

# **1<sup>st</sup> Old Malden (St John the Baptist) Scout Group**



**Trustees Annual Report 2020/21**

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**Trustees' Annual Report**  
**For the period from 1 April 2020 to 31 March 2021**

**Section A - Reference and Administrative Details**

Charity Name : 1<sup>st</sup> Old Malden (St John the Baptist) Scout Group

Registered Charity Number : 303761

Charity's Principal Address : The Old Malden Scout Centre  
Rear of 411 Malden Road  
Worcester Park  
Surrey  
KT4 7NY

Chairman : Duncan Stewart

Names of the Charity Trustees who manage the charity :

<b>Trustee Name</b>	<b>Office</b>
John Eggitt	President
Huw Farquharson	Communications
Duncan Stewart	Chairman
Louise Dibble	Joint Group Scout Leader / Beaver Section Leader
Alison Eggitt	Joint Group Scout Leader / Cub Section Leader
Paul Kelly	Treasurer
Salina Harvey-Porter	Parent Representative
Stephen Oates	Group Secretary
Emma Mitchell	Parent Representative
Laura Dibble	Explorers Leader
Thomas Larcombe-Young	Scout Troop Leader

Bankers : Natwest Bank

Independent Examiner : Maya Bhatia, Worcester Park, Surrey

**Section B – Policies and Report**

**Type of 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 by-laws of the Association and the Policy, Organisation and Rules of the Scout Association.

### **How the Charity is constituted**

The Group is a trust established under its rules which are common to all Scouts.

### **Trustee Selection Methods**

The Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

### **Risks and Internal Control**

The Group Executive has in place systems of internal control that are designed to provide reasonable assurance against material mismanagement or loss. These include the requirement for two signatories for all payments which, with the exception of payments in cash made by event organisers, are all paid by cheque. All receipts are banked, normally within 7 days of receipt, with the exception of small cash floats maintained by the section leaders and treasurer. An insurance policy is held to cover people assisting at Group events who are not covered by Scout membership.

### **Section C – Objects 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.

In developing the activities, the Group has, over the year, organised several events ranging from camps to crafts and sports. These events would not have been possible without the assistance provided by volunteer leaders who give very generously of their time and for which we are very grateful.

The Group meets the Charities Commission public benefit criteria under both the advancement of education and the advance of citizenship or community development headings.

### **Section D – Review of the Year**

The 1st Old Malden Scout Group is a community-based organisation serving the young people of Old Malden and Worcester Park.

The current focus of Scouting is to provide young people with #skillsforlife. We are often aware of how our members develop as they mature and move between Sections, however they also develop in short periods of time.

The year was dominated by COVID and lockdown and this greatly affected the Group. Scouting continued albeit online, however, the effect of lockdown was to reduce the number participating in Scouting both young people and volunteers. This was not just 1st Old Malden but Scouting generally.

During lockdowns our Sections were able to provide a varied and fun programme of online meetings including scavenger hunts, crafts, visiting speakers and cooking, and members joined in enthusiastically every week. Feedback from parents told us that they were grateful for the consistency provided by their children's Section meetings during such an unsettling time.

The implications of Covid on individual leaders and members meant that we had to make the decision to suspend Winnipeg Beaver Colony and Kipling Cub Pack, however we would hope to be in a position to re-open them at a future date. This is obviously dependent on more adults coming forward to join in the fun and take on leadership roles so that we can offer Scouting to more young people. The need for more adult help isn't limited to re-opening these Sections, as Cornwell Cub Pack and the Troop currently need more adults to join their teams and spread the load, so our priority is to fill the gaps in those teams first.

Volunteering in Scouting is extremely rewarding and, as well as the satisfaction of seeing young people develop and learn skills, adult members regularly report of the positive impact on their own mental health and well-being. Please don't hesitate to inquire about how you can get involved – no previous experience is necessary, and no special skills are required, and you will be joining a very friendly team.

Fundraising is key to the continued success and existence of the Group. Another effect of lockdown was that we were unable to run any fundraising. Fundraising events include bag packing at Waitrose, our annual raffle and our annual summer fair on Plough Green. The annual summer fair is usually our biggest fundraiser. The lack of fundraising was offset by a grant received through the Kingston council Retail Leisure and Hospitality Fund.

