

# Trustees' Annual Report

South Marches District Scout Council  
annual report and accounts for the period  
1st April 2023 - 31st March 2024

# Reference and Administration Details

Charity name	South Marches District Scout Council
Other names the charity is known by	Scouts South Marches
Registered charity number	521368
Charity's principal address	Scouts' Corner 112 Eign Road Hereford, HR1 2RX

Names of the trustees who manage the charity:

Name	Office (if any)	Dates acted if not the whole year
David Owen MBE	Chair	
Audrey Clements	Treasurer	
Sonya Johnson	Secretary	
Matthew Bayley	District Commissioner	
Lee Fletcher	District Commissioner	
Richard Frost	District Commissioner	
Peter Johnson	District Explorer Scout Commissioner	
James Price	District Explorer Scout Commissioner	
Neil Styles	Nominated	From September 2023
Christopher Ruffe	Co-opted (premises)	
Jacqueline Williams-Smith	Co-opted (media)	To September 2023
Joanne Burkin	Elected	
Catherine Draper	Elected	
Nicholas Mason	Elected	
Patricia Rusher	Elected	

Names and contacts of advisors

Type of advisor	Name	Address
Independent Examiner	Michael Cole	Cole & Co., 4 The Sheepcote, Monks Orchard Farm, Lumber Lane, Lugwardine, Hereford, HR1 4AG
Architect	Mark Owen	Owen Hicks Architecture, Studio B3, Skylon Court, Hereford, HR2 6JS

# 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 6 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;
- 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 as well as operating Explorer Scout and Scout Network Units.

# Financial Review

## **Overview**

The District's income during the year was £741313 with expenditure of 780680 resulting in a cash deficit of £39367. The net current assets of the District as at 31st March 2024 were £96322, of which £91414 were unrestricted funds, £4908 restricted funds. We currently hold cash reserves of £81161, stock valued at cost of £15161 The cash loss is as a direct result of the decision to build a new District Headquarters and Community Centre the net cost during this period was £54836. Gross figures for this project were Income £640763 expenditure £695599 are included in the above report.

## **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 including a significant contribution to cover the new build final payment, circa £35000. The District continue to hold sufficient cash reserves 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 they have approved the above Trustees' Annual Report. Signed on behalf of the trustees:

<b>Signature:</b>		
<b>Full name:</b>	<b>David Fraser Owen</b>	<b>Matthew David Bayley</b>
<b>Position:</b>	<b>Chair, Trustee</b>	<b>District Commissioner, Trustee</b>
<b>Date:</b>		

SOUTH MARCHES DISTRICT SCOUT COUNCIL

**INCOME**

<b>2023</b>		<b>2024</b>	<b>Total</b>
<b>£</b>		<b>£</b>	<b>£</b>
44,550	<b>Membership Capitation Receipts</b>	48326	
400	<b>Capitation debtors</b>	250	48576
0	Council Grants	0	0
	<b>Explorer Scouts</b>		
5,075	Subscriptions / Gift Aid	5884	
6,340	Activities / Fundraising	7382	13266
696	<b>District Beaver Scout Section</b>		616
530	<b>District Cub Scout Section</b>		4134
920	<b>District Scout Section</b>		1015
	<b>Activities Accounts</b>		
0	Camps / events	0	
0	St. Georges Day	0	
24,462	Gang Show	11836	11836
0	<b>Network</b>		0
0	<b>District Equipment Hire</b>		0
7,144	<b>Scouts Corner</b>		0
2,500	<b>Uniform Donation</b>		0
11,537	<b>Uniform Scout Shop - Sales</b>		13107
5,298	<b>Badge Account-- Sales</b>		5653
0	<b>Donations and Grants</b>		0
44,151	<b>Donations - Restricted A/c</b>		640763
1,000	<b>Badge Account Donation</b>		1500
0	<b>Donations and Grants</b>		0
	<b>Bank Interest</b>		847
<b>154,603</b>	<b>TOTAL INCOME</b>		<b>741313</b>

SOUTH MARCHES DISTRICT SCOUT COUNCIL

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SOUTH MARCHES DISTRICT SCOUT COUNCIL

