

Hawk District Board of Trustees – Annual Report

Squirrels | Beavers | Cubs | Scouts | Explorers | Network

For the Period

From (start date):

| | | | | | |
|---|---|---|---|---|---|
| 0 | 1 | 0 | 4 | 2 | 4 |
|---|---|---|---|---|---|

 to end date:

| | | | | | |
|---|---|---|---|---|---|
| 3 | 1 | 0 | 3 | 2 | 5 |
|---|---|---|---|---|---|

Section A: Reference and Administration

| | |
|-------------------------------------|-----------------------------|
| Charity Name | Hawk District Scout Council |
| Other names the charity is known by | |
| Registered Charity (if any) | 1005128 |
| HQ Registration Number | |
| Charity's Principal Address: | 45 Elmleigh Road |
| | Havant |
| | Postcode P O 9 2 A B |

Name 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 | Ian Rowney | Chair | |
| 2 | Mike Henwood | Treasurer | |
| 3 | Julie Stacey | Ex Officio (DLV) | |
| 4 | Dan Cooper | Ex Officio (Youth Commissioner) | |
| 5 | Mat Caney | Trustee | |
| 6 | Ian Wright | Trustee | |
| 7 | Tim Pike | Trustee | |
| 8 | Russ Nestor | Trustee | |
| 9 | Nicky Garrard | Trustee | |
| 10 | | | |

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

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

| Type of Adviser | Name | Address |
|-----------------------------|---------------|---------------------|
| Independent Accounts Review | Susan Daniels | Park Road, Purbrook |
| | | |
| | | |

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Section B: Structure, Governance and Management

Description of the Charity's trusts

Type of governing document
(e.g. trust deed, constitution)

The District's governing documents are those of 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 is the charity constituted
(e.g. trust, association, company)

The District's is a trust established under its rules which are common to all Scouts.

Trustee selection methods
(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

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 District is managed by the District Trustee Board, the members of which are the 'Charity Trustees' of the Hawk District 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 Trustee Board consists of the Chair, Treasurer and maximum of 10 Trustees (including 2x Ex Officio Trustees) and meets once every term with an agreed quorum of 5 minimum.

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

This District Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies

and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

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Risk and Internal Control

The District Trustee Board has identified the major risks to which they believe the District 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 District makes use of its own buildings, property and equipment. The District has enough buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The District through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income. The District is primarily reliant upon income from District Scout Shop, interest on investments and gift aid. The District does hold a reserve to ensure the continuity of activities should there be a major reduction in income. If required The Board could reimpose a district levy to increase the income to the District on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The District is totally reliant upon volunteers to run and administer the activities of the District. If there was a reduction in the number of leaders to an unacceptable level in a section or there would have to be a contraction, consolidation or closure of a section.

Reduction or loss of members. The District provides activities for all young people aged 14 to 18. If there was a reduction in membership in a section then there would have to be a contraction, consolidation or closure of a section.

Risk and Internal Control - financial

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

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Summary of the objects of the charity set out in its governing document

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.

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.

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.

Summary of the main activities in relation to these objects

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

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

- policy on grant making;
- contribution made by volunteers;
- policy on investments.

Public benefit statement

The District meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

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Summary of the main achievements of the charity during the year

The District meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section E: Financial Review

Brief statement of the charity's policy on reserves

The District's policy on reserves is to hold enough resources to continue the charitable activities of the District should income and fundraising activities fall short. The District Trustee Board considers that the District should hold a sum of circa £20K

District held reserves of approximately £130K against this at year end. This is well above the level needed.

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

Refer to section F.

Investment policy and objectives

Investment Policy

The District does not have enough funds to invest in longer term investments. The District has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks of building societies.

Section F: Financial Review

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

The plan for 2025-26 is to ensure the District finances are kept stable. And as such will be addressing this with the following reviews:

- 1) Subscription increases
- 2) Improved focus on Gift Aid coverage
- 3) Review of running costs and expenses to identify cost savings
- 4) Maximise return of interest on money held (Max 1 year notice)
- 5) Finalise Hawk Centre lease (20 years)

Section G: Declaration

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

Signed on behalf of the charity's trustees

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Signatures:

I Rowney

M J Henwood

Full Name:

Ian Rowney

Mike Henwood

Position (e.g. Secretary,
Chair)

