



# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	Day 01	Month 01	Year 2018	<b>To</b>	Day 31	Month 12	Year 2018

## Section A Reference and administration details

Charity name Rickmansworth & Chorleywood District Scout Council

Other names charity is known by

Registered charity number (if any) 302566

Charity's principal address 2 Pine Ridge

London Road

St Albans

Postcode

AL1 1JE

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Arnold Baker	District Commissioner		
Martin Lantree	District Chairman		
John Back	District Treasurer		

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)


## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	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 (eg. trust, association, company)	The District is a trust established under its rules which are common to all Scouts.
Trustee selection methods (eg. 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)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The District is managed by the District Executive Committee, members of which are the 'Charity Trustees' of the District Scout Council 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.

The District Executive Committee consists of three independent representatives: Chair, Treasurer and Secretary together with the District Commissioner, Scout Group representatives and appropriate Section leaders. It meets four times a year.

This District Executive Committee exists to support the Scout Groups within the District 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;
- The provision and maintenance of the District campsite.

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 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 has sufficient 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 Association's 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 Group then there would have to be a contraction, consolidation or closure of a Section, Sections or Group.

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 Group then there would have to be a contraction, consolidation or closure of a Section, Sections or Group.

The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatories for all payments and comprehensive insurance policies to ensure that appropriate insurable risks are covered.

## Section C Objectives and activities

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

The objectives of the District are as a unit of The Scout Association.

The aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens, and as members of their national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

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.

### Additional details of objectives and activities (Optional information)

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The District, through the Groups, delivered an extensive programme of progressive training including camping, sailing and other outdoor activities to over 500 young people in the Rickmansworth and Chorleywood area.

The District facilitated and administered the selection, DBS checking and some of the training of the volunteer adults needed to run the various Sections within the Groups.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The District's policy on reserves is to hold sufficient resources to be able 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 in reserve a sum sufficient to run the District for twelve months should its income reduce by 50%. Based on recent and projected operating cost and income, this reserve sum has been set at £12000. At year end the District held reserves significantly above the level required.

### Details of any funds materially in deficit

### 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);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The District's income and expenditure is very small and as a consequence it 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.

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

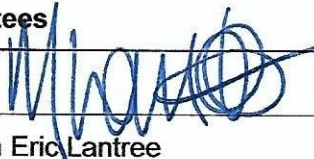


**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Martin Eric Lantree

Position (eg Secretary, Chair,  
etc)

District Chairman

Date

5th October 2019

**Rickmansworth and Chorleywood District Scout Council**

**Financial Statements for the year ending 31st December 2018**

Chairman	Martin Lantree
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Treasurer	John Back
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Independent Examiner	Jean Baker
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## **Independent Examiner's Report to the Trustees of the Rickmansworth & Chorleywood District Scout Council**

I report on the accounts of Rickmansworth and District Scout Council for the year ended 31st December 2018 which comprise the Statement of Affairs, the Consolidated Accounts and related notes on pages 1 - 4.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charities trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charities trustee's for my examination work.

### **Respective responsibilities of trustees and examiner**

The District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

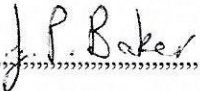
### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below..

### **Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - To keep accounting records in accordance with section 130 of the Charities Act; and
  - To prepare accounts, which accord with the accounting records, and to comply with the accounting requirements of the Charities Acthave not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed,  .....

Mrs J.P. Baker BSc FCCA  
15 Grosvenor Court  
Mayfare  
Croxley Green  
Rickmansworth  
Herts.  
WD3 3DH  
1<sup>st</sup> April 2019

