



# 3<sup>rd</sup> Farnborough

## Trustees Annual Report

**For the Period 1/4/2019 – 31/3/2020**

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# Reference and Administration Details

## Charity Name

3rd Farnborough (Hawley Lane)

## Registered Charity Number

N/A

## HMRC Charities Reference Number

EW96190

## HQ Registration Number

10012533

## Charity's Address

3<sup>rd</sup> Farnborough Scout HQ  
Rowallan Way (off Sand Hill)  
Sand Hill  
Farnborough  
Hampshire  
GU14 8ER

## Charity's Address (for all correspondence)

3<sup>rd</sup> Farnborough Scout Group  
c/o Iain Roy (Group Scout Leader)  
84 Cotswold Close  
Hampshire  
GU14 9ET

## Trustees

Trustee Name	Office (if any)	Dates acted if not for whole year
Susan O'Mara	Chair	
Charlotte Turl	Secretary	
Marcus Macwilliam	Treasurer	
Iain Roy	Group Scout Leader	
Lisa Roy	Beavers – Leader Team Representative	
Steve Worsfold	Cubs – Leader Team Representative	
Mark Cronin	Scouts – Leader Team Representative	
Francina Butterworth	Committee Member – Active Support	
Jo Lane	Committee Member – Special Needs	
Karin White	Committee Member - Fundraising	

Lynsey Knott	Committee Member – Parent Representative	
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### **Name and addresses of advisors**

None

# Structure, Governance, and Management

## Governing Documents

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.

## Constitution

The Group is a Trust established under The Scout Association rules.

## Trustee Selection Methods

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

## Governance

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 Executive Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual Section Leaders (who have all opted to take on the responsibility) and parent's representation and meets every 4 months.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

The 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 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 (in order of probability / impact) that have been identified are:

**Reduced income from fund raising or subscriptions:** The Group is primarily reliant upon income from subscriptions and fundraising and this is likely to be severely impacted by the COVID-19 pandemic. 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. The Group will take advantage of any Government support available

that it is eligible for to ensure continuity.

**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. This risk is raised as a result of the COVID-19 pandemic, with the added scenario that leaders may be shielding, or reluctant to engage in face-face activities because of the increased risk.

**Reduction or loss of members:** The Group provides activities for young people aged 6 to 18. 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. There is a very real risk because of COVID-19 that our numbers will contract significantly in the 2020-2021 year, and we may have to advertise and actively promote the Group for the first time in several years.

**Damage to the building, property and equipment:** In recent years, the Group has made significant investments in security to reduce the probability of this risk. In the event of damage, the Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, and other Scout Groups. 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 capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

**Vestiture of the ownership of the land and buildings of the Group:** It is unclear where the ownership of the land and buildings of the Group are vested. The Committee is seeking to obtain copies of the Deeds and to address this issue as soon as possible.

**Material Mismanagement or loss:** 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.

# Objectives and Activities

## Objectives

### 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.

## Activities

3<sup>rd</sup> Farnborough Scout Group meets these objectives through its weekly Beavers, Cubs, and Scouts meetings and through additional events organised by the Group, District, and County teams.

Beavers meet on Monday evenings for 1 hour during term-time, Cubs meet for 1 ½ hours during term-time, and Scouts meet on Thursday evenings for 2 hours during term-time.

Additional events that our Sections have participated in this year include: Archery, Beavers Fun Day, District Sports Day, District Swimming Gala, Bowling, Pantomime, District Beavers Campfire, District Beavers Hike, Cub Camp, Scout Summer Camp, St George's Day Celebration, Air-Rifle Shooting, District Cub Mastermind Quiz, District Cub Handcraft Competition, District Cub Indoor Games Competition, District Cub Campfire, Scouts Basha Camp, Scouts Expedition Camp, Scouts Master At Arms Competition, Scouts Kayaking, Donkey Derby Fundraising, Group Christmas Camp, Group Jumping Sleepover, Group 70<sup>th</sup> anniversary celebrations, Group Hampshire Scouts County Archery Competition, and Scouts National Archery Competition.

All sections have been able to participate in multiple nights away experiences.



## 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.

# Achievements and Performance

## Group

The Group has maintained a full and varied programme of activities during 2019 - 2020 across all its sections. Cubs and Scouts both run at capacity with pressure on places, whereas Beavers have limited open places at present. We have introduced Young Leaders into Cubs, and now have Young Leaders in all sections. We have also supported the Duke of Edinburgh scheme by accepting DofE volunteers as Young Leaders. In 2019 we were successful in recruiting a new Cub Leader, Steve Worsfold, who has joined the Group with many good ideas.

