

# 1ST OXSHOTT SCOUT GROUP

England & Wales - Charity number 305734

## Details

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**Other names** 1ST OXSHOTT BOY SCOUT GROUP

**Status** Registered

**Legal form** Other

**Registered** 1966-08-10

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Oxshott Community Hub  
Verrey Lane  
Oxshott  
Leatherhead  
Surrey  
KT22 0DB

**Phone** 07902395337

**Email** [1stoxshottscouts@gmail.com](mailto:1stoxshottscouts@gmail.com)

**Website** [1stoxshottscouts.org.uk](http://1stoxshottscouts.org.uk)

## Activities

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**Objects:** 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

**Activities:** To provide scouting activities for young people through the Scout Association

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People

## Geography

- Area of benefit: OXSHOTT
- Surrey

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£337,691	£382,766	-	-
2024-03-31	£453,036	£411,837	-	-
2023-03-31	£58,538	£48,447	-	-
2022-03-31	£48,280	£62,996	-	-
2021-03-31	£45,329	£39,252	-	-

## Trustees

Name	Role	Appointed
Anja Davidson		2016-01-01
Deborah Wall		2023-11-22
NICOLA MARY BOND		2014-09-18

**1ST OXSHOTT SCOUT GROUP**

England & Wales - Charity number 305734

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# Accounts

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## Trustees Annual report for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

### Section A: Reference and Administration Details

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

**Charity number:** 305734

**Charity's principal address:** Oxshott Community Hub, Waverley Road, Oxshott, Surrey KT22 0RZ

**Scout Association HQ Registration number:** 107

**During the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025, the trustees who managed the charity were;**

Trustees:	Appointment	Name
	Chairman	James Faux
	Treasurer	Deborah Wall
	Secretary	Nicola Bond
	Group Lead Volunteer	Anja Davidson
	Team Lead volunteer Scouts	Brian Murphy
	Team Lead Volunteer Cubs	George Bishop
	Team Lead Volunteer Beavers	Ben Sayers

### Section B Structure, Governance and Management

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, dated 4<sup>th</sup> 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.

Members of the Trustee Board are appointed at the Annual General Meeting of the Group Scout Council, which includes all adult and associate members of the Scout Group (including the parents and guardians of young members). All new members of the Trustee Board must complete training in accordance with the Scout Association POR, including completing essential safety and safeguarding courses, and the Trustee Induction training within five months of joining the Board. All members of the Board, along with all adult volunteers having contact with young people on a repeated basis, or on nights away activities, are DBS checked.

The Trustees meet from time to time as necessary. Other helpers involved in the operation of the Group also attend these meetings. 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
- 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. Recruiting 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 4 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**

During the period from April 2024 to March 2025, the group continued to provide a full range of scouting activities, including overnight, weekend, and multi-day camps, for young people of all ages from four to seventeen. Throughout the year, our adult volunteer team organised a really exciting and varied programme of meetings and events, ranging from traditional scouting skills to a sleepover at Sealife. The group continued to participate actively in the competitive events organized by Esher District scouts.

The rebuilding of the Scout and Guide Hut commenced in Summer 2023 and completed in July 2024 and is now referred to as the Oxshott Community Hub.

A flooding incident in November 2024 is not expected to adversely affect the income and expenditure of the Community Hub. Repairs are due to take place in Autumn 2025 and the cost of the repairs are expected to be covered through insurance.

The Community Hub is under 50:50 ownership between Guides and Scouts, therefore 1<sup>st</sup> Oxshott Scouts report 50% of the receipts and payments relating to the Community Hub. The membership of the Joint Management committee includes the Chairman, Treasurer, Secretary and Group Scout Leader for 1<sup>st</sup> Oxshott Scouts. All receipts and payments relating to the Community Hub are held in a separate bank account.

The annual Christmas tree sales is the main fundraising activity making almost £13k for the group funds. This does require a lot of organisation by the small team and by all the Groups parents coming along and delivering the trees, the effort is well worth it for the profits to bring to the Group. The annual fireworks contributed £1560 in profits, this year was the first year when George Hamburger planned and set off the display as he takes over from John Major who has done the display for years. Caroline Jackson again managed 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 £48,982, at 31<sup>st</sup> March 2025.

## Section F: Other Information and Future Plans

The Group continues to grow with the new Squirrel section well established. The waiting lists are healthy and we would expect these to grow but the shortage of leaders in all sections continues to give cause for serious concerns. The group needs more parents to volunteer to take on leadership roles, the more leaders there are the lighter the burden. There is lots of support available and training available to all who do volunteer.

The Joint Building Management Committee are managing the new Oxshott Community Hub. Income was growing and covering costs before the Hub needed to be vacated for the repairs following the flood in November 2024. Loss of income and the repairs are covered by insurance and negotiations with Danes Hill School are ongoing to resolve the causes of the flooding.

Recruiting leaders and members for the Trustee Board remains a priority to ensure the continued success of 1<sup>st</sup> 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:	<i>James Faux</i>	<i>Nicola Bond</i>
Full Name:	James Faux	Nicola Bond
Position:	Chair	Secretary
Date:	15 <sup>th</sup> September 2025	15 <sup>th</sup> September 2025

**1<sup>st</sup> Oxshott Scout Group**

**Report and accounts**

**for the year ended**

**31st March 2025**

Registered with the Charity Commission under number 305734

**1<sup>st</sup> Oxshott Scout Group  
Report and accounts  
for the year ended  
31 March 2025**

The Trustees have pleasure in presenting their report and accounts for the year to 31 March 2025.

**Administrative information**

Name of charity:	1st Oxshott Scout Group	
Registered charity number:	305734	
Trustees:	Appointment	Name
	Chairman	James Faux
	Treasurer	Deborah Wall
	Secretary	Nicola Bond
	Group Lead Volunteer	Anja Davidson
Other Officials	Team Lead Volunteers	Brian Murphy Ben Sayers George Bishop
Group/District registration number with the Scout Association	107	
Correspondence addresses:	Oxshott Community Hub Verrey Lane Oxshott KT22 0DB	1 <sup>st</sup> Oxshott Treasurer Brackendale Cottage, Blundel Lane, Cobham, Surrey KT11 2SP
Bankers	Barclays Bank plc	
Independent examiner	Russell Ford FCA (ICAEW) Applegarth, Blundel Lane Cobham, Surrey KT11 2SY	

### **Structure, governance and management**

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, dated 4<sup>th</sup> 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 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.

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.

### **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 will have, on completion of the Community Hub, 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 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 4 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.

### **Oxshott Community Hub**

The rebuilding of the Scout and Guide Hut commenced in Summer 2023 and completed in July 2024 and is now referred to as the Oxshott Community Hub.

During the financial period from April 2024 to March 2025, grants totalling approx. £540k were received from Your Fund Surrey and Elmbridge Borough Council. Spend incurred relating to the Community Hub during the same period was £620k. All expenses due to the contractor are settled, except for a 5% retention of £32k which is due to the contractor 1 year post completion (July 2025). Grants received are deemed restricted funds for the sole purpose of the Community Hub project.

