

# **Scouts**

## **Oxfordshire**

### **OXFORDSHIRE COUNTY SCOUT COUNCIL**

Registration Number: 291693

Annual Report and Accounts  
for the Year Ended 31st March 2020

**OXFORDSHIRE COUNTY SCOUT COUNCIL**  
**Annual Report and Accounts for the Year Ended 31st March 2020**

**Administrative Information**

The Oxfordshire County Scout Council (c/o The County Treasurer, 8 Hayward Road, Oxford OX2 8LW) is registered with the Charity Commission (Registration Number 291693), and constituted by Deed of Trust dated 30th April 1985.

**Members of the County Executive Committee as at 31st March 2020 and up to the date of approval of the accounts**

**Ex-officio members**

County Chairman	John May OBE DL
County Commissioner	Wendy Tatham (appointed 13 July 2019)
County Commissioner	Philip Earl (resigned 13 July 2019)
County Youth Commissioner	Ashley Falkner
County Youth Commissioner	Hannah Venn
County Secretary	Michelle Cox
County Treasurer	Ben Smith

**Members elected by the County Scout Council**

Sarah Joyner  
Anna Weekes (appointed 13 July 2019)  
David Eaton  
Shaun Kendall  
George Ryall (appointed 13 July 2019)

**Members nominated by the County Commissioner**

Gill Attree  
Rebecca Stanworth  
Kirsten Phipps-Get

**Agents and Advisors**

Banks: Barclays Bank plc, Oxford City Branch, PO Box 333, Oxford OX1 3HS

Auditors: Wenn Townsend, Chartered Accountants and Registered Auditors, 30 St. Giles, Oxford OX1 3LE

**Structure, Governance and Management**

The Oxfordshire County Scout Council is led by the County Commissioner, who is appointed by The Scout Association. The County Commissioner is supported by:

- the County Team, comprising the County Youth Commissioners, Deputy County Commissioners, Assistant County Commissioners, Deputy County Youth Commissioners, County Advisors, County Scouters and the County Scout Council.
- the County Executive Committee, who are the Trustees of this Charity. They are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

The Trustees' responsibilities include keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity to enable them to ensure that the financial statements comply with the Charities Act 2011. They are responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and breaches of law and regulation. They are responsible for the preparation of the financial statements for each financial year that represent a fair and true record of the charity's incoming resources and application of resources during the year and its state of affairs at the end of the year. In preparing these financial statements they must:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue its operation.

**OXFORDSHIRE COUNTY SCOUT COUNCIL**  
**Annual Report and Accounts (continued) for the Year Ended 31st March 2020**

The Trustees are appointed by and accountable to Oxfordshire County Scout Council in accordance with the Policy, Organisation and Rules of The Scout Association, which are given authority through The Scout Association's Royal Charter and bylaws.

**Principal risks and uncertainties**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the trust, and are satisfied that systems are in place to mitigate their exposure to major risks.

**Objectives and Activities**

The purpose of the Oxfordshire County Scout Council, within the Policy, Organisation and Rules of The Scout Association, is to provide leadership, advice and support for the Scout Districts in the County and through them for the Scout Groups, Explorer Scouts Units and Scout Network Units in Oxfordshire. The Council members confirm that they have referred to the guidance contained in the Charity Commission's guidance on public benefit when reviewing the aims and objectives of the Council and in planning future activities.

**Achievements and Performance**

Scouting was provided for 7,403 young people in the County, supported by 2,180 uniformed adults and many volunteers. This is further growth on the 2018-19 numbers. There is, however, still a shortage of adult leaders and adults who support Sections and this is borne out by the number of young people on waiting lists across the County.

The County Executive Committee has met four times during the year. The County Development Plan has been updated to ensure that even better Scouting is available to everyone in the County. The Committee has reviewed its reserve policy and has designated funds to support and develop the County in accordance with its development plan and to meet its objectives.

Groups and Districts continue to flourish and provide high quality Scouting for the young people of Oxfordshire, week in week out. We must continue to build on this success and offer even better Scouting to all young people across the County in the coming year.

Further information on what's been happening within the County is given in the annual review of Oxfordshire Scouting for 2019/20.

**Review of Financial Activities and Affairs**

The audited accounts follow this report and we confirm that these accounts comply with statutory requirements and with the requirements of the Trust of Deed dated 30th April 1985.

The charity received income relating to programme and activities in the year of £340,434. Total income during the year was £442,653 and £491,858 was expended resulting in net expenditure of £49,205. A loss on investments of £7,912 resulted in an overall deficit for the year of £57,117.

The Reserves Policy of the Charity is to maintain unrestricted funds in the General Fund, which equates to 9 months expenditure of approximately £130,000 for supporting and administering the Charity.

The free reserves (excluding designated funds) at 31st March 2020 were £161,578.

