



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01 04 2022** To **31 03 2023**

Charity name: **3rd Staines Scout Group**

Charity registration number: **305796**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<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> <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>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We have provided a full and active programme across all 3 sections all year.</p> <p>We have maintained a good balance between our plans for improvement of the premises, cash flow and fund raising with concentration on leadership and recruitment.</p> <p>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.</p> <p>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.</p> <p>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 to those as a beneficiary.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>All Trustees have undertaken appropriate training as part of their induction into the Scout Organisation.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
		N/A

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>This year has seen the group re-establish a more normal programme of activity, post the COVID lock down restrictions. Member numbers have increased as a result of this return to normality.</p> <p>Resumed programmes/camps running well, with good engagement and support from parents. During the year the Scout section finally made it on their long delayed trip to Switzerland, which was a huge success.</p> <p>We have further improved lighting outside the building and replaced many lights within the headquarters. Two windows have also been replaced.</p> <p>Beavers 32, Cubs 28, Scouts 40.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
		N/A

Investment performance against objectives	Para 1.41	
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position of the group is very strong at the end of the year, achieved through conscientious delivery of the Scouting programme. The group is very lucky to have such a committed group of people delivering its excellent programme who are committed to maximising the Group's resources.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	At the end of the year the Group held just over £70,000 in respect of Unrestricted Funds, more than would normally be considered necessary. Normality post COVID has now been largely achieved, however the Trustees continue to monitor the Group's reserves and will act as required. There are minimal Restricted Funds at the end of the year.
Amount of reserves held	Para 1.22	At the end of the year the Group is holding £76k in current net assets (essentially cash at bank), of which less than £1k is restricted.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no concerns about the going concern status of this charity.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The principal sources of income are membership subscriptions, fundraising (supported by Gift Aid) and occasional grants.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Group's Income and Expenditure is relatively small and therefore 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.
A description of the principal risks facing the charity	Para 1.46	<p>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.</p> <p>The main areas of concern that have been identified are:</p> <ul style="list-style-type: none"> Damage to the building, property and equipment. The Group would request the 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, Injury to leaders, helpers, supporters and members. The Group through the

		<p>capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <ul style="list-style-type: none"> 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. <p>The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.</p>
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Group's governing documents are those of the 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.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Group is a charity established under its rules which are common to all Scouts.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional information (optional)

You may choose to include further statements where relevant about:

		The Group is managed by the Group Executive Committee, the members of which are the 'Charity
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Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>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 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual Section Leaders and Parent's representation and meets every 2 months. This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> • 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.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	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.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	3rd Staines Scout Group
Other name the charity uses	
Registered charity number	305796
Charity's principal address	15 Westbourne Road Staines Middx TW18 1HF

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	Bob Knight	Group Scout Leader		
2	Graham Peterkin	Group Chairman		
3	Moya Zenonos	Group Secretary		

4	Mel Warren	Parent		
5	John Robinson	Parent		
6	Sarah Drabwell	Group Treasurer		
7	Linda Knight	Beaver Scout Leader		
8	Alan Jones	Cub Scout Leader		
9	James Ayling	Scout Leader		
10	Roger Dix	Group President		
11	Richard Ross	Parent		
12	Lorraine Hyman	Parent		
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bankers	Barclays Bank PLC	71 High Street, Staines
Examiner	CP Mason	1 Royal Crescent, London W11 4SL

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary,
Chair, etc)

Date

3rd Staines Scout Group 305796

Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2022	To	31st March 2023
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Receipts and payments

	2022/23			2021/22
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Receipts				
Donations, legacies and similar income				
Membership subscriptions	13,987	-	-	13,987
Donations	2,150	-	-	2,150
Legacies	-	-	-	-
Gift Aid	3,254	-	-	3,254
Other similar income	35	-	-	35
Sub total	19,426	-	-	19,426
Grants				
Maintenance grant	-	-	-	-
Other grants	-	-	-	-
Sub total	-	-	-	-
Fundraising events (gross)				
Sections	-	-	-	-
Fairs	4,747	-	-	4,747
Biathlon	1,150	-	-	1,150
Other fundraising activities	156	-	-	156
Sub total	6,053	-	-	6,053
Scout hut income				
Hire of building	386	-	-	386
Hire of equipment	117	-	-	117
Other Scout hut income	-	-	-	-
Sub total	503	-	-	503
Investment income				
Bank interest	45	-	-	45
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	102	-	-	102
Other investment income	-	-	-	-
Sub total	147	-	-	147
Total Gross Income	26,129	-	-	26,129
Asset and investment sales, etc.	-	-	-	-
Total receipts	26,129	-	-	26,129

