

Signal Copy

Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 2 to end date

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Section A

Reference and administration details

Charity name

1st Oxted Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 5 7 7 9

HQ registration number

1 0 0 1 0 5 3 3

Charity's principal address

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 (until 22/6/22)	1/4/22 - 22/6/22
2	Martin Bellinger	Chair (from 22/6/22)	Full Year
3	Phil Hosp	GSL	Full Year
4	Martin Fay	Treasurer	Full Year
5	James Church	Secretary	Full Year
6	Nick Baldwin		Full Year
7	Anjee Callow		1/4/22 - 22/6/22
8	Amanda Doran		Full Year
9	Diccon Grayling		22/6/22 - 31/3/23
10	Stephen Helm		Full Year
11	Joanna Jones		22/6/22 - 31/3/23
12	Kelly Judd		1/4/22 - 2/5/22
13	Simon Sebire		Full Year
14	Claire Vincent		22/6/22 - 31/3/23
15			

Names and addresses of advisers (optional information but encouraged as best practice)

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

Type of advisor	Name	Address

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:

Policies and procedures adopted for:
a) the induction and training of trustees; b) trustee consideration of major risks and the systems and procedures to manage them

The Group is managed by the Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Board consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, 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.

Members of the Trustee Board complete 'Trustee Introduction' training within the first 5 months of joining the committee.

This Trustee Board exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of Group property;
- 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 leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

Risk and Internal Control

The Trustee Board has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

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.

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.

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.

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.

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.

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.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	The Group organises and participates in District and Group camps, multiple outdoor activities, educational trips and activities and creates numerous skills learning experiences for Beavers, Cubs and Scouts
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	<p>All Leaders, helpers and Trustee Board 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 Trustee Board 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>Following the release of the Covid restrictions, the Group has fully restarted Scouting across Beavers, Cubs, Scouts & Explorers. The recently formed Hurst Green section has spent time working with local community groups to develop the environmental awareness of the young people. In addition a partnership with the local canoe club has expanded the range of activities able to be offered.</p> <p>The Group has also restarted fundraising in earnest, in particular the bike sales in Master Park.</p>

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Reserves Policy</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 Trustee Board considers that the Group should hold a sum equivalent to 6 months running costs, circa £15,000. Secondly, the Trustee Board 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 2023 were £75,000.</p> <p>The year end unrestricted cash balance was £77,860 (after accounts not yet paid) which the Trustee Board 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, and has made positive progress on renewing the lease on the Chalkpit Lane site, which will make long term investment viable.</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 may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising); how expenditure has supported the key objectives of the charity; investment policy and objectives; 	<p>Investment Policy</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 Trustee Board 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 Trustee Board considers the cash flow requirements over that period.</p> <p>The Group has invested in new equipment over the year and has implemented a formal policy to prevent family financial hardship limiting young people's access to scouting activities.</p>

Section F

Other Optional Information

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

Investment in facilities and equipment remains a priority (and the Trustee Board has made positive progress on securing the lease extension for the Chalkpit Lane site which they consider wish necessary 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.

Maintaining and expanding the volunteer group (leaders, helpers and other support) is essential to the continued running of the Group. Recruitment of additional volunteers to help deliver activities across all sections, remains a priority for the Group, particularly given the growing waiting list. In addition, the Group is exploring setting up a Squirrels unit.

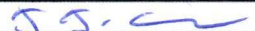
Section G

Declaration

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

21 06 23

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

	Year start date		Year end date	
For the year from	1st April 2022	To	31st March 2023	

Receipts and payments

	2022/2023				2021/22
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Receipts					
Donations, legacies and similar income					
Membership subscriptions	17,227			17,227	17,324
Less: Membership subscriptions paid on (National/County/Area/District)	-54			-54	-7,955
Net membership subscriptions retained	17,173			17,173	9,369
Donations	1,977			1,977	11,463
Legacies					
Gift Aid	3,388			3,388	4,026
Camp and activity contributions	23,546			23,546	10,514
Other similar income					
Sub total	46,084	0	0	46,084	35,372
Grants					
Maintenance grant					
Other grants					
Sub total	0	0	0	0	0
Fundraising (gross)					
Bike Sale	1,676			1,676	0
Clubs				0	0
Quiz night				0	0
Bag Packing				0	0
Pram race	1,000			1,000	0
Other fundraising				0	0
Sub total	2,676	0	0	2,676	0
Investment income					
Bank interest	20			20	0
Building Society interest					
The Scout Association Short Term Investment Service					
Property Rent income	6,132			6,132	2,710
Other investment income					
Sub total	6,152	0	0	6,152	2,710
Total Gross Income	54,912	0	0	54,912	38,082
Asset and investment sales, etc.					
Total receipts	54,912	0	0	54,912	38,082

