

Trustees' Annual Report

For the period

From (start date)

0 1 0 1 1 9

to end date

3 1 1 2 1 9

Section A

Reference and administration details

Charity name

Biggleswade District Scout Council

Other names the charity is known by

Biggleswade District Scouts

Registered charity number (if any)

3 0 0 4 5 8

HQ registration number

1 0 0 0 1 3 7 6

Charity's principal address

20 Soundy Paddock

Biggleswade

Postcode

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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	Robert Matthew Pullinger	District Chair	To 28/04/2019
		District Commissioner	From 28/04/2019
2	Margaret Anne Porter	District Treasurer	
3	Neil John Ludlow	Trustee	
4	Tracey Murrell	Trustee	
5	John Hilditch	Trustee	
6	Heather Hilditch	Trustee	
7	David Bridges	Trustee	
8	Philip Norman Wood	Trustee	
9	Keith Bennett	Trustee	
10	Mark Edmund Harris	Trustee	From 25/11/2019
11	Christopher Stuart Panton	Trustee	From 25/11/2019
12	Janet Brooker	District Commissioner	To 28/04/2019
13	Kenneth Brooker	Trustee	To 28/04/2019

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 Group 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

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

This Group 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.

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>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>
Summary of the main activities in relation to these objects	<p>The District organised a number of events for Sections across the District during the year, including the annual St George's Day Parade in Biggleswade.</p> <p>The District operates a Campsite, Boyd Scout Campsite & Activity Centre, which provides an excellent facility for members of Scouting in Biggleswade, and further afield, as well as other organisations. The District continues to invest in the development of the site. In addition, the District operates a Scout Shop and Badge Shop to serve the needs of its Members.</p>
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"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	<p>Over 450 adult Members of Scouting within the District, enabled the District to deliver Scouting to 1400 Young People in the 15 Scout Groups, 9 Explorer Units and the Scout Network Unit.</p>
Public benefit statement	<p>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.</p>

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

The District had a very successful year in 2019, with a fantastic increase in both young people and adults of 6%. A number of new sections were opened during the year - a new Beaver Colony and Cub Pack at 1st Arlesey and a new Beaver Colony and reopening of the Scout Troop at 1st Fairfield Park.

Young people have continued to earn their top awards across all of the Sections:

- 106 Chief Scouts Bronze
- 58 Chief Scouts Silver
- 23 Chief Scouts Gold
- 7 Platinum
- 3 Diamond
- 1 Queen's Scout Award – Congratulations to Chloe Jefferd!

At St George's Day, Jan Brooker stood down as District Commissioner as she and Ken moved away to be nearer family. We wish them well in their retirement from Scouting.

Adult training continues with 14 Wood Badges being gained over the year and continued attendance at the County Training Academies high than ever. Jane Thompson has joined the District Team as the Local Training Manager.

The District Team of ADC's, District Scouters, Youth Commissioner, District Exec members, the Appointment Committee and the new Awards Committee all work tirelessly behind the scenes to make the District operate successfully. In particular, we welcome Mark Harris as District Youth Commissioner and Chris Panton as District Network Commissioner to the District Team..

The Badge Shop and Scout Shop continued to operate on a Tuesday evening to provide uniforms, certificates and badges to the Adults and Young People in the District. This is a very useful form of revenue for us so their support is very much appreciated.

