



Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 1st	Month April	Year 2022	To	Day 31st	Month March	Year 2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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 Chairman		
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)

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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 Bye 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 run several events to ensure a cohesive provision across the area which includes a St. George's Day parade, District Camps and a number of training events to ensure our volunteer adults have all the tools possible to deliver the best possible standard of Scouting.

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 Commissioners' Report – AGM 2022-23

This year has been another successful year for all our Groups, full of a variety of activities for all our young members which has resulted in many badges being earned along the way. Some other notable things this year have included 1st Henfield and the local community starting the rebuild of the building which will be their new meeting place and the purchase by Shoreham Beach of a building which after some refurbishments will become their new HQ.

We are also looking forward to sending 7 of our young members and 2 of our leaders with the West Sussex Contingent to South Korea for the World Scout Jamboree in a little over a months' time. They have spent much of this year working very hard fundraising and all this hard work is very near to paying off for them with the once in a lifetime experience they will get. This is a fantastic opportunity of a lifetime for all those attending, and I am sure they will represent Adur Valley excellently whilst also enjoying themselves on their trip.

In the past year there has also been in the introduction of the nationwide transformation of Scouting, something which I'm sure we will all be getting to grips with between now and February 2024 when it comes into effect. We ran a couple of events to launch this within the District and I think this was largely very well received by everyone and as our understanding of the changes grows, I'm sure this will give everyone the chance to reset and reshape Scouting in Adur Valley for the future.

Next year will also see some changes within the District team, including the retirement of David Allen from his role as Chair of the Appointments Panel, and I would like to take this opportunity to thank David for the many years of hard work and dedication he has given to Scouting in Adur Valley since he first came to the District in 1977 and I'm sure that we will all greatly miss the guidance and wise contribution to the District team in the future that David has so often provided.

I would like to take this opportunity to say thank you to everyone across the District, my deputies, 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 throughout the year has been very rewarding.

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, the Appointments Panel and everyone 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.

Although they may not always be told, I would also like to take this opportunity to give my thanks, in particular, to both 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 despite me constantly adding to their workloads and asking for meetings or little bits of help throughout the year, 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 continue to help us to grow Scouting across Adur Valley.

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 plan to support Scouts that will attend the next World Scout Jamboree, this will include some limited financial support from both the District Trustee Board 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 Chair of Trustees	District Treasurer
Date	30 th January 2024	

Adur Valley District Scout Council - Charity number 305906

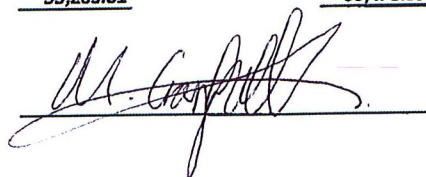
Balance Sheet as at 31st March 2023

	31/03/2023	31/03/2022
Monetary Assets		
Badge Stock		
Stock	3,119.56	3,486.15
Bank Current Account	0.00	81,277.48
Virgin Money	66,801.38	
Cash in hand	282.76	296.21
Prepayments	1,233.98	50.00
Debtors	<u>26,063.14</u>	<u>13,788.86</u>
	<u>94,381.26</u>	<u>95,412.55</u>
Total Assets	<u><u>97,500.82</u></u>	<u><u>95,412.55</u></u>
Liabilities		
Accrued Income		
Accruals	77.01	0.00
Creditors	<u>42,140.00</u>	<u>39,422.87</u>
	<u>42,217.01</u>	<u>36,197.36</u>
Total Net Assets	<u><u>55,283.81</u></u>	<u><u>59,215.19</u></u>

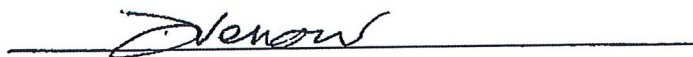
Accumulated Fund

Accumulated fund brought forward	26,443.94	22,467.62
Net District Income expenditure for the year	2,280.82	3,976.32
EuroJam 2020	1,077.84	1,448.84
Jamboree Fund	61.14	2,719.42
Cub County Weekend	42.80	42.80
Designated Funds - HQ Roof	0.00	0.00
District running reserve	19,340.00	18,840.00
Hardship Fund	1,000.00	1,000.00
Advebats	0.00	0.00
4th Lancing	1,158.63	950.00
1st Sompting	-610.17	
Deposits Scout Hall	150.00	150.00
District Scouts/Cubs/Beavers Pot	760.30	360.30
HQ Reserve	<u>3,578.51</u>	<u>7,520.53</u>
	<u>55,283.81</u>	<u>59,475.83</u>

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



District Treasurer



Independently examined by:

CLAIRE SMITH Name

C.J. Smith Signature

Notes to the accounts for the year ended 31st March 2023

The accounts shown are for the Adur Valley District Scout Council only and include the Explorer Scouts Accounts, Badge Account and Scouts Fellowship which are presented separately

Accounting Policies

The Financial statements have been prepared in accordance with the accruals accounting convention and with the statement of Recommended Practice for Charities

The District Council acts as an agent for County in the collection of members subscriptions. These monies are not the property of the District Council.

