



AXE DISTRICT
EXECUTIVE BOARD OF TRUSTEES

TRUSTEES ANNUAL REPORT
for the year ending 31st March 2022



REFERENCE and ADMINISTRATION DETAILS - for the year ended 31st March 2022

Charity registration number: 305639
 Registered Office: None
 Patron of the Scout Association: Her Majesty the Queen
 District President: John Crockford-Hawley
 District Vice-Presidents: Ann Coombes, Jenny Thorn

Ex-Officio members – as per the Constitution of Axe Scout District

District Chairman: Paul Westwood (Trustee since 12.11.2015) *

District Commissioner(s): Ali Kattana – joint DC (Trustee since 14.05.2015) *
 Richard Hurst – joint DC (Trustee since 01.01.2018) *

District Treasurer: Jackie Simpson (Trustee since 24.09.2020)*. **

District Secretary: *Vacant (01.04.2021 to 10.03.2022)*
 Sheena Thomas (Trustee from, and appointed by, District Executive Committee 10.03.2022)

Deputy District Commissioners: Kate Lewis – DDC (Programme) (Trustee since 26.08.2021)
 Graham Meikle – DDC (Training & Compliance) (Trustee since 26.08.21)

District Explorer Scout Commissioner: Ian Lamb (Trustee since 16.01.2019, left 5.08.2022)

District Scout Network Commissioner: *Vacant (01.04.2021 to 16.03.2022)*
 Gareth Thomas (Trustee and appointment from 16.03.2022)

District Youth Commissioner: Joe Hurst (Trustee appointment from 19. 1.2020)

Elected members (elected by Axe District Scout Council)

Teresa Aldridge (Trustee since 12.09.2017) **
 Jeremy Birkett (Trustee since 01.03.2003) *, **
 Khalil Kattana (Trustee since 01.09.2008)
 Jeremy Long (Trustee since 22.09.2011)
 Graham Meikle (Trustee since 11.03.2021 and now ex-officio)
 Steve Short (Trustee since 10.09.2018)

Nominated members (nominated by the District Commissioner)

Megan Kattana (Trustee since 08.09.2016, Resigned 12.5.22)
 Paul Thomas (Trustee since 22.09.2021)
 Sheena Thomas (Trustee since 22.09.2021) N.B. Appointed as District Secretary 10.03.2022

Co-opted Members (Co-opted by the District Executive) None

Independent Examiner of the District's Accounts

TaxAssist Accountants
 96 Drove Road, Weston-super-Mare, BS23 3NW

The District Executive's bank accounts are held at:

National Westminster Bank, 89 High St, Weston-super-Mare BS23 1HJ

* = Member of Finance sub-Committee

** = Member of District Appointments Advisory Committee

AXE SCOUT DISTRICT - TRUSTEES REPORT

Governing document

The Scout Association exists by authority of Royal Charters; these give authority to the by-laws of the Association, which are approved by her Majesty's Privy Council. The by-laws in turn authorise the making of rules for regulation of the Association's affairs and are known as *Policy, Organisation and Rules of The Scout Association (POR)* – a core governing document which is revised from time to time (see Notes at foot of this Report). Axe Scout District is a trust established under these rules, which are common to all Scout Districts.

Constitution

Axe District Scouts benefits from its own Constitution effective from on 14th January 2016. The last amendments to it were approved by Axe District Scout Council on 16th September 2020 and came into force immediately as version 4. It is available to view at www.axescouts.org.uk. The constitution is the second core governing document. There are no plans to make further amendments to it at this AGM.

The ongoing Covid-19 pandemic has given the trustees a number of challenges. All face-to-face Scout meetings, activities and events have been suspended since Tuesday, 17 March 2020. This suspension applies to young people and adults. But the business of running the Scout District has not stopped. Trustee meetings and Finance sub-Committee meetings and Appointment Panels have moved on-line to be able to continue.

The Charity Governance Code

The Board of Trustees is aware of the *Charity Governance Code for smaller charities* (launched 13th July 2017, refreshed at the end of 2020) and continues to use it as a practical tool to develop and maintain a high standard of governance.

Structure

Axe Scout District is led by two District Commissioners who are assisted by two Deputy District Commissioners and supported by a District Team and managed by a District Executive Committee. They are accountable to the District Scout Council for the satisfactory running of the District.

Objectives and Activities

The aim of Axe District Scouts is to support and encourage the development of Scouting in the District. The District Executive Board of Trustees exists to support the District Commissioner Team (who lead the District, POR rule 4.22) in meeting the responsibilities of their appointment and to provide for Scout Groups in the District. The Trustees' role is to ensure resources are made available as far as possible to help with a wide-ranging programme of Scouting activities, and to ensure that the District's administration is of a good standard.