**Fundraising**

Oxfordshire County Scout Council organise events and carry out fundraising activities in order to generate funds for the charity. The charity does not use professional fundraisers or involve commercial participants. There have been no complaints about fundraising during the year.

The charity has due regard to the Code of Fundraising Practice in the UK.

All the charity's marketing activities are undertaken directly to ensure that it is not unreasonably persistent or intrusive. Marketing materials contain clear details of how to unsubscribe to future communications and care is taken to limit the level of communications being sent out.

**COVID-19**

Oxfordshire County Scout Council receives income from membership fees, programme and activities and investment income. The charity's income from membership fees and investments, which is primarily used to support and administer the charity, has not been affected by COVID-19 and thus, the Trustees have prepared these accounts on a going concern basis. The Trustees will also undertake a review of its five-year rolling forecast to ensure the charity's sustainability going forward.

This report was approved by the Trustees on 9th September 2020.



John May OBE DL  
Trustee

## Independent Auditor's Report to the Trustees of Oxfordshire County Scout Council

### Opinion

We have audited the financial statements of Oxfordshire County Scout Council for the year ended 31st March 2020, which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st March 2020, and of its incoming resources and of its application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate,
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

## Independent Auditor's Report to the Trustees of Oxfordshire County Scout Council

### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement the trustees are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the trustees determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but it is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Wenn Townsend  
Statutory Auditor  
30 St Giles  
Oxford



*Wenn Townsend is eligible to act as auditor in terms of section 1212 of the Companies Act 2016.*

**OXFORDSHIRE COUNTY SCOUT COUNCIL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
Year ended 31st March 2020

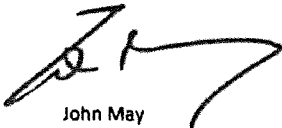
	Note	Unrestricted and Total 2019/20 £	Unrestricted and Total 2018/19 £
<b>Income</b>			
<b>Income from Charitable Activities</b>			
Membership Fees		86,328	76,736
Programme and Activities	5	340,434	209,919
Other Income	7	5,124	18,566
Investments		10,767	12,957
<b>Total Income</b>		<b>442,653</b>	<b>318,178</b>
<b>Expenditure</b>			
<b>Expenditure from Charitable Activities</b>			
Programme and Activities	5	(344,094)	(226,576)
Adult Support	6	(22,923)	(35,825)
Other Expenses from General Funds	8	(124,841)	(95,002)
<b>Total Expenditure</b>		<b>(491,858)</b>	<b>(357,403)</b>
<b>Net (Expenditure)/Income before Gain/(Loss) on Investments</b>		<b>(49,205)</b>	<b>(39,225)</b>
Net Gain/(Loss) on Investments	11	(7,912)	18,312
<b>Net Movement in Funds</b>		<b>(57,117)</b>	<b>(20,913)</b>
<b>Reconciliation of Funds</b>			
<b>Total Funds Brought Forward at 1st April 2019</b>		<b>462,486</b>	<b>483,399</b>
<b>Total Funds Carried Forward at 31st March 2020</b>		<b>405,369</b>	<b>462,486</b>

The Council collected on behalf of The Scout Association annual membership fees and paid over to them £197,835 (2019 £184,864). This is not shown in these accounts.

**OXFORDSHIRE COUNTY SCOUT COUNCIL**  
**Balance Sheet 31st March 2020**

	Note	2019/20		2018/19	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	10		35,579		37,624
Investments	11		311,227		319,139
			346,806		356,763
<b>Current Assets</b>					
Debtors	12	83,630		163,328	
Cash at Bank and in Hand					
General Fund Current Accounts		25,716		64,473	
COIF Charities Deposit Fund		22,634		11,868	
Gang Show Bank and Cash		4,162		18,530	
		136,142		258,199	
<b>Current Liabilities</b>					
Creditors: amounts falling due within one year	13	(77,579)		(152,476)	
Net Current Assets			58,563		105,723
<b>Net Assets</b>			<b>405,369</b>		<b>462,486</b>
<b>Reserves</b>					
<b>Unrestricted</b>	15		197,158		223,558
<b>Designated</b>					
Marston Hall	15		20,000		20,000
County Camp	15		10,000		5,000
Jamboree	15		41,364		23,293
International Expeditions	15		4,217		2,548
County Development Plan	15		125,034		178,346
Gang Show	15		7,596		9,741
			405,369		462,486

The financial statements were approved by the Trustees on 9th September 2020 and signed on their behalf by

  
 John May  
 Trustee

**OXFORDSHIRE COUNTY SCOUT COUNCIL**  
**Notes to the Accounts at 31st March 2020**

**1. Accounting Policies**

The following accounting policies have been used consistently in dealing with items which the Trustees consider material in relation to the accounts:

**Basis of Preparation and Assessment of Going Concern**

The Financial Statements of the Charity have been prepared under the historical cost convention with the exception of investments which are included at market value. The Financial Statements have been prepared in accordance with all applicable accounting standards, FRS 102, the Statement of Recommended Practice (SORP), the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**Income**

All income is included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

No credit is taken for either general or gift aid donations until they are actually received. The amount credited to the income and expenditure account in respect of gift aid donations does include the amount of income tax recoverable in respect of income actually received.

