

# Trustees' Annual Report & Accounts

1st April 2019 - 31st March 2020



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
SASU Leader	Dave Creigh

### **Trustees Nominated:**

President	vacant
Vice President	Dennis Warren (until November 2019)
Vice President	Allan Carruthers
Vice President	Graham Gibbs

\* Dennis remains a Vice President of the Group but has stepped down as a Trustee

### **Trustees Elected:**

Estate Management	Roger Hoad & Andrew Gilchrist (co-opted in May 2019 & elected at October AGM)
Transport	Colin Coburn
Communications	Nicola Hackworth
Parent Representatives	Angela Mazur & Enrico Sorbello
Quartermaster	Jonathan Dawes

Bankers: CAF Bank, West Malling

Barclays Bank, Esher

Independent Examiner: Ross Taylor (appointed at GEC 10/4/2019)

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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: 10<sup>th</sup> April 2019, 22<sup>nd</sup> May 2019, 17<sup>th</sup> July 2019, 18<sup>th</sup> September 2019, 15<sup>th</sup> January 2020 and 20<sup>th</sup> March 2020.

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:

- Compliance with the Policy, Organisation and Rules of the Scout Association;
- 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;
- Assisting in the recruitment of leaders and other adult support;
- Promoting and supporting the development of Scouting in the local area;
- Managing and implementing the Safety Policy locally;
- 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 10). 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**

It was all going so well and then everything changed at the end of March and we faced the suspension of face to face Scouting as part of the Corona Virus lockdown. Whilst I am sure that this is what 2020 will be remembered for this report is about 2019/20 and what I remember as a very happy time in Scouting for 1<sup>st</sup> Claygate Scout Group.

The Group hosted one of the St George's Day Parades in the Village, with the Band leading the parade from Hare Lane to Holy Trinity Church, we had a great representation from across the Group. Then in May it was off to Group Camp at Polyapes, with all the sections represented and an active programme for all.

In the following month all sections of the Group attended the Escapade Camp at Walton Firs, the camp organised every three years by Esher District, the camp was attended by the Mayor and Jo Rogerson the County Commissioner who present Graham Gibbs with the Silver Wolf for his services to Scouting.

In addition to this the Cubs had a weekend at Gilwell Park (the camp site gifted to Lord Baden Powell), the Scouts went to Yorkshire and the Explorers went to Cornwall.

The Band was also on its travels; playing Escapade, playing with the Scots Guards at the barracks and of course the Lord Mayor's Show.

**Project Merlin:** the Group achieved its goal of raising the money required to deliver the building project and when you reflect it was a truly magnificent effort by everyone involved and the tangible enthusiasm experience via the Thames Path Trek. Particular thanks to Gary Ernest our Treasurer who led on the funding and secured funds from a variety of sources.

The project completed just before lockdown and just prior to this we were actively recruiting to the new Beaver Colony. The plans are on hold but not forgotten. Everyone who had a chance to use the new space prior to lockdown reported that it was a great addition to the facilities at the Scout Centre.

## Leaders

We have been successful in welcoming a number of new leaders to the Group and look forward to renewing efforts to recruit more when “new normal” Scouting begins.

## Beavers

In the Spring Term Beavers accomplished visits to Pets at Home for their Animal Badge, Experimenters Badge, writing to Beavers in New Zealand. Their outdoor Challenge in the Summer Term involved Pond Dipping at West End, Hiking up Telegraph Hill, Knotting, Tent pitching and of course our Group Activity Weekend on the theme of Space! We were also lucky enough to have Escapade, a District event held at Walton Firs as well. We went International for the Autumn Term, learning Japanese traditions, tasting Japanese food and then our own UK traditions. Then followed a visit to Esher Fire Station which was successful for some as the engine got called out on more than one occasion! For the Disability Awareness badge Beavers had a visit from a Guide Dog and her owner. Thanks to Rabbit for organising a Sponsored walk (in the rain) up Leith Hill for Children in Need. All in all a very successful year and Debbie extends her Thanks to all of the leaders that gave their time effortlessly.



