Scouts

Arundel And Littlehampton

Arundel & Littlehampton District Scout Council

Annual Review for the period from

1st April 2023 to 31st March 2024

District Charity No. 305868

Scout HQ No. 306101 (England and Wales}

Young people first:

safeguarding and safety in Scouting

Wherever we go and whatever we do, we put young people's safety and wellbeing first

Scouts
Arundel And Littlehampton

TRUSTEES' ANNUAL REVIEW

FOR THE PERIOD 1st APRIL 2023 – 31st MARCH 2024

Charity Name:	Arundel & Littlehampton District Scout Association
Charity Number:	305868
Scouts HQ Number:	306101 [England and Wales]

STRUCTURE GOVERNANCE & MANAGEMENT

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.

The District is a Trust established under its rules which are common to all Scouts. The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

The District is made up of 10 Groups, 3 Explorer Units, two Active Support Units, one supporting our District Band, one supporting the District Campsite.

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.

The District Trustee Board exists to support the District Lead Volunteer in meeting the responsibilities of their appointment 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 as appropriate within the District. 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 advisers other than those who are elected.

Members of the Trustee Board must act as charity trustees of the Scout District and in the best interests of its members.

Scouts
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Listed below are the Trustees of Arundel & Littlehampton District Scout Council as at 31st March 2024 and during the Financial Year 2023/2024

Jill Long	District Chairman	Resigned 06.02.2024
Ian Buckman	District Lead Volunteer	Ex-Officio appointed 01.12.2022
Prue Payne	District Secretary	Ex-Officio
Jane Hewson	District Treasurer	Resigned 04.05.2023
Julie Dixon	District Treasurer	Ex-officio appointed 17.08.2023
Amber Ollerenshaw	District Youth Commissioner	Ex-Officio appointed 17.08.2023
Vacant	District Scout Network Commissioner	Ex-Officio
Vacant	District Explorer Commissioner	Ex-Officio
Gill Hart	Committee Member	Elected 26.06.2014
Mary Harvey	Committee Member	Elected 30.06.2011
Bob Purcell	Committee Member	Elected 17.08.2023
Katie Frost	Committee Member	Co-opted resigned 15.06.2023
Jill Gladman	Committee Member	Co-Opted 23.07.2020
Sally Holmes	Committee Member	Co-Opted 28.03.2021

Scouts
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Risk & Internal Control

The District Trustee Board has identified the major risks to which they believe the District is exposed and these have been reviewed and systems established to mitigate against them. The District has in place systems of internal controls that are designed to provide reasonable assurance against material management or loss. These include two signatories for all payments and a comprehensive insurance policy to ensure all insurable risks are covered.

Objective & Activities

A 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

Achievements & Performance

This information is contained within the reports from the individual Commissioners.

Public Benefit Statement

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

Arundel & Littlehampton District Scout Association
Receipts & Payments Account for the Year Ended 31 March 2024

As at 31 March 2024

	2023/24			2022/23
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
RECEIPTS				
Membership Subscriptions	10,900.50	58,980.50	69,881.00	38,872.00
Less amount paid on to West Sussex County Scout Council [2]		-89,600.50	-89,600.50	-41,571.00
Net Membership Subscriptions Retained	10,900.50	-30,620.00	-19,719.50	-2,699.00
District Activities				
Campsite	12,318.00		12,318.00	10,939.50
Band	2,568.45		2,568.45	250.00
Active Support Unit	0.00		0.00	0.00
Scout/Cub/Beaver Sections	0.00		0.00	765.00
Explorer Units	24,916.07		24,916.07	25,244.87
Network	0.00		0.00	0.00
Jamboree 2023		4,950.00	4,950.00	7,550.00
	50,703.02	-25,670.00	25,033.02	42,050.37
Other Receipts				
Armed Forces Day	1,060.57		1,060.57	1,015.03
St George's Day	392.00		392.00	309.00
Equipment Hire	0.00		0.00	0.00
Grants	0.00		0.00	0.00
Donations	0.00	1,552.91	1,552.91	1,085.48
Sundry	0.00		0.00	-36.49
Badges	257.50		257.50	0.00
Investment Income Interest	385.17		385.17	155.70
Total Receipts	52,798.26	-24,117.09	28,681.17	44,579.09

Arundel & Littlehampton District Scout Association
Receipts & Payments Account for the Year Ended 31 March 2024