The Board of Trustees

The Board usually meets six times each year plus the Annual General Meeting although it remains flexible to call additional meetings if the need arises. It believes that this is sufficient to enable it to be effective. During the pandemic trustee meetings have continued as normal albeit on-line.

Appointment of Trustees

The District Executive Board of Trustees consists of ex-officio members, elected members, nominated members and co-opted members. The ratio in each category is managed in accordance with the Constitution. The Scout Council is responsible at the AGM for electing those standing as elected members, approving those nominated by the District Commissioners and approving some ex-officio members. Co-opted members are approved by the Board of Trustees during the year. Every member of the District Executive however approved is a charity trustee and is required to hold a valid disclosure obtained through the Scout Association and issued by the Disclosure and Barring Service.

There are currently 15 trustees with a balance of skills, experience, background and knowledge. Three of the elected trustees have more than nine years' experience: Jeremy Birkett (19) Khalil Kattana (14) and Jeremy Long (11). Their contribution to Axe District Scouts continues to be valued bringing a depth of experience and understanding to the Board at a time when the other trustees have been in place for between one and six years.

The Scout Association requires all trustees to undergo a mandatory training programme: One-off modules covering Essential Information, Data Protection and a Trustee Introduction; Safety and Safeguarding modules are renewable every 3 years. All members of the District Executive all trustees hold a complete set of valid certificates.

Sub-Committees

The District Executive currently has two operational sub-Committees:

1. **Finance sub-Committee:** There are six members – two are elected and four are ex-officio. It works to Terms of Reference (last updated 23rd June 2016) approved by the District Executive Board of Trustees. It meets one week before each Executive Board of Trustees meeting (to which it then provides an update) plus several times during the production of the District's Annual Accounts.
2. **District Appointments Advisory Committee:** Chaired by Jeremy Birkett (Trustee), secretary Ann Coombes and seven members (one of whom is also a trustee) who between them form Appointment Panels to meet with all new adults seeking appointments within Axe District. Its governing document is The Scout Association's Policy, Organisation and Rules – Chapter 16 Adult Roles. During the year it held 20 on-line appointment panels through which it supported the District Commissioners to meet and approve 62 new adult appointments, approve 28 changes of appointment, approve 5 additional roles, receive 20 five-year appointment reviews and note 68 resignations. The Committee also manages Scouting disclosures for approximately 700 adults (leaders and helpers) in this District.

Data Protection

The District takes its data protection responsibilities seriously and with the introduction of the General Data Protection Act (GDPR) on 25th May 2018 as a charity we now have additional requirements to demonstrate our transparency and safeguarding of information as a data processor. The work to ensure compliance is on-going. The District Executive Committee reports that no breaches of the requirements have been advised or reported during the past year.

Risk Management

The Trustees regularly review areas of risk. Annual operational budgets are prepared and agreed by the Trustees. The work is undertaken by the Finance sub-Committee whose objective is to ensure that proper financial planning and budgetary control is operated within the District in accordance with the rules of The Scout Association.

Membership Subscriptions

Subscriptions are collected by the District at the end of each financial year for onward payment to County and HQ in the first days of the following financial year. This can sometimes distort the balance of monies held as at the end of the financial year – making them look greater than they actually are. As at 31.3.22 almost all Groups and Units had paid their fees to District which must be reported in the end of year figures. Immediately at the start of the new year District then paid-on to County and HQ the total sum of £63,497 (£54,520 in 2021).

Last year's membership subscription totalled £50.00 per young person (HQ £36.00, County £11.50, District £2.50); In 2022 the subscription totalled £54.00 per young person (HQ £34.50, County £12.50, District £7.00). Whilst the District element may seem a steep rise it is still well under the £10.00 levied each year from 2016 to 2020.

Loans to Groups within Axe District

No requests for loans have been received during the reporting year and there are no loans outstanding as at 31st March 2022.

Response to the coronavirus pandemic

The pandemic continued for most of the financial year under report during which the Finance sub-Committee continued to monitor the financial health of all Groups and units with the District keeping the Board of Trustees fully informed.

Reserves Policy

Axe District Scout Executive Committee is largely dependent upon receipt of the District element of the youth membership fee to sustain its operational activities. The fees are paid in March annually. In the event of a reduction in youth membership then the District's fee income would be proportionately reduced putting at risk its ability to operate as planned.

