



# Trustees' Annual Report for the period

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

## Section A Reference and administration details

**Charity name** 1<sup>st</sup> Woosehill Scout Group ( Scout Ass. Reg. No. 43915 )

**Other names charity is known by**

**Registered charity number (if any)** 801523

**Charity's principal address** 21 Tiffany Close

Wokingham

Berkshire

**Postcode**

**RG41 3BN**

### 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				
2	Amanda Parker	Group Scout Leader		Executive committee
3	Stephen Gray	Cub Leader		Executive committee
4	Craig Koch	Scout Leader		Executive committee
5	Fiona Fairhead	Scout Leader		Executive committee
6	Nicola Roberts	Chairman		AGM
7	Stuart Faria	Treasurer		AGM
8	Sarah Dempster	Secretary		AGM
9	Marc McGurk	Quartermaster	Left June 2022	AGM
10	Myles Harrison	Quartermaster	From June 2022	AGM
11	Stephen Kelly	Hall Bookings		AGM
12	Sarah George	Facilities Manager		AGM
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
Bankers	Lloyds	1-2 Market Place, Reading, Berkshire, RG1 2EQ
Independent Examiner	Eng Keat How	18 Spencer Close, Wokingham, Berkshire, RG41 3BW

## 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)	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 the charity is constituted (eg. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (eg. appointed by, elected by)	The Trustees are appointed 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 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, 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:

- 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 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 comprehensive insurance policies to ensure that insurable risks are covered.

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

### The Purpose of Scouting

Scouting exists 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 co-operate 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.

## 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)

Scouting activities consisting of a programme of weekly meetings and adventurous activities and camps tailored to the age group of the Beaver, Cub and Scout sections.

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.

## 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.

The Group relies entirely on it's Uniformed Leaders, Assistant Leaders, Executive Committee members and other helpers, who are all unpaid volunteers, to deliver it's programme of activities, maintain it's premises and achieve it's objectives and is grateful to all those who give their time in support of the Group.

## Section D

## Achievements and performance

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

Approximately 130 young people between the ages of 6 and 14 attended one of the 2 Beaver Scout, 2 Cub Scout and 2 Scout sections in the Group during the year. In addition one of the local Wokingham District Explorer Scout sections for 14 to 18 year olds continues to be based at our premises.

As in previous years the sections have run full and varied programmes of meetings, activities and camps.

## Section E

## Financial review

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

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 and/or major expenditure become necessary. The Group Executive Committee considers that the group should hold a sum equivalent to several months running costs plus sums to allow for replacement of the Group's equipment, planned work and unexpected large maintenance costs.

The Group held reserves of approximately £49,998 against this at year end.

### Details of any funds materially in deficit

## 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.

The Group's main sources of funds are membership subscriptions, hall bookings, Gift Aid and the fees for the camps and other activities.

The Group's expenditure is split between 3 main areas, the maintenance of the Scout Hut premises and its grounds, capitation (the membership subscription passed onto the local Scout District) and expenditure on scouting activities and camps.

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Nicola Roberts	Stuart Warren Faria
Position (eg Secretary, Chair, etc)	Chairman	Treasurer
Date	26 January 2023	26 January 2023

**1<sup>st</sup> Woosehill Scout Group**  
**Receipts and Payments Account**  
**For the Year Ended 31<sup>st</sup> March 2022**

