

**1<sup>st</sup> Bourne End Scout Group**  
 Registered Charity No 300703  
**Financial Statements for the year ended 31st March 2016**

	Unrestricted funds	Restricted Funds	Total	2016	2015
	£	£	£		Unrestricted Funds
					£
<b>Receipts</b>					
Subscriptions	16,493		16,493		13,355
Gift Aid	2,619		2,619		2,720
Interest	34		34		33
Grants		3,000	3,000		75
Donations	1,671		1,671		1,302
Camp Fees	12,470		12,470		7,615
Other activities	1,000		1,000		735
Other Fund Raising	4,435		4,435		2,883
WWI Trench (Poppy Appeal)	0		0		495
Misc	0		0		319
<b>Total Receipts</b>	<b>38,721</b>	<b>3,000</b>	<b>41,721</b>		<b>29,532</b>
<b>Payments</b>					
<b>Charitable Payments</b>					
Capitation	7,097		7,097		7,385
HQ Maintenance	6,291	1,254	7,545		4,154
QM Stores	2,544		2,544		2,468
Group Expenses	4,328		4,328		2,673
Section costs	3,118		3,118		2,465
Camps	8,694	1,746	10,440		6,777
Other activities	1,035		1,035		662
Insurance	0		0		1,197
Contributions made to individual Scouts	488		488		796
Accounting	50		50		250
Uniform for resale	149		149		0
Direct debit charges	20		20		0
<b>Total Charitable payments</b>	<b>33,814</b>	<b>3,000</b>	<b>36,814</b>		<b>28,827</b>
<b>Fundraising Activities</b>					
Fundraising Costs	1,432		1,432		703
<b>Total Payments</b>	<b>35,246</b>	<b>3,000</b>	<b>38,246</b>		<b>29,530</b>
<b>Net Receipts less Payments</b>	<b>3,475</b>	<b>0</b>	<b>3,475</b>		<b>2</b>
Cash funds last year end	9,239				9,237
Cash funds this year end	12,714				9,239

# 1<sup>st</sup> Bourne End Scout Group

Registered Charity No 300703

## Financial Statements for the year ended 31st March 2016

1 April 2015 to 31 March 2016

### Additional Payment & Receipt details

#### Cheques written but not presented at 31 March

Poppy Fund	495
BE(B)CA	30

#### Fundraising

	Funds raised	Associated costs	Net income
	£	£	£
Beaver Table Top Sale	168	0	168
Cub & Scout Quiz Night	587	335	252
Parents' Quiz Night	1,229	555	674
Scout Sponsored Hike	666	0	666
Summer BBQ 2015	1,749	542	1,207
Easyfundraising	37	0	37
	4,435	1,432	3,003

#### Additional Payment details

	£
Cleaning	1,975
Electricity	516
Oil	458
Rent	1,324
Scout hut repair and maintenance	1,345
Security System installation	1,099
Waste Collection	681
Water	148
Telephone & Broadband	437
Photocopier costs	394
Badges	819

	Section expenses 2016	Section expenses 2015
	£	£
Quebec	483	441
Yukon	500	450
Jungle	500	453
Jubilee	500	456
Endeavour	560	664
Victory	575	0
	3,118	2,464

### Notes

a

Proof of purchase was mislaid for part of the Autumn Cub Camp expenditure (October 2015). A personal bank statement was seen as proof of purchase for £407.94 of expenditure but receipts were mislaid for a further £228.06 of expenditure. A letter confirming this has been signed by the trustees and included in the Accounts folder.

b

Expenditure on HQ maintenance was higher than the previous year and included installation of a security system and cameras, for which we received a grant, as well as the ongoing Broadband costs for monitoring the system. Work was carried out on shelving in the garage to enable equipment to be stored securely. Two annual rent payments were also made within the same financial year - one in April 2015 for the year 2015/16, and one in March 2016 for the year 2016/17. General running costs such as cleaning, electricity and oil costs also increased with the creation of another Scout section and therefore increased use of the hall.

c

The period of cover of the insurance policy was extended by 4 months so the policy was not due for renewal in the 2015-16 financial year. The cost has been included as a liability at the year end.

d

Group expenses were higher than the previous year as the Group spent £1047 on T-shirts featuring the 1st Bourne End logo for leaders and for children joining the group, to be worn while undertaking activities and camps, as well as fleeces for the leaders. A small number of children's fleeces were ordered for resale. The Group also purchased 1st Bourne End scarves in bulk to give to new starters.

**1<sup>st</sup> Bourne End Scout Group**

Registered Charity No 300703

**Financial Statements for the year ended 31st March 2016**

1 April 2015 to 31 March 2016

**Statement of assets and liabilities**

	<b>2016</b>	<b>2015</b>
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Current account	5,438	2,729
STIS account	6,470	6,470
Cash in hand	21	40
Uncleared funds	785	0
<b>Total Cash Funds</b>	<b>12,714</b>	<b>9,239</b>
<b>Debtors</b>		
Gift aid refund due	3,082	2,584
Camp fees due	0	50
Quiz night payments due	15	0
Unpaid subscriptions	671	0
<b>Total Debtors</b>	<b>3,768</b>	<b>2,584</b>
<b>Current liabilities</b>		
Balance of Capitation	1,283	0
Insurance	1,269	0
Rates	241	0
Poppy Fund	495	495
Expenses	0	91
Accounting	0	50
<b>Total current liabilities</b>	<b>3,288</b>	<b>636</b>
<b>Net assets</b>	<b>13,195</b>	<b>11,187</b>

Other Assets - Hall furniture, fixtures and fittings, General scouting equipment, Marquee.

These accounts have been prepared by Alisa Schroeder, Treasurer 1<sup>st</sup> Bourne End Scout Group.

