



# 1st Claygate Scout Group

## Trustees' Annual Report & Accounts

for the period

1st April 2016 - 31st March 2017



The Scout Centre  
Oaken Lane  
Claygate  
Surrey  
KT10 0RQ

This report follows the format of that recommended by The Scout Association document LT700001.

## **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

### **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 (from May 2016)
Parent Representative	Harriet Lay
Quartermaster	Jonathan Dawes
Member	Will Sidaway

**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: 16<sup>th</sup> May 2016, 27<sup>th</sup> July 2016, 21<sup>st</sup> September 2016, 23<sup>rd</sup> November 2016, 18<sup>th</sup> January 2017 and 15<sup>th</sup> March 2017.

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 last year 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 13). 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**

As I sit writing this report I am amazed how quickly time has passed and how much we achieved in 2016/17. I must admit I am not always good at looking back as there is so much that I want to achieve in the future.

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 of the Scouting programme provided. It is also due to the way in which our young people embrace Scouting and value their membership of



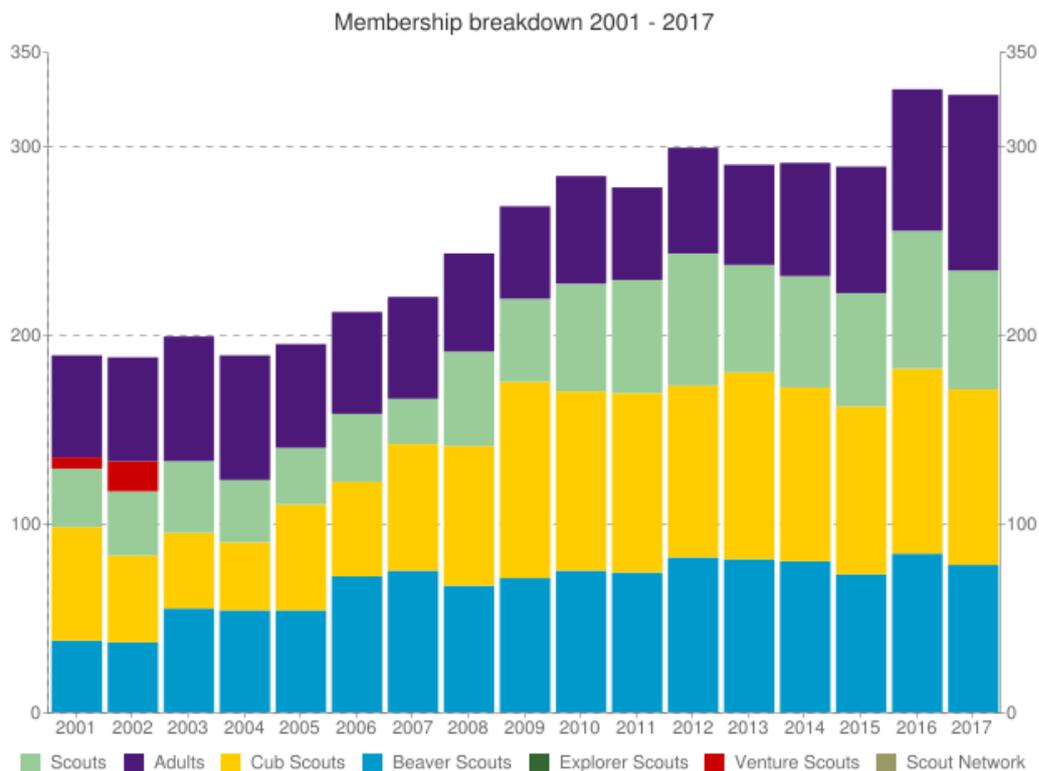
the Group in whatever section.

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:

**David Grosse, Josh Ebbs, Eleanor Benson, Gus Taylor, Thomas Hope, Toby Woodward, Archie Tandy and Andrew Coburn.**

Our waiting list now has 350 entries so our ability to provide additional capacity remains a challenge to the Group.

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



The following section reports highlight activities over the period from April 2016 to March 2017 but it is also worth pointing out that our regular newsletters are all available on our web site at <http://www.claygatescouts.org/newsletter.htm>.

The following table shows the breakdown of Group membership as reported to the Scout Association in January 2017.