Since completion of construction in July 2024, the income and expenditure of the Community Hub reflects the ongoing expected level and nature of costs and income e.g. hire of the site and usage by Scouts and Guides and expenditure relating to the operation of the land and buildings including insurance, utility expenses and repairs and maintenance. Income and expenses relating to the Community Hub are managed through the Joint Management Committee.

A flooding incident in November 2024 is not expected to adversely affect the income and expenditure of the Community Hub. Repairs are due to take place in Autumn 2025 and the cost of the repairs are expected to be covered through insurance.

The Community Hub is under 50:50 ownership between Guides and Scouts, therefore 1<sup>st</sup> Oxshott Scouts will report 50% of the receipts and payments relating to the Community Hub from 23/24 year going forward.

The membership of the Joint Management committee includes the Chairman, Treasurer, Secretary and Group Scout Leader for 1<sup>st</sup> Oxshott Scouts.

All receipts and payments relating to the Community Hub are held in a separate bank account to Scout accounts.

**Basis of preparation of accounts**

The Charity Commission requires charities with gross incomes between £250k and £500k per year to prepare accruals accounts and have them independently checked. Charities with gross incomes between £25k and £250k may prepare accounts on a receipts and payments basis.

The average income for 1st Oxshott Scouts in the five years 2018/19 to 2022/23 is £46k and the accounts have therefore always been prepared on a receipts and payments basis.

However, receipts for the 2023/24 financial year at £453k and 2024/25 at £337k (Normal income plus 50% of the income pertaining to the Community Hub) is materially more than the 5-year average, entirely due to receipt of grants, donations and funds in support of the Community Hub Project which will not be repeated in future years.

Because this elevated income is a one-off event, to ensure comparability with previous and future years and avoid a complex restatement of previous accounts, the Group has determined to use the receipts and payments basis for preparation of this year’s accounts, as shown in Appendix A.

**Financial Review 2024-25 and Reserves Policy**

Financial Summary	1st Oxshott Scouts A	Community Hub 100% B	Community Hub 50% C	Reported A + C
Opening balances 1st April 2024	£58,492	£115,854	£57,927	£116,419
Receipts	£53,935	£567,512	£283,756	£337,691
Payments	-£63,445	-£638,642	-£319,321	-£382,766
Movement	-£9,510	-£71,131	-£35,565	-£45,075
Closing balances 31st March 2025	£48,982	£44,724	£22,362	£71,344

The financial year ended 31st March 2025 shows a surplus of £71,344 of which £48,982 relates to 1<sup>st</sup> Oxshott Scouts and £22,362 relates to the Community Hub (50% of the Community Hub total surplus of £44,724).

**Assets and liabilities**

As the accounts are maintained and prepared on a cash basis, the balance sheet in Appendix A is for reference only - the Land and Buildings valuation at the time of the accounts and the current assets being cash at bank reserves.

## **Reserves**

It is the Group's policy to hold sufficient resources to continue the charitable activities of the group for at least two years should income from fund raising activities fall short. The cash reserves for 1st Oxshott Scouts (excl Community Hub) at the year-end were £48,982, a reduction of £9,510 from prior year reserves of £58,492.

This net reduction is a result of contributions made towards the Oxshott Community Hub for completion of the project e.g. landscaping and new equipment not covered by the construction grants and also up front contribution to costs like insurance premium pending steady income stream from hall hire commencing.

The ongoing normal operations of the Scout group have been broadly met with normal fundraising activities and subscriptions as the Trustees would expect.

Appendix A provides the income and expenditure details supported by notes to the accounts.

## **1st Oxshott Scouts Financial Review**

Receipts were £53,935 and payments were £63,445 resulting in a net deficit for the year of £9,510. The closing balance for the year was therefore £48,982.

- Gross membership fee income increased versus prior year, with an increase in capitation paid to the district
- Main fundraising events – Christmas Trees and Fireworks contributed broadly the same level of net surplus as prior year
- As agreed with the Oxshott Community Hub Management Committee, Scouts and Guides will pay a termly contribution for usage of the Community Hub. For this financial year, £2,270 has been paid for 2 terms – Autumn 2024 and Spring 2025.
- Activity receipts (for camps, activity weekends, weekly planned activities, etc.) fluctuate from year to year depending on the number and nature of activities and the dates that advance payments are received. The cost of activities is covered by subscriptions, additional receipts and net profit from fundraising activities
- Bank Interest was £332 on reserve account

## Approvals

These accounts were discussed and approved by correspondence with the 1<sup>st</sup> Oxshott Trustee Committee on 15<sup>th</sup> July 2025.

Signed and Dated:

*James Faux*

*Deborah Wall*

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**James Faux**

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**Deborah Wall**

Chairperson

Treasurer

*Anja Davidson*

*Nicola Bond*

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**Anja Davidson**

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**Nicola Bond**

Group Lead Volunteer

Secretary

## Appendix A

<u>Income and expenditure account</u>	<u>Notes</u>	£	£
<u>1st Oxshott Scouts</u>	1, 2	<u>2024/ 2025</u>	<u>2023/ 2024</u>
Subscriptions	3	15,059	11,379
Less: Capitation paid to District	3	-6,304	-5,162
		<b>8,754</b>	<b>6,217</b>
<u>Income</u>			
Christmas trees	4	27,734	28,481
Fireworks	4	3,883	3,033
Uniform	5	245	560
Contributions to camps and activities	6	12,701	13,071
Other income - interest, donations, fundraising	7	619	1,222
		<b>53,935</b>	<b>52,585</b>
<u>Expenditure</u>			
Christmas trees	4	-14,752	-15,743
Fireworks expenses	4	-2,323	-1,609
Electricity, Water & Broadband		-	-1,528
Cleaning		-	-235
Uniform	6	-	-1,854
Expenditure on camps and activities	6	-31,614	-23,004
Equipment	6	-	-2,119
Badges, scarves, woggles and books	6	-	-2,220
Other expenditure - advertising, IT, OSM fees, stationary	8	-300	-391
Community Hub Subs	9	-2,270	-
Exceptional Items - Replacement Hut Expenditure	10	-12,186	-
		<b>-63,445</b>	<b>-48,703</b>
<b>Surplus/Deficit</b>		<b>-9,510</b>	<b>3,882</b>
<b>Cash b/fwd</b>		<b>58,492</b>	<b>54,610</b>
<b>Cash c/fwd</b>		<b>48,982</b>	<b>58,492</b>
<u>Community Hub</u>			
<u>Income</u>			
Grants & Donations	11	537,332	800,903
Hall Hire	12	8,591	
Other income	13	21,588	
		<b>567,512</b>	<b>800,903</b>
<u>Expenditure</u>			
Building Related Expenses	14	-619,172	-725,513
Hub Kit Out & Opening	15	-10,884	
Utilities incl. Insurance	16	-8,276	-756
Other Expenditure	17	-310	
		<b>-638,642</b>	<b>-726,268</b>
<b>Surplus/Deficit</b>		<b>-71,131</b>	<b>74,635</b>
<b>Cash b/fwd</b>		<b>115,854</b>	<b>41,220</b>
<b>Cash c/fwd</b>		<b>44,724</b>	<b>115,854</b>
<i>Cash c/fwd – 50% reported by 1<sup>st</sup> Oxshott Scouts</i>		<i>22,362</i>	<i>57,927</i>
<u>Combined Oxshott Scouts and Community Hub</u>			
<b>1<sup>st</sup> Oxshott Scouts</b>		<b>48,982</b>	<b>58,492</b>
<b>Community Hub (50%)</b>		<b>22,362</b>	<b>57,927</b>
<b>Total Cash c/fwd</b>		<b>71,344</b>	<b>116,419</b>