The Boyd Campsite & Activity Centre, and the Warden Team work very hard to keep the site in great condition for all of it's users. The main developments this year were the demolition of the old climbing tower, which had to be condemned and its subsequent replacement with a mobile climbing tower trailer and the refurbishment of the toilet blocks.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>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 Executive Committee considers that the District should hold a sum equivalent to 6 months running costs, circa £40,000.</p> <p>The District held reserves of approximately £57,000 against this at year end. This is above the level required for operating expenses. However this can be explained by funds held for further investments in development of the District Campsite.</p>
Quantify and explain any designations	

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	<p>None</p>

Section G	Declaration
The trustees declare that they have approved the trustees' report above	
Signed on behalf of the charity's trustees	
Signature(s)	<input type="text"/>
Full name(s)	<input type="text"/>
Position (eg Secretary, Chair)	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Biggleswade District Scout Council

Annual Accounts

Accounts For The Year Ended

31 December 2019

Biggleswade District Scout Council
Accounts for the Year Ended 31st December 2019

Monetary Assets

	<u>2019</u>	<u>2018</u>
	£	£
Bank Current Accounts	40,991	59,328
Bank Deposit Accounts	13,617	13,590
Bank Deposit Building Accounts	-	-
Cash in Hand		465
Debtors	2,494	2,970
Adjustment to opening balance		- 856
Cash in Hand(badge&scout uniforms)	65	
	<u><u>57,167</u></u>	<u><u>75,497</u></u>

Non Monetary Assets

Badge Secretary's Stock	5,797	5,409
District Shop Stock	10,180	9,445

Deeds for the land and buildings at Boyd Memorial Campsite are held in trust by the Scout Association based upon their insurance valuation.

Liabilities

<u><u>0</u></u>	<u><u>0</u></u>
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Biggleswade District Scout Council
Accounts for the Year Ended 31st December 2019

Bank Balances

Barclays Bank	Community	63251136	20296.36
Barclays Bank	Campsite	40927538	1228.78
Barclays Bank	Big Jam	43066045	2938.12
Nat West		54376084	-74.05
			24389.21

Lloyds	badges	743871	6105.05
Lloyds	uniform	1684283	10497.21
			40991.47

Deposit Accounts

Nat West	65084071	13616.82
Nat West	69856702	-
		13616.82

Floats

Badge Shop	20.00
Scouts Uniform Shop	45.09

Barclays

63251136	
b/f balance	37336.50
monies in	44977.30
monies out	62017.44
	20296.36

40927538	
b/f balance	3399.25
monies in	5090.00
monies out	7260.47
	1228.78

43066045	
b/f balance	97.62
monies in	5000.00
monies out	2159.50
	2938.12

Biggleswade District Scout Council
Accounts for the Year Ended 31st December 2019

Receipts and Payments Account Summary

	<u>2019</u>	<u>2018</u>
	£	£
Total Receipts for the year	67,373	76,861
 Total Payments for the Year	 -85,703	 -91,641
 Net Receipts/(Payments) for the year	 <u>-18,330</u>	 <u>-14,780</u>
 Cash, Bank and Similar Funds brought forward	 75,497	 90,277
 Cash, Bank and Similar Funds carried forwards	 57,167	 75,497

The above account and accompanying statement of assets and liabilities were approved by the Trustees and signed on their behalf.

District Commissioner

Date:

Biggleswade District Scout Council
Accounts for the Year Ended 31st December 2019

Monies In

	<u>2019</u>	<u>2018</u>
	£	£
Membership Subscriptions	56,652	48,898
Less Paid	- 48,473	- 41,747
	<u>8,179</u>	<u>7,151</u>
Bank Interest Received	12	12

Activities

Boyd Memorial Campsite	30,726	27,299
District Events	7,069	17,851
	<u>37,795</u>	<u>45,150</u>

Donations

Bequest	-	-
Other	1,057	1,000
	<u>1,057</u>	<u>1,000</u>

Fund Raising

Scout Shop	10,827	14,769
Sale of Badges	9,503	8,779
	<u>20,330</u>	<u>23,548</u>

Total Receipts for the year	<u><u>67,373</u></u>	<u><u>76,861</u></u>
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Biggleswade District Scout Council
Accounts for the Year Ended 31st December 2019

