

Cotswold Edge Scout District Trustees' Annual Report

For the period 1st April 2018 – 31st March 2019

Section A – Reference and Administration Details

Charity name ; **Cotswold Edge Scout District**

Registered charity number 1127669

Charity's principal address c/o Oaktree House
 Underhill Road
 Charfield
 Wotton under Edge
 Glos.
 GL12 8TD

Names of the charity trustees who manage the charity;

Trustee Name	Position	Dates acted if not full year
1 Veronica Parsons	Chair	
2 Fiona Pegler	Treasurer	April 2018 until October 2018
3 Clive Sandrey	DC Nominated Member	
4 Peter Carnegie	DC	
5 Alison Sotheran	DDC - DC Nominated Member	
6 Derek John Forward	DESC	
7 Steve Spokes	Elected Member	
8 Sandra Carnegie	Elected Member	
9 Jack Bateman	District Youth Commissioner	
10 Alan Bartlett	Elected Member	
11 Christopher Harris	Elected Member	
12 Ian Robinson	Coopted Member	October 2018 until 31 st March 2019

Section B – Structure Governance and Management

Description of the charity's trusts

Cotswold Edge Scout 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.

The District is a trust established under its rules which are common to all Scouts.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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

The Committee consists of 3 independent representatives a) Chair, Treasurer and Secretary together with the District Commissioner, Youth Commissioner, and District Explorer Scout Commissioner, Network Commissioner, elected members, nominated members and co-opted members. The committee meet 4 times a year at approximately three monthly intervals.

This District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointments and is responsible for:

The maintenance and upkeep of the District Headquarters (Mafeking Hall);

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.

Explorer Scout Units and Young Leaders Scouting across the District.

Network Scouting across the District.

Scout Active Support Unit

Risk and Internal Control:-

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 buildings, property and equipment .The District would request the use of buildings, property and equipment from Scout Groups and Explorer Units from within the District, neighboring organisations such as church's, community centres and other youth organisations. 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 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 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 any reduction in the number of leaders to an unacceptable level in a particular area / Unit or section within a Group there would have to be a contraction, consolidation or closure of a Unit, Group or 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 area/ Unit or Group or a section within a Group then there would have to be a contraction, consolidation or closure of that particular Unit / Section. In the worst case scenario the complete closure of the Group or Unit.

Section C - Summary of the objects of the charity

The objectives of the District are as a unit of the Scout Association as set in the governing documents of the 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 local national and international communities. The method of achieving the Aim of the Association is to prepare young people with the skills for life by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

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 attitude's.

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 Scout Promise.

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

The District consists of 20 Scout Groups all of which have Beavers, Cubs and Scout Sections a number of Groups across the District have multiple Beaver Colonies, Cub Packs and Scout Troops within them. We also have 8 Explorer Units across the District plus a Young Leader Explorer Unit. We continue to establish a sustainable District Network Section which is for the 18 to 25 year olds across the District and we have an established Scout Active Support Unit again that serves the whole of the District.

We have continued to work towards the goals of our 2015 - 2018 District Development Plan focusing on the four key themes, which are Growth, Inclusivity, Youth Shaped and Community Impact, detailed below is the achievements against our plan;

GROWTH

In Cotswold Edge there is a large number of young people on our waiting lists, and many more who have not been able to consider joining because there is either no Scout Group or Explorer Unit near where they live or the ones that are there are full. We will work to give more young people the opportunity to join the everyday adventure of Scouting.

Key achievements in 2018/19

- We have not closed any section or Unit due to lack of Leaders.
- Reopened the second Beaver Colony at 1st Abbotswood Scout Group.
- Reopened a separate Cub pack at Pucklechurch Scout Group
- We have opened a new Explorer Unit within the District
- Increased by 24 the number of Young Leaders across the District providing leadership support to sections in 15 of our 20 Scout Groups.

INCLUSIVITY

We will ensure Scouting develops and is sustainable in the most deprived parts of our District, we will welcome all members of society, and be seen as open to people from all backgrounds by the general public.

Key achievements in 2018/19

- 22.3% of the District membership is female this represents growth of 5% over the last 4 years.
- We have 1630 young people and 21 adults with a disability being actively involved in Scouting across the District.
- We continue to provide both practical and financial support to young people and adults across the District in facilitating adults with a disability being Leaders as well as grants from the District Hardship fund to support young people being able to access Scouting events and activities.

YOUTH SHAPED

Young people across all ages will have the chance to have their voice heard on all aspects of Scouting, including programme and activity planning and the way that their Group, Unit and District are run.