Legacies are included when the amount has been determined and paid.

Grant income is recognised as receivable subject to fulfilment of any associated conditions. Where conditions have been met or are likely to be met, grant income is recognised in full.

Investment income is recognised when it is receivable.

**Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. The charity is not registered for VAT and all expenditure includes VAT wherever applicable.

Charitable activity costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

Grants payable are included when the recipient has a reasonable expectation that they will receive a grant and when any conditions attached to the grant are fulfilled.

**Investments**

Investments are included in the accounts at market value. Realised gains/(losses) are those arising between the sale of an investment and its value at the beginning of the year. Unrealised gains/(losses) are those arising where the investment is still held but the value has changed.

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**Creditors**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligations can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**Volunteer Time**

A significant contribution is made by volunteers throughout the year and the value of these donated services are not reflected in the accounts.



**OXFORDSHIRE COUNTY SCOUT COUNCIL**  
**Notes to the Accounts (continued) at 31st March 2020**

**1. Accounting Policies - continued**

**Cash and Cash Equivalents**

Cash and cash equivalents comprise cash in hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**Depreciation**

Depreciation is calculated using the following rates and bases which are appropriate to the useful lives of the assets and their residual value:

Equipment	Reducing balance 15%
Equipment - Climbing Wall & Motor Vehicle	Straight line 20%

**Fund Accounting**

A general fund which the Trustees may use for the furtherance of the objects of the charity at their discretion.

Marston Hall is designated for use by 10th Oxford Scout Group. The other designated funds are for the use their title suggests.

**2. Expenditure before Gains on Investments**

	2019/20	2018/19
	£	£
Auditors' Remuneration	2,250	2,208
Depreciation	9,985	8,548

**3. Wages and Salaries**

The average number of employees during the year was 2 (2019: 2).

No employee was paid more than £60,000 during the year.

**4. Trustee Remuneration**

No remuneration or expenses were paid to any Trustees during the year (2019: £nil).

5. Programme and Activities	2019/20	2019/20	2019/20	2018/19	2018/19	2018/19
	Income	Expenditure	Net Expenditure	Income	Expenditure	Net Expenditure
	£	£	£	£	£	£
Sectional	103,140	103,932	792	56,765	58,432	1,667
International	0	468	468	110,880	111,482	602
Jamboree	194,420	176,349	(18,071)	0	0	0
County Events	3,588	12,725	9,137	2,671	13,373	10,702
Gang Show	39,286	41,431	2,145	39,603	35,677	(3,926)
Depreciation of Equipment	0	9,189	9,189	0	7,612	7,612
<b>Total</b>	<b>340,434</b>	<b>344,094</b>	<b>3,660</b>	<b>209,919</b>	<b>226,576</b>	<b>16,657</b>

**OXFORDSHIRE COUNTY SCOUT COUNCIL**  
Notes to the Accounts (continued) at 31st March 2020

6. Adult Support	2019/20 Income	2019/20 Expenditure	2019/20 Net Expenditure	2018/19 Income	2018/19 Expenditure	2018/19 Net Expenditure
	£	£	£	£	£	£
Adult Training	0	3,789	3,789	0	11,940	11,940
Development	0	10,590	10,590	0	16,373	16,373
Commissioner Team	0	5,314	5,314	0	4,696	4,696
Scout Active Support	0	3,230	3,230	0	2,816	2,816
<b>Total</b>	<b>0</b>	<b>22,923</b>	<b>22,923</b>	<b>0</b>	<b>35,825</b>	<b>35,825</b>

7. Other Income	2019/20 £	2018/19 £
International Expeditions Donations	3,808	2,548
Other Income	1,316	16,018
<b>Total</b>	<b>5,124</b>	<b>18,566</b>

8. Other Expenditure From The General Fund	2019/20 £	2018/19 £
County Office	68,061	70,110
Premises	24,754	15,135
County Conference	3,943	135
Grants	18,924	3,629
Governance Costs	9,159	5,993
<b>Total</b>	<b>124,841</b>	<b>95,002</b>

9. Governance Costs	2019/20 £	2018/19 £
Insurance	4,116	2,587
Audit Fee	2,250	2,208
Other	2,793	1,198
<b>Total</b>	<b>9,159</b>	<b>5,993</b>

