



# Preparing young people with skills for life

**1st Osterley Scout Group - Annual Report & Accounts for the year ended 31<sup>st</sup> March 2021**



# 1<sup>ST</sup> OSTERLEY SCOUT GROUP

Annual Report and Statements of Account to 31<sup>st</sup> March 2021

Registered Charity Number: 303743  
Group Registration No. with The Scout Association: 1735

Principal Address: 61 Osterley Road, Isleworth, TW7 4PW

## Trustees:

### Ex-Officio

|   |                   |
|---|-------------------|
| Chairperson                             | Paul Dickson      |
| Vice Chairperson                        | Tony Marriott     |
| Group Scout Leader                      | Jane Bourne       |
| Secretary                               | Vacant            |
| Beaver Scout Leader – Keeo              | Inez O'Hara       |
| Cub Scout Leader – Enterprise           | Valerie May       |
| Cub Scout Leader - Endeavour            | Andrew Logan      |
| Assistant Cub Scout Leader – Enterprise | Stephen McGinty   |
| Assistant Cub Scout Leader              | Joshua Willingham |
| Scout Leader                            | Tony Ship         |
| Centaur Explorer Scout Leader           | Chiara Johnson    |
| Centaur Assistant Explorer Scout Leader | Alan Shephard     |
| Assistant Cub Scout Leader              | Nicola Collis     |
| Assistant Beaver Scout Leader           | Julie Stewart     |

### Elected Members

|                  |                  |
|------------------|------------------|
| Treasurer        | Niall O'Connor   |
| Committee Member | Tracey Kidd      |
| Committee Member | Tony Smith       |
| Committee Member | Pam Cole         |
| Committee Member | Christine Powell |
| Committee Member | Annette Dickson  |
| Committee Member | Antonia Owens    |

### Nominated Members

|                  |                 |
|------------------|-----------------|
| Committee Member | Kieran Griffin  |
| Committee Member | Alison Shephard |

### Accountants

Numbers Associates  
Maple House  
High Street, Potters Bar  
Herts EN6 5 BS

## STRUCTURE GOVERNANCE AND MANAGEMENT

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 Scouts.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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 three independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parents representation and meets every two months.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

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 Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the Church, Community Centre and other Scout Groups. Similar reciprocal

arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group, through the capitation fees, contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. 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. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section, or the group as a whole, then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario, the complete closure of the Group.

## **OBJECTIVES AND ACTIVITIES**

### **The Purpose of Scouting**

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

### **The Values of Scouting**

As Scouts we are guided by these values:

- Integrity - We act with integrity; we are honest, trustworthy and loyal.
- Respect - We have self-respect and respect for others.
- Care - We support others and take care of the world in which we live.
- Belief - We explore our faiths, beliefs and attitudes.
- Co-operation - We make a positive difference; we co-operate with others and make friends.

### **The Scout Method**

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing

- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

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

## **ACHIEVEMENTS AND PERFORMANCE**

1<sup>st</sup> Osterley Scout Group has a long and honourable tradition of providing an outstanding scouting programme for young people aged 6 to 25 in the local community. The Group has been established since 1928 and in the current premises since 1954.

1<sup>st</sup> Osterley Scout Group delivers Scouting to over 200 young people every week. Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. Our exciting programmes across Beaver Scout, Cub Scout, Scout, and Explorer Scout sections, give young people from 6 to 25 the opportunity to experience and understand other cultures, and challenges them to try new activities and outdoor experiences.

The Beaver Scout, Cub Scout and Scout Sections continue to function at full capacity thanks largely to a fantastic volunteer leadership team. Outdoor activities figure significantly in all Sections with overnight residential experiences offered to all.

Unfortunately, throughout this financial year the Covid 19 pandemic has been prevalent and lockdown was imposed throughout the country affecting all Scouting activities. This has been addressed positively by both Leaders and Members of 1<sup>st</sup> Osterley Scout Group who have both facilitated and participated in online virtual Scouting. I understand a many young people achieved activity and challenge badges whilst at home during lockdown.

We have to be aware of the financial impact of lockdown and we were gratified that over 75% of members paid their subscriptions whilst in lockdown. We would like to thank these members who have helped keep 1<sup>st</sup> Osterley financially stable during this period. Even so without the financial support from the Government through the rates rebate scheme the group would have suffered a financial loss.

