

Trustees' Annual Report

For the period

From (start date) **30th November 2023**

to (end date) **9th September 2024**

Section A Reference and Administration Details

Charity name **Alderley & Knutsford District Scout Council**

Other names the charity is known by Alderley & Knutsford District Scouts

Registered charity number (if any)

5	2	0	1	5	1
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HQ registration number

1	2	2	1	0	7	2	6
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Charity's principal address

97 London Road									
Holmes Chapel									
Cheshire									
Postcode				C	W	4	7	B	G

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Martin Relton	Chair	
2	Bruce Tulley	Treasurer	From 1/4/24
3	Janet Williamson	Trustee	
4	Ian Ross	Trustee	
5	Janet Nicholson	Trustee	
6	Steve Wilkinson	Trustee	
7	Roger Turner	Trustee	
8	Tony Leadbeater	Trustee	
9	Will Burnham	Ex Officio	
10	Katie Davies	Ex Officio	
11			
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

Description of the charity's trusts	
Type of governing document (e.g. trust deed, constitution)	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 (e.g. trust, association, company)	The District is a trust established under its rules which are common to all Scouts.
Trustee selection methods (e.g. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
Additional governance issues	
You may choose to include additional information, where relevant, about:	The District is managed by the District Trustee Board, 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.
Policies and procedures adopted for: a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them	<p>The Trustee Board consists of the Chair, Treasurer and 8 Trustees (including 2 Ex Officio Trustees) and meets every 3-4 months.</p> <p>Members of the Trustee Board complete the Scout Trustee learning within the first 6 months of joining the Board.</p> <p>This District Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.</p> <p>Risk and Internal Control</p> <p>The District Trustee Board 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. Assessments are undertaken before all activities.</p> <p>The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.</p>

Summary of the objectives of the charity set out in its governing document

The Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting

As Scouts we are guided by these values:

Integrity - We act with integrity; we are honest, trustworthy and loyal.

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Co-operation - We make a positive difference; we co-operate with others and make friends.

The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Summary of the main activities in relation to these objectives

The District is comprised of 14 Scout Groups, 5 Explorer Scout Units and a Scout Network providing Scouting provision for boys and girls aged 4 to 25.

The District provides management and governance oversight along with training provision for all Scouting activities within the District. Scouting programmes are supported with shared equipment including a minibus and a mobile Scout shop for uniform and badges.

In addition, the District organises District wide events such as camps and supports overseas trips.

Additional details of the objectives and activities

You **may choose** to include further statements, where relevant, about: The charity has no salaried staff and is run entirely by voluntary contributions of time which amounts to approximately 6500 hours per year.

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

Public benefit statement

The District meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Summary of the main achievements of the charity during the year

The Trustee Board has concentrated on consolidating the amalgamation of the Alderley and Knutsford Scout Districts into one charity as formally agreed at the November 2023 AGM. In doing so the Board have adopted the new measures put in place by the Scout Association for trustee boards as described in the latest revision to the Policy and Rules (POR). At the AGM a new Trustee Board was installed with trustees taken from both charities with a new Chair.

In April a new Treasurer, Bruce Tulley was co-opted to the trustee board following a recruitment process. The accounts of the two Districts have been successfully consolidated into one set of accounts and the bank signatories transferred to the new trustees. The District Scout shop has continued to provide a good service for leaders and parents and has produced a small surplus. The accounts for the shop have also been integrated into the District accounts.

The revised details of the charity and trustee including the name change to Alderley & Knutsford District have been completed with the Charities Commission.

All the Trustees have completed the requisite trustee training modules.

A risk register has been established identifying the perceived principle risks facing the charity and this is being treated as a live document and reviewed on a regular basis at trustee meetings.

A new process for open and transparent recruitment of trustees has been formulated and adopted.

The District Trustee Board also offered guidance and assistance to Groups with the transition from Executive Committees to Trustee Boards to comply with the new Scout Association guidelines.

District Active Support have continued to support events and activities across the District including the proper management and maintenance of the minibus.

The adoption of Office 365/Teams has been rolled out from Knutsford across the remainder of the District to address communication issues.

Operationally it is encouraging to report that the membership of young people in the District grew by 6% in the year and is rapidly returning to pre-Covid levels thanks to the hard work and dedication of the Group volunteers and District team.

The Groups have embraced the move to provide Squirrel sections for the 5-6 year olds and this provision has been expanded over the year. Planning has also been put in place to extend the Explorer Scout provision for 14-18 age group in the District.

Section E**Financial Review**

Brief statement of the charity's policy on reserves

Reserves Policy

The District Trustee Board's policy on reserves is to hold sufficient resources to continue the charitable activities of the District should income and fundraising activities fall short. The District Trustee Board considers that the District held reserves at year end well above the level required for ongoing operating expenses.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details

You **may choose** to include additional information, where relevant, about: **Investment Policy**

- the charity's principal sources of funds (including any fundraising);

The District's Income and Expenditure is relatively low and as a consequence does not have sufficient funds to invest in longer-term investments. 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.

- how expenditure has supported the key objectives of the charity;

The District Trustee Board regularly monitors the levels of bank balances and the interest rates received to ensure the District 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 Trustee Board considers the cash flow requirements.

- investment policy and objectives;

Section F**Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

A District camp is in planning for June 2025 bringing together all the Groups and sections for a full weekend of Scouting activities for all age groups.

Work is ongoing to complete the issuing of District email addresses for all volunteers.

Over the coming period the District will be implementing a new digital system along with Scouting across the UK to improve the volunteering experience by providing volunteers with new digital tools which will help support them with the management of membership data, induction of new volunteers and learning.

