



# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 1st	Month April	Year 2021	To	Day 31st	Month March	Year 2022

## Section A Reference and administration details

Charity name **Adur Valley District Scout Council**

Other names charity is known by

Registered charity number (if any) **305906**

Charity's principal address **Adur Valley Scout District HQ**  
**47-51 South Street**  
**Lancing**  
**Postcode** **BN15 8AN**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Cameron Baldock	District Commissioner		
2	Michael Cranfield	District Chair		
3	Debra Venour	District Treasurer		
4	Heather Allen	District Secretary		
5	David Allen			
6	Chris Davis			
7	Elanor Francis			
8	James Cox			
9	Joseph Corbett			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Accountant		

**Name of chief executive or names of senior staff members (Optional information)**

--

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. 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 By Laws of the Association and The Policy, Organisation and Rules of the Scout Association.
How the charity is constituted (eg. trust, association, company)	The District is a trust established under its rules which are common to all Scouts.
Trustee selection methods (eg. 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)**

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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.

The Committee consists of 3 independent representatives – Chair, Treasurer and Secretary together with the District Commissioner and Scout Leaders, Individual section leaders and meets every 2-3 months.

This District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointment and is responsible for:

- The maintenance of District inc property and equipment
- 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 Administrators & Advisors other than those who are elected

**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 main areas of concern that have been identified are:

Damage to the building, property and equipment. The District would request the use of buildings, property and equipment from neighbouring

organisation such as the church, community centre and other scout groups/districts. Similar reciprocal arrangements exist with these organisations. The group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters. The District through the capitation fees contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The District is primarily reliant upon income from subscriptions and fundraising. The District does hold reserve to ensure the continuity of activities should there be a major reduction in income.

Reduction or loss of leaders. The District is totally reliant upon volunteers to run and administer the activities of the district. If there was a reduction in the number of leaders to an unacceptable level then there would be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the District, however we would mitigate against this by co-opting members for the groups within district.

The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include a minimum of 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

## **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.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Adur Valley District Scout Council has managed, supported and developed Scouting in the area it is responsible for – Adur Valley, West Sussex.

We have over 1200 members within the District.

The District has continued to proactively manage Scouting within Adur Valley in addition to facilitating a number of training events to ensure our volunteer adults have all the tools possible to deliver the best possible standard of Scouting for the young people.

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

### District Commissioner's Report 2022

I would just like to start by saying thank you to everyone across the District, in particular the ADC's, GSL's and Section Leaders who have done an excellent job in enabling so many young people to access and enjoy Scouting over the past year. I know this has not always been easy but it really is appreciated, and to see so many Groups growing and enjoying a wide range of activities has been very rewarding.

As a District I am extremely proud that we have recovered so well from the last couple of years of mainly online Scouting and it has been a very busy time for our badge secretary as there have been lots of badges achieved across all the Groups and sections. We also have 7 young members and 2 adults who have been selected to go to the World Scout Jamboree in 2023.

In the past year we have had a number of Groups take advantage of Supeta, the 3<sup>rd</sup>/5<sup>th</sup> Lancing yacht and my thanks go to Tom Smith and his team for helping enable young people from the Groups in the District and beyond get a taste of sailing on the open water.

This year we held our annual St George's Day Parade in a new location, Henfield. This was largely a successful day with good support and we will look forward to this again next year when we will move around the District again.

This year has seen a number of changes within the District team, including the retirement of Dave and Lynda Spring, both long serving members of the District and although they have not moved away and are still contactable, their contribution to Scouting within Adur Valley will be greatly missed. Also, this year we very sadly lost a couple of very long serving members of the District as both Bill Seager and Shirley Elliott sadly passed away. All of Adur Valley Scouts passes on our condolences to both Bill & Shirley's family for their loss.

I would also like to thank all of the GSL's, the Group Executive Committee's, the District Executive Committee and all the adult volunteers who hold District roles, including District Leaders, ADC's, the DESC, Network Commissioner, the Active Support Unit, Hillside Committee, Appointments Panel and anyone else who I have not included in this list, as although a lot of the time their contributions may go unnoticed, I am very grateful to them for their time and efforts as without them, like with Group volunteers, there simply would be no Scouting in Adur Valley.

In particular my thanks goes to my Deputies, Daniel Peek & Elanor Francis, the District Chair, Mike Cranfield, the Appointments Secretary, Sharon Fellingham and the County Commissioner, Robert Sawyer, for their help and support over the past year, as I simply would not be able to do my role without your assistance.

Finally, I hope we can continue to provide the amazing opportunities we give to young people across the District and that every Group can help us to continue to grow Scouting across Adur Valley.

Yours in Scouting,

Cameron Baldock  
District Commissioner - Adur Valley Scouts

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The District Executive, holds a reserve of £5000 which covers both the District Executive and Hillside Scout Campsite and is felt by the committee to be adequate for this purpose.

**Details of any funds materially in deficit**

**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);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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. The District Executive monitors the cash at the bank at each District Executive meeting with the treasurer giving a report on the cash in/out and any upcoming expenditure or requests for funding. The District has supported the groups within the District, individual requests for training (to support group activities) and supported Scouting activities e.g. St George's Day parade where the district has hired equipment.

