

# Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 4 to end date 3 1 0 3 2 5

## 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

80 Brougham Road

Worthing

West Sussex

Postcode

b n 1 1 2 n 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	Michael Graham Hudgell	Lead Volunteer	
2	Lily Wingrove	Youth Lead	
3	Kevin Jenkins	Chair of Trustees	
4	Margaret Williams-Fuller	Treasurer	
5	Alastair Chartres	Trustee Board member	from 01/10/23
6	Stuart Burchett	Network Commissioner	
7	Barbara Wells	Trustee Board member	
8	David Willett	Trustee Board member	
9	Kinza Williams-Fuller	Trustee Board member	25/03/2025
10			
11			
12			
13			

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
Independent Examiner	Colin Dadswell FCA FCCA DChA	Caladine Limited 22 Upperton Road Eastbourne East Sussex BN21 1BF

## 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 Trustee Board, 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

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

Members of the Trustee Board complete 'Being a trustee in Scouts' training within the first 180 days of joining the board, and additional training focussing on Data Protection, Who we are and What we do, Creating Inclusivity and Safety and Safeguarding our members.

This District Trustee board exists to support the District Lead Volunteer 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 District Administrators and Advisors other than those who are elected.
- \* Maintaining a sub-committee that works as part of the vetting process for Adults looking to join the Scout Association.
- \* Delivering the 14-25 programme of the Scout Movement through 7 explorer units, and a Scout Network

The District Trustee Board 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

## Section B

## Structure, governance and management (continued)

The District Trustee Board 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 buildings, 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 directly leases one property from West Sussex County Council, and has plans in place to manage this to ensure it is safe, secure and functional.

The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.

#### Injury to leaders, helpers and supporters

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 fundraising

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 trustees 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 25. 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 is directly responsible for the Explorer Scout (14-18) and Scout Network (18-25) membership and has controls in place to ensure the spending on these sections is commensurate with the number of Young People taking part.

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:</p> <p><b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.</p> <p><b>Respect</b> - We have self-respect and respect for others.</p> <p><b>Care</b> - We support others and take care of the world in which we live.</p> <p><b>Belief</b> - We explore our faiths, beliefs and attitudes.</p> <p><b>Co-operation</b> - We make a positive difference; we co-</p>

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

Worthing Scouts directly delivers an Explorer Scout and Scout Network programme for over 250 young people in Worthing, through a collection of Explorer Scout Units and the Network.

We have specialised Active Support Units that deliver climbing, archery, shooting and more to members through Worthing.

The Young Leader scheme has over 100 members, who gain skills for life and help deliver great programmes for our sections.

Our groups provide programme for over 1250 Young People in the Squirrel, Beaver, Cub and Scout age ranges and work with us on ensuring a high quality programme.

None of this would be possible without the 350 adults who make this happen, whether youth facing or behind the scenes - they all power towards the goal of providing great bits for our Young People.

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

During the year, over 100 young people have achieved their top award. Our adults continue to develop their skills towards the wood badge, and Worthing has had over 30 achieve this during the last year.

Section E	Financial Review
<p>Brief statement of the charity's policy on reserves</p>	<p><b>Reserves Policy</b> Reserves Policy</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 Trustee Board considers that the District should hold a sum equivalent to 12 months running costs, variable from time to time as it includes special funds.</p> <p>Our reserves meet our current policy</p>

Quantify and explain any designations

n/a

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

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

- how expenditure has supported the key  
objectives of the charity;

The District Trustee Board 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 Trustee Board considers the cash flow requirements.

- investment policy and objectives;

## Section F

## Other Optional Information

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

Continued development for international scouting opportunities for a broader range of members across the district. Embedding best practice and empowering our groups to deliver excellent scouting opportunities.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair)

Date

D D M M Y Y

## **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF WORTHING DISTRICT SCOUT COUNCIL**

I report to the Trustees on my examination of the accounts of Worthing District Scout Council (the charity) for the year ended 31 March 2025.

### **Responsibilities and basis of report**

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the 2011 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 this report in order to enable a proper understanding of the accounts to be reached.

**Colin Dadswell FCA FCCA DChA**

Caladine Limited  
Chantry House  
22 Upperton Road  
Eastbourne  
East Sussex  
BN21 1BF

Date: .....



# Worthing District Scouts Council

## Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2024	To	31/03/2025
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### Receipts and payments

	2025/03	2024/03
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	112,176	84,148
Less: Membership subscriptions paid on (National/County/Area/District)	(151,506)	(10,142)
Net membership subscriptions retained	(39,330)	74,006
Donations	-	32
Legacies	-	-
Gift Aid	-	-
Other similar income		
<b>Sub total</b>	<b>(39,330)</b>	<b>77,791</b>
<b>Grants</b>		
Maintenence grant	-	-
Other grants	4,000	
<b>Sub total</b>	<b>4,000</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Activities Income	52,845	56,219
Jamboree Contributions	-	11,638
General Fundraising	250	750
Shop & Badges Income	2,277	1,830
<b>Sub total</b>	<b>55,372</b>	<b>70,437</b>
<b>Investment income</b>		
Bank interest	245	265
CAF Fund	58,282	3,822
	#	-
Property Rent income		
Loans repaid by group	-	-
<b>Sub total</b>	<b>58,527</b>	<b>4,087</b>
<b>Total Gross Income</b>	<b>78,569</b>	<b>152,315</b>
<b>Asset and investment sales, etc.</b>		-
<b>Total receipts</b>	<b>78,569</b>	<b>152,315</b>

## Receipts and payments

	2025/03	2024/03
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	70,854	81,443
Adult support and training	16	-
Rent-Hall Hire	894	840
District Expenses	5,132	3,616
Electricity and Gas	118	143
Insurance	1,390	908
Repairs and Renewals	-	-
Materials and equipment	2,759	763
Printing and photocopying	-	-
Contribution to camp costs	-	-
Shop/Badge purchases/expenses	1,403	162
AGM and trustee expenses	21	51
Jamboree Expenses	-	12,827
Donations & Grants paid out	974	1,000
Loans Made	9,115	
Bank Charges	59	148
Sundry		
<b>Sub total</b>	<b>92,735</b>	<b>101,901</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>92,735</b>	<b>101,901</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>92,735</b>	<b>101,901</b>
<b>Net of receipts/(payments)</b>	<b>(14,166)</b>	<b>50,414</b>
<b>Cash funds last year end</b>	<b>155,066</b>	<b>104,652</b>
<b>Cash funds this year end</b>	<b>140,900</b>	<b>155,066</b>

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

	2025/03	2024/03
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	4,791	79,461
Bank deposit account	81,554	18,237
NS&I Accounts	27,644	27,644
District Explorers	26,006	27,459
CAF Account		
District card accounts	905	2,265
<b>Total cash funds</b>	<b>140,900</b>	<b>155,066</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	27,679	18,564
Insurance claim	-	-
<b>Sub total</b>	<b>27,679</b>	<b>18,564</b>
<b>Investment assets</b>		
Caf Investments		51,653
Quoted investments		-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>51,653</b>
<b>Total Cash Monetary &amp; Investments</b>	<b>168,579</b>	<b>225,283</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	-	-
Other	-	-
<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 - detail	-	-
Independent Examiners Fee	996	924
Other liabilities - Capitation		65,885
<b>Sub total</b>	<b>996</b>	<b>66,809</b>

## Contingent liabilities and future obligations

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

Signature

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Print Name

M Hudgell - Lead Volunteer
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Margaret Williams-Fuller-Treasurer
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