The Group usually receives rent from community groups that rent the Scout Headquarters. As COVID has prevented these groups from using the building no rent was received.

The Group registered for and received monies from the Co-Op charity (bit more detail needed)

During lockdown the Group Executive reviewed the finances and reserves of the Group and took action to reduce expenditure including taking the Group's van off the road and stopping the rubbish collections.

The Group has been fortunate to have the 1st Old Malden Scout Group Headquarters building which was built in the year 2001 with the assistance of fundraising by the Scouts, Guides, and Brownies and a lottery grant. The land was leased from the Diocese by the Scout Group. That lease expired in February 2021 and the Group is in negotiation with St John the Baptist Church and the Diocese for the granting of a new lease. This will incur considerable costs and the Group has raised a reserve of £10,000 to cover the costs of the new lease.

The Group has seen the cost of maintenance and upkeep of the building rising and as the building gets older more maintenance is going to be needed. A reserve has been raised for major works, but the Executive is aware that we need to be aware of these costs.

After the Group's AGM in September 2020 the Trustees and the Executive welcomed the addition of Tom Larcombe-Young, Laura Dibble and Salina Harvey Porter. Callum Grant, for many years our Scout Leader left the Group, and we must thank Callum for the years of service he gave the Group. The Executive also said goodbye to Rui Gonzales, and we thank him for his time with the Group.

The Trustees believe the Group is still strong and the Executive, Leaders and Volunteers who the Group relies upon continue to be very motivated.



## **Section E – Finances**

### **Financial Review**

The financial statements are set out in the pages following this report. Over the year the Group generated a surplus of £23,400 on receipts of £33,101 despite the pandemic situation during the year. This was due in large part to the income of around £20,961 received as COVID-19 support grants from Kingston Borough Council plus around £3,500 in backdated government gift aid claim receipts covering 2017-2020. The Group held funds at 31/3/2021 of £48,649 of which £15,102 were unrestricted funds, the remainder being set aside as reserves for specific purposes.

### **Reserves Policy**

Reserves have been approved by the Trustees for certain specific purposes which cover both known liabilities with uncertain timing and also a prudent contingency fund.

Sufficient reserves are held to continue and develop the activities of the Group. These include a provision for operating costs (in the event of lower receipts) and capital costs (for example periodic replacement of the Group van, larger maintenance projects on the headquarters etc).

The Executive considers that the Group reserves should not be allowed to fall below £12,000.

## **Section F - Declaration**

The Trustees declare that they have approved the above report

Signed on behalf of the charity's trustees :

Signature .....



Full Name Duncan Stewart

Paul Kelly

Position Chairman

Treasurer

Date .....

20/9/21

# 1st Old Malden (St John the Baptist) Scout Group

## Receipts & Payments - Year ending 31 March 2021

		Year ending 31/03/2021 £	Year ending 31/03/2020 £
	Notes	Unrestricted Funds	Unrestricted Funds
<b>RECEIPTS</b>			
<u>Donations &amp; similar Income</u>			
Section subscriptions	2	2,548	3,699
Membership subscriptions		2,700	4,590
Less membership subscriptions paid to District		-2,700	-4,930
Donations		1,837	0
		<b>4,385</b>	<b>3,359</b>
<u>Fundraising</u>			
Summer fair - gross receipts		0	4,465
Summer fair - less costs of organising & materials		0	-1,109
Other fund raising		372	1,552
		<b>372</b>	<b>4,908</b>
<u>Other Income</u>			
Income from headquarters	1	3,751	7,881
Gift Aid Tax Refund		3,624	0
Bank Interest received		8	45
Grants received (Kingston Borough re COVID-19 support)		20,961	0
		<b>28,344</b>	<b>7,926</b>
<b>TOTAL RECEIPTS</b>		<b>33,101</b>	<b>16,193</b>
<b>PAYMENTS</b>			
<u>Charitable Payments :</u>			
Headquarters running costs	3	6,972	9,191
Badges, equipment & uniforms	4	212	1,133
Insurance - equipment and personal		0	0
Transport	5	903	2,147
Postage, printing & stationery		0	0
Training		0	0
Expenses of section units	6	1,602	2,497
Donations		0	0
Miscellaneous	7	12	-188
<b>TOTAL PAYMENTS</b>		<b>9,701</b>	<b>14,780</b>
<b>NET RECEIPTS LESS PAYMENTS</b>		<b>23,400</b>	<b>1,413</b>
Total funds at beginning of the year		25,249	23,836
Total funds at the end of the year		48,649	25,249

