

**ROMFORD DISTRICT SCOUT COUNCIL**  
**ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**  
**REGISTERED CHARITY NUMBER 303701**

**ROMFORD DISTRICT SCOUT COUNCIL**  
**INDEX**

Page 1 - 4	Trustees' Report
Page 5	Income and Expenditure Account
Page 6	Balance Sheet
Page 7	Notes to the accounts
Page 8	Accountant's Independent Report

# Report of the Trustees for the Year Ended 31 March 2023

The Trustees present their report and financial statements for the year ended 31 March 2023

## Charity Details

Charity Name	Romford District Scout Council
Registered Charity Number:	303701
District Registration Number	132545
Charity's Principal Address	24 Park Drive, Romford, RM1 4LH
Bankers	Barclays Bank Plc, 36/38 South Street, Romford, RM1 1RH Lloyds Bank Plc, 1 Market Place, Romford, RM1 3AA
Independent Examiner	Louise Joubert

## Board of Trustees:

District Commissioner	Dean Jefferys
District Chair	Julien Rawle
District Treasurer	Colin Shepherd
District Secretary	Penelope Williams
District Youth Commissioner	Reece Wiltshire
District Explorer Scout Commissioner	TBA
District Network Commissioner	Scott Riches
District Appointments Secretary	Adam Vale
Warden DHQ	Geoffrey Hutton
Elected Member	Elizabeth Godden
Elected Member	Jack Tape

## Governance

### Governing Document:

Romford District Scout Council'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.

### Charities Constitution:

The District is a trust established under its rules of The Scout Association which are common to all Scouts of the United Kingdom.

## Trustee Selection:

The trustees are appointed in accordance with Policy, Organisation and Rules of The Scout Association.

## Policies and Procedures

The District is managed by the District Trustee Board, 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 the legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Members of the Trustee Board complete Module 1 Essential Information, Safety, Safeguarding, GDPR and

Trustee Introduction training within the first 5 months of joining the Committee.

The District Trustee Board exists to support the District Commissioner in meeting the responsibilities of their appointment. It meets at least 4 times a year.

Members of the Trustee Board must act collectively as Charity Trustees of the Scout Association, in the best

Interest of its members to:

Comply with the Policy, Organisation and Rules of The Scout Association.

- Protect and maintain any property and equipment owned by and/or used by the District.

- Manage the District finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally.
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any Sub-Committees, including appointing a Chair to lead the Sub-Committees.
- Ensure that young people are meaningfully involved in decision making at all levels within the District.
- The opening, closure and amalgamation of Groups, Explorer Scout Units, Scout Network and District Supporters as necessary.
- Appoint and manage the operation of any an Appointment Advisory Committee, including appointing an Appointments Committee Chair to lead it.
- Supervising the administration of Groups, particularly in relation to finance and the trusteeship of Property.

The Trustee Board must also:

Appoint Administrators, Advisers, and co-opted members of the Executive Committee.

Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, Independent Examiner or Scrutineer.

## Risk and Internal Control

The Trustee Board routinely monitor the District key risks and put in place measures to manage them appropriately. The Trustees have identified the following key risks faced by the charity.

**A safeguarding incident involving Scouting members.** This is mitigated through following The Scout Association's

Adult appointment process which includes carrying out DBS checks for those performing regulated activity; a national vetting process: and a clear system for reporting concerns.

Volunteers are required to complete mandatory

## Romford District Scout Council

safeguarding training within the timeframes set out in the Policy, Organisation and Rules of The Scout Association. Training completion and renewal is monitored by the County Trustee Board through monthly reporting. The District Commissioner and District Chair take the lead on monitoring compliance.

**Risk to the health and safety of Scouting members.** There is mandatory safety training for volunteers which is monitored by the Trustee Board through monthly reporting of completion and renewal data; adherence to the requirements of the adventurous activity permit scheme; and following the provisions of the Policy, Organisation and Rules of The Scout Association. In addition, routine planned and preventative maintenance is carried out at the District HQ and Crow Camp to protect the health and safety of those using the facilities.

### Internal Controls

The District has placed systems of internal control that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories (or online approvals for all payments).