Based on the 2019 - 2020 census returns, we have succeeded in growing our youth membership (excluding young leaders) from 52 to 54, and this had grown further to 62 at the end of the financial year.

We must acknowledge though that there is significant risk to this growth in the next financial year as a direct result of the COVID-19 pandemic. Sadly, the longer the impacts of the pandemic are felt, the more likely it is that we will lose members who do not wish to participate in Scouting online.

2019 was 3rd Farnborough's 70th anniversary year, having been founded in 1949, and we celebrated with a Group Sleepover at Gravity Force in Camberley with the vast majority of our members attending, followed by an Open Day at our Scout HQ with families able to participate in a range of fun activities including face painting, air-rifle shooting, rock painting, fire lighting, and sports games. The celebration concluded with a traditional campfire and singsong and a cutting of the cake. We were delighted to be joined during the day by members of the District Team, former leaders and family members, and the The Worshipful the Mayor of Rushmoor, Councillor Steve Masterson.



In 2019 – 2020, we successfully raised funds both through fundraising activities e.g. Donkey Derby, and through grant applications. We also forged an excellent community relationship with Morrisons where we bag pack on a regular basis raising funds for our Scout Group and their charity of choice which this year was Clic Sargent. This combination of fundraising and grants has allowed us to continue to invest in facilities and equipment (air-rifle shooting range, tranguias, radios, tents, GPS mapping devices) and to deliver planned improvement works at the Scout HQ. This included fire safety improvements, installation of security fencing and security doors.

The Group took part in most District events and we brought home several trophies this year. The Group offered all Beavers, Cubs, and Scouts multiple opportunities for nights away experiences, and, on the whole

there was excellent attendance at these.

5 Beavers (Bailey Shoesmith, Riley Knott, Charlie Highton, Ted Woolley, and Sofia Boyle Torices) achieved their Bronze Chief Scouts Awards this financial year. 1 Cub (Nathaniel Roy) achieved their Silver Chief Scouts Award this financial year. 2 Scouts (Keira Knott, and Callum Shoesmith) achieved their Gold Chief Scouts Award this financial year.

The Group has sought to encourage wider participation in its activities, ranging from parents sitting on the Executive Committee, to participation in outside activities within the local community, and hiring the hall to those outside Scouting. We are thankful for the continued regular hiring of our hall from SFKK.

Plans for future activities depend crucially on leaders and helpers coming forward to maintain, and ideally expand the activities the Group can offer, both as Section Leaders and Executive Committee members. We also must observe and respond accordingly to the COVID-19 pandemic, ensuring the safety of all our members, recognising the uncertainties that this pandemic creates.

## **Beavers**

A Beavers section report will be presented at our AGM in September 2020.

## **Cubs**

A Cubs section report will be presented at our AGM in September 2020.

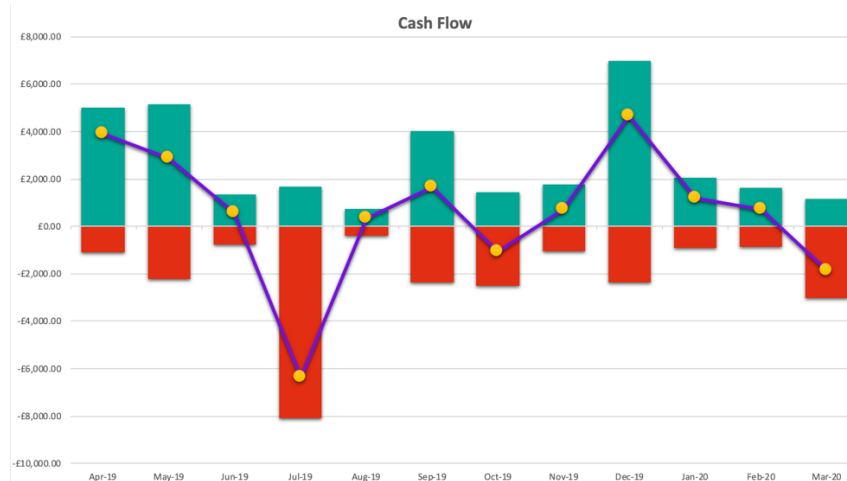
## **Scouts**

A Scouts section report will be presented at our AGM in September 2020.