**EXPENDITURE**

<b>2023</b>			<b>2024</b>
£		£	£
34,655	<b>Membership Capitation</b>		37536
0	<b>Marden Site Costs</b>		734
9,864	<b>Explorer Scouts</b>		13784
1,072	<b>District Beaver Scout Section</b>		832
700	<b>District Cub Scout Section</b>		4019
919	<b>District Scout Section</b>		735
	<b>Activities</b>		
0	Camps / Events		562
690	St. Georges Day		390
17,029	Gang Show		6402
95	<b>Network</b>		0
453	<b>Web Site</b>		547
1,309	<b>Leominster: Operational</b>		912
6,097	<b>Scouts Corner: Operational</b>		0
0	<b>Equipment Purchases</b>		0
	<b>District Costs:</b>		
1,267	Rent	1384	
860	Training	743	
2,484	Admin./Travel	1695	
1,047	Insurances	810	
304	District Days	165	
0	District Awards	0	4797
	<b>Donations</b>		
0	Support Group/District Start Ups		0
300	Restricted		100
0	Welfare		50
20	Other		25
10,407	<b>Uniform Purchases</b>		8168
5,006	<b>Badge Account Purchases</b>		3988
1,000	<b>Transfer from Badge Account</b>		1500
6,000	<b>Transfer to District Account</b>		
0	<b>Capital Exp. Scouts Corner</b>		0
391	<b>Leominster</b>		
2,500	<b>Transfer from Uniform account</b>		
73228	<b>Scouts Corner Cap. Ex.restricted</b>		695599
<b>177697</b>	<b>TOTAL EXPENDITURE</b>		<b>780680</b>
<b>-23094</b>	<b>NET RECEIPTS / (EXPENDITURE) FOR YEAR</b>		<b><u><u>-39367</u></u></b>

SOUTH MARCHES DISTRICT SCOUT COUNCIL

<b>2023</b>	<b>ACCOUNTS AND PAYMENTS SUMMARY</b>	<b>2024</b>
<b>£</b>		<b>£</b>
154,603	Total receipts for year	741313
(177,697)	Total payments for year	-780680
(23,094)	<b>Net receipts / (expenditure) for year</b>	<u>-39367</u>

0	Depreciation of fixed assets	0
384,822	<b>Balance brought forward</b>	361,728
1,411	<b>Badge Stock Adjustment</b>	831
5,334	<b>Uniform Stock</b>	7130
24,000	<b>Landat Marden Net Value*</b>	22000
286,000	<b>Insurance Valuation Leominster</b>	286000
	<b>Additional valuation Scouts Corner</b>	666000
678,473		<u>1304322</u>

**STATEMENT OF ASSETS AND LIABILITIES**

544,000	Fixed Assets - Freehold and buildings **	1208000
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**Current Assets**

50	Cash in hand	50	
114,581	Bank accounts - Unrestricted	75716	
5,008	Bank accounts - Restricted	4908	80674
0	Bank accounts designated		
889	<b>Debtors</b>		487
8,611	<b>Stock Badges</b>		8031
5,334	<b>Stock Uniform</b>		7130
134,473			<u>1304322</u>

**BANK BALANCES**

1,209	Badges	1369
17,883	District	13620
7,835	Explorers	7317
1,735	Network	1735
722	District Cub Scout Activities	837
4,957	Gang Show	10391
3,425	Uniform Account	8621
742	District Beaver Activities Section	526
950	District Scout Activities Section	1230
80,131	Gang Show Interest A/c District	34978

119,589

80624

SOUTH MARCHES DISTRICT SCOUT COUNCIL

\* Sale agreed £26000 deducted  
estimated sale costs

Summary Fixed Assets **		
900,000	Scouts Corner Build costs	900000
286,000	Leominster Insurance Valuation	286000
22,000	Marden	22000
1,208,000	Total Fixed Assets	1208000

**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 District Area for the year ended 31<sup>st</sup> March 2024 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.

Name: Michael Cole

Qualification: FCCA

Address: Cole & Co, 4 The Sheepcote, Monks Orchard, Lumber Lane, Lugwardine, Hereford HR1 4AG

Date: 30<sup>th</sup> April 2024