3rd Staines Scout Group 305796

Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2022	To	31st March 2023
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Receipts and payments

	2022/23			2021/22
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Payments				
Charitable Payments				
Membership subscriptions paid on (National/County/Area/District)	4,263	-	-	4,466
Youth programme and activities	3,928	-	-	6,086
Adult support and training	120	-	-	-
Rent	-	-	-	-
Water and Sewerage	219	-	-	55
Electricity and Gas	560	-	-	379
Insurance	1,561	-	-	2,063
Repairs and Renewals	1,867	-	-	204
Materials and equipment	2,759	-	-	567
Printing and photocopying	47	-	-	-
Contribution to camp costs	441	35,901	-	430
Uniforms	409	-	-	-
AGM and trustee expenses	-	-	-	-
Minibus and transport	6,079	-	-	3,317
Sundry	554	-	-	135
	-	-	-	-
Sub total	22,807	35,901	-	17,702
Fundraising expenses				
Fairs	192	-	-	195
Other fundraising costs	84	-	-	571
Lottery costs	701	-	-	-
	-	-	-	-
Sub total	977	-	-	766
Total Gross Expenditure	23,784	35,901	-	59,685
Asset and investment purchases etc	-	-	-	-
Total payments	23,784	35,901	-	18,468
Net of receipts/(payments)	2,345	- 35,901	-	33,556
Transfers between funds	8,700	8,700	-	-
Cash funds last year end	63,784	45,405	-	81,128
Cash funds this year end	74,829	804	-	109,189

3rd Staines Scout Group 305796

Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2022	To	31st March 2023
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Statement of assets and liabilities at the end of the year

	31st March 2022			31st March 2021
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Cash funds				
Bank current account	65,900	804	-	66,703
Bank deposit account	-	-	-	-
Building society account	-	-	-	-
The Scout Association Short Term Investment Service	8,929	-	-	8,929
Cash/Floats	-	-	-	-
Total cash funds	74,829	804	-	75,633
(agree balances with receipts and payments a/c)	ok	ok	ok	ok
Other monetary assets				
Tax claim	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-
Insurance claim	-	-	-	-
Sub total	-	-	-	-
Investment assets				
Investment property - detail	-	-	-	-
Quoted investments	-	-	-	-
Other investments - detail	-	-	-	-
Sub total	-	-	-	-
Non monetary assets for				
Badge stock	-	-	-	-
Shop stock	-	-	-	-
Other stock	-	-	-	-
Land and buildings	185,000	-	-	185,000
Motor vehicles	12,000	-	-	12,000
Scouting equipment, furniture etc	60,000	-	-	60,000
Other	-	-	-	-
Sub total	257,000	-	-	257,000
Liabilities				
Accounts not yet paid	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-
Subscriptions not yet paid	-	-	-	-
Loan - detail	-	-	-	-
Other liabilities	-	-	-	-
Sub total	-	-	-	-
Total net assets	331,829	804	-	332,633

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 13th October 2022 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Chair
	Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE THIRD STAINES SCOUT GROUP

I report to the Trustees on my examination of the accounts of the Group for the year ended 31st March 2023 which comprise the Receipts and Payments Account and Statement of Assets and Liabilities.

This report is made solely to the Trustees in accordance with Section 145 of the Charities Act 2011 (the Act). My work has been undertaken so that I may 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 any 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 trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). They consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the Act, to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 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 and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of 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 I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. In connection with my examination, I confirm that no matters have 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 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.



C P Mason FCA
1 Royal Crescent
London
W11 4SL

Date: 21 June 2023