

# Trustees' Annual Report

For the period

From (start date)       to end date

## Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address

c/o The Hub
Maitland Street
Gabalfa CARDIFF
Postcode C F 1 4 3 J U

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	Richard Edwards	Chairman	
2	Mike Davies	Treasurer	
3	Peter Arentsen	Secretary	
4	Andy Roberts		
5	Rachel Haigh		
6	Claudia Currie	DDC	
7	Mike Lewis		
8	Peter Maskell		
9	Hilary Ashton		
10	Glyn Hughes		
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
Bankers	CAF	Kings Hill Av. West Malling Kent
Independent Reviewer	Rebecca Alsopp	28 Ty Mawr Road, Llandaff North, CARDIFF, Cardiff. CF14 2FN

## Section B

## Structure, governance and management

Description of the charity's trusts

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

District is a trust established under its rules which are common to all Scouts.

Trustee selection methods

The Trustees are appointed in accordance with Section 5.4 of the Policy, Organisation and Rules of The Scout Association adopted 24th May 2023

Additional governance issues

The District is managed by the District Board of Trustees (formerly the 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.

Policies and procedures adopted for:

- the induction and training of trustees;
- trustee consideration of major risks and the systems and procedures to manage them

This Board of Trustees exists to support the Lead Volunteer (formerly the District Commissioner) 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 finance;
- The insurance of persons, property and equipment;
- 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.
- Maintaining the District Scout Councils Data Policies

### Risk and 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><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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.</p>
	Summary of the main activities in relation to these objects

Additional details of the objectives and activities (optional information but encouraged as best practice)

<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grant making;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
Public benefit statement	The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D	
	Achievements and performance
Summary of the main achievements of the charity during the year	Numbers of young people have remained fairly constant at 955 based on census with adult volunteers at 261, both increasing since 2020 pre pandemic levels. Waiting lists remain challenging in most groups. Overall we awarded 2 Kings Scout Awards. 8 Platinum awards, 5 diamond awards, 20 gold awards and 5 Gold D of E awards and a number of bronze and silver D of E awards. We have run separate district beaver and cub sports and activity days. We have supported scouts to attend the World Scout Jamboree in South Korea.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>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 Board of Trustees considers that the group should hold a sum equivalent to 12 months running costs, circa £14000.</p>
Quantify and explain any designations	<p>The District held reserves of approximately £62000 against this at year end. This is above the level required for operating expenses. This can be explained by the need to hold funds to sponsor continued District sectional events and contingency support to Groups within the</p>
	<p><b>Investment Policy</b></p> <p>The District's Income and Expenditure 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.</p> <p>The District Trustees monitor 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 Trustees consider the cash flow requirements.</p>

Section F	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

*[Handwritten signatures]*

Full name(s)

*Peter Arentsen* | *CLAUDIA CURRIE*

Position (e.g. Secretary, Chair)

*Secretary* | *DDC*

Date

*30/10/20*

# CARDIFF NORTH DISTRICT SCOUT COUNCIL (Charity no. 702621)

## Receipts and payments account

	Year start date		Year end date
For the year from	1st January 2023	To	31st December 2023

### Receipts and payments

	2023 Unrestricted funds £	2022 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions: Groups	46,841	47,915 [2]
Membership subscriptions: Phoenix	6,716	-
Membership subscriptions: TT	4,530	-
Membership subscriptions: Fiery Dragons	2,428	-
Gift Aid	-	-
Other similar income	-	-
Less Membership Fees Passed over to Area	- 50,682	- 46,338 [1]
<b>Sub total</b>	<b>9,833</b>	<b>1,577</b>
<b>Grants and Loans</b>		
Loan repayment from 2nd LLandaff	2,500	1,500
Other grants	-	-
<b>Sub total</b>	<b>2,500</b>	<b>1,500</b>
<b>Charitable Activity</b>		
Beavers	1,080	702
Cubs	1,512	-
DofE	6,117	8,692 [8]
TT Explorers	13,502	-
Fiery Dragons	559	-
Phoenix	14,106	27,853 [4]
Other fundraising activities	-	-
<b>Sub total</b>	<b>36,874</b>	<b>37,247</b>
<b>Other Income</b>		
Refund of WSJ Fees (Scouts Cymru)	105	-
Lisvane Hall	5,223	6,613
Miscellaneous	535	179 [7]
<b>Sub total</b>	<b>5,863</b>	<b>6,792</b>
<b>Investment income</b>		
Bank interest: Cash Account	34	16
Bank interest: Activity Account	7	-
Bank interest: Gold Account	483	75
Bank interest: TT Explorers	6	-
Bank interest: Fiery Dragons	8	-
Bank interest: Phoenix	13	-
The Scout Association Short Term Investment Service	264	25
Other investment income	-	-
<b>Sub total</b>	<b>815</b>	<b>116</b>
<b>Total Gross Income</b>	<b>55,885</b>	<b>47,232</b>
<b>Asset and investment sales, etc.</b>		-
<b>Total receipts</b>	<b>55,885</b>	<b>47,232</b>

