

# **1st Claygate Scout Group**

## Trustees'

### Annual Report & Accounts

for the period

**1st April 2017 - 31st March 2018**



The Scout Centre  
Oaken Lane  
Claygate  
Surrey  
KT10 0RQ

## **Section A: Reference and Administration Details**

**Charity Name:** 1<sup>st</sup> Claygate Scout Group  
**Scout Association Registration No.:** 05971  
**Charity Registration No.:** 308135  
**Charity's principal address:** see front cover  
For the period covered, members of the Group Executive Committee acting as charity trustees were:

### **Ex-Officio:**

Chairman	Stuart Ballard
Treasurer	Gary Ernest
Secretary	Rosy Treasure
Group Scout Leader	Hugh Gostling
Assistant Group Scout Leader	Debbie Bowles
Assistant Group Scout Leader	Mark Aulds
Explorer Scout Leader	Ed Bowles (until July 2017)
SASU Leader	Dave Creigh (from October 2017)

### **Trustees Nominated:**

President	vacant
Vice President	Dennis Warren
Vice President	Allan Carruthers
Vice President	Graham Gibbs

### **Trustees Elected:**

Estate Management	Roger Hoad
Transport	Colin Coburn
Communications	Zeena Hicks
Parent Representative	Harriet Lay
	Angela Mazur & Enrico Sorbello
Quartermaster	Jonathan Dawes
Member	Will Sidaway (until October 2017)

**Bankers:** CAF Bank, West Malling

Barclays Bank, Esher

**Independent Examiner:** Elaine Ogle

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## **Section B: Structure, Governance and Management**

### **Governance**

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.

The Group is a trust established under its rules which are common to all Scout Groups, and appoints its Trustees in accordance with the Policy, Organisation and Rules of the Scout Association.

The Group is managed by the Group Executive Committee (the GEC) 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 of proper accounts and making of appropriate returns to the Charity Commission.

The committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader and Assistant Group Scout Leaders, individual section leaders (by request) and parent representation, and meets every 2 months. The GEC members for the year under review are listed inside the front cover and met together during the period on the following dates: 24<sup>th</sup> May 2017, 19<sup>th</sup> July 2017, 4<sup>th</sup> October 2017, 15<sup>th</sup> November 2017, 17<sup>th</sup> January 2018 and 14<sup>th</sup> March 2018.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee and are all DBS checked.

The GEC exists to support the Group Scout Leader in meeting the responsibilities of the Group including:

- The maintenance of Group property and equipment;
- The raising of funds and the administration of the Group finances;
- The insurance of persons, property and equipment;
- Managing and implementing the Safety Policy locally;
- Assisting in the recruitment of leaders and other adult support;
- Promoting and supporting the development of Scouting in the local area;
- Appointing any sub-committees that may be required;
- Appointing Group administrators and advisors other than those who are elected;
- Ensuring young people are involved in decision making;
- Managing the opening, closing and amalgamation of Group sections as necessary.

### **Risk and Internal Control**

The major risks and action to mitigate them, remain the same as previous years and are given below.

1. *Fire, burglary and other damage to the building and equipment:* The Group would request the use of buildings and equipment from neighbouring organisations. The Group has sufficient building and contents insurance in place to mitigate against permanent loss.
2. *Injury to leaders, members, helpers and supporters:* Risk Assessments are undertaken before all activities. In addition the GEC has a standing item on their meeting agenda to consider any mitigating action required to address any reported incidents. The Group, through the annual membership fees, contributes to the Scout Association's national accident insurance policy.
3. *Reduced income from fundraising:* 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 (see Financial Strategy on page 12). The Committee could raise the value of subscriptions to increase the income to the Group either temporarily or permanently.

4. *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 might have to be closures. To mitigate this the Group actively encourages all new parents to assist in whatever way they can and guarantees places for leaders' children.
5. *Reduction or loss of members:* The Group provides activities for all young people aged from 6 years of age and upwards. If there was a reduction in membership in a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section, or in the worst case scenario, the complete closure of the Group.

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 bank payments and comprehensive insurance policies to ensure that major insurable risks are covered.

## **Section C: Objectives and Activities**

### **Group Objectives**

As part of the Scout Association, the aim of the Group is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as members of their local, national and international community. The method of achieving this aim is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by trained adult leadership.

