

# Trustees' Annual Report

For the period

From (start date) 

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 to (end date) 

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## Section A Reference and administration details

Charity name 

Woking District Scout Council					
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Registered charity number 

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Charity's principal address

C/o Fox Lodge					
Horsell Park					
Woking					
Postcode			GU21 4LY		

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Michael J Webb	Chairman	
2	Una V Sunderland	Treasurer	
3	Richard H Stevens	D C	
4	Kevin M Spencer	D D C	
5	Nicola C Evenden	Secretary	
6	Brian L Pinto	D E S C	
7	Ian Colston	E S L	
8	Neil Freeman	G S L	1/4/20 to 1/10/20
	Kath Brown	G S L	1/11/20 to 31/3/21
9	Peter J White	Appointments S/C	
10	Andrew Carapiet	SASU Co-ord.	24/6/20 to 31/3/21
11	Richard Mackie	Birchmere S/C Chair.	
12	Tracey Gates	Resource Centre Mgr.	
13	Steve Valiant	Campsite Warden	
14	Caroline Lee	Network Commisioner	
15	Ed Phillips	D Y C	3/9/20 to 31/3/21
16	Beth Williamson	D D Y C	1/1/21 to 31/3/21
17	John W Brown	Mbr. Exec Committee	

## Section A Reference and administration details (continued)

Names and addresses of advisers

Type of advisor	Name	Address
Independent Examiner	Derek Williamson	Goddards Accountants, Molesey, KT8 2NA

**Section B****Structure, governance and management**

## Description of the charity's trusts

Type of governing document

The District's governing documents are those of the 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

The District is a trust established under its rules which are common to all Scouts.

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance issues

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 registration as a charity, the keeping of proper accounts and for making returns to the Charity Commission as appropriate.

The Committee consists of 3 independent representatives, Chairman, Treasurer and Secretary, together with the District Commissioner, representatives of sub-committees, elected and nominated members.

This District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointments 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;

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 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 buildings, property and equipment. The District would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and local Scout Groups. 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 and members. The District through the capitation fees contributes to the Scout Associations 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 a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the District on an ongoing basis, either temporarily or permanently.

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 in a particular section or the District as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the District.

Reduction or loss of members. The District provides activities for all young people aged 6 to 25. If there was a reduction in membership in a particular section or the District as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the District.

The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, including 2 signatories being required 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 subscriptions policy in relation to these objects

Subscriptions are charged for membership to cover the immediate running costs of the District and do not unduly restrict membership. The District follows the principle that no one should be excluded because of their inability to pay membership subscriptions.

Summary of the public benefit

Two key principles demonstrate that Scouting's aims are for the public benefit are that through the Scout method young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously and the benefits Scouting Activities provide far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.

**Section D****Achievements and performance**

Summary of the main achievements of the charity during the year.  
Future Plans for Events and Capital Projects

Please see the detailed reports at the front of the document for the main achievements and activities during this unusual year affected by Covid-19. Scouting continued in the lockdowns and during restrictions but in different ways. Looking forward, we plan to continue to run a wide variety of District events for the benefit of the youngsters in the various sections and we have a continuing need to build up funds to help deserving Scouts and Explorer Scouts attend the World Jamborees held every four years. Dependent on the availability of grants to supplement our own funds we hope to continue to run Handicamp (where Scouts camp with and assist disabled and/or handicapped youngsters). Further projects at Birchmere campsite include the adult toilet block. There is an ongoing programme to repair or replace District equipment as it wears out.

**Section E****Financial Review**

Brief statement of the charity's policy on reserves

**Reserves Policy and Future Plans**

The District's policy on reserves is to hold sufficient resources in their General Reserve to continue the charitable activities of the District should income and fundraising activities fall short. The Executive Committee considers that the District should hold in the General and Repairs/Replacements Reserves a sum equivalent to 6 months running costs, circa £30,000.

The District held £74,534 in these reserves of which £30,000 is held, in line with the District policy, to cover 6 months running costs and to have sufficient funds to cover unexpected costs.

Further financial review details

**Investment Policy**

The District 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 the Charities Aid Foundation Bank, Ltd., the Co-operative Bank, the Nationwide Building Society and the Charity Organisations Investment Fund (COIF).

