



Trustees Annual report for the period 1st April 2022 to 31st March 2023

Section A: Reference and Administration Details

Charity name: 1st Oxshott Scout Group

Charity number: 305734

Charity's principal address: Verrey Hut, Waverley Road, Oxshott, Surrey KT22 0RZ

Scout Association HQ Registration number: 107

During the period 1st April 2022 to 31st March 2023, the trustees who managed the charity were;

Trustees:	Appointment	Name
	Chairman	James Faux
	Treasurer	David Walker
	Secretary	Nicola Bond
	Group Scout Leader	Anja Davidson
	Scout Leader	Brian Murphy
	Cub Pack Leader	George Bishop

Section B Structure, Governance and Management

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, dated 4th January 1912, which in turn gives authority to the bylaws of the Association and the policies, organisation and rules of The Scout Association.

The Group is a trust established under rules that are common to all Scout Groups. The Trustees have complied with the requirement to have due regard to the guidance on public benefit published by the Charity Commission. The Trustees are appointed in accordance with the policy, organisation and rules of The Scout Association.

The Trustees manage the Group. They are responsible for complying with legislation applicable to charities, including the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trustees meet from time to time as necessary. Other helpers involved in the operation of the Group also attend these meeting. Their functions are:

- 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 group leaders and other adult support;
- appointing any subcommittees that may be required; and appointing administrators and advisers

Risks and Internal Controls

The Trustees have 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 buildings, property and equipment. In such cases, the Group would borrow the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss. The Group's buildings insurance excludes subsidence cover however an insurance payment of £55,000 ensures sufficient funds are available to cover further subsidence issues.
- 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 on income from subscriptions and fundraising. The Group does however, hold reserves sufficient to ensure the continuity of activities for a period should there be a major reduction in income. Also, the Group could raise subscriptions to increase the income to the Group on an on-going basis, either temporarily or permanently;
- reduction or loss of leaders. The Group is very reliant upon volunteers to run and administer the activities of the group. Obtaining leaders is a particular difficulty and the Group is always interested in hearing from individuals who might be interested in becoming leaders. If there were a reduction in the number of leaders to an unacceptable level in a particular section or the Group as a whole there would have to be a contraction, consolidation or closure of the section. In the worst-case scenario this could lead to a complete closure of the Group;
- reduction or loss of members. The group provides activities for all young people aged six to 18. If there were a reduction in membership in a particular section or in the Group as a whole then there would have to be a contraction, consolidation or closure of the section. In the worst-case scenario this would lead to the complete closure of the Group; and
- internal controls. The group has in place systems of internal controls that are designed to provide protection against material mismanagement or loss. These include two signatories for all payments and comprehensive insurance policies.

Section C: Objectives and Activities

The Group's objectives 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 potential; as individuals, as responsible citizens and as members of their local, national and international communities. The Association's aims are achieved by providing an enjoyable scheme of progressive training, based on the Scout Promise and Law, guided by adult leadership.

The Group charges membership subscriptions to cover its immediate running costs which do not unduly restrict membership. The Group's principle is that no one should be excluded because of their inability to pay membership subscriptions, or charges for participating in activities.

The Group's and the Scout Association's public benefits are demonstrated by, inter alia:

- the development of young people towards their full potential; and
- guiding young people in their responsibilities towards others and the community as a whole.

The safety of young people is taken very seriously and the benefits of Scouting activities are considered to far outweigh its risks.

Any private benefits from Scouting are incidental, other than to beneficiaries.

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. Subscription fees are set at a level that covers only the immediate running costs of the Group and the capitation fees to the Scout Association, to ensure they remain as low as possible and do not unduly restrict membership. We admit members from the local community in the area of Oxshott and Cobham. Money from fund raising activities is put in to a hardship fund that families can apply for help with fees or costs of activities. As charity trustees, members of the Executive Committee pay due regard to the Charity Commission's public benefit guidance where relevant to our decision making.

Section D: Achievements and Performance

After much work with the Guides and support from our local SCC councilor, Mark Sugden, Surrey County Council have granted the Scouts and Guides nearly £1.2million Council meeting to rebuild our hut. This will be a new, environmentally friendly, fully accessible building with a communal central area with a kitchen and meeting rooms and a hall on each side, one for Guides and one for Scouts. The new building will be called the Oxshott Community Hub and will be available for hire for local groups. Winning the funding from Your Fund Surrey is a tremendous achievement and we are very grateful for SCC belief in the project. It would not have been possible without a huge amount of work by John Major (who had sons who went through Oxshott Scouts years ago) and Alison Shannon from Guides. John continues to manage the project managers we are using to ensure the hub is built on time and to budget.

Another exciting beginning was the opening of our Squirrel Scout Section in September 2022. The group is fortunate to have Corrie and Helen, both excellent leaders with lots of experience in scouting to suggest the opening under their leadership.