**January 2017 Scout Census 1<sup>st</sup> Claygate Scout Group**

	Male	Female	Total
<b>YOUTH MEMBERSHIP</b>			
Beaver Scouts	58	20	78
Cub Scouts	67	26	93

Scouts	54	9	63
TOTAL YOUTH MEMBERSHIP	179	55	234

## **Leaders**

- Wood Badges have been Awarded to Katie Ernest and Caroline Li
- New Leader for Lions recruited Louise Daw
- New Leader for Troop Tom Watson
- New Leader for Explorers Mark Burrows

2016 was a celebration of 100 years of Cub Scouting and the Cubs had a great year with particular highlights for me being the residential trip to Gillwell, the camp site developed initially by Baden Powell, the 100 years party at Headquarters and Carols around the Campfire where the cubs renewed their promise, an activity which was repeated across the County.

2016/17 represents another big step along our digital journey as an organisation, so we now have electronic payments, an electronic waiting list, a bulk emailing system and we are now getting our membership forms submitted electronically to ensure that our information is as accurate as possible. Many thanks to Rhid Tinkler who has led this development.

## **Beaver Scouts**

Once again our 3 Beaver colonies, Maple, Oak & Sycamore had a fun-packed year including:

- Coming third in the Cross Country Run
- The three colonies attending a Pinocchio based Beaver District Party in February.
- Attending our Group camp, which included a Beaver sleep-over based on a Space theme for members
- Attending a District Camp sleepover at Walton Firs where Beavers had the chance to try out some more adventurous activities such as The Climbing Wall, Maze, Caving, Crate Stacking, and High Ropes.
- Mega end of term parties in December and July held at the Scout Centre.
- Some weekday meeting activities that Beavers took part in were making planes for the Air Activity Badge, Tasting foods from Asia, Exploring The Moon using virtual reality for the Space Badge, a visit to Pets at Home and Pond Dipping.
- Most members achieving their Bronze Chief Scout Award as they move onto Cub Scouts.

## **Cub Scouts**

Once again Lion, Panther and Lynx packs have participated in a varied programme, sometimes together, and sometimes on their own. As 2016 was the centenary of the start of "Wolf" Cubs (as they were known at first), many of the events looked at the history of cubs in Claygate and worldwide. Activities included the following:

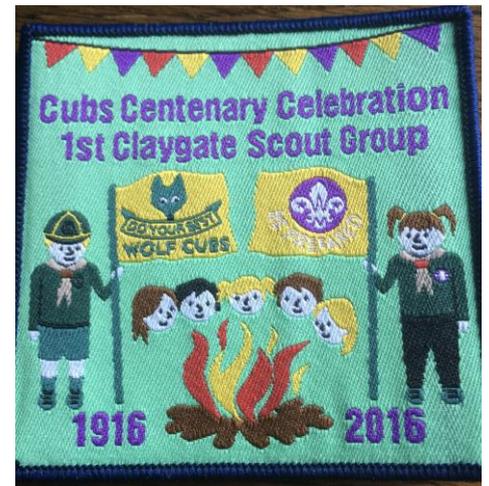


- Cross Country Run;
- Cub Day Hike;
- Group Camp;
- District Camp;
- Cub Centenary Camp at Gilwell Park, the home of Scouting;
- HMS Belfast Trip;
- Training weekend for sixers and seconders;
- District Sausage Sizzle;
- Renewal of cub promise at our Christmas Campfire - this coincided with the exact date in 1916 when Wolf Cubs were founded and the time nationally for renewal was precisely 19.16pm;
- District Cub Quiz;
- Some great activities on pack nights, too numerous to mention.

In September, approximately 90 Claygate Cubs (and many leaders) celebrated in style with a special Centenary Party at the Scout Centre. We were honoured to have the Surrey County Scout Commissioner Joe Rogerson as our special guest. All cubs left with a special badge commemorating the event.

The biggest event by far was the District celebration of 100 years of Cub Scouting in October which included the unveiling of a wooden totem pole at Polyapes. This was the idea of, and organised by, Catherine Hackett (Akela of Lion pack) and is depicted on the front cover of this report.

We move into the next year with more than 100 cubs and record numbers attending camps which suggests we must be doing something right!



## Scouts

The Troop has had an active year with Summer Camp returning to Dovedale in Derbyshire. They have taken part in a variety of District events and achieved second place in the Top Troop Trophy for the calendar year 2016, coming 2 points behind the winning Troop, in a nip and tuck competition that went all the way to the final event of the year, including a period leading the competition. In District Competitions judged between April 2016 and March 2017 the Troop won the 2015 Troop Log competition, came 2nd in Archery, 3rd in Cooking, 3rd in Fishing, 3rd, 7th and 8th in the Night Hike (with a total of 7 teams entered,) joint 2nd in the cross country, 7th in the scouting skills and first aid and joint 3rd in the Day Hike. 8 scouts achieved their Chief Scout Gold Awards, with the Troop managing the transition to the updated programme which requires the scouts to achieve 9 challenge badges including the Expedition Challenge, and a tougher Outdoor Challenge, along with the new Team Work and Team Leader Challenges, and much of the rest remaining in line with the previous requirements, along with 6 activity badges.