**Section A Receipts and Payments**

<b>Receipts</b>	<b>General Fund</b>	<b>Scholar ship Fund</b>	<b>Capital Reserve</b>	<b>Total</b>	<b>Last Year</b>
Bank Interest	0.12			0.12	0.30
Gift Aid	1,254.50			1,254.50	3,471.95
Group Fundraising	110.64			110.64	81.02
Grants & Donations	7,810.00			7,810.00	21,240.93
Hall Bookings	5,655.00			5,655.00	1,340.00
Miscellaneous	23.96			23.96	0.00
Scout Shop Sales	83.24			83.24	0.00
Subscriptions received	14,921.31				
Less capitation	(7,605.00)				
Net retained subscriptions	7,316.31	(58.50)		7,257.81	2,095.96
Camp Fees	4,240.99			4,240.99	406.33
Other Scouting Activities	7,298.76			7,298.76	0.00
<b>Total Receipts</b>	<b>33,793.52</b>	<b>(58.50)</b>	<b>0.00</b>	<b>33,735.02</b>	<b>28,636.49</b>
<b>Payments</b>					
<b>Building &amp; Premises</b>					
Building Insurance	2,188.87			2,188.87	2,119.53
Cleaning	2,483.83			2,483.83	399.98
Maintenance	833.92		19,969.35	20,803.27	2,447.27
Rent	1,824.00			1,824.00	1,824.00
Rates	88.86			88.86	0.00
Utilities	1,187.19			1,187.19	1,037.41
	<b>8,606.67</b>	<b>0.00</b>	<b>19,969.35</b>	<b>28,576.02</b>	<b>7,828.19</b>
<b>General Payments</b>					
Fundraising	59.36			59.36	0.00
Miscellaneous	831.70			831.70	514.30
Other Insurance	0.00			0.00	84.00
Scouting Equipment	245.29			245.29	158.98
	<b>1,136.35</b>	<b>0.00</b>	<b>0.00</b>	<b>1,136.35</b>	<b>757.28</b>
<b>Section Expenses</b>					
Scouting Activities	8,990.18	82.50		9,072.68	1,087.74
Camps	2,901.57	87.50		2,989.07	6,598.09
Badges	1,559.07			1,559.07	953.95
	<b>13,450.82</b>	<b>170.00</b>	<b>0.00</b>	<b>13,620.82</b>	<b>8,639.78</b>
<b>Other Scouting Activities</b>					
Scout Shop	411.00			411.00	0.00
	<b>411.00</b>	<b>0.00</b>	<b>0.00</b>	<b>411.00</b>	<b>0.00</b>
<b>Total Payments</b>	<b>23,604.84</b>	<b>170.00</b>	<b>19,969.35</b>	<b>43,744.19</b>	<b>17,225.25</b>
<b>Net Of Receipts/(Payments)</b>	<b>10,188.68</b>	<b>(228.50)</b>	<b>(19,969.35)</b>	<b>(10,009.17)</b>	<b>11,411.24</b>
Transfers Between Funds	(500.00)	500.00	0.00	-	-
Cash Funds Last Year End	40,006.85	0.00	20,000.00	60,006.85	48,595.61
<b>Cash Funds This Year End</b>	<b>49,695.53</b>	<b>271.50</b>	<b>30.65</b>	<b>49,997.68</b>	<b>60,006.85</b>

## Section B Statement Of Assets And Liabilities At The End Of The Period

		<u>General Fund</u>	<u>Scholar ship Fund</u>	<u>Capital Reserve</u>	<u>Total</u>
<b>Cash Funds</b>	Business Instant Access Account	1,095.66	-	-	1,095.66
	Treasurers Account	48,599.87	271.50	30.65	48,902.02
	Petty Cash	0.00	-	-	0.00
		<u>49,695.53</u>	<u>271.50</u>	<u>30.65</u>	<u>49,997.68</u>
<b>Other Monetary Assets</b>	Scout Shop Stock	<u>181.00</u>	<u>-</u>	<u>-</u>	<u>181.00</u>

### Non Monetary Assets For The Charities Own Use

- Leasehold Land and Buildings used by the charity.  
 The building was constructed in 1990 and was funded by loans which have been fully repaid.  
 The original cost of the building is unknown.  
 The building is currently insured for £372,698.  
 A rental of £1,824 per annum is payable to Wokingham District Council.
- Building Contents for use by the charity.  
 Scouting equipment including camping equipment, costs unknown.  
 Furniture, fixtures and fittings in the premises, costs unknown.  
 All currently insured for £23,927.

## **Independent examiner's report to the trustees of 1st Woosehill Scout Council**

I report to the trustees on my examination of the accounts of the 1st Woosehill Scout Group for the year ended 31 March 2022.

### **Responsibilities and basis of report**

As the charity trustees of the 1st Woosehill 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 1st Woosehill 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 1st Woosehill 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:



Name: Eng Keat How

Relevant professional qualification or membership of professional bodies (if any): Institute of Chartered Accountants in England and Wales (ACA) (reg. no. 8824150)

Address: 18 Spencer Close, Wokingham, RG41 3BW

Date: 15 January 2023