

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 0

to end date

3 1 0 3 2

Section A

Reference and administration details

Charity name

Medway Towns District Scout Council

Other names the charity is known by

Registered charity number (if any)

3 0 3 4 3 4

HQ registration number

1 0 0 0 1 2 0 3

Charity's principal address

120A Ballens Road

Chatham

Kent

Postcode

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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 whole year
1	John Russell Brisley	District Commissioner	
2	Dan Martin	District Commissioner	
3	David Andrew Knight	District Commissioner	
4	Steven Slater	District Explorer Scout Commissioner	
5	Ben Jordan King	Scout Network Commissioner	
6	Henry James Brackley		
7	Tyler Rodberg		
8	Sverre Ben Clark Sverresonn		
9	David Smith	Secretary	Apr 20 - Jul 20
10	Tracy Knight	Treasurer	
11	Graham Hancock		
12	Graeme Pryke		
13	Paul Anthony Randall		
14			
15			

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

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

Type of advisor	Name	Address
Bankers	Barclays	Chatham
	Nat West	Larkfield
	HSBC	Chatham
	Santander	West Malling

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 The Scout Association. They consist of a Royal Charter, which then gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

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

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

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 appropriate.

Policies and procedures adopted for:

The Committee consists of 3 independent representative Chair, Treasurer and Secretary together with the 3 District Commissioners together with the District Explorer Commissioner and Scout Network Commissioner along with Youth Commissioners and four elected members, and meets every 2 months.

a) the induction and training of trustees; b) trustee consideration of major risks and the systems and procedures to manage them

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the 5 months of joining the committee.

This District Executive Committee exists to support the District Commissioners in meeting the responsibilities of 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.

Section B**Structure, governance and management (continued)****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 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 payments and a comprehensive insurance policy to ensure that insurable risks are covered.

The District owns the freehold of its campsite known as Buckmore Park. The Deeds are held by three Holding Trustees, Mr J Holder, Mr K Holford and Mr G Jessup. The District has granted a licence to a charity, Buckmore Park Scout Centre CIO (charity no. 117439) to operate the day to day activities of the campsite. Two of the Holding Trustees, Mr K Holford and Mr G Jessup, along with P Randall and Mr S Slater are also trustees of that charity.

Section C	Objectives and activities
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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 grantmaking;
- 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.

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

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Section E**Financial Review**

Brief statement of the charity's policy on reserves

Reserves Policy

should income and fundraising activities fall short. District Executive Committee considers that the District should hold the sum of £68,000.00 in reserve. At a meeting of the District Executive Committee held on the 20th of February 2020, a review of this figure was held and a resolution passed that this figure be amended to £28,000.00.

Covid-19

There has been no noticeable effect of COVID-19 on District funds for the current financial year. Whilst a fall in membership was noticeable the District held sufficient reserves to cover any potential shortfall. The District worked hard to ensure that additional support for Groups was provided during the suspension of face to face Scouting.

Quantify and explain any designations

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

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Further financial review details (optional information)

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

- the charity's principal sources of funds (including any fundraising);

Investment Policy

The District's Income and Expenditure is very small and in 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 either mainstream banks or building societies or The Scout Association's Short Term Investment Service.

- how expenditure has supported the key objectives of the charity;

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 doing so the District Executive considers the cash flow requirements.

- investment policy and objectives;

Section F**Other Optional Information**

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

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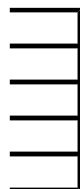
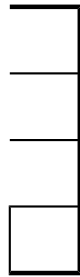
Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)	John Brisley	Tracy Knight
Full name(s)	JOHN BRISLEY	TRACY KNIGHT
Position (eg Secretary, Chair)	District Commissioner	Treasurer
Date	0 7 0 9 2 1	

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Medway Towns District Scout Council

Receipts and Payments Account

For the year from	04/01/2020	To
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Receipts and payments

2020/2021

	Unrestricted funds	Restricted funds MAST	Restricted / Designated funds	Buckmore Park Holding Trustees
	£	£	£	£
Receipts				
Donations, legacies and similar income				
Membership subscriptions	51,473	-	-	-
Less: Membership subscriptions paid on (National/County/Area/District) <small>enter figures with a minus sign</small>	- 41,624	-	-	-
Net membership subscriptions retained	9,849	-	-	-
Donations	-	-	-	-
Badge receipts	1,409	-	-	-
Jamboree	-	-	-	-
EJ2020 refunds	-	-	11,496	-
Gift Aid	-	-	-	8,984
Equipment Hire	10	-	-	-
Capitation Rebate	733	-	-	-
Sub total	12,001	-	11,496	8,984
Activities				
District	-	-	-	-
Fun Day	-	-	-	-
Beaver Scouts	-	-	-	-
Cub Scouts	-	-	-	-
Scouts	-	-	-	-
Explorer Scouts/ Network	-	-	-	-
MAST	-	-	-	-
Sub total	-	-	-	-
Investment income				
Bank interest	314	-	-	40
Interest Received on Group Loan	260	-	-	-
Group Loan Repayment	3,333	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-

Sub total	3,907	-	-	40
<i>Total Gross Income</i>	15,908	-	11,496	9,024
Asset and investment sales, etc.	-	-	-	-
<i>Total receipts</i>	15,908	-	11,496	9,024

Medway Towns District Scout Council

Receipts and Payments Account

Year start date

For the year from	04/01/2020	To
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Receipts and payments