Chair

Treasurer

Date

28 / June / 2025

28 / June / 2025

Hawk District Scout Council

Current position statement

| <u>2023/24</u> | | <u>2024/25</u> | £ |
|---------------------------|--------------------------------------|----------------|------------|
| 140,546.19 | Balances brought forward | | 135,018.51 |
| <u>INCOME</u> | | | |
| 66,880.00 | MEMBERSHIP SUBSCRIPTIONS | 76,189.00 | |
| 303.44 | GIFT AID | 2,000.21 | |
| 1,924.48 | INVESTMENT INCOME | 2,177.39 | |
| 272.37 | DONATIONS - GENERAL | 13.10 | |
| 3,513.75 | ACTIVITIES | 8,510.49 | |
| 34,350.57 | SALES & FUND RAISING - SHOP | 30,534.30 | |
| 0.00 | SALES & FUND RAISING - OTHER | 0.00 | |
| 3,184.26 | OTHER INCOME | 203.52 | |
| 739.50 | RENTS | 913.20 | |
| 2,808.00 | GROUP LOANS REPAYMENTS | 1,265.00 | |
| 1,003.36 | SQUIRRELS / BEAVERS | 0.00 | |
| | EXPLORERS/YOUNG LEADERS | | |
| 12,199.70 | - Subs | 13,000.00 | |
| 5,919.57 | - Activities | 8,517.54 | |
| 0.00 | - Donations | 0.00 | |
| 0.00 | - Other | 0.00 | |
| 0.00 | ACTIVE SUPPORT | 180.00 | |
| 0.00 | MINIBUS | 0.00 | |
| 0.00 | ADMIN | 43.50 | |
| 133,099.00 | | | 143,547.25 |
| <u>EXPENDITURE</u> | | | |
| 66,880.00 | MEMBERSHIP SUBSCRIPTIONS | 76,189.00 | |
| 4,164.46 | SCOUT CENTRE | 2,772.39 | |
| 0.00 | DONATIONS | 0.00 | |
| 14,938.37 | ACTIVITIES | 5,240.07 | |
| 28,694.78 | SALES & FUND RAISING EXPENSE - SHOP | 25,792.18 | |
| 0.00 | SALES & FUND RAISING EXPENSE - OTHER | 0.00 | |
| 600.00 | DEVELOPMENT | 420.74 | |
| 7,801.80 | ADMINISTRATION EXPENSES | 4,507.61 | |
| 38.70 | TRUSTEES EXPENSES | 0.00 | |
| 0.00 | GROUP LOANS | 0.00 | |
| 2,914.15 | INSURANCE | 2,581.66 | |
| 132.87 | SQUIRRELS / BEAVERS | 0.00 | |
| 12,461.55 | EXPLORERS/YOUNG LEADERS | | |
| 0.00 | - Subs costs | 524.91 | |
| 2,835.00 | - Rents | 2,438.20 | |
| 6,050.00 | - Annual membership | 7,686.00 | |
| 1,848.69 | - Weekly activities | 1,864.33 | |
| 7,777.86 | - Camps & Activities | 9,426.74 | |
| 0.00 | ACTIVE SUPPORT | 154.45 | |
| 0.00 | MINIBUS | 6,571.83 | |
| 0.00 | EQUIPMENT | 1,579.71 | |
| 138,626.68 | | | 147,749.82 |
| 0.00 | Gains/losses on investments | | 0.00 |
| 135,018.51 | Balances carried forward | | 130,815.94 |

Reconciliation

Bank account balances

| | | |
|-----------|--|----------|
| 1,723.08 | Barclays - General a/c | 3,257.15 |
| 4,426.86 | Barclays - Shop a/c | 6,068.98 |
| 5,103.27 | Barclays - Explorers a/c | 6,522.89 |
| 14,265.15 | Lloyds - General a/c | 7,592.66 |
| 1,377.19 | Lloyds - Armstrong Explorers | - |
| 1,343.34 | NatWest - Attenborough Explorers | - |
| 764.91 | Lloyds - Dora Explorers | - |
| 819.69 | Stripe - OSM / Stripe card (Expense a/c) | 1,962.73 |
| 0.00 | PayPal | - |
| 0.00 | GoCardless | - |

Investments

| | | |
|-----------|--|-----------|
| 75,000.00 | CAF (Shawbrook) a/c | 75,000.00 |
| 25,761.00 | CCLA (COIF General) a/c | 25,761.00 |
| 4,161.36 | CCLA (COIF Activity) a/c - (Lisa Burns fund) | 4,374.57 |
| 222.66 | Barclays - Active Saver a/c | 225.96 |

50.00

Cash in hand

50.00

135,018.51

130,815.94

Non cash assets

| | | |
|-----------|------------|-----------|
| 14,196.77 | Shop stock | 14,211.24 |
|-----------|------------|-----------|

Approved by the Trustees on 22nd May and signed on their behalf by

District Chairman

District Treasurer

England & Wales

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of **Hawk District Scout Council**

I report to the trustees on my examination of the accounts of the **Hawk District Scout Council** for the year 2025.