The following Beavers are to be congratulated on achieving their Chief Scout Bronze awards:

**Jessica Argiolas, Emily Burton, Jasmine Davies, Zac Dhawan, James Higgins, Matthew Holmes, Emily Kovacs, Casey Moore, Owen Robson, Donnie Smith, Gabriel Sorbello, Katie Waddington, Ava Wood, James Body, Olivia Charkin, Ben Nkrumah, Ruben Bitner, Jack Dickinson, Sam Ferreira-Lay, Ben Smith, Archie White**

## Cub Scouts

Cubs attended Group Camp & Escapade 19 District Camp and had a pack weekend at Gilwell Park, the home of Scouting. The sixer & seconder weekend held in March 2020 was the last chance to cook outside before lockdown curtailed all normal activities.

On pack nights they have covered all the usual badgework, such as making mince pies, stained glass window biscuits and Christmas card holders and decorations for sale to raise funds for the Queen Elizabeth Foundation for the Disabled. Other activities have included Brazil themed nights including a cub pack carnival and learning to dance the samba; visiting Holy Trinity church, and stargazing!

21 Cubs have received their Silver Award before moving into Scouts. There are now a total of 64 Activity Badges which cubs can gain. Those which have been awarded to cubs this year are as follows:

Badge	Total awarded
Adventure (Challenge)	29
Outdoors (Challenge)	35
Personal (Challenge)	17
Skills (Challenge)	35
Team Leader (Challenge)	24
Teamwork (Challenge)	18
World (Challenge)	14
Artist	32
Backwoods Cooking	34
Book Reader	9
Chef	10
Cyclist	15



My Faith Badge

Entertainer	19
Fire Safety	20
Hobbies	4
Home Help	4
Home Safety	12
International	3
Martial Arts	1
My Faith	28
Personal Safety	4
Photographer	10
Road Safety	3
Scientist	5
Sports Enthusiast	4
Water Activity	1
Emergency Aid (Staged)	6
Hikes (Staged)	29
Navigator (Staged)	27
Nights Away (Staged)	65
Sailing Level 4	1
Senior Sixer	3
<b>Total</b>	<b>521</b>



Cyclist Badge



Hikes Away Badge

## Scouts

The Troop had an active year kicking off with GAW at Polyapes and followed by a chance for our older scouts to complete their expedition challenge along the Wey Navigation Canal and Thames footpath. We had a number of scouts join the District camp in June and a green field summer camp at Appletreewick in Yorkshire providing an opportunity for mountain biking, hiking, climbing and kayaking. October saw the Troop take to the waves with a weekend of offshore sailing in the Solent. We participated in a full range of District activities including sending five teams to the night hike in October. In our regular meetings we included rafting, fire-lighting & backwoods cooking, climbing, bowling and a butchery demonstration. We had a muddy but fairly mild frost camp in January whilst also sending a team to the District scouting skills competition. Our community activities included the ever popular Christmas Post and support for the annual Claygate clean-up.

The following Scouts achieved their Gold Award before moving up to Explorers

**Colm Maguire, Joe Christmas, Adam Wilkinson, Toby Matthews, Mariska Venzelaar-Pelly, Alex Sibal, Edward Marriott, Jack Farthing, Leon Filby, Thomas Northeast-Ross, Rosina Barlow**

## Explorer Scouts

Over the last year the Selachii Explorer Unit have taken part in a wide range of activities including the 4 Inns Walk, Indoor Shooting, St Georges, GAW, Escapade '19, the District Raft Race, a Summer Expedition and several members completed Silver D of E Expeditions in the New Forest and on the Thames.

The Summer Expedition was to near Looe in Cornwall at a green field site owned by the National Trust. The first part of the week was spent walking the lovely coastline, travelling light without tents. The middle part of the week was back to base camp learning a few camp craft skills, cooking with herbs and spices, making an outdoor shower, basket weaving and relaxing. The last part was more relaxed but still sporty and testing with surfing at Newquay, coasteering and a day spent canoeing round Looe Island.



After the Christmas Party at the end of 2019, 2020 began with winter walking in South Wales, making Pancakes and introductions to CPR& Diving. Overall a very active year I am sure you will agree. All viewable on the website!

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

The 1<sup>st</sup> Claygate Scout Active Support Unit, led by David Creigh continues to provide much needed support to The Group.

Members, 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.

