

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 4

to (end date)

3 1 0 3 2 5

Section A

Reference and administration details

Charity name

Woking District Scout Council

Registered charity number

3 0 8 2 5 8

Charity's principal address

The Hoe Valley Community Building

Kingfield Road

Woking

Postcode GU22 9BA

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	To 19 Jun 2024
2	Andrew Carapiet	Chairman	From 19 Jun 2024
3	Una V Sunderland	Acting Treasurer	Not a Trustee
4	Helen Humphrey	Treasurer	From 1 Sep 2024
5	Katharine Ashworth	D C	
6		Secretary	
7	Roy Thompson	D E S C	
8	Jan Parker	A D C Rep	
9	Tracey Daniell	G S L Rep	
10	Peter J White	Appointments S/C	
11	Andrew Carapiet	SASU Co-ord.	To 19 Jun 2024 (upon becoming chair)
12	Richard Mackie	Campsite Warden	
13	Ed Phillips	D Y C	
14	Kevin M Spencer	Mbr. Exec Committee	
15	Simon Lee	Mbr. Exec Committee	

Names and addresses of advisers

Type of advisor	Name	Address
Independent Examiner	Ruth Child	

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 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.

Section B (continued)

Structure, governance and management

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 4 to 25. If there was a reduction in membership 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.

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 the year. 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. Birchmere campsite has now completed the outdoor marquee canopy adjacent to the activity halls, which has been very well received. Further campsite improvements have included upgrading both activity halls with a safer electric heating system and installing LED lighting to replace the older fluorescent form. Other improvements have involved replacing all toilet/shower outside doors with modern equivalents and extending and improving the campfire circle area. There is an ongoing programme to maintain and improve all campsite buildings and facilities.

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 £107,496 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).

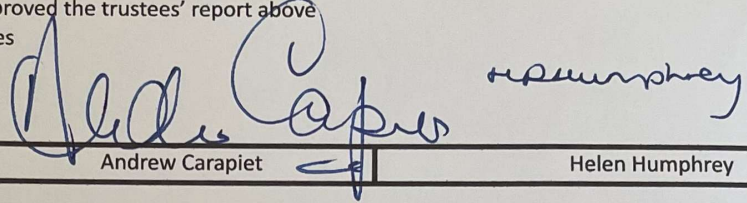
The District Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn; before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

Andrew Carapiet	Helen Humphrey
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Position (eg Secretary, Chair)

Chairman	Treasurer
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Date 28th May 2025

