

Trustees' Annual Report

For the period

From (start date)

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 to end date

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Section A

References and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

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Charity's principal address

Kayll House					
9 Foyle Street					
Sunderland					
Postcode					
		S	R	I	B

Names of the charity trustees who manage the charity

Trustee Name 2021/22	Office (if any)	Dates acted if not for whole year
1 Keith Loxes	Chair	
2 Pip Cottan	Secretary	
3 Fiona Slater	Treasurer	
4 Carlton Gronow	District Commissioner (Acting)	From 1st July 2021
5 Ben Hudson	District Explorer Scout Commissioner	
6 Aaron Horton	District Scout Network Commissioner	From 3rd November 2021
7 Phil Atkinson	Elected Member	
8 Kris Woods	Elected Member	
8 Victoria Hunter	Elected Member	
10 Lesley Robinson	Nominated Member	
11 Steven Whart	Nominated Member	
12 Dave Russell	Coopted Member	From 14th July 2021

Please note for clarity:

- Our operating/financial year runs from 1/4/2021 to 31/3/2022.
- Trustees that are either nominated or elected to serve at Annual General Meeting of the District Scout Council will hold office until the date of the following year's Annual General Meeting
- An AGM was held on 30th June 2021.
- An AGM was held on 14 June 2022.
- The trustees in the table to the left served during that period.
- Trustees by virtue of office remain in place until their term of appointment ends.
- Additional trustees can be coopted at any point in the year.

Section A

References and administration details (continued)

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

Type of adviser	Name	Address
Conveyancing	Gordon Brown Law Firm	143 Front Street, Chester le Street, Co. Durham, DH3 3 AU
Property Disposal	Addisons Chartered Surveyors	13 Galgates, Barnard castle, County Durham, DL12 8 BQ
Property Valuation	ABP Property Consultants	Arrow Business Centre, 14 Foyle Street, Sunderland, SR1 1LE

Section B		Structure, governance and management	
<p>Description of the charity's trusts</p> <p>Type of governing document (e.g. trust deed, constitution)</p> <p>How the charity is constituted (e.g. trust, association, company)</p> <p>Trustee selection methods (e.g. appointed by, elected by)</p> <p>Additional governance issues (optional information but encouraged as best practice)</p> <p>Policies and procedures adopted for:</p> <p>a) the induction and training of trustees;</p> <p>b) trustees' consideration of major risks and the systems and procedures to manage them</p>	<p>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.</p> <p>The District is a trust established under its rules which are common to all Scouts.</p> <p>The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.</p> <p>The District is managed by the District Executive Committee. The members of which include the 'Charity Trustees of the District Scout Council' 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.</p> <p>The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with a constitutionally defined number of nominated, elected and co-opted members of the District Scout Council as well as District Commissioner, District Explorer Scout Commissioner and District Scout Network Commissioner who act trustees by right of their role. The District Executive Committee usually meets bi-monthly, unless a more urgent meeting is required. The District Executive Committee can also make decisions digitally within the terms laid out in the Constitution of the District Scout Council.</p> <p>All trustees are required to undertake and receive a satisfactory DBS check.</p> <p>All trustees are required to complete mandatory training modules (certificated-learning) within 5 months of being appointed which includes: The Scouts Essential Information Training (Module 1), Safety, Safeguarding, GDPR and Trustees Induction.</p> <p>This District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointments and is responsible for:</p> <p>The maintenance of District property;</p> <p>The raising of funds and the administration of District finances;</p> <p>The insurance of persons, property and equipment;</p> <p>District public occasions;</p> <p>Assisting in the recruitment of leaders and other adult support;</p> <p>Appointing any sub committees that may be required;</p> <p>Appointing District Administrators and Advisers other than those who are elected.</p>		

Section B

Structure, governance and management (continued)

Risk

The District Executive Committee has identified the major risks to which they believe the Executive 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:

- 1) Damage to the building, property and equipment. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.
- 2) Injury to leaders, helpers, supporters and members. The District through the membership fees and other funds contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.
- 3) Reduced income from fund raising. The District is primarily reliant upon income from subscriptions donations and occasional realisation of surplus assets. 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 group on an ongoing basis, either temporarily or permanently.
- 4) Reduction or loss of adult volunteers. 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 adult volunteers to an unacceptable level in a particular Group or the District as a whole then there would have to be a contraction, consolidation or closure of a Group. In the worst case scenario the complete closure of the District.
- 5) Reduction or loss of members. The District provides activities for all young people aged 4 to 18. If there was a reduction in membership in a particular Group or the District as a whole then there would have to be a contraction, consolidation or closure of a Group. In the worst case scenario the complete closure of the District.