**OXFORDSHIRE COUNTY SCOUT COUNCIL**  
Notes to the Accounts (continued) at 31st March 2020

<b>10. Fixed Assets</b>	<b>Land and Buildings</b>	<b>Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost/Valuation</b>			
As at 1st April 2019	20,000	87,224	107,224
Additions	0	7,940	7,940
Disposals	0	0	0
<b>As at 31st March 2020</b>	<b>20,000</b>	<b>95,164</b>	<b>115,164</b>
<b>Depreciation</b>			
As at 1st April 2019	0	69,600	69,600
Charge for the year	0	9,985	9,985
Eliminated on disposal	0	0	0
<b>As at 31st March 2020</b>	<b>0</b>	<b>79,585</b>	<b>79,585</b>
<b>Net Book Value</b>			
As at 1st April 2019	20,000	17,624	37,624
<b>As at 31st March 2020</b>	<b>20,000</b>	<b>15,579</b>	<b>35,579</b>
<b>Assets belong to</b>			
Marston Hall	20,000	0	20,000
Gang Show	0	4,510	4,510
General Fund	0	11,069	11,069
<b>As at 31st March 2020</b>	<b>20,000</b>	<b>15,579</b>	<b>35,579</b>

Marston Hall is currently utilised by 10th Oxford (Marston) Scout Group. The freehold for the property is to be registered in the name of Oxfordshire County Scout Council; this registration had not been completed by the date of approval of the accounts.

<b>11. Fixed Asset Investments</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Quoted UK Investments</b>		
Fair value at 1st April	319,139	365,981
Gain realised in the year	0	(65,154)
Increase/(decrease) in fair value in the year	(7,912)	18,312
<b>Fair value at 31st March</b>	<b>311,227</b>	<b>319,139</b>

**OXFORDSHIRE COUNTY SCOUT COUNCIL**  
Notes to the Accounts (continued) at 31st March 2020

12. Debtors	2020	2019
	£	£
Debtors	7,638	3,893
Prepayments	66,992	153,435
Loans	9,000	6,000
	<u>83,630</u>	<u>163,328</u>

13. Creditors and Accruals	2020	2019
	£	£
Accruals	7,074	15,548
Deferred Income	70,505	136,928
	<u>77,579</u>	<u>152,476</u>

**14. Guarantee**

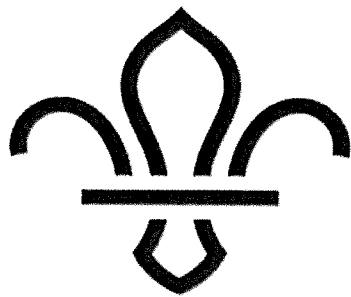
The Trustees on behalf of Oxfordshire County Scout Council have guaranteed a loan of £55,000 to 6th Chipping Norton Scout Group by The Scout Association (2019: £55,000).

15. Fund Reconciliation	At 1st April 2019	Income	Expenditure	Gains/(Losses) on Investments	Transfer from General Fund	At 31st March 2020
	£	£	£	£	£	£
Marston Hall	20,000	0	0	0	0	20,000
County Camp	5,000	0	0	0	5,000	10,000
Jamboree	23,293	194,420	(176,349)	0	0	41,364
International Expeditions	2,548	9,166	(7,497)	0	0	4,217
County Development Plan	178,346	0	(53,312)	0	0	125,034
Gang Show	9,741	39,286	(41,431)	0	0	7,596
General Fund	223,558	199,780	(213,268)	(7,912)	(5,000)	197,158
<b>Total</b>	<u>462,486</u>	<u>442,653</u>	<u>(491,858)</u>	<u>(7,912)</u>	<u>0</u>	<u>405,369</u>

	At 1st April 2018	Income	Expenditure	Gains/(Losses) on Investments	Transfer from General Fund	At 31st March 2019
	£	£	£	£	£	£
Marston Hall	20,000	0	0	0	0	20,000
County Camp	6,507	0	0	0	(1,507)	5,000
Jamboree	23,293	0	0	0	0	23,293
International Expeditions	0	2,548	0	0	0	2,548
County Development Plan	234,661	0	(56,315)	0	0	178,346
Gang Show	5,815	39,603	(35,677)	0	0	9,741
General Fund	193,123	276,027	(265,411)	18,312	1,507	223,558
<b>Total</b>	<u>483,399</u>	<u>318,178</u>	<u>(357,403)</u>	<u>18,312</u>	<u>0</u>	<u>462,486</u>

**16. Related Party Transactions**

Oxfordshire County Scout Council offers interest free loans of up to £5,000 and repayable over five years to any Scout Group in Oxfordshire to help with any building work. During the period a loan of £5,000 was granted to Witney Buttercross Scout Group; David Eaton is a trustee of both Oxfordshire County Scout Council and Witney Buttercross Scout Group.



**Scouts**

**Oxfordshire**