Receipts and Payments Account

Woking District Scout Council

Year ended 31 March 2025

INCOMING RESOURCES	2024/25 Funds		£	2023/24 Funds	NOTES For 24/25
	£	£		£	
Donations, legacies and similar income	Restricted	Unrestricted	Total	Total	
Member subscriptions (Groups' capitation)		62,879.00	62,879.00	65,835.00	
Member subscriptions (Explorer's capitation)		7,547.75	7,547.75	7,056.00	1
Less: Membership subscriptions paid to SCSC		63,911.50	63,911.50	53,511.25	
Capitation prompt payment refund from SCSC		578.50	578.50	585.00	
Net capitation subscriptions retained		7,093.75	7,093.75	19,964.75	1
Other subscriptions & Fees - Explorers & Young Leaders		19,876.46	19,876.46	29,438.51	1
Donations - General		0.00	0.00	0.00	
Donations - Restricted - Birchmere	1,400.00		1,400.00	3,030.00	2
Loan Repayments, Insurance Claims & Miscellaneous		726.09	726.09	30.00	
Gift Aid		4,380.90	4,380.90	3,917.36	11
Scout Active Support Unit and WASU		986.45	986.45	122.75	
Sub total	1,400.00	33,063.65	34,463.65	56,503.37	
Grants					
Grants - Birchmere	0.00		0.00	2,000.00	
Grants - Buddy Camp (Handicamp)	0.00		0.00	0.00	
Other grants		0.00	0.00	0.00	
Sub total	0.00	0.00	0.00	2,000.00	2
Fundraising & Activities (gross)					
Activities (excluding Explorer subscriptions)		32,996.06	32,996.06	37,350.28	
Jamboree		0.00	0.00	748.24	5
Birchmere campsite fees		10,157.76	10,157.76	8,286.76	
DHQ Hire fees		75.00	75.00	1,821.00	3
Badge sales		11,063.29	11,063.29	9,248.70	
Resource Centre sales		12,136.59	12,136.59	11,838.92	
Adult training fees		140.00	140.00	30.00	
Buddy Camp (Handicamp) - fees		49.00	49.00	50.00	
Sub total	0.00	66,617.70	66,617.70	69,373.90	
Investment income					
Bank interest		1,617.64	1,617.64	1,275.40	
Investments interest		3,250.60	3,250.60	2,781.68	
Sub total		4,868.24	4,868.24	4,057.08	
Total Gross Income	1,400.00	104,549.59	105,949.59	131,934.35	
RESOURCES EXPENDED					
Charitable Payments					
Youth programme and activities		59,298.95	59,298.95	68,454.60	4
Adult support and training		921.79	921.79	2,182.67	4
District HQ		1,972.70	1,972.70	3,038.14	3
Birchmere campsite	0.00	17,665.00	17,665.00	21,719.51	4
Insurances and miscellaneous payments		4,782.08	4,782.08	3,621.98	
Materials and equipment (Incl. Handicamp purchases)		0.00	0.00	0.00	
Scout Active Support Unit and WASU		773.36	773.36	0.00	4
Buddy Camp (Handicamp) (excl.eqpt. purchases)		49.00	49.00	50.00	
Jamboree		0.00	0.00	4,384.50	5
Sub total	0.00	85,462.88	85,462.88	103,451.40	
Governance					
District Exec admin expenses		0.00	0.00	0.00	
Annual General Meeting		657.74	657.74	711.02	
Sub total	0	657.74	657.74	711.02	
Fundraising expenses					
Resource Centre purchases		9,590.67	9,590.67	10,462.29	
Badge purchases		9,609.91	9,609.91	8,301.21	
Sub total	0	19,200.58	19,200.58	18,763.50	
Total Gross Expenditure	0.00	105,321.20	105,321.20	122,925.92	

RESOURCES SUMMARY

	2024/25 Funds		2023/24 Funds		
	£ Restricted	£ Unrestricted	£ Total	£ Total	
Total Gross Income	1,400.00	104,549.59	105,949.59	131,934.35	
Total Gross Expenditure	0.00	105,321.20	105,321.20	122,925.92	
Net of receipts/(payments)	1,400.00	-771.61	628.39	9,008.43	
Cash funds b/fwd from previous year	46,115.72	178,808.29	224,924.01	215,915.58	
Cash funds c/fwd at last posting	47,515.72	178,036.68	225,552.40	224,924.01	6

CASH RESERVES at 31st March 2025

Sections (including their cash floats)		73,750.09	73,750.09	76,011.69	
Birchmere General		30,421.72	30,421.72	30,766.10	10
Birchmere Projects		-11,061.55	-11,061.55	-12,461.55	
Handicamp	17,200.94	0.00	17,200.94	17,200.94	
Jamboree		7,745.63	7,745.63	4,245.63	5
Repairs and Replacements		89,930.77	89,930.77	76,980.51	
District HQ - Service Charges		9,000.00	9,000.00	9,000.00	3
General Reserve		8,564.80	8,564.80	23,180.69	
TOTAL	17,200.94	208,351.46	225,552.40	224,924.01	6