Internal Control

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 a 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	<p>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.</p> <p>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.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> - 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 objects	<p>The District Scout Council exists to support and develop Scouting within the Sunderland area. It attempts to do this in several ways: the main ones being as follows: a) Operating, equipping and maintaining the District Headquarters and Resource Centre at Kay's House which also provides a focal point and meeting rooms for District members; b) Provision of adult support and training, Recruitment of potential leaders and helpers through to interview with the Appointments Advisory Committee, Organising training courses as required including skills training days and "Getting Started Sessions"; c) Provision of advice from specialists such as Assistant District Commissioners, activity permit advisors, and the District Treasurer as well as the general pool of leaders and other adult volunteers with a wide range of experience to call on; d) Organising and funding District events. These include competitions and non-competitive events. Encouragement and support is also given to members who wish to participate in County, National and International events.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	<p>Activities have included competitions and non-competitive events, covering aspects of the training programme of the different sections. Encouragement is also given to those who wish to participate in County, National or International events.</p> <p>All District activities take place within the regulatory framework of Policy, Organisation and Rules, and within budgeted financial limits as agreed by the District Executive Committee. Whilst the amount of activity has been reduced as we recovered from Covid lockdowns and Scout Association rules around the type and scale of activities we have been allowed to provide, activities have included:- Weekend Camps, Sleepovers, Christmas Campfire, Indoor Games, and General Knowledge to list some examples.</p> <p>Groups have also taken part in County events for all sections.</p> <p>The focus has been on supporting Groups to run their own activities by helping with risk assessments, planning and permit support.</p>
Public Benefit Statement	<p>The District meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship and community development headings.</p>

Main achievements during the year	2020/21 Summary and Performance
	<p>The focus of the first 6 months of this period was to support groups who were unable to meet physically by facilitating digital online programme working with the Scout Centre on Camp@Home programmes. As we came out of lockdowns we had to help support Groups manage a phased return to normal Scout activities, this was managed by National Scout HQ having clear colour coded 'Red, Amber, Yellow & Green' statuses that advised of what activities were and were not permissible and what guidance/controls needed to be in place at each stage. District support became less about delivering activities and more about helping volunteer leaders navigate what each 'colour' meant and how to translate that into the Scout Groups day to day operation. This required a lot of training administrative support to check risk assessments, give District permission for each Group's proposed adoption of national advice and support for further support and guidance. The underlying aim of encouraging as much face to face activity in line with The Scout Programme, but safeguarding our young people and volunteer leaders from harm.</p> <p>The second 6 months became a period of assessing the fallout from Covid which impacted the Groups the District seeks to support in a number of ways, loss of adult volunteers, loss of members, loss of income due to the inability to fundraise through the period of national restrictions and also loss of meeting venues due to 3rd party providers changing or renegotiating on pre-existing agreements of hall usage. Recruitment support and support to change roles within Groups to ensure minimum staffing levels were maintained in all sections. A grant of £20 per youth member from the District to Groups paid against the annual membership fee helped reduce financial burden and we were able to ensure each Group continued to have a place to meet from. Since the start of the year we recruited over 50 new adults, and although our overall youth numbers are still below pre-covid levels, a head count in October 2020/21 our annual census taken as at 31/03/22 showed healthy growth in this area with lots of enquiries coming through the District of more people wishing to join. We also laid the foundations for a new Scout Group - Sunderland City Community Scouts, a joint venture between Hudson Road Primary School and Young Asian Voices Community Centre, which will bring Scouting to a much under-represented community. We also managed to start to introduce a number of District events, such as the District Cub Camp and support leaders to undertake Nights Away experiences with their groups through permit removal, training and support. We have also continued to maintain a less than 98% compliance rating of adult volunteers completing mandatory training of safety, safeguarding, GDPR and First Aid either within 5 months of starting their role, or renewing within 3 years of former completion.</p>