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## Receipts and payments account

	Year start date		Year end date
For the year from	1st January 2023	To	31st December 2023

### Receipts and payments

	2023 Unrestricted funds £	2022 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Membership subscriptions paid on (National/County/Area/District)		
Youth programme and activities - Phoenix Explorers	17,627	30,740 [4][6]
Youth programme and activities - TT Explorers	16,578	- [8]
Youth programme and activities - Fiery Dragons	1,436	-
Youth programme and activities - District DofE (including	6,116	9,343 [8]
Youth programme and activities - Cubs	3,926	-
Youth programme and activities - Beavers	839	2,237 [4]
Youth programme and activities - Young Leaders	148	-
Youth programme and activities - from equals	160	-
Lisvane Hall	5,606	4,409
Loan Repayment for 2nd Llandaff	1,000	- [5]
	-	-
Insurance (Travel)	854	-
Insurance (Buildings)	219	155
Repairs and Renewals	-	4,000
Materials and equipment	-	-
Printing and photocopying	-	-
Contribution to camp costs	-	-
Uniforms	-	-
AGM and trustee expenses	-	-
Bank Charges (£5 per month * 5 accounts)	300	406
OSM Go Cardless Costs (FD)	89	-
Other costs	-	752
<b>Sub total</b>	<b>54,897</b>	<b>52,042</b>
<b>Fundraising expenses</b>		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>54,897</b>	<b>52,042</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>54,897</b>	<b>52,042</b>
<b>Net of receipts/(payments)</b>	<b>988</b>	<b>4,810</b>
<b>Cash funds last year end</b>	<b>61,794</b>	<b>66,604</b>
<b>Cash funds this year end</b>	<b>62,782</b>	<b>61,794</b>

# CARDIFF NORTH DISTRICT SCOUT COUNCIL (Charity no. 702621)

## Receipts and payments account

	Year start date		Year end date
For the year from	1st January 2023	To	31st December 2023

### Statement of assets and liabilities at the end of the year

	31st Dec 2023 Unrestricted funds £	31st Dec 2022 Unrestricted funds £
<b>Cash funds</b>		
Bank cash account	17,134	15,489
Bank activity account	245	3,324
CAF Gold account	33,798	19,584
Phoenix ESU	5,817	4,479
TT ESU	1,427	1,561
Firey Dragons ESU	3,986	3,890
The Scout Association Short Term Investment Service	-	13,467
Equals Cards	375	
Cash/Floats		-
<b>Total cash funds</b>	<b>62,782</b>	<b>61,794</b>
(agree balances with receipts and payments account)	ok	ok
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Outstanding Loan	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - 2nd Llandaff less area contribution	-	1,500
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>1,500</b>
<b>Total net assets</b>	<b>62,782</b>	<b>63,294</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Trustee Board meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Chair
	Treasurer

- [1] Guidance from Scout Association suggests that income in recorded as net of membership fees passed to Area
- [2] 2022 Accounts did not show Explorer Subs as a separate line
- [3] Closure of Scout Association Short Term Investment Service 13730.78 transferred to Gold Account
- [4] Not broken down by unit/section in 2022
- [5] Quoted as Net in 2022
- [6] Travel Insurance was initially paid by Phoenix, but then reimbursed by district. It is therefore recorded under Insurance
- [7] Unspent balance on Equals Card not recorded in 2022 accounts so shown as an income for this year
- [8] D or E income includes £265.77 collected by TT explorers and transferred into the District Account for Bronze D of E. This is has been deducted from the TT income

	Cash Account
	Explorer Accounts
	Activity Account

## Independent examiner's report to the trustees of Cardiff North District Scout Council

I report to the trustees on my examination of the accounts of the Cardiff North District Scout Council for the year ended 31<sup>st</sup> December 2023.

### Responsibilities and basis of report

As the charity trustees of the Cardiff North 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 Cardiff North 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 of the Cardiff North District Scout Council you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the as required by section 130 of the Act.

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: 

Name: Rebecca Allsopp.

Address: 28 Ty Mawr Road, Llandaff North, Cardiff, CF14 2FN

Date: 14<sup>th</sup> September 2024.