Key achievements in 2018/19

- District Youth forums held for sections annually and Young People informing and deciding on District the District Plan as well as events and activities.
- Young People being involved in the organisation and delivery of the first District Jamboree.
- Introduction of youth membership to the District and Groups Board of Trustees.
- Delivery of Youth shaped activities across the District.
- Young People deciding the type of event we were to hold for our annual St. George's day event and being actively involved in the planning and delivery of the event.

COMMUNITY IMPACT

We believe Scouting makes a difference to individuals and to society. Our members take action in the service of others, but we want to do more and for our contribution to be more widely recognised.

Key achievements in 2018/19

- *Support the use of the District Headquarters for community groups.*
- *Cotswold Edge Scouts have undertaken over 103 community impact projects across the District these have ranged from fundraising for community groups, carried out village clean up campaigns, visiting elderly people in their homes and supporting many local community events.*

Section E – Financial Review

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 6 months running costs, circa £9,000.

The District also holds reserves of approximately £26,000 additional to this at year end. This is above the level required for normal operating expenses. However this can be explained as these funds are held in reserve for the planned development of our District Headquarters.

The Districts 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.

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 – Declaration

The trustees declare that they have approved the trustees' report above and the declaration is signed below on their behalf:-

Signed on behalf of the charity's trustees

Signature(s)

Full name(s) Veronica Parsons

Peter Carnegie

Position District Chair

District Commissioner

Date 27th July 2019

27th July 2019

Cotswold Edge District Scout Council Accounts 2018-2019

Qualified report for a non-company charity preparing receipts and payments accounts

Independent examiner's report to the trustees of [Cotswold Edge District] Scout Council

I report to the trustees on my examination of the accounts of the [Cotswold Edge District Scout Council] for the year ended [31 March 2019].

Responsibilities and basis of report

As the charity's trustees of the [Cotswold Edge District Scout Council] 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 [Cotswold Edge District Scout Council] accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement- matter of concern identified

I have completed my examination. In examining income and expenditure for the above accounting period a number of recording discrepancies were found. A reconciliation was further complicated due to lack of supporting documentation.

As the accounts have been modified by myself the represented account statement requires ratification by the executive committee prior to its submission to the charities commission.

In order that the recording discrepancies found are not carried into further accounting periods the following recommendations are made:

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1. Cheque stubs to be completed with greater detail for referencing and retained for 6 years after the reporting year.
 2. Payments are supported with copies of invoices/receipts in order to retain an audit trail.
 3. All reconciliations to be retained/incorporated into the Year End pack.
 4. A review of asset replacement values and badge stocks is undertaken.
 5. Financial procedures should be updated to reflect the above recommendations.
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Independent examiner's report to the trustees of [Cotswold Edge District] Scout Council

I report to the trustees on my examination of the accounts of the [Cotswold Edge District Scout Council] for the year ended [31 March 2019].

Responsibilities and basis of report

As the charity trustees of the [Cotswold Edge District Scout Council] 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 [Cotswold Edge District Scout Council] 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

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

1. accounting records were not kept in respect of the [Cotswold Edge District Scout Council] as required by section 130 of the Act; or
2. ~~the accounts do not accord with those 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.

Signed: 

Name: Deborah Bryden

Relevant professional qualification or membership of professional bodies (if any):

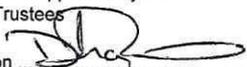
Address: C/O Mafeking Hall, Serridge Lane, Coalpit Heath, Bristol BS36 2UF

Date: 12 January 2020

Cotswold Edge Scout Council 01/04/2018 - 31/03/2019

	This Year £	Last Year £
Total receipts for the year	115,617.94	96,551.92
Total payments for the year	(129,406.67)	(94580.28)
Net receipts (payments) for the year	(13,788.73)	1,971.64
Cash, bank and similar funds brought forward	50,932.34	48,960.70
Cash, bank and similar funds carried forward	<u>37,143.61</u>	<u>50,932.34</u>

The above account and accompanying statement of assets and liabilities were approved by the Trustees

on  and signed on their behalf by ~~Veronica Parsons~~ **DEAN ASHBIÉ-CHAPMAN**

17/01/2020

District ~~Executive Chairperson~~
Commissioner

Distribution Of Funds

District Development Fund	£30,000.00
Explorer Startup Fund	£500.00
Explorer Hardship Fund	£1,000.00
Group Hardship Fund	£1,000.00
World Jamboree Fund	£0.00
Business Fund	£4,643.61
	<u>£37,143.61</u>