### **Group Scout Leader's Report**

I always struggle to write this report as I always feel that I will miss something out with so many great things being achieved in the last year. Inevitably that will be the case so if you want all of the details please refer to our website and the archive of our Newsletter. The quality of our newsletter is very high and each one holds a series of memories which you can find by visiting <http://www.claygatescouts.org/newsletter.htm>

I am amazed how quickly time the year has passed and would like to highlight the following events in particular: the band concert as part of the Claygate Music Festival; appearing at the Lord Mayor's Show and Scoutabout; Cubs taking part in the County Quiz and sleeping on HMS Belfast; Scouts attending County Scoutabout and Summer Camp in Wales; Explorers trip to Philmont Ranch and multiple teams in the 4 Inns Walk. For Beavers I am pleased to report that they continue to achieve the Bronze Chief Scout Awards and have amazing large scale events for the three colonies throughout the year.

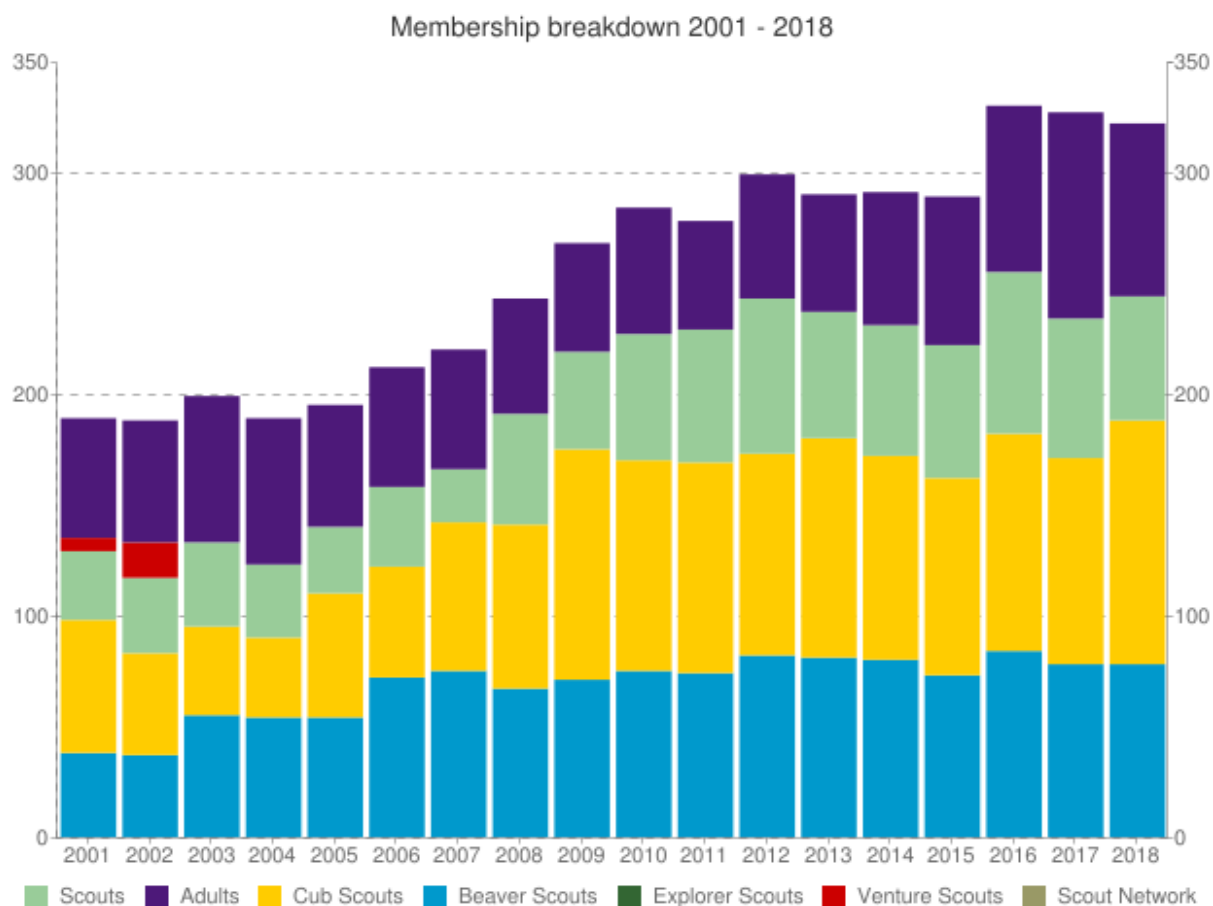
The Group has continued to sustain its position as one of the largest Scout Groups in England and, as always, this is due to the quality and wide ranging Scouting programme provided by the leader team. In addition it is linked to the way in which our young people embrace 1<sup>st</sup> Claygate as their Scout Group and want to belong to this truly great Scout Group.

