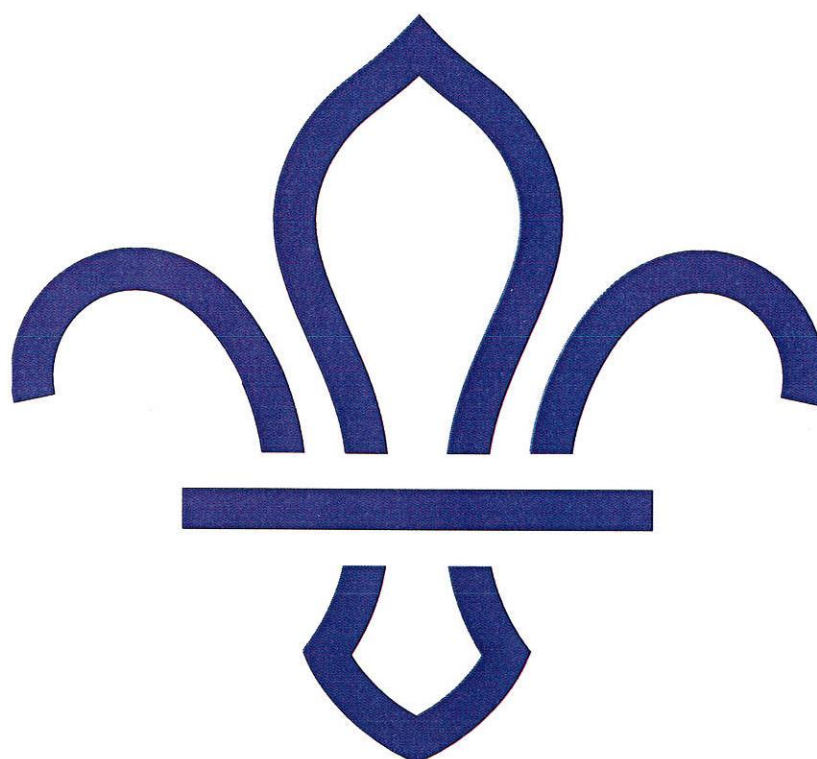


SEAHAVEN DISTRICT SCOUT COUNCIL



TRUSTEES' ANNUAL REPORT
1st January – 31st December 2021

REFERENCE & ADMINISTRATION DETAILS

Seahaven District Scout Council
Registered Charity number 1024082

Principal Address: 33 Station Road, Newhaven, East Sussex, BN9 0NL

Names of the Charity trustees who manage the charity:

Trustee Name	Office (if any)	Dates acted if not for whole year
<i>Ex officio</i>		
Mark Denney	Chair	
Melissa Thompson	District Commissioner	
Ben Hedges	Secretary	
Julie Fowler	Treasurer	
Sharon Bishop	Explorer Scout representative	
vacant	District Scout Network Commissioner	
Mitchell Denney	District Youth Commissioner	

Nominated

Robert Burgoyne
Bob Evans
David Simon

Elected

Gill Child
Ian Edmed
Mirella Wingett

Co-opted

-

Right to attend

County Commissioner and County Chairman

Sub Committees, to which the District Commissioner and District Chairman have the right to attend

District Headquarters Sub-Committee

Ben Hedges Treasurer
Ian Edmed
Richard Marrison
Robert Martin
Vickie Martin
Brandon Rudd

STRUCTURE, GOVERNANCE & MANAGEMENT

The governing documents of Seahaven District Scout Council [herein referred to as The District] 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. The District is a trust established under its rules, which are common to all Scouts. The Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

The District is managed by the District Executive Committee, 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 committee consists of three independent representatives, chair, secretary and treasurer, together with the District Commissioner and nominated, elected and co-opted members. It is intended that the committee is representative of Seahaven Scouting – of sections, Groups and reflective of the range of members.

The District Executive Committee's role is to support the District Commissioner and their team of Commissioners and Advisers in meeting the responsibilities of their appointments, which are laid down by the Scout Association. The Executive Committee also advises the 5 Scout Groups registered at the census on 31st January 2021, some of which are registered independent charities in their own right. In particular it is responsible for finance and property issues. It appoints two sub-committees. The Appointments Advisory Sub-Committee satisfies itself as to the suitability of applicants for Group or District appointments. The District Headquarters Sub-Committee is responsible for the management of this property, within certain delegated powers. Other informal teams manage specific aspects of District affairs such as adult training and support for the training sections.

The Scout District's bankers are Lloyds Bank plc, Blackheath, London. Kevin Alderton FCA of X5 Chartered Accountants, 2 Upperton Gardens, Eastbourne, East Sussex, BN21 2AH independently examines the District accounts.

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 which have been identified are:

- **Damage to building, 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 membership fees, contributes to the Scout Association's national accident policy. In addition, the District obtains additional cover for adults supporting District activities. Risk assessments are undertaken before all activities.

- **Reduced income**

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 Executive committee could raise the value of subscriptions to increase the income to the District on an on-going 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 were a reduction in the number of leaders to an unacceptable level, there would have to be a contraction, consolidation or closure of activities. In the worst case scenario, the complete closure of the District.

- **Reduction or loss of members**

The District provides activities for all young people aged 5¾ to 24. If there were a reduction in membership in a particular section or the District as a whole, then there would have to be contraction, consolidation or closure of activities. In the worst-case scenario, the complete closure of the District.

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.

OBJECTIVES & ACTIVITIES

The aim of the Scout District, as part of the Scout Association, is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. 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.

Scouting has an Equal Opportunities Policy and it has public benefit since it complements the formal education received by the young people who join it. 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.