Section E	
Financial Review	
Brief statement of the charity's policy on reserves	<p>Reserves Policy The Trustees recognise that given the age and size of the Headquarters building together with its status as a Grade II Building of Architectural or Historic Interest that sufficient resources should be held to cover the costs of necessary maintenance, security and repairs. Likewise the mobilised building at Deane Lane, Scaburn means running costs although to a lesser degree. It would also be desirable to continue the charitable activities of the District should income and fund raising activities fall short. The District Executive Committee has previously decided that reserves should be held at a sum equivalent to not less than one year's running costs against these items, circa £9,500. However, the future of the District's property assets are under review. Should any substantive changes be made to property or assets the trustees would review the reserves policy amount to ensure it continued to meet and support our charitable objectives.</p>
Quantify and explain any designations	Not applicable
Details of any funds materially in deficit (circumstances plus steps to eliminate)	Not applicable
Further financial review details (optional information)	<p>Investment Policy - Normally, the District's Income and Expenditure excluding membership fee collection is very small and as a consequence 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. Expenditure has focused on meeting the District's running costs, including the costs of utilities, rates and rents, insurance, building maintenance and security, supporting members activities and other expenditure, where essential.</p>
How expenditure has supported the key objectives of the charity:	<p>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. However given the current situation in relation to low interest rates on accounts available to charities funds have now been consolidated in a single account.</p>
Investment policy and objectives	Not applicable


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

Other Optional Information
 Future plans for Sunderland District Scout Council outside of our 'business as usual' activities for year 2022/23 are, but not limited to:
 - Continue to support the opening of Sunderland City Community Scout Group
 - Progress the disposal of the Dean Lane Property by sourcing relevant quotes, assess feasibility of grant funding and proceed
 - Explore alternative locations for the District HQ and Resource Centre and should suitable accommodation be found, embark upon the transfer to the new location and sale of Kay's House.
 - The re-introduction of a full calendar of District events.
 - Improved internal and external communications to make supporting adult volunteers easier and increase passive recruitment of young people and adult volunteers.
 - Learn, understand, implement and review The Scout Association's proposed strategic changes to our operating structures and teams, way of working, appointment process, introduction of new digital tools and overhaul of volunteer training. This is a large piece of 'transformative' work which will require careful management and support and is part of a larger piece of work running through HQ > Country > Region > District > Group > Sections so will be carried out in partnership with other relevant stakeholders.
 - It is not envisaged to re-visit the previous long term development plans created by the District circa 2018 due to the amount of change from the impact of Covid and the imminent transformative change due to take place, which is a developmental project in itself. Once complete a root and branch review of the District will take place and a more suitable and reflective long term development plan will be put into place.

Section G
Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature 

Full name Keith Lowes

Position Chair, Sunderland District Scout Council

Date 28/1/23

Sunderland District Scout Council (Charity no. 520713)

Receipts and payments account

Year start date

Year end date

For the year from	1st April 2021	To	31st March 2022
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Receipts and payments

	2021-22 Unrestricted funds £	2020-21 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscription from groups	12,321.00	15,217.50
Membership rebate received from County	142.50	244.00
Explorer subscriptions	1,093.00	820.00
Donations	6,496.74	2,700.00
Gift Aid	0.00	0.00
Other similar income	0.00	0.00
Sub total	20,053.24	18,981.50
Grants		
Maintenance grant	0.00	0.00
Other grants (City of Sunderland Council)	0.00	20,000.00
Sub total	0.00	20,000.00
Fundraising events (gross)		
Camps, training courses, events (non-Explorers)	300.00	25.00
Camps, training courses, events (Explorers)	2,103.50	797.50
Camps, training courses, events (Network)	0.00	0.00
Shop income	4,911.12	1,024.60
Sub total	7,314.62	1,847.10
Rental income		
Hire of Kayll House car parking space	1,000.00	1,250.00
	0.00	0.00
	0.00	0.00
Sub total	1,000.00	1,250.00
Investment income		
Bank interest	3.80	0.03
Sub total	3.80	0.03
Total Gross Income	28,371.66	42,078.63
Asset and investment sales, etc.	0.00	0.00
Total receipts	28,371.66	42,078.63