I am particularly pleased to report that growth in the Explorer section (aged 14-18) has been sustained and congratulate the following Scouts on achieving their Gold Chief Scouts Award during the year before moving up:

**Andrew Coburn, Chris Wilkinson, Alex Stubbs, Josh Barlow.  
Jack Cunningham, Joseph McMurray, Josh Tinkler, Mackenzie Brown  
and Jasper Venzelaar-Pelly**

Our waiting list still has over 300 entries and is the reason we are proceeding with Project Merlin. Our fundraising is going very well and I really hope that we can raise the funds so that the extension can be built during the Summer of 2019. My thanks go to everyone who has assisted with the fundraising effort.

A breakdown of our membership over recent years is shown below:



Note: Explorer Scouts don't appear in this chart because they are part of the District not the Group. Our Network Scout Group is under development.

The following table shows the breakdown of Group membership as reported to the Scout Association in January 2018.

#### January 2018 Scout Census 1<sup>st</sup> Claygate Scout Group

YOUTH MEMBERSHIP		Male	Female	Total
Beaver Scouts		60	18	78
Cub Scouts		79	31	110
Scouts		45	11	56
TOTAL YOUTH MEMBERSHIP		184	60	244

#### Leaders

The following have been awarded during the year

- Mark Woodward has been awarded his Wood Badge
- Michael Gostling is now a Surrey County Scout Canoe/ Kayak Permit Assessor and a British Canoeing White Water Coach
- Rob Bainbridge has become a leader in Lion pack
- Anita Hockin has become a leader in Lynx pack
- Christian Ward-Deitrich has become a leader in the Scout Troop.



My thanks as ever to all of the adults who give up their time to 1<sup>st</sup> Claygate, you are a shining example of dedicated volunteers in our community.

### **Beaver Scouts**

It has been yet another fun-packed year for our 3 Beaver colonies including:

- Attending 2 days of our 3-day long Group camp in May
- Attending two Beaver District Party, one at Polyapes and the other at Hinchley Wood School;
- Mega end of term parties in December and July held at the Scout Centre;
- Most members achieving their Bronze Chief Scout Award as they move onto Cub Scouts.



We hope to be able to report on specific achievements for these sections next year.

### **Cub Scouts**

Once again Lion, Panther and Lynx packs have participated in a varied programme, sometimes together, and sometimes on their own.

These have included the following:

- Group Camp;
- District Camp;
- Training weekend;
- District Sausage Sizzle;
- Staying at HMS Belfast
- Some great activities on pack nights, too numerous to mention.

All packs are now using Online Scout Manager to record their achievements and I would like to congratulate the following for achieving their Chief Scouts Silver Award:

**Edward Bolton, Theo Venzelaar-Pelly, Kieran May, Georgie Lakin, Harry Phinn, Clemmie Hogg, William Peasey, Sam Carney, Elizabeth Farthing, Jonty Whelan, James Harvey, Luke Smith, Sammy Worthington, James Plyming, Sophie Charkin, Harry De Gregorio, Jess Smail, Becca Smail, Liam Hides, Finbar Sullivan, Kyle McTurk**

An impressive number of badges have been awarded in the last year as the following totals demonstrate and this only reflects 2 terms for Panthers and Lynx!

<b>Badge</b>	<b>Total awarded</b>
Adventure (Challenge)	32
Outdoors (Challenge)	48
Personal (Challenge)	25
Skills (Challenge)	24
Team Leader (Challenge)	24
Teamwork (Challenge)	49
World (Challenge)	24
Artist	30



Outdoor Challenge Badge

Astronomer	36
Chef	6
Collector	9
Communicator	1
DIY	26
Entertainer	2
Backwoods Cooking	93
Cyclist	1
Naturalist	34
Pioneer	56
Air Activities (Staged)	35
Digital Citizen (Staged)	1
Emergency Aid (Staged)	32
Hikes (Staged)	26
Navigator (Staged)	27
Nights Away (Staged)	66
Swimmer (Staged)	21
<b>Total</b>	<b>728</b>



Backwoods Cooking Badge



Digital Citizen Badge

## Scouts

The Troop has had an active year with the Summer Camp held on a greenfield camp-site in South Wales which was very successful. They have taken part in a variety of District events; including winning the 5-a-Side Football and the Day Hike along with the Archery Competitions.

