

Trustees' Annual Report

For the period

From **01/04/2021** to **31/12/2021**

Section A – Reference and administration details

Charity Name

Sandwell Scout District

Registered charity number (if any)

1020042

HQ registration number

10001662

Charity's principal address

14 Powke Lane, Rowley Regis, B65 0AA

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 the whole year
Alistair Head		
Chris Wallace	Chair	18/08/2021 –
Dawn Grice		01/04/2021 – 27/07/2021
Diane Walker		01/04/2021 – 29/09/2021
Kieran Andrews		
Gemma Dixon	Treasurer	29/09/2021 –
Jacqueline Holt		29/09/2021 –
John Crawford		
Julie Grice	Secretary	01/04/2021 – 01/09/2021
Lucy Carter	Secretary	29/09/2021 –
Lynn Tyler		29/09/2021 –
Nicola Johnson		28/07/2021 –
Phillip Wright	Chair	01/04/2021 – 02/08/2021
Ryan Hadley		
Stephen Davies		29/09/2021 –
Will Fellows		

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 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 District/Area/County 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)

The District is managed by the District Executive Committee, the members of which are the 'Charity Trustees' of the Scout 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 Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the District Commissioner, District Explorer Scout Commissioner and representation from the District Scout Council. The Committee meets at least four times a year.

Members of the Executive Committee complete training which includes a trustee introduction, safety, safeguarding and GDPR within the first 5 months of joining the committee.

This District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of District property;
- The raising of funds and the administration of District finance;
- The insurance of persons, property and equipment;
- District public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing District Administrators and Advisors other than those who are elected.

Risk and Internal Control

The District Executive Committee 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 buildings, property and equipment. The District has sufficient 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 Association's national accident insurance policy. Risk Assessments are undertaken before all activities.
- Reduced income from fund raising. The District is primarily reliant upon income from the annual District levy. The District 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 the 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 particular section or a group as a whole, then there would have to be a contraction, consolidation or closure of a section, or a Group.
- Reduction or loss of members. The District provides activities for young people aged 6 to 25. 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, or a Group.
- The District 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 a comprehensive insurance policies to ensure that insurable risks are covered.

Section C – Objectives and activities

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

The District works to support Groups and Explorer Units to provide active and safe Scouting and provides activity opportunities to enhance the programme offered by Groups. The District is responsible for implementing a safe recruitment process, in line with Policy, Organisation and Rules.

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.

Section D – Achievements and performance

Summary of the main achievements of the charity during the year

This year began under Dawn Grice as DC carefully managing the return of face to face Scouting across Sandwell after the amber restriction were lifted and became yellow. For many groups it was an initial struggle as volunteers and families cautiously returned to the groups. The main focus as a District was to get groups back face to face safely, so the other events and normal District occasions were delayed/postponed/cancelled so that groups could do what they do best – offer quality Scouting to their young people.

When and where possible the District Executive provided opportunities to apply for funding to compensate for financial difficulties throughout the pandemic. This continued to be made available whilst the restrictions began to lift, knowing that many groups would still have to juggle financial implications as well as the loss of some key volunteers and members.

Most groups returned face to face using outside spaces as often as possible and used Zoom when necessary to provide blended Scouting opportunities as and when needed. For many groups numbers in sections remained cautious and in some groups numbers remained well as a result of online scouting during the pandemic keeping them interested and linked to their Scouting family.

May then bought the sad news that Dawn was going to be stepping down as DC and the County Team started their search process for a new DC for Sandwell. A search panel of members from the District and the County was set up and all members were notified of the search so they could either nominate themselves or someone else.

The rest as they say is history and now, here I am! I like you am grateful for all the hard work that Dawn did over her time as DC and have a District in a good and solid position in which to continue building on.

After some time together and a series of handover meetings, I found myself as prepared as I could be to begin the next chapter of this Scouting adventure. The District team, I kept the same initially – just so there was some sanity and normality about what was and wasn't going to happen to keep me grounded and to inform me of what plans were already in place. My first big decision was to appoint a new Chair Person – Chris Wallace, who I have to say has been an absolute star and has worked tirelessly to ensure the District is as safe, financially stable and as legal as it could be in this change over period. Can I please use this opportunity to thank Phil Wright for his time as District Chair and for all the guidance and support he offered to the District and the DC in particular. Our new treasurer Gemma also came into post at this time and has hit the ground running when it comes to crunching the numbers and keeping a reign on our spending plans.

So the highlights so far...in no particular order:

*Sandwell opened its first Squirrel Drey in October 2021 at 46th Sandwell

*313th Sandwell Beaver Scout Group finally opened in Nov 2021 and is now growing week on week with a brand new but committed team of amazing adults

*We held our District AGM for the year 2020/2021 online – thank you for appearing as a little box on the screen – it was lovely to see you then – but much better to see you in the flesh now!

*We planned and almost ran the first new District Event – Eat and Meet with Santa, but due to a rise in Covid 19 Cases over the winter months, we decided not to run this event as we didn't want any of our young people, families and volunteers being exposed to any unnecessary germs over the festive holidays.

*Continued to run YL training sessions at District office once the restrictions allowed face to face meetings. This has definitely been needed and been very beneficial as our YL numbers are growing more and more every few weeks.

*The YouShape award badge was launched nationally by HQ giving lots of opportunities for our young people to have more of a say and help shape the future of scouting in their groups and as a District.

*HQ asked us to a “membership head count” in October, just to help them understand the numbers at local level and help them adjust their priorities to support us in the coming months. Thank you to all the GSL’s and Leaders who made this happen – our numbers at this point look promising.