Sunderland District Scout Council (Charity no. 520713)

Receipts and payments account

Year start date

Year end date

For the year from	1st April 2021	To	31st March 2022
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Receipts and payments

	2021-22 Unrestricted funds £	2020-21 Unrestricted funds £
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	15,651.00	13,822.50
Membership rebates paid	108.50	203.50
Youth programme and activities	54.43	72.00
Adult support and training	300.00	43.03
Kayll House costs		
- Rates	232.61	0.00
- Water and Sewerage	149.84	150.39
- Electricity and Gas	3,731.18	1,332.21
- Telephone, alarm and broadband	797.88	1,021.76
- Repairs and Renewals and cleaning	0.00	276.00
Insurance (not including Dene Lane)	754.45	747.82
Dene Lane costs		
- Rent and rates	65.35	24.96
- Water and Sewerage	161.04	164.34
- Insurance	251.67	244.83
Materials and equipment	0.00	0.00
Printing and photocopying	0.00	0.00
Contribution to camp costs	0.00	0.00
AGM and trustee expenses	0.00	0.00
Miscellaneous	0.00	71.94
Other costs detail 2	0.00	0.00
Other costs detail 3	0.00	0.00
Sub total	22,257.95	18,175.28
Fundraising expenses		
Camps, training courses, events (non-Explorers)	0.00	0.00
Camps, training courses, events (Explorers)	2,838.84	1,304.50
Camps, training courses, events (Network)	0.00	0.00
Shop purchases and expenses	3,938.33	489.00
Bank charges	20.97	11.05
Sub total	6,798.14	1,804.55
Total Gross Expenditure	29,056.09	19,979.83
Asset and investment purchases, etc.	0.00	0.00
Total payments	29,056.09	19,979.83
Net of receipts/(payments)	-684.43	22,098.80
Cash funds last year end	74,243.62	52,144.82
Cash funds this year end (before accrual)	75,559.19	74,243.62

Sunderland District Scout Council (Charity no. 520713)

Receipts and payments account

Year start date

Year end date

For the year from	1st April 2021	To	31st March 2022
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Statement of assets and liabilities at the end of the year

	31st March 2022 Unrestricted funds £	31st March 2021 Unrestricted funds £
Cash funds		
Lloyds current account	74,663.22	72,243.17
RBS current account	0.00	1,179.85
Building society account	820.97	670.60
Soldo account	0.00	0.00
Cash/Floats	75.00	150.00
Total cash funds	75,559.19	74,243.62
Other monetary assets		
Tax claim	0.00	0.00
Debts due from the County/Area/District/Group	0.00	0.00
Insurance claim	0.00	0.00
Sub total	0.00	0.00
Investment assets		
Investment property - detail	0.00	0.00
Quoted investments	0.00	0.00
Other investments - detail	0.00	0.00
Sub total	0.00	0.00
Non monetary assets for charity's own use		
Badge stock	0.00	0.00
Shop stock	5,873.56	7,045.00
Other stock	0.00	0.00
Land and buildings	75,000.00	75,000.00
Trailer	500.00	500.00
Scouting equipment, furniture etc	1,500.00	1,500.00
Other	0.00	0.00
Sub total	82,873.56	84,045.00
Liabilities		
Accounts not yet paid - electricity invoice accrued	-2,000.00	0.00
Expenses incurred but not invoiced	0.00	0.00
Subscriptions not yet paid	0.00	0.00
Loan - detail	0.00	0.00
Other liabilities	0.00	0.00
Sub total	-2,000.00	0.00
Total net assets	156,432.75	158,288.62

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 11 July 2022 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Keith Lowes

Print Name

Keith Lowes

Chair

Treasurer

Independent Examiner's Report

Independent examiner's report to the trustees of Sunderland District Scout Group

I report on the accounts of the Trust for the year ended 31 March 2022.

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(2) of the Charities Act 2011 (the 2011 Act) but that an independent examination is needed, in accordance with the financial rules of the charity.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *T Armstrong*

Name: Tracy Armstrong

Relevant professional qualification or body: Association of Accounting Technicians

Address: 4 Bowood Close, Tunstall Grange, SUNDERLAND, Tyne & Wear SR2 0BY

Date: 17 July 2022