



3rd Farnborough

Trustees Annual Report

For the Period 1/4/2021 – 31/3/2022

<https://www.3rdfarnboroughscoutgroup.org.uk/join/>
#SkillsForLife



Scouts
3rd Farnborough

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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

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

Charity's Address (for all correspondence)

3rd 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	

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:

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 at any time need to self-isolate or shield or be 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.

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. Additional insurance is taken out by the Group for occasional helpers. 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. To date, our efforts have not been successful.

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

3rd 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. It was extremely rewarding for all to be able to resume normal scouting during the FY22 financial year, following the phased return and guidance set out by The Scout Association.

In addition to the weekly meetings, we have started to run additional activities which have included resuming the Shooting Club, a Group trip to the pantomime, a Beavers Hike, and our Scouts joining with the British Army to work through the requirements of the Mechanic activity badge. We already have a number of activities organised in the FY23 financial year including a Beavers sleepover, a Scouts Expedition Camp, and a Scout Summer Weekend Camp.

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 2021 - 2022 across all its sections despite being under COVID restrictions for much of the year. It was very pleasing to end the year free from all COVID restrictions and able to resume a full, normal programme. During the year, we organised a number of nights away opportunities for our members allowing them to earn nights away by making dens indoor at home or sleeping in tents or shelters in their gardens.

We are delighted that, whilst we saw a contraction in membership during 2020 – 2021 because of COVID, our membership in 2021 – 2022 rose to above pre-COVID levels, and we had record numbers of young people registered with the Group. This included an increase in the number of Young Leaders helping us. Based on the 2021 - 2022 census returns, our youth membership (excluding young leaders) has increased from 39 to 58.

The Group's shooting club resumed in September and has run monthly shooting sessions monthly since then. We have also been able to restart Have a Go sessions for other Groups in the district.

2 Beavers (Riley Langridge, and Damilare Okuwobi) achieved their Bronze Chief Scout Awards this financial year. 1 Cub (Henry Worsfold) achieved his Silver Chief Scouts Award this financial year.

We were delighted also to sign a partnership agreement with Blackwater Valley Explorers to open an Explorer Unit based out of our HQ. Spitfire Explorers opened under the leadership of Mike Baxter in October 2021, and we hope many of our Scouts will continue their Scouting journey through into Explorers now there is increased provision in the Farnborough area. During this financial year, we were successful in our application to open a Squirrels Drey and are very pleased to be the first Group in Blackwater District and one of the first in Hampshire to be offering this early years provision. We are in final planning stages to open the section in September 2022.

Our funding position further improved in part due to continued reduced spending because of COVID, but also because we were fortunate enough to be eligible for a number of COVID-19 grants from Rushmoor Borough Council. We made a number of decisions about how to use the reserves we have now built up, and we are delighted to be able to invest in the construction of a bouldering wall in our grounds. We will also be procuring a secure storage facility in our Grounds.

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 2022.

Cubs

A Cubs section report will be presented at our AGM in September 2022.

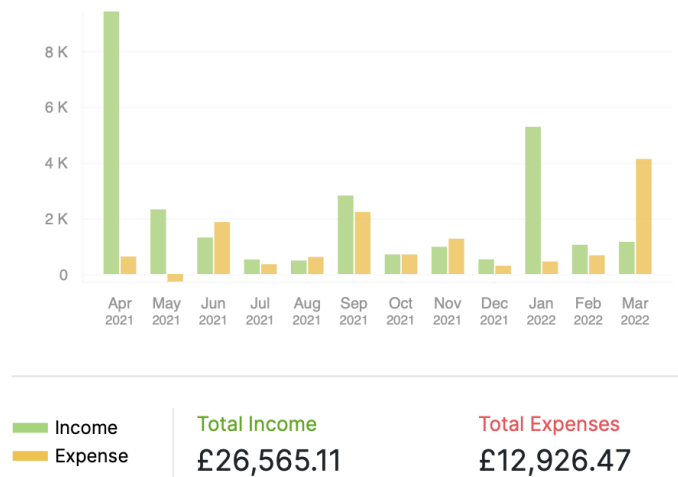
Scouts

A Scouts section report will be presented at our AGM in September 2022.

