



# 3<sup>rd</sup> Farnborough

## Trustees Annual Report

For the Period 1/4/2022 – 31/3/2023

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

#SkillsForLife

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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	
Jo Green	Squirrels – Leader Team Representative	01/09/2022 – 31/03/2023
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.

**Reduction or loss of members:** The Group provides activities for young people aged 4 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

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

Squirrels - established this financial year - meet on Thursday evenings for 1 hour during term-time, 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 has been extremely rewarding to have been the first Group in Blackwater Valley District to open a Squirrels Drey and we are very grateful to Jo Green [Spider] for stepping forward and taking the lead.

In addition to the weekly meetings, we have continued to run additional activities which have included the Shooting Club, a Group trip to the pantomime, a Beavers Hike, a number of camps, and a Group Sleepover at Jump In Camberley. We have now resumed a full adventurous activities programme following COVID-19 restrictions being fully lifted. We already have a number of activities organised in the FY24 financial year including a Beavers sleepover, a Squirrels Sleepover, a Scouts Overnight Hike, and a Scouts Summer 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 2022 across all its sections. We are pleased that there have been no further COVID restrictions introduced, and we are now back to operating as we did pre-COVID. During the year, we organised a number of nights away opportunities for our members allowing them to earn nights away and we continue to ramp up this provision as young people become more confident once again to participate in these.

Following approval in FY22 to open a Squirrels Drey, it was great to see this come to fruition in September 2022 with the opening of our Squirrels Drey, the first in Blackwater Valley District. We are incredibly grateful to Jo Green [Spider] who stepped forward to take the lead and Jo is now running a full, popular Squirrels Drey with all the feel of a typical Scout section. We are also very grateful to all the leaders who support Jo in running Squirrels, many but not all parents of young people in the section. We look forward to seeing all Groups in the District open Squirrels sections in the years to come – there is a phenomenal demand for this provision based on our waiting list.

In terms of membership, we had another record year of young people registered with the Group. Based on the 2022 - 2023 census returns, our youth membership (excluding young leaders) has increased from 58 to 82.

The Group's shooting club has continued to run monthly and the club also Have a Go sessions for other Groups in the district. We are very grateful to all the leaders who give up their time to support this activity provision for young people across Blackwater Valley District, especially Iain Roy [Skip], George Biddlecome, Mike Hughes, Allen Sayers, Jo Green, and Tim Ford. In FY24, we hope to invest in some air pistols to offer a different shooting experience.

2 Leaders achieved their Wood badges in FY23 – Lisa Roy, and Jo Green. Well done to these Leaders, and congratulations to Lisa for also being granted a Nights Away Permit. 4 Beavers (Devon Golds, Jake Nettleingham, Harry Nettleingham, and Ethan Favell-Potter) achieved their Bronze Chief Scout Awards this financial year. 6 Cubs (Craig Smith, Riley Langridge, Sofia Boyle Torices, Charlie Highton, Anthony Freeman, and Bailey Shoosmith) achieved their Silver Chief Scouts Award this financial year. 4 Scouts (Ethan Cronin, Jamie Pocock, Jimisola Okuwobi, and Nathan Roy) achieved their Gold Chief Scouts Award this financial year. Over the course of the year, 1,129 badges (including occasional badges) were handed out to young people.

We continue to host Blackwater Valley Spitfire Explorer Unit and it has been great to see many of our Scouts continuing their Scouting journey through into Explorers now there is increased provision in the Farnborough area.

Our funding position is stable and we have continued to invest, now drawing into reserves that were built up during the COVID pandemic. We completed the installation and commissioning of our bouldering wall, and look forward to this being used for fun activities.

Plans for future activities depend crucially on leaders and helpers continuing to come forward to maintain, and ideally expand the activities the Group can offer, both as Section Leaders and Trustee Board members. We are incredibly grateful to all our adult volunteers, whatever role they play in the Group.

## **Squirrels**

A Squirrels section report will be presented at our AGM in September 2023.

