

Trustees' Annual Report for the period

Period start date Period end date
From Day Month Year **To** Day Month Year
 1st April 2023 31st March 2024

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		Ended 31 st Aug 2023	
6	Chris Davis			
7	Elanor Francis			
8	James Cox			
9	Erin Whitmore			
10	Nigel Wilks			
11	Andrew Fellingham			
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 Board of Trustees, 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 Lead Volunteer and Scout Leaders, Individual section leaders and meets every 2-3 months.

This District Board of Trustees exists to support the District Lead Volunteer 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 Board of Trustees 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 Lead Volunteers Report – AGM 2023-24

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. We also sent 7 of our young members and 2 of our leaders with the West Sussex Contingent to South Korea for the World Scout Jamboree who all came back having had an unforgettable experience for a variety of reasons but still an incredibly enjoyable time. There has also been a variety of District events and activities including a Beaver Fun Day, District Cub Camp & a Scout Escape & Hunt Night to name a few. These events are always useful to help the young people in finishing off some of their badgework or for putting into practice some of those skills that have been passed on in Group evening sessions.

In the past year we have also seen more information come through about the nationwide transformation of Scouting, something which everyone should by now be aware of and preparing for, with all Groups & the District running AGM's in the new format to prepare for this. If you need any help and support in preparing for the digital switchover part of the transformation, please let me know and we can arrange this.

Also this year we have again held our District St George's Day Parade in Lancing and we thank everyone who was able to attend for making this a successful event. Also thank you to the County Lead Volunteer for coming down to the event.

As part of our District preparations for the transformation we have also been putting into place some new teams which we have either not had before or not had for a while. These include 2 new first aid trainers and most recently a District Additional Needs Advisers Team. I'm sure you will be hearing more from both of these teams and others as they get too grips with these roles.

I would like to take this opportunity to say thank you to everyone across the District, my deputies, the ADC's, GSL's and all the Section Leaders & Assistants 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 in District roles, including District Leaders, ADC's, 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.

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.

Cameron Baldock – Lead Volunteer, Adur Valley District 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 consequently 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 Trustees monitor the cash at the bank at each District trustee board 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 has planned 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	29 th January 2025	

Adur Valley District Scout Group Accruals and Prepayments Account

For the year from	01/04/2023	To	31/03/2024
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Receipts and payments



	2024/03	2023/03
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	12,431	4,835
Adult support and training	25	
Rent	2,149	301
Water and Sewerage	1,081	2,204
Electricity and Gas	7,981	7,895
Rates	10	22
Insurance	2,352	2,021
District - Repairs and Renewals	13,201	10,444
Hillside - Repairs and Renewals	28,505	
Materials and equipment		2,488
Printing, photocopying and admin fees	336	367
Contribution to camp costs		4,538
Uniforms / Badges	645	526
Website Costs	50	123
AGM and trustee expenses	23	
D of E Costs	802	389
Awards		
Funds to reserves	1,094	
Badge COGS	5,333	4,498
Donation		350
Hillside Campsite Other Costs	1,644	16,661
Depreciation		1,999
Refunded Deposits	523	768
Bad Debt	3,383	
Sub total	91,557	90,429
Fundraising expenses		
Jamboree	970	1,687
Eurojam		
Detail 3		-
Other fundraising costs	103	
Sub total	1,073	1,687
Total Gross Expenditure	92,630	92,116
Asset and investment purchases, etc.	-	-
Total payments	92,630	92,116
Net of receipts/(payments)	12,784	7,102
Cash funds last year end	-	-
Cash funds this year end	12,784	7,102

Statement of assets and liabilities at the end of the year

	31/03/2024	31/03/2023
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	132,018	147,627
Bank deposit account	10,510	
Building society account		
The Scout Association Short Term Investment Service		
Cash/Floats	524	414
Total cash funds	143,051	148,041
Other monetary assets		
Tax claim		
Debts due from the County/Area/District/Group	12,832	27,698
Prepayments	1,639	1,234
Insurance claim		
Sub total	14,471	28,932
Investment assets		
Investment property - detail	645,875	645,875
Quoted investments		
Other investments - detail		-
Sub total	645,875	645,875
Non monetary assets for charity's own use		
Badge stock	2,374	3,120
Shop stock		
Other stock		
Land and buildings		
Motor vehicles		
Scouting equipment, furniture etc		
Other		-
Sub total	2,374	3,120
Liabilities		
Accounts not yet paid	47,790	43,765
Expenses incurred but not invoiced	564	
Subscriptions not yet paid		
Loan - detail	8,174	
Other liabilities		77
Sub total	56,528	43,842

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 5th October 2024 and signed on their behalf by

Signature



Print Name	
Mike Cranfield	Chair
Debra Venour	Treasurer

Adur Valley District Scout Group Accruals and Prepayments Account

For the year from	01/04/2023	To	31/03/2024
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Receipts and payments

	2024/03	2023/03
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	59,932	57,779
Less: Membership subscriptions paid on (National/County/Area/District)	44,600	41,325
Net membership subscriptions retained	15,333	16,454
Donations	127	400
Legacies		
Gift Aid		
Badge Sales	5,926	5,163
Activities Income inc D&E	10,898	27,465
Hillside Bookings	20,439	
Insurance Claim		
Other similar income	5,887	11,743
Sub total	59,932	61,226
Grants		
Maintenence grant		-
Other grants	151	
Sub total	151	-
Fundraising (gross)		
Jamboree 2023	970	197
Eurojam 2020		
Funds from reserves	10,000	4,710
SAS Income		140
Other fundraising activities	150	3,123
Sub total	11,120	8,170
Investment income		
Bank interest		23
Building Society interest		
The Scout Association Short Term Investment Service		
Property Rent income		
Other investment income		-
Sub total	-	23
Total Gross Income	89,880	89,419
Asset and investment sales, etc.	-	-
Total receipts	89,880	89,419