



# Trustees' Annual Report for the period

	Period start date	Period end date
From	1 <sup>st</sup> April 2021	To 31 <sup>st</sup> March 2022

## Section A

## Reference and administration details

Charity name **1<sup>st</sup> Woodley Scout Group**

Other names charity is known by

Registered charity number (if any) **300521**

Charity's principal address **20 South Lake Crescent**

**Woodley, READING,**

**Berkshire**

**Postcode**

**RG5 3QW**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs L G Evans	Group Scout Leader	Whole Year	District Commissioner
2	Mr E J Wingrove	Group Chairman	Whole Year	Group Scout Leader
3	Mr R Jones	Group Treasurer	Whole Year	Group Council
4	Mrs W J Boonaert	Executive Member	Whole Year	Group Council
5	N Panagiotidis	Executive Member	1/4/21 to 22/10/21	Group Council
6	Mrs A M Franklin	Executive Member	Whole Year	Group Council
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year



## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Declaration of Trust dated 3 <sup>rd</sup> May 1971
How the charity is constituted (eg. trust, association, company)	The Scout 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.
Trustee selection methods (eg. appointed by, elected by)	The Scout Group is a trust established under the Scout Association rules which are common to all Scouts.
	The Scout Group Leader by appointment of the Scout Association's District Commissioner, the Unit Leaders by appointment by the Scout Group Leader and the Group Executive by election by the Scout Group Council, in accordance with the Policy, Organisation and Rules of The Scout Association.

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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 2 independent representatives, Chair and Treasurer together with the Group Scout Leader, 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 their 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.

#### 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



<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
---

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

<p>The objectives of the group are as a unit of the Scout Association.</p> <p>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.</p>
---

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

<p>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>The Group meets the Charity Commission's public benefits criteria under both the advancement of education and the advancement of citizenship or community development headings.</p>
---

### Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

--	--

### Summary of the main achievements of the charity during the year

The Group is now recovering from the disruption of the Covid -19 Pandemic restrictions on meetings, but some of our Leaders have subsequently left the Group, leaving us with insufficient trained and experienced Leaders to run all Units to full capacity, and there is now a waiting list for entrants at the Beaver level. The two Cub Units are sharing leaders and maintaining their planned level of activities. All Units are receiving much welcome support from parent helpers and are helping each other's Units out, consequently it has been possible to offer a full range of varied and imaginative programs for all members, and to maintain progress for all in working for their Awards.

Some new Leaders have joined the Group and have brought with them many new ideas and fresh enthusiasm. This is manifesting itself in some shared activities for Beavers, Cubs and Scouts, all enjoying similar challenges and experiences, as suiting their ages and abilities. This has injected a much-needed burst of enthusiasm into the Group and swept away the earlier despair that the Pandemic had brought in. The Group is using this new momentum to encourage more of our parents to become more involved, either as Leaders, Helpers or as members of the Executive Committee, and to enable us to reduce the numbers on our waiting lists.

Financially the Scout Group has benefitted from a variety of Covid Grants offered through the Local Authority, and consequently has been able to meet ongoing costs and to address modifications to the premises to improve the safety of our members during meetings and reduce the risks of passing on infections. This is despite the fact we have been unable to run our main fund raising activities and have lost many membership subscriptions over the past two years. Further work to replace windows and allow better ventilation in our HQ building is scheduled for the following year.

<p>The Scout Association is to promote the development of young people, encouraging them to full physical, intellectual, social and spiritual potential, and to help them to become responsible citizens and members of their local, national and international communities.</p> <p>The result of achieving the Aim of the Association is by providing an enjoyable and active scheme of progressive training based on the Scout Promise and Law and a good Scout leadership.</p> <p>The Group meets the Charitable Objectives of the Scout Association and the advancement of education and the advancement of citizenship or community development.</p>	<p>The Scout Association is to promote the development of young people, encouraging them to full physical, intellectual, social and spiritual potential, and to help them to become responsible citizens and members of their local, national and international communities.</p> <p>The result of achieving the Aim of the Association is by providing an enjoyable and active scheme of progressive training based on the Scout Promise and Law and a good Scout leadership.</p> <p>The Group meets the Charitable Objectives of the Scout Association and the advancement of education and the advancement of citizenship or community development.</p>	<p>Summary of the main activities undertaken for the year in relation to the Charitable Objectives (include where relevant the status of the Charitable Objectives that have been met and the progress made towards the Charitable Objectives that have not been met).</p>
<p>Additional details of activities and activities (Optional information)</p>	<p>Additional details of activities and activities (Optional information)</p>	<p>You may choose to include additional information, such as:</p> <ul style="list-style-type: none"> <li>• details of fundraising activities</li> <li>• details of community activities</li> <li>• details of other activities</li> <li>• details of other achievements</li> <li>• details of other information</li> </ul>



