



Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 1st	Month April	Year 2024	To	Day 31st	Month March	Year 2025

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	Michael Cranfield	District Chair		
2	Debra Venour	District Treasurer		
3	Heather Allen			
4	Chris Davis			
5	Elanor Francis			
6	James Cox			
7	Erin Whitmore			
8	Nigel Wilks			
9	Andrew Fellingham			
10	Cameron Baldock			
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 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 board consists of 2 independent representatives – Chair & Treasurer together with the District Lead Volunteer and other adult volunteers. The board 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 District 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 actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

In partnership with adults, young people take part in fun indoor and outdoor activities. They learn by doing, by sharing in spiritual reflection and by taking responsibility. They make choices, undertake new and challenging activities, and they live their Scout Promise.

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 2024-25

2024-25 has been a period of embedding change in Scouting nationally and in Adur Valley it has been no different.

It has been heartening to see so many of the Groups and Units in the District take on this challenge of change and implement this in their Groups in such a positive way that we have seen growth across many Groups including the introduction of new sections, such as Squirrels in many Groups which will only serve to protect the future of the older sections by providing ongoing young members as they filter their way through Scouting as they grow up.

The chance that we all have to shape the lives of so many young people across Adur Valley should not be taken for granted and I'm sure with the enthusiasm and efforts of our adults and leaders the young people are in excellent hands to get as much as they possibly can from their Scouting journey in Adur Valley.

This year has again seen a wide variety of activities and camps being offered across the District and my thanks go to the ADC's, Gareth, Sophia & Chris, for the work they do together with the various section leaders to enable these District wide events to take place. It is great to see these happen and show just how good Adur Valley is at working together to provide a bigger and better experience for our young people.

It would also be remiss of me not to mention the countless hours of work and support which the District Trustee Board and wider District Team have put in. There have been many changes which Trustee Boards have had to work at speed to understand and implement so my thanks go to all Trustees in the District for all the work you have put in. None of the great activities and opportunities we provide would be possible without your time, efforts and commitment to seeing Scouting thrive in Adur Valley.

My thanks also goes to the wider District team, there are too many of you to name individually, but I would like to take this opportunity to thank each of you for all the hard work you put in to allow Scouting in Adur Valley to grow and thrive in the way that it does.

As well as the changes in operating structure that have been implemented nationally, this year has also been a year of change within the District. As you will be aware, I stepped down as District Commissioner at the end of 2024 and therefore I would like to take this opportunity to welcome our new District Lead Volunteer, Greg Richards, to Adur Valley and I'm sure you will have many great plans ahead for the District which I know everyone will support you with during your time as DLV. Good Luck in your new role.

Yours in Scouting

Cameron Baldock
(Former) District Commissioner – Adur Valley Scouts

Section E Financial review

Brief statement of the charity's policy on reserves

The District board of trustees holds a reserve of £5000 which covers both the District core functionality and Hillside Scout Campsite and is felt by the board to be adequate for this purpose.

Details of any funds materially in deficit

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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 2026	

Adur Valley District Scout Group Accruals and Prepayments Account

Year start date

Year end date

For the year from	01/04/2024	To	31/03/2025
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Receipts and payments

	2025/03 Unrestricted funds £	2024/03 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	65,729	59,932
Less: Membership subscriptions paid on (National/County/Area/District)	55,692	44,600
Net membership subscriptions retained	10,037	15,333
Donations	2,465	127
Legacies		
Gift Aid		
Badge Sales	6,662	5,926
Activities Income inc D&E	14,937	10,898
Hillside Bookings	25,336	20,439
Insurance Claim		
Other similar income	7,520	5,887
Sub total	66,958	58,609
Grants		
Maintenence grant		-
Other grants		151
Sub total	-	151
Fundraising (gross)		
Jamboree 2026		970
Eurojam 2020		
Funds from reserves		10,000
SAS Income		
Other fundraising activities	2,447	150
Sub total	2,447	11,120
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	69,405	69,903
Asset and investment sales, etc.	-	-
Total receipts	69,405	69,903

Adur Valley District Scout Group Accruals and Prepayments Account

Year start date

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For the year from	01/04/2024	To	31/03/2025
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Receipts and payments

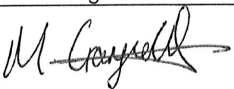

	2025/03 Unrestricted funds £	2024/03 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	5,272	12,431
Adult support and training		25
Rent	1,663	2,149
Water and Sewerage	4,331	1,081
Electricity and Gas	9,246	7,981
Rates	10	10
Insurance	2,621	2,352
District - Repairs and Renewals	4,873	13,201
Hillside - Repairs and Renewals	27,629	28,505
Materials and equipment	4,138	
Printing, photocopying and admin fees	1,926	336
Contribution to camp costs	12,283	
Uniforms / Badges	214	645
Website Costs		50
AGM and trustee expenses		23
D of E Costs	25	802
Awards		
Funds to reserves		1,094
Badge COGS	5,965	5,333
Donation	360	
Hillside Campsite Other Costs	908	1,644
Depreciation		
Refunded Deposits	548	523
Bad Debt		3,383
Sub total	82,011	81,567
Fundraising expenses		
Jamboree		970
Eurojam		
Detail 3		
Other fundraising costs	738	103
Sub total	738	1,073
Total Gross Expenditure	82,748	82,641
Asset and investment purchases, etc.	-	-
Total payments	82,748	82,641
Net of receipts/(payments)	- 13,343	- 12,738
Cash funds last year end	-	-
Cash funds this year end	- 13,343	- 12,738

Statement of assets and liabilities at the end of the year

	31/03/2025	31/03/2024
	Unrestricted funds £	Unrestricted funds £
Cash funds		
Bank current account	125,909	132,018
Bank deposit account	10,706	10,510
Building society account		
The Scout Association Short Term Investment Service		
Cash/Floats	409	524
Total cash funds	137,024	143,051
Other monetary assets		
Tax claim		
Debts due from the County/Area/District/Group	27,481	12,832
Prepayments	1,348	1,639
Insurance claim		
Sub total	28,829	14,471
Investment assets		
Investment property - detail		
Quoted investments		
Other investments - detail		-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	2,570	2,374
Shop stock		
Other stock		
Land and buildings	645,875	645,875
Motor vehicles		
Scouting equipment, furniture etc		
Other		-
Sub total	648,445	648,249
Liabilities		
Accounts not yet paid	995	47,790
Expenses incurred but not invoiced	489	564
Subscriptions not yet paid	60,228	
Loan - detail		8,174
Other liabilities		
Sub total	61,712	56,528

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Scout Council on 29th September 2025 and signed on their behalf by

Signature	
	
	

Print Name	
Mike Cranfield	Chair
Debra Venour	Treasurer