		£	£
		This Year	Last Year
RECEIPTS			
ADMIN	General Print/Postage/Stationary	0.00	0.00
	Sundry Admin	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
BADGES	Badges	698.73	3,883.71
	Admin/Postage/Stationary	0.00	0.00
		<u>698.73</u>	<u>3,883.71</u>
HEADQUARTERS	Council Charges	0.00	0.00
	Hall Hire	549.20	1,501.00
	HQ REFURB	0.00	0.00
	Sundry HQ	0.00	0.00
		<u>549.20</u>	<u>1,501.00</u>
NETWORK SCOUTING	Network Kit	0.00	0.00
	Network Uniform	0.00	0.00
	Network Sundry	0.00	0.00
		<u>0.00</u>	<u>0.00</u>
GENERAL SCOUTING	Scout Leader Training	0.00	0.00
	World Jamboree	22,693.65	0
	District Events	0.00	450.00
	Sundry Scouting	6,095.00	0.00
		<u>28,788.65</u>	<u>450.00</u>
CAPITATION	Capitation	84,266.50	86,226.00
	Gift Aid	0.00	4,490.97
		<u>84,266.50</u>	<u>90,716.97</u>
DONATION/GRANTS	Lloyds Bank	1,000.00	0.00
	Just Giving	308.71	0.00
BANKING	Interest on Accts	6.15	0.24
	Charges	0.00	0.00
		<u>6.15</u>	<u>0.24</u>
	TOTAL RECEIPTS	115,617.94	96,551.92

		£	£
		This Year	Last Year
PAYMENTS			
TRANSPORT	District Commissioner	(108.62)	0.00
	District Explorer Scout Commissioner	(159.75)	(166.00)
	Others	<u>(40.32)</u>	<u>(83.80)</u>
		(308.69)	(249.80)
ADMIN	General Print/Postage/Stationary	0.00	0.00
	Wages	(5,199.96)	(4,349.99)
	Midas Training	(1,124.67)	(619.50)
	Sundry Admin	<u>(781.39)</u>	<u>(384.92)</u>
		(7,106.02)	(5,354.41)
BADGES	Badges	(1,252.55)	(3,204.44)
	Admin/Postage/Stationary	<u>0.00</u>	<u>0.00</u>
		(1,252.55)	(3,204.44)
HEADQUARTERS	Rates & Insurance	(1,110.47)	(1,202.91)
	Utilities	(353.27)	(890.46)
	Maint./Cleaning	(2,342.05)	(6,159.36)
	Hall Hire	0.00	0.00
	HQ REFURB	0.00	0.00
	Grounds Maint.	<u>(1,368.00)</u>	<u>0.00</u>
		(5,173.79)	(8,252.73)
EXPLORER SCOUTING	Explorer Leader Training	0.00	0.00
	Explorer Kit Insurance	0.00	0.00
	Explorer Hardship Payments	0.00	0.00
	Explorer Start Up	0.00	0.00
	Explorer Sundry	<u>(1,000.00)</u>	<u>0.00</u>
		(1,000.00)	0.00
NETWORK SCOUTING	Network Kit	0.00	0.00
	Network Uniform	0.00	0.00
	Network Sundry	<u>0.00</u>	<u>0.00</u>
		0.00	0.00
YOUNG LEADER SCOUTING	Young Leader Training	0.00	0.00
	Young Leader Uniform	(330.00)	(330.00)
	Young leader Sundry	<u>(632.00)</u>	<u>0.00</u>
		(962.00)	(330.00)
GENERAL SCOUTING	Group Grants / setup	0.00	(1,471.55)
	World Jamboree	(21,453.75)	(6,200.00)
	St Georges Day	(1,512.50)	0.00
	District Events	(839.50)	(875.20)
	Leader Training	(115.00)	0.00
	Hardship	0.00	(734.00)
	District Jamborees	(19,268.01)	(1,930.00)
	Sundry Scouting	<u>(598.03)</u>	<u>0.00</u>
		(43,786.79)	(11,210.75)
CAPITATION	Capitation	(67,524.00)	(63,380.00)
	Gift Aid	<u>(1,892.83)</u>	<u>(2,598.15)</u>
		(69,416.83)	(65,978.15)
DONATION/GRANTS	Pucklechurch	(150.00)	0.00
	Abbotswood	(250.00)	0.00
BANKING	Interest on Accts	0.00	0.00
	Charges	<u>0.00</u>	<u>0.00</u>
		0.00	0.00
	TOTAL PAYMENTS	(129,406.67)	(94,580.28)

MONETARY ASSETS

	£	£
Bank Current Account	64,895.46	94,808.64
Bank Interest Account	20,550.35	544.20
	<hr/>	<hr/>
	85,445.81	95,352.84
Less Outstanding Cheques	(48,302.20)	(42,448.86)
Plus Outstanding Receipts	0.00	0.00
Total Carried Forward	<hr/> 37,143.61	<hr/> 52,903.98

Land and Buildings	£150,000.00	£150,000.00
Scouting equipment, furniture, etc. - Replacement Value	£7,279.00	£7,279.00
Badge Stock	£4,869.00	£4,869.00