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Scout Group has no particular policy on reserves but aims to hold sufficient funds to provide suitable cash flow during the year and to meet reasonable contingencies. The Group Executive considers that a sum equivalent to 4 months running costs, circa £6,000 would be sufficient to cover this objective.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

#### Sources of Funds

The Group's primary source of funding is from Annual Subscriptions which fund about 63% of the operating costs of the Group. The remainder is raised by two major fund raising activities; a Catering Concession at the Woodley Carnival and a Firework Display in conjunction with a local School. Further income is received from letting space to the District Scout Shop, donations for the use of equipment, by other Scout Groups, and catering at other youth events.

#### Expenditure

The main outlay is in connection with the operational cost of running and maintaining the Scout Groups Premises in Woodley. These are leased from Wokingham Borough Council on a Repairing Lease basis which requires the Scout Group to meet the costs of keeping the premises in good order, as well as the heating, lighting, security, and cleaning costs. The Premises are extensively used by the Beaver, Cub and Scout Units for their basic activities, and are in use 5 evenings a week.

#### Investment Policy

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. Surplus Funds are lodged with the Scout Association Charity Deposit Account, for investment. The Fund allows for withdrawals at short notice.

The Group's Income and Expenditure is 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 The Scout Association's Short Term Investment Service (Charity Deposit Account).



## Section F

## Other optional information



## Declaration

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b> <b>Full name(s)</b> <b>Position (eg Secretary, Chair, etc)</b>	 Roger Jones	 Edward Wingrove
	Group Treasurer	Group Chairman
	Date 17/11/22	17/11/22





Charity Name	1st Woodley Scout Group	No (if any)	300521
--------------	-------------------------	-------------	--------

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1st April 2021		31st March 2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Subscriptions	5,842	-	-	5,842	4,610
Camp Fees	3,765	-	-	3,765	-
Fund Raising	950	-	-	950	1,005
Rent Received	-	-	-	-	900
Contributions Received	225	-	-	225	325
Bank Interest	103	-	-	103	-
Furlough Grants	140	-	-	140	702
Covid Support Grants	19,574	-	-	19,574	10,000
<b>Sub total (Gross income for AR)</b>	<b>30,599</b>	<b>-</b>	<b>-</b>	<b>30,599</b>	<b>17,542</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>30,599</b>	<b>-</b>	<b>-</b>	<b>30,599</b>	<b>17,542</b>
<b>A3 Payments</b>					
District Capitation	2,556	-	-	2,556	4,225
Activities and Camping	6,176	-	-	6,176	577
Fund Raising	60	-	-	60	20
Permits Costs	7,055	-	-	7,055	5,569
Vehicles Costs	1,353	-	-	1,353	-
Equipment	1,410	-	-	1,410	-
Administration	299	-	-	299	40
	-	-	-	-	-
<b>Sub total</b>	<b>18,909</b>	<b>-</b>	<b>-</b>	<b>18,909</b>	<b>10,431</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>18,909</b>	<b>-</b>	<b>-</b>	<b>18,909</b>	<b>10,431</b>
<b>Net of receipts/(payments)</b>	<b>11,690</b>	<b>-</b>	<b>-</b>	<b>11,690</b>	<b>7,111</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>33,894</b>			<b>33,894</b>	<b>26,783</b>
<b>Cash funds this year end</b>	<b>45,584</b>			<b>45,584</b>	<b>33,894</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	<b>Bank Accounts - Current</b>	31,727	-	-
	<b>Short Term Investment Account</b>	13,857	-	-
	<b>Cash In Hand</b>	-	-	-
	<b>Total cash funds</b>	45,584	-	-

(agree balances with receipts and payments account(s))



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ROGER JONES	16/8/22
	EDWARD WILSGRAVE	17/11/22





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

1st Woodley Scout Group

On accounts for the year  
ended

31st March 2022

Charity no  
(if any)

300521

Set out on pages

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention ~~(other than that disclosed below\*)~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*J. Sandford*

Date:

6 - 11 - 2022

Name:

James Sandford

Relevant professional  
qualification(s) or body  
(if any):

CIMA, AAT

Address: MALOJA, NINE MILE RIDE, WOKINGHAM, RG40 3LU

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.



**Give here brief details of any items that the examiner wishes to disclose.**