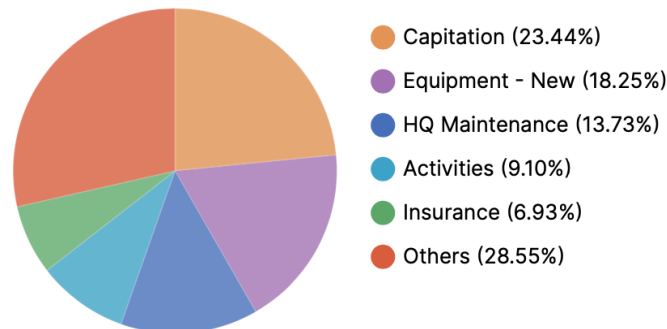
Financial Review

Financial Highlights

- Our youth membership (excluding Young Leaders) in Census 2022 increased to a total of 54 (2021: 39). This increase reversed the decline in the previous year which was attributed to COVID.
- We were unable to run any fundraising activities in 2021 – 2022. Once again, this financial year saw the cancellation of all of our usual activities such as The Donkey Derby and Bag Packing at Morrisons.
- We benefited from significant grants' income in 2021 - 2022 most of which was classified as unrestricted funds. This grants income was largely from Rushmoor Borough Council in the form of COVID-19 grants.
- 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 Capitation, New Equipment, and HQ Maintenance.



- The Group has accrued an unrestricted surplus of £24,498.91 (2020: £3,107.57) which exceeds the Group's Reserves policy.

Accounting Policies

The accounts have been drawn up on a cash basis. 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 £369,573 (2021: £357,075), content in our Scout HQ which have been insured at £25,710 (2020: £24,840) and shooting equipment

which has been insured at £1,000 (2021: £1,000). All of these assets are fully insured with Unity on a new for old basis.

Starting Balances

At the start of the 2021 - 2022 financial year, account balances were as follows:

Assets	
Bank Account	£ 39,285.79
Cash on Hand	£ 254.21
Total Assets	£ 39,540.00

Notes to the Starting Balances:

Reporting Source was the Zoho Book Balance Sheet report (Cash Basis) as of 31/03/2021

Income Accounts

Gross Income in the 2020 - 2021 financial year was £25,166.27 (2020 - 2021: £30,258.69). Totals for our Income accounts are shown below:

Fees – Activities	£ 1,146.00 (See Note 1)
Fees – Camp	£ 460.00 (See Note 2)
Fundraising Income	£ 164.79
Grants – Non-Restricted	£ 10,667.00 (See Note 3)
Hall Hire	£ 5,098.00 (See Note 4)
HMRC Gift Aid	£ 1,032.57 (See Note 5)
Subs – Beavers	£ 2,668.00
Subs – Cubs	£ 2,280.00
Subs – Scouts	£ 2,238.00
Shooting Club	£ 438.00 (see Note 6)
Uniform / Other Sales	£ 6.48 (see Note 7)
Total Income	£ 26,198.84

Notes to the Income Accounts:

Reporting Source was the Zoho Books Profit and Loss report (Cash Basis) from 01/04/2020 – 31/03/2021