## **Beavers**

A Beavers section report will be presented at our AGM in September 2023.

## **Cubs**

A Cubs section report will be presented at our AGM in September 2023.

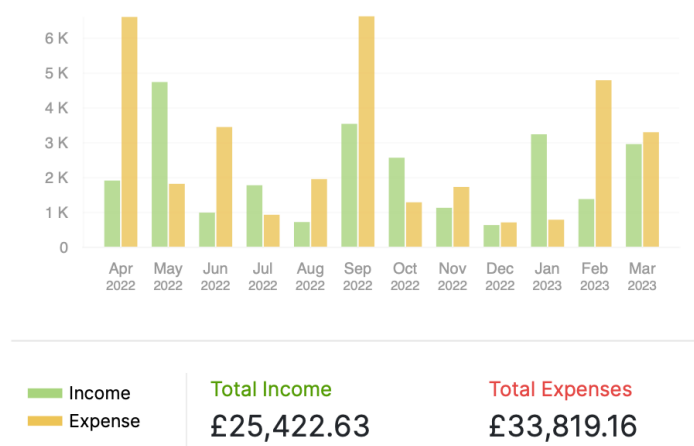
## **Scouts**

A Scouts section report will be presented at our AGM in September 2023.

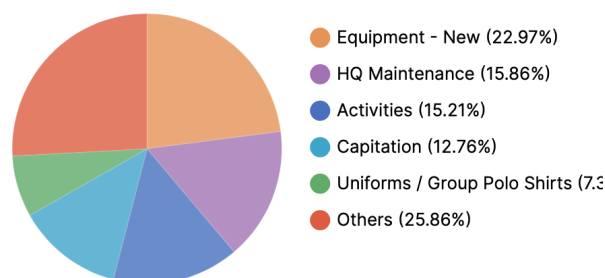
# Financial Review

## Financial Highlights

- Our youth membership (excluding Young Leaders) in Census 2023 increased to a total of 82 (2022: 354).
- We did not run any fundraising activities in 2022 - 2023. Many organisations continued to be cautious as all pandemic restrictions were lifted but these will resume next financial year.
- We held subscriptions during this financial year at £40 per term despite significant inflationary pressures on our electricity bills, capitation, insurance, activity costs, badge costs, and uniform costs. We were able to do this because of our reserves position.
- We also increased the level of Group subsidy to activities recognising the cost-of-living pressures that our members' families are under, again, possible because of our reserves position. As well as subsidising events, £196 of subs and activity/camp fees were written off to support low-income families and to ensure Scouting is provided to all.
- 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 New Equipment, HQ Maintenance, and Activities.



- As at 31/3/23 the Group has cash of £31,745.83 (2022: £39,208.59) which exceeds the Group's Reserves policy. Reserves reduced by £8,396.53 this year.

## 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 £395,443 (2022: £369,573), content in our Scout HQ which have been insured at £27,509 (2022: £25,710) and shooting equipment which has been insured at £1,070 (2022: £1,000). All of these assets are fully insured with Unity on a new for old basis.

## Starting Balances

At the start of the 2022 - 2023 financial year, account balances were as follows:

Assets	
Bank Account	£ 39,285.79
Cash on Hand	£ 254.21
<b>Total Assets</b>	<b>£ 39,540.00</b>

### Notes to the Starting Balances:

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

## Income Accounts

Gross Income in the 2022 - 2023 financial year was £25,422.63 (2021 - 2022: £25,166.27). Totals for our Income accounts are shown below:

Fees - Activities	£ 1,382.00	
Fees - Camp	£ 3,746.00	
Fundraising Income	£ 213.02	
Grants - Non-Restricted	£ 1,000.00	(See Note 1)
Grants - Restricted	£ 345.00	(See Note 2)
Hall Hire	£ 6,909.50	(See Note 3)
HMRC Gift Aid	£ 1,294.86	(See Note 4)
Subs - Squirrels	£ 1,610.00	
Subs - Beavers	£ 2,728.50	
Subs - Cubs	£ 2,549.75	
Subs - Scouts	£ 2,066.00	
Shooting Club	£ 1,014.00	(see Note 5)
Uniform / Other Sales	£ 564.00	
<b>Total Income</b>	<b>£ 25,422.63</b>	