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

	Year start date		Year end date
For the year from	1st April 2022	To	31st March 2023

Receipts and payments

	Unrestricted funds £	Restricted funds £	2022/2023 Endowment funds £	Total funds £	2021/22 Total funds £
Payments					
Charitable Payments					
Youth programme and activities	24,110	138		24,248	12,761
Adult support and training	84			84	0
Rent					
Water and Sewerage	1,043			1,043	0
Electricity and Gas	3,388			3,388	1,062
Insurance	1,853			1,853	1,882
Repairs and Renewals	2,683			2,683	8,098
Materials and equipment	5,238			5,238	7,065
Printing and photocopying					
Contribution to camp costs	0	400		400	1,500
Uniforms & Badges	1,359			1,359	508
AGM and trustee expenses	438			438	0
Cleaning	4,335			4,335	2,498
Website	22			22	422
Banking fees	1,737			1,737	992
Other sundry costs	219			219	382
Sub total	46,507	538	0	47,045	37,150
Fundraising expenses					
Bike sale	524			524	0
Quiz night	0			0	105
Bag Packing	0			0	0
Car boot sale				0	0
Other fundraising costs				0	0
Sub total	524	0	0	524	105
Total Gross Expenditure	47,031	538	0	47,569	37,255
Asset and investment purchases, etc.					
Total payments	47,031	538	0	47,569	37,255
Net of receipts/(payments)	7,881	-538	0	7,343	827
Transfers between funds					0
Cash funds last year end	77,397	8,532	0	85,929	85,102
Cash funds this year end	85,278	7,994	0	93,272	85,929

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

Statement of assets and liabilities at the end of the year

	31st March 2023			2021/22	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Cash funds					
Bank current account	81,309	7,994		89,303	81,980
Bank deposit account				0	0
Building society account					
The Scout Association Short Term Investment Service	3,669			3,669	3,649
Cash Floats	300			300	300
Cash					
Total cash funds	85,278	7,994	0	93,272	85,929
Other monetary assets					
Debts due to Group & items paid in advance	859			859	0
Debts due from the Group					
Contributions paid in advance					
Insurance claim/Tax claim					
Sub total	859	0	0	859	0
Investment assets					
Investment property - detail					
Quoted investments					
Other investments - detail					
Sub total	0	0	0	0	0
Non monetary assets for charity's own use					
Badge stock					
Shop stock					
Other stock					
Land and buildings	773,501			773,501	701,270
Motor vehicles	0			0	0
Scouting equipment, furniture etc	37,084			37,084	34,344
Other					
Sub total	810,585	0	0	810,585	735,614
Liabilities					
Accounts not yet paid	7,418			7,418	0
Expenses incurred but not invoiced					
Subscriptions not yet paid					
Loan - detail					
Contributions received in advance for events	6,991			6,991	552
Sub total	14,409	0	0	14,409	552

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 £37084.

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 Trustee Board considers that the Group should hold a sum equivalent to 6 months running costs, circa £15,000. Secondly, the Trustee Board 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 this respect of land lease extension and a further £35,000 allocated in 2022/2023 against projected capital expenditure on identified, but not committed, projects. In total the reserves held against unrestricted funds as at 31st March 2023 were £75,000. The year-end unrestricted cash balance was £77,860 (after accounts not yet paid), which the Trustee Board consider 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 2023 the Group had £7994 restricted funds, of which £7600 relates to the Richard Moore legacy and £394 to a members balance. During the year, 4 scouts were supported with their Jamboree participation after discussion with the Moore family reducing the balance by £2400

5. Commitments

At 31 March 2023 the Group had no significant commitments, expenditure, contingent liabilities or obligations.

Approval of the Accounts for the year ended 31st March 2023

The accounts for the year ended 31st March 2023, 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 Trustee Board on 21st June 2023 and signed on their behalf by:



Martin Bellinger, Chairman



Martin Fay, Treasurer

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

I report on the accounts of the Group for the year ended 31 March 2023, 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: 21st June 2023