

# Trustees' Annual Report

South Marches District Scout Council  
annual report and accounts for the period  
1st April 2020 - 31st March 2021

# Reference and Administration Details

Charity Name	South Marches District Scout Council
Other names the charity is known by	
Registered Charity Number	521368
Charity's principal address	Scouts Corner
	Park Street
	Hereford, HR1 2RX

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
David Owen	Chairman	
Audrey Clements	Treasurer	
Sonya Johnson	Elected Member Acting Secretary	Until July 2020 From July 2020
Matthew Bayley	District Commissioner	
Lee Fletcher	District Commissioner	
Richard Frost	District Commissioner	
Caitlin Evans	District Youth Commissioner	From Oct 2020
Jacqueline Williams-Smith	Co-opted member (media)	
Christopher Ruffe	Co-opted member (premises)	
Alison Shaw	District Scout Network Commissioner	
Peter Johnson	District Explorer Scout Commissioner	
Catherine Draper	Elected Member	
Patricia Rusher	Elected Member	
Joanne Burkin	Elected Member	
Nick Mason	Elected Member	From Sept 2020
Gregory Symonds	Nominated Member	
James Price	Nominated Member	

Names and contacts of advisors

Type of advisor	Name	Address
Independent Examiner	Simon Smith	4 Judges Close, Hereford, HR1 2TW

# Structure, Governance and Management

## **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.

## **Policies and procedures**

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 the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the District Commissioners, District Explorer Scout and Scout Network Commissioners and Group Scouter's representation and meets at least 4 times a year.

This District Executive Committee exists to support the District Commissioners 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 finances;
- 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**

Damage to the building, property and equipment. The District would request the use of buildings, property and equipment from neighbouring organisations. The District has sufficient building and contents insurance to mitigate against permanent loss.

Injury to members. The District through capitation fees contributes to The Scout Association's national accident insurance policy. Risk assessments are undertaken for all activities.

Reduced income. The District is primarily reliant upon income from capitation fees and fundraising. The District holds a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of capitation fees 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, group or the district as a whole then there would have to be a contraction, consolidation or closure of a section/group; 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, these include 2 signatories for all payments, specific training for Executive Committee Members and comprehensive insurance policies to ensure that insurable risks are covered.

# Objectives & 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.

## Summary of the main activities in relation to these objects

Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

This is achieved 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, and make and live by their Promise.

## Public benefit statement

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

## Achievements & performance

The charity has continued to support Scouting throughout South Marches; primarily in supporting the safe return to face-to-face Scouting .

# Financial Review

## Overview

The District's income during the year was £95398 with expenditure of £58747 resulting in a cash surplus of £36651. After a reduction in the value of badge and uniform stock of £1129 the net current assets of the District as at 31st March 2021 were £151143, of which £145835 were unrestricted funds, £5308 restricted funds. We currently hold cash reserves of £139579, stock valued at cost of £11564.

## Reserves policy

The District'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 Executive Committee considers that the District should hold a sum equivalent to 12 months running costs and to meet unexpected expenditure on the District's freehold assets, circa £24,000. The District held sufficient cash reserves against this at year end.

## Investment policy

The District has adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

# Declaration

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

Signed on behalf of the charity's trustees:

Signature:		
Full name:	David Owen	Matthew Bayley
Position:	South Marches Scouts District Chair	Team District Commissioner
Date:		

SOUTH MARCHES DISTRICT SCOUT COUNCIL

**INCOME**

<b>2020</b>		<b>£</b>
46,481	<b>Membership Capitation Receipts</b>	
	Council Grants	
	<b>Explorer Scouts</b>	
7,338	Subscriptions / Gift Aid	3737
10,172	Activities / Fundraising	1264
570	<b>District Beaver Scout Section</b>	
466	<b>District Cub Scout Section</b>	
1,400	<b>District Scout Section</b>	
	<b>Activities Accounts</b>	
0	Camps / events	0
0	St. Georges Day	0
17,383	Gang Show	823
490	<b>Network</b>	
620	<b>District Equipment Hire</b>	
11,443	<b>Scouts Corner</b>	
	<b>Uniform Loan repayment</b>	
	<b>Uniform Shop Debtors</b>	
10,528	<b>Uniform Scout Shop - Sales</b>	
2	<b>Donations and Grants</b>	
	<b>Donations - Restricted A/c</b>	
	<b>Donation from Gang Show</b>	
5,956	<b>Badge Account - Sale of Badges</b>	
	<b>Bank Interest</b>	
	<b>Received from Group Closures</b>	
112,849	<b>TOTAL INCOME</b>	