*Many groups were able to attend and support Remembrance Parades and events local to them, which also gave the public the opportunity to see that despite Covid 19, we were still alive and kicking and more important...still relevant and needed by young people, their families and the local community.

*Sandwell has been lucky to have 2 adults selected as Jamboree Unit 90 Leaders for West Mercia and another adult has been successful in her IST application to support at the event. We await news of any young people as their selection event isn’t until next year.

*New and acting GSL’s have been appointed in many groups around the District to lead and drive these groups to even better scouting and opportunities in the future

*The DAAC Team under their Chair’s guidance have continued to provide invaluable support in welcoming new adults into Scouting, discussing potential roles, commitment etc and being the first few friendly faces that encourage them on their Scouting journey – thank you for all this unseen work, time and commitment given to this role

At a District level we again took action to protect our finances as a result of Covid 19 lockdown and the slow release of restrictions by delaying spending on items where possible. Fortunately, a number of Scout Groups benefitted from government funding linked to the business rates they pay for their own buildings again and some other Groups have also been successful in applying for and receiving other smaller sources of funding. This isn’t however equal across the District and each Group’s executive has had to take different actions in 2021 to continue to protect their finances and ensure their continued sustainability.

The District has also benefitted again from funding linked to its buildings that the District Trustees must ensure is used wisely to support the long-term development of Scouting in Sandwell.

Whilst the past year wasn’t quite as challenging as the previous year, we believe Scouts across Sandwell have a lot to be proud of and as we look back, we can see how the efforts of these twelve months have enabled us to bounce back strongly and provide that super quality Scouting we did before. A calendar of District events – some whole District and many for specific sections has been put together and shared with groups. We have tried really hard to listen to you all and take on board as much as we can – your ideas, suggestions and feedback from previous events etc so hopefully the District Team and myself can provide you with a District to be proud of and that you want to Scout in.

The future- January 2022 onwards... hopefully holds...

*Our Awards and Thanks Evening for adults

*The start of District Drop in evenings

*Sports Events, Section Badge days, sleepovers and camps

*Another Squirrel Drey opening (617 Air Scouts)

*Queen's Jubilee Platinum Event

The first few months have been a whirl wind but the amazing people around me have kept me grounded, enthused, motivated and have shown so much support and kindness it is unbelievable.

But remember, Sandwell Scouts is and will always be a TEAM and...

“Together, Everyone Achieves More”

Thank you for all you have done and in advance...thank you for everything you will continue to do and as our Scout promise says... I promise I will do my best for you, your young people, their families and the wider community.

Section E – Financial Review

Brief statement of the charity's policy on reserves

Quantify and explain any designations

The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the District should income and fundraising activities fall short. The District Executive Committee considers that the District should hold a sum equivalent to 12 months running costs, circa £20,000.

The District held reserves of approximately £90,000 against this at year end. This is above the level required for operating expenses.

This is due in part to receiving unexpected income from Government grants for premises occupied by the District. The trustees will take stock of the reserves currently held and consider how best to invest these funds over the coming 12/18 months. This may be to reinvest in some of the District assets to ensure they can be used to support the objectives of the District longer term.

Further financial review details (optional information)

Investment Policy

The District's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The District 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.

The District 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 District Executive considers the cash flow requirements.


Section F – Other Optional Information

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

Section G – Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
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Full Name(s)	Chris Wallace	Nicola Johnson
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Position (eg Secretary, Chair)	Chair	DC
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Date	23/05/2022
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Receipts and payments accounts

For the period from	Period Start Date 1/4/2021	To	Period end date 31/12/21
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted Funds (Groups) to the nearest £	Restricted (Bob Addie Fund) to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Membership Fees	6,976	-	-	6,976	3,650
Short Term Investment Fund Interest	10	-	-	10	74
Interest	-	-	-	-	66
COVID Grants	16,000	40,899	-	56,899	74,313
Other Income	972	405	-	1,377	3
Late Membership Fees	-	-	-	-	287
Events	683	-	-	683	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	24,640	41,304	-	65,944	78,394
Total receipts	24,640	41,304	-	65,944	78,394
A3 Payments					
Membership Fees	14,329	-	-	14,329	21,060
Utilities	5,666	1,839	-	7,504	691
Rates	1,656	332	-	1,988	400
Bank Charges	-	-	-	-	6
Activities & Events	781	-	-	781	-
Insurance	821	-	-	821	-
1st Rowley Regis - Expenses	-	3,176	-	3,176	2,503
Miscellaneous Expenditure	749	65	-	814	-
Uniform	125	-	-	125	-
Repayment of COVID grants	-	42,511	-	42,511	-
Bob Addie Fund	-	-	-	-	2,811
Sub total	24,127	47,923	-	72,049	27,470
Total payments	24,127	47,923	-	72,049	27,470
Net of receipts/(payments)	514	- 6,619	-	- 6,105	50,923
A6 Cash funds last year end	86,795	23,806	4,000	114,601	63,677
Cash funds this year end	87,308	17,187	4,000	108,495	114,601

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Bank Account	66,775	21,187	
	Scout Association Short Term Investment Fund	20,533	-	
	Total cash funds	87,308	21,187	-
B2 Other monetary assets			-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Orchard School Scout HQ	Unrestricted	-	-
	Westbourne Road Scout HQ	Unrestricted	-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Sandwell Scout District

**On accounts for the year
ended**

31/12/2021

**Charity no
(if any)**

1020042

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the 9 month period ended **31/12/2021**.

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:

Date:

22/05/2022

Name:

Chris Smith

**Relevant professional
qualification(s) or body**

ACA

(if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.