Scouts took part in a variety of camps and have followed an active programme which has included Scouting skills, climbing, sailing, kayaking, archery, shooting and rafting.



This

year once again the Troop ran a Christmas Post Service in Claygate and chose to support the Oasis Charity.

Those achieving the Chief Scouts Gold Award have already been mentioned.

## Explorer Scouts

The unit has based their programme on bush craft and cooking activities. They have taken part in several District Activities, including the winter walking weekend.

The highlight of this year was a very special trip to Philmont Ranch in New Mexico where a group of Explorer Scouts had experiences which will provide lifelong memories.

The Unit also took part in the Four Inns Walk in the Peak District. A number of Explorers are undertaking D of E with the Unit and I enjoyed awarding Platinum and Diamond Chief Scout Awards to some of the Explorers at the Carols round the campfire event in December.

### ***1st Claygate Scout and Guide Band***

The Band have had another exciting year starting with St George's Day Parade in Oxshott.

The Training Band acts as a feeder into the Junior and Senior sections and is proving an effective way of managing the different skill levels. The success of the set-up is reflected in the number of invitations to play at external events which have been received.

Performances during the year under review have included:

- Leading Parades for St George's and Remembrance Days
- Claygate Flower Show
- Brookwood Last Post Ceremony
- Lord Mayor's Show
- Undertaking Carol Singing around the Village
- Carols on the Green
- A concert as part of the Claygate Music Festival.



### ***Canoeing & Orienteering Clubs***

Canoeing/Kayaking is provided throughout the summer, with BC 1, 2 and 3 star courses on offer to both Scouts and Explorers. We are fortunate to have a number of well-qualified coaches and continue to retain a close association with Surrey Scout County Water Activities Club.

Members of the Scout Troop take part in orienteering with other Scouts in the District and this has raised the standard of navigation as evidenced by our results in the Day and Night Hike competitions.

### ***Scout Active Support Unit (SASU)***

Last year I announced that from September 2017, David Creigh would become the leader of the 1<sup>st</sup> Claygate Scout Active Support Unit, and this has added purpose to the Unit who have provided much needed support to The Group.

We are fortunate to have a fantastic support group of adults who are either ex-leaders, ex-members or just keen supporters with specialist skills that they use to help the Group at various times. These include those who;

- maintain the grounds;
- drive the minibus to and from events, such as kayaking;
- run bases at camps/events;
- marshal at parades;
- provide administrative support to the Troop and Band
- maintain the website
- develop new IT systems
- organise and support fundraising events such as the Plant & Jumble Sales.

### ***Group Executive***

Stuart, our Chairman, continues to provide strong leadership for the stalwart team of individuals who make up the Group Executive Committee. The team have addressed a number of topics throughout the year including the following:

- privacy of our systems and processes in the lead up to GDPR
- overseeing introduction of a new electronic communications system
- introducing electronic forms for registration of young people



- purchase of flags for display at camps
- replacement of stolen trailer and review of security alarms and CCTV
- maintenance of the fabric of the building and grounds including repair of water heater
- regular servicing of boilers, alarms, extinguishers etc.;
- regular maintenance of transport;
- publicity and communication with our supporters through posters, adverts and the website
- liaison with and between our parents especially in relation to support for activities and events
- introduction of new 1<sup>st</sup> Claygate polo shirts for all members
- arranging First Aid training for Scouters
- updating risk assessments
- preparing and submitting plans for the proposed extension
- discussing and approving plans for Project Merlin fundraising
- taking over administration of the 100 Club
- applying for grants for the extension
- addressing issues with cleaning of the Centre
- maintaining existing equipment and approving new equipment purchases

We are fortunate to retain a committee with wide-ranging skills that ensures we are able to provide the level of support required in running such a large Group. Working groups are set up where tasks need progression between meetings and these items are then taken to the Group Exec for approval.

### ***Looking forward***

The Group represents approximately 25% of the membership of Esher District and is one of the largest Scout Groups in the country. This in itself offers challenges similar to those faced by a small business which we must continue to address.

I am pleased to report progress on our main challenges as follows:.

#### **1. Implementing long-term strategies to address the increase in numbers**

We are now in the process of procuring the required funding and developing a detailed plan for implementing the work with a view to starting the work in the summer of 2019.

#### **2. Recruiting leaders and volunteers for other roles in the Group will always be a challenge**

We continue to recruit new leaders as and when needed but this remains a constant requirement and will increase with the introduction of the new extension and sections in 2019.

