

Guildford East District Scout Council 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:

Guildford East Scout Council

Registered charity number

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HQ registration number

1	5	4	2	2			
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Charity's principal address

Scout Association
Nightingale Road
Guildford
Postcode
G U 1 1 E R

President: The Mayor of Guildford

Vice President:

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Denis Lester	District Chair	
2	Dawn Smith	District Secretary	01.04.23 – 04.07.23
3	Sam Ritchie	District Treasurer	
4	Richard Ayears	District Commissioner	
5	Cieran McConaghey	District Youth Commissioner	
6	Robin Beeson	Nominated	
7	Colin Desmond	Elected	01.04.23 – 30.10.23
8	Malcolm Smith	Elected	
9	Geoff Wright	Elected	
10	Michael Neale	Elected	
11	Tom Cornwell	Nominated	
12	Kathy Riddell	Elected	04.07.23 – 31.03.24
13	Michael Eagle	Elected	04.07.23 – 31.03.24

Bank: Lloyds Bank, High Street, Guildford. Surrey

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document 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 the charity is constituted

The District 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

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 District Scout Council 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 and Treasurer together with District Commissioner, Elected Trustees and Co-opted Members meets every 3 months.

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.

Risk and Internal Control

The District 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 District 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 District 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. However additional insurance has been taken out by The District to cover District Leaders who are under 70 years of age under the Personal Injury Plan administered by Unity. Risk Assessments are undertaken before all activities.

Reduced income from fund raising.

The District is primarily reliant upon income from subscriptions. The District does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the District on an ongoing basis, either temporarily or permanently.

Reduction or loss of volunteers.

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 volunteers to an unacceptable level then the Board would seek assistance from other Surrey Districts.

Reduction or loss of members.

The District provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or Group/Explorer Unit as a whole then there would have to be a contraction, consolidation or closure of a section or in the worst-case scenario, the complete closure of the Group.

The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatories for all payments and 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

- During the last year sections within the district participated in an exciting and challenging year of Scouting activities working towards individual badges and awards. The majority of groups sections were able to undertake or at least join a nights away experiences again. There have been overnight hikes, cooking competitions, wide games, camps and fun days amongst the many activities in structured programmes based around three main themes: outdoor and adventure, world and skills.
- Some sections have attended Bazaz, Beavers Go Wild, County Cub Quiz and the cooking competition. District events have been limited however we did hold a new style activity day to celebrate St George's day at Bentley Copse.
- The Scouts and Explorer Scouts have aided other charitable organisations to raise funds and in so doing have raised the profile of Scouting.
- The Scout Active Support Unit has continued to be active and supported events organised at District and County level where they could as well as arranging local activities for members of the Unit.
- District Officers accompanied the District Commissioner at Group AGMs to support communication and encourage good working practice.
- During this last year the district has adopted the revised appointments process which Scouts have developed and no longer has an appointments committee.
- The District Training Manager has supported leaders, District Officers and occasional helpers and steady progress has been made with getting new leaders through their getting started modules in a timely fashion. Work has continued to ensure leaders are fully trained and where appropriate Wood Badges are achieved.

Section C	Objectives and activities (continued)
Additional details of the objectives and activities	The objects of the District are to support and assist our Scout Groups, Explorer Scout Units, Young Leaders and our Scout Active Support Unit to achieve the purpose of the Scout Association by employing the method of the Scout Association.

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.
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Section D	Achievements , Performance and Awards
Summary of the main achievements of the charity during the year	<ul style="list-style-type: none"> • Chief Scout Platinum/Diamond awards were gained across the district by members of the Explorer Sections. • Chief Scout Gold awards were gained by Scouts across the District • Many Cub Scouts have achieved the Chief Scouts Silver Award • Many Beaver Scouts also have achieved the Chief Scouts Bronze Award


Section E	Financial Review
Annual Performance	<p>The District had total receipts for the year to 31 March 2024 of £47,224 and total payments of £21,792, giving an excess of income over expenditure for the year of £25,432. This compares to 2023 receipts of £24,593, payments of £27,186 and excess expenditure over income for the year of £2,593.</p> <p>However, the accounts are prepared on a receipts and payments basis so the figures do not necessarily provide a fair representation of the underlying annual financial performance.</p> <p>All the receipts and payments in the year related to unrestricted funds and activities apart from the receipts and payments relating to the World Scout Jamborees which are funded through the restricted fund set-up for this purpose. .</p>

Brief statement of the charity's policy on reserves. Quantify and explain any designations	<p>Reserves Policy</p> <p>The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The District Trustee Board considers that the group should hold a sum equivalent to 12 months running costs of £20,000.</p> <p>The District held reserves of approximately £95,000 against this at year end. This is above the level required for operating expenses. However this can be partly explained by the £38,000 reserves held by the RGS sponsored Explorer unit.</p>
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Details of any funds materially in deficit (circumstances plus steps to eliminate)	N/A
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Section E	Financial Review (continued)
Further financial review details	<p>Investment Policy</p> <p>The District'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 Charities Official Investment Fund.</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.</p>

Section F	Future Planning
	<p>We will continue to support and maintain a high standard of Scouting within the District.</p> <p>We will develop a closer working relationship with Guildford West District and run joint events,</p> <p>We will grow the competencies of the District Team.</p> <p>We will support future major events which includes World Jamborees, Explorer Belt Expeditions, County and District events, plus the continual Training and Scout Association learning for our existing and new personnel.</p>