The Scout District's overall objective is to encourage the development of Scouting in the Seahaven area. It does this by supporting the District Commissioner and their team in ensuring that appropriate administrative and financial arrangements are in place to promote good practice in the Scout District and Groups. In particular it organises certain activities for the young people in the District, which are not provided at a more local level. It manages electronic communications to keep the community, volunteer adults and members informed of activities and developments.

The District Headquarter's Sub-Committee's objective is to manage the building and premises on a commercial basis for the benefit of Scouting. Within this overall objective the site endeavours to provide and improve facilities, particularly those which are attractive to Scouts, to encourage greater use. It also seeks to increase bookings from outside organisations at times when it is not being used by Scouts so as to maximise its income.

FINANCIAL REVIEW

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 retain a sum equivalent to 18 months running costs, circa £7,500 plus funds held by the Explorer Scout and Network sections, which can fluctuate between £3,000 and £15,000, depending on the activities being undertaken. These funds (£6,804 at the end of 2021) are raised by the members of these units and cannot be considered available for use by the District.

At the end of 2021, the District held reserves of £105,550, including the Explorer and Network funds. This balance is above the level required for operating expenses, but continued expenditure is planned at the District Headquarters to ensure compliance with current standards and further development of the premises.

The District operates a break-even policy in relation to activities and requires the District Headquarters Committee to request approval for larger, non-routine items of expenditure.

The District's income and expenditure is small and, as a consequence, has adopted a low risk strategy to the investment of its funds, which are held as cash using only mainstream banks or building societies.

The District Executive regularly monitors the levels of bank balances and the interest rates received to ensure the District 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 making such deposits, the District Executive considers the cash flow requirements.

DECLARATION

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

Signed on behalf of the charity's trustees:



Name(s) Mark Denney
Position District Chairman
Date 9 June 2023

Allan Bishop
District Commissioner
9 June 2023

Receipts and Payments Accounts for the year ending 31st December 2021

	Unrestricted funds	2021	2020
RECEIPTS	£	£	£
Net membership fees	1,247	1,247	1,456
Activities	-	-	-
Badge sales	-	-	44
Gift Aid	-	-	-
Fundraising	-	-	32
WSJ 2019	-	-	-
EuroJam 2020	-	-	670
Grants	-	-	10,000
Other	21,071	21,071	-
Sub-total	22,318	22,318	12,202
 District sections			
Net subscriptions	2,269	2,269	(407)
Activities	1,414	1,414	(20)
Fundraising	-	-	32
Scarves, badges, etc.	29	29	115
T-shirt sales	72	72	-
Donations	1,250	1,250	-
Sub-total	5,034	5,034	(280)
 DHQ			
Hire of Premises	4,255	4,255	2,811
Grants	17,907	17,907	-
Fees	-	-	-
Sub-total	22,162	22,162	2,811
 Investment income			
Interest received	-	-	32
Total receipts	49,514	49,514	14,765
 PAYMENTS			
Activities	540	540	(1,755)
Scarves & Badges	-	-	-
Administration	1,266	1,266	390
Insurance	-	-	-
Fundraising costs	-	-	1,072
Fund distribution	-	-	3,570

WSJ 2020	-	-	-
Eurojam 2020	-	-	(3,768)
T-shirts (revolution)	120	120	-
Bank Charges	96	96	-
	2,022	2,022	(491)
District sections			
Activities	872	872	395
Rent	-	-	688
Equipment	653	653	268
Scarves, badges, etc.	-	-	346
Sub-total	1,525	1,525	1,697
DHQ			
Maintenance	2,158	2,158	3,821
Utilities & rates	2,050	2,050	1,788
Insurance	907	907	785
Returned Deposit	58	58	-
Sub-total	5,173	5,173	6,394
Total payments	8,720	8,720	7,600
Net of receipts/(payments)	-	40,794	7,165
Transfers between funds	-	(23,565)	-
Funds brought forward	-	88,321	81,156
Funds carried forward		105,550	88,321

Statement of Assets and Liabilities at 31st December 2021

	Unrestricted funds	2021	2020
	£	£	£
Cash funds			
Seahaven (Barclays)	-	-	9,465
Seahaven (Lloyds)	27,463	27,463	8,198
CCLA	-	-	11,606
Active Support (Barclays)	998	998	998
Active Support (Cash)	6	6	6
Dragoons (Current)	5,789	5,789	1,664
Dragoons (Deposit)	-	-	1,066
Dragoons (Cash)	-	-	34
Vanguard (Current)	769	769	1,863
Vanguard (Cash)	246	246	131
DHQ (Barclays)	70,279	70,279	53,290
Cash at bank and in hand	<u>105,550</u>	<u>105,550</u>	<u>88,321</u>
 Assets retained for own use			
Land and buildings ¹		-	-
		<u>105,550</u>	<u>88,321</u>
 Liabilities		-	-
 Net assets at 31st December		<u><u>105,550</u></u>	<u><u>88,321</u></u>

Notes

- The trustees have taken the decision not to include the value of assets within the accounts, as it can suggest that the District has more money available than it does. Aside from the District Headquarters, the majority of the District's assets are low value items of equipment.

Approved and signed on behalf of all the trustees

Mark Denney: 

Allan Bishop:

Date of approval: 9 June 2023

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
OF SEAHAVEN DISTRICT SCOUT COUNCIL**

I report on the accounts of the Trust for the year ended 31st December 2021, which are set out on pages 7 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity'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 Charity Commission (under section 145(5)(b) of the 2011 Act; and
- 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

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 account records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Saad Bin Riaz

Saad Bin Riaz

X5 Xeinadin Group, 2 Upperton Gardens, Eastbourne, East Sussex BN21 2AH

Dated: 8 June 2023

