



Trustees' Annual Report

For the period 01/04/2022 to 31/3/2023

Section A – Reference and administration details

Charity Name: Caterham District Scout Council

Registered Charity Number: 305693

Charity's principal address: 89 Rook Lane, Caterham, Surrey CR3 5BN

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Peter Lovat	Chair	
2	Mrs. Gwen Hoare	Secretary	
3	Peter Hoare	Treasurer	
4	Penny Stock	District Commissioner	01/08/22
4a	Timothy Evans	District Commissioner	31/07/22
5	David Marshall-Jones	Local Training Manager	
6	Mrs. Pamela Marshall-Jones	Local Training Administrator	
7	Andrew Parr	ADC General Duties	
8	Mrs. Janet Enstone	Badge Secretary	
9	John Clarke	District Advisor	
10	Matthew Thompson	Campsite Manager	
11	Maisie Stock	Youth Commissioner	

Name and address of adviser

Section B – Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	The District'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.
How the charity is constituted (e.g. trust, association, company)	The District is a trust established under its rules which are common to all Scouts
Trustee selection methods (e.g. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association

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

Policies and procedures adopted for:

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

<p>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 legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate. Trustee training has taken place covering aspects of trustee requirements.</p>
<p>The Board consists of 3 independent representatives, Chair, Treasurer and Secretary together with the District Commissioner, and representatives of sub-Boards. It meets 3 times per year.</p>
<p>The District Trustee Board 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 that have been identified are: Damage to the camp site buildings, property and equipment.</p> <p>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 the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p>

Section C – Objectives and activities

Summary of the objects of the charity set out in its governing document

The objectives of the District are as a unit of the Scout Association.

The Aim of The Scout Association 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 method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult Leadership.

Subscriptions are charged for membership to cover immediate running costs of the District and these do not unduly restrict membership. The District follows the principle that no one should be excluded because of their inability to pay membership subscriptions.

Two key principles demonstrate that Scouting's aims are for the public benefit are that through the Scout method young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously and the benefits Scouting activities provide far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary

Summary of the main activities in relation to these objects

The District Trustee Board and Team continues to support all Groups and sections by holding regular meetings and providing support to managers and leaders. The District aims to focus the recruitment of young people and adult volunteers to come from the Groups and not to rely on the District to fill roles.

On a wider platform the District promotes recruitment of young people and adults in the local area and support the Scout Association programme of training for adults by actively encouraging, supporting and addressing training issues.

District activities and events are organised to encourage cohesive interaction between the groups. Groups also encouraged by the District to unite and partake in County events and activities.

Penny Stock (District Commissioner)

Section D – Achievements and performance

Summary of the main achievements of the charity during the year

We have worked with Groups to encourage growth in membership of young people and adults. We have engaged with County to meet national compliance levels for mandatory safety, safeguarding and first aid training. This is closely monitored to maintain compliance with any issues being addressed promptly. There has been a focus on outstanding role training and wood badge training, with early signs showing improvement.

The presentation of awards and recognition of service continue via the Scout Association award scheme for adults and young people.

Our District campsite has continuing work to maintain and improve it and is well used by District Groups, along with Groups from outside the District and other youth organisations.

The two squirrel dreys continue to thrive and engage fully as part of their respective Groups, with other Groups muting interest in the formation of squirrel dreys.

Penny Stock (District Commissioner)

Section E – Financial review

Brief statement of the charity's policy on reserves

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 Trustee Board considers that the District should hold a sum, circa £20,000.

Investment policy and objectives

The District's Income and Expenditure is 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 and The Scout Association's Charity Deposit Account.

Section F – Other optional information

None

Section G – Declaration

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

Signed on behalf of the charity's trustees

Signature	<i>Peter Lovat</i>	<i>Peter Hoare</i>
Full Names	Peter Lovat	Peter Hoare
Position	Chairman	Treasurer
Date	6 th June 2023	

Caterham District Scout Council Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2022	To	31/03/2023
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Receipts and payments

	2022/23	2021/22
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	25,310	16,844
Less: Membership subscriptions paid on (National/County/Area/District)	25,225	20,519
Net membership subscriptions retained	85	- 3,675
Donations	177	181
Parade Collections	471	
Gift Aid on Parade Collections (GASDS)	118	
Gift Aid receipts for District Staff	45	36
Tandridge Lottery	221	157
Sub total	1,117	- 3,301
Grants		
Hospitality and Leisure Grants		10,667
Sub total	-	10,667
Fundraising Activities		
Fundraising activities		-
Sub total	-	-
Investment income		
Bank interest	29	3
The Scout Association Charity Deposit Account	258	35
Other investment income		-
Sub total	287	38
Sundry receipts		
Activities	22,451	155
Badge receipts	2,727	2,800
Campsite Fees	1,375	2,215
Explorer Scout Unit	1,875	1,982
Scout Active Support Unit	160	140
Jamboree Receipts		
Payment received in error	70	
Warlingham Minibus Deposit		250
Advance Capitation	2,756	
Sub total	31,414	7,542
Total Gross Income	32,818	14,946
Asset and investment sales, etc.	-	-
Total receipts	32,818	14,946

Caterham District Scout Council Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2022	To	31/03/2023
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Receipts and payments

	2022/23	2021/22
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	18,681	67
Adult support and training	739	456
Water and Sewerage	102	102
Building and Equipment Insurance	565	531
Additional Personal Insurance		
PAME Insurance	52	42
Repairs and Renewals (Roverdene Campsite)	5,797	5,374
Printing and photocopying	20	
Donations/Grants	500	
Parade Collections	543	
Parade Collections Gift Aid	46	
AGM and trustee expenses	1,295	458
District Website		
Sub total	28,340	7,030
Fundraising expenses		
Other fundraising costs		-
Sub total	-	-
Sundry Payments		
Purchase of Badges	2,473	2,867
Explorer Scout Unit	1,724	576
Scout Active Support Unit	126	117
Advance Capitation Payment		
Jamboree Payments	5,550	500
Warlingham Refund	250	
Payment in error	70	
Sub total	10,193	4,060
Total Gross Expenditure	38,533	11,090
Asset and investment purchases, etc.	-	-
Total payments	38,533	11,090
Net of receipts/(payments)	- 5,715	3,856
Cash funds last year end	47,999	44,145
Cash funds this year end	42,284	48,001

Statement of assets and liabilities at the end of the year

	31/03/2023	31/03/2022
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	5,259	1,998
Bank Instant Access account	7,028	16,001
The Scout Association Charity Deposit Account	30,000	30,000
Cash/Floats		-
Total cash funds	42,287	47,999
Other monetary assets		
Tax claim	-	-
Debts due	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	2,458	2,809
Shop stock	-	-
Other stock	-	-
Land and buildings	47,000	45,000
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	49,458	47,809
Liabilities		
Accounts not yet paid	98	36
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	98	36

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 6th June 2023 (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature
<i>Peter Lovat</i>
<i>Peter Hoare</i>

Print Name	
Peter Lovat	Chair
Peter Hoare	Treasurer

Scrutineer's Report to the Trustees of the CATERHAM DISTRICT SCOUT COUNCIL

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

Respective responsibilities of Trustees and Scrutineer

As the District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the District's constitution, I have scrutinised the records and the accounts set out on pages 1 to 3.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Signed ...*Alison Clement*.....

Name:*Alison Clement*.....

Qualification:*Chartered Account*.....

Address:*Dene Farm Cottage, Dean Oak Lane*.....

.....*Leigh, REIGATE*.....

.....*Surrey RH2 8PY*.....

Date:*27th May 2023*.....