**1st Oxshott Scout Group**  
**Balance Sheet for representing Land and Buildings value and Cash at Hand**  
**as at 31 March 2025**

		2024/25	2023/24
	Notes	£	£
<b>Fixed Assets</b>			
Land and buildings	18	1,000,000	160,000
<b>Current assets</b>			
Cash at bank and in hand			
1 <sup>st</sup> Oxshott Scouts		48,982	58,492
Community Hub [50%]		22,362	57,927
		<b>1,071,344</b>	<b>276,419</b>
<b>Represented by reserves, which are:</b>			
Book value of land and buildings		1,000,000	160,000
Unrestricted funds – Oxshott Scouts		48,982	58,492
Unrestricted funds – Community Hub		5,964	-
Restricted funds – Community Hub		16,397	57,927
Construction Retention [50% of £32,795]			
		<b>1,071,344</b>	<b>276,419</b>

## 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 noted in the balance sheet at cost value. Income and expenditure relating to the building is fully recognised on a receipts and payments basis. 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. Grants relating to the Community Hub are deemed restricted to the development of the Community Hub.

#### **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 2024/25 and no remuneration was paid to Trustees in 2024/25.

**3. Subscriptions**

Subscriptions are in the vast majority, collected by monthly Direct Debit. The increase year on year relates materially to an increase in member rates. Subscriptions can be accompanied by Gift Aid for UK Tax Payers however no Gift Aid claim was made in this financial year.

**4. Fundraising - Christmas Trees & Fireworks**

To comply with the Scout Association recommended practices this is shown under gross income and gross expenditure.

- The net surplus for Christmas Trees in 2024/25 was £12,982. This compares to a prior year amount of £12,738.
- The net surplus for Fireworks in 2024/25 was £1,560 This compares to a prior year amount of £1,424.

**5. Uniform**

Uniform is shown as a separate item in the accounts to reflect the purchase of scruff kit used for camps and activities.

**6. Income and expenditure for camps and activities**

Approx. £13,000 of parental contributions passed through the accounts. Expenditure is higher than the contributions as many activities are partly funded through subscriptions and fundraising, making activities more affordable. Expenditure total for this year includes spend on equipment, scruff kit (uniform) and badges and will not be reported as separate items as per prior years.

**7. Other income**

This includes donations, income tax refunds on gift aid subscriptions and interest on bank accounts.

**8. 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 2024/25 financial year, the trustees did not use the hardship fund.

**9. Community Hub Subs**

Scouts and Guides contribute a termly amount towards the usage of the Community Hub as their primary site for hosting meetings. These subs cover the costs of insurance, maintenance and utilities of the Hub.

**10. Exceptional Items – Replacement Hut Expenditure**

Scouts contributed approx. £12k towards one off costs relating to the new Community Hub. These funds were built up by Scouts over the prior years and held in reserve for the benefit of the Community Hub. These funds were used for landscaping, fencing and equipment and other items approved and agreed by the Community Hub Management Committee.

**Community Hub**

**11. Grants**

Grants received from Your Fund Surrey and Community Infrastructure Levy for the construction of the Community Hub.

**12. Hall Hire**

Income relating to hire of the Community Hub to non Scouts and Guides users.

**13. Other Income**

Other income relates to contributions from Guides and Scouts towards the Community Hub to fund initial set up costs, equipment, landscaping etc. This income also includes Guides and Scouts subscriptions.

**14. Building Related Expenses**

Expenses relating to the construction of the Community Hub.

**15. Hub Kit Out & Opening**

Costs relating to the initial kit out and opening of the Community Hub, including landscaping, equipment and opening costs.

**16. Utilities**

Utility expenses relating to the Community Hub are managed by the Joint Management Committee, reported under the Community Hub element of the accounts and shared 50:50 with Guides. These costs include insurance, water, electricity and cleaning.

**17. Other Expenditure**

Some expenditure relating to the flooding event at the hub was incurred, these costs are expected to be re-imbursed through insurance.

**18. Land and buildings**

As at 31<sup>st</sup> March 2025, the value attributed in this report is the replacement value per recent construction costs and noted on insurance policy.

The premises are owned by the Scout Association which holds it in trust for the Group.



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
1st Oxshott Scout Group

**On accounts for the year  
ended**

31<sup>st</sup> March 2025

**Charity no  
(if any)**

305734

**Set out on pages**

9 to 14

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/3/2025.

**Responsibilities and  
basis of report**

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

**Independent  
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

5<sup>th</sup> September 2025

**Name:**

Russell Ford

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

FCA (ICAEW)

**Address:**

Applegarth, Blundel Lane

COBHAM

Surrey KT11 2SY

Only complete if the examiner needs to highlight 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.**

None

**1ST OXSHOTT SCOUT GROUP**

England & Wales - Charity number 305734

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# Accounts

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## Trustees Annual report for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

### Section A: Reference and Administration Details

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

**Charity number:** 305734

**Charity's principal address:** Oxshott Community Hub, Waverley Road, Oxshott, Surrey KT22 0RZ

**Scout Association HQ Registration number:** 107

During the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024, the trustees who managed the charity were;

Trustees:	Appointment	Name
	Chairman	James Faux
	Treasurer	Deborah Wall
	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 4<sup>th</sup> 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.

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

The Trustees meet from time to time as necessary. Other helpers involved in the operation of the Group also attend these meetings. 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
- 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. Recruiting 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 4 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 SCC councillor, Mark Sugden, Surrey County Council granted the Scouts and Guides nearly £1.2million for a new building. The Oxshott Community Hub was opened on 1<sup>st</sup> September 2024, This is 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 Oxshott Community Hub is available for hire for local groups. Winning the funding from Your Fund Surrey was a tremendous achievement and we are very grateful for the support SCC for 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.

Across the group we have in the last year awarded 2015 badges and these top level awards to our members; Including;

Squirrel Chief Scout Acorn Award	5
Beavers Chief Scout Bronze Award	4
Cubs Chief Scout Silver Award	4
Scouts Chief Scout Gold Award	8
Explorers Platinum Award	4
DofE Bronze	1
Explorers Diamond	3
DofE Silver Award	1
Explorer Belt Award	1
Young Leader Belt	4
Kings Scout Award	1

The Kings Scout award is the top level award in Scouting and there has not been such an award at Oxshott for over 12 years, it is a truly impressive achievement.

The annual Christmas tree sales is the main fundraising activity making almost £13k for 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 to brings to the Group. The annual fireworks contributed £1424 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 £58,492 at 31<sup>st</sup> March 2024.