Scouts took part in a variety of camps including Group Activity Weekend and District Camp and have followed an active programme which included scouting skills along with climbing, sailing, kayaking, archery, shooting, rafting, and hiking.

The Troop ran a Christmas Post Service in Claygate raising £692 and chose to support Malaria No More in a vote following alternatives presented by the Patrol Leaders.

The Troop continues to run as two halves, with 10 patrols, and a membership in the low 60's. A number of scouts moved up the Explorer Unit slightly earlier than usual in January 2017 in order to join the Explorer Expedition to Philmont in the USA.

## ***Explorer Scouts***

As usual, the unit has had a busy programme of their own whilst taking part in a variety of District activities.

There have been a number of fund-raising events including a pop-up restaurant, to raise funds for the special trip to Philmont in Canada planned for this summer which will be reported next year and in our next Newsletter no doubt!

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

The Band have had another exciting year. For the second year, the band took part in the Lord Mayor's Show in central London and performed a very successful concert in March. The band were also able to support the very successful "Carols Round the Campfire" event at Scout HQ in December.

The Training Band is now well established as a feeder into the Junior and Senior sections and is working well as is demonstrated by the steady increase in invitations to play at external events which have been received. Overall, band membership remains very healthy.

Performances during the year under review have included:

- Leading Parades for St George's and Remembrance Days;
- Claygate Flower Show;
- Lord Mayor's Show
- Undertaking Carol Singing around the Village;
- Carols on the Green.
- Carols around the Campfire
- Annual Concert
- District AGM



## ***Canoeing, Archery, Orienteering Clubs***

Canoeing/Kayaking is provided throughout the summer, BC 1, 2 and 3 star courses are 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.

This year there was our own advanced canoe trip to the River Dart and this was enjoyed by participants and leaders.

Archery Club has lapsed but I hope it will re-start in 2018.

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

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 and
- support fundraising such as Plant & Jumble Sales.

I am pleased to announce that from September 2017, David Creigh will be the leader of the 1<sup>st</sup> Claygate Scout Active Support Unit.



## ***Group Executive***

The Group Exec members under Stuart Ballard have worked their way through the usual topics summarised as follows:

- Planning Application to extend the upper floor to the rear;
- Improvements to communication systems and membership capture;
- Procuring new flags for external events;
- Increasing our tentage;
- Preparations for the Explorer Trip to Philmont this year;
- Refining our Electronic Payments System;
- Applications for Funding;
- Maintenance of Grounds, Buildings and Transport;
- Carrying out a survey with Parents;
- Addressing parking issues following a road incident.

We are fortunate to have a committee with wide-ranging skills that ensures we are able to provide the level of support required in running such a large Group.

## ***Looking Forward***

The Group represents approximately 25% of the membership of Esher District and is one of the largest Scout Groups in the country.

Last year I outlined four challenges/projects for the Group going forward into 2016/17. Progress on these is as follows:

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

We now have planning permission and therefore need to plan how we will achieve the required funding to implement this plan.

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

We have had success in this area but this is constant requirement,

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

This has moved forward positively but we will continue to develop our systems

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

Whilst this work has commenced, it is early days and is now linked to the previous item

So these 4 challenges remain and the focus will now move to the extension of the upstairs meeting room.

## ***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.

I am very excited about the trip to Philmont and I look forward to hearing about it when the contingent return.

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**

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

The Group's finances remain in good health with another year that has generated 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.

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

It is great news that we have received planning permission for the extension to the Scout Centre. We can now start developing a detailed project plan. More details on this initiative are contained in Hugh's report.

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

The regular cleaning and maintenance programme has continued under the guidance of Roger Hoad who has been very diligent in maintaining the premises to keep them to a good standard 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 minibus 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 is now a regular fixture on our social/fundraising calendar. This year's was again successful and thanks go to Gary Ernest and his team 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. 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 to those individuals who make donations to us.

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

The Group's profile in Claygate is very high and our standing in the community has continued over the last twelve months. 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, this year enjoying a return invitation to parade at the Lord Mayor's Show. T

### ***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. Harriet Lay has worked hard in co-ordinating this area and I thank her for her energy and enthusiasm and also thank the various parent representatives for their work 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, 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. I congratulate him and Mark Aulds, who together are two of a three strong team that is poised to fill the role of Esher District Commissioner.