The District has comprehensive insurance policies to ensure risks are covered. These include insurance for non-members attending Scouting activities and events. Risk assessments are required for all scouting activities including both indoor and outdoor activities.

### Objectives and Activities

#### Charity Objectives

The charity's objective is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.

### 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.

Romford District Scout Council

### **Charity Activities**

Scouting is open to all young people between the ages of 4 and 25, irrespective of their background, ethnic origin, nationality, race, gender, marital or sexual status, mental or physical ability, financial status, political or religious beliefs.

The Scout District incorporates the geographical areas of Romford, Collier Row, Gidea Park, Harold Hill, Havering and Squirrels Heath which are situated in the Greater London Borough of Havering. Romford Scout District is part of Greater London North East Scout County.

The District's role is to support the Groups within its area of operation. It does this through supporting the development of Scouting, the provision of training and other services, and the running of events and activities for young people.

### **Public Benefit Statement**

The District meets the Charity Commission's public criteria under both the advancement of education and the advancement of citizenship or community development headings.

### **Financial Review**

The District's policy on reserves is to hold bank balances and the interest rates received to ensure the District obtains maximum value from its banking arrangements. Sufficient resources to continue the charitable activities of the District should income and fundraising fall short.

### **Charity Achievements**

In 2022 the District opened a District Network Scout Unit for young people to continue in Scouting between the ages of 18 to 25.

The District continues to redevelop Crow Camp, our District camp site and are now developing plans for the future of our District Headquarters.

### **Declaration**

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

Signed on behalf of the charity's Trustee Board:

**Julien Rawle**  
District Chair

**Colin Shepherd**  
District Treasurer

Date

Date



## Romford District Scouts

### Statement of Financial Activities for the year ended 31 March 2023

#### INCOME AND EXPENDITURE ACCOUNT

	3/31/2023	Notes
<b>INCOME - UNRESTRICTED</b>		
Member Fee (Net) - District	0.00	
District HQ and Crow Camp Rental Income	804.00	
Adult Training & Development	270.00	
Beaver Activities	830.00	
Cub Activities	9,929.20	
Explorer Activities	12,884.00	
Scout Shop	1,616.22	
Donations, Fund Raising, Gift Aid	20,521.06	
Investment Income and Bank Interest	5,079.19	
Int. Trip Member Balance	3,738.26	
<b>TOTAL INCOME</b>	<b>55,671.93</b>	
<b>EXPENDITURE</b>		
Member Fees Net - District	1,586.20	
District HQ and Crow Camp Costs	4,187.24	
Training	2,637.84	
Beaver Activities	646.50	
Cub Activities	9,077.73	
Explorer Activities	20,292.01	
Explorer International Camp Expenses	3,188.95	
Network Activities	165.60	
Loss on Scout Shop Stock	4,876.50	
District Events	6,895.66	
Jack Petchey D of E Equipment	1,720.89	
Officers & Sundry Expenses	2,792.16	
Equipment	137.89	
Minibus and Van	1,692.86	
Crow Camp Development	7,894.52	
WSJ - South Korea Funding for Explorers	16,600.00	
Depreciation on FF and Equipment	4,232.58	
<b>TOTAL EXPENDITURE</b>	<b>88,625.13</b>	
<b>(DEFICIT) FOR THE YEAR</b>	<b>-32,953.20</b>	

**Romford District Scouts****Statement of Financial Activities for the year ended 31 March 2023****STATEMENT OF ASSETS, LIABILITIES AND FUNDS**