The squirrel scouts are 4-6 years old and like the other groups are introduced to lots of new skills and activities. Like in the other sections they work towards completing activity and challenge badges to hopefully gain their Chief Scouts Acorn Award. This is a big achievement for someone so young.

It took a term or two for all of us to get our heads around this age group and their programme, but they are a joy to have as part of 1st Oxshott. Their inquisitive minds and desire for new challenges are so refreshing.

This year the Beavers and the squirrels took part in The District "Alice in wonderland" party. The Cubs ran riot around Sainsbury supermarket doing their "supermarket sweep" challenge. Where the Scouts travelled around London chasing the famous Monopoly addresses in the "Monopoly Run". Then we had our Annual Family Camp at

Bentley Copse. And about 60 of us slept at the top of the Spinnaker Tower in Portsmouth on our “Camping-in-the-Clouds” challenge. The scouts had the addition of the return of Scout About as well as their Summer Camp at Ferny Croft.

Thank you to Clinton Askew, Previous GSL, who stepped down as Explorer Leader after giving 15 years of service to 1st Oxshott Scout Group. Your time has been invaluable.

Across the group we have in the last year awarded 1300 badges to our members

Including

13 Bronze chief scout awards

7 Silver chief scout awards

4 Gold chief scout awards

3 Platinum chief scout awards

3 Diamond chief scout awards

The annual Christmas tree sales is the main fundraising activity and more trees than ever were sold this year, adding over £15k to the group funds. This does require a lot of organization by the little team and by all the parents coming along and delivering the trees, the effort is well worth it for the profits it brings to the Group. The annual fireworks contributed £1500 in profits, this could not go ahead without John Major who plans the whole display, buys and sets off the fireworks, usually assisted by his two sons, and Caroline Jackson who has taken on most of the organisation of the food, tickets and items for sale helped by her team.

Section E: Financial Review

Reserves Policy

The Groups’ policy on reserves is to hold sufficient resource to continue the charitable activities of the Group, or at the very least, to conduct an orderly wind down of the Group, should income and fundraising activities fall short.

The Group held cash reserve of approximately £54000 at 31st March 2023.

Section F: Other Information and Future Plans

The Group continues to grow with the new Squirrel section and we plan to be in the building from April 2024 and all the benefits that will offer. The waiting lists are healthy and we would expect these to grow when the new building is completed.

Next year we will be working with the Guides to set up a Joint Building Management Committee who will manage the new Oxshott Community Hub. We would be looking to fill the hub with local groups who would pay to hire the halls on the nights Guides and Scouts are not using it, we would be actively looking to fill the day time with a nursery or play group to maximise income.

Recruiting leaders and members for the Trustee Board remains a priority to ensure the continued success of 1st Oxshott Scout Group.

Section G: Declaration

The Trustees declare that the Trustee Report has been approved at the AGM.

Signed on behalf of the charity’s trustees:

Signatures:		
Full Name:	James Faux	Nicola Bond
Position:	Chair	Secretary
Date:		



1st Oxshott Scout Group

Report and accounts

for the year ended

31 March 2023

**1st Oxshott Scout Group
Report and accounts
for the year ended
31 March 2023**

The Trustees have pleasure in presenting their report and accounts for the year to 31 March 2023.

Administrative information

Name of charity:	1st Oxshott Scout Group	
Registered charity number:	305734	
Trustees:	Appointment	Name
	Chairman	James Faux
	Treasurer	David Walker
	Secretary	Nicola Bond
Other officials:	Group Scout Leader	Anja Davidson
	Scout Leader	Brian Murphy
	Cub Pack Leader	George Bishop
	Beaver Colony Leader	Anja Davidson
	Squirrels Leader	Helen Sullivan & Corrie Haxton
Group/District registration number with the Scout Association	107	
Correspondence address:	12 Somerville Road, Cobham, Surrey KT11 2QU	
Bankers	Barclays Bank plc	
Independent examiner	Russell Ford FCA (ICAEW) Applegarth, Blundel Lane Cobham, Surrey KT11 2SY	

Structure, governance and management

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- the insurance of persons, property and equipment;
- group public occasions;
- assisting in the recruitment of group leaders and other adult support;
- appointing any subcommittees that may be required; and
- appointing administrators and advisers other than those who are elected.

Group objectives and activities

The Group's objectives 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 potential; as individuals, as responsible citizens and as members of their local, national and international communities. The Association's aims are achieved by providing an enjoyable scheme of progressive training, based on the Scout Promise and Law, guided by adult leadership.

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The Group's and the Scout Association's public benefits are demonstrated by, inter alia:

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- guiding young people in their responsibilities towards others and the community as a whole.

The safety of young people is taken very seriously and the benefits of Scouting activities are considered to far outweigh its risks.