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

We plan 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. 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. Funds grew by £34,213 to £132,114, which is higher than necessary to cover the worst case scenario, but is in anticipation of the extension of the Oaken Lane site to create a larger space on the first floor which is likely to cost £200,000+.

## **Financial Review 2016-2017**

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 2017 (current financial year, CY) shows a surplus of £34,213 compared with a surplus of £30,761 for the year ended 31<sup>st</sup> March 2016 (prior financial year, PY). Both receipts and expenditure declined, primarily due to lower cash flows relating to activities, and capital expenditure was also reduced by over 50%, partly in anticipation of the future building works.

Funds on 31<sup>st</sup> March 2017 were £132,114 compared with £97,901 at March 31<sup>st</sup> 2016.

## ***Receipts***

Total receipts were £157,412 (PY £175,036).

Membership fee income was 5% lower than prior year. This was primarily due to a lower average number of young members during the CY – 8% lower at the annual census date (1st January), partly offset by an increase in membership fees of £1 per term. Gift Aid increased by £829 to £9,879, inflated by the higher number of young members paying subscriptions in the PY and some Gift Aid claims for earlier years. Gift Aid continues to be an important contributor to funds, without which fees would need to be approximately £11 higher per term member to compensate. A very significant percentage of membership fees continue to be registered for Gift Aid.

Gross fundraising at £34,723 was marginally down from PY. Sales of Christmas trees increased by 17%, and we had record numbers of parents and children attending the fireworks event. Christmas fundraising activities exceeded expectations, supported by a number of events attended by the 1<sup>st</sup> Claygate Scout & Guide Band and enabling record donations to our nominated charities. However, the summer fete was impacted by poor weather, indicating the importance of having a balance of fundraising activities that are not all weather dependent. Jumble sales remain a stalwart fundraising activity, generating almost £5,000 per annum. As mentioned in the Chairman's summary, fundraising depends on the continued help, support and leadership of many parents, alumni and volunteers to which the Group is indebted.

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 pattern of advance payments. Receipts in PY were inflated by the Band trip to Disneyland Paris in December 2015 and the Cubs' trip to Gilwell, whereas receipts in the CY included substantial advance receipts

for the Explorers' trip to Philmont Camp in the USA in July 2017. The net impact of the different activities in CY resulted in a reduction in gross activities' receipts of 15% over PY.

Donations received in PY included a generous legacy of £10,000 from the family of a former member to be used for future purchase of the land at the back of the current property which is currently leased. Excluding this legacy, donations and income from hiring out the minibuses more than doubled from £4,328 in PY to £9,561 in CY. This is the result of higher donations from a number of company matching schemes claimed by parents, and some one-off donations in support of band activities and equipment. The figures also include receipts for use of equipment and minibuses.

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

Payments (excluding capital expenditure) decreased by 11% to £116,930.

This reduction is almost entirely due to lower activity costs: in PY the Band trip to Disneyland Paris incurred substantial costs (over £36,000) which were not repeated; but this was offset by prepayments for the Explorers' trip to Philmont Camp in the USA of almost £19,000. All other costs were marginally lower, with higher premises costs, including some back payments for electricity under-paid in prior years, offset by lower fundraising expenditure, transport and administration costs. As in prior years the Group made donations to nominated charities from funds raised during Christmas activities, with this year's recipients of £2,000 being Malaria No More and Water Aid.

### ***Capital Expenditure***

Capital expenditure at £6,268 was less than half the level of PY. More than half of this year's expenditure was on pre-work for the planned extension, which is currently awaiting planning permission from the local authority, with other expenditure primarily on new and replacement equipment such as tents and primus stoves. The higher level of expenditure in PY included replacement tents and patrol boxes, a new photocopier and substantial investment in new watersports equipment.

### ***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.

For the purpose of estimating current value, vehicles and office equipment are "depreciated" at 25% per annum on a straight-line basis (see section B4 of the accounts). Other fixed assets, excluding land and buildings, are "depreciated" at 33% on a reducing balance basis. Land and buildings are not revalued: their value in the asset listing remains unchanged at just over £1.1m.

