

# Trustees Annual Report

## TRUSTEES ANNUAL REPORT

**For the year ended 31<sup>st</sup> March 2021**

### MAJOR ACTIVITIES AND ACHIEVEMENTS FOR THE YEAR

The Wyre Forest Scout Council (The Council) is the governing body of the Scout Association for the Wyre Forest Scouts and it provides leadership, advice and support for the Scout Groups and District Explorer Scout Units and Scout Network in the Wyre Forest area; it elects and appoints members of the District Executive Committee, which manages the District (POR 4.19b).

The aim and method of the Scout Association, and the object and description of the Charitable Trusts are well known and are set out in the Policy, Organisation and Rules (POR) of the Scout Association.

The Council organises a sponsored walk known as the Pledged Plod held each October and Christmas post but both were cancelled in 2020 due to the pandemic.

The Council owns and manages the freehold of its own camping grounds and site at Rhydd Covert, together with a modern Activity Centre. The original campsite, some 20 acres, was conveyed to us by a Deed of Gift in 1977 from the Webb family and is subject to restrictive covenants: to use the land for Scouting and ancillary purposes. We have subsequently purchased circa 23 acres in 3 plots, Top Field, Ebury Rise and the Chestnut Wood. The campsite itself was valued in 1996 at £80,000. The site buildings, site maintenance equipment, site activity equipment and the Activity Centre are all insured for their replacement value. This figure is £380,000.

The site is now circa 43 acres of land comprising of mixed copse with some cleared areas, together with the Activity Centre, Scout HQ building to the rear of the Activity Centre and other buildings and structures (containers/shop/toilet blocks and shower blocks). They valued the land and capitalised value on the Activity Centre at £269,000. (Split up as £120,000 for the Activity Centre, £35,000 for Ebury Rise and the remainder of land at £114,000.) They agree with our insurance figure of £380,000 on the buildings and tower, which includes £200,000 for our Activity Centre, an additional figure was added to cover the cost of our new dormitories.

The District Executive granted an initial 3year licence to Acorn Venture, a holiday company which this District has in fact used. In 2019, a further 4 year licence with additional campsite was negotiated and signed upon. However, due to Covid-19, site preparation has been delayed and opening has been pushed back but this will resume as soon as go ahead is given.

As previously reported, The Council is still involved in negotiations with English Nature, in connection with a small area of the campsite which has been

designated as a Site of Special Scientific Interest (SSSI). These discussions have fallen silent. However, The Council remains hopeful that in due course, this designation may be lifted, but there is a significant backlog with English Nature in the assessing of sites and there is no guarantee that it will be resolved in any event.

The Council pays substantial running costs for the District, which includes administration and training costs, for DCs, DDC's and ADCs includes expenses and the like.

As with recent years, to have been able to keep the running costs for the District under control and this year it resides at circa £3,000. This is less than the 2019 - 2020 year but it is predicted to cost circa £4,500 to run the District in 21-22. The District Executive has fixed its reserve at £20,000 again this year; this is to enable the Council to fulfil its obligations, work effectively and supply financial support to the District Executive and its sub-committees. The reserve is also required to meet any contingent liabilities and fixed costs.

The District Executive have retained the levy at £4.50 per person, in line with last year. As previous reports, small incremental rises may inevitably have to follow in future years but the District Executive Committee will continue to manage its costs as efficiently as possible, to ensure that vital financial resources can remain within individual groups wherever possible.

The campsite at Rhydd Covert retains a separate independent reserve of £2,000. The figures of £20,000 and £2,000 are not fixed amounts and may fluctuate on review, but the District Executive committee do not propose reducing the reserve lower than £20,000 and £2,000 respectively at this stage. The income at Rhydd on an annual basis is circa £50,000 per annum and it roughly costs this to run the site in normal times. The Trustees have looked at these costs to satisfy themselves that the site will make a surplus year on year.

Other than financial activities, numerous Scouting and training activities have been undertaken by the District, providing support and training for leaders and young members, and activities for all sections in the Groups. These are too numerous to mention individually; details will be given by the members at the Annual General Meeting on 15<sup>th</sup> June via Zoom.

The Trustees have identified the major risks to which they believe the District is exposed; they have reviewed these and continue to do so, on a regular basis, and have established ongoing systems and plans to mitigate them. Importantly, throughout this year, the Trustees have considered their continuing liability at Rhydd Covert Scout Campsite in respect of falling and dangerous trees and Covid 19 infection control. Significant consideration and actions have been put in place to mitigate such risk, and ensure that our liabilities are managed accordingly. Risk and safeguarding is a standard agenda item at the District Executive Committee meetings.

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The District is a Trust established under its rules which are common to all Districts, and Trustees are appointed in accordance with POR. There have been seven ordinary meetings of the Trustees (sitting as the District Executive Committee) since the last AGM. There are three formal sub-committees of the District Executive (Rhydd Covert Management, Appointments Advisory Committee and Explorer Scouts), as well as a number of informal sub-groups.