Taking into account the purpose of the District's funds that are held as 'restricted' and 'unrestricted designated' the Trustees believe that in order to be able to continue to support the District's youth programme our policy is that the sum equivalent to 50% of the current year's agreed annual operational budget rounded up to the nearest £1000 should be kept in reserve for use in the following budget year. This will enable core activities to be sustained whilst a recovery programme is put in place. On this basis, the figure to be held in reserve during 2021-2022 was set at £8,000 and will remain at this figure for 2022-2023.

This policy is reviewed annually. It will be monitored by the District's Finance sub-Committee and will be reported upon to the full District Executive Board of Trustees at its bi-monthly meetings.

The *Pandemic reserve* mentioned in last year's Trustees Report remains in place. It currently stands at £9815. As the pandemic comes to an end these reserves will be gradually reduced with plans to apply them to cover future operational costs in order to reduce the District element of next year's membership subscription.

Our 'unrestricted designated' funds explained

The Trustees hold money in the following unrestricted but designated funds (see page 8 of the Annual Accounts for the balances):

- *World Scout Jamboree fund* – to contribute towards the cost of supporting individuals attending the next World Jamboree. Provision is made for this on an annual basis. The next is in South Korea in 2023.
- *AxeJam fund*– to help funding and preparation for our District jamboree. The last one took place in May 2018.
- *Hardship fund* - to enable Groups in our District to support families that have difficulty in affording any aspect of Scouting
- *Ski Trip fund* – monies held in the District's main account to use for the District's Ski Trip.
- *District Scout Network fund* - to hold initial funds received from Avon County following the change of Network line responsibility. The trustees have recently approved the transfer of remaining funds to a new designated bank account.
- *District Explorers fund* – The separate bank account has been closed. The balance is now held as a designated fund for the time being and is available for use by the District Explorer team
- *District Activities fund* – The separate bank account has been closed. Access to the money remains available via this designated fund
- *Axe District Scouts fund* – The separate bank account was closed by HSBC in 2021. This fund holds the monies that were in that account until a new separate banking facility has been agreed.

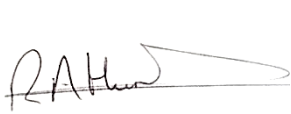
The Executive Committee continues to look at ways of raising money, whilst making sure funds are available to loan to any Group in need of short-term help.

INDEPENDENT EXAMINATION

The trustees are grateful to TaxAssist Accountants in Weston-super-Mare for being able to receive, examine and return the District's accounts in such good time.

DECLARATION

The above Annual Report was approved by the Trustees 31st August 2022 and signed on their behalf by:



Richard Hurst
Joint District Commissioners



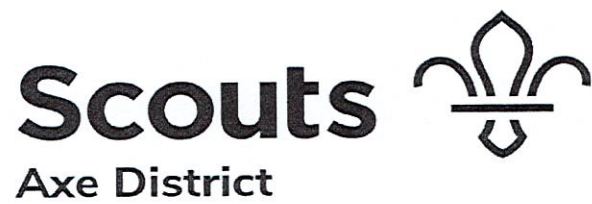
Ali Kattana



Paul Westwood
District Chairman

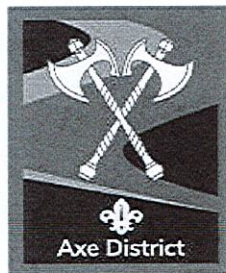
Note:

POR Version control:	Revision date
At start of the reporting year – 1 st April 2021	September 2020
Revision 1 which remained valid to the end of the reporting year – 31 st March 2022:	May 2021
Current version valid as at the date of the 2022 AGM	April 2022



**AXE DISTRICT
EXECUTIVE BOARD OF TRUSTEES**

**TRUSTEES ANNUAL ACCOUNTS
for the year ending 31st March 2022**



Independent examiner's report to the charity trustees of Axe District Scouts

Charity Number: 305639

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2022

Responsibilities and basis of report

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.



Name: Catherine Saunders

Relevant professional qualification if any: CTA MAAT ATT

Address: TaxAssist Accountants, 96 Drove Road, Weston super Mare, BS23 3NW

Date: 6th September 2022

Axe District Scout Council

Receipts and payments accounts summary for the year ended 31st March 2022

	Note	31.3.2022	31.3.2021
		£	£
Total receipts for the year (see page 4)		69,522	82,508
Total payments for the year (see page 5)		<u>60,743</u>	<u>90,755</u>
Net receipts/(payments) for the year		8,779	- 8,247
Cash, bank and similar funds brought forward		163,785	172,032
Cash, bank and similar funds held at year end	1 & 12	<u><u>172,563</u></u>	<u><u>163,785</u></u>
Represented by:			
Unrestricted general funds		54,262	51,263
Unrestricted designated funds		<u>53,709</u>	<u>57,872</u>
Total Unrestricted funds		107,971	109,135
Restricted funds		64,592	54,650
Endowment funds		0	0
Total cash funds		<u><u>172,563</u></u>	<u><u>163,785</u></u>