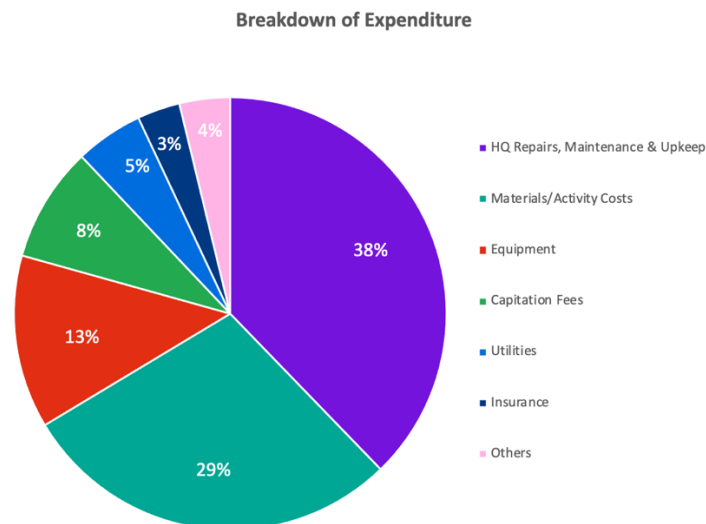
# Financial Review

## Financial Highlights

- Our youth membership (excluding Young Leaders) in Census 2020 increased to a total of 54 (2019: 52). Growth is one of our strategic objectives. At the end of the Financial Year our youth membership was 62.
- We benefited from significant grants' income in 2018 - 2019 most of which was classified as restricted funds. This grants income has enabled us to significantly improve the facilities and grounds at 3rd Farnborough in the last 12 months and this continues to be a priority for us.
- Cash Flow for the last 12 months is illustrated below. This includes all inflow and outflow:



- A breakdown of expenses (illustrated below) for the year shows that the three largest categories of spending are HQ Repairs, Maintenance, and Upkeep, Materials/Activity Costs, and New Equipment.



- The Consolidated Statement of Financial Activities shows an unrestricted surplus for the year of £54.68 (2019: £799.40).

## Accounting Policies

The accounts have been drawn up on an accruals basis following a policy change in 2019. In line with the Scout Association rules, non-monetary assets do not need to be valued and shown within the accounts.

3rd Farnborough's non-monetary assets predominantly consist of our building and land which was last

valued in 2011 at £120,000 for the freehold interest, and insured for re-build at £345,000 (2019: £320,000), fixtures and fittings in our Scout HQ which have been insured at £24,000 (2019: £10,000), and shooting equipment which has been insured at £1,000 (2019: £0). All of these assets are fully insured with Unity on a new for old basis.

## Starting Balances

At the start of the 2019 - 2020 financial year, account balances were as follows:

Assets	
Accounts Receivable	£ 105.06 (see Note 1)
Bank Account	£ 3,371.85
Cash on Hand	£ 97.47
<b>Total Assets</b>	<b>£ 3,574.38</b>

Notes to the Starting Balances:

(1) **Subs** for four young people were overdue at year end (Wills, Durkin, Pipe, and Bingham-Wilson)

Liabilities	
Expenses – Fran	£ 9.20
Expenses – Iain	£ 209.49
Expenses – Jo	£ 7.95
Expenses – Mark	£ 58.81
Expenses – Other	£ 5.00
<b>Total Liabilities</b>	<b>£ 290.45</b>

## Income Accounts

Gross Income in the 2019 - 2020 financial year was £32,979.30 (2018 - 2019: £22,429.74), of which £9,934.32 (2018 – 2019 £6,551.62) was classified as Restricted Funds. Totals for our Income accounts are shown below:

Fees – Activities	£ 1,383.74 (See Note 1)
Fees – Camp	£ 6,004.07 (see Note 2)
Fees – Shooting	£ 766.10 (see Note 3)
Fundraising Income	£ 437.50
Grants – Non-Restricted	£ 500.00
Grants – Restricted	£ 9,934.22 (See Note 4)
Hall Hire	£ 2,385.00 (See Note 5)
HMRC Gift Aid	£ 2,144.91 (See Note 6)
Individual Donations (Gift Aid)	£ 1,622.49 (See Note 7)
Individual Donations (No Gift Aid)	£ 133.80 (See Note 8)
Other Income	£ 99.99
Subs – Beavers	£ 2,475.59
Subs – Cubs	£ 2,121.07
Subs – Scouts	£ 2,647.36
Uniform Sales	£ 323.36

