

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	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	<div style="text-align: center; margin-bottom: 5px;">40 ELM Avenue</div> <div style="margin-bottom: 5px;">Chatham</div> <div style="margin-bottom: 5px;">Kent</div> <div style="display: flex; justify-content: space-between; font-size: small;"> Postcode M E 4 6 E R </div>

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 Marc Harris	Chair	
3 David Andrew Knight	District Commissioner	
4 Steven Slater	District Explorer Scout Commissioner	
5 Graham Hancock		
6 Henry James Brackley		
7 Paul Anthony Randall		
8 Sverre Ben Clark Sverresonn		
9 Graeme Pryke		
10 Alice Canty	Treasurer	
11 Sarah Edmonds Magee		
12 Kara Cooper		
13 Robbie Riddell		
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 in turn 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 as appropriate.

Policies and procedures adopted for:

The Committee consists of 3 independent representatives, 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 first 5 months of joining the committee.

This District Executive Committee exists to support the District Commissioners 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.

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

The District owns the freehold of its campsite known as Buckmore Park. The Deeds are held by two Holding Trustees, Mr J Holder and Mr K Holford. 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. One of the Holding Trustees Mr K Holford, along with Mr P Randall, Mrs Susan Harris, Mrs Michelle Kagen 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	<p>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.</p> <p>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.</p> <p>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.</p>
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Summary of the main activities in relation to these objects	
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Additional details of the objectives and activities (optional information but encouraged as best practice)

You may choose to include further statements, where relevant, about: <ul style="list-style-type: none"> • policy on grantmaking; 	
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- 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

Section E Financial Review

Brief statement of the charity's policy on reserves

Reserves Policy

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 the sum of £28,000.00 in reserve.

Quantify and explain any designations

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

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 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.

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

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)	John Brisley	Alice Canty						
Full name(s)	JOHN BRISLEY	Alice Canty						
Position (eg Secretary, Chair)	District Commissioner	Treasurer						
Date	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">3</td> </tr> </table>		0	4	1	0	2	3
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Medway Towns District Scout Council Receipts and Payments Account

Year start date		Year end date		
For the year from	4/1/2022		To	3/31/2023

Receipts and payments

	2022/23				2021/22	
	Unrestricted funds	Restricted funds MAST	Restricted/ Designated funds overseas trips	Buckmore Park Holding Trustees	Total funds	Total funds
	£	£	£	£	£	£
Receipts						
Donations, legacies and similar income						
Membership subscriptions	85,870	280	-	-	86,150	67,221
Donations		600	-	-	600	838
EJ 2020 Refunds			-	-	-	-
Gift Aid			-	-	-	-
Capitation rebates			-	-	-	484
Sub total	85,870	880	-	-	86,750	68,543
Grants						
Maintenance grant	-	-	-	-	-	-
Other grants	-	-	-	100	100	-
Sub total	-	-	-	100	100	-
Fundraising events (gross)						
Badge sales	7,612	-	-	-	7,612	5,391
Equipment hire		-	-	-	-	-
Jamboree receipts	-	-	13,502	-	13,502	200
Other fundraising activities	-	10	-	-	10	-
Sub total	7,612	10	13,502	-	21,124	5,591
District Activities						
Section Activities	3,524	-	-	-	3,524	2,978
Mast		-	-	-	-	220
District Activities	1,231	-	-	-	1,231	800
Sub total	4,755	-	-	-	4,755	3,998
Investment income						
Bank interest	96	-	-	48	144	16
Interest on Group Loan		-	-	-	-	166
The Scout Association Short Term Investment Service	645	121	-	-	766	21
Group Loan Repayments		-	-	-	-	10,177
Sub total	741	121	-	48	910	10,380
Total Gross Income	98,978	1,011	13,502	148	113,639	88,512
Asset and investment sales, etc.	-	-	-	-		-
Total receipts	98,978	1,011	13,502	148	113,639	88,512