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)

Martin Relton

Position (eg Secretary, Chair)

Chair

Date

23rd Sept 2024

Alderley and Knutsford District Scout Council

Charity No 520151

	Alderley & Knutsford		Alderley		Knutsford	
	31/03/2024	31/03/2024	31/03/2023	31/03/2023	31/03/2023	31/03/2023
	£	£	£	£	£	£
Income and Expenditure						
Subscriptions						
Received from Groups and Units	106,677.50		0.00		18,050.00	
Less: Paid to County and HQ	(92,707.50)		0.00		(15,523.00)	
Total Subscriptions Retained	13,970.00		0.00		2,527.00	
Income						
Interest	10.78		39.31		14.17	
Swimmer Badge Testing	1,215.00					
World Scout Jamboree	740.50					
Minibus (Including Hire, May Day 50%, and Car Boot Sale)	7,663.51				7,325.70	
Bonfire	19,444.62				2,310.00	
Wilmslow Running Event	700.00					
Camp	21,970.00					
Climbing	1,107.00					
District Dinner	476.00				749.00	
Other Income	1,244.80	68,542.21	32.00	71.31	2,484.07	15,409.94
Expenditure						
Swimmer Badge Testing	1,081.31					
World Scout Jamboree	1,670.00					
Minibus	514.63				4,943.33	
Bonfire	19,444.62					
Wilmslow Running Event	382.70					
Camp	22,423.24					
Climbing	436.00					
Website	180.00		200.00		165.60	
District Dinner	941.85				777.40	
Insurance						
Other Expenditure	4,480.68	51,555.03	3.53	203.53	1,869.30	7,755.63
Net Income over Expenditure		16,987.18		(132.22)		7,654.31

Notes to the accounts

1. Capitation (subscriptions) - There are 2 payments in 1 year, as the separate Knutsford and Alderley accounts didn't show the 2023 monies as we started up the new account for Alderley and Knutsford and transactions were in this new account.
2. Capitation - 3 income payments from Scout Groups were paid in April 24, after the year end
3. Minibus Expenditure - 2 years Insurance is shown in the Knutsford Account, and so it is missing in the year to March 24
No problem here, and we were fully covered
4. Bonfire Income - we had late income - and balance on the account is due to be paid back in 24-25 to the Knutsford Scout groups
- adjustment made to the accounts
5. Alderley Explorer account - check as to where the funds are held. To be added in 24/25 accounts?
6. Total Funds of £73,074.27 include Minibus account £13,119.41 and World Scout Jamboree £740.50

Alderley and Knutsford District Scout Council
Charity No 520151
STATEMENT OF FUNDS

12 MONTHS TO 31ST MARCH 2024

£ STERLING

	31/03/2024	31/03/2023	31/03/2023
	Alderley & Knutsford	Alderley	Knutsford
OPENING BALANCE	56,087.09	26,876.47	21,688.53
EXCESS OF INCOME (LOSS)	16,987.18	(132.22)	7,654.31
CLOSING BALANCE	<u>73,074.27</u>	<u>26,744.25</u>	<u>29,342.84</u>
REPRESENTED BY			
ALDERLEY AND KNUTSFORD BARCLAYS CURRENT	70,186.64	0.00	
ALDERLEY BARCLAYS CURRENT WSJ	0.00	1,642.02	
ALDERLEY BARCLAYS CURRENT	0.00	7,062.03	
ALDERLEY BARCLAYS SAVINGS	0.00	18,040.20	
KNUTSFORD BARCLAYS CURRENT	0.00		29,342.84
	<u>70,186.64</u>	<u>26,744.25</u>	<u>29,342.84</u>
CREDITORS (Bonfire net income to be paid to Knutsford Scout Groups)	(9,674.62)	0.00	0.00
DEBTORS (late Capitation and Bonfire Income)	12,562.25	0.00	0.00
CLOSING BALANCE	<u>73,074.27</u>	<u>26,744.25</u>	<u>29,342.84</u>
Variance	0.00	0.00	0.00

Other Accounts		
Knutsford Explorer as at 31/12/23		
Opening Bank Balances	Deposit	12,806.70
	Current	184.87
		<u>12,991.57</u>
Receipts		10,617.43
Payments		(14,803.27)
Total		<u>8,805.73</u>
Closing Bank Balances	Deposit	8,613.55
	Current	192.18
		<u>8,805.73</u>
Scout Shop as at 31/03/24		
Opening Bank Balances	Current	1,814.31
Receipts		12,181.72
Payments		(9,844.94)
Total		<u>4,151.09</u>
Closing Bank Balances	Current	4,151.09
Creditor (Capitation received in error)		(2,561.50)
Revised Balance		<u>1,589.59</u>

Bruce Tulley
Treasurer
31 August 2024

B.W. Tulley

Rebecca Strong
Auditor / Scrutineer
1 September 2024

R.A. Strong

Independent examiner's report to the trustees of Alderley & Knutsford District Scout Council

I report to the trustees on my examination of the accounts of the Alderley & Knutsford District Scout Council for the year ended 31st March 2024.

Responsibilities and basis of report

As the charity trustees of the Alderley & Knutsford 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 Alderley & Knutsford 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 Alderley & Knutsford District Scout Council as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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: *R.A.Strong*

Name: Rebecca A. Strong

Relevant professional qualification or membership of professional bodies (if any):

Address: Watch Lane, Sandbach, Cheshire CW11 3PD

Date: 1st September 2024