

# Trustees Annual Report

## 1st April 2022 – 31st March 2023 for Financial Year Reported



## 1 Reference and Administration Details

Charity Name: **50<sup>th</sup> Medway Towns (Hoo) Scout Group**  
Charity Number: **303382**  
Scout registration: **10016122**  
Principal Address: **The Scout HQ, The Pit, Stoke Road, Hoo, Rochester, Kent, ME3 9BJ**

### 1.1 Trustees

Chair	Vanessa Harris
Secretary	Gillian Watts
Treasurer	Richard Crofts
Group Leader	Sally Cox
Leader	Michael Watts
Leader	Darren Hopson
Leader	Richard Turner
Leader	Luke Hopson
Leader	Megan Cox
Leader	Angela Moore

## 2 Structure, Governance and Management

### 2.1 Governing Document

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 (POR) of the Scout Association.

### 2.2 Group Scout Council

The Group Scout Council is the electoral body to which the Group Executive Committee is accountable. Membership of the Group Scout Council is open to:

- Scouters
- Group Active Support Managers and members
- Colony, Pack and Troop Assistants
- Administrators
- Patrol Leaders
- All Parents of Beavers, Cubs, Scouts and Explorers

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- Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council
- Explorer Scout Leaders (if stated in a Partnership Agreement)
- the District Commissioner and District Chair are ex-officio members of the Group Scout Council.

### 2.3 Constitution

The Group is a trust established under the Policy, Organisation and Rules of the Scout Association. It has a constitution agreed by the Group Scout Council, but which is subservient to its governing documents.

### 2.4 Trustee Selection

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association and the Group's constitution.

### 2.5 Group Executive Committee

The Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

Members of the Executive Committee must 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 fund-raising 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 a Chair to lead the sub-Committees
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- The opening, closure and amalgamation of sections as necessary.
- And all other duties as set out in Policy, Organisation and Rules.

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### 2.6 Risk and Internal Control

The Group Executive Committee has identified the major risks to which they believe the Group is exposed which are:

#### 2.6.1 Injury to Leaders, Helpers, Supporters or Members

The Group supports compliance with the Safety Policy and ensures appropriate risk assessment; elimination, reduction and control measures are taken to reduce the likelihood of any injuries.

In addition, through membership fees, the Group contributes to the Scout Association's national accident insurance policy.

All Leaders are first aid trained and the Group's building has a first aid kit and defibrillator.

#### 2.6.2 Damage to Buildings, Property or Equipment

The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

#### 2.6.3 Reduced Income from Subscriptions and Fund Raising

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group holds adequate reserves to ensure the continuity of activities should there be a major reduction in income. The committee could also raise the value of subscriptions to increase the Group income either temporarily or permanently.

#### 2.6.4 Reduction or Loss of Leaders

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there were a reduction in the number of volunteers to an unacceptable level, then there would have to be a contraction, consolidation or closure of activities or sections.

#### 2.6.5 Reduction or Loss of Members

If there were a reduction in membership of a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section.



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### 3 Objectives and Activities

The primary objective of the Group is that of the Scout Association generally, namely:

‘to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.’

#### The Values of Scouting

As Scouts we are guided by these values:

- Integrity - We act with integrity; we are honest, trustworthy and loyal.
- Respect - We have self-respect and respect for others.
- Care - We support others and take care of the world in which we live.
- Belief - We explore our faiths, beliefs and attitudes.
- Co-operation - We make a positive difference; we cooperate with others and make friends.

#### The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

The activities of the Group are:

- The provision of the Scouting programme for 6–18 year old members

### 4 Achievements and Performance

The Group has had a number of members achieve their Chief Scouts Awards across all sections, as well as gaining numerous Activity Badges. All sections of the Group regularly attend camps, trips and offsite activities.

One of the Group’s Explorers has been selected for and will attend the World Scout Jamboree in South Korea in 2023 and part of the UK Scouts contingent.

The Group has set up a Fundraising Committee, run by several parents, which are organising fundraising events throughout the year. In the past twelve months there has been a Christmas



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Raffle, member's designed Christmas tea towels, a name the teddy competition and a Mother's Day tea party.

The past year the Group has opened a new Beaver Colony as the membership increases. The Group has been the fastest growing in the Medway Towns District for the past two years.

The Group are planning on replacing all the lights within the building with LED units, upgrading the internal doors to fire doors and replacing all the guttering, fascia and soffits to the building.

The Group takes an active role in the community, regularly taking part in clean-up mornings, local Remembrance services, Christmas Carols and visiting the residents of the local care home.

### 4.1 Public benefit statement

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.

## 5 Financial Review

### 5.1 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 6 months running costs, circa £3000.

The Group held reserves of approximately £6976 against this at year end. This is above the level required for operating expenses. However this can be explained by income continuing to accrue in winter months in anticipation of higher levels of spending on camps and activities in the summer months.

### 5.2 Investment Policy

The Group's Income and Expenditure is very 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 building societies or The Scout Association's Short Term Investment Service.

# Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

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## Independent examiner's report to the trustees of 50<sup>th</sup> Medway Towns (Hoo) Scout Group

I report to the trustees on my examination of the accounts of the 50<sup>th</sup> Medway Towns (Hoo) Scout Group for the year ended 31/03/2023

### Responsibilities and basis of report

As the charity trustees of the 50<sup>th</sup> Medway Towns (Hoo) Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 50<sup>th</sup> Medway Towns (Hoo) 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 50<sup>th</sup> Medway Towns (Hoo) 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.

