



# Don District Scout Association

## Annual Report & Financial Statements

Year ended 31 March 2021

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A

## Reference and administration details

Charity name

**Don District Scout Association**

Other names the charity is known by

Don District Scouts

Registered charity number (if any)

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Charity's correspondence address

C/O Mulberry House

Wilkin Hill

Barlow Dronfield

Postcode

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Names of the charity trustees who manage the charity

<i>Ex officio trustees</i>		<i>Nominated member trustees</i>	<i>Elected member trustees</i>
Chairman	Ian Taylor	Sylvia West	Jan Raynor
Acting DC	Janette Mellor	Matt Hardman	Mick Pears
Treasurer	Andrew Walker	Andrew Papka	Peter Blakemore
Secretary	Rob Kirk		Dan Hopkins
Explorer DC	Edwin Buttimer		Phil Neale
Network	Vacant		