The attached accounts have been drawn up on a receipts and payments basis, which is consistent with the previous year and have been approved by the Trustees at the Financial Review Meeting on 24th May 2021. The Trustees have authorised the Annual Accounts to be signed on their behalf by the District

Chairman, Chris Reynolds and the District Treasurer, Sarah Bennett, and the Annual Report by the District Chairman. They are both for the financial year ended the 31<sup>st</sup> March 2021. On a personal note, I would also like to place on record my thanks to Judith Stevens who has decided to stand down after a number of years' service with Stourport / Severn - Teme District. My thanks to all of my other fellow Trustees for their continued support and dedication to The Council. Without them our continued success would not be possible. During these unprecedented times, the District Trustees envisage the next 12 months to be a difficult and challenging time for everyone involved in Scouting, and the Group Trustees will need our full support.

**Chris Reynolds**

**Chair Wyre Forest Scout Council**

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Approved by the Executive Committee and signed below by the Chair on

**24<sup>th</sup> May 2021**

Chris Reynolds - Chair Kidderminster and District Scout council

# Wyre Forest Scout Council

## Receipts & Payments Summary for the year ended 31st March 2021

	Note 3							
	General Fund		Restricted Fund		District Accounts		Totals	
	2021	2020	2021	2020	2021	2020	2021	2020
Total Receipts for the year	£ 25,262.58	£ 19,273.80	£ -	£ -	£ 55,149.94	£ 108,957.00	£ 80,412.52	£ 128,230.80
Total Payments for the year	£ 1,935.65	£ 24,139.87	£ -	£ -	£ 54,121.90	£ 107,297.16	£ 56,057.55	£ 131,437.03
Net Receipts (payments) for the year	£ 23,326.93	£ 4,866.07	£ -	£ -	£ 1,028.04	£ 1,659.84	£ 24,354.97	£ 3,206.23
Nett Realisation of Asset	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Capitation	£ 40,357.50	£ 36,298.75	£ -	£ -	£ -	£ -	£ 40,357.50	£ 36,298.75
Receipts short posted - Next Gen Appeal	£ -	£ 79,471.25	£ -	£ -	£ -	£ -	£ 34,412.50	£ 79,471.25
Transfer between Funds	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank & Investments brought forward	£ 29,271.93	£ 48,038.57	£ -	£ -	£ 1,028.04	£ 1,659.84	£ 30,299.97	£ 46,378.73
Bank & Investments carried forward	£ 24,226.56	£ 72,265.13	£ -	£ -	£ 39,271.58	£ 37,611.74	£ 63,498.14	£ 109,876.87
	£ 53,498.49	£ 24,226.56	£ -	£ -	£ 40,299.62	£ 39,271.58	£ 93,798.11	£ 63,498.14

Approved by the Trustees on \_\_\_\_\_ and signed on their behalf by :

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Treasurer

## Wyre Forest District Scout Council

### Notes to the attached accounts for the Year ended 31st March 2021

- Note 1 In line with the need to show fees outside income,  
as the District is only the agent for the monies collected,  
They have been separated from Income
- Note 2 County didn't want 2019 money until after 1st April 2019  
So this is 2 year's worth was paid for in 2020
- Note 3 These are the other accounts within the District which  
are produced separately from the District Accounts  
but do form part of the District Assets.
- Note 4 This was Loaned in year end 2019
- Note 5 This was Loaned in year end 2020
- Note 6 WFDC Covid Grant

# Wyre Forest Scout Council

## Receipts for the year ended 31st March 2021

### General Fund

		<u>2021</u>	<u>2020</u>
<u>Membership Fees</u>			
HQ & County	Note 1	<u>£ 40,357.50</u>	<u>£ 36,298.75</u>
District Levy	£ 5,816.64	<u>£ 5,816.64</u>	£ 5,688.00 <u>£ 5,688.00</u>
<u>Investment Income Received</u>			
Scouts Short Term Investment	£ 103.83	<u>£ 103.83</u>	£ 105.01 <u>£ 105.01</u>
<u>Donations &amp; Grants Received</u>			
Various donations & sponsorship	£ 240.00		£ 20.00
Next Generation Appeal	£ -	<u>£ 240.00</u>	£ 6,927.25 <u>£ 6,947.25</u>
<u>Activities &amp; Fundraising</u>			
Plod Contribution from Guides	£ -		£ 191.75
St George's Contribution from Guides	£ -		£ 293.33
Christmas Post	£ 41.34		£ 2,778.86
Plod donations from drinks	£ -		£ 38.26
		<u>£ 41.34</u>	<u>£ 3,302.20</u>
<u>Sundry Income</u>			
Badge Sales	£ 205.00		£ 592.50
WF20 Loan repaid	Note 5 £ 2,000.00		£ 900.00
WF10 Loan repaid	Note 4 £ 800.00		£ -
Capitation Overpayment	£ 39.00		£ 17.00
St George's Day Collection (Scouts/Exp)	£ -		£ 76.40
SAS Closing of account	£ -		£ 217.51
Scout Activities (Hillwalking)	£ -		£ 1,000.00
Wyre Forest District Council Grant	Note 6 £ 16,001.00		£ -
Explorer Hub Utility Refund	£ 15.76		£ -
Misc	£ 0.01		£ 376.43
Network	£ -	<u>£ 19,060.77</u>	£ 51.50 <u>£ 3,231.34</u>
Grand Total of Income		<u>£ 25,262.58</u>	<u>£ 19,273.80</u>