Any private benefits from Scouting are incidental, other than to beneficiaries.

Risk assessment

The Trustees have 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:

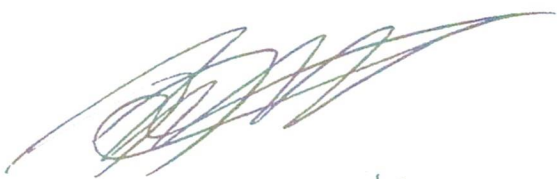
- damage to the buildings, property and equipment. In such cases, the Group would borrow the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss. The Group's buildings insurance excludes subsidence cover however an insurance payment of £55,000 ensures sufficient funds are available to cover further subsidence issues.
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- reduction or loss of leaders. The Group is very reliant upon volunteers to run and administer the activities of the group. Obtaining leaders is a particular difficulty and the Group is always interested in hearing from individuals who might be interested in becoming leaders. If there were a reduction in the number of leaders to an unacceptable level in a particular section or the Group as a whole there would have to be a contraction, consolidation or closure of the section. In the worst-case scenario this could lead to a complete closure of the Group;
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- internal controls. The group has in place systems of internal controls that are designed to provide protection against material mismanagement or loss. These include two signatories for all payments and comprehensive insurance policies.

Financial review - reserves policy

It is the Group's policy to hold sufficient resources to continue the charitable activities of the group for least two years should income from fund raising activities fall short. The cash reserves at the year-end were £54,610, having increased by £10,091 from the prior year reserves of £44,519. This increase is mainly due to fundraising efforts run by the group, namely the Christmas tree and fireworks evening. Also £7,368 of gift aid claims were made for the first time in three years. The ongoing normal operations of the Scout group have been broadly met with normal fundraising activities and subscriptions as the Trustees would expect. However the insurance premium has not yet been paid for the new financial year, due to complications surrounding the imminent hut rebuild project. This cost was £1,717 in the prior year, but expected to be immaterial for this year given the hut site will be handed over to contractors and fall under their insurance for the majority of the financial year.

The reserves include £27,353 in a separate bank account which have been in part reserved by the Executive Committee for use only on buildings and grounds.



David Walker

Treasurer.



JAMES FOX

CHAIRMAN.

**1st Oxshott Scout Group
Income and Expenditure Account (all unrestricted)
for the year ended 31 March 2023**

	Notes	2022/ 2023	2021/ 2022
Subscriptions	3	£11,268	£12,966
Less: Capitation paid to District	3	£4,709	£4,314
		£6,559	£8,652
<u>Income</u>			
Christmas trees	4	£26,918	£22,308
Fireworks		£3,886	£3,671
Uniform	8	£426	£630
Contributions to camps and activities	7	£12,683	£12,492
Other income - interest, donations, fundraising	5	£8,066	£421
Exceptional Items	15	£0	£106
		£58,538	£48,280
<u>Expenditure</u>			
Christmas trees	4	£15,410	£14,191
Fireworks expenses		£2,350	£1,789
Electricity, Water & Broadband	14	£2,239	£1,427
Premises repair and maintenance	12	£159	£91
Insurance	11	£0	£1,717
Cleaning		£524	£511
Uniform	8	£681	£2,293
Expenditure on camps and activities	7	£21,827	£16,867
Equipment	9	£3,988	£2,268
Badges, scarves, woggles and books	10	£919	£2,212
Other expenditure - advertising, IT, OSM fees, stationery, hardship	13	£350	£508
Exceptional Items - Replacement Hut Expenditure	15	£0	£19,123
		£48,447	£62,996
Surplus/Deficit		£10,091	£14,716
Cash b/fwd		£44,519	£59,235
Cash c/fwd		£54,610	£44,519

**1st Oxshott Scout Group
Balance Sheet
as at 31 March 2023**

		2022/23	2021/22
	Notes	£	£
Fixed Assets			
Land and buildings	15	160,000	160,000
Current assets			
Cash at bank and in hand		54,610	44,519
		<u>214,610</u>	<u>204,519</u>
Represented by reserves, which are:			
Book value of land and buildings		160,000	160,000
Unrestricted funds		54,610	44,519
		<u>214,610</u>	<u>204,519</u>

The notes on pages 8 to 11 form part of these accounts.

The Trustees have approved these accounts.

Notes to the accounts

1. Accounting policies

Accounting convention

The financial statements have been prepared on the receipts and payments basis under the historical cost convention and in accordance with the Charities Act 2011 and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS102) together with other applicable accounting standards. There have been no changes in the accounting policies.

Incoming resources

All income is generally accounted for when received. No accruals have been made in the accounts.

Resources expended

Expenditure is recognised when paid out, either by the group, or on its behalf by persons who will be reimbursed. At the balance sheet date, the Group had no material unpaid obligations although expenditure reimbursed after the year is treated as outstanding payments. This accounting policy means that occasionally two years expenses are expensed in one set of accounts.

