

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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Section A	Reference and administration details											
Charity name	<table border="1"><tr><td>1st Oxted Scout Group</td></tr></table>	1st Oxted Scout Group										
1st Oxted Scout Group												
Other names the charity is known by	<table border="1"><tr><td></td></tr></table>											
Registered charity number (if any)	<table border="1"><tr><td>3</td><td>0</td><td>5</td><td>7</td><td>7</td><td>9</td></tr></table>	3	0	5	7	7	9					
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HQ registration number	<table border="1"><tr><td>1</td><td>0</td><td>0</td><td>1</td><td>0</td><td>5</td><td>3</td><td>3</td></tr></table>	1	0	0	1	0	5	3	3			
1	0	0	1	0	5	3	3					
Charity's principal address	<table border="1"> <tr><td>Stafford Hut</td></tr> <tr><td>Chalkpit Lane</td></tr> <tr><td>Oxted</td></tr> <tr> <td>Postcode</td> <td>R</td> <td>H</td> <td>8</td> <td></td> <td>9</td> <td>N</td> <td>D</td> </tr> </table>	Stafford Hut	Chalkpit Lane	Oxted	Postcode	R	H	8		9	N	D
Stafford Hut												
Chalkpit Lane												
Oxted												
Postcode	R	H	8		9	N	D					

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

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Nigel Masson	Chair	Full Year
2	James Church	Secretary	Full Year
3	Martin Fay	Treasurer	Full Year
4	Phil Hosp	GSL	Full Year
5	Nick Baldwin		Full Year
6	Martin Bellinger		Full Year
7	Anjee Callow		Full Year
8	Amanda Doran		Full Year
9	Simon Sebire		Full Year
10	Stephen Helm		Full Year
11	Kelly Judd		Full Year
12			
13			

Names and addresses of advisers (optional information but encouraged as best practice)  
(These will be published in the annual report of the charity)

Type of advisor	Name	Address

Section B	Structure, governance and management
Description of the charity's trusts	
Type of governing document (e.g. trust deed, constitution)	The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.
How the charity is constituted (e.g. trust, association, company)	The Group is a Trust established under its rules which are common to all Scout Groups.
Trustee selection methods (e.g. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
Additional governance issues (optional information but encouraged as best practice)	
You may choose to include additional information, where relevant, about:	The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.
Policies and procedures adopted for: a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them	<p>The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation. It meets around every 3-4 months and more often if required.</p> <p>Members of the Executive Committee complete 'Trustee Induction' training within the first 5 months of joining the committee.</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> <li>The maintenance of Group property;</li> <li>The raising of funds and the administration of Group finance;</li> <li>The insurance of persons, property and equipment;</li> <li>Group public occasions;</li> <li>Assisting in the recruitment of leaders and other adult support;</li> <li>Appointing any sub committees that may be required;</li> <li>Appointing Group Administrators and Advisors other than those who are elected.</li> </ul>

Section B (continued)	Structure, governance and management (continued)
	<p><b>Risk and Internal Control</b></p> <p>The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:</p> <p>Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p>Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p>Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>The Coronavirus pandemic crystallised a number of these risks. The additional risks identified by the Trustees specifically in relation to the pandemic including compliance with government guidelines for social distancing continued to exist through the 2021/22 period. The Scout Group conducted specific risk assessments to address the compliance with social distancing prior to restarting face to face activities.</p> <p>The Group has in place systems of internal controls that are designed to provide reasonable assurance against loss, these include two signatories for all payments, comprehensive insurance policies and regular health and safety and risk assessments of the properties.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:  - enjoy what they are doing and have fun  - take part in activities indoors and outdoors  - learn by doing  - share in spiritual reflection  - take responsibility and make choices  - undertake new and challenging activities  - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	District and Group camps, multiple outdoor activities, educational trips and activities, skills learning experiences for Beavers, Cubs and Scouts
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	<p>All Leaders, helpers and Executive Members are volunteers and as such give their time and expertise free of charge.</p> <p>A large number of volunteers are needed to facilitate the work carried out and the Executive Committee are always actively seeking to enrol new volunteers to the Group</p>
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.
Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>At the start of the review period heavy restrictions continued to exist in relation to the pandemic. Despite these the Group has largely maintained its membership and continued to provide quality experiences. As the restrictions have lifted a full return to face to face Scouting activities has been achieved across Beavers, Cubs and Scouts.</p> <p>As of 1 April 2021, the Group has secured the transfer of the lease of the Scout Hall on Mill Lane, Hurst Green from East Surrey District into the Scout Group, and this has supported the continued growth in provision of Scouting activities in the Hurst Green area.</p>