- (1) **Fees – Activities** is £48 for Coral Reef Christmas 2021, £754 for Dick Whittington Pantomime, £309 for Donutting, £30 for Cubs Entertainers Badge Day, and £5 for Scouts Mechanic Activity Badge Day.
- (2) **Fees – Camp** is £225 for Basha Camp 2022, £50 for Beavers Sleepover that will take place in May 2022, and £185 for Cubs Survival Camp. All refunds for camps that did not take place in 2021 have been processed.
- (3) **Non-Restricted Grants** received were as follows: Rushmoor Borough Council COVID-19 Grant £8,000, and Rushmoor Borough Council COVID-19 Grant £2,667.00
- (4) **Hall Hire** is monies received for the hire of the hall including where applicable damage deposits (£150).
- (5) **HMRC Gift Aid** is monies received for gift aid claimed from 2020 - 2021 eligible income.
- (6) **Shooting Club** is monies received from Shooting activities (£456) including a discount to Spitfire Explorers (£18)
- (7) **Uniform / Other Sales** is monies received from Uniform Sales (£372.75) less Cost of Goods Sold (£366.27)

Reporting Source:

Zoho Books Profit and Loss report (Cash Basis) from 01/04/2021 – 31/03/2022

Expense Accounts

Expenditure in the 2020 - 2021 financial year was £12,560.20 (2020 - 2021: £14,230.07). Totals for our Expense accounts are shown below:

Activities	£ 2,639.84
Administration and Marketing	£ 553.33
Adult Support and Training	£ 90.00
Badges and Certificates	£ 120.40
Bank Fees and Charges	£ 225.97
Camps	£ 409.93
Capitation	£ 3,168.95
Equipment – New	£ 2,467.32
Gifts	£ 75.35 (See Note 2)
HQ Maintenance	£ 1,855.88
Insurance	£ 937.04
Utilities	£ 16.19
Total Expenses	£ 12,560.20

Notes to the Expense Accounts:

Zoho Books Profit and Loss report (Cash Basis) from 01/04/2021 – 31/03/2022

- (1) **Bank Fees and Charges** are fees paid to GoCardless for the online payment facility offered to parents via Online Scout Manager and bank charges which HSBC introduced this financial year.
- (2) **Gifts** are mainly chocolates for visitors and Christmas gifts to Beavers, Cubs, and Scouts.

Balance Sheet

Mar 31, 2022

Assets

Bank Account	£ 39,285.79
Cash on Hand	£ 254.21
Total Cash and Bank	£ 39,540.00

Total Assets £ 39,540.00

Liabilities

Current Liabilities	£ 331.41 (see Note 1)
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Total Liabilities £ 331.41

Equity

Current Year Earnings	£ 13,638.64
Retained Earnings	£ 25,569.95

Total Equity £ 39,208.59

Notes to the Balance Sheet:

Reporting Source was the Zoho Books Balance Sheet (Cash Basis) as of 31/03/2022

(1) **Current Liabilities** are expenses due to be repaid to Iain Roy (£331.01) and Steve Worsfold (£0.40)

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 £9,000 (2021: £6,000).

The Group held reserves of £39,208.59 (see Note 1) (2021: £24,498.91) against this at year end. This is above the level required for unavoidable annual operating expenses and above the level that the Executive Committee would ideally like as a Reserve. This extraordinarily high reserve is due to lower operating costs in this financial year due to COVID-19 coupled with receipt of unrestricted grants from Rushmoor Borough Council. We will be allocating these Reserves to projects starting in the next financial year.

Notes to the Reserves:

(1) Calculated as Total Assets – Restricted Funds – Total Liabilities = £39,540.00 - £331.41 = £39,208.59

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.

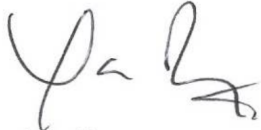
Declaration

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: 16.06.22

Signature: 
Full Name: Marcus Macwilliam
Role: Treasurer
Date: 16/06/2022.

Signature: 
Full Name: Iain Roy
Role: Group Scout Leader
Date: 17/6/2022

Scrutineer's Report to the Trustees

I report on the accounts of the Group/District for the year ended 31st March 2022.

Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages 11 to 14.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Signature:



Full Name:

Angela Ballard

Role:

Scrutineer

Date:

28-6-2022