#### **3. Introduce further ways of using digital technology to make life easier for everyone**

We have made considerable process in this area with the introduction of our own electronic systems and the use of the Online Scout Manager product by most sections. Further developments will be investigated in the coming year.

#### **4. Improve our communications with past members and friends**

The proposed move to electronic communication is now largely complete so that we can now communicate quickly and effectively with anyone who has left the group but wishes to remain in touch. There is a Stay in Touch option on the website which allows everyone to specify what they want to know about which can be anything from a reminder of jumble sale dates to invitations to all fundraising events. With the exception of raffle ticket sales which for now remain manual, this means we can avoid postage costs or the time commitment of hand delivery.

### ***Conclusion***

None of the above is possible without the wonderful team of leaders and helpers we have, but there's always room for more. So a big thank you to them all from me, they do fantastic things to provide quality Scouting here in Claygate.

The more adults we can recruit, the more we can achieve. So come and be part of something special and so help us to develop the adults of the future, and have a great deal of fun at the same time.

I would also like to thank the people left at home while the leaders are off doing Scouting activities. These husbands, wives, and the like, are often overlooked and deserve our thanks as we rely equally on them.

As ever, the future looks busy but I am confident we can continue to meet the challenges ahead.

**Hugh Gostling, Group Scout Leader**

## **Public Benefit**

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. 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.

Two key principles which demonstrate that Scouting's aims are for the public benefit are that through the Scouting methods, 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. The safety of young people is taken very seriously, and the benefits which Scouting activities provide, far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.

The Group admits members primarily from the areas of Claygate and Esher.

## **Section D: Achievements and Performance**

### **Group Chairman's Review**

#### ***The Scout Centre***

Progressing the plan for the extension to the Centre has taken much time and energy this year for many of the Group's volunteers. Good progress has been made as you can see from the more detailed information elsewhere in this report.

#### ***Financial review***

We continue to operate with a surplus, thanks to the success of our various fundraising activities. Thanks again to Gary Ernest, our Treasurer, for keeping our finances in such good order.

The budget process continues to work well. You can see the full financial picture elsewhere in this report.

#### ***Premises upkeep and Vehicles***

The regular cleaning and maintenance programme has continued under the guidance of Roger Hoad who remains diligent in keeping the premises in good condition and avoiding disruption to regular activities by arranging repairs in holiday periods where possible. The maintenance days that are run each year are well attended by parents and other volunteers and ensure the building and grounds are kept ship-shape. I'd like to thank Roger for his time and effort.

Colin Coburn manages our minibuses and vans so they are always in tip-top condition. Not only do these vehicles ferry our young people and equipment around, they are lent out to other organisations in Claygate.

#### ***Fund raising***

Our Jumble Sales at the Scout Centre continue to be a great success financially with thanks to Sandra Fox, John and Dot Baldwin and their regular helpers for organising them. The Plant Sale, organised once

again by Gill Gostling and Christine Warner, and the Christmas Tree sale are also very successful. The summer fete and fireworks were both successful and thanks go to the teams for their hard work. As always, it is very important that these fundraisers are supported by parent volunteers and we urge you to ensure you volunteer for at least two of these fundraisers each year.

We also thank Debbie and Ed Bowles for leading on the fundraising that takes place at the Christmas Lights and Flower Show.

The financial statements provide more information on revenue and expenditure from our fund raising events. Any surplus we generate remains a key part of our budget planning each year and will assist in the fundraising for the extension. So, a big thank you to all those involved. It needs to be recorded that however small a part you play it is all very helpful to our raising money, contributing to community relations and group wellbeing.

We acknowledge the support from Elmbridge Borough and Claygate Parish Councils and our local Co-op, as well as similar organisations that have provided financial support. Thank you also to those individuals who make donations to us.

### ***Charitable activity & community relations***

The Group's profile in Claygate is very high. The Group remains very committed to its role in the local community and has been an active participant in many Claygate events, such as Claygate Clean-up as well as the Christmas Lights and Flower Show. As mentioned above, our vehicles are available to local community groups, maintaining our profile and earning income at the same time.

The Band, in particular, keeps the Group in the public eye at such events as Remembrance Sunday and St George's Day Parade, which have become part of the local community calendar. The Band continues to go from strength to strength, as can be seen from their section of this report.

### ***Publicity and Communications***

Thank you to Zeena Hicks for her work on our communications over the year.