# 1st Old Malden (St John the Baptist) Scout Group

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

	Year ending 31/03/2021 £	Year ending 31/03/2020 £
Notes	Unrestricted Funds	Unrestricted Funds
<b>CASH FUNDS - UNRESTRICTED</b>		
Natwest current account	27,157	1,100
less uncleared cheques / deposits	0	-520
Natwest deposit account	21,492	21,483
Scout troop current account	0	3,092
Cash	0	94
Less restricted funds	-33,547	-547
	<b>15,102</b>	<b>24,702</b>
<b>CASH FUNDS - RESTRICTED</b>		
	Restricted Funds	Restricted Funds
Reserve for lease renewal charges	10,000	
Reserve for van replacement	5,000	
Reserve for dilapidations on lease termination	10,000	
Reserve - contingency of 12 months running costs	8,000	
Joan Coote Memorial Hardship Fund	547	547
	<b>33,547</b>	<b>547</b>
<b>TOTAL CASH FUNDS</b>	<b>48,649</b>	<b>25,249</b>

The above receipts and payments account and statement of assets & liabilities were approved by the Trustees on 17/5/21 and signed on their behalf by

D Stewart

Chairman

P Kelly

Treasurer





# 1st Old Malden (St John the Baptist) Scout Group

## Notes to the Accounts - Year ending 31 March 2021

	Year ending 31/03/2021 £	Year ending 31/03/2020 £
<b>Note 1 Headquarters income</b>		
Scout group rental	1,653	1,653
1st Worcester Park & Old Malden Guides rental	999	0
1st Worcester Park & Old Malden Brownies rental	666	664
Occasional / Outside hires	433	5,564
	<b>3,751</b>	<b>7,881</b>
<b>Note 2 Section Subscriptions</b>		
Yukon Beaver Colony	1,439	112
Winnipeg Beaver Colony		96
Cornwell Cub Pack	1,296	1,237
Kipling Cub Pack		766
Scout Troop	2,513	1,489
	<b>5,248</b>	<b>3,699</b>
<b>Note 3 Headquarters Running Costs</b>		
Insurance	1,055	1,033
Rates	0	0
Water	214	126
Ground rent	130	0
Fire safety	166	84
Electricity	1,536	1,527
Sundry maintenance	1,375	3,028
Telephone & internet	223	361
HQ Rental	1,653	1,653
Waste disposal	511	1,124
Website	109	255
	<b>6,972</b>	<b>9,191</b>
<b>Note 4 Badges, equipment and uniforms</b>		
Equipment purchased	0	160
Badges & uniforms purchased	900	1,127
Less receipts for badges and uniforms	-688	-154
	<b>212</b>	<b>1,133</b>
<b>Note 5 Transport</b>		
Insurance for Van	979	937

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# 1st Old Malden (St John the Baptist) Scout Group

## Notes to the Accounts - Year ending 31 March 2021

	Year ending 31/03/2021	Year ending 31/03/2020
	£	£
Repairs / MoT / Service	-133	1,070
Fuel costs / (receipts)	57	140
	<b>903</b>	<b>2,147</b>

### Note 6 Section Unit Expenses

Yukon Beaver Colony	370	399
Winnipeg Beaver Colony		154
Cornwell Cub Pack	620	740
Kipling Cub Pack		472
Scout Troop	612	732
	<b>1,602</b>	<b>2,497</b>

### Note 7 Miscellaneous Costs

Payments made for activities	211	427
Less receipts	-199	-615
	<b>12</b>	<b>-188</b>



## Independent Examiner's Report to the Trustees of the 1<sup>st</sup> Old Malden (St John the Baptist) Scout Group

I report on the accounts of the Group/District/County/Area for the year ended 31 March 2021

which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages 5 to 8

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District 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 you as 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

1. which gives me reasonable cause to believe that in, any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the Charities Act ;and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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 31/3/2021 be reached.

Name: .....Maya Bhatia.....

Qualification: ACMA (MANAGEMENT ACCOUNTANT CIMA)

Address: 23 DERBY ROAD, CHEAM, SUTTON