### ***Scout and Guide Band***

Following the concert which included members of the Scots Guards held on 30 March 2019, the Band has participated in the following events:

- St Georges Day Parade in Claygate
- Closure of Escapade (Cub District Camp)
- Opening of Claygate Flower Show
- Marching with Royal Scots Guards at Wellington Barracks
- Remembrance Event at Brookwood Military Camp
- The Lord Mayors Parade
- Claygate Remembrance Parade
- Christmas Lights, Carols on the Green, Carols around the Campfire and Carols in the Village!

Sadly the Band have been unable to meet to play during the Lockdown but are planning to start up outside soon.

### ***Group Executive***

The committee led by Stuart, our Chairman, has addressed a number of topics throughout the year, some of which are 'business as usual' and some of which are new each year. These have included:

- monitoring progress and funding for Project Merlin
- monitoring expenditure against budget
- assessing requests for special events
- scheduling and supporting fundraising activities
- improving the way we operate in relation to Governance
- carrying out regular reviews of policies
- 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
- updating risk assessments
- 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. This year

one such group was set up to address compliance with Group Exec Checklist supplied by the Scout Association.

### ***Looking forward***

Like all Groups throughout the UK and indeed the world, we have been affected by the global pandemic. However in Claygate we have risen to the challenge to provide Scouting at Home and will continue to do so including opening the new Extension and the sections which will be using it.

### ***Conclusion***

The challenges faced in recent months have shown the adaptability of the team of leaders and helpers we have, here in Claygate. As we try to move to a state as close to "Normal" as we safely can, this teamwork will help us to face whatever challenges are 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***

There's a certain irony to the fact that the Group Exec was able to admire the completed extension to the Scout Centre at its last meeting before lockdown. However, looking back on the last financial year, we should be proud of all the work that went in to achieve the goal of completing the extension – literally years of work. And while we find ourselves in a period of delivering scouting virtually, the Scout Centre is there ready to support us as we strive to offer scouting to more young people in the future.

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

While we dipped into reserves to help pay for the extension to the Centre, the 2019/20 numbers were in line with expectations. We now find ourselves in less certain times, but we are confident that we have sufficient resources to keep operating under the various scenarios that we have considered.

You can see the full financial picture elsewhere in this report, including the government support we have received as part of the Covid relief package.

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

During the year, the regular cleaning and maintenance programme continued under the guidance of Roger Hoad and Andrew Gilchrist. Between them, they maintained the premises and helped with the logistics of the extension.

The maintenance days that were run during the year were well attended by parents and other volunteers and ensured the building and grounds were kept ship-shape.

Colin Coburn managed our minibuses and vans keeping them road-ready. 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 Beer Festival has now become a regular village event and the fireworks continues to be 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 generated remains a key part of our budget planning each year and is now being used to help pay 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. The fundraising process for the extension has seen a large number of generous donations as detailed in the Financial Review – thank you to all for their support in this important initiative.

As we look forward, fundraising with social distancing in place looks challenging. However, we have already held one successful plant sale on a click and collect basis. We will monitor government and scouting guidance and navigate fundraising as best we can.

### ***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.

While activity has decreased over recent months, we look forward to it picking up again when circumstances permit.

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

Nicola Hackworth has brought energy and enthusiasm to our communications initiatives to ensure parents and the community know about our goals and achievements. She has stepped down from the role but we thank her for her energy and commitment.

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. He has also maintained and updated the website.

## ***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 increased capacity at the Scout Centre becoming an ever-closer reality, 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, safeguarding 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. "Safeguarding, 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 team of leaders give up so much of their time to ensure they continue to deliver fun and skills to our young people, whether that be face to face or via Zoom. 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. Particular thanks to Hugh Gostling our Group Scout Leader and Gary Ernest, our Treasurer who have been instrumental in making the extension a reality (amongst their many other duties). And to Mark Aulds and Debbie Aulds who have stepped up as Assistant GSLs while Hugh's work commitments increased due to Covid.

Rosy Treasure continues to ensure that the Committee runs smoothly and her expertise outside of scouting has been instrumental in helping us navigate the path into lockdown and out the other side.