## Section F

## Other optional information

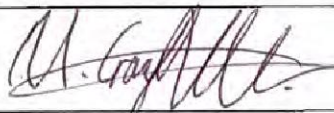
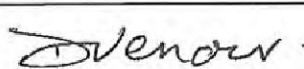
The District is developing a small fund to support Scouts that will attend the next World Scout Jamboree, this will include some limited financial support from both the District Exec and previous attendees.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael Cranfield	Debra Venour
Position (eg Secretary, Chair, etc)	District Chairman	District Treasurer
Date	29 <sup>th</sup> January 2023	

## Adur Valley District Scout Group Accruals and Prepayments Account

	Year start date		Year end date
For the year from	01/04/2021	To	31/03/2022

### Receipts and payments

	2022/03	2021/03
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	53,525	43,622
Less: Membership subscriptions paid on (National/County/Area/District)	- 39,153	- 36,064
Net membership subscriptions retained	14,372	7,558
Donations	2,133	
Legacies		
Gift Aid		
Badge Sales	6,037	914
Campside Income	17,649	670
Insurance Claim		
Other similar income	7,594	23
<b>Sub total</b>	<b>47,784</b>	<b>9,165</b>
<b>Grants</b>		
Maintenance grant		
Other grants		13,392
<b>Sub total</b>	<b>-</b>	<b>13,392</b>
<b>Fundraising (gross)</b>		
Jamboree 2023	250	
Eurojam 2020		1,554
Funds from reserves	20,549	456
SAS Income	104	
Other fundraising activities	5,179	1,871
<b>Sub total</b>	<b>26,082</b>	<b>3,881</b>
<b>Investment income</b>		
Bank interest	1	
Building Society interest		4
The Scout Association Short Term Investment Service		-
Property Rent income		1,150
Other investment income	-	-
<b>Sub total</b>	<b>1</b>	<b>1,154</b>
<b>Total Gross Income</b>	<b>73,867</b>	<b>27,592</b>
Asset and investment sales, etc.	-	-
<b>Total receipts</b>	<b>73,867</b>	<b>27,592</b>

## Adur Valley District Scout Group Accruals and Prepayments Account

Year start date

Year end date

For the year from	01/04/2021	To	31/03/2022
-------------------	------------	----	------------

### Receipts and payments

	2022/03		2021/03	
	Unrestricted funds		Unrestricted funds	
	£	£	£	£
<b>Payments</b>				
<b>Charitable Payments</b>				
Youth programme and activities	4,196		186	
Adult support and training	105		315	
Rent	155		1,163	
Water and Sewerage	952		1,409	
Electricity and Gas	3,487		361	
Rates	856			
Insurance	2,026		2,108	
Repairs and Renewals	28,831		6,872	
Materials and equipment	6,235		969	
Printing, photocopying and admin fees	181		268	
Contribution to camp costs	10,238		252	
Uniforms	187			
Website Costs	434		410	
AGM and trustee expenses	295		36	
D of E Costs	1,525			
Awards			856	
Funds to reserves	5,036		1,000	
Badge COGS	5,672		378	
Donation	350		500	
Hillside Campsite Other Costs	1,840		1,724	
Depreciation	3,546		7,679	
Refunded Deposits	120		2,775	
Bad Debt			100	
<b>Sub total</b>	<b>76,268</b>		<b>27,649</b>	
<b>Fundraising expenses</b>				
Jamboree	1,850			
Eurojam				
Detail 3	-		-	
Other fundraising costs			429	
<b>Sub total</b>	<b>1,850</b>		<b>429</b>	
<b>Total Gross Expenditure</b>	<b>78,118</b>		<b>28,078</b>	
Asset and investment purchases, etc.	-		-	
<b>Total payments</b>	<b>78,118</b>		<b>28,078</b>	
<b>Net of receipts/(payments)</b>	<b>- 4,251</b>		<b>- 486</b>	
Cash funds last year end			-	
<b>Cash funds this year end</b>	<b>- 4,251</b>		<b>- 486</b>	





Balance Sheet as at 31st March 2022

	31/03/2022	31/03/2021
<b>Monetary Assets</b>		
Badge Stock	3,486.15	
Bank Current Account	81,277.48	70,387.76
Cash in hand	296.21	296.21
Prepayments	50.00	62.15
Debtors	<u>13,788.86</u>	<u>22,941.71</u>
	<u>95,412.55</u>	<u>93,687.83</u>
<b>Total Assets</b>	<u><b>98,898.70</b></u>	<u><b>93,687.83</b></u>
<b>Liabilities</b>		
Accrued Income		
Accruals	0.00	0.00
Creditors	<u>39,422.87</u>	<u>36,197.36</u>
	<u>39,422.87</u>	<u>36,197.36</u>
<b>Total Net Assets</b>	<u><b>59,475.83</b></u>	<u><b>57,490.47</b></u>

Accumulated Fund

Accumulated fund brought forward	22,467.62	17,054.05
Net District income expenditure for the year	3,976.32	524.13
Surplus 2020	1,448.84	2,419.87
Emboree Fund	2,719.42	2,244.39
Sub County Weekend	42.80	42.80
Designated Funds - HQ Roof	0.00	3,730.00
District running reserve	18,840.00	23,573.00
Hardship Fund	1,000.00	1,000.00
Badge Account	0.00	-32.27
Path Lancing	950.00	4,400.00
Deposits Scout Hall	150.00	
District Scouts/Cubs/Beavers Pot	360.30	
IQ Reserve	<u>7,520.53</u>	<u>2,534.50</u>
	<u>59,475.83</u>	<u>57,490.47</u>

Approved by the trustees (District Executive Committee) on and signed on their behalf by:

  
\_\_\_\_\_

District Treasurer

  
\_\_\_\_\_

Independently examined by:

CLAIRE SMITH Name



Signature