The District Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn; before doing so the District Executive considers the cash flow requirements.

**Section F****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 J Webb

Una V Sunderland

Position (eg Secretary, Chair)

Chairman

Treasurer

Date

18th May 2021

INCOMING RESOURCES	2020/21 Funds			2019/20 Funds	NOTES For 20/21
	£ Restricted	£ Unrestricted	£ Total	£ Total	
<b>Donations, legacies and similar income</b>					
Member subscriptions (Groups' capitation)		57,650.25	57,650.25	57,351.25	
Member subscriptions (Explorer's capitation)		4,281.75	4,281.75	4,907.50	1
Less: Membership subscriptions paid to SCSC		46,900.00	46,900.00	45,785.25	
Capitation prompt payment refund from SCSC		598.50	598.50	587.00	
Net capitation subscriptions retained		15,630.50	15,630.50	17,060.50	1
Other subscriptions & Fees - Explorers & Young Leaders		6,743.25	6,743.25	8,118.50	1
Donations - General		0.00	0.00	0.00	
Donations - Restricted - Birchmere	2,000.00		2,000.00	1,000.00	2
Loan Repayments, Insurance Claims & Miscellaneous		512.30	512.30	12.76	
Gift Aid		5,733.58	5,733.58	9,083.89	11
Scout ActiveSupport Unit		450.00	450.00	166.87	
<b>Sub total</b>	<b>2,000.00</b>	<b>29,069.63</b>	<b>31,069.63</b>	<b>35,442.52</b>	
<b>Grants</b>					
Maintenance grants - Birchmere	21,143.00		21,143.00	1,081.00	2
Grants - Handicamp	0.00		0.00	10,000.00	2
Other grants		20,240.93	20,240.93	0.00	
<b>Sub total</b>	<b>21,143.00</b>	<b>20,240.93</b>	<b>41,383.93</b>	<b>11,081.00</b>	
<b>Fundraising &amp; Activities (gross)</b>					
Activities (excluding Explorer subscriptions)		10,456.38	10,456.38	67,767.86	
Jamboree		0.00	0.00	734.95	
Birchmere campsite fees		552.80	552.80	8,250.69	
DHQ Hire fees		850.12	850.12	3,939.50	3
Badge sales		4,371.91	4,371.91	5,827.78	
Resource Centre sales		3,545.60	3,545.60	12,213.79	
Adult training fees		0.00	0.00	160.00	
Handicamp - fees		0.00	0.00	1,295.00	
<b>Sub total</b>	<b>0.00</b>	<b>19,776.81</b>	<b>19,776.81</b>	<b>100,189.57</b>	
<b>Investment income</b>					
Bank interest		46.87	46.87	99.24	
Investments interest		357.49	357.49	254.51	
<b>Sub total</b>		<b>404.36</b>	<b>404.36</b>	<b>353.75</b>	
<b>Total Gross Income</b>	<b>23,143.00</b>	<b>69,491.73</b>	<b>92,634.73</b>	<b>147,066.84</b>	
<b>RESOURCES EXPENDED</b>					
<b>Charitable Payments</b>					
Youth programme and activities		43,692.00	43,692.00	49,353.15	4
Adult support and training		22.80	22.80	986.25	4
District HQ		1,591.52	1,591.52	2,905.34	3
Birchmere campsite	21,143.00	2,212.92	23,355.92	10,071.54	4
Insurances and miscellaneous payments		2,702.46	2,702.46	4,474.47	
Materials and equipment (Incl. Handicamp purchases)		358.98	358.98	257.98	
Scout Active Support Unit		0.00	0.00	260.20	4
Handicamp (excl. eqpt. purchases)	0.00		0.00	13,834.21	2
Jamboree		0.00	0.00	4,720.00	5
<b>Sub total</b>	<b>21,143.00</b>	<b>50,580.68</b>	<b>71,723.68</b>	<b>86,863.14</b>	
<b>Governance</b>					
District Exec admin expenses		0.00	0.00	40.31	
Annual General Meeting		34.85	34.85	705.42	
<b>Sub total</b>	<b>0</b>	<b>34.85</b>	<b>34.85</b>	<b>745.73</b>	
<b>Fundraising expenses</b>					
Resource Centre purchases		3,870.71	3,870.71	11,626.31	
Badge purchases		2,908.53	2,908.53	6,168.27	
<b>Sub total</b>	<b>0</b>	<b>6,779.24</b>	<b>6,779.24</b>	<b>17,794.58</b>	
<b>Total Gross Expenditure</b>	<b>21,143.00</b>	<b>57,394.77</b>	<b>78,537.77</b>	<b>105,403.45</b>	

