

Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	0	3	2	0
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Section A

Reference and administration details

Charity name

Worthing District Scout Council

Other names the charity is known by

Worthing District Scouts

Registered charity number (if any)

3	0	5	9	1	6
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HQ registration number

1	0	0	0	1	2	5	6
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Charity's principal address

Postcode							

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr A Chartres	District Commissioner	
2	Mrs S. Grant	District Chair	
3	Mrs H Foster	District Secretary	Ended 31/09/2019
4	Mr M. Hudgell	Deputy Dist Comm.	
5	Mr S. Burchett	Network Comm.	
6	Mrs W. Robertson	District Treasurer	
7	Mr D Willett		
8	Mrs S Robinson-Viney		
9	Mrs R Kent		
10	Mr A Budd		
11	Mr S Payne		
12	Mrs B Wells		
13	Ms T Greenhalf	District Youth Comm.	Ended 31/12/2019
14			
15			

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

Type of advisor	Name	Address

Section B**Structure, governance and management**

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 (optional information but encouraged as best practice)

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

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.

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

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the District Leaders, and other representation and meets every 2 months.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

This District Executive Committee exists to support 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;

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.

The District Executive Committee 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. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The District would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Districts. Similar reciprocal arrangements exist with these organisations. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The District through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The District is primarily reliant upon income from subscriptions and fundraising. 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 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 or the District as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the District.

Reduction or loss of members. The District provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the District as whole then there would have to be a contraction, consolidation or closure of a section. 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 and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<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: - 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>
<p>Summary of the main activities in relation to these objects</p>	
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p>	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	
<p>Public benefit statement</p>	<p>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.</p>

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

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Section E**Financial Review**

Brief statement of the charity's policy on reserves

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, variable from time to time as it includes special funds.

The District held adequate reserves at year end.

Quantify and explain any designations

N/A

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

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N/A

Further financial review details (optional information)

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

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

Investment Policy

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 or The Scout Association's Short Term Investment Service.

- how expenditure has supported the key objectives of the charity;
- investment policy and objectives

The District Executive 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 Executive considers the cash flow requirements.

Section F Other Optional Information

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

Development of International Scouting opportunities for a broader range of members across the District

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Al Chartres</i>	
Full name(s)	Alastair Chartres	
Position (eg Secretary, Chair)	District Commissioner	
Date	2	5
	0	1
	2	2

Worthing District Scouts Council Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2019	To	31/03/2020
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Receipts and payments

	2020/03 Unrestricted funds £	2019/03 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	77,566	75,008
Less: Membership subscriptions paid on (National/County/Area/District)	-	63,440
Net membership subscriptions retained	12,303	11,568
Donations	973	-
Legacies	-	-
Gift Aid	-	-
Other similar income	15	-
Sub total	13,290	11,568
Grants		
Maintenence grant	-	-
Other grants		14,151
Sub total	-	14,151
Fundraising (gross)		
Activities Income	39,687	68,008
Jamboree Contributions	5,564	20,499
General Fundraising	7,042	26,350
Shop & Badges Income	24,156	29,170
Sub total	76,449	144,027
Investment income		
Bank interest	232	2
CAF and NS&I Accounts	2,726	-
Other Investment Income	40	-
Property Rent income		-
Loans repaid by group	-	500
Sub total	2,998	502
Total Gross Income	92,737	170,248
Asset and investment sales, etc.	211,551	-

Total receipts

304,288

170,248

Worthing District Scouts Council Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2019	To	31/03/2020
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Receipts and payments

	2020/03	2019/03
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	113,889	74,699
Adult support and training		-
Rent-Hall Hire	2,337	3,141
District Expenses	10,168	13,681
Electricity and Gas	459	-
Insurance	730	-
Repairs and Renewals	-	-
Materials and equipment	2,522	4,986
Printing and photocopying	-	-
Contribution to camp costs	-	-
Shop/Badge purchases/expenses	20,597	28,435
AGM and trustee expenses	156	47
Jamboree Expenses	-	33,940
Donations & Grants paid out	16,456	5,804
Bank Charges	539	438
Sub total	167,853	165,171
Fundraising expenses		
Detail 1	-	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total	-	-
Total Gross Expenditure	167,853	165,171
Asset and investment purchases, etc.	-	-
Total payments	167,853	165,171
Net of receipts/(payments)	136,435	5,077

Cash funds last year end

Cash funds this year end

116,437
252,872

111,360
116,437

Statement of assets and liabilities at the end of the year

	31st March 2020 Unrestricted funds £	31st March 2019 Unrestricted funds £
Cash funds		
Bank current account	43,523	22,691
Bank deposit account	106,049	-
Building society account	27,201	27,005
District Explorers	14,502	19,352
CAF Account	50,115	47,389
District Cash plus card accounts	3,822	-
Total cash funds	245,212	116,437
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	7,660	-
Insurance claim	-	-
Sub total	252,872	116,437
Difference	- 0	- 0
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	-	-
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 30th June 2020 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

<i>W.J. Robertson</i>

Print Name

Al Chartres-DC
Wendy Robertson-Treasurer



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Worthing District Scout Council

On accounts for the year
ended

31/03/2020

Charity no
(if any)

305916

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust's 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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

Signed:

[Signature box]

Date:

25/06/2020

Name:

Sean Weston

Relevant professional qualification(s) or body (if any):

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Address: 67 Bramble Rise, Westdene, Brighton, BN1 5EE

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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