Accounts approved by trustees and signed on behalf of trustees by

Signed

Alisa Schroeder

Date 30/1/2017

Approved by Independent Examiner

Signature

Name and Qualifications

LESLEY FAVAGER  
FCCA

Date

20<sup>th</sup> January 2017

# Trustees Annual Report

For the period  
from 01/04/15 to 31/3/16

## Section A Reference and administration details

**Charity name:** 1<sup>st</sup> Bourne End Scout Group

**Registered charity number:** 300703

**Charity's principal address:** Bourne End Scout Hut  
Furlong Road  
Bourne End  
Buckinghamshire  
SL8 5AE

**Names of charity trustees who manage the charity:**

	Trustee name	Office held (if any)	Dates acted (if not for whole year)
1	Emma Lee	Group Scout Leader	
2	Roxana Deacon	Chairman	
3	Sophie Kayani	Secretary	
4	Jenny Benning	Membership secretary	
5	Dennis Moore		To 31/7/2015
6	Alisa Schroeder	Treasurer	
7	Jenny Scarborough		
8			
9			
10			
11			
12			

## Section B Structure, governance and management

**Type of governing document:** 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.

**How the charity is constituted:** The Group is a trust established under its rules which are common to all Scouts.

**Trustee selection methods:** The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

**Additional governance issues:** The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational

charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, parent's representation and meets 6 times a year.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

The maintenance of Group property;

The raising of funds and the administration of Group finance; The insurance of persons, property and equipment; Group public occasions;

Assisting in the recruitment of leaders and other adult support; Appointing any sub committees that may be required;

Appointing Group Administrators and Advisors other than those who are elected.

**Risk and internal control:** The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

### **Section C      Objectives and activities**

The objectives of the group are as a unit of the Scout Association. The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

Throughout the year there have been six sections meeting on a weekly basis during term time: Quebec and Yukon (Beavers), Jubilee and Jungle (Cubs) and Victory and Endeavour (Scouts).

Across all the sections, activities were chosen and organised by leaders, with help on a week-to-week basis from parent volunteers, to enable children to earn specific activity badges as well as to meet the criteria for the challenge badges. Activities have ranged from opportunities to handle reptiles to first aid practice, from campfire cooking and whittling to races and games, from night to visiting places of worship.

There have been opportunities for young people in all sections to spend 'nights away', from a night away in tepees for the Beaver age group, to sleepovers and camps for the Cubs and a variety of camps and expeditions for the Scouts.

**Public benefit statement:** The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

## **Section D      Achievements and performance**

After a successful parents' quiz night to raise funds for the Group, the Cubs and Scouts had the opportunity to demonstrate their general knowledge at their own quiz nights which were equally well enjoyed.

One member of Endeavour Scout troop, Rebecca, was selected to take part in a youth-led international camp in Switzerland. The Scouts took part in a sponsored hike to raise money for Rebecca and raised more than was needed so were able to buy more camping equipment with the extra money.

The Summer barbecue and AGM was again popular and was the main fundraising event of the year, raising just over £1200.

Four young leaders attached to the group completed their Duke of Edinburgh Award – one gained bronze and three gained silver awards.

The Group applied for and received a £3000 grant from Wooburn Parish council. This was used to buy and install security lights for the outside of the building to complement the new security system and also to buy additional equipment for the Group Camp.

We held a Group Camp at Paccar in June – the first for many years. Over 100 children and young people from the Group took part, with Beavers visiting for the day and Cubs, Scouts and Young Leaders camping for two nights. The money from the grant paid for enough tents for all the young people to sleep in!

Thirty six children in the Group received their Chief Scout awards during the year.

Several teams of Scouts entered the County Orienteering competition, the Big 'O', held in Wendover Woods in October 2015. One of the Bourne End teams came second.

## **Section E      Financial Review**

**Reserves Policy:** The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to £4500 to ensure that there will be enough money to cover any emergency repairs and replacements e.g. to the heating in the Scout Hut.

The Group held reserves of approximately £12700 against this at year end. This is above the level required for operating expenses. However this can be explained by a substantial sum of money that was bequeathed to the Scout Group a few years ago by a local resident to ensure the continuation of Scouting in Bourne End.

**Investment policy:** The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

## **Section F      Other optional information**

The Group would like to become more involved with the local community and make a bigger impact on Bourne End Night.

It remains a priority to increase the number of leaders for Jubilee Cub pack as there are currently only 2 leaders on a Wednesday evening. We would also like to increase the number of young leaders assisting in all sections and increase the quality of their training.

We have moved forward with the idea of a group website and one of our leaders has begun work on it. We hope to launch it soon.

The construction of a World War One trench will be repeated in the back room of the Scout Hut in November, following the success of the previous trench exhibition in 2014.

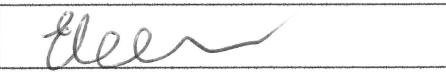
The Group will be supporting one of the Explorer Scouts, Jack, in his fundraising for a trip to Ecuador run through a youth scheme at his school.

## **Section G      Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Alisa Schroeder	Emma Lee
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Position

Treasurer	Trustee (Group Scout Leader)
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Date

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# Independent examiner's report on the accounts

## Section A

### Independent Examiner's Report

Report to the trustees/  
members of

1<sup>st</sup> Bourne End Scout Group

On accounts for the year  
ended

31<sup>st</sup> March 2016

Charity no

300703

Set out on pages

1-3

#### 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:

- examine the accounts under section 145 of the Charities Act,
- 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
- 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 matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 30<sup>th</sup> January 2017

Name:

Lesley Favager

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

FCCA

Address:

74 Sedgmoor Road, Flackwell Heath,

High Wycombe, Bucks

HP10 9AP

Only complete if the examiner needs to highlight material problems.

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