RESOURCES SUMMARY	2020/21 Funds			2019/20 Funds	
	£ Restricted	£ Unrestricted	£ Total	£ Total	
Total Gross Income	23,143.00	69,491.73	92,634.73	147,066.84	
Total Gross Expenditure	21,143.00	57,394.77	78,537.77	105,403.45	
Net of receipts/(payments)	2,000.00	12,096.96	14,096.96	41,663.39	
Cash funds b/fwd from previous year	39,106.72	139,032.22	178,138.94	136,475.55	
Cash funds c/fwd at last posting	41,106.72	151,129.18	192,235.90	178,138.94	6
<b>CASH RESERVES at 31st March 2021</b>					
Sections (including their cash floats)		69,770.88	69,770.88	93,088.23	
Birchmere General		18,812.86	18,812.86	22,050.73	10
Birchmere Projects		-1,955.64	-1,955.64	-13,630.44	
Handicamp	17,200.94	0.00	17,200.94	17,200.94	
Jamboree		4,871.46	4,871.46	1,371.46	5
Repairs and Replacements		42,178.54	42,178.54	31,100.44	
District HQ - Service Charges		9,000.00	9,000.00	9,000.00	3
General Reserve		32,356.86	32,356.86	17,957.58	
TOTAL	17,200.94	175,034.96	192,235.90	178,138.94	6
<b>STATEMENT OF ASSETS AND LIABILITIES</b>					
			Last posting		
			£		
<b>Monetary Assets</b>					
CAF Bank Ltd Cash plus Gold accounts			39,960.89	91,109.61	
CAF Bank Ltd Birchmere account			37,540.48	30,108.25	
Co-operative Bank account			14,299.88	1,500.00	
Handicamp current account (Barclays)			2,571.00	2,473.00	
Handicamp deposit account (Barclays)			15,075.16	15,068.26	
Loyds WSTSC current account			266.18	625.00	
COIF Deposit Account			4,730.38	4,717.85	
Virgin Money account			-0.10	-0.10	
Nationwide 1 Year bond			31,596.47	31,251.76	
Nationwide 35 Day Saver			45,000.25	0.00	
Cash/Floats			1,195.31	1,285.31	
<b>Total cash funds</b>			<b>192,235.90</b>	<b>178,138.94</b>	<b>6</b>
<b>Other and Non Monetary Assets</b>					
Badge stock			1,923.46	2,313.97	7
Shop stock			10,401.62	9,608.08	7
Land and buildings			73,337.27	69,151.91	8
Scouting equipment, furniture etc			12,749.98	10,943.49	9
<b>Total: Other and Non Monetary Assets</b>			<b>96,488.87</b>	<b>89,703.48</b>	
<b>Liabilities</b>					
Badge floats (net owed to Groups)			1,251.19	1,047.02	
Service charges for District HQ			18,000.00	18,000.00	3
<b>Total Liabilities</b>			<b>19,251.19</b>	<b>19,047.02</b>	
<b>NET TOTAL - Assets less liabilities</b>			<b>269,473.58</b>	<b>248,795.40</b>	

These accounts and financial statements were approved by the Trustees on 18 May 2021 and signed on their behalf by:

Michael J Webb  
Chairman

Una Sunderland  
Treasurer

## WOKING DISTRICT SCOUT COUNCIL

### Notes to the Accounts for 2020 - 21.

- Note 1** Of the £15,630.5 of net capitation receipts retained £4,767.70 is designated specifically for Birchmere campsite expenses and will be credited to the Birchmere General reserve in 2021/22. The capitation charge of £4,281.75 for the Explorer Scouts was paid from the subscriptions and fees (plus Gift Aid) collected from them with the balance for Explorer activities. A payment of £598.5 re the prompt payment discount owed to us for the previous year was received in May 20.
- Note 2** We are grateful for the £2,000 donation to Birchmere and the Community Foundation Surrey Grant of £950 for the defibrillator. Guildford Borough Council awarded Birchmere £20,193 in Business Support Grants due to Covid-19 lockdowns and restrictions. Woking Borough Council awarded Woking District Scouts DHQ £20,240.93 in Business Support Grants due to lockdowns and restrictions. There were no grants awarded to Handicamp in 2020/21. Due to the pandemic Handicamp did not take place in 2020.
- Note 3** We hire out the premises when not required for scouting meetings and activities. There was a net loss of -£741 due to reduced income from the lockdowns and restrictions. Under the terms of the lease an annual service charge is due to Woking Borough Council of up to a maximum of £3,000 per annum from 2012/13 and the cost of internal redecoration when necessary. No charge has yet been made but £9,000 has therefore been reserved for the potential liability.
- Note 4** The cash floats held at 31st March 2021 compared with the previous year are detailed below, together with details of the additional balances held by District for sections.

Section	Cash Floats		Section Balances	
	31/03/21	31/03/20	31/03/21	31/03/2020
Beaver Scouts	0.00	0.00	1,507.13	1,507.13
Cub Scouts	0.00	0.00	7,375.31	7,189.30
Scouts	0.00	0.00	1,516.89	1,546.89
WSTSC	0.00	0.00	-267.86	446.12
Explorer Central	100.00	100.00	25,732.05	26,612.40
Alpex 2020	0.00	0.00	6,258.46	27,085.34
Challengers ESU	100.00	100.00	3,893.99	2,844.85
Martians ESU	100.00	100.00	4,060.93	3,372.80
Mavericks ESU	100.00	100.00	4,288.93	4,707.08
Wey Ahead ESU	100.00	100.00	3,827.54	3,405.48
Phoenix ESU	100.00	100.00	2,651.51	2,209.62
Young Leaders	100.00	100.00	3,488.63	3,723.54
Scout Network	0.00	0.00	-1,390.71	-1,390.71
Scout Active Support Unit	51.73	6.73	1,149.50	744.50
Resource Centre	325.00	578.58	580.63	834.68
Birchmere campsite	0.00	0.00	18,812.86	22,050.73
<b>Totals</b>	<b>1,076.73</b>	<b>1,285.31</b>	<b>83,485.79</b>	<b>106,889.75</b>

Alpex 20 and rescheduled Alpex 21 have been cancelled due to the pandemic and monies have been refunded to participants. The balance for Birchmere is before crediting £4,767.70 from Groups' capitation charges to the site.

- Note 5** We are continuing to set aside £3,500 per annum towards the costs of the next World Jamboree in 2023.
- Note 6** The Executive has decided that the total cash funds of £192,335.90 should be allocated to designated Reserves as detailed.
- Note 7** Stock is valued at the lower of purchase price or realisable value. The net income (receipts, including internal sales, less payments plus/minus changes in floats and stock value) received in 2020/21 was £570.91 from the Resource Centre (£2,304.42 in 2019/20) and a net profit £719.59 badges and badgemaker sales (loss -£931.14 in 2019/20). In addition, Groups received £533.25 dividends paid in 2020/21 respect of 5% of the value of their previous year purchases from the Resource Centre (£477.27 in 2019/20).
- Note 8** The District owns the Birchmere campsite buildings (comprising the warden's hut, the toilet block, the DRT building and stores) but not the site, which is now leased from Surrey County Council. The new DRT building was completed in 2017/18 and a new roof added in 2018/19. A toilet block was added in 2011/12. Work of a capital nature was conducted on the sewage in 2018/19. In 2020/21 work on the Septic Tank was completed and preparation for the Adult Toilet Block started. After charging depreciation at 10% per annum the residual value of the land and buildings at Birchmere is now estimated at £73,337.27.
- Note 9** The value of £12,749.98 is the net figure after allowing for new purchases of equipment and charging depreciation at 20% per annum. The equipment is insured, on a new for old basis, at a substantially higher figure. In 2020/21 a defibrillator was purchased for Birchmere campsite.
- Note 10** £8,000 of Birchmere General is set aside for lease renewal.
- Note 11** Gift Aid of £4,599 is from Explorers, £500 from Birchmere and £634 from WSTSC.