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>The Group's policy on reserves is two fold. Firstly to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. In this respect the Group Executive Committee considers that the Group should hold a sum equivalent to 6 months running costs, circa £15,000. Secondly, the Group Executive Committee considers it appropriate to build up reserves to meet projected capital expenditure and land lease extension requirements which cannot be met by future income. An amount of £25,000 is held in respect of the land lease extension for the site in Oxted and a further £35,000 allocated against projected capital expenditure on identified, but not committed, projects. In total the reserves held against unrestricted funds as at 31st March 2022 were £75,000.</p> <p>The year end unrestricted cash balance was £77,397 which the Group Executive Committee considers appropriate, when noting the year end outstanding liabilities and the contributions received in advance for activities later in the year.</p> <p>The Group remains committed to investing in improvements to its premises, however the Coronavirus pandemic has made progress on this during 2021/22 difficult.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> </ul>	<p><b>Investment Policy</b></p> <p>The Group's Income and Expenditure is small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.</p> <p>The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.</p> <p>During the Covid-19 pandemic the Group ceased charging membership fees fund raising activities were severely curtailed (although recently Hurst Green have held a number of successful fundraising events and the first Bike Sale in Master Park for over 2 years took place in May '22).</p> <p>However, through actions such as restricting expenditure and applying for grants, the group continues to find itself well positioned financially. With the restart to face to face scouting membership fees have been reintroduced.</p>
<ul style="list-style-type: none"> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives;</li> </ul>	

Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

Investment in facilities and equipment remains a priority (although the Executive Committee wish to obtain assurances around lease extension on the Chalkpit Lane site before committing to significant investment in the property).

The Group intends to continue to deliver high quality experiences to all age groups with appropriate equipment and facilities.

There has been a recovery in the number of volunteer leaders and helpers supporting the Group since the pandemic, although recruitment of additional volunteers to help deliver activities across all sections, particularly Beavers in both Hurst Green and Oxted sections remains a priority for the Group.

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

JAMES CHURCH

Position (eg Secretary, Chair)

SECRETARY

Date

22 06 22

# 1st OXTED SCOUT GROUP (Registered Charity No. 305779)

## Receipts and Payments Account

Year start date		Year end date	
For the year from	1st April 2021	To	31st March 2022

### Receipts and payments

	Unrestricted funds £	2021/2022 Restricted funds £	Endowment funds £	Total funds £	2020/21 Total funds £
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	17,324			17,324	0
Less: Membership subscriptions paid on (National/County/Area/District)	-7,955			-7,955	-18,937
Net membership subscriptions retained	9,369			9,369	-18,937
Donations	11,463			11,463	23,954
Legacies					
Gift Aid	4,026			4,026	970
Camp and activity contributions	10,514			10,514	250
Other similar income					
<b>Sub total</b>	<b>35,372</b>	<b>0</b>	<b>0</b>	<b>35,372</b>	<b>6,237</b>
<b>Grants</b>					
Maintenance grant					
Other grants					
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fundraising (gross)</b>					
Bike Sale				0	0
Clubs				0	0
Quiz night				0	0
Bag Packing				0	0
Pram race				0	0
Other fundrasing				0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Investment income</b>					
Bank interest	0			0	48
Building Society interest					
The Scout Association Short Term Investment Service					
Property Rent income	2,710			2,710	240
Other investment income					
<b>Sub total</b>	<b>2,710</b>	<b>0</b>	<b>0</b>	<b>2,710</b>	<b>288</b>
<b>Total Gross Income</b>	<b>38,082</b>	<b>0</b>	<b>0</b>	<b>38,082</b>	<b>6,525</b>
<b>Asset and investment sales, etc.</b>					
<b>Total receipts</b>	<b>38,082</b>	<b>0</b>	<b>0</b>	<b>38,082</b>	<b>6,525</b>

**1st OXTED SCOUT GROUP (Registered Charity No. 305779)**  
**Receipts and Payments Account**

Year start date		Year end date	
For the year from	1st April 2021	To	31st March 2022

**Receipts and payments**

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2020/21 Total funds £
<b>Payments</b>					
<b>Charitable Payments</b>					
Youth programme and activities	12,534	227		12,761	1,343
Adult support and training	0			0	0
Rent					
Water and Sewerage	0			0	514
Electricity and Gas	1,062			1,062	1,333
Insurance	1,862			1,862	991
Repairs and Renewals	8,098			8,098	2,749
Materials and equipment	7,065			7,065	382
Printing and photocopying					
Contribution to camp costs	0	1,500		1,500	0
Uniforms & Badges	508			508	291
AGM and trustee expenses	0			0	0
Cleaning	2,498			2,498	1,836
Website	422			422	0
Banking fees	992			992	89
Other sundry costs	382			382	956
<b>Sub total</b>	<b>35,423</b>	<b>1,727</b>	<b>0</b>	<b>37,150</b>	<b>10,484</b>
<b>Fundraising expenses</b>					
Bike sale	0			0	0
Quiz night	105			105	0
Bag Packing	0			0	0
Car boot sale				0	0
Other fundraising costs				0	0
<b>Sub total</b>	<b>105</b>	<b>0</b>	<b>0</b>	<b>105</b>	<b>0</b>
<b>Total Gross Expenditure</b>	<b>35,528</b>	<b>1,727</b>	<b>0</b>	<b>37,255</b>	<b>10,484</b>
<b>Asset and investment purchases, etc.</b>					
<b>Total payments</b>	<b>35,528</b>	<b>1,727</b>	<b>0</b>	<b>37,255</b>	<b>10,484</b>
<b>Net of receipts/(payments)</b>	<b>2,554</b>	<b>-1,727</b>	<b>0</b>	<b>827</b>	<b>-3,959</b>
<b>Transfers between funds</b>	<b>2,376</b>	<b>-2,376</b>		<b>0</b>	
<b>Cash funds last year end</b>	<b>72,468</b>	<b>12,635</b>		<b>85,103</b>	<b>89,062</b>
<b>Cash funds this year end</b>	<b>77,397</b>	<b>8,532</b>	<b>0</b>	<b>85,929</b>	<b>85,103</b>