	2023/24			2022/23
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
PAYMENTS				
District Activities				
Active Support Unit	0.00		0.00	0.00
Band	1,807.17		1,807.17	1,167.78
Campsite	5,474.89		5,474.89	6,546.13
Explorer Units	30,195.32		30,195.32	25,451.19
Jamboree 2023		5,200.00	5,200.00	10,350.00
NetworkJamboree 2023	0.00		0.00	0.00
Scout / Cub / Beaver sections	139.05		139.05	1,327.37
	37,616.43	5,200.00	42,816.43	44,842.47
Other Payments				
Advertising	216.74		216.74	0.00
Annual General Meeting	134.25		134.25	182.99
Armed Forces Day	453.94		453.94	423.30
Badges	79.00		79.00	972.70
Campsite Capital Projects		4,970.22	4,970.22	7,124.00
District Team Expenses	1,793.18		1,793.18	774.93
Donations	0.00		0.00	100.00
Equipment	460.00		460.00	0.00
Hall Hire	240.00		240.00	313.65
Insurance	1,190.20		1,190.20	1,186.57
IT	167.80		167.80	0.00
Licences	20.00		20.00	36.99
Mileage	417.61		417.61	0.00
Presentations and Memoria	58.87		58.87	292.76
St George's Day	1,869.89		1,869.89	985.89
Stationery	67.80		67.80	913.85
Sundries	5.22		5.22	257.66
Training	0.00		0.00	160.00
Total Payments	44,790.93	10,170.22	54,961.15	58,567.76
Net Receipts / Payments	8,007.33	-34,287.31	-26,279.98	-13,988.67
Cash funds at start of year	53,525.84	43,222.95	96,748.79	110,737.46
Cash funds at end of year	61,533.17	8,935.64	70,468.81	96,748.79

0.00

Arundel & Littlehampton District Scout Association
Balance sheet at 31 March 2024

	31st March 2024			31st March 2023
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
ASSETS				
Bank Current Accounts - District	-	6,471.28	64,870.40	66,953.66
Bank Current Accounts - Explorers	2,765.61	2,464.36	5,089.21	10,368.46
Support unit	327.81	-	327.81	327.81
HQ Charity Deposit Account	-	-	-	18,917.47
Cash in Hand	181.39	-	181.39	181.39
	3,274.81	8,935.64	70,468.81	96,748.79
Other Assets				
Campsite [1]	1.00	-	1.00	1.00
Scouting Equipment etc [1]	1.00	-	1.00	1.00
Total Assets	3,276.81	8,935.64	70,470.81	96,750.79

NOTES

1. As the accounts are presented on a cash basis the District executive has decided to reduce the historic cost of the scouting equipment and furniture, which is still owned by the District, to £1. The Campsite Improvements have been included at £1. The insurance value of the equipment is £31.700 (2023 - £31.700)
2. Two tranches of Membership fee relating to 23/24 and 24/25 paid in this financial year
3. Restricted funds include Campsite Refurbishment project of £6,752.91, along with the Jamboree and balance brought forward on Explorers
4. No remuneration is paid to Trustees.

Ian Buckman

Julie Dixon

Statement of Trustee's Responsibilities

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

(a) select suitable accounting policies and then apply them consistently
(b) make judgements and estimates that are reasonable and prudent
(c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
(d) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Consideration of Risks

The District Scout Executive (as Charity Trustees) has always been mindful of its responsibilities in Risk Management and, in accordance with the requirements of The Statement of Recommended Practice (SORP 2005), is outlining the major risks and appropriate systems that are in place to mitigate those risks.

The Executive has specialist sub-committees to manage these risks and highly values the reputation of Scouting. It seeks to enhance this reputation through effective publicity; care in recruitment (including adoption of the Disclosure & Barring Service screening procedures), financial control, management of adults; and by working closely with the District and County Teams to amicably resolve those few disputes which do arise.

Independent Examiner's Report to the Trustees of the Arundel & Littlehampton District Scout Council

I report on the accounts of the District for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages 1&2.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

Respective responsibilities of Trustees and Examiner

The District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

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 District 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 the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements

   - to keep accounting records in accordance with Section 130 of the Charities Act ;and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to 31 March 2024 be reached.

Nicole Singh ACMA, AGMA
25 Churchill Way
Horsham
RH12 3TY