STATEMENT OF ASSETS AND LIABILITIES

	Last posting £		
Monetary Assets			
CAF Bank Ltd Cash plus Gold accounts		59,731.41	63,265.24
CAF Bank Ltd Birchmere account		40,489.39	38,495.31
Co-operative Bank account		16,024.76	18,096.28
Buddy Camp current account (Barclays)		99.00	50.00
Buddy Camp (Handicamp) deposit account (Barclays)		18,064.33	17,848.50
Loyds WSTSC current account		1,782.11	1,728.25
COIF Deposit Account		5,300.67	4,986.35
Virgin Money account		-0.10	-0.10
Nationwide 1 Year bond		34,416.25	33,016.92
Nationwide 35 Day Saver		48,716.82	47,179.87
Cash/Floats		927.76	257.39
Total cash funds		225,552.40	224,924.01
			6
Other and Non Monetary Assets			
Badge stock		3,620.82	2,392.00
Shop stock		12,472.49	11,290.38
Land and buildings		81,844.26	86,348.06
Scouting equipment, furniture etc		15,425.81	14,719.69
Total: Other and Non Monetary Assets		109,742.56	112,358.13
			9
Liabilities			
Badge floats (net owed to Groups)		2,983.01	1,775.29
Service charges for District HQ		18,000.00	18,000.00
Total Liabilities		20,983.01	19,775.29
NET TOTAL - Assets less liabilities		314,311.95	317,506.85

These accounts and financial statements were approved by the Trustees on May 2025 and signed on their behalf by:

Andrew Carapiet
Chairman

Helen Humphrey
Treasurer

WOKING DISTRICT SCOUT COUNCIL

Notes to the Accounts for 2024 - 25

Note 1 Net capitation receipts retained of £7,135.75 are all designated for Birchmere campsite expenses and will be credited to the Birchmere General reserve in 2025/26. A payment of £578.50 re the prompt payment discount owed to us for the previous year was received in May 2024

Note 2 We received £1,400 in donations to Birchmere campsite for Projects

Note 3 We hire out the premises when not required for scouting meetings and activities. There was a net loss of -£1,898 due to reduced number of premises rentals. 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 prior to 31 Mar 2024, but £9,000 has been reserved for the potential liability. On 17 Mar 2025 Woking Borough Council emailed to start the claim for backdated charges for Mar 2019 to Mar 2024

Note 4 The balances help by District sections at 31st March 2025 compared with the previous year are detailed below:

Section	Section Balances	
	31/03/25	31/03/24
Beaver Scouts	2,230	2,034
Cub Scouts	10,344	8,974
Scouts	743	1,907
WSTSC	1,782	1,728
Explorer Central	17,472	20,271
Alpex 2020	7,761	7,761
Challengers ESU	4,884	5,653
Martians ESU	8,057	6,878
Mavericks ESU	5,228	5,564
Wey Ahead ESU	4,539	4,617
Phoenix ESU	2,630	2,552
Young Leaders	4,365	4,151
Scout Network	-1,724	-842
Scout Active Support Unit	824	782
Resource Centre	2,546	1,744
Birchmere campsite	29,842	30,766
Totals	101,522	104,540

The balance for Birchmere is before crediting £7,135.75 from Group and Explorer's capitation

Note 5 We are continuing to set aside £3,500 per annum towards the costs of the next World Jamboree

Note 6 The Executive has decided that the total cash funds of £225552 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 2024/25 was a net profit of £3,728 from the Resource Centre (£2,815 profit in 2023/24) and a net profit of £2,682 for badges and badgemaker sales (£45 loss 2023/24)

Note 8 The District owns the Birchmere campsite buildings (comprising the warden's hut and store, the toilet and adult toilet/shower blocks, Birch Lodge and The Retreat, and store but not the site, which is leased from Surrey County Council. During 2024/25 Birchmere purchased and installed new doors at a cost of £4,590. After charging depreciation at 10% per annum the residual value of the land and buildings at Birchmere is now estimated at £81,844

Note 9 The value of £15,426 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

Note 10 £1,000 of Birchmere General is set aside for any outstanding payments on the lease renewal.

Note 10 Gift Aid of £3,192.26 is for Explorers, £646.00 is for Birchmere and £542.64 is for Woking Scouts Target Sports Club

Independent examiner's report to the trustees of WOKING DISTRICT SCOUT COUNCIL

I report to the trustees on my examination of the accounts of the **Woking District Scout Council** for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity trustees of the Woking District Scout Council you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Woking District Scout Council accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Woking District Scout Council as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Ruth Child ACMA

Relevant professional qualification or membership of professional bodies (if any):
Chartered Institute of Management Accountants

Address: 50A Rownhams lane, North Baddesley, Hampshire, SO52 9HQ

Date: 13 June 2025