The accumulated fund includes the following designated funds

	General Fund £	Jamboree Fund £	Cub Weekend Fund £	District Running Reserve	Roof Reserve	HQ Fund	Eurojam 2020	Advebats	Hardship Fund	4th Lancing	Deposits - Scout Hall	District Scouts/Cubs/Beavers Pot	1st Sompthing	Total Funds £
Balance at 1st April 2022	36,443.94	2,719.42	42.80	18,840.00	0.00	7,520.53	1,448.84	0.00	1,000.00	950.00	150.00	360.30	0.00	59,475.83
Movement	2,380.82	-2,658.28		500.00		-3,942.02	-371.00	0.00	0.00	208.63	0.00	400.00	-610.17	-4,192.02
Balance as at 31st March 2023	28,724.76	61.14	42.80	19,340.00	0.00	3,578.51	1,077.84	0.00	1,000.00	1,158.63	150.00	760.30	-610.17	55,288.81

4th Lancing Beavers - Terracycle - £100.00 23/6/2022
4th Lancing - E445.00 Summer Subs Cubs

Eurojam Funds

Lana 756.72
Oskar 321.12

1077.84

Deposits Scout Hall

F Prosser - INV0066
T Murray - INV0081

Vicki Morgans - INV0082

Beaver District Spend

03/08/2022 74.04
16/07/2022 70
11/10/2022 74.47
13/10/2022 59.43

ADUR VALLEY DISTRICT SCOUT COUNCIL

Income and Expenditure for the Year ended 31st March 2023

	31/03/2023	31/03/2022
	£	£
INCOME		
Membership Subscription		
1st Beeding & Bramber	1,521.00	1,725.00
1st Southwick	3,685.50	3,220.00
2nd Southwick	2,281.50	2,415.00
1st Shoreham	4,212.00	4,025.00
3rd Shoreham	8,775.00	9,602.50
2nd Steyning	4,153.50	4,025.00
3rd/5th Lancing	4,621.50	4,140.00
4th Lancing	2,281.50	1,092.50
1st Sompting	1,755.00	2,587.50
1st Henfield	5,967.00	5,060.00
Shoreham Beach	3,042.00	3,047.50
Explorer Scouts	7,078.50	7,417.50
Less paid to Headquarters & County	-41,325.00	-39,153.00
1st Beeding & Bramber		
1st Southwick		
2nd Southwick		
1st Shoreham		
3rd Shoreham		
2nd Steyning		
1st Sompting		
Shoreham Beach		
Explorer Scouts		
Hillside	-3,605.00	-3,345.00
Jamboree Fund		
Streamside	-335.00	-335.00
	<u>4,109.00</u>	<u>5,524.50</u>
HQ INCOME	<u>8,343.75</u>	<u>7,267.50</u>
BADGE INCOME	<u>5,163.27</u>	<u>6,037.34</u>
Investment Income Received		
Scout Assoc Short Term investment interest	<u>0.00</u>	<u>0.00</u>
Donations / Grants / other		
Funds from reserve		11,430.00
Cashback from Virgin Bank	0.22	
	<u>0.22</u>	<u>11,430.00</u>
Activities		
Patrol Leaders	100.00	
Escape & Hunt Competition	185.00	
Cub County Weekend		
Survival Camp	120.00	
Jamboree		
Beaver Fun Day	40.00	
Beaver Walk		
	<u>445.00</u>	<u>0.00</u>
TOTAL INCOME FOR THE YEAR	<u><u>18,061.24</u></u>	<u><u>30,259.34</u></u>

ADUR VALLEY DISTRICT SCOUT COUNCIL

Income and Expenditure for the Year ended 31st March 2023

	31/03/2023 £	31/03/2022 £
EXPENDITURE		
	<u>0.00</u>	<u>0.00</u>
HQ EXPENDITURE	<u>8,343.75</u>	<u>18,697.50</u>
BADGE EXPENDITURE	<u>4,543.98</u>	<u>5,671.71</u>
Administration expenses		
District team expenses	83.86	35.26
Training / Chief Scout Awards	23.35	
Bank Charges	28.40	23.60
Key Lock Box		59.95
Namesco - Email address 1 Year		113.99
Renewal of SMTP - adurvalleyscouts.org.uk - 2 Years		39.90
Clearance of Scout HQ		143.66
Website Training		186.50
Archery Membership		40.00
Hardship Fund		
District badges	14.00	
Presents - AGM	75.00	169.00
Battery for donated laptop	19.99	
Funds to Reserve		
	<u>244.60</u>	<u>811.86</u>
Activities		
Cub Fun Walk	77.94	
Easter Egg Hunt - Hillside		89.70
Young Leaders	55.75	
Jamboree		251.95
Escape and Hunt Competition	185.00	
St Georges Day	1,179.40	
Jamboree Donation to Leaders		400.00
Go Beavers Coach	550.00	
District Cubs, Beavers, Scouts pot	600.00	360.30
	<u>2,648.09</u>	<u>1,101.95</u>
TOTAL EXPENDITURE FOR THE YEAR	<u><u>15,780.42</u></u>	<u><u>26,283.02</u></u>
TOTAL INCOME FOR THE YEAR	18,061.24	13,304.84
EXCESS INCOME OVER EXPENDITURE	2,280.82	-12,978.18