Signed: *Bhogal*

Name: JAGDIP BHOGAL

Relevant professional qualification or membership of professional bodies (if any): British Association of

Address: 79 Kingfisher Drive, ME5 7NY

Counselling and Psychotherapy

Date: 26/10/2023

# 50th Medway Towns (Hoo) Scout Group (303382)

## Receipts and payments account

For the year from	01/04/2022	To	31/03/2023
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### Receipts and payments

2022/2023  
Unrestricted funds  
£

#### Receipts

Donations, legacies and similar income		
Membership subscriptions	-	34,592.48
Donations	-	-
Legacies	-	-
Gift Aid	-	-
Other similar income	-	-
<b>Sub total</b>	-	<b>34,592.48</b>
Grants		
Maintenance grant	-	-
Other grants	-	-
<b>Sub total</b>	-	<b>-</b>
Fundraising events (gross)		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	-	2,338.84
<b>Sub total</b>	-	<b>2,338.84</b>
Scout hut income		
Hire of building	-	-
Hire of equipment	-	-
Other Scout hut income	-	-
<b>Sub total</b>	-	<b>-</b>
Investment income		
Bank interest	-	27.15
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
<b>Sub total</b>	-	<b>27.15</b>
<b>Total Gross Income</b>	-	<b>36,958.47</b>
Asset and investment sales, etc.	-	-
<b>Total receipts</b>	-	<b>36,958.47</b>



# 50th Medway Towns (Hoo) Scout Group (303382)

## Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2022	To	31/03/2023

### Receipts and payments

2022/2023  
Unrestricted funds  
£

#### Payments

<b>Charitable Payments</b>		
Membership subscriptions paid on (National/County/Area/District)	-	6,409.00
Youth programme and activities	-	10,885.78
Adult support and training	-	-
Rent	-	-
Water and Sewerage	-	254.20
Electricity and Gas	-	3,774.13
Insurance	-	1,594.59
Repairs and Renewals	-	-
Materials and equipment	-	350.00
Printing and photocopying	-	-
Contribution to camp costs	-	9,679.63
Uniforms	-	-
AGM and trustee expenses	-	-
Cleaning	-	875.00
Other costs detail 2	-	-
Other costs detail 3	-	-
<b>Sub total</b>	-	33,822.33
<b>Fundraising expenses</b>		
Square card machine	-	55.00
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	-	55.00
<b>Total Gross Expenditure</b>	-	33,877.33
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	-	33,877.33
<b>Net of receipts/(payments)</b>	-	3,081.14
<b>Cash funds last year end</b>	-	3,895.70
<b>Cash funds this year end</b>	-	6,976.84

**Trustees Annual Report**  
**1st April 2022 – 31st March 2023 for**  
**Financial Year Reported**



**6 Declaration**

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

Signed on behalf of the charity's trustees:

Signature:

Date: 26/10/23

Full Name: Sally Cox

Position: Group Scout Leader

Signature:

Date: 26/10/23

Full Name: Vanessa Harris

Position: Group Chair

# 50th Medway Towns (Hoo) Scout Group (303382)

## Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2022	To	31/03/2023

### Receipts and payments

2022/2023  
Unrestricted funds  
£

#### Receipts

<b>Donations, legacies and similar income</b>		
Membership subscriptions	-	34,592.48
Donations	-	-
Legacies	-	-
Gift Aid	-	-
Other similar income	-	-
<b>Sub total</b>	-	34,592.48
<b>Grants</b>		
Maintenance grant	-	-
Other grants	-	-
<b>Sub total</b>	-	-
<b>Fundraising events (gross)</b>		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	-	2,338.84
<b>Sub total</b>	-	2,338.84
<b>Scout hut income</b>		
Hire of building	-	-
Hire of equipment	-	-
Other Scout hut income	-	-
<b>Sub total</b>	-	-
<b>Investment income</b>		
Bank interest	-	27.15
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
<b>Sub total</b>	-	27.15
<b>Total Gross Income</b>	-	36,958.47
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	-	36,958.47



# 50th Medway Towns (Hoo) Scout Group (303382)

## Receipts and payments account

For the year from	01/04/2022	To	31/03/2023
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### Receipts and payments

**2022/2023**  
**Unrestricted funds**  
**£**

#### Payments

<b>Charitable Payments</b>		
Membership subscriptions paid on (National/County/Area/District)	-	6,409.00
Youth programme and activities	-	10,885.78
Adult support and training	-	-
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# 50th Medway Towns (Hoo) Scout Group (303382)

## Receipts and payments account

For the year from	01/04/2022	To	31/03/2023
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### Statement of assets and liabilities at the end of the year

		31/03/2023
		Unrestricted funds
		£
<b>Cash funds</b>		
Bank current account	-	500.00
Bank deposit account	-	6,476.85
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	-	<b>6,976.85</b>
(agree balances with receipts and payments account)		ok
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	-	-
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	-	-
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	500,000
Motor vehicles	-	3,000
Scouting equipment, furniture etc	-	30,000
Other	-	-
<b>Sub total</b>	-	<b>533,000</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>Total net assets</b>	-	<b>539,977</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 26th Oct 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

*V Harris*  
*Richard Crofts*

Print Name

VANESSA HARRIS Chair  
RICHARD CROFTS Treasurer

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Signed: *J Bhogal*

Name: JAGDIP BHOGAL

Relevant professional qualification or membership of professional bodies (if any): British Association of

Address: 79 Kingfisher Drive, ME5 7NY

Counselling and Psychotherapy

Date: 26/10/2023



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Date: 26/10/2023