hut</div> <div>Rear of Parkside</div> <div>New Haw, Addlestone</div> <div> <div>Surrey</div> <div>KT15 3AR</div> </div>

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	David Breakwell	Group Scout Leader	
2	Steve Bassett		
3	Jean Samuel	Beaver Scout Leader	
4	Kirstie Slater	Cub Scout Leader (Badgers)	ended 31st December
5	Katie Griggs	Cub Scout Leader (Panthers)	
6	Lee Bond	Group Chair	
7	Colin Breakwell	Group Treasurer	
8	Karen Masella	Group Secretary	
9	Steve Barber	Parent Representative	
10	Dawn Holmwood		
10	Simon Ratcliffe	Cub Scout Leader (Badgers)	from 1st January

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.

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 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 Chair, Treasurer and Secretary together with the Group Scout Leader and individual section leaders. The committee meets at least 3 times a year.

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment. Members of the Executive Committee act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:

Comply with the Policy, Organisation and Rules of The Scout Association.  
Protect and maintain any property and equipment owned by and/or used by the Group.

Manage the Group finances.

Provide insurance for people, property and equipment.

Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.

Promote and support the development of Scouting in the local area.

Manage and implement the Safety Policy locally.

Ensure that a positive image of Scouting exists in the local community.

Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-Committees.

Ensure that Young People are meaningfully involved in decision making at all levels within the Group.

Open, close and amalgamate Sections in the Group as necessary.

The Executive Committee also:

Appoints Administrators, Advisers, and Co-opted members of the Executive Committee.

Approves the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.

Presents the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; files a copy with the District Executive Committee and with the Charity Commission (if appropriate).

Maintain confidentiality with regard to appropriate Executive Committee business.

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:

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 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 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 14. 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.

## Section C

## 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.

Subscriptions are charged for membership to cover 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 are 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 those as a beneficiary.

During the year the Group's activities have been severely restricted due to the ongoing pandemic and government lockdown rules. When possible the sections have been meeting either online, using the outside space at the group headquarters and when possible meeting inside. Very limited external activities possible during the year.

**Section D****Achievements and performance**

The Group's main fundraising activities were cancelled this year due to the ongoing pandemic and lockdown restrictions. It was possible to run 2 events, a Scalextric event raising £145 and the New Haw Lights Switch on raising just under £700. Thank you to all those volunteers who have given time and effort to make this fundraising activity happen - please continue to do so.

Runnymede Borough Council have provided significant COVID-19 related grants through a number of government programs. These grants have totaled £13,423.00 in this financial year.

**Section E****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 activities fall short. The Group Executive Committee considers that the Group should hold a sum equivalent to 12 months running costs, circa £14,000.

The Group held reserve £51,741 against this at year end (compared to £36,283 March 2021). This is above required for operating expenses as the Group continues to building funds in anticipation of the ongoing programme of repairs/improvements to the hut and minibus replacement.

Membership Subscriptions continued at £105 (£8.75 per month) for this financial year. The Executive Committee consider subs to be excellent value for money. In January 2021 the Executive Committee decided to move subscription payments from bank standing orders to an OSM subscription. This has significantly reduce administration of subscriptions and gift aid over the last year.

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

**Section F****Other Optional Information**

--

**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

Colin Breakwell	Lee Bond
-----------------	----------

Position (eg Secretary, Chair)

Group Treasurer	Group Chair
-----------------	-------------

Date

12 July 2022
--------------

## 2nd New Haw Scout Group Receipts and Payments Account

For the year from	31-Mar-21	T o	31-Mar-22
----------------------	-----------	--------	-----------

