

# Trustees' Annual Report

## For the period

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

### Section A

#### Reference and administration details

Charity name

BRAMSHILL SCOUT DISTRICT

Other names the charity is known by

Registered charity number (if any)

1 0 1 8 7 6 8

HQ registration number

Charity's principal address

30 Hazel Coppice

Hoo k

Postcode R G 27 9 R H

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	PAUL CLUETT	CHAIR	
2	VLASTA VOKURKOVA	TREASURER	
3	ANDREW SNOWBALL		
4	MATHEW NESSING		
5	MICHAEL DAWSON		
6	PETER DAY		
7	RAY BUNCE		
8	IAN FRANKS		
9	REBECCA BURKE		
10	NICOLA MULLINS		
11			
12			
13			
14			
15			

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	Victoria Burns	8 Vaughan Close Hartley Wintney
		RG27 8GB

### 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 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:

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

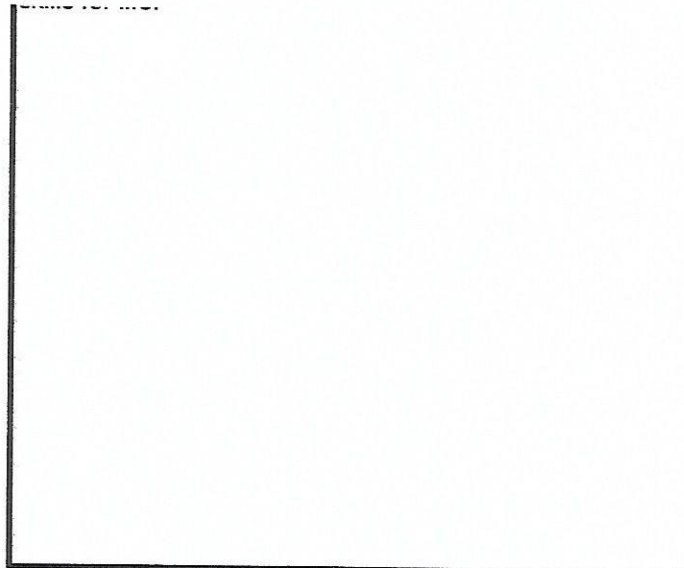
The District is managed by the District Trustee Board, the members of which are the 'Charity Trustees' of the Scout District which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trustee Board consists of the Chair, Treasurer and 8 Trustees (including 2 Ex Officio Trustees, and 2 co-opted Trustees) and meets every 3 months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This District Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.





Section B	Structure, governance and management (continued)
	<p>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:</p> <p>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 Groups. Similar reciprocal arrangements exist with these organisations. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p>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.</p> <p>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 Board could raise the value of subscriptions to increase the income to the District on an ongoing basis, either temporarily or permanently.</p> <p>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 group 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.</p>

Reduction or loss of members. The District provides activities for all young people aged 4 to 18. If there was a reduction in membership in a particular section or the group 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.

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

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.

Our Vounteers have put in an incredible effort post the pandemic to get the Scout proramme safely back on track. Unfortunately Sue Hedges a key member of the District team and a very active lead of the 7th Bramshill In Hook passed away and will be sadly missed.

Public benefit statement

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.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

Bramshill District has run several District Events in 2023. The District has also helped the Groups run events by the provision of sensible cash flow support. We have also helped to position the 3rd Bramshill to apply to Hart for a grant to extend their HQ which was in the end unsuccessful but has helped in learning how to apply for such grants in the Future.

## Section E

## Financial Review

Brief statement of the charity's policy on reserves

### Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. Currently this is £3k of overall funds. Now considered low so Reserve levels will be reviewed in 2024/2025 with a proposal to increase reserves to £8k.

Quantify and explain any designations

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 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.