**Section F: Other Information and Future Plans**

The Group continues to grow with the new Squirrel section well established and meetings in the new building from September. The waiting lists are healthy and we would expect these to grow when the new building is completed.

We are working with the Guides and hirers to set up a Joint Building Management Committee who will manage the new Oxshott Community Hub. Several regular hirers have signed up already including a local dance company, St Andrew's church while work is undertaken on their hall and some smaller local groups. We are actively looking to fill the day time with a nursery or play group to maximise income from the Oxshott Community Hub

Recruiting leaders and members for the Trustee Board remains a priority to ensure the continued success of 1<sup>st</sup> 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:		



**1<sup>st</sup> Oxshott Scout Group**

**Report and accounts**

**for the year ended**

**31 March 2024**

Registered with the Charity Commission under number 305734

**1<sup>st</sup> Oxshott Scout Group  
Report and accounts  
for the year ended  
31 March 2024**

The Trustees have pleasure in presenting their report and accounts for the year to 31 March 2024.

**Administrative information**

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

### **Structure, governance and management**

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, dated 4<sup>th</sup> 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 meetings. 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 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.

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.

### **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 will have, on completion of the Community Hub, 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 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.

### **Community Hub**

The rebuilding of the Scout and Guide Hut commenced in Summer 2023, completed in July 2024 and will be referred to as the Oxshott Community Hub going forward.

During the financial period from April 2023 to March 2024, grants totalling approx. £800k were received from Your Fund Surrey and Elmbridge Borough Council. Spend incurred relating to the Community Hub during the same period was £726k. The difference between the grant income and expenditure during the period is materially related to a 5% retention in place. Grants received are deemed restricted funds for the sole purpose of the Community Hub project.

The Community Hub is under 50:50 ownership between Guides and Scouts, therefore 1<sup>st</sup> Oxshott Scouts will report 50% of the receipts and payments relating to the Community Hub from 23/24 year going forward.

Upon completion of the building work, the level of income and expenditure relating to the Community Hub will materially reduce to comprise materially of income from hire of the site and expenditure relating to the operation of the land and buildings including insurance, utility expenses and repairs and maintenance. Income and expenses relating to the Community Hub will be managed through the Joint Management Committee.

The membership of the Joint Management committee includes the Treasurer, Secretary and Group Scout Leader for 1<sup>st</sup> Oxshott Scouts.

All receipts and payments relating to the Community Hub are held in a separate bank account to Scout accounts.

### **Basis of preparation of accounts**

The Charity Commission requires charities with gross incomes between £250k and £500k per year to prepare accruals accounts and have them independently checked. Charities with gross incomes between £25k and £250k may prepare accounts on a receipts and payments basis.

The average income for 1st Oxshott Scouts in the five years 2018/19 to 2022/23 is £46k and the accounts have therefore always been prepared on a receipts and payments basis.

However, receipts for the 2023/24 financial year at £453k (Normal income plus 50% of the income pertaining to the Community Hub) is materially more than the 5-year average, entirely due to receipt of grants, donations and funds in support of the Community Hub Project which will not be repeated in future years.

Because this elevated income in 2023/24, which will continue into the 2024/25 financial year to the end of the construction period to July 2024, is a once-off event, to ensure comparability with previous and future years and avoid a complex restatement of previous accounts, the Group has determined to use the receipts and payments basis for preparation of this year's accounts, as shown in Appendix A.

### **Financial Review 2023-24 and Reserves Policy**

Financial Summary	1st Oxshott Scouts A	Community Hub 100% B	Community Hub 50% C	Reported A + C
Opening balances 1st April 2023	£54,610	£41,220	£20,610	£75,220
Receipts	£52,585	£800,903	£400,452	£453,036
Payments	-£48,703	-£726,268	-£363,134	-£411,837
Movement	£3,882	£74,635	£37,317	£41,199
Closing balances 31st March 2024	£58,492	£115,854	£57,927	£116,419

The financial year ended 31st March 2024 shows a surplus of £116,419 of which £58,492 relates to 1<sup>st</sup> Oxshott Scouts and £57,927 relates to the Community Hub (50% of the Community Hub total surplus).

### **Assets and liabilities**

As the accounts are maintained and prepared on a cash basis, the balance sheet in Appendix A is for reference only - the Land and Buildings valuation at the time of the accounts and the current assets being cash at bank reserves. The Treasurer will review the purpose of the Balance Sheet for future accounting periods post the completion of the Community Hub and is continued to be shown here in line with prior periods.

### **Reserves**

It is the Group's policy to hold sufficient resources to continue the charitable activities of the group for at least two years should income from fund raising activities fall short. The cash reserves for 1st Oxshott Scouts (excl Community Hub) at the year-end were £58,492, having increased by £3,882 from the prior year reserves of £54,610. The ongoing normal operations of the Scout group have been broadly met with normal fundraising activities and subscriptions as the Trustees would expect.

The reserves include £27,682 in a separate bank account which have been in part reserved by the Executive Committee for use on buildings and grounds and are expected to be drawn upon to provide new equipment and facilities in the Community Hub upon completion.

Appendix A provides the income and expenditure details supported by notes to the accounts.

### **1st Oxshott Scouts Financial Review**

Receipts were £52,585 and payments were £48,703 resulting in a net surplus for the year of £3,882. The closing balance for the year was therefore £58,492.

- Gross membership fee income broadly flat on prior year, with an increase in capitation paid to the district
- Net surplus was c. 9% higher our main fundraising events – Christmas Trees and Fireworks
- Activity receipts (for camps, activity weekends, weekly planned activities, etc.) fluctuate from year to year depending on the number and nature of activities and the dates that advance payments are received. The cost of activities is covered by subscriptions, additional receipts and net profit from fundraising activities
- Bank Interest was £329 on reserve account

Due to the development of the Community Hub during the financial period to which this report relates, the insurance premium has not been incurred as insurance was covered under the building contractor. In addition during this period, utility costs e.g. water and electricity are not representative of normal operations. All shared utility costs relating to the operation of the Community Hub will be managed by the Joint Management Committee and shared 50:50 with Guides.

**Approvals**

These accounts were discussed and approved at the 1<sup>st</sup> Oxshott Trustee Committee on 27<sup>th</sup> June 2024.