### Receipts and payments

	2020/21	2021/22
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	9,121	10,999
Less: Membership subscriptions paid on (National/County/District)	5,430	4,463
Net membership subscriptions retained	3,691	6,537
Donations and grants	20,088	14,208
Legacies	-	-
Gift Aid tax refund	-	6,005
Other similar income	32	180
<b>Sub total</b>	<b>23,811</b>	<b>26,930</b>
<b>Youth programme and activities</b>		
Beaver Scout Section	-	612
Cub Scout Section	105	1,479
Scout Section	672	4,010
Other	-	-
<b>Sub total</b>	<b>777</b>	<b>6,101</b>
<b>Fundraising (gross)</b>		
Jumble Sales	-	-
Mid-Summer Event	-	-
Christmas Post	-	-
Other fundraising activities	1,247	1,023
<b>Sub total</b>	<b>1,247</b>	<b>1,023</b>
<b>Investment income</b>		
Bank interest	3	1
Building Society interest	-	-
The Scout Association Short Term Investment Service/ COIF interest	-	-
Property Rent income	150	600
Other investment income	-	-
<b>Sub total</b>	<b>153</b>	<b>601</b>
<b>Total Gross Income</b>	<b>25,988</b>	<b>34,655</b>
<b>Asset and investment sales, etc.</b>	<b>376</b>	<b>2,625</b>
<b>Total receipts</b>	<b>26,364</b>	<b>37,279</b>

## 2nd New Haw Scout Group Receipts and Payments Account

For the year from	31-Mar-21	T o	31-Mar-22
----------------------	-----------	--------	-----------

### Receipts and payments

	2020/21	2021/22
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities		
Beaver Scout Section	159	772
Cub Scout Section	1,380	2,017
Scout Section	3,119	1,716
Other	-	-
Adult support and training	-	200
Rent	450	450
Water and Sewerage	225	1,086
Electricity and Gas	806	641
Insurance	3,936	4,243
Repairs and Renewals	725	7,308
Materials and equipment	2,310	177
Printing and photocopying	-	-
Donations	50	-
Uniforms	-	-
AGM and trustee expenses	-	-
Other costs - Vehicle	1,092	1,836
Other costs - Badges	17	156
Other costs	76	108
<b>Sub total</b>	<b>14,344</b>	<b>20,710</b>
<b>Fundraising expenses</b>		
Jumble Sales	-	-
Mid-Summer Event	-	-
Christmas Post	-	-
Other fundraising costs	-	222
<b>Sub total</b>	<b>-</b>	<b>222</b>
<b>Total Gross Expenditure</b>	<b>14,344</b>	<b>20,932</b>
<b>Asset and investment purchases, etc.</b>	<b>1,462</b>	<b>893</b>
<b>Total payments</b>	<b>15,806</b>	<b>21,824</b>
<b>Net of receipts/(payments)</b>	<b>10,557</b>	<b>15,455</b>
<b>Cash funds last year end</b>	<b>25,729</b>	<b>36,286</b>
<b>Cash funds this year end</b>	<b>36,286</b>	<b>51,741</b>

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

	31-Mar-21	31-Mar-22
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	28,156	41,257
Bank deposit account	8,090	8,091
Building society account	-	-
The Scout Association Short Term Investment Service/ COIF	-	-
Cash/Floats	39	2,393
<b>Total cash funds</b>	<b>36,286</b>	<b>51,741</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due to Group (Subs due from current members but not yet received)	-	-
Insurance claim	-	-
<b>Sub total</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>Non monetary assets for charity's own use (basis of valuation)</b>		
Badge stock (est)	200	200
Shop stock (est)	1,500	1,500
Other stock		
Land and buildings (insurance value)	161,294	250,000
Motor vehicles (cost)	10,500	6,000
Scouting equipment, furniture etc (insurance value)	28,730	29,449
Other	-	-
<b>Sub total</b>	<b>202,224</b>	<b>287,149</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>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on TBD 2022 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature


## **Scrutineer's Report to the Trustees of 2nd New Haw Scout Group**

I report on the accounts of the Trust for the year ended 31 March 2022.

### **Respective responsibilities of Trustees and Scrutineer**

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

### **Basis of Scrutineer's Statement**

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages 5 to 7.

### **Scrutineer's Statement**

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

**Name:**

**Address:**

**Date:**