Scouting continues to enjoy a high profile in the UK. 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 and dealing with whatever unforeseen events that may lie around the corner. 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 long-term 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 recent Covid-19 emergency indicates that this is a prudent level of reserves to hold

### **Basis of preparation of accounts**

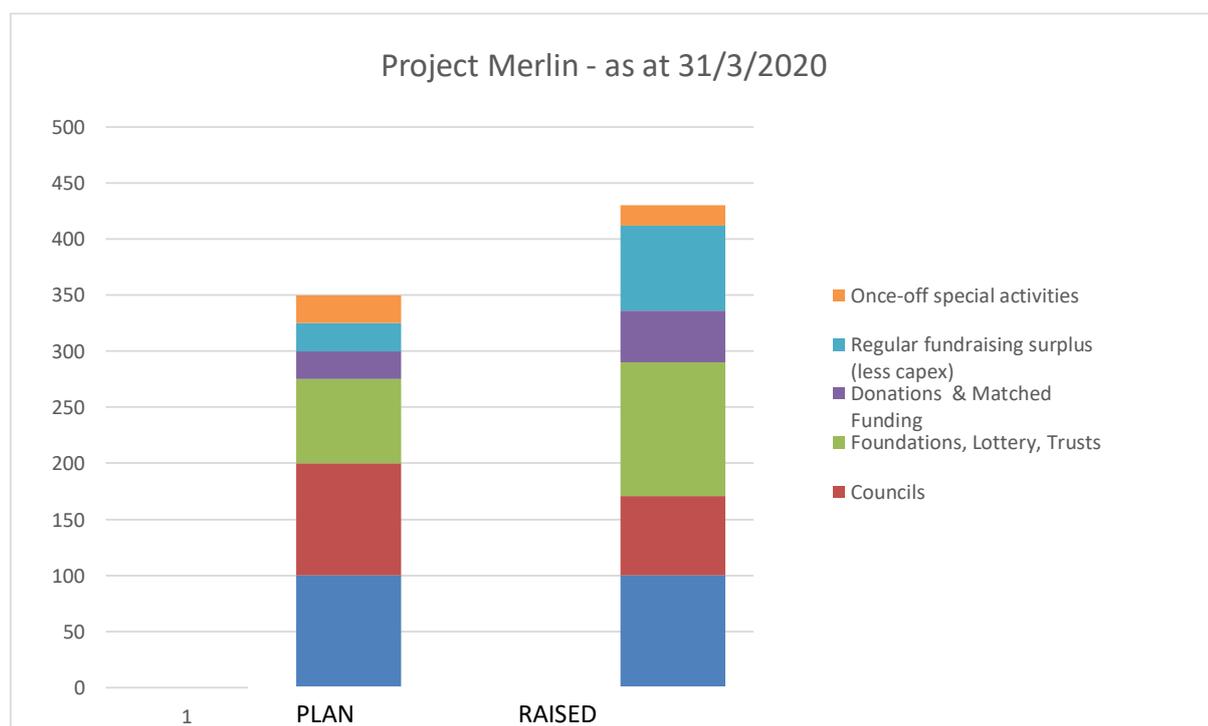
The Charity Commission requires charities with gross incomes between £250k and £500k per year to prepare accruals accounts and have them independently checked. Charities with gross incomes between £25k and £250k may prepare accounts on a receipts and payments basis, which is considerably simpler.

The average income for 1<sup>st</sup> Claygate Scouts in the five years 2014-15 to 2018-19 is £166k and the accounts have therefore always been prepared on a receipts and payments basis. However, receipts for the 2019-20 financial year at £364k are more than double the 5-year average, entirely due to receipt of grants, donations and funds in support of Project Merlin which will not be repeated in future years. Because this elevated income in 2019-20 is a once-off, to ensure comparability with previous and future years and avoid a complex restatement of previous accounts, the Group has determined to use the receipts and payments basis for preparation of this year's accounts, as shown in Appendix A.

### **Project Merlin**

Project Merlin, the extension to the Scout Centre, has now been completed. The building cost came in considerably higher than originally anticipated, but we have been able to secure additional fundraising to enable us to achieve the original plan almost in its entirety. The total funds raised for the project were £430k, some £80k higher than original target; thank you to everyone who has supported our various fundraising activities, and to all of the foundations, councils and individuals who have supported these efforts. The breakdown of fundraising income is shown in the graph on the next page.