The above account and accompanying statement of assets and liabilities were approved by the trustees on 13th September 2022 and were signed on their behalf by:



Richard Hurst

Joint District Commissioners



Ali Kattana



Paul Westwood

District Chair

Axe District Scout Council

Receipts for the year ended 31st March 2022

	Note	31.3.2022	31.3.2021
		£	£
Membership subscriptions	2	87,017	90,954
Less: Paid-on to County and HQ		- 64,518	- 67,360
Net membership subscriptions retained		<u>22,499</u>	<u>23,594</u>
Investment income received:			
Bank interest		2	7
Building Society interest		-	-
The Scout Association Short Term Investment Service		-	-
Dividends		-	-
		<u>2</u>	<u>7</u>
Grants received	3	-	-
Activities	4	29,660	51,989
Fundraising (gross)	5	1,180	1,828
Other income (inc. donations):	6	7,618	1,199
Loan repayments received from units	7	-	-
Sale of Government Stock		-	-
Badge receipts (sales)		8,563	3,892
Total receipts for the year		<u><u>69,522</u></u>	<u><u>82,508</u></u>

Axe District Scout Council

Payments for the year ended 31st March 2022

	Note	31.3.2022	31.3.2021
		£	£
Premises		0	0
Grants made	8	0	1,600
Activities	9	38,837	79,561
Fundraising expenses	10	0	1,000
Administration/establishments expenses	11	12,798	5,735
Trustee expenses		0	0
Sundries		0	0
Purchase of capital equipment		0	0
Purchase of badges		9,108	2,859
Sundry payments		0	0
Loans made to units		0	0
Total payments for the year		<u>60,743</u>	<u>90,755</u>

Axe District Scout Council
Statement of Assets and Liabilities at 31st March 2022

	Note	31.3.2022	31.3.2021
MONETARY ASSETS Cash, bank and similar funds		£	£
Bank current account(s)		172,563	159,556
Bank deposit account(s)		0	0
Bank term deposit(s)		0	0
Building society account(s)		0	0
The Scout Association Short Term Investment Service		0	0
Funds held on Pre-Payment Card		0	0
Cash in hand		0	4,229
	1 & 12	<u>172,563</u>	<u>163,785</u>
OTHER MONETARY ASSETS			
Tax claim		0	0
Debts due (loan to units)		0	0
INVESTMENT ASSETS			
Government Stocks at market value			
Other quoted securities at market value			
Other investments			
Property held for investment purposes			
NON-MONETARY ASSETS Assets for charity's own use			
Badge secretary's stock		3,660	0
Shop stock			
Land and buildings			
Motor vehicles			
Scouting equipment, furniture etc.		0	0
TOTAL ASSETS		<u>176,223</u>	<u>163,785</u>
LIABILITIES Those due within one year			
Accounts not yet paid		0	0
Expenses incurred not yet invoiced		0	0
Subscriptions not yet paid		0	0
Other		0	3,450
		<u>0</u>	3,450
LIABILITIES Those payable after one year			
Loan		0	0
Hire purchase owing		0	0
Leasing payments outstanding		0	0
Other long term liabilities		0	0
TOTAL LIABILITIES		<u>0</u>	<u>0</u>
TOTAL ASSETS LESS TOTAL LIABILITIES		<u>176,223</u>	<u>160,335</u>
CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS		<u>0</u>	<u>0</u>

Axe District Scout Council
Notes to the accounts for the year ended 31st March 2022