A significant achievement this financial year it the granting of outline Planning Permission from the London Borough of Hounslow on the for our plans to rebuild the Scout Centre. We urgently need new members to the Executive to facilitate the fund raising and project management of this building replacement.

## **FINANCIAL REVIEW**

### **Investment Policy**

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

### **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 12 months running costs, circa £30,000.

The Group held reserves of approximately £92,000 at this year end, however approximately £28,000 sits in designated funds for the redevelopment of the Scout Centre.

### **DECLARATION**

The Trustees declare that they have approved the Trustees' report above

**1ST OSTERLEY SCOUT GROUP  
REPORT & ACCOUNTS  
For the Year Ended 31 March 2021**

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

The Accounts have been prepared under the historical cost convention and in accordance with the Companies Act 2006.

The Trustees declare that they have approved the Trustees Report above.

Signed on behalf of the charity's Trustees:

Signature:



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Name:

PAUL DICKSON

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Position:

CHAIR PERSON

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Date:

23/09/21

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## 1ST OSTERLEY SCOUT GROUP

### ACCOUNTANTS' REPORT

Report to the trustees of the 1st Osterley Scout Group on the Accounts for the year ended 31 March 2021 as set out on pages 4 to 5.

#### **Responsibilities of the Group and the Accountant**

The charity trustees consider that an audit is not required for the year in accordance with S.28 of the Charities Act 2006 and that an independent examination is required.

It is our responsibility to :

- Examine the accounts and follow the procedures in accordance with the general directions given by the Charity Commission.
- To state whether particular matters have come to our attention.

#### **Basis of this report**

Our examination was carried out in accordance with the general directions given by the Charity Commission. This includes a review of the accounting records kept by the charity and consideration of any unusual items or disclosures in the accounts with supporting explanations from the trustees. The procedures undertaken do not provide all the evidence required for an audit, and consequently we do not express an audit opinion on the view given by the accounts.

#### **Accountants' Report**

We hereby certify the annexed accounts, which is unaudited, to be in accordance with the books, vouchers, information and explanations presented to us.

Numbers Associates Ltd  
Chartered Certified Accountants  
Maple House  
High Street  
Potters Bar  
EN6 5BS

Dated: 18-Jun-21

1st Osterley Scout Group  
Statement of Financial Activities (including Income & Expenditure Account)