2020/2021

	Unrestricted funds £	Restricted funds MAST £	Restricted / Designated funds £	Buckmore Park Holding Trustees £
Payments				
Charitable Payments				
Capitation rebate to Groups	-	-	-	-
Explorer Scout YL training	-	-	-	-
Room Hire	-	-	-	-
Loan to Group (See note 2)	-	-	-	-
Donations and Grants	250	-	-	-
Film Licence	473	-	-	-
AGM, Trustee Administrative and IT Expenses	57	-	-	-
District Team Expenses	-	-	-	-
2nd Cliff Payments	-	-	-	-
District HQ	-	-	-	-
Insurance	327	-	-	-
Equipment	-	-	-	44,730
Professional Fees/ Donation	-	-	-	150
BP Site Development / Equipment	-	-	-	-
BP Site Maintenance & Crew exp.	-	-	-	-
EJ2020 Payments	-	-	-	-
Jamboree payments	-	-	-	-
Badge Purchases	1,902	-	-	-
Sub total	3,009	-	-	44,880
Activities				
District events	-	-	-	-
District Fun Day	-	-	-	-
Beaver Scouts Events	-	-	-	-
Cub Scout Events	-	-	-	-
Scout Events	-	-	-	-
Network Events / Flag	-	-	-	-
MAST	-	-	-	-
Sub total	-	-	-	-

Total Gross Expenditure	3,009	-	-	44,880
Asset and investment purchases, etc.	-	-	-	-
Total payments	3,009	-	-	44,880
Net of receipts/(payments)	12,899	-	11,496	- 35,856
Transfers between funds	- 2,000	-	2,000	
Cash funds last year end	91,812	12,476	9,651	94,500
Cash funds this year end	102,711	12,476	23,147	58,644

Statement of assets and liabilities at the end of the year

31st March
2020

	Unrestricted funds	Restricted funds MAST	Restricted / Designated funds	Buckmore Park Holding Trustees
	£	£	£	£
Cash funds				
Bank current account - badge account	1,649	-	-	-
Bank current account - general account	71,181	2,476	21,147	-
Bank deposit account - general account	21,878	-	-	-
Bank current account - B/Park	-	-	-	19,492
Bank deposit account - B/Park	-	-	-	39,152
The Scout Association Short Term Investment Service	10,000	10,000	-	-
Cash/Floats	3	-	-	-
Total cash funds	104,711	12,476	21,147	58,644
Other monetary assets				
Loan - 6th Medway (see note 2)	10,603	-	-	-
Group/ Unit Subscriptions not yet received	9,685	-	-	-
Insurance claim	-	-	-	-
Sub total	20,288	-	-	-
Investment assets				
Investment property - detail	-	-	-	-
Quoted investments	-	-	-	-
Other investments - detail	-	-	-	-
Sub total	-	-	-	-
Non monetary assets for charity's own use				
Badge stock	3,262	-	-	-
Shop stock	-	-	-	-
Other stock	-	-	-	-
Land and buildings - B/Park	-	-	-	284,000
Maintenance Equipment - B/Park	-	-	-	70,650
Scouting equipment, furniture etc.	6,721	-	-	-
Other	-	-	-	-
Sub total	9,983	-	-	354,650
Liabilities				
Capitation refunds for 2 years	909	-	-	-
EJ 2020 Participants refunds	-	-	5,362	-
Sub total	909	-	5,362	-

**Contingent liabilities and
future obligations**

**The above receipts and payments account and statement of assets and liabilities were
Trustees on 7th September 2020 (the date of the Executive Committee meeting that a
accounts) and signed on their behalf by**

Signature

John Brisley
Tracy Knight

Print Name

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Year end date

03/31/2021

2019/2020

Total funds Total funds

£

£

51,473	54,083
- 41,624	59,373
9,849	- 5,290
-	1
1,409	5,027
-	1,680
11,496	9,749
8,984	-
10	10
733	722
32,481	11,899
-	1,275
-	-
-	3,455
-	1,107
-	120
-	-
-	11
-	5,968
354	224
260	418
3,333	2,582
-	579

3,947	3,803
-	
36,428	21,670
-	
-	-
36,428	21,670

Year end date

03/31/2021

2019/2020

Total funds Total funds

£

£

-	528
-	88
-	-
-	-
250	-
473	459
57	50
-	214
-	693
-	-
327	151
44,730	1,046
150	375
-	15,131
-	-
-	13,300
-	3,475
1,902	4,131
47,889	39,641
-	1,475
-	3,141
-	3,243
-	1,086
-	179
-	218
-	174
-	6,375

47,889	46,016
-	-
-	
47,889	46,016
- 11,461	- 24,346
-	-
208,439	232,785
196,978	208,439

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**31st
March
2020**

**Total funds Total
funds**

£

£

1,649	11,045
94,804	4,263
21,878	21,869
19,492	9,763
39,152	75,112
20,000	85,000
3	1,387
196,978	208,439
10,603	13,243
9,685	14,199
-	-
20,288	27,442
-	-
-	-
-	-
-	-
3,262	2,883
-	-
-	-
284,000	284,000
70,650	25,920
6,721	5,721
-	-
364,633	318,524
909	-
5,362	-
6,271	-

**e approved by the
approved the**

CT COMMISSIONER

TREASURER

Independent examiner's report to the trustees of Medway Towns District Scout Council

I report to the trustees on my examination of the accounts of the Medway Towns District Scout Council for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity trustees of the Medway Towns 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 Medway Towns 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 Medway Towns 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:

Helen Shepherd

Relevant professional qualification or membership of professional bodies (if any): FCCA, MAAT

Address: 43 Mayford Road, Lordswood, Kent

Date: 30/08/2021