### Notes to the Income Accounts:

Reporting Source was the Zoho Books Profit and Loss report (Cash Basis) from 01/04/2022 - 31/03/2023

- (1) **Non-Restricted Grants** received were as follows: TSA Grant £500 for opening Squirrels Drey, and TSA Grant for £500 to support Squirrels Nights Away Experiences
- (2) **Restricted Grants** received were as follows: BWVD Scouts £345 for Runways End Activities
- (3) **Hall Hire** is monies received for the hire of the hall including where applicable damage deposits and discounts
- (4) **HMRC Gift Aid** is monies received for gift aid claimed from 2022 - 2023 eligible income.
- (5) **Shooting Club** is monies received from Shooting activities (£456) including a discount to Spitfire Explorers (£18)

**Reporting Source:**

Zoho Books Profit and Loss report (Cash Basis) from 01/04/2022 – 31/03/2023

**Expense Accounts**

Expenditure in the 2022 - 2023 financial year was £33,819.06 (2021 – 2022: £12,560.20). Totals for our Expense accounts are shown below:

Activities	£	5,149.04	
Administration and Marketing	£	774.39	
Adult Support and Training	£	205.00	
Badges and Certificates	£	1,236.26	
Bank Fees and Charges	£	427.39	(See Note 1)
Camps	£	3,239.93	
Capitation	£	4,320.00	
Equipment - New	£	7,775.70	
Equipment - Repairs	£	110.98	
Gifts	£	216.69	(See Note 2)
HQ Maintenance	£	5,369.19	
Insurance	£	953.56	
Utilities	£	1,554.83	
Uniforms / Cost of Goods Sold	£	2,486.20	(See Note 3)
<b>Total Expenses</b>	<b>£</b>	<b>33,696.08</b>	

**Notes to the Expense Accounts:**

Zoho Books Profit and Loss report (Cash Basis) from 01/04/2022 – 31/03/2023

- (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.
- (3) **Uniforms / Cost of Goods Sold** is the cost of uniforms for leaders (formal and informal) as well as the cost of goods sold

## Balance Sheet

Mar 31, 2023

### Assets

Bank Account	£ 31,064.87
Cash on Hand	£ 680.96
Total Cash and Bank	£ 31,745.83

**Total Assets** £ 31,745.83

### Liabilities

Current Liabilities	£ 933.77 (see Note 1)
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**Total Liabilities** £ 933.77

### Equity

Current Year Earnings	£ 8,273.45 -
Retained Earnings	£ 39,208.59

**Total for Equities** £ 30,812.06

**Total for Liabilities & Equities** £ 31,745.83

#### Notes to the Balance Sheet:

Reporting Source was the Zoho Books Balance Sheet (Cash Basis) as of 31/03/2023

(1) **Current Liabilities** are expenses due to be repaid to Iain Roy (£600.71), Lisa Roy (£13.97), Mark Cronin (£143.02), Jo Green (£123.08). Other (£52.99)

## 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 £15,000 (2022: £9,000).

The Group held reserves of £31,745.83 (see Note 1) (2022: £39,208.59) 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 = £31,745.83 - £0 = £31,745.83

## 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.

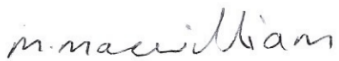
Signed on behalf of the charity's trustees:

Signature: 

Full Name: Susan O'Mara

Role: Chair

Date: 4/5/2023

Signature: 

Full Name: Marcus Macwilliam

Role: Treasurer

Date: 04/05/23

Signature: 

Full Name: Iain Roy

Role: Group Scout Leader

Date: 4/5/2023



# Scrutineer's Report to the Trustees

I report on the accounts of the Group/District for the year ended 31<sup>st</sup> March 2023.

## 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: 22/5/2023