

# Trustees' Annual Report

For the period

From (start date)

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to end date

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## Section A

### Reference and administration details

Charity name

4th Oxford Scout Group

Other names the charity is known by

Registered charity number (if any)

2 6 7 7 9 9

HQ registration number

Charity's principal address

15 YARNELLS ROAD

OXFORD

Postcode

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X

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Y

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	JAMES WYNNE	CHAIR	
2	NATHAN BENTALL	TREASURER	
3	AMBER HODGES	GROUP LEAD VOLUNTEER	
4	EWAN KILGOUR		
5	LAURA RAMSAY		
6	SIMON COWELL		
7	JULIE WATSON		
8			
9			
10			
11			
12			
13			
14			
15			

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 Group's 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 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 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.

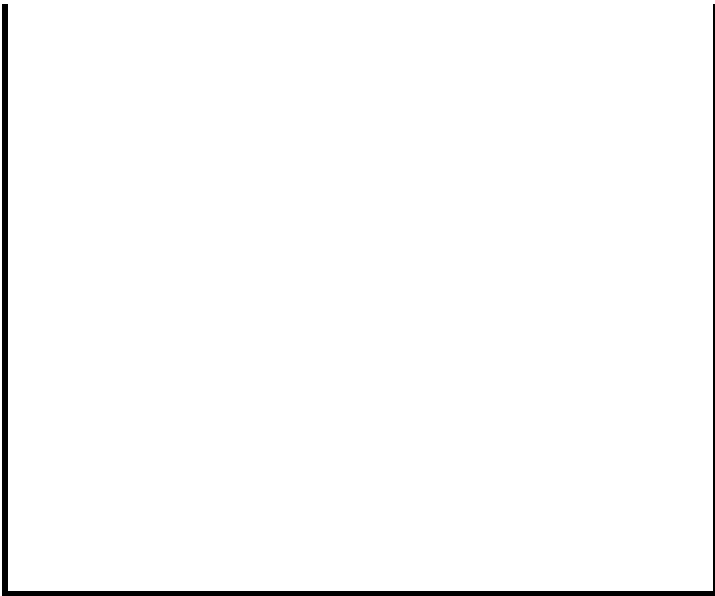
Policies and procedures adopted for:

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

The Trustee Board consists of the Chair, Treasurer and 5 Trustees and meets approximately every 3 months, and has online discussions.

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

This 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="598 958 1318 992"><b>Risk and Internal Control</b></p> <p data-bbox="598 992 1318 1160">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="598 1182 1318 1384">Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as churches, community centre and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p data-bbox="598 1406 1318 1541">Injury to leaders, helpers, supporters and members. 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="598 1563 1318 1798">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 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="598 1821 1318 2056">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.</p>

Reduction or loss of members. The Group provides activities for all young people aged 4 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.

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.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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>
Summary of the main activities in relation to these objects	<p>The group has about 140 young people aged 6 to 14, meeting five nights a week and on some week ends and week long summer camp. There are two Beaver colonies (6-7), two Cub packs (8-10.5) and one Scout section (10.5 to 14) and there is an associated Explorer unit which has a further approx 40 young people.</p>

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Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

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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.

<b>Section D</b>	<b>Achievements and performance</b>
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Summary of the main achievements of the charity during the year

Over the course of the year the Group provided a wide variety of scouting activities for young people between the ages of 6 and 14, with the help of adult volunteers and a number of young people volunteering in sections for people younger than themselves (often as part of the DofE volunteering). The Group meets five nights a week, with weekend camps for all sections and a weeklong summer camp for Scouts. The annual Christmas camp is attended by almost all young people, and receives help from many parents including cooking Christmas dinner for 150 people, followed by a pantomime put on by adult volunteers. The main fundraising activities are a Christmas raffle and organising the Oxford Greenbelt Run.