Tangible fixed assets and depreciation

Land and buildings are carried in the balance sheet at their historical cost. No value is attributable to other equipment, which is written off on acquisition.

Restricted funds

These amounts can, by law, only be used for specified purposes. No funds are classified as restricted. See also policy number 15.

Income and expenditure related to specific activities

Income raised from specific activities, is shown net of expenses attributable thereto. Similarly, expenditure on activities is shown net of amounts contributed specifically to meet such expenses. This excludes annual fund raising activities of Christmas Trees and Fireworks events.

Gifts in kind

Gifts in kind, whether of labour or physical goods, are not valued in the accounts.

2. Remuneration of employees and trustees

There were no employees during the year 2022/23 and no remuneration was paid to Trustees in 2022/23.

3. Subscriptions

Subscriptions are in the vast majority, collected by monthly Direct Debit. Subscriptions can be accompanied by Gift Aid for UK Tax Payers.

4. Christmas Trees

To comply with the Scout Association recommended practices this is shown under gross income and gross expenditure. The net profit for Christmas Trees in 2022/23 was £11,508. This compares to a prior year amount of £8,117.

5. Other income

This includes donations, income tax refunds on gift aid subscriptions and interest on bank accounts. For the year under review, the main source were gift aid claims of £7,368, which were made for the first time in three years.

6. Rental Income

Rental income from letting the hut reduced due to impending hut development.

7. Income and expenditure for camps and activities

This year saw a return to more normal levels of camp and other activities undertaken by the group and thus more money has been received and spent on these. Just over £12,500 of parental contributions passed through the accounts. Expenditure is higher than the contributions as many activities are partly funded through subscriptions, making activities more affordable.

8. Uniform.

Uniform is shown as a separate item in the accounts to reflect the sale of scruff kit used for camps and activities. The loss is due to building up a reserve of stock for future sales.

9. Equipment

This represented the cost of the equipment purchased. Such acquisitions are written off in the year.

10. Badges scarves, woggles and books

These items are provided to members by the sections. Although there is continued focus on badge work across the units, this expenditure has decreased.

11. Insurance

No insurance premium has been paid within the financial year. The new contract is under negotiation due to the complications surrounding the hut development project – under which the insurance will be void as risk will be transferred to the developer during the build phase. Once build is completed the contract will be renegotiated for the new building and new equipment procured through this process.

In normal course of operations, the insurance is being provided by the scouts preferred broker Unity Insurance who are specialists in providing cover for Scout and Guide premises. The insurance excludes subsidence cover following the settlement of the outstanding claim in 15/16. Insurance costs are shared with the Guides who own the other half of the building.

12. Premises repair and maintenance

The group has a constant requirement to maintain its premises and to meet health and safety requirements. Often this is achieved by voluntary help and donated materials, but sometimes the Group must incur maintenance expenditure. The Group gets income from renting the premises to other local users, which it could not do unless the premises were maintained to an appropriate standard.

13. Other expenditure

Other expenditure includes advertising, IT and stationery costs. We also use Online Scout Manager (OSM) which is an invaluable tool for reducing some of the more time consuming administrative duties for our leaders and those who arrange camps and activities. It also helps with keeping up to date badge records, registers, personal details and sending out invitations and collecting responses for camps and activities. During the 2022/23 financial year, the trustees did not use the hardship fund.

14. Electricity, water and Broadband.

The Group pays its electricity and water charges by direct debit with bills being based on actual consumption. Broadband is provided on a pay as you go basis which has reduced expenditure.

15. Land and buildings

The premises are owned by the Scout Association which holds it in trust for the Group. The land and buildings are carried in the balance sheet at their historic costs. We have not attempted to value the land and buildings for alternative use.

Over prior years, the 1st Oxshott Scout group, in conjunction with the Guides who share the building, had set up a working group with the objective of replacing the existing Scout hut. We have invested £77,214 to date in this project, and the funds have been applied for moving storage containers, tree works, surveys and consulting work. Planning permission had been granted for the new hut. Although we have not incurred any expense on this in the current year, £20,000 was spent in the prior year.

Funding has been agreed from Surrey County Council along with Community Investment Levy to rebuild the hut. This work has started and we are hopeful to complete within the 2023/24 financial year.

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Independent examiner's report to the trustees of 1st Oxshott Scout Group

I report on the accounts of the Trust for the year ended 31st March 2023 which are set out on pages 6 to 7 of the Treasurers Annual Report for 2022/23.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 next statement.

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 2011 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have 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



Name: Russell Ford

Relevant professional qualification or body: FCA (ICAEW)

Address: Applegarth, Blundel Lane, Cobham, KT11 2SY

Date: 12 September 2023