# Wyre Forest Scout Council

## Payments for the year ended 31st March 2021

<u>General Fund</u>		<u>2021</u>	<u>2020</u>
<u>Membership Fees</u>			
HQ & County	Note 2	<u>34,412.50</u>	<u>79,471.25</u>
<u>Administration Costs</u>			
Appointments Expenses	£	-	£ 304.00
Insurance	£	84.00	£ 84.00
Lottery Licence	£	20.00	£ 20.00
Appointments Committee Room Hire	£	75.00	£ 115.74
Accountant	£	312.00	£ 306.00
Bank Charges	£	69.00	£ 65.00
District Website	£	240.00	£ 251.99
District Badges	£	1.50	£ 582.00
Training	£	38.88	£ 196.95
Postage	£	-	£ 43.51
Stationery	£	146.87	£ 204.00
Wreath	£	25.00	£ 45.00
Next Generation Appeal	£	52.95	£ 11,625.63
Network	£	43.02	£ 124.08
Explorer Hub Utilities	£	827.43	£ -
Mini Bus Permits	£	-	£ 15.00
		<u>£ 1,935.65</u>	<u>£ 13,982.90</u>
<u>Activities Cost</u>			
Plod Expenses	£	-	£ 575.25
St George's Day Expenses	£	-	£ 905.80
St George's Day Expenses Storport	£	-	£ 171.00
Xmas Post - Distributed to Groups	£	-	£ 2,394.92
Xmas Post - Printing	£	-	£ 828.00
Scout Activities (hillwalking)	£	-	£ 1,000.00
		<u>£ -</u>	<u>£ 5,874.97</u>
<u>Grants, Donations &amp; Loans Made</u>			
Grant - Callum Thompson	£	-	£ 400.00
Grant - Alice Burford	£	-	£ 250.00
Grant - WF14 (new group)	£	-	£ 732.00
Loan - WF20 Bewdley	£	-	£ 2,900.00
		<u>£ -</u>	<u>£ 4,282.00</u>
Grand Total of Expenditure		<u>£ 1,935.65</u>	<u>£ 24,139.87</u>

# Wyre Forest Scout Council

## Balance Sheet & Statement of Assets & Liabilities as at 31st March 2021

<b>Monetary Assets</b>	<u>2021</u>	<u>2020</u>
General Fund		
Accumulated fund forward	£ 24,226.56	£ 72,265.13
Surplus (Deficit) for year	£ 23,326.93	-£ 4,866.07
Capitation	Note 1 £ 40,357.50	£ 36,298.75
Capitation Pd for the year	Note 2 -£ 34,412.50	-£ 79,471.25
Receipts short posted - Next Gen Appeal	£ -	£ -
Transfer Restricted Fund	£ -	£ -
Accumulatd fund total	£ 53,498.49	£ 24,226.56
<b>Other Funds</b>		
Restricted Fund	£ -	£ -
District Accounts	£ 40,299.62	£ 39,271.58
<b>Total of Monetary Assets</b>	<b>£ 93,798.11</b>	<b>£ 63,498.14</b>
<b>Allocation of Assets</b>		
Scouts Short Term Investments	£ 16,400.00	£ 16,400.00
Bank Current Accounts	£ 37,098.49	£ 7,826.56
District Accounts	£ 40,299.62	£ 39,271.58
	<u>£ 93,798.11</u>	<u>£ 63,498.14</u>
<b>Non Monetary Assets</b>		
New Rhydd Building at cost	£ 380,000.00	£ 380,000.00
Rhydd Covert District Camp Site	£ 149,000.00	£ 149,000.00
	<u>£ 529,000.00</u>	<u>£ 529,000.00</u>
Barclays current a/c at 31st March	£ 885.00	£ 766.17
CAF Current a/c 31st March	£ 36,201.99	£ 7,048.89
Cash in Hand	£ 11.50	£ 11.50
Less cheques issued but not presented	£ -	£ -
	£ 37,098.49	£ 7,826.56
Plus cheques received but not paid in	£ -	£ -
	<u>£ 37,098.49</u>	<u>£ 7,826.56</u>

## Independent examiner's report on the accounts

### Section A Independent Examiner's Report

**Report to the trustees/  
members of**

Wyre Forest District Scout Council

**On accounts for the year  
ended**

31<sup>st</sup> March 2021

**Charity no  
(if any)**

508005

**Set out on pages**

2 to 7

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

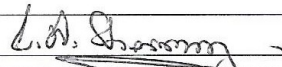
**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

**Signed:**



**Date:**

28<sup>th</sup> May 2021

**Name:**

Charles A. Sherrey F.C.A.

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant

**Address:**

Falcons Rest, Fairfield Lane,  
Wolverley, Kidderminster,  
Worcestershire DY11 5QJ