Signed and Dated:



**James Faux**

1<sup>st</sup> Oxshott Scouts Chairperson



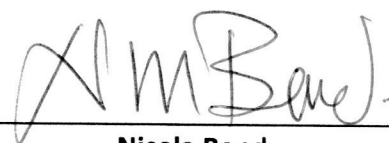
**Deborah Wall**

1<sup>st</sup> Oxshott Scouts Treasurer



**Anja Davidson**

Group Scout Leader



**Nicola Bond**

1<sup>st</sup> Oxshott Scouts Secretary

## Appendix A

<u>Income and expenditure account</u>	<u>Notes</u>	£	£
		<u>2023/ 2024</u>	<u>2022/ 2023</u>
<b>1st Oxshott Scouts</b>	1, 2		
Subscriptions	3	11,379	11,268
Less: Capitation paid to District	3	-5,162	-4,709
		<b>6,217</b>	<b>6,559</b>
<u>Income</u>			
Christmas trees	4	28,481	26,918
Fireworks	4	3,033	3,886
Rental	5	0	0
Uniform	6	560	426
Contributions to camps and activities	7	13,071	12,683
Other income - interest, donations, fundraising	8	1,222	8,066
		<b>£52,585</b>	<b>£58,539</b>
<u>Expenditure</u>			
Christmas trees	4	-15,743	-15,410
Fireworks expenses	4	-1,609	-2,350
Electricity, Water & Broadband	9	-1,528	-2,239
Premises repair and maintenance	10	0	-159
Insurance	11	0	0
Cleaning	12	-235	-525
Uniform	6	-1,854	-681
Expenditure on camps and activities	7	-23,004	-21,827
Equipment	13	-2,119	-3,988
Badges, scarves, woggles and books	14	-2,220	-919
Other expenditure - advertising, IT, OSM fees, stationary	15	-391	-350
		<b>-48,703</b>	<b>-48,447</b>
Surplus/Deficit		<b>3,882</b>	<b>10,091</b>
<b>Cash b/fwd</b>		<b>54,610</b>	<b>44,519</b>
<b>Cash c/fwd</b>		<b>58,492</b>	<b>54,610</b>
<u>Community Hub</u>			
<u>Income</u>			
Grants & Donations	16	800,903	
<u>Expenditure</u>			
Building Related Expenses	16	-725,513	
Electricity, Water & Broadband	16	-756	
		<b>-726,268</b>	
Surplus/Deficit		<b>74,635</b>	
Cash b/fwd		41,220	
Cash c/fwd		<b>115,854</b>	<b>Not reported</b>
Cash c/fwd – 50% reported by 1 <sup>st</sup> Oxshott Scouts		<b>57,927</b>	<b>Not reported</b>
<b>Combined Oxshott Scouts and Community Hub</b>			
1 <sup>st</sup> Oxshott Scouts		<b>58,492</b>	
Community Hub (50%)		<b>57,927</b>	
<b>Total Cash c/fwd</b>		<b>116,419</b>	

**1st Oxshott Scout Group**  
**Balance Sheet for representing Land and Buildings value and Cash at Hand**  
**as at 31 March 2024**

		2023/24	2022/23
	Notes	£	£
<b>Fixed Assets</b>			
Land and buildings	17	160,000	160,000
<b>Current assets</b>			
Cash at bank and in hand			
1 <sup>st</sup> Oxshott Scouts		58,492	54,610
Community Hub [50%]		57,927	Not reported
		<b>276,419</b>	<b>214,610</b>
<b>Represented by reserves, which are:</b>			
Book value of land and buildings		160,000	160,000
Unrestricted funds		58,492	54,610
Restricted funds [50%]		57,927	Not reported
		<b>276,419</b>	<b>214,610</b>

## **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 noted in the balance sheet at cost value. Income and expenditure relating to the building is fully recognised on a receipts and payments basis. 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. Funds relating to the Community Hub are deemed restricted to the development of the Community Hub.

#### **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 2023/24 and no remuneration was paid to Trustees in 2023/24.

**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. Fundraising - Christmas Trees & Fireworks**

To comply with the Scout Association recommended practices this is shown under gross income and gross expenditure.

- The net surplus for Christmas Trees in 2023/24 was £12,738. This compares to a prior year amount of £11,508.
- The net surplus for Fireworks in 2023/24 was £1,424. This compares to a prior year amount of £1,536.

**5. Rental Income**

Rental income from letting the hut is nil due to the development of the site. In future years this income will be reported under the Community Hub.

**6. Uniform.**

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

**7. Income and expenditure for camps and activities**

Over £13,000 of parental contributions passed through the accounts. Expenditure is higher than the contributions as many activities are partly funded through subscriptions and fundraising, making activities more affordable.

**8. Other income**

This includes donations, income tax refunds on gift aid subscriptions and interest on bank accounts. The reduction year on year relates to a 3 year gift aid claim made in the 2022/23 financial year.

**9. Electricity, Water and Broadband.**

The Group pays its electricity and water charges by direct debit with bills being based on actual consumption. Upon completion of the building project, utility expenses will be managed by the Joint Management Committee, reported under the Community Hub element of the accounts and shared 50:50 with Guides.

**10. 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.

**11. Insurance**

No insurance premium has been paid within the financial year. A new contract is under negotiation and will be in place upon handover of the site from the building contractor. Insurance costs are shared with the Guides who own the other half of the building and the costs will be met by the Community Hub going forward.

**12. Cleaning**

Lower cleaning costs year on year reflect the building project. Site related cleaning costs will be managed under the Community Hub going forward.

**13. Equipment**

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

**14. Badges scarves, woggles and books**

These items are provided to members by the sections.

**15. 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 2023/24 financial year, the trustees did not use the hardship fund.

**16. Land and buildings**

As at 31<sup>st</sup> March 2023, the value attributed in this report is the historical value as reported in prior years given there is no updated value attributable to the land and buildings while under construction.

The premises are owned by the Scout Association which holds it in trust for the Group. The land and buildings will be revalued post completion of the Community Hub project for insurance purposes.

## Independent examiner's report to the trustees of 1<sup>st</sup> Oxshott Scout Group

I report on the accounts of the Trust for the year ended 31<sup>st</sup> March 2024 which are set out on pages 9 to 10 of the Treasurers Annual Report for 2023/24.

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:

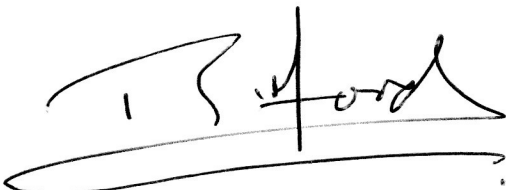
(1) which gives me reasonable cause to believe that in any material respect the requirements:

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: September 2024

**1ST OXSHOTT SCOUT GROUP**

England & Wales - Charity number 305734

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# Accounts

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## Trustees Annual report for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

### Section A: Reference and Administration Details

**Charity name:** 1<sup>st</sup> 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 1<sup>st</sup> April 2022 to 31<sup>st</sup> 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 4<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 31<sup>st</sup> 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 1<sup>st</sup> 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:		



**1<sup>st</sup> Oxshott Scout Group**

**Report and accounts**

**for the year ended**

**31 March 2023**

**1<sup>st</sup> 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**

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, dated 4<sup>th</sup> 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 meetings. 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 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.

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.

### **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:

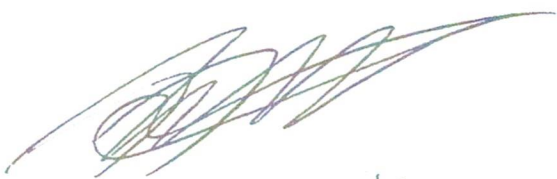
- damage to the buildings, property and equipment. In such cases, the Group would borrow the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout groups. The Group has sufficient buildings and contents insurance in place to mitigate 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.
- 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.

