



# Trustees' Annual Report for the period

Period start date		Period end date		
From	1 <sup>st</sup> April 2022	To	31 <sup>st</sup> March	2023

## 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 3QL**

### 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	Mrs A M Franklin	Executive Member	Whole Year	Group Council
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### 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)

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# 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)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>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.</p> <p>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.</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointments and is responsible for:</p> <p>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.</p> <p><b>Risk and Internal Control</b> 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:</p> <p>Damage to the building, property and equipment. The Group would request the</p>
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<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>
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## 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>
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### 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>
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### 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.

## Section D

## Achievements and performance

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

The Group appears to have weathered the Pandemic quite well, with memberships increasing again, as well as being able to recruit some new leaders. This has enabled us to re-open a Scout Troop and address the need to progress members who have outgrown their respective Cub and Beaver Units.

There remains a healthy interest in joining the Beaver Units, and we currently have a waiting list for entry. Some additional Leaders would enable us to take in more of these younger members.

Our activity programme has also begun to resume with involvement in District wide, Group and Unit activities being well supported. There has also been an enthusiastic take up of many online activities which have developed from the Covid days when we had to run events from our homes, and badge related events in particular, are very popular.

Limited Leadership has also resulted in an increase in shared planning and running of activities between Cubs and Scouts, and Cubs with Beavers, which is leading to a more cohesive membership group.

With the removal of Covid restrictions on gatherings, our Fundraising activities have also started to recover, starting with an excellent showing at our Joint Firework Display with the Rivermead School, which achieved our best receipts since this was started, possibly due to good weather and the fact that families wanted to get out and enjoy themselves again,

At Christmas the Scouts took part in the Town Extravaganza with a Bric-a-Brac stall, and in the Summer our Scouts operated a very successful Tombola, alongside the Group's refreshments stall.

We are fortunate to have a very dedicated core of volunteers who turn out to help run our events, and join in the fun. Several have joined our Executive Team, bringing new ideas and enthusiasm to this Group. All of which makes for a very happy and forward thinking Scout Group.



## 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 currently lodged with the Scout Association Charity Deposit Account, for investment.

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

## Section F

## Other optional information

## Declaration

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

K. Jones	E. Jones
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Roger Jones	Edward Wingrove
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Group Treasurer	Group Chairman
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6 <sup>th</sup> December 2023.	6 <sup>th</sup> December 2023
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Charity Name	No (if any)
1st Woodley Scout Group	300521

## Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	1st April 2022		31st March 2023



### 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	8,878	-	-	8,878	5,842
Camp Fees & Activities	10,390	-	-	10,390	3,765
Fund Raising	17,029	-	-	17,029	950
Rent Received	900	-	-	900	-
Contributions Received	205	-	-	205	225
Donations Received	1,217	-	-	1,217	-
Bank Interest	11	-	-	11	103
Card Fees	- 741	-	-	- 741	- 252
Furlough Grants	-	-	-	-	140
Covid Support Grants	-	-	-	-	19,574
<b>Sub total (Gross income for AR)</b>	<b>37,889</b>	<b>-</b>	<b>-</b>	<b>37,889</b>	<b>30,347</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>37,889</b>	<b>-</b>	<b>-</b>	<b>37,889</b>	<b>30,347</b>
<b>A3 Payments</b>					
District Capitation	4,560	-	-	4,560	2,556
Activities and Camping	11,580	-	-	11,580	6,176
Fund Raising	9,752	-	-	9,752	60
Permits Costs	7,321	-	-	7,321	7,055
Vehicles Costs	1,187	-	-	1,187	1,353
Equipment	2,900	-	-	2,900	1,410
Administration	142	-	-	142	47
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>37,442</b>	<b>-</b>	<b>-</b>	<b>37,442</b>	<b>18,657</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>37,442</b>	<b>-</b>	<b>-</b>	<b>37,442</b>	<b>18,657</b>
<b>Net of receipts/(payments)</b>	<b>447</b>	<b>-</b>	<b>-</b>	<b>447</b>	<b>11,690</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>45,584</b>			<b>45,584</b>	<b>33,894</b>
<b>Cash funds this year end</b>	<b>46,031</b>			<b>46,031</b>	<b>45,584</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>	Bank Accounts - Current	31,563	-	-
	Short Term Investment Account	13,868	-	-
	Cash In Hand	600	-	-
	<b>Total cash funds</b>	<b>46,031</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	ROGER JONES	28/9/23
	EDWARD JOHN WINGROVE	6/12/23





# 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 2023

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. L. L.

Date:

20/11/2023

Name:

James Sandford

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

CIMA, AAT

Address:

Maloja, Nine Mile Ride, Wokingham,  
Berkshire, 1 RG40 3LU

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