Monies Out

	<u>2019</u>	<u>2018</u>
	£	£
Capitation	48,473	41,747
	(already taken out)	
<u>Premises</u>		
Boyd Memorial Campsite	34,105	35,820
Equipment	27,203	12,550
	<u>61,308</u>	<u>48,370</u>
<u>Activities</u>		
District Events	<u>6,319</u>	<u>23,003</u>
	<u>6,319</u>	<u>23,003</u>
<u>Admin/Establishment Expenses</u>		
New Group Start up Grants		950
Leaders Training	61	-
Leaders Expenses	-	-
	<u>61</u>	<u>950</u>
Purchase of uniforms	9,115	11,521
Purchase of badges	8,850	7,769
Sundry Payments	<u>50</u>	<u>28</u>
	<u>18,015</u>	<u>19,318</u>
Total payments for the year	<u>85,703</u>	<u>91,641</u>

District & Boyd Memorial Campsite

	<u>2019</u>	<u>2019</u>	<u>2018</u>	<u>2018</u>
	£	£	£	£
<u>Income</u>				
Membership Fees	56651.50		48,897.50	
Boyd Campsite Invoices	30725.96		27,299.52	
District Events	7068.86		17,851.50	
Bank Interest	11.92		12.00	
Transfers from Badge Shop	-		-	
Transfers from Scout Shop	-		-	
Donations	1000.00		1,000.00	
		95,458.24		95,060.52
<u>Expenditure</u>				
Membership Fees	48,473.02		41,747.40	
Boyd Campsite Costs	34,105.49		36,020.09	
District Events	6,319.21		22,803.79	
Equipment	27,203.09		12,550.14	
Leaders Expenses	-		-	
Leaders Training	61.00		-	
New Group Start Up Grants	-	116,161.81	950.00	114,071.42
	<u>-</u>	<u>116,161.81</u>	<u>950.00</u>	<u>114,071.42</u>
Surplus for the Year		- 20,703.57		- 19,010.90
Represented by				
Opening Balances at 1 January 2019				
Debtors	2,970.00		593.50	
Petty Cash	400.00		400.00	
Current Account	45,099.97		65,643.49	
Reserve Account	13,589.61		13,577.69	
Building Fund	0.18		0.18	
adjustment	- 856.00		-	
	<u>61,203.76</u>		<u>80,214.86</u>	
Surplus for the year	- 20,703.57		- 19,010.90	
	<u>40,500.19</u>		<u>61,203.96</u>	
Closing Balances at 31 December 2019				
Debtors	2,493.80		2,970.00	
Petty Cash	-		400.00	
Current Account	24,389.21		45,099.97	
Reserve Account	13,617.00		13,589.61	
Building Fund	0.18		0.18	
Adjustment to opening balance	-		- 856.00	
	<u>40,500.19</u>		<u>61,203.76</u>	

Biggleswade District Scout Council
Accounts for the Year Ended 31st December 2019

Scout Uniform Shop

	<u>2019</u>	<u>2019</u>	<u>2018</u>	<u>2018</u>
	£	£	£	£
Sale of Uniform etc		10,826.75		14,769.21
Purchase of Stock	9,105.04		11,521.34	
Stationery And Expenses	<u>9.50</u>		<u>4.00</u>	
		9,114.54		11,525.34
Surplus/(deficit) for the year		<u>1,712.21</u>		<u>3,243.87</u>
Transfer to District				
Closing Balance		<u>1,712.21</u>		<u>3,243.87</u>

Represented by:
Opening Balances at 1 January 2019

Petty Cash	44.59	48.59
Current Account	8,775.50	5,527.63
Stock	<u>9,445.03</u>	<u>8,138.34</u>
	18,265.12	13,714.56
Surplus/(deficit) for the year	1712.21	3,243.87
Increase/(decrease) in closing stock	<u>745.18</u>	<u>1,306.69</u>
	<u>20,722.51</u>	<u>18,265.12</u>

Closing Balances at 31 December 2019

Petty Cash	45.09	44.59
Current Account	10497.21	8,775.50
Stock	<u>10180.21</u>	<u>9,445.03</u>
	<u>20722.51</u>	<u>18,265.12</u>