- 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 group 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)


### 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)

Paul Cluett

Position (eg Secretary, Chair)

Chair

Date

1

5

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4

Y

2

4



Statement of Receipts and Payments - for Year to: 31st December 2023

INCOME

<----- 01/01/23 to 31/12/23 ----->

<----- 2022 ----->

Opening Balance:	£
Bank Current Account	9,615.61
Bank Savings Account	12,418.33
<b>Sub total</b>	<b>22,033.94</b>

= 22,033.94

£
9053.64
12,413.58
<b>21,467.22</b>

= 21,467.22

<b>Subscriptions, Donations, events:</b>	
Subscriptions	37,468.50
LESS Capitation paid to County	33,592.00
Net Subscriptions Retained	3,876.50
Gift Aid	-
Hawley lake ***	1,204.00
Explorers	-
District Events	1,080.70
Donations	-
From Deposit	-
Loan	-
Scout Shop	-
Other	-
<b>Sub total</b>	<b>6,161.20</b>

27,993.00
27,752.10
240.90
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
500.00
740.90

<b>Grants:</b>	
Maintenance Grant	0.00
Other Grant	0.00
<b>Sub total</b>	<b>-</b>

0.00
0.00
0.00

<b>Investment Income:</b>	
Bank Interest	74.72
Other Investment Income	0.00
<b>Sub total</b>	<b>74.72</b>

1.26
0.00
1.26

6,235.92

742.16

**Total receipts**

28,269.86

22,209.38

<b>EXPENDITURE</b>	
Badges	-
District Events	2,043.18
Hawley lake ***	320.00
Explorers	-
Stationery	-
Post & Comms	-
Travel	-
Dashboard Online manager	1,548.00
Shop	20.00
Donations	-
Training	-
Licenses	203.88
Refreshments	-
Savings	-
Insurance	-
<b>Sub total</b>	<b>4,135.06</b>

0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
84.00
0.00
0.00
933.64
872.69
0.00
0.00
1,890.33

4,135.06

1,890.33

**Total payments**

4,135.06

1,890.33

<b>Closing Balance:</b>	
Bank Current Account	11,641.75
STIS Scout Ass. Deposit	-
Bank Savings Account	12,493.05
<b>Sub total</b>	<b>24,134.80</b>

9615.61
-
12418.33
<b>22,033.94</b>

24,134.80

22,033.94

<b>Other Monetary Assets</b>	
Explorer Units Current Accounts	6,453.51
District Scout Shop Current Account **	1,555.35
District Badge Shop Current Account	-
<b>other monetary assets</b>	<b>8,008.86</b>

5882.41
1,555.35
-
<b>7,437.76</b>

<b>Other assets:</b>	
Scouting Equipment	-
District Scout Shop Stock **	6,531.24
District Badge Shop Stock	-
Other	-
<b>value of other assets</b>	<b>6,531.24</b>

-
6,531.24
-
<b>6,531.24</b>

<b>Liabilities:</b>	
None	0.00

0.00
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The above Receipts & Payments Account and Statement of Assets & Liabilities were approved by the Trustees and signed on their behalf:

Names: PAUL CHART

Signatures: [Signature] date: 30/6/24

Names: \_\_\_\_\_

Signatures: \_\_\_\_\_ date: \_\_\_\_\_

\*\*Note - Scout shop and Badge Shop accounts are unavailable at this time due to the passing of the person who ran these.

\*\*\*Note - Hawley Lake, 2 events took place at Hawley Lake in 2023 but apart from the deposit we have not paid them. Therefore, following discussion with Hawley Lake an invoice will be raised in 2024 to pay the O/S from 2023

Independent Examiner: Victoria Burns

[Signature]

Date: 29/06/24

## Independent Examiner's Report to the Trustees of the

BRAMSHILL

.....SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended 31/12/2023  
which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages.....

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 charity's 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 charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/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 Group/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 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 (other than that disclosed below \*):

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 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.

\* Please delete the words in the brackets if they do not apply

Name:

Victoria Burns

Qualification:

ACCA

Address:

8 Vaughan Close

Hartley Wintney RG27 8GB

Date:

05/06/24