

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	1	2	2	4
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Section A

Reference and administration details

Charity name

79th Bushey & Ohxey Scout Group

Other names the charity is known by

Registered charity number (if any)

1	0	5	4	7	5	0
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HQ registration number

3	7	0	9	4			
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Charity's principal address

79th Bushey & Ohxey Scout Group										
Park Avenue,										
Bushey, Herts										
Postcode				W	D	2	3	2	B	D

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mervyn Lobo	Chair	
2	Brian Fox	GLV (ex officio)	
3	Melissa Fox	Treasurer	
4	Kira Wilkinson	None	
5	Eileen Ching	Group Administrator	
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Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The 79th Bushey & Oxhey Scout Group governing documents are those of the 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

(e.g. trust, association, company)

The 79th Bushey & Oxhey Scout Group is a trust established under its rules which are common to all Scouts.

Trustee selection methods

(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group. 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.

Policies and procedures adopted for:

- a) the induction and training of trustees;
- b) trustee consideration of major risks and the systems and procedures to manage them

The Trustee Board currently consist of the Chair, Treasurer and 1 Ex Officio Trustee (Group Lead Volunteer), Group Administrator and one scouting parent. The Trustee Board plans to meet 3 times a year.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

The Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.



Section B	Structure, governance and management (continued)
	<p data-bbox="603 864 911 891">Risk and Internal Control</p> <p data-bbox="603 891 1308 1032">The Group Trustee Board 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:</p> <p data-bbox="603 1064 1308 1149"><u>1. Damage to the building, property and equipment:</u> The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p data-bbox="603 1178 1308 1292"><u>2. Injury to leaders, helpers, supporters and members:</u> The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p data-bbox="603 1321 1308 1523"><u>3. Reduced income from fund raising:</u> 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 Board could raise the value of subscriptions to increase the income to the Group on an ongoing basis, either temporarily or permanently.</p> <p data-bbox="603 1552 1308 1753"><u>4. Reduction or loss of leaders:</u> 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.</p> <p data-bbox="603 1783 1308 1951"><u>5. Reduction or loss of members:</u> The Group provides activities for all young people aged 4 to 14. 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.</p> <p data-bbox="603 1980 1308 2007"><u>6. Financial Mismanagement & loss:</u> The Group has in place</p>

systems of internal controls that are designed to provide reasonable assurance against financial 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
<p>Summary of the objects of the charity set out in its governing document</p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p>Summary of the main activities in relation to these objects</p>	<p>Throughout the year the Group's Section Leaders and assistants have delivered a varied programm of Scouting activities, both indoors and outdoors.</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p>	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	<p>The Group is wholly run and supported by volunteers.</p>
<p>Public benefit statement</p>	<p>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.</p>

Section D	Achievements and performance
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Summary of the main achievements of the charity during the year	<p>The Group has increased it's membership of young people to 96. The number of young people in Squirrels, Beavers and Cubs gaining badges and Top awards has increased. The Groups' financial position has been enhanced by fund raising and grant applications.</p>
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Section E	Financial Review
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Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>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 Trustee Board considers that the Group should hold a sum equivalent to 12 months running costs, circa £3,000.00.</p>
Quantify and explain any designations	<p>The Group held reserves of approximately £6,000.00 against this at year end. This is above the level required for yearly operating expenses.</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	<p>N/A</p>

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

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.

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	<p>Planned Fund raising activities during 2025 include: Sponsored cycle ride, Afternoon Tea, Christmas Wreath making, Christmas Fair & Carol singing, Quiz Night, Bushey & Oxhey Round Table Santa float collection.</p> <p>Planned improvements to HQ toilets,roof and floors.. Recruitment of additional Leaders & volunteers.</p>

Section G	Declaration								
The trustees declare that they have approved the trustees' report above									
Signed on behalf of the charity's trustees									
Signature(s)	<table><tr><td>Mervyn Lobo</td><td>Melissa Fox</td></tr></table>	Mervyn Lobo	Melissa Fox						
Mervyn Lobo	Melissa Fox								
Full name(s)	<table><tr><td>Mervyn Lobo</td><td>Melissa Fox</td></tr></table>	Mervyn Lobo	Melissa Fox						
Mervyn Lobo	Melissa Fox								
Position (eg Secretary, Chair)	<table><tr><td>Chair</td><td>Treasurer</td></tr></table>	Chair	Treasurer						
Chair	Treasurer								
Date	<table><tr><td>0</td><td>5</td><td>0</td><td>6</td><td>2</td><td>0</td><td>2</td><td>5</td></tr></table>	0	5	0	6	2	0	2	5
0	5	0	6	2	0	2	5		



79th Bushey & Oxhey Scout Group

[Watford South District]

ANNUAL ACCOUNTS 2024

INCOME:

Banked	£25,937.83
Bank Interest	£72.16
Total Income	<u>£26,009.99</u>

EXPENDITURE:

Banked	£20,358.23
Total Expenditure	<u>£20,358.23</u>

PETTY CASH RECONCILIATION:

Held @ 01/01/2024	£19.24
To Petty Cash	£26.50
From Petty Cash	£14.17
Held @ 31/12/2024	£31.57

BANK STATEMENTS:

01/01/2024	£15,249.22
31/12/2024	£20,900.98
Gain/Loss	£5,651.76

LEDGER:

Income	£26,009.99
Expenditure	£20,358.23
Gain/Loss	£5,651.76

Signed:

Melissa Fox(Group Treasurer)

Date: 05/03/25



Scout Association No. 37094

Group Scout Leader – Brian Fox.
Group Chairman – Mervyn Lobo
Group Treasurer – Melissa Fox
Group Secretary – Eileen Chong

Charity No. 1054750





Watford South District Scout Council

Scout Association National Registration Number 10001453 Registered Charity Number 302599

7th March 2025

District Group Treasurer

79th Bushey & Oxhey Scout Group 2024 Accounts

Annual review of your accounts

As a local Scout Group, you are an unincorporated body and as such there are no legal requirements regarding format and auditing of accounts.

On advice from The Scout Association who would have drawn on the legislation for limited companies and charities you have prepared this receipt & payments account based on the guidelines they have recommended.

Whilst it is not necessary for the accounts to be audited, you have also adopted the recommendation that these accounts be independently examined which involves the following procedures:

- comparison of these accounts with the accounting records;
- inspection of all accounting records for material errors;
- analytical review of the accounts to identify problems;
- review of accounting policies, material assumptions & judgements;

and the examiner has also obtained an understanding of our activities & accounting systems, the nature of our assets, liabilities, income & expenditure to be able to plan this work properly. I am pleased to say that your accounts are in first class order being detailed and accurate. I would like to take this opportunity to thank you on behalf of the Watford South District for all you do.

Signed: 

Barry Hulin FCII
District Treasurer

Barry Hulin
91 Grover Road Oxhey Watford Herts WD19 4HH
District Treasurer
On behalf of the District Executive

Watford South District Scout Council District Commissioner Christine Turnbull Email: dc.watfordsouth@hertfordshirescouts.org.uk
District Treasurer Mr Barry Hulin, 91 Grover Road, Oxhey, Watford WD19 4HH Tel: 01923 233981
Email: barryhulin@btopenworld.com