	<b>3/31/2023</b>	Notes
<b>FIXED ASSETS</b>	38,092.50	AA
<b>CURRENT ASSETS</b>		
Barclays Bank Current Account	8,006.55	
Barclays Bank Reserve Account	40,256.40	
District Shop Account	0.00	
Lloyds Explorer Account	47,848.59	A1
<b>Bank Accounts</b>	<u>96,111.54</u>	
Hampshire Trust Bank	0.00	A2
Cambridge Building Society	0.00	A2
Teachers Building Society	0.00	A3
Skipton Building Society	100,000.00	A3
Nationwide Building Society	0.00	A3
Nationwide Building Society	86,887.12	A2
Redwood Bank	45,000.00	
Buckinghamshire Building Society	70,000.00	
Hinckley Building Society	50,000.00	
Vernon Building Society	50,000.00	
United Trust Bank	50,000.00	
United Trust Bank	50,000.00	
<b>Investment Accounts</b>	<u>501,887.12</u>	
Shop and Badge Stock	125.00	
Prepayments	741.50	
Accrued Investment Interest	1,540.80	A2/A3
	<u>2,407.30</u>	
<b>TOTAL ASSETS</b>	<u><u>638,498.46</u></u>	
<b>CURRENT LIABILITIES</b>		
Accrued Expenses	1,400.44	
International Trip Member Balances - Iceland	6,500.00	L1
<b>TOTAL LIABILITIES</b>	<u>7,900.44</u>	
<b>NET ASSETS LESS LIABILITIES</b>	<u><u>630,598.02</u></u>	
<b>FUNDS</b>		
Total Accumulated Fund	117,127.83	
<b>RESTRICTED FUNDS:</b>		
Bunny Warren Legacy	20,331.93	F1
DHQ Redevelopment	451,210.14	F2
Crow Camp Redevelopment	41,928.12	F3
<b>TOTAL FUNDS</b>	<u><u>630,598.02</u></u>	

## Notes to the Financial Activities for year ending 31st March

### Assets

Fixed Assets

Fixtures, Fittings and Equipment

2023

Additions

42,325.08

Depreciation over 10 years

-4,232.58

38,092.50

A1 Explorer bank account holds deposits and savings for international trips.

A2 Investments that pay interest directly to the funds.

A3 Investment that pay interest to the District bank account

All investments have been reviewed where appropriate.

### Liabilities

L1 Deposits and savings for Explorer overseas trips

### Funds

F1 Bunny Warren legacy fund - no movement in the year

F2 DHQ Redevelopment Restricted fund- no movement in year

F3 Unspent Balance of Crow Camp restricted redevelopment fund

L1 Deposits and savings for Explorer overseas trips

**3/31/2022**

0.00

180.00

0.00

0.00

7,745.10

18,677.00

239.54

11,973.83

2,424.70

0.00

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41,240.17

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1,999.50

12,421.10

260.45

0.00

7,729.06

12,177.75

3,048.56

0.00

20.00

550.48

1,441.78

481.09

302.99

2,362.70

3,962.21

0.00

0.00

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46,757.67

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-5,517.50

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**3/31/2022**

0

17,121.45

100,010.01

4,324.60

79,424.12

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200,880.18

106,105.76

103,418.15

100,000.00

100,000.00

20,000.00

66,826.65

0.00

0.00

0.00

0.00

0.00

0.00

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496,350.56

5,001.50

584.50

869.74

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6,455.74

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703,686.48

115.80

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40,018.70

40,134.50

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663,551.98

83,261.43

36,931.93

451,210.14

92,148.48

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663,551.98

### **Debtors and Prepayments**

Stock 125.00

Explorer Unit Expenses 171.50

Hosting Fees for Explorers 570.00

Accrued Interest 1,540.80

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2,407.30

### **Creditors and Accruals**

Explorer Unit Expenses 428.44

D of E Gold 720.00

K22 Overpaid 60.00

Subs Overpaid 192.00

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1,400.44

Iceland Receipts 6,500.00

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7,900.44

**2023**

## **Income and Expenditure**

2022
0.00
0.00
<hr/>
<b>0.00</b>

- 1 Cubs and Explorer activities resume.
- 2 Fewer Covid grants received
- 3 Interest rates were lower
- 4 District subsidised the youth membership fee for Groups
- 5 Tree surgery cost at Crow Camp of £4655 increased exp
- 6 Fewer costs incurred due to cancelled trip.
- 7 Minibus back on the road

i.  
enditure.

# Statement of Accounts – year ending 31st March 2023

## Romford District Scouts

### Independent Scrutineers Report for the

### Statement of Financial Activities for the year ended 31st March 2023

I report on the accounts of the Trust for the year ended 31st March 2023.

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 evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### **In connection with my examination, no matter has come to my attention:**

1. which gives me reasonable cause to believe that there are any material items,
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts,
3. which give me reasonable cause to believe that the finance function, as defined in the Scout District Association Constitution, are not being met.

## **Louise Joubert**

Ms L Joubert