The Project Merlin Fund stood at £13,379 on 31<sup>st</sup> March 2020: These funds are earmarked for final ancillary works and payment of the 2½% retention payment to the contractor in February 2021.



## **Financial Review 2019-20**

The financial year ended 31<sup>st</sup> March 2020 (current financial year, CY) shows a deficit of £(180,460) compared to a surplus of £60,025 for the year ended 31<sup>st</sup> March 2018 (prior financial year, PY). The deficit was driven by expenditure of over £400k on Project Merlin during the financial year.

If specific fundraising and expenditure on Project Merlin is excluded from the figures, the surplus in 2019-20 is £47,342 compared with £38,797 on a comparable basis in 2018-19. This reflects a good performance with strong levels of 'regular' fundraising and timing differences for expenditure on activities as outlined below.

The Group's cash balance at 31<sup>st</sup> March 2020 was £58,675 (£239,135 on 31<sup>st</sup> March 2019).

### **Receipts**

Total receipts were £363,831 (PY £178,170). Excluding Project Merlin receipts were £177,758 (PY £150,929).

Gross membership fee income was 4.6% higher than prior year, a combination of the increase in subscriptions rates (£49 per term vs £48 per term) and higher numbers of young people, especially Scouts and Explorers. Gift Aid receipts were over £10k and continue to be a valuable source of income to the Group, without which subscription rates would need to be considerably higher.

Gross 'normal' fundraising at £60,856 was 6.5% higher than PY. Revenue was more than 10% higher in almost all of our main fundraising events – jumble sales, bedding plant sale, beer festival, Christmas lights, flower show and fireworks – but was offset by the absence of a quiz night and weaker revenue on Christmas cards and the Burns' Night supper.

Activity receipts (for camps, activity weekends, weekly planned activities, etc.) fluctuate from year to year depending on the number and nature of activities and the dates that advance payments are received. Receipts in CY (£65,317) were 52% higher than PY, driven by deposits received for the summer 2020 Explorer expedition to Spain and the Band expedition to Disneyland in October 2020; inclusion of the Cubs' trip to Gilwell in September 2019; and the 3-yearly District camp in summer 2019.

Donations and grants received were much higher (£180,877 compared with £36,078 in PY), mainly due to funds received for Project Merlin. The most significant donations received during 2019-20 were:

- £70,000 from the London Marathon Charitable Trust
- £49,000 from Esher/Hersham and Claygate Community Infrastructure Levy funding
- £15,000 from the Garfield Weston Foundation
- £10,000 from the Bernard Sunley Foundation
- £5,000 from the Kenneth & Susan Green Foundation

Significant donations were also received from the Ernest family, Huddart family, Co-Operative Society fundraising, Hugh Gostling's sponsorship for the Claygate 5 mile run and the John Laing Charitable Trust. Bank Interest was £1,662 (PY £1,355) reflecting higher cash balances held during the year in preparation for Project Merlin.

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

Payments (excluding capital expenditure) increased by £16,680 to £125,850, the majority of the increase being accounted for by activities and higher costs in support of fundraising.

### **Capital Expenditure**

The bulk of the capital expenditure in 2019-20 was on Project Merlin, the entire construction taking place during the financial year. Expenditure during the year on the Centre extension was £401,093 (PY £6,014). Non-Merlin capital expenditure was £4,566 (PY £2,961) with the main expenditure being on new canoes and ancillary equipment.

The remaining costs on Project Merlin, including the 2½% retention payment due 12 months after completion of the work, are expected to be in the range £12,000-14,000. The Project Merlin Fund currently stands at £13,379 which will cover this residual expenditure in the 2020-21 financial year.

### **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.

Restricted funds received for Project Merlin have all been spent, leaving £10,000 held for future purchase of land currently leased by the Group.

### **Funds breakdown**

All regular receipts and payments are processed through the General Fund. The Project Merlin Fund was created in 2018 to allow income and expenditure relating to Project Merlin to be separately tracked.