#### **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**

		<b>2022/23</b>	<b>2021/22</b>
	Notes	£	£
<b>Fixed Assets</b>			
Land and buildings	15	160,000	160,000
<b>Current assets</b>			
Cash at bank and in hand		54,610	44,519
		<u>214,610</u>	<u>204,519</u>
<b>Represented by reserves, which are:</b>			
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 1<sup>st</sup> 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 1<sup>st</sup> Oxshott Scout Group

I report on the accounts of the Trust for the year ended 31<sup>st</sup> 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

**1ST OXSHOTT SCOUT GROUP**

England & Wales - Charity number 305734

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# Accounts

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## Independent examiner's report to the trustees of 1<sup>st</sup> Cobham Scout Group

I report on the accounts of the Trust for the year ended 31<sup>st</sup> March 2022 which are set out on pages 6 to 7 of the Treasurers Annual Report for 2021/22.

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:

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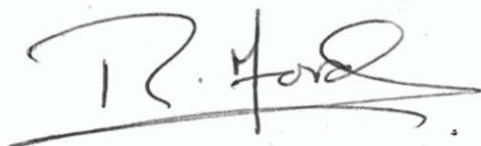
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have not been met or

(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: 9th September 2022



**Scouts**  
**1st Oxshott**

**1<sup>st</sup> Oxshott Scout Group**

**Report and accounts**

**for the year ended**

**31 March 2022**

**1<sup>st</sup> Oxshott Scout Group  
Report and accounts  
for the year ended  
31 March 2022**

The Trustees have pleasure in presenting their report and accounts for the year to 31 March 2022.

**Administrative information**

Name of charity:	1st Oxshott Scout Group	
Registered charity number:	305734	
Trustees:	Appointment	Name
	Chairman	Mark Vinall
	Treasurer	David Walker
	Secretary	Nicola Bond
Other officials:	Group Scout Leader	Anja Davidson
	Scout Leader	Steve Turner
	Cub Pack Leader	George Bishop
	Beaver Colony Leader	Brian Murphy
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**

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, dated 4<sup>th</sup> 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 meetings. 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 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.

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.

### **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.
- 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.

#### 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 £44,519, having decreased by £14,716 from the prior year reserves of £59,235. This decrease is mainly due to continued exceptional spending in the year of £19,123 on costs incurred in the Scout hut replacement project. Therefore without this cost, the ongoing normal operations of the Scout group have been broadly met with funding activities and subscriptions as the Trustees would expect, resulting a small surplus of £4,407.

The reserves include £7,296 in a separate bank account which have been reserved by the Executive Committee for use only on buildings and grounds.



David Walker  
Treasurer



Oliver Chappell  
Chairman

**1st Oxshott Scout Group**  
**Income and Expenditure Account (all unrestricted)**  
**for the year ended 31 March 2022**

	Notes	2021/ 2022	2020/ 2021
Subscriptions	3	£12,966	£12,586
Less: Capitation paid to District	3	-£4,314	-£4,274
		£8,652	£8,312
<u>Income</u>			
Christmas trees	4	£24,075	£23,754
Fireworks		£3,671	£0
Rental	6	£0	£624
Uniform	8	£630	£0
Contributions to camps and activities	7	£10,325	£1,064
Other income - interest, donations, fundraising	5	£821	£1,554
Exceptional Items	15	£106	£10,022
		£48,280	£45,329
<u>Expenditure</u>			
Christmas trees	4	-£14,191	-£14,079
Fireworks expenses		-£1,789	£0
Electricity, Water & Broadband	14	-£1,427	-£1,186
Premises repair and maintenance	12	-£91	-£888
Insurance	11	-£1,717	-£1,607
Cleaning		-£511	-£478
Uniform	8	-£2,293	£0
Expenditure on camps and activities	7	-£16,867	-£1,565
Equipment	9	-£2,268	-£1,231
Badges, scarves, woggles and books	10	-£2,212	-£1,274
Other expenditure - advertising, IT, OSM fees, stationery, hardship	13	-£508	-£298
Exceptional Items - Replacement Hut Expenditure	15	-£19,123	-£16,646
		-£62,996	-£39,252
Surplus/Deficit		-£14,716	£6,077
Cash b/fwd		£59,235	£53,159
Cash c/fwd		£44,519	£59,236

**1st Oxshott Scout Group  
Balance Sheet  
as at 31 March 2022**

		<b>2021/22</b>	<b>2020/21</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>Fixed Assets</b>			
Land and buildings	15	160,000	160,000
<b>Current assets</b>			
Cash at bank and in hand		44,519	59,236
		<u>204,519</u>	<u>219,236</u>
<b>Represented by reserves, which are:</b>			
Book value of land and buildings		160,000	160,000
Unrestricted funds		44,519	59,236
		<u>204,519</u>	<u>219,236</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.

#### 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 2021/22 and no remuneration was paid to Trustees in 2021/22.

**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 Associate recommended practices this is shown under gross income and gross expenditure. The net profit for Christmas Trees in 2021/22 was £9,884. This compares to a prior year amount of £9,675.

**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 incoming donations of £1,400, offset by a donation made to Scout group in Argentina of £580.

**6. Rental Income**

Rental income from letting the hut reduced due to COVID restrictions.

**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 £10,000 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. The continued focus on badge work across the units has increased expenditure on these items.

**11. Insurance**

Premiums rose by 6.8% in 2021/22 with the insured amount for buildings, contents and equipment away from the hut remaining at the same level of cover. 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 2021/22 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 1<sup>st</sup> 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.

Focus remains on establishing further funding lines.

## Independent examiner's report to the trustees of 1<sup>st</sup> Cobham Scout Group

I report on the accounts of the Trust for the year ended 31<sup>st</sup> March 2022 which are set out on pages 6 to 7 of the Treasurers Annual Report for 2021/22.

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:

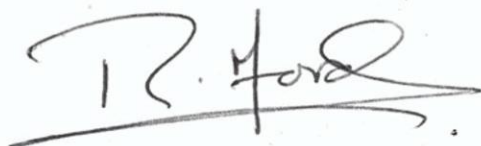
(1) which gives me reasonable cause to believe that in any material respect the requirements:

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: 9th September 2022

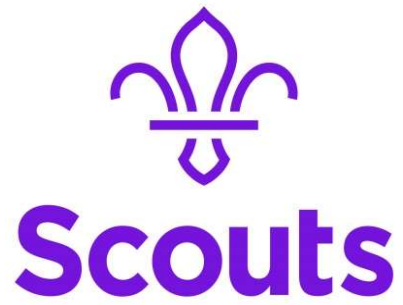
**1ST OXSHOTT SCOUT GROUP**

England & Wales - Charity number 305734

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# Accounts

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1<sup>st</sup> Oxshott Scouts Annual Review  
June 2020 to August 2021

	Membership at 5.09.20	Membership at 5.09.21
Explorers	12	9
Scouts	24	32
Cubs	36	35
Beavers	26	28
Total youth members	98	104



## GSL report Anja Davidson, Group Scout Leader

This time last year I'm not sure many would or could have predicted how the whole year of "The Pandemic", it's very real threat to the nation's health and consequent limitations placed upon us, would continue to have the cloud above us as it has had. 2020-21 has certainly been a year in scouting like no other. Despite all of this, scouting in 1<sup>st</sup> Oxshott continued to thrive not just through the first lockdown, but the second and the third one too. Even with the complexities of restrictions on meeting sizes and locations as well as all the extra red tape with risk assessments, sanitising, government guidelines (that were ever changing and often last minute) 1<sup>st</sup> Oxshott scouts soldiered on.