<b>Section E</b>	<b>Financial Review</b>
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Brief statement of the charity's policy on reserves

**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.

Quantify and explain any designations

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Details of any funds materially in deficit (circumstances plus steps to eliminate)

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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;

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Section F

Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

A.	L.A.
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Full name(s)

A. S. W. WYNNE	L. A. RAMSAY
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Position (eg Secretary, Chair)

CHAIR	TRUSTEE
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Date

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# **4<sup>th</sup> Oxford SCOUT GROUP**

**TRUSTEE BOARD**

**TREASURER'S REPORT**

**YEAR END ACCOUNTS**

**31<sup>st</sup> MARCH 2025**



## Income & Expenditure

	2024-2025	2023-2024
<b>Income</b>		
Bank Interest	359.75	288.43
Custodial Funds	0.00	2,352.92
Donation	33.78	356.44
Events	14,701.60	10,489.45
Events - Beavers	1,534.93	1,334.25
Events - Cubs	2,423.00	1,285.00
Events - Scouts	9,441.57	14,741.30
Fundraising	3,946.56	1,180.66
Meetings	0.00	24.50
Membership Fees	21,096.25	21,694.49
Uniform	305.50	207.18
<b>Expense</b>		
Activity Equipment	84.87	152.55
Admin	824.59	313.84
Badges	2,141.72	2,022.45
Camping Equipment	891.27	4,235.75
Custodial Funds Returned	2,278.62	0.00
Events	15,342.11	12,198.25
Events - Beavers	924.83	402.34
Events - Cubs	1,941.53	1,656.84
Events - Scouts	8,271.88	16,909.13
Insurance	819.64	0.00
Meetings	0.00	1,059.15
Meetings - Beavers	216.00	276.18
Meetings - Cubs	418.40	492.57
Meetings - Scouts	816.51	1,016.01
Membership Costs	10,276.64	18,818.54
Venue Hire	3,360.38	1,920.25
Venue Maintenance	0.00	918.53
<b>Account balances</b>		
Expense Account	188.66	313.23
Group Account	15,681.45	10,682.68
Saving Account	24,605.39	24,245.64
<b>Summary</b>		
Account balance brought forward	35,241.55	43,679.31
Total income	53,842.94	53,954.62
Total expenditure	48,608.99	62,392.38
Net income	5,233.95	-8,437.76
Account balance carried forward	40,475.50	35,241.55



## **Note to the accounts:**

2024–2025 has been another successful year, providing a large number of young people with high-quality Scouting activities. Weekly meetings took place during term time, alongside camps and events for Beavers, Cubs and Scouts. The annual Christmas Camp was again a great success. Our adult volunteers have continued to develop their skills and qualifications, enabling an adventurous programme including hill walking, rock climbing, kayaking and air rifle shooting.

Fundraising was strong again this year. The Christmas Raffle raised just over £1,000 for the Group. We also took over the running of the Oxford Greenbelt 10K. Under the original arrangement, proceeds from the first year of the event were passed on to the Oxfordshire Jamboree Contingent; from subsequent years the funds raised are retained by the Group. During 2024–2025 the Greenbelt 10K generated **around £2,000** for the Group, and we expect this event can generate more in future if we are able to expand participation, for example by introducing additional shorter distances.

Overall, the Group returned to surplus during the year and has continued to rebuild its reserves after the prior year's deficit. Increased fundraising and careful control of expenditure contributed strongly. Costs such as venue hire and administrative expenses should continue to be monitored in 2025–2026.

The accounts have been independently examined by Ilze Malan, BA (Hons) Accounting. The examiner's report raised no matters of concern and is available to members on request.

(Note: The 2023–24 membership cost total includes two capitation payments due to timing: £8,496.00 (3 April 2023) and £9,546.00 (15 March 2024). Capitation is an annual payment, but payment dates can cause year-on-year fluctuations.)



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

On accounts for the year  
ended

31 March 2025

Charity no  
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

Name:

Relevant professional  
qualification(s) or body

(if any):

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**Address:**

3 Kidston Court, 12 Oxford Road, Kidlington, OX5 1AA

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## Section B

### Disclosure

Only complete if the examiner needs to highlight material 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.**

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