	31.3.2022	31.3.2021
	£	£
1. Cash, bank & similar funds carried forward (also see note 12)		
District Executive	135,262	121,363
Sections	37,301	42,421
	<u>172,563</u>	<u>163,785</u>
2. Receipts: Membership subscriptions		
	Gross	87,017
	Less: Paid-on to County and HQ	- 64,518
Net Membership subscriptions retained within Axe District::	<u>22,499</u>	<u>90,954</u> - 67,360 <u>23,594</u>
	See Trustee Annual Report for more information at	
3. Receipts: Grants	-	-
4. Receipts: Activities		
District Beaver Scouts	-	107
District Cub Scouts	157	10
District Scouts	-	6,806
Axe-Jammers	-	-
Expedition (Ten Tors) account	4,291	2,265
Maniaxe ESU	400	-
Pioneers ESU	1,448	995
Saracens ESU	1,100	156
Spartans ESU	1,154	-
Yeo ESU	6,475	6,673
Training	1,452	1,001
2015 World Jamboree	1,695	-
Jamborees (exc. World Jamboree)	-	26,687
Pantomime trip	8,159	1,590
District Ski Trip	-	5,700
Sundries	3,329	-
West Mendip Way Walk	-	-
	<u>29,660</u>	<u>51,989</u>
5. Receipts: Fundraising		
Fundraising for benefit of units	1,180	828
Funds raised to pay-on to 3rd party (e.g. St Georges Day)	-	1,000
	<u>1,180</u>	<u>1,828</u>
6. Receipts: Other Income		
Donations received	219	999
Legacies received	-	-
Income Tax recovered via Gift Aid (on subscriptions and donations)	1,640	-
World Jamboree	-	-
Golden Woggle	-	-
Other Income	574	200
Sundries	-	-
Funds from closing Group/Unit	4,225	-
	<u>6,658</u>	<u>1,199</u>
Received from Sections		
Badge Account	960	-
	<u>7,618</u>	<u>1,199</u>
7. Receipts: Loan repayments received from units		
1st Uphill	-	-
1st Grove Village	-	-
	<u>-</u>	<u>-</u>
8. Payments: Grants made		
Start up Grants	-	-
Other grants	-	1,600
	<u>-</u>	<u>1,600</u>

Axe District Scout Council

Notes to the accounts to 31st March 2021 (continued)

9. Payments: Activity Expenses

	31.3.2022	31.3.2021
	£	£
Axe Jammers	-	-
District Beaver Scouts	-	-
District Cub Scouts	-	235
District Scouts	-	36,480
District Expeditions (inc Ten Tors)	3,918	1,688
District Activities (Jamborees & District Events)	2,825	28,306
World Jamboree	1,182	-
Pantomime	8,502	-
ESU Maniaxe	838	187
ESU Pioneers	3,736	1,181
ESU Saracens	2,058	900
ESU Spartans	1,633	342
ESU Yeo	12,270	2,147
St. George's Day Celebration: costs	50	-
Golden Woggles event	220	176
Sandford Scout Hut	-	-
Adult Support and Training	1,556	1,508
New Equipment	-	109
District Ski Trip	50	5,900
West Mendip Way Walk	-	-
	<u>38,837</u>	<u>79,561</u>

10. Payments: Fundraising expenses

Incurring as a result of fundraising activities	-	-
Funds raised and paid-on to a 3rd Party	-	1,000
	<u>-</u>	<u>1,000</u>

11. Payments: Administration/establishment expenses

Petrol, telephone & postage expenses	1,667	216
Group Support	2,138	724
Resources	170	518
Meeting Costs	355	125
Bank charges and accounting software fee	66	139
Accountancy and examination of accounts	-	766
Insurances	188	238
Licences	462	418
Recruitment	-	-
Transfer of funds upon closure of Group/Unit	4,225	-
Sandford Scout Hut demolition See Trustees Report for more detail	-	-
New storage container See Trustees Report for more detail	796	895
Other expenses	2,731	1,696
	<u>12,798</u>	<u>5,735</u>

12. Breakdown of cash, bank and similar funds

District Executive funds

Restricted: HQ and County membership fees to pay-on	63,497	54,250
Restricted: World Scout Jamboree	695	0
Restricted: New Scout Group support	400	400
Total Restricted Funds	64,592	54,650

Designated: World Jamboree	5,060	2,000
Designated: Axe Jam	1,013	1,013
Designated: Contingencies	-	-
Designated: Capital Expenditure	-	-
Designated: District Hardship fund	5,934	5,959
Designated: Group Development	-	-
Designated: District Scout Network	462	462
Designated: District Explorer Scouts	421	421
Designated: District Activities	1,644	1,644
Designated: Scorpions ESU (closed unit)	-	-
Designated: 1st Grove Village	-	-
Designated: Ardeche trip	-	-
Designated: District Scouts	1,823	-
Designated: Ski Trip fund	50	3,950
Total Unrestricted Designated funds	16,408	15,450
Total Unrestricted General funds	54,262	51,263
Total District Executive funds	135,262	121,363

Funds held by Sections/Units

Total Restricted Funds	-	-
Total Unrestricted Designated funds	37,301	42,421
Total District consolidated funds	172,563	163,785

Independent examiner's report to the charity trustees of Axe District Scouts

Charity Number: 305639

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2022

Responsibilities and basis of report

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.



Name: Catherine Saunders

Relevant professional qualification if any: CTA MAAT ATT

Address: TaxAssist Accountants, 96 Drove Road, Weston super Mare, BS23 3NW

Date: 6th September 2022