Movements in the two funds during the year is as follows:

	<b>General Fund</b>	<b>Project Merlin Fund</b>	<b>Total</b>
<b>Opening balances 1<sup>st</sup> April 2019</b>	<b>25,283</b>	<b>213,853</b>	<b>239,135</b>
Movements 1 <sup>st</sup> April 2019-31 <sup>st</sup> March 2020	47,342	(227,802)	(180,460)
Transfer of 'normal' fundraising surplus 2019/20, less capital expenditure, to Project Merlin	(27,328)	27,328	-
<b>Closing balances 31<sup>st</sup> March 2020</b>	<b>45,296</b>	<b>13,379</b>	<b>58,675</b>

**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

16<sup>th</sup> September 2020

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
<b>Receipts and payments accounts</b>						
	For the period from	1st April 2019	To	31st March 2020		
<b>Section A Receipts and payments</b>						
	Unrestricted funds		Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £		to the nearest £			
<b>A1 Receipts</b>						
Membership subscriptions	44,020	-	-	44,020	42,068	
Less: Levy for District, County & HQ	(12,781)			(12,781)	(11,813)	
Membership subscriptions retained	31,239	-		31,239	30,255	
Gift Aid	10,206	-	-	10,206	9,681	
Regular Fundraising Gross	60,856	-	-	60,856	57,131	
Income from Activities	65,317	-	-	65,317	42,795	
Donations & Use of Equipment	14,365	22,512	-	36,877	36,078	
Other grants received		144,000		144,000	-	
Other income	892	-	-	892	875	
Bank interest	1,662	-	-	1,662	1,355	
<b>Sub total (Gross income for AR)</b>	<b>184,537</b>	<b>166,512</b>	<b>-</b>	<b>351,050</b>	<b>178,170</b>	
<b>A2 Asset and investment sales</b>						
Sale of Assets	-	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total receipts</b>	<b>184,537</b>	<b>166,512</b>	<b>-</b>	<b>351,050</b>	<b>178,170</b>	
<b>A3 Payments</b>						
Premises	19,993	-	-	19,993	17,275	
Regular Fundraising expenditure	28,961	-	-	28,961	25,071	
Activities	61,981	-	-	61,981	51,049	
Transport	5,270	-	-	5,270	6,978	
Administration	5,584	-	-	5,584	6,772	
Donations	1,223	-	-	1,223	965	
Equipment Maintenance	2,838	-	-	2,838	1,059	
<b>Sub total</b>	<b>125,850</b>	<b>-</b>	<b>-</b>	<b>125,850</b>	<b>109,170</b>	
<b>A4 Asset and investment purchases</b>						
Equipment, e.g. tents	913	-	-	913	901	
Office equipment	387	-	-	387	90	
Paddlesport equipment	3,053	-	-	3,053	354	
Extension expenditure	228,082	173,011	-	401,093	6,014	
Other capital expenditure	213	-	-	213	1,617	
<b>Sub total</b>	<b>232,649</b>	<b>173,011</b>	<b>-</b>	<b>405,660</b>	<b>8,975</b>	
<b>Total payments</b>	<b>358,499</b>	<b>173,011</b>	<b>-</b>	<b>531,510</b>	<b>118,145</b>	
<b>Net of receipts/(payments)</b>	<b>(173,961)</b>	<b>(6,499)</b>	<b>-</b>	<b>(180,460)</b>	<b>60,025</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>222,636</b>	<b>16,499</b>	<b>-</b>	<b>239,135</b>	<b>179,110</b>	
<b>Cash funds this year end</b>	<b>48,675</b>	<b>10,000</b>	<b>-</b>	<b>58,675</b>	<b>239,135</b>	





**Section A**

**Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	1 <sup>st</sup> Claygate Scout Group		
<b>On accounts for the year ended</b>	2019-2020	<b>Charity no (if any)</b>	
	<b>Set out on pages</b>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and basis of report** As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

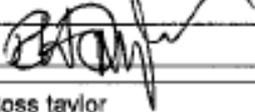
**Independent  
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the 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:**  **Date:** 21 August 2020

**Name:** Ross Taylor

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

**Address:** 57 oaken lane  
Claygate  
Surrey. KT100rq

**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.**

I can confirm I agree with continuing the cash basis for the accounts, to provide consistency and comparability since the increase in funding was for a single year only.