**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                      2<sup>nd</sup> July 2017

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

Hugh Gostling                      Group Scout Leader

## Appendix A

	1st Claygate Scout Group		308135		<b>CC16a</b>
<b>Receipts and payments accounts</b>					
	For the period from	1st April 2016	To	31st March 2017	
<b>Section A Receipts and payments</b>					
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>	<b>Last year</b>
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Membership subscriptions	38,951	-	-	38,951	40,874
Gift Aid	9,879	-	-	9,879	9,050
Fundraising Gross	34,723	-	-	34,723	35,171
Income from Activities	62,508	-	-	62,508	73,264
Donations & Use of Equipment	9,561	-	-	9,561	14,328
		-	-	-	-
Other grants received		-	-	-	-
Other income	970	-	-	970	888
Bank interest	789	-	-	789	764
<b>Sub total (Gross income for AR)</b>	<b>157,382</b>	<b>-</b>	<b>-</b>	<b>157,382</b>	<b>174,339</b>
<b>A2 Asset and investment sales</b>					
Sale of Assets	30	-	-	30	697
	-	-	-	-	-
<b>Sub total</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>30</b>	<b>697</b>
<b>Total receipts</b>	<b>157,412</b>	<b>-</b>	<b>-</b>	<b>157,412</b>	<b>175,036</b>
<b>A3 Payments</b>					
Premises	19,249	-	-	19,249	16,189
Fundraising expenditure	13,937	-	-	13,937	15,189
Activities	60,234	-	-	60,234	73,371
Transport	4,118	-	-	4,118	4,827
Administration	5,482	-	-	5,482	7,585
Donations	2,300	-	-	2,300	2,010
Membership Levy	9,879	-	-	9,879	10,587
Equipment Maintenance	1,731	-	-	1,731	1,645
	-	-	-	-	-
<b>Sub total</b>	<b>116,930</b>	<b>-</b>	<b>-</b>	<b>116,930</b>	<b>131,403</b>
<b>A4 Asset and investment purchases</b>					
Equipment, e.g. tents	1,346	-	-	1,346	3,290
New photocopier	-	-	-	-	3,600
Paddlesport equipment	-	-	-	-	3,644
Extension preparation	3,506	-	-	3,506	-
Other capital expenditure	1,416	-	-	1,416	2,339
<b>Sub total</b>	<b>6,268</b>	<b>-</b>	<b>-</b>	<b>6,268</b>	<b>12,872</b>
<b>Total payments</b>	<b>123,199</b>	<b>-</b>	<b>-</b>	<b>123,199</b>	<b>144,275</b>
<b>Net of receipts/(payments)</b>	<b>34,213</b>	<b>-</b>	<b>-</b>	<b>34,213</b>	<b>30,761</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>97,901</b>	<b>-</b>	<b>-</b>	<b>97,901</b>	<b>67,140</b>
<b>Cash funds this year end</b>	<b>132,114</b>	<b>-</b>	<b>-</b>	<b>132,114</b>	<b>97,901</b>

## 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 £
<b>B1 Cash funds</b>	Current accounts	16,823	-	-
	Deposit Accounts	104,791	10,000	-
	Petty Cash	500	-	-
	<b>Total cash funds</b>	<b>122,114</b>	<b>10,000</b>	<b>-</b>
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	<b>Details</b>			
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>			-	-
			-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>	Land & Buildings	Unrestricted		1,106,932
	Motor vehicles	Unrestricted		7,897
	Scouting equipment	Unrestricted		9,533
	Musical instruments	Unrestricted		1,695
	Office equipment	Unrestricted		2,700
	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>			-	
			-	
	<b>Signature</b>	<b>Print Name</b>		<b>Date of approval</b>
<b>Signed on behalf of all the trustees</b>		Stuart Ballard, Group Chairman		24 May 2017
		Gary Ernest, Group Treasurer		24 May 2017

# Independent Examiner's Report to the Trustees of the 1st Claygate Scout Group



## Independent Examiner's Report on the Accounts

Section A		Independent Examiner's Report	
Report to the trustees/members of	Charity Name 1ST CLAYGATE SCOUT GROUP		
On accounts for the year ended	3 1 0 3 1 7	Charity no (if any)	3 0 8 1 3 5
Set out on pages	1-4 <small>(number to include the page numbers of additional sheets)</small>		
Respective responsibilities of trustees and examiner	The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to: <ul style="list-style-type: none"> <li>examine the accounts under section 145 of the Charities Act,</li> <li>to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and</li> <li>to state whether particular matters have come to my attention.</li> </ul>		
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 matter has come to my attention <del>(other than that disclosed below):</del> <ol style="list-style-type: none"> <li>which gives me reasonable cause to believe that in, any material respect, the requirements:                             <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 130 of the Charities Act;</li> <li>to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or</li> </ul> </li> <li>to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>		
Signed	<i>E. Ogle</i>	Date	17/6/17
Name	ELAINE OGLE		
Relevant professional qualification(s) or body (if any)	ACA ICAEW		
Address	11 TORRINGTON ROAD CLAYGATE SURREY KT10 0SA		



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