Rhid Tinkler has ensured that high quality newsletters are prepared in a timely manner. Rhid has also been instrumental in updating our database and similar behind the scenes systems, for which we give our thanks.

Our webmaster John Wright does an excellent job of keeping our website up to date but he does rely on us all to provide information, photos and dates. So, a big thank you to John for all he does.

### ***Adult support & recruitment***

This year has seen a number of new leaders join the Group, either replacing departing leaders or bolstering existing numbers. For those who have left, we thank you for your support and for those that have joined, we thank you for your commitment.

Hugh works hard to manage the waiting list and recruit the necessary leaders to ensure we can offer scouting opportunities to the maximum number of children in our community. With the potential for increasing capacity at the Scout Centre, there is now even more need for new volunteers.

### ***Parent representatives***

The Parent Representatives system acts as a liaison between parents and leadership and also ensures there is appropriate volunteer support for our various events. Enrico Sorbello and Angela Mazur have worked hard in co-ordinating this area and I thank them for this and also thank the various parent representatives for their time during the year.

## ***Safety and risk management***

During the twelve months covered by this report, ongoing risk assessments have taken place which are done to ensure our activities and assets are managed with care, to heighten awareness of health and safety requirements and thereby reduce or eliminate risk to our young people and others involved. The principal risks are outlined elsewhere in this report. Health and safety is a standing agenda item at the Executive Committee meetings, as we continue to ensure this important subject is given the attention it deserves.

## ***Thanks***

A successful scout group like ours relies on the help and support of literally hundreds of people. Thank you to all who have contributed to the Group in the last year. Our leader team are at the coal-face and continue to deliver fun and skills to their young people. The adults and parents who help at meetings and activities are key to this. To those who support the Group in some capacity whether on the Group Executive, Scout Active Support members, fund raisers, doing administration, practical help or whatever, a big thank you. Thanks to Rosy Treasure who continues to ensure that the Executive functions smoothly. Special thanks to Hugh Gostling our Group Scout Leader who continues to give so much of his time, energy and enthusiasm to the role and to the support he receives from his wife Gill in that role.

Scouting continues to enjoy a high profile in the UK and for good reason. The Scouting movement provides unique opportunities to young people. Our challenge is to ensure we offer those opportunities to as many of the young people in our community as we can, while maintaining the quality of the programme that we offer them. Thank you once again to everyone who has helped the Group during the year. I look forward to another successful scouting year ahead.

**Stuart Ballard, Group Chairman**

## **Section E: Financial Review**

### **Financial Strategy**

The Group's financial strategy is:

- To fund through subscriptions regular expenditure on the scout centre, administration, leader training, the weekly programme of meetings, transport costs and the capitation fee levied to every member of the association by Scout Headquarters and Surrey County
- To make activities such as camp, trips, etc. self-funding
- To fund through specific fundraising activities capital expenditure such as building improvements, equipment for new activities, vehicles, camping and other equipment renewals, band instruments and IT to allow the leaders to maintain the high quality of the programme

Over the medium- to long-term we aim to maintain cash reserves at a level that enables us to continue to provide a full programme of activities and capital expenditure for three years in the case of a downturn. We estimate this to be £70,000. This is our assessment of the worst case scenario and is based on the assumption that our net fundraising falls by 50% and membership subscriptions decline by a third.

The plans to extend the Scout Centre in 2019 (Project Merlin), which at the time of writing will cost an estimated £350,000, have involved additional fundraising activities over the financial year. As a consequence, cash funds held at 31<sup>st</sup> March 2018 were higher than our medium-term strategy, £179,110 compared with £132,114 on 1<sup>st</sup> April 2017, an increase of £46,996. An additional £58,000 has been pledged to Project Merlin but the funds have not been received and are dependent on the overall project going ahead. The current status of fundraising for Project Merlin is explained elsewhere in the Trustees' Report.



## **Financial Review 2017-2018**

The accounts, as shown in Appendix A, are prepared on a receipts and payments basis, as provided for in the Charities Act 1993. The accounts are presented in the format recommended by the Charities Commission for small charities.

The financial year ended 31<sup>st</sup> March 2018 (current financial year, CY) shows a surplus of £46,997 compared with a surplus of £34,213 for the year ended 31<sup>st</sup> March 2017 (prior financial year, PY). Receipts increased across all headings, including subscriptions, fundraising, donations and grants receivable, with a substantial increase due to fundraising activities for Project Merlin. Expenditure also increased, primarily due to additional expenditure related to activities, additional costs to running the premises and preparation costs for Project Merlin.