The resourcefulness and commitment of our leaders, supporters and exec meant that the majority of meetings were able to continue in some form or another. Mostly online, but intermittently also face-to-face. Activity packages were delivered to our members, Leaders turning into film-stars during the recorded video instructions. We all found ways to adapt and learn new skills and perhaps we will have the occasional online meeting again, if not just to replicate those great microwave cakes in a mug!

I cannot applause and thank our team enough for the extra mile all have had to endure this last year. Through the changes and challenges thrust upon us, everyone dug deep. Through the difficulties of Covid ways of delivering scouting was transformed, activities adapted to the "new format" of being online. Our leaders went far and beyond their comfort zones and without their dedication, ingenuity and skills none of this would have been accomplished. I am in awe and admiration in how you all continued.

I would also like to say a big thank you to the support on the Executive Committee - there is so much that happens behind the scene, they are the ones with overarching responsibility for the safety and safeguarding of our group. No year harder than this. It is also thanks to members on the exec and their commitment that we ended up with the busiest and most lucrative year of Christmas tree sales - just a few weeks prior we weren't sure it would even go ahead!

During the year we have also had changes to the leadership team - George (Bishop) had to step down as Cub leader due to family reasons, but luckily he accepted the role as Assistant Group Scout Leader instead - That meant we had a role to fill and Brian (Murphy) moved up to Cubs and took over the role of Akela. I then went to Beavers as Section Leader, but fortunately had Ben (Sayers) join and help me as Assistant Leader. I am also pleased to say that Carl (Rowell) returned to Oxshott to help out Brian as his Assistant Leader.

Sadly after nearly 20 years with Oxshott scouts we have had to say goodbye to David (Gibert). David has been such a fundamental rock in Oxshott and we will miss him greatly. His calm demeanour on camp was always welcomed. The skills and knowledge he passed down to many of us (including me) will always be treasured. We wish you all the best of luck in your new home in Farnham with the family - and hope to see you occasionally - you are always welcome.

So despite all of the last year of changes and Covid challenges, the Group is thriving unlike many scout groups across the country we are strong. When last counted we now have over 100 youth which is up on last year - 28 Beavers, 35 Cubs, 32 Scouts and 9 Explorers and Young Leaders.

Looking ahead though, as always we are needing extra support in all sections as leaders, but also "behind the scenes" - Remember the African Proverb "**It takes a village raise a child**" meaning an entire community of people must interact with children for those children to grow in a safe and healthy environment. So the more the merrier. We really do need help - No help is too big or too small. And as the number of the youth members is continuing to grow, we are perhaps in a position when we need to consider expanding the group too!!

I would like you all to join me in thanking our amazing team as they continue to give their commitment to our lovely family - 1<sup>st</sup> Oxshott scouts and youth of our future.

*Anja Davidson, Group Scout Leader*

## Beavers

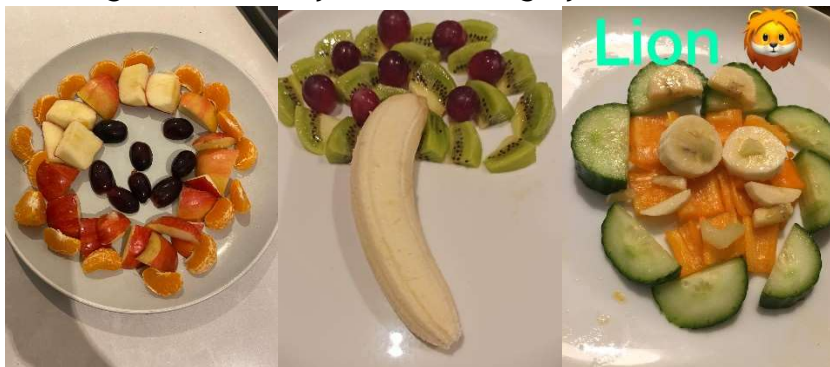
**White Wolf: Anja Davidson**

**Black Badger: Ben Sayers**

Due to the Pandemic most of the Summer Term in 2020 was held on zoom. White Wolf set the goal of making sure all Beavers attended the zoom sessions and we had a near perfect attendance except where there were exceptional reasons for missing out. A big thank you to the parents for providing excellent IT support, the Beavers certainly manage to navigate the zoom system and be promptly online.

The Challenge Award\_badges we focused on in Summer/Autumn 2020 for this term were the Skills Badge and the My Adventure Badge. These involved learning about Health and Fitness, which included:

- indoor Martial Arts led by Young Leader, Chap (AKA Hector)
- indoor fitness and measure pulse rate led by Chip (AKA Ben)
- designing a health and fitness poster
- learning about healthy foods and sugary drinks



Once we could return to social distanced meetings in September 2020, we started off with a Hike to learn about animals that we had to find around Oxshott Heath, which was the first of many visits to the Heath for the year with other trips including a sports day and a night hike to spot stars, which due to clouds turned into morse code with torches.



To contribute towards our Gardener activity badge and complete small pieces of our Outdoor Challenge Award we made Grass Heads and Planted Daffodil Bulbs in alternate weeks, and painted stones to lay at the war memorial on Remembrance Day.



When zoom was once again imposed we found fun learning international flags and how to say hello in a variety of ways.

Christmas soon crept up on us and we made excellent advent candles and Christmas tree decorations, counting towards our My World Challenge Award and the Great Indoors staged badge.



In April we had a Zoom visit from the volunteers at B@titude charity shop who played a guess the price of the items in this shop and informed us about how others in the community can sometime need our help and love. The Beavers then rallied round and donated something (either a toy, game or clothing) that they felt another child would love to play with. Black Badger dropped off several car boot-fulls to the shop to much appreciation. Well Done Beavers!

A great year was had with lots of efforts being made to attain the Challenge Badges, the Bronze Award badge and even the Special Badges such as Race Around the World and The Virtual Scout Group Fun Badge!



