

Trustees' Annual Report

For the period

From (start date)

0	1	0	4	1	8
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to end date

3	1	0	3	1	9
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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

HQ registration number

1 0 0 0 1 2 5 6

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	
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.	
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**

Summary of the objects of the charity set out in its governing document

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.

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.

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.

Summary of the main activities in relation to these objects

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

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

Public benefit statement

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.

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

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)

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	9
	1	8

Worthing District Scout Council
Charity Number 305916

Receipts and Payments Accounts
For The Year Ended 31st March 2019

	Unrestricted Funds	Restricted Funds	Total Funds 31/03/2019	Total Funds 31/03/2018
	£	£	£	£
Receipts				
Membership Subscriptions	75008		75008	79328
Jamboree Contributions	20499		20499	6190
Activities Income	68008		68008	63737
Shop Income	18484		18484	20214
Badges Receipts	10686		10686	4699
Fundraising	26350		26350	2442
Dividends Received			0	0
Deposit Interest Received	2		2	131
Donations and Grants received	14151		14151	73
Loans Repaid by Groups 1D 2G	500		500	1500
			0	
ADJ			0	38
Sub Total	233688	0	233688	178352
Asset and Investment sales etc.				
Total Receipts	233688	0	233688	178352

Payments

County & HQ Subs	63440		63440	63797
Activities Expenses	74699		74699	72562
Shop Purchases	12510		12510	12125
Shop Expenses	6542		6542	3047
Badge Purchases	9382		9382	4610
Jamboree Costs	33940		33940	9600
Donations & Grants Paid	5804		5804	1818
AGM Expenses	47		47	49
District Expenses	13680		13680	4523
New Equipment	4986		4986	0
Bank Charges	438		438	551
Training Costs	0		0	84
Hall Hire & Other Costs	3141		3141	4363
Adjustment			0	
			0	
Sub Total	228610	0	228610	177129
Asset and Investment purchases etc				
Total Payments	228610	0	228610	177129
Net of receipts	5078	0	5078	1223
Transfers Between funds				
Cash funds Last year end	111359		111359	89402
CAF Investments Fund adjustment	0		0	20735
Cash Funds this Year end	116437		116437	111360

Worthing District Scout Council
Charity Number 305916

Statement of Assets and Liabilities
As at 31st March 2019

	Unrestricted Funds £	Restricted Funds £	Total Funds 31/03/2019
Cash Funds			
Details			
Executive Committee	22691		22691
Explorers	10388		10388
Gangshow	8874		8874
Fellowship	0		0
Network	90		90
National Savings	27005		27005
CAF Investment	47389		47389
Total	116437		116437

Other Monetary Assets	Details				

Investment Assets	Funds to which Assets at Cost				Current Value

Assets Retained for Charity's Own use	Details				
Land & Buildings	Verrall Hall				207500 non-cash

Liabilities	Details				
Suspense Account	0				0



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

WORTHING DISTRICT SCOUT COUNCIL

**On accounts for the year
ended**

31/03/2019

Charity no
(if any)

305916

Set out on pages

1

(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 trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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.

Signed:

[Signature]

Date:

25/9/2019

Name:

REAN WEBSTER

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

Address:

67 BRAMBLE CRIS, WESTDENE
BRIGHTON BN1 5GE
EAST SUSSEX.