Note that the format recommended by the Scout Association for recording membership income is to offset against gross membership receipts the annual levy by County and UK Scouts HQ, on the basis that the Scout Group is acting as agent in collecting and remitting these funds. This has now been adopted for the 2017-18 accounts, and the prior year figures in the table have been restated to show the data on a comparable basis.

### ***Receipts***

Total receipts were £187,048 (PY restated £147,533).

Gross membership fee income was 6.4% higher than prior year, partly due to higher subscription rates (£46 per term vs. £45 per term) but also due to a higher average number of young people paying subscriptions. On a net basis, the increase was 2.8% due to a higher levy imposed by the District, County and UK HQ.

Gift Aid receipts were marginally lower than prior year, reflecting the collection of Gift Aid for some back-years in PY. Gift Aid continues to be an important source of revenue for the Group, helping keep overall subscription levels down.

Gross 'normal' fundraising at £38,030 was 9.5% higher than PY. Almost all fundraising activities performed strongly, with good receipts for all fundraising activities and record receipts for jumble, the bedding plants sale and fireworks. The help of many parents in supporting the fundraising activities is much appreciated.

Activity receipts (for camps, activity weekends, weekly planned activities, etc.) fluctuate from year to year depending on the number and varied nature of activities and the dates that advance payments are received. Receipts in PY were greatly inflated by the advance receipts for the Explorers' trip to Philmont Ranch in the USA, totalling £27,725. The only significant advance receipts in CY are for the Scouts' trip to Kandersteg in July 2018 (£11,359). The net impact of these, plus other smaller variations, is a reduction in gross activity receipts of 24.7%.

Donations and grants received increased very substantially, totalling £60,920 in CY compared with £9,561 in PY. The majority of these donations and grants will be used for Project Merlin, with £53,663 being specifically designated to this project, of which £35,187 is restricted. The most substantial grants received were:

- £20,000 from Claygate Parish Council (designated)
- £10,000 from the Kenneth Green Charitable Foundation (designated)
- £6,000 from the John Laing Charitable Trust
- £5,000 personal donation by the Group Treasurer (£6,250 with Gift Aid)
- £4,910 from the Co-Op Community Fund
- £1,500 from Mike Bennison's allocation at Surrey County Council (designated)
- Employer matching schemes also provided significant funds, in particular from BP.

### ***Payments (excluding capital expenditure)***

Payments (excluding capital expenditure) increased by £19,204 (18%) to £126,255.

£13,221 of the increase was due to increased expenditure on activities – primarily the payments for flights for the Explorers' Philmont expedition. The majority of the remaining increase was due to a number of once-off maintenance items, including a new CCTV system, repairs to the fire alarm system and kitchen boilers, and a double charge for the alarm service due to a mischarge in the prior year. Training costs also increased substantially due to wilderness first aid and senior kayak courses.

### ***Capital Expenditure***

Normal capital expenditure was £4,281, 31% lower than prior year. Expenditure related to additional kayaks, camping equipment, musical instruments and some office equipment and furniture. In addition £9,516 was spent in preparing detailed engineering drawings for the Project Merlin extension for submission to building control, and for use with tender documents.

### ***Assets and liabilities***

As the accounts are maintained and prepared on a cash basis, there is no group balance sheet.

The Group maintains a number of bank accounts and places money not immediately required for recurrent expenditure on short-term deposit generating a small amount of interest. A PayPal account is maintained in relation to the online payments system introduced in October 2015.

Restricted funds total £45,187, being £10,000 held for future purchase of land currently leased by the Group, and £35,187 being the donations received and earmarked specifically for Project Merlin.

### **Project Merlin**

To help monitor progress in achieving the Project Merlin target, a separate Fund has been created, Project Merlin Fund, to differentiate Project Merlin income and expenditure from 'normal' income and expenditure.

Movements in the 'normal' expenditure (General Fund) and The Project Merlin Fund during the year are as follows:

	<b>General Fund</b>	<b>Project Merlin Fund</b>	<b>Total</b>
<b>Opening balances 1<sup>st</sup> April 2017</b>	<b>132,114</b>	<b>0</b>	<b>132,114</b>
Movements 1 <sup>st</sup> April 2017-31 <sup>st</sup> March 2018	2,849	44,147*	46,997
Initial transfer to Project Merlin from reserves 10	(100,000)	100,000	-
Transfer of 'normal' fundraising surplus 2017/18 less capital expenditure, to Project Merlin	(19,380)	19,380	-
<b>Closing balances 31<sup>st</sup> March 2018</b>	<b>15,584</b>	<b>163,527**</b>	<b>179,110</b>

The transfer of £100,000 represents the initial income of the project Merlin Fund. It is proposed that funds raised through 'normal' fundraising for the financial years 2017/18 and 2018/19, less 'normal' capital expenditure in those two years, will also be allocated to the Project Merlin Fund.