# Rickmansworth and Chorleywood District Scout Council

## Statement of Affairs

As at December 31st	2017 £	2018 £
<b>Bank &amp; Cash Balances</b>		
Barclays	33927	34298
Lloyds		2027
Petty Cash	8	7
	<u>33935</u>	<u>36332</u>
Outstanding Credit	0	0
Outstanding debits	0	31
	<u>33935</u>	<u>36301</u>
<b>Stock</b>		
Badges	1847	1647
<b>Prepaid</b>		
Deposit for 2018 Cub Camp	235	
Deposit for 2018 Ricky Rovers Camp	50	
Payment for Feb 2018 Bograts climbing activity	750	
<b>Debtors</b>		
	0	0
<b>TOTAL ASSETS</b>	<u>36817</u>	<u>37948</u>
<b>Provisions for</b>		
2019 Jamboree	3850	
2019 Jamboree Fund	237	321
2019 Subs received in advance		1064
Capital Appeal	790	798
HCSC Lottery	45	40
<b>TOTAL LIABILITIES</b>	<u>4922</u>	<u>2223</u>
<b>NET ASSETS</b>	<b>31895</b>	<b>35725</b>



## Consolidated Accounts for the year to 31st December 2018

	District	Explorers	Sponsorship	Consolidated
	£	£	£	Accounts
				£
<b>Income for the year to 31/12/18</b>				
Capitation & Subscriptions				
Membership Subscriptions		9314.00		9314.00
Capitation Received	4008.00			4008.00
Less Capitation Paid		3760.00		3760.00
Net Capitation & Subscriptions	4008.00	5554.00		9562.00
Activities				
Cubs	4621.00			4621.00
Scouts	1910.00			1910.00
Explorers		14568.99		14568.99
Whole District	2175.36			2175.36
HCSC Lottery	39.78			39.78
Training	0			0
2019 Jamboree	12065.00			12065
Campsite	867.50			867.50
Total Activities Income	21678.64	14568.99	0	36247.63
Other Income				
Badges	1025.95			1025.95
Gift Aid		1552.50		1552.50
Sponsorship			84.63	84.63
Total Other Income	1025.95	1552.50	84.63	2663.08
<b>Total Income for the Period</b>	<b>26712.59</b>	<b>21675.49</b>	<b>84.63</b>	<b>48472.71</b>

### Payments for the Year to 31/12/18

	£	£	£	£
Administration costs	96.81			96.81
Donations	790.00			790.00
Premises costs		4800.00		4800.00
Equipment		148.54		148.54
	886.81	4948.54	0.00	5835.35
Activities				
Beavers	0.00			0.00
Cubs	4004.20			4004.20
Scouts	1632.60			1632.60
Explorers		13871.54		13871.54
Whole District	2170.00			2170.00
HCSC Lottery				0.00
2019 Jamboree	17130.00			17130.00
Campsite	1599.32			1599.32
Total Activities	26536.12	13871.54	0.00	40407.66
Purchase of Badges	756.10			756.10
Training	153.99			153.99
Sundry Expenses	0.00	17.66		17.66
<b>Total Payments for the period</b>	<b>28333.02</b>	<b>18837.74</b>	<b>0.00</b>	<b>47170.76</b>

### Summary for the Year to 31/12/18

	District	Explorers	Sponsorship	Total
	£	£	£	£
Total Receipts	26712.59	21675.49	84.63	48472.71
Total Payments	28333.02	18837.74	0.00	47170.76
Net Receipts	-1620.43	2837.75	84.63	1301.95
Cash, bank b/f	6759.60	26939.55	236.71	33935.86
Transfers	13052.13	-13052.13		0.00
<b>Cash &amp; Bank c/f</b>	<b>18191.30</b>	<b>16725.17</b>	<b>321.34</b>	<b>35237.81</b>
Petty cash		6.71		6.71
Barclays	18191.30	15755.27	321.34	34267.91
Lloyds		2026.99		2026.99
	18191.30	17788.97	321.34	36301.61
<u>Less Subs. Received In Advance</u>		1063.80		1063.80
	<b>18191.30</b>	<b>16725.17</b>	<b>321.34</b>	<b>35237.81</b>