Section G	Declaration							
Signature(s)								
Full name(s)	DENIS GORDON JOHN LESTER							
Position	CHAIRMAN							
Date	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; text-align: center;">2</td> <td style="width: 40px; text-align: center;">July</td> <td style="width: 40px; text-align: center;">2</td> <td style="width: 40px; text-align: center;">0</td> <td style="width: 40px; text-align: center;">2</td> <td style="width: 40px; text-align: center;">4</td> </tr> </table>		2	July	2	0	2	4
2	July	2	0	2	4			

Guildford East District Scout Council (Charity no. 1021177) Receipts and Payments Account

Year start date

Year end date

For the year from

01-Apr-23

To

31-Mar-24

Receipts and payments

	2023/24 Unrestricted funds £	2023/24 Endowment Funds £	2023/24 Total funds £	2022/23 Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	26,014	-	26,014	37,879
Less: Membership subscriptions paid on to County	368	-	368	(31,831)
Net membership subscriptions retained	26,382	0	26,382	6,048
Donations	118	-	118	200
Gift Aid	-	-	-	963
Insurance premiums collected	405	-	405	377
Guildford Scout and Guide Shop	5,000	-	5,000	-
Sub total	31,905	-	31,905	7,588
Grants				-
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Fundraising and Activities Income				
Explorer Activities and Camps	7,023	-	7,023	5,877
Scout Active Support Unit Activities	205	-	205	181
District Activities and Camps	5,235	-	5,235	5,123
Jamboree	2,154	-	2,154	5,529
General fundraising	634	-	634	258
Sub total	15,251	-	15,251	16,968
Investment income				
Bank interest	68	-	68	37
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Charities Official Investment Fund	-	-	-	-
Interest on Gift Aid	-	-	-	-
Sub total	68	-	68	37
Total Gross Income	47,224	-	47,224	24,593
Asset and investment sales, etc.	-	-	-	-
Total receipts	47,224	-	47,224	24,593

Guildford East District Scout Council (Charity no. 1021177) Receipts and Payments Account

Year start date

Year end date

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For the year from

01-Apr-23

To

31-Mar-24

2022/23

Receipts and payments

	2023/24 Unrestricted funds £	2023/24 Endowment Funds £	2023/24 Total funds £	2022/23 Total funds £
Payments				
Charitable Payments	-			
Membership payment to County from prior year	-	-	-	-
Adult support, recognition and training	53	-	53	289
Rent and use of facilities	200	-	200	3,851
Mileage	-	-	-	-
Insurance	3,713	-	3,713	-
Printing and Photocopying	-	-	-	-
Uniforms and badges	105	-	105	263
AGM and Trustee Expenses	113	-	113	130
St Georges Day Exps	2,049	-	2,049	217
Donations	-	-	-	220
Admin and other expenses	78	-	78	71
Sub total	6,311	-	6,311	5,041
Fundraising and Activities Expenses				
Explorer Activities and Camps	5,895	-	5,895	6,610
Scout Active Support Unit Activities	269	-	269	236
District Activities and Camps	4,406	-	4,406	6,284
Jamboree	4,060	-	4,060	8,720
General fundraising	-	-	-	20
Sub total	14,630	-	14,630	21,870
Total Gross Expenditure	20,941	-	20,941	26,911
Capital equipment	851	-	851	275
Total payments	21,792	-	21,792	27,186
Net of receipts/(payments)	25,432	-	25,432	(2,593)
Transfers between funds	288	(288)	-	-
Cash funds last year end	64,663	5,163	69,826	72,419
Cash funds this year end	90,383	4,875	95,258	69,826

Guildford East District Scout Council (Charity no. 1021177) Receipts and Payments Account

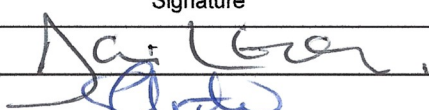

For the year from **01-Apr-23** To **31-Mar-24**

Statement of assets and liabilities at the end of the year

	31-Mar-24	31-Mar-24	31-Mar-24	31-Mar-23
	Unrestricted funds	Endowment Funds	Total funds	Total funds
	£	£	£	£
Cash funds				
Bank current account	67,653	4,875	72,528	69,745
Bank Deposit Account	22,570	-	22,570	1
Building society account	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-
Cash/Floats	160	-	160	80
Total cash funds	90,383	4,875	95,258	69,826
Breakdown of Cash Funds				
District excl ESU and SASU	43,189	4,875	48,064	26,903
RGS Explorer Unit	38,207	-	38,207	38,242
Other Explorer Units and SASU	8,987	-	8,987	4,681
Sub total	90,383	4,875	95,258	69,826
Other monetary assets				
Activity costs due from Groups	3,880	-	3,880	
Capitation due from Groups	48	-	48	10,224
Insurance premiums due from Groups	1,579	-	1,579	-
Sub total	5,507	-	5,507	10,224
Liabilities				
Amounts due to County	-	-	-	3,659
Expenses and reimbursements due to leaders	148		148	1,691
Insurance premiums received from Groups	103		103	-
Other	228	-	228	205
Sub total	479	-	479	5,555

Contingent liabilities and future obligations. The Guildford East and West District Scout Councils are jointly responsible for any losses of the Guildford Scout Centre and Shop. At 31 March 2024 each District's share of the net assets amounted to £21,901 (2023: £29,202), based on the draft accounts.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 2 July 2024 and signed on their behalf by

Signature	Print Name
	Dennis Lester
	Samantha Ritchie

**Independent Examiner's Report to the Trustees of the
Guildford East District Scout Council (Charity no. 1021177)**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024 which comprise the Receipts and Payments Account and Statement of Assets and Liabilities on pages 1 – 3.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 giving me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting 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: *K. Summers.*

Date: *2nd July 2024*

Name: K Summers

Relevant professional qualification or membership of professional bodies (if any): FCA

Address: 7 Clifford Manor Road, Guildford. Surrey GU4 8AG