**1st OXTED SCOUT GROUP (Registered Charity No. 305779)**  
**Statement of assets and liabilities at the end of the year**

	31st March 2022			2020/21
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
<b>Cash funds</b>				
Bank current account	73,448	8,532		81,980
Bank deposit account				0
Building society account				
The Scout Association Short Term Investment Service	3,649			3,649
Cash Floats	300			300
Cash				
<b>Total cash funds</b>	<b>77,397</b>	<b>8,532</b>	<b>0</b>	<b>85,929</b>
<b>Other monetary assets</b>				
Debts due to Group & items paid in advance	0			0
Debts due from the County/Area/District/Group				
Contributions paid in advance (District Capitation 2021/22)				9,265
Insurance claim/Tax claim				
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,265</b>
<b>Investment assets</b>				
Investment property - detail				
Quoted investments				
Other investments - detail				
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non monetary assets for charity's own use</b>				
Badge stock				
Shop stock				
Other stock				
Land and buildings	701,270			677,555
Motor vehicles	0			0
Scouting equipment, furniture etc	34,344			29,541
Other				
<b>Sub total</b>	<b>735,614</b>	<b>0</b>	<b>0</b>	<b>707,096</b>
<b>Liabilities</b>				
Accounts not yet paid	0			99
Expenses incurred but not invoiced				
Subscriptions not yet paid	659			
Loan - detail				
Contributions received in advance for events	552			0
<b>Sub total</b>	<b>1,211</b>	<b>0</b>	<b>0</b>	<b>99</b>

#### **1. Land and Buildings**

The principal assets owned by the Group are:

The Stafford Hall and the garage. The lease for the land on which the buildings stand was renegotiated in 2001 for a further 25 years, expiring in 2026.

The Hurst Green Hall. The lease for the land on which the building stands was renegotiated in 2007.

Both assets have been included in the Statement of Assets and Liabilities at their value for insurance purpose.

#### **2. Scouting Equipment**

It is not the Group's policy to capitalise purchases of camping and other equipment because of the generally low value of items purchased. Expenditure on such items in the last 10 years has amounted to £34344.

#### **3. Reserves**

The Group's policy on reserves is two fold. Firstly to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. In this respect the Group Executive Committee considers that the Group should hold a sum equivalent to 6 months running costs, circa £15,000. Secondly, the Group Executive Committee considers it appropriate to build up reserves to meet projected capital expenditure and land lease extension requirements which cannot be met by future income. An amount of £25,000 is held in respect of the land lease extension and a further £35,000 allocated in 2021/2022 against projected capital expenditure on identified, but not committed, projects. In total the reserves held against unrestricted funds as at 31st March 2022 were £75,000. The year-end unrestricted cash balance was £77,397, which the Group Executive Committee considers appropriate, when noting the year end outstanding liabilities and the contributions received in advance for activities later in the year.

#### **4. Restricted funds**

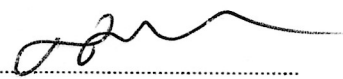
At 31 March 2022 the Group had £8532 restricted funds, of which £8000 relate to the Richard Moore legacy, a members balance of £532.

#### **5. Commitments**


At 31 March 2022 the Group had no significant commitments, expenditure, contingent liabilities or obligations.

#### **Approval of the Accounts for the year ended 31st March 2022**

The accounts for the year ended 31st March 2022, comprising a receipts and payments account, a statement of assets and liabilities and accompanying notes, as set out on pages 7 to 9, were approved by the Group Executive on 22nd June 2022 and signed on their behalf by:



Nigel Masson, Chairman



Martin Fay, Treasurer

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

I report on the accounts of the Group for the year ended 31 March 2022, which are set out on pages 7 to 10.

### **Respective responsibilities of trustees and examiner**

The Group's trustees are responsible for the preparation of the accounts. The Group'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.

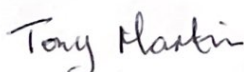
### **Independent examiner's statement**

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: Tony Martin

Qualification: Accountant

Address: Stonecroft, Quarry Close, Oxted, RH8 9HG

Date: 17<sup>th</sup> June 2022