Responsibilities and basis of report

As the charity trustees of the **Hawk District Scout Council** 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 **Hawk District Scout Council** accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the **Hawk District Scout Council** as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Susan Daniels

Relevant professional qualification or membership of professional bodies (if any): Association of Accounting Technicians and CIMA Management Accounts qualification.

Address: 108 Park Avenue, Widley, Waterlooville, Hampshire, PO7 5DP

Date: 27-05-2025

Treasurers report on accounts 2024/25

- **Policies, Risk, etc.**

The following matters are all covered by the Trustees report -

- Reserves Policy
- Risk Assessments
- Financial Risk
- Compliance with Law and Regulation
- Health & Safety

- **Explanations of significant variances from previous year figures are detailed in the analysis below.**

Significant variations in income

- Membership subscriptions
 - Reflects increased charges by HQ and County together with increase in District membership (23/24 – 1216 young people, 24/25 – 1249 young people)
- Gift Aid
 - Increase as a result of increased numbers following merger between Havant and Waterlooville – NOTE: GA is claimed annually in arrears.
- Investment income
 - Improved income as result of better interest rates.
- Activities
 - Events undertaken include Monopoly Run, District Cub Camp, Gunnel camping competition. Income will vary year-on-year due to activities undertaken. (NOTE: 24/25 also includes refunds of just under £2k with respect to SpringAhead Camp which had to be cancelled due to adverse weather)
- Sales
 - Shop turnover – previous year had a significant “back to Scouting/Guiding” surge following the end of Covid restrictions.
- Other
 - Previous year included grants from County to support merger of Havant and Waterlooville Districts.
- Squirrels/Beavers
 - District started Squirrel and Beaver sections in the previous year(s) which have been both subsequently been transferred to 1st Homewell.
- Explorers
 - Explorer subs reflect increase in numbers of Explorers (110 to 126).
 - Explorer Activities income reflects year on year programme variations.

Significant variations in expenditure

- Membership subscriptions
 - As for income

- Scout Centre
 - Includes Utilities, Refuse collection, security improvements and general cleaning, etc. (reduction from last year as result of lower maintenance requirements)
- Activities
 - As per income
- Sales
 - Shop & Badges – see comments for income
- Admin
 - Includes OSM licences to cover all groups, Motion Picture Licence (MPLC) – covers all groups viewing “movies”, etc in a “public” space e.g. the group HQ
 - Previous year had a number of “one-off” costs in respect of the District merger.
- Insurance
 - Insurance of District Centre, equipment, shop stock, badge stock, etc
 - Reduction following cancellation of paddle board insurance (use and ownership currently under review).
- Squirrels/Beavers
 - See income.
- Explorers
 - Year on year programme variations
- Minibus
 - Minibus purchased from Rowlands Castle for £5k, balance being costs of insurance and MOT.
- Equipment
 - Includes purchase of soft tomahawks, consumables for air rifles, replacements for archery equipment, litter pickers, soft targets, etc. together with repairs to equipment trailer.

- **Scout & Guide Shop**

Key points

- Comparison with earlier years is not realistic due to the effect of the various lockdowns and other restrictions affecting Scouting and Guiding during the Covid pandemic.
- There has been an improvement in sales once “face to face” Scouting and Guiding restarted.
- Orders are accepted by email, text, or in person in the shop from Scout and Guide leaders with payment on collection or by invoice to the group. (Note: payment with order is still required for other customers)

- Most groups within Hawk District and Havant Guiding Division are using the facility to email orders which are then invoiced direct to the unit. Payment of invoice is usually via bank transfer (i.e., bacs).

Comments

- Although supplies from Scout Store and Girlguiding are generally good, global supply issues of products continue to affect availability of uniform items and badges for both organisations.
- Girlguiding have recently undertaken a rebranding exercise which temporarily affected availability of some items - this will continue during 2025.

Mike Henwood

District Treasurer, Badge Secretary & Scout Shop Manager