\*This represents donations and grants received of £53,663, less expenditure incurred in preparing engineering drawings of £9,516.

\*\*A further £58,000 has been pledged from the Esher District CIL Fund, Garfield Weston Foundation and a substantial donation from the employer of one of the scout leaders. These pledges will be received once contracts have been placed for the building work.

**Gary Ernest, Group Treasurer**

## **Section G: Declaration**

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

Signed on behalf of the charity's trustees:

Stuart Ballard, Chairman                      8<sup>th</sup> July 2018

If you have any enquiries about this report or would like more information about 1<sup>st</sup> Claygate Scout Group, please contact either:

Stuart Ballard                      Group Chairman                      Tel: 0208 339 0423

Hugh Gostling                      Group Scout Leader      Tel: 01372 464580

# Appendix A

	1st Claygate Scout Group		308135		CC16a
Receipts and payments accounts					
For the period from	1st April 2017		To	31st March 2018	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Membership subscriptions	41,427	-	-	41,427	38,951
Less: Levy for District, County & HQ	(11,535)			(11,535)	(9,879)
Membership subscriptions retained	29,892	-		29,892	29,072
Gift Aid	9,693	-	-	9,693	9,879
Regular Fundraising Gross	38,030	-	-	38,030	34,723
Income from Activities	47,080	-	-	47,080	62,508
Donations & Use of Equipment	25,733	13,687	-	39,420	9,561
Other grants received		21,500		21,500	-
Other income	881	-	-	881	970
Bank interest	551	-	-	551	789
Sub total (Gross income for AR)	151,861	35,187	-	187,048	147,503
A2 Asset and investment sales					
Sale of Assets	-	-	-	-	30
	-	-	-	-	-
Sub total	-	-	-	-	30
Total receipts	151,861	35,187	-	187,048	147,533
A3 Payments					
Premises	24,559	-	-	24,559	19,249
Regular Fundraising expenditure	14,370	-	-	14,370	13,937
Activities	73,455		-	73,455	60,234
Transport	4,604	-	-	4,604	4,118
Administration	7,023	-	-	7,023	5,482
Donations	1,300		-	1,300	2,300
Equipment Maintenance	945	-	-	945	1,731
	-	-	-	-	-
Sub total	126,255	-	-	126,255	107,051
A4 Asset and investment purchases					
Equipment, e.g. tents	564	-	-	564	1,346
Office equipment	706	-	-	706	-
Paddlesport equipment	1,703	-	-	1,703	-
Extension preparation	9,516	-	-	9,516	4,922
Other capital expenditure	1,308	-	-	1,308	-
Sub total	13,797	-	-	13,797	6,268
Total payments	140,052	-	-	140,052	113,320
Net of receipts/(payments)	11,809	35,187	-	46,996	34,213
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	132,114	-	-	132,114	97,901
Cash funds this year end	143,923	35,187	-	179,110	132,114



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current accounts	13,268	-	-
	Deposit Accounts	120,156	45,187	-
	Petty Cash	500	-	-
	<b>Total cash funds</b>	<b>133,923</b>	<b>45,187</b>	<b>-</b>

	Signature	Print Name	Date of approval
Signed on behalf of all the trustees		Stuart Ballard, Group Chairman	25 May 2018
		Gary Ernest, Group Treasurer	25 May 2018

# Independent Examiner's Report



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

1ST CLAYGATE SCOUT GROUP

On accounts for the year  
ended

31/3/18

Charity no  
(if any)

308135

Set out on pages

1-5

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no material matters have come to my attention (~~other than that disclosed below~~ \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*ELAINE OGLE*

Date:

3/7/18

Name:

ELAINE OGLE

Relevant professional  
qualification(s) or body  
(if any):

ACA ICAEW

IER

1

May 2018

11 TORRINGTON ROAD  
CLAYGATE  
SURREY KT10 0SA

## Section B Disclosure

## Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



Thank you for reading our  
report and for your continued  
support.