Biggleswade District Scout Council
Accounts for the Year Ended 31st December 2019

Badge Shop

	<u>2019</u>	<u>2019</u>	<u>2018</u>	<u>2018</u>
	£	£	£	£
Sale of Badges	9,502.59			8,798.90
Purchase of Stock	8,803.95		7,768.67	
Stationery And Expenses	<u>45.94</u>		<u>23.67</u>	
		8,849.89		7,792.34
Surplus/(deficit) for the year		<u>652.70</u>		<u>1,006.56</u>
Transfer to District		-		-
Closing Balance		<u>652.70</u>		<u>1,006.56</u>

Represented by:
Opening Balances at 1st January 2019

Petty Cash	20.00	20.00
Current Account	5,452.35	4,465.79
Stock	<u>5,409.70</u>	<u>5,286.33</u>
	10,882.05	9,772.12
Surplus/(deficit) for the year	652.70	1,006.56
Increase/(decrease) in closing stock	<u>387.39</u>	<u>103.37</u>
	<u>11,922.14</u>	<u>10,882.05</u>

Closing Balances at 31st December 2019

Petty Cash	20.00	20.00
Current Account	6105.05	5,452.35
Stock	<u>5797.09</u>	<u>5,409.70</u>
	<u>11922.14</u>	<u>10,882.05</u>

Biggleswade District Scout Council

Receipts and Payments Account

Year start date

Year end date

For the year from	01/01/2019	To	31/12/2019
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Receipts and payments

	2019	2018
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	56,652	48,898
Less: Membership subscriptions paid on (National/County/Area/District)	48,473	41,747
Net membership subscriptions retained	8,179	7,151
Donations	1,057	1,000
Legacies	-	-
Gift Aid	-	-
Other similar income	-	-
Sub total	9,236	8,151
Grants		
Maintenance grant	-	-
Other grants	-	-
Sub total	-	-
Fundraising (gross)		
Boyd Memorial Campsite	30,726	27,299
District Events	7,069	17,851
Scout Shop	10,827	14,769
Sale of Badges	9,503	8,779
Sub total	58,125	68,698
Investment income		
Bank interest	12	12
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
Sub total	12	12
Total Gross Income	67,373	76,861
Asset and investment sales, etc.	-	-
Total receipts	67,373	76,861

Biggleswade District Scout Council

Receipts and Payments Account

Year start date

Year end date

For the year from	01/01/2019	To	31/12/2019
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Receipts and payments

	2019	2018
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	-	-
Adult support and training	-	-
Rent	-	-
Water and Sewerage	-	-
Electricity and Gas	-	-
Insurance	-	-
Repairs and Renewals	-	-
Materials and equipment	-	-
Printing and photocopying	-	-
Contribution to camp costs	-	-
Uniforms and Badges	17,965	19,290
Leaders Training	61	-
Sundries	50	28
Equipment	27,203	12,550
New Group Start Up Grants	-	950
Sub total	45,279	32,818
Fundraising expenses		
Boys Campsite Costs	34,105	35,821
District Events	6,319	23,003
Detail 3	-	-
Other fundraising costs	-	-
Sub total	40,424	58,824
Total Gross Expenditure	85,703	91,642
Asset and investment purchases, etc.	-	-
Total payments	85,703	91,642
Net of receipts/(payments)	- 18,330	- 14,781
Cash funds last year end	-	-
Cash funds this year end	- 18,330	- 14,781

Statement of assets and liabilities at the end of the year

	2019	2018
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	40,991	59,328
Bank deposit account	13,617	13,590
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	65	465
Total cash funds	54,673	73,383
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	2,494	2,970
Adjustments to opening balance	-	856
Sub total	2,494	2,114
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	5,797	5,409
Shop stock	10,180	9,445
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	15,977	14,854
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 Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

Chair
Treasurer