## Scouts

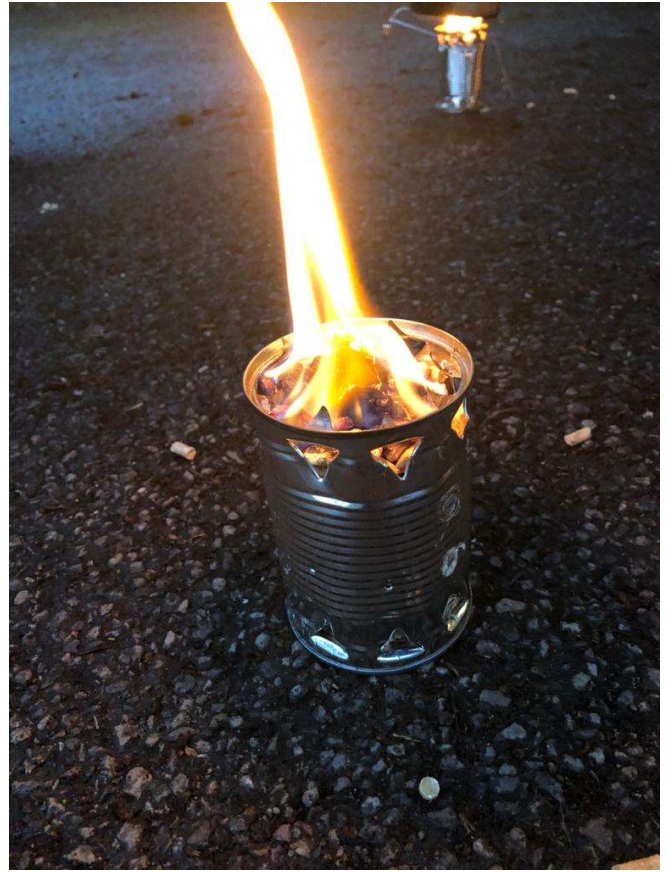
**Leaders: Steve Turner, Corrie Haxton, Richard Bath, Del Lawson**

See separate attachment for the Scouts report - loads of great photos.

**Explorer Scouts  
Clinton Askew**











**Cubs**  
**Akela: Brian Murphy**





**1<sup>st</sup> Oxshott Scout Group**

**Report and accounts**

**for the year ended**

**31 March 2021**

**1<sup>st</sup> Oxshott Scout Group  
Report and accounts  
for the year ended  
31 March 2021**

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

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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:

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- 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;
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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 £59,236, having increased by £6,077 from the prior year reserves of £53,159. This increase is mainly due to improved subscriptions collections and fund raising activities, coupled with lower costs due to less activities and camps in the year due to COVID19. £16,646 of exceptional spending in the year on costs incurred on the project to replace the Scout hut; has been offset by a £10,000 grant from Elmbridge Borough. Therefore the ongoing normal operations of the Scout group have been broadly met with funding activities and subscriptions as the Trustees would expect.

The reserves include £10,464 in a separate bank account which have been reserved by the Executive Committee for use only on buildings and grounds. This is made up of £55,000 insurance payment for the subsidence of the hut in 2015 and subsequent interest, less costs incurred in the current and prior financial years of £58,091 on the replacement Scout hut.

**1st Oxshott Scout Group  
Income and Expenditure Account (all unrestricted)  
for the year ended 31 March 2021**

	Notes	2020/ 2021	2019/ 2020
Subscriptions	3	£12,586	£10,191
Less: Capitation paid to District	3	-£4,274	-£4,219
		£8,312	£5,972
<u>Income</u>			
Christmas trees	4	£23,754	£15,411
Fireworks	5	£0	£2,065
Rental	6	£624	£5,460
Uniform	8	£0	£410
Contributions to camps and activities	7	£1,064	£10,678
Other income - interest, donations, fundraising	5	£1,554	£8,105
Exceptional Items	15	£10,022	£0
		£45,329	£48,100
<u>Expenditure</u>			
Christmas trees	4	-£14,079	-£10,080
Fireworks expenses	5	£0	-£1,181
Electricity, Water & Broadband	14	-£1,186	-£1,686
Premises repair and maintenance	12	-£888	-£364
Insurance	11	-£1,607	-£1,545
Cleaning		-£478	-£1,426
Uniform	8	£0	-£96
Expenditure on camps and activities	7	-£1,565	-£16,532
Equipment	9	-£1,231	-£1,062
Badges, scarves, woggles and books	10	-£1,274	-£1,956
Other expenditure - advertising, IT, OSM fees, stationary, hardship	13	-£298	-£208
Exceptional Items - Replacement Hut Expenditure	15	-£16,646	-£21,705
		-£39,252	-£57,841
Surplus/Deficit		£6,077	-£9,741
Cash b/fwd		£53,159	£62,900
Cash c/fwd		£59,236	£53,159

Nicola Bond  
HAM Bond  
18.9.21

David N Walker  
  
18/9/21

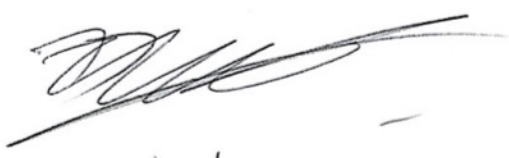
1st Oxshott Scout Group  
Balance Sheet  
as at 31 March 2021

		2020/21	2019/20
	Notes	£	£
<b>Fixed Assets</b>			
Land and buildings	15	160,000	160,000
<b>Current assets</b>			
Cash at bank and in hand		59,236	53,159
		<u>219,236</u>	<u>213,159</u>
<b>Represented by reserves, which are:</b>			
Book value of land and buildings		160,000	160,000
Unrestricted funds		59,236	53,159
		<u>219,236</u>	<u>213,159</u>

The notes on pages 7 and 12 form part of these accounts.

The Trustees have approved these accounts

Nicola Bond  
NM Bar  
18.9.21

David N Walker  
  
18/9/21

## 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.

#### 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 2020/21 and no remuneration was paid to Trustees in 2020/21.

**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 Associate recommended practices this is shown under gross income and gross expenditure. The net profit for Christmas Trees in 2020/21 was £9,675.46. This compares to a prior year amount of £5,330.33.

**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 was donations of £1,554.

**6. Rental Income**

Rental income from letting the hut reduced due to COVID restrictions.

**7. Income and expenditure for camps and activities**

Due to the lower number of camps and other activities undertaken by the group less money has been received and spent on these. Just over £1,000 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.

**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. The continued focus on badge work across the units has increased expenditure on these items.

**11. Insurance**

Premiums rose by 3.97% in 2020/21 with the insured amount for buildings, contents and equipment away from the hut remaining at the same level of cover. 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, see reserves policy on page 5. 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 stationary 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 2020/21 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. In 16/17 the Group also had broadband installed to give internet access for use with the beavers, cubs, scouts and explorers and for renters of the hut to use. Appropriate controls have been applied using Open DNS service to restrict the content that can be used.

**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 1<sup>st</sup> 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. As noted in the reserves section on page 5, we have invested £58,091 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.

In the current year a £10,000 grant was received from Elmbridge council which the trustees agreed to allocate to the Scout hut project.

Focus remains on establishing further funding lines.

## Independent examiner's report to the trustees of 1<sup>st</sup> Cobham Scout Group

I report on the accounts of the Trust for the year ended 31<sup>st</sup> March 2021 which are set out on pages 6 to 7 of the Treasurers Annual Report for 2020/21.

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:

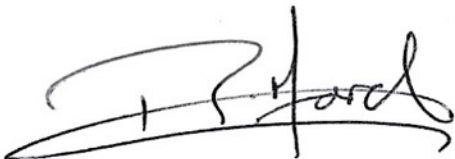
(1) which gives me reasonable cause to believe that in any material respect the requirements:

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: 16<sup>th</sup> January 2022