Medway Towns District Scout Council Receipts and Payments Account

Year start date		Year end date		
For the year from	4/1/2022		To	3/31/2023

Receipts and payments

sx	2022/23				2021/22	
	Unrestricted funds	Restricted funds MAST	Restricted/ Designated funds overseas trips	Buckmore Park Holding Trustees	Total funds	Total funds
	£	£	£	£	£	£
Payments						
Charitable Payments						
Membership subscriptions paid on (National/County/Area/District)	126,331	-	-	-	126,331	
Youth programme and activities	10,667	450		-	11,117	3,029
Adult support and training	-	-	-	-	-	-
Admin	16	-	-	-	16	350
Jamboree 2023 Payments	-	-	21,700	-	21,700	8,551
Electricity and Gas	-	-	-	23	23	-
Insurance	385	-	-	-	385	334
Repairs and Renewals	-	-	-	-	-	-
Equipment						46,583
Printing and photocopying	-	-	-	-	-	-
Professional fees	4,180	-	-	-	4,180	21
Bank charges	-	-	-	60	60	26
AGM and trustee expenses	-	-	-	-	-	
Donations and Grants	-	752	-	-	752	355
Film licence	-	-	-	-	-	
Capitation rebates paid to Groups	114	-	-	-	114	741
Sub total	141,693	1,202	21,700	83	164,678	59,990
Fundraising expenses						
Badge purchases	7,136	-	-	-	7,136	5,190
Detail 2	-	-	-	-	-	-
Detail 3	-	-	-	-	-	-
Other fundraising costs	-	-	-	-	-	-
Sub total	7,136	-	-	-	7,136	5,190
Total Gross Expenditure	148,829	1,202	21,700	83	171,814	65,180
Asset and investment purchases etc	-	-	-	-		-
Total payments	148,829	1,202	21,700	83	171,814	65,180
Net of receipts/(payments)	- 49,851	- 191	- 8,198	65	- 58,175	23,332
Transfers between funds	-		2,500	-	-	-
Cash funds last year end	173,276	12,380	20,477	13,870	220,003	196,671
Cash funds this year end	120,925	12,189	14,779	13,935	161,828	220,003

Medway Towns District Scout Council Receipts and Payments Account

	Year start date		Year end date
For the year from	4/1/2022	To	3/31/2023

Statement of assets and liabilities at the end of the year

	31st March 2023				3/31/2022	
	Unrestricted funds	Restricted funds MAST	Restricted/ Designated funds overseas trips	Holding Trustees funds	Total funds	Total funds
	£	£	£	£	£	£
Cash funds						
Bank current account - Badge Account	568	-	-	-	568	601
Bank current account -General Account	23,377	1,658	14,779		39,814	98,239
Bank deposit account General Account	21,977	-	-	-	21,977	21,880
Bank current account - B/park		-	-	1,933	1,933	916
Bank deposit account B/park		-	-	12,002	12,002	12,954
The Scout Association Short Term Investment Service	75,000	10,531			85,531	85,410
Cash Float	3	-	-	-	3	3
Total cash funds	120,925	12,189	14,779	13,935	161,828	220,003
	ok	ok	ok	ok	ok	ok
Free balances with receipts and payments a/c)						
Other monetary assets						
Group loan	-	-	-	-	-	-
Group /Unit Subscriptions not yet paid		-	-	-	-	6,497
	-	-	-	-	-	6,497
Sub total						
Investment assets						
Investment property - detail	-	-	-	-	-	-
Quoted investments	-	-	-	-	-	-
Sub total	-	-	-	-	-	-
Non monetary assets for						
Badge stock	2,351	-	-	-	2,351	4,327
Shop stock	-	-	-	-	-	-
Other stock	-	-	-	-	-	-
Land and buildings B/Park	-	-	-	328,730	328,730	328,730
Maintenance equipment B/park	-	-	-	70,650	70,650	70,650
Scouting equipment, furniture etc	6,721	-	-		6,721	6,721
	9,072	-	-	399,380	408,452	410,428
Sub total						
Liabilities						
Capitation rebates	484	-	-	-	484	484
Subscriptions not paid to County	-	-	-	-	-	56,848
Loan - detail	-	-	-	-	-	-
Other liabilities						
Sub total	484	-	-	-	484	57,332
Total net assets	129,513	12,189	14,779	413,315	569,796	579,596

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Chair

Treasurer

Marc Harris

Alice Carty

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 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 2023.

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):

ACCA, MAAT

Address:

43 Mayford Road, Lordswood, Kent ME5 8QZ

Date:

18-08-2023