For the Year Ended 31 March 2021

|                                     | Unrestricted funds | Restricted funds | 2021           | 2020           |
|-------------------------------------|--------------------|------------------|----------------|----------------|
|                                     | £                  | £                | £              | £              |
| <b>INCOMING RESOURCES</b>           |                    |                  |                |                |
| Subscriptions                       | 14,573             |                  | 14,573         | 19,480         |
| Less: Membership subscriptions paid | -6,975             |                  | -6,975         | -5,605         |
|                                     | 7,599              |                  | 7,599          | 13,875         |
| Transfer to restricted funds        |                    |                  | 0              | 0              |
| Donations                           | 488                | 7,875            | 8,363          | 8,747          |
| Rent                                | 0                  |                  | 0              | 0              |
| Badges & Uniforms                   | 15                 |                  | 15             | 97             |
| Bazaar                              | 0                  |                  | 0              | 6,380          |
| Fundraising                         | 136                |                  | 136            | 3,551          |
| Bank interest                       | 0                  | 27               | 27             | 0              |
| Sundry receipts                     | 0                  |                  | 0              | 0              |
| Receipts for specific outings       | 0                  |                  | 0              | 410            |
| Camps/Activities Income             | 13,354             |                  | 13,354         | 16,319         |
| Gift Aid                            | 5,158              |                  | 5,158          | 7,048          |
| Grant                               | 2,917              | 10,000           | 12,917         | 2,130          |
| Minibus                             | 0                  |                  | 0              | 1,900          |
| Youth programme activities          | 0                  |                  | 0              | 189            |
| <b>Total Incoming Resources</b>     | <b>29,666</b>      | <b>17,902</b>    | <b>47,568</b>  | <b>60,647</b>  |
| <b>Resources Expended</b>           |                    |                  |                |                |
| Premises:                           |                    |                  |                |                |
| Rate & water                        | 0                  |                  | 0              | 0              |
| Electricity                         | 839                |                  | 839            | 797            |
| Insurance                           | 1,335              |                  | 1,335          | 1,408          |
| Repairs, Renewals & Maintenance     | 3,132              |                  | 3,132          | 2,805          |
| Camping Equipment Purchase          | 0                  |                  | 0              | 1,381          |
| HQ Buildings Works                  | -1,924             | 9,321            | 7,397          | 0              |
| Youth programme and activities      | 657                |                  | 657            | 2,754          |
| Adult support and training          | 0                  |                  | 0              | 0              |
| Accountancy fee                     | 420                |                  | 420            | 420            |
| AGM and trustee expenses            | 0                  |                  | 0              | 60             |
| Group activities                    | 13,672             |                  | 13,672         | 13,937         |
| Fundraising costs                   | 0                  |                  | 0              | 2,411          |
| Stationery, Postage & Printing      | 164                |                  | 164            | 0              |
| Motor Vehicles Depreciation         | 3,524              |                  | 3,524          | 881            |
| Camping Equipment Depreciation      | 697                |                  | 697            | 4,857          |
| Computer Equipment Depreciation     | 210                |                  | 210            | 210            |
| Mini Bus & Van expenses & Insurance | -1,835             | 7,194            | 5,359          | 6,371          |
| Profit on Mini Bus Disposal         | 0                  |                  | 0              | 0              |
| Sundry expenses                     | 104                |                  | 104            | 1,179          |
| Badges & Uniforms                   | 1,111              |                  | 1,111          | 2,628          |
| <b>Total resources Expended</b>     | <b>22,105</b>      | <b>16,515</b>    | <b>38,620</b>  | <b>42,100</b>  |
| Net Receipts/(Expenditure)          |                    |                  | 7,560          | 18,547         |
| Total funds brought forward         |                    |                  | 410,861        | 384,710        |
| Restricted Funds                    |                    | 1,387            | 1,387          | 7,604          |
| <b>Total Funds Carried Forward</b>  |                    |                  | <b>419,809</b> | <b>410,861</b> |

**1ST OSTERLEY SCOUT GROUP**  
**BALANCE SHEET as at: 31-March-21**

|  | <u>2021</u> |                       | <u>2020</u> |                       |
|--|-------------|-----------------------|-------------|-----------------------|
|  | £           | £                     | £           | £                     |
| <b>Fixed Assets</b>                                    |             |                       |             |                       |
| Freehold land at cost                                  |             | 52                    |             | 52                    |
| HQ building & Improvements at insured value            |             | 255,658               |             | 255,658               |
| Garages at insured value                               |             | 35,000                |             | 35,000                |
| Canoe shed at insured value                            |             | 21,731                |             | 21,731                |
| Covered area at insured value                          |             | 3,904                 |             | 3,904                 |
| General HQ contents at insured value                   |             | 0                     |             | 697                   |
| Computer Equipment                                     | N.B.V       | 209                   |             | 419                   |
| Motor Vehicles   | N.B.V       | 9,691                 |             | 13,214                |
|  |             | <u>326,245</u>        |             | <u>330,675</u>        |
| <b>Current Assets</b>                                  |             |                       |             |                       |
| Prepayments  | 350         |                       | 1,442       |                       |
| Accrued Income   | 2,400       |                       | 6,005       |                       |
| Cash at bank and in hand                               | 91,824      |                       | 75,329      |                       |
|  |             | <u>94,574</u>         |             | <u>82,777</u>         |
| <b>Creditors – Amounts falling due within one year</b> |             |                       |             |                       |
| Accruals   | 1,010       |                       | 2591        |                       |
| Deferred Income  | 0           |                       | 0           |                       |
|  |             | <u>1,010</u>          |             | <u>2,591</u>          |
| <b>Net Current Assets</b>                              |             | 93,564                |             | 80,186                |
| <b>Liabilities</b>                                     |             | <u><u>419,809</u></u> |             | <u><u>410,861</u></u> |
| <b>Unrestricted Funds</b>                              |             |                       |             |                       |
| General  |             | 357,959               |             | 350,398               |
| Restricted Funds                                       |             | 61,850                |             | 60,463                |
|  |             | <u><u>419,809</u></u> |             | <u><u>410,861</u></u> |