**Total Income****£ 32,979.30****Notes to the Income Accounts:**

- (1) **Fees** – Activities include £80 paid for Scouts Mechanic Activity Day and £54 for Cubs Entertainers Badge Day that will need to be refunded as these events did not take place
- (2) **Fees – Camp** includes £97.04 for Beavers Sleepover (April 2020) that will take place in the next financial year.
- (3) **Fees - Shooting** is monies received from subs from the 3F Shooting Club and from Have a Go sessions. A fee of £3.00 per young person is charged with adult volunteers shooting free.
- (4) **Restricted Grants** received were as follows: Shanly Foundation Grant (£2,000.00), Rushmoor Community Lottery (£1,000.00), Blackwater Valley District Scouts (£856.32), National Lottery (£5,566.00)
- (5) **Hall Hire** is monies received for the hire of the hall including where applicable damage deposits. Of the total income in this category, £1,920 was from SFKK.
- (6) **HMRC Gift Aid** is monies received for historic gift aid claims (£1,227.00 for 2016 – 2019) and (£917.21 for 2018 – 2019).
- (7) **Individual Donations (Gift Aid)** is moneys received from individuals during fundraising events that is eligible for gift aid in 2019-2020. This includes monies from Donkey Derby, Sponsored Runs, Bag Packing, and specific individual donations.
- (8) **Individual Donations (Non-Gift Aid)** is monies received from individual's where a Gift Aid declaration has not been received

**Expense Accounts**

Expenditure in the 2019 - 2020 financial year was £32,924.62 (2018 – 2019: £21,630.34). Totals for our Expense accounts are shown below:

Administration and Marketing	£ 230.87
Bad Debt	£ 101.33 (See Note 1)
Badges and Certificates	£ 562.83
Capitation Fees	£ 2,832.00
Equipment – Lease or Rental	£ 297.28
Equipment – New	£ 4,634.57
Equipment – Repairs and Renewals	£ 154.97
Gifts	£ 79.75
HQ Repairs, Maintenance, and Upkeep	£ 12,433.65
Insurance	£ 1,052.33
Materials/Activity Costs	£ 8,599.95
Uniforms	£ 273.00
Utilities – Electricity and Gas	£ 1,564.00
Utilities – Water and Sewerage	£ 108.09
<b>Total Expenses</b>	<b>£ 32,924.62</b>

**Notes to the Expense Accounts:**

- (1) **Bad Debt** is refunds given as a gesture of goodwill to Scouts who dropped out of the 2019 Summer Camp at the last minute, one of these refunds was issued to address a formal complaint. Also subs for one young person (Pipe) were agreed to be written off after he left the Group with debts.

## Accounts Receivable

At year end, the Accounts Receivable account stands at £153.28 which is expected to be recovered in the next financial year, though there is a degree of risk associated with these collections and some bad debt may materialise in the 2020 – 2021 accounts.

## Liabilities

At year end, the Liabilities account stands at £1,314.18 comprising Expenses that are owed to various leaders. This is higher than usual due to the difficulties experienced at the end of the financial year in returning expenses to leaders due to COVID-19 pandemic lockdown restrictions.

## Balance Sheet

	<u>Mar 31, 2020</u>	<u>Mar 31, 2019</u>	<u>Mar 31, 2018</u>
<b>Assets</b>			
Bank Account	£ 10,210.77	£ 3,371.85	£ 2,685.44
Cash on Hand	£ 679.74	£ 97.47	£ 82.37
Total Cash and Bank	<b>£ 10,890.51</b>	<b>£ 3,469.32</b>	<b>£ 2,767.81</b>
Accounts Receivable	£ 153.28	£ 145.33	- £ 40.00
<b>Total Assets</b>	<b>£ 11,043.79</b>	<b>£ 3,614.85</b>	<b>£ 2,727.81</b>
<b>Liabilities</b>			
Accounts Payable	£ 6,391.00		
Current Liabilities	£ 1,314.18	£ 231.64	£ 144.00
<b>Total Liabilities</b>	<b>£ 7,705.18</b>	<b>£ 231.64</b>	<b>£ 144.00</b>
<b>Equity</b>			
<b>Total Equity</b>	<b>£ 3,338.61</b>	<b>£ 3,383.21</b>	<b>£ 2,583.81</b>

## 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 Executive Committee considers that the Group should hold £3,000.

The Group held reserves of £3,107.57 (see Note 1) (2019: £1,695.12) against this at year end. This is above

the level required for unavoidable annual operating expenses and in line with the level that the Executive Committee would ideally like as a Reserve.

Notes to the Reserves:

(1) Calculated as **Total Equity – Fees for Activities / Camps in the next financial year** = £3,338.61 - £134 - £97.04 = £3,107.57

## Investment Policy

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.



# Declaration


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

Signed on behalf of the charity's trustees:

Signature:   
Full Name: Susan O'Mara

Role: Chair

Date: 09/08/20

Signature: 

Full Name: Marcus Macwilliam

Role: Treasurer

Date: 07/08/20

Signature:   
Full Name: Iain Roy

Role: Group Scout Leader

Date: 7/8/2020