SOUTH MARCHES DISTRICT SCOUT COUNCIL

**Total**

**£**

34407

40463

5001

0

20

0

823

230

0

5983

1000

0

1582

0

5000

15000

1889

0

0

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111398

SOUTH MARCHES DISTRICT SCOUT COUNCIL

**EXPENDITURE**

<b>2020</b>		<b>£</b>
<b>£</b>		<b>£</b>
35,360	<b>Membership Capitation</b>	
6,480	<b>Costs Marden</b>	
19,000	<b>Explorer Scouts</b>	
718	<b>District Beaver Scout Section</b>	
0	<b>District Cub Scout Section</b>	
1,346	<b>District Scout Section</b>	
	<b>Activities</b>	
	Camps / Events	0
770	St. Georges Day	0
8,889	Gang Show	15367
375	<b>Network</b>	
244	<b>Web Site</b>	
5,158	<b>Scouts Corner: Operational</b>	
1,173	<b>Equipment Purchases</b>	
810	<b>District Costs: Training</b>	
2,600	Admin/travelling	194
2,454	Insurances/licences	1693
1,178	Rent	1000
2,094	District Days/A.G.M.	103
2,212	<b>Capital Exp. Scouts Corner</b>	
11,843	<b>Leominster</b>	
	<b>Donations</b>	
0	Support Group/District Start Ups	
200	Restricted	
	Welfare	
20	Other	
8,768	<b>Uniform Shop Purchases</b>	
4,806	<b>Badge Account</b>	
	<b>Transfer to Uniform Shop (Net)</b>	
116,498	<b>TOTAL EXPENDITURE</b>	
-3,649	<b>NET RECEIPTS / (EXPENDITURE) FOR YEAR</b>	

SOUTH MARCHES DISTRICT SCOUT COUNCIL

£

29497

0

4659

0

406

356

15367

334

4979

216

0

2990

12172

1591

-100

0

0

149

1131

1000

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74747

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36651

SOUTH MARCHES DISTRICT SCOUT COUNCIL

2,020 **ACCOUNTS AND PAYMENTS SUMMARY**

£		£
112,849	Total receipts for year	
(116,498)	Total payments for year	
(3,649)	<b>Net receipts / (expenditure) for year</b>	

0 **Depreciation of fixed assets**

0

347,777 **Balance brought forward**

418 **Badge Stock Adjustment**

5,183 **Uniform Stock**

286,000 **Insurance Valuation Leominster**

635,729

**STATEMENT OF ASSETS AND LIABILITIES**

520,000 **Fixed Assets - Freehold and buildings**

**Current Assets**

50	Cash in hand	50
93,448	Bank accounts - Unrestricted	134106
108	Bank accounts - Restricted	5308
9,030	Bank accounts designated	

292 **Debtors**

7,618 **Stock Badges**

5,183 **Stock Uniform**

635,729

**BANK BALANCES**

2,639	Badges
40,169	District
6,373	Explorers
980	Network
1,191	District Cub Scout Activities
47,629	Gang Show
1,503	Uniform Account
1,118	District Beaver Activities Section

SOUTH MARCHES DISTRICT SCOUT COUNCIL

984 District Scout Activities Section

102,586

Designated Accounts:

2,252	Burghill Scout Group	0
6,778	Bromyard Scout Group	0

SOUTH MARCHES DISTRICT SCOUT COUNCIL

£

111398

-74747

36651

0

344,128

124

4240

286000

671143

520000

139464

115

7324

4240

671143

3409

90343

6715

1210

805

33085

2101

1118

SOUTH MARCHES DISTRICT SCOUT COUNCIL

628

139414

0

**Independent Examiner's Report to the Trustees of the  
SOUTH MARCHES DISTRICT SCOUT COUNCIL (Registered Charity Number  
521368)**

I report on the accounts of the Group/District/County/Area for the year ended 31<sup>st</sup> March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages 1 to 4

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

**Respective responsibilities of Trustees and Examiner**

The Group's/District's trustees are responsible for the preparation of the accounts. They 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 Commissioners (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 report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District 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 statement below.

**Independent Examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*):

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 Charities Act ;
  - and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

\* Please delete the words in the brackets if they do not apply

Name: Simon Smith

Qualification: FCCA

Address: 4 Judges Close, Hereford HR1 2TW

Date: 19<sup>th</sup> May 2021