# Notes to the Financial Statement for the year ending 31st December 2018

Period to

1)	<b>Capitation &amp; subscriptions</b>	<b>Capitation</b>	<b>Discounts</b>	<b>Net</b>
	1st Rickmansworth	976.00	244.00	732.00
	Batchworth	1168.00	292.00	876.00
	Croxley Green	608.00	152.00	456.00
	6th Rickmansworth	424.00	106.00	318.00
	1st Chorleywood	1320.00	330.00	990.00
	1st Mill End	360.00	90.00	270.00
	1st Sarratt	488.00	122.00	366.00
		<u>5344.00</u>	<u>1336.00</u>	<u>4008.00</u>
		<b>Income</b>	<b>Expenditure</b>	<b>Net</b>
	Net Capitation	4008.00		
	District Capitation		3760.00	
	Explorer Subs	9314.00		
		<u>13322.00</u>	<u>3760.00</u>	<u>9562.00</u>
2)	<b>Administration</b>	<b>Income</b>	<b>Expenditure</b>	<b>Net</b>
	HCSC Lottery	39.78	0.00	39.78
	AGM		54.81	-54.81
	Stationery		0.00	0.00
	DC Expenses		0.00	0.00
	Printing		0.00	0.00
	Postage		0.00	0.00
	Insurance		42.00	-42.00
		<u>39.78</u>	<u>96.81</u>	<u>-57.03</u>
3)	<b>Donations</b>	<b>Income</b>	<b>Expenditure</b>	<b>Net</b>
	Capital Appeal		790.00	-790.00
			<u>790.00</u>	<u>-790.00</u>
4)	<b>Badges</b>	<b>Income</b>	<b>Expenditure</b>	<b>Net</b>
	Sales to Groups	1025.95		1025.95
	Purchases		756.10	-756.10
		<u>1025.95</u>	<u>756.10</u>	<u>269.85</u>
5)	<b>District Camp Site</b>	<b>Income</b>	<b>Expenditure</b>	<b>Net</b>
	Rent		50.00	-50.00
	Insurance		282.48	-282.48
	Rates		199.67	-199.67
	Lettings	867.50		867.50
	Water Rates		66.43	-66.43
	General Expenses		578.24	-578.24
	Replacement Generator		422.50	-422.50
		<u>867.50</u>	<u>1599.32</u>	<u>-731.82</u>
6)	<b>District Activities</b>	<b>Income</b>	<b>Expenditure</b>	<b>Net</b>
	First Aid	0.00	0.00	0.00
	Wreath Poppy Appeal		0.00	0.00
	St Georges Day	174.36	175.00	-0.64
	Panto	2001.00	1995.00	6.00
		<u>2175.36</u>	<u>2170.00</u>	<u>5.36</u>



7)	<b>Equipment</b>	<b>Income</b>	<b>Expenditure</b>	<b>Net</b>
	Explorer Equipment	0.00	148.54	-148.54
		<u>0.00</u>	<u>148.54</u>	<u>-148.54</u>
8)	<b>Training</b>	<b>Income</b>	<b>Expenditure</b>	<b>Net</b>
	Advisors Guides		63.99	-63.99
	Permit Assessment		90.00	-90.00
		<u>0.00</u>	<u>153.99</u>	<u>-153.99</u>
9)	<b>Cub Activities</b>	<b>Income</b>	<b>Expenditure</b>	<b>Net</b>
	Football Comp	105.00	106.72	-1.72
	Swimming Gala	336.00	437.50	-101.50
	Camp 2018	4180.00	3459.96	720.04
		<u>4621.00</u>	<u>4004.18</u>	<u>616.82</u>
10)	<b>Scout Activities</b>	<b>Income</b>	<b>Expenditure</b>	<b>Net</b>
	Nimrod 2018	450.00	232.60	217.40
	Water Sports	1460.00	1400.00	60.00
		<u>1910.00</u>	<u>1632.60</u>	<u>277.40</u>
11)	<b>Explorer Scouts Activities</b>	<b>Income</b>	<b>Expenditure</b>	<b>Net</b>
	Bograts	13182.99	11234.62	1948.37
	Chorleywood Activities	820.00	815.30	4.70
	Snowdonia	100.00	0.00	100.00
	Peak Ass	100.00	1224.70	-1124.70
	Ricky	0.00	0.00	0.00
	DOE	366.00	596.92	-230.92
		<u>14568.99</u>	<u>13871.54</u>	<u>697.45</u>
	Explorer Subs	9314.00		
	Add Gift Aid	1552.50		
	Activities	697.45		
	Less Capitation	3760.00		
	Rent	4800.00		
	Equipment	148.54		
	Misc.	17.66		
			<b>Balance</b>	<b>2837.75</b>