Adur Valley District Scouts HQ Account

Income and Expenditure for the Year ended 31st March 2023

	31/03/2023	31/03/2022
	£	£
INCOME		
HQ Hire	8,343.75	7,267.50
	<u>8,343.75</u>	<u>7,267.50</u>
TOTAL INCOME FOR THE YEAR	<u>8,343.75</u>	<u>7,267.50</u>
EXPENDITURE		
Administration expenses		
Utilities expenditure		
Water Rates	412.52	404.45
Gas	351.11	306.61
Electricity	453.29	417.74
Rent and rates expenditure		
Rates	2,150.40	2,150.40
Rates exemption	-1,720.32	-1,720.32
Discretionary Rate Relief Refund	-408.58	-419.10
Rent	155.00	155.00
Insurance	448.85	534.81
HQ maintenance		
General maintenance	394.42	118.68
Fire inspection / maintenance	79.20	67.20
Hot Water Replacement	770.00	
Electrician	1,190.00	50.00
Roofing Repairs	7,650.00	11,430.00
Service of Heaters	359.88	216.00
to / from reserve	-3,942.02	4,986.03
	<u>8,343.75</u>	<u>18,697.50</u>
TOTAL EXPENDITURE FOR THE YEAR	<u>8,343.75</u>	<u>18,697.50</u>
Excess Expenditure over Income	0.00	-11,430.00

Adur Valley District Scouts Badge Account

Income and Expenditure for the Year ended 31st March 2023

	31/03/2023	31/03/2022
	£	£
INCOME		
Badge Sales	5,147.22	6,037.34
Postage Sales	16.05	
	<u>5,163.27</u>	<u>6,037.34</u>
TOTAL INCOME FOR THE YEAR	<u>5,163.27</u>	<u>6,037.34</u>
EXPENDITURE		
Cost of Goods Sold (Opening Stock + Purchases - Closing Stock)	4,498.19	5,671.71
Gross Profit	<u>665.08</u>	<u>365.63</u>
Postage Expenses	45.79	
Net Profit	<u>619.29</u>	

Adur Valley District Scout Group Accruals and Prepayments 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

	2023/03	2022/03
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	57,779	53,525
Less: Membership subscriptions paid on (National/County/Area/District)	41,325	-
Net membership subscriptions retained	16,454	14,372
Donations	400	2,133
Legacies		
Gift Aid		
Badge Sales	5,163	6,037
Activities Income	27,465	17,649
Insurance Claim		
Other similar income	11,743	7,594
Sub total	61,225	47,784
Grants		
Maintenance grant		-
Other grants		
Sub total	-	-
Fundraising (gross)		
Jamboree 2023	197	250
Eurojam 2020		
Funds from reserves	4,710	20,549
SAS Income	140	104
Other fundraising activities	3,123	5,179
Sub total	8,170	26,082
Investment income		
Bank interest	23	1
Building Society interest		
The Scout Association Short Term Investment Service		
Property Rent income		
Other investment income		-
Sub total	23	1
Total Gross Income	69,418	73,867
Asset and investment sales, etc.	-	-
Total receipts	69,418	73,867

Adur Valley District Scout Group Accruals and Prepayments 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

	2023/03	2022/03
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	4,835	4,196
Adult support and training		105
Rent	301	155
Water and Sewerage	2,204	952
Electricity and Gas	7,895	3,487
Rates	22	856
Insurance	2,021	2,026
Repairs and Renewals	10,444	28,831
Materials and equipment	2,488	6,235
Printing, photocopying and admin fees	367	181
Contribution to camp costs	4,538	10,238
Uniforms / Badges	526	187
Website Costs	123	434
AGM and trustee expenses		295
D of E Costs	389	1,525
Awards		
Funds to reserves		5,036
Badge COGS	4,498	5,672
Donation	350	350
Hillside Campsite Other Costs	16,661	1,840
Depreciation	1,999	3,546
Refunded Deposits	768	120
Bad Debt		
Sub total	60,429	76,268
Fundraising expenses		
Jamboree	1,887	1,850
Eurojam		
Detail 3		-
Other fundraising costs		
Sub total	1,887	1,850
Total Gross Expenditure	62,316	78,118
Asset and investment purchases, etc.	-	-
Total payments	62,316	78,118
Net of receipts/(payments)	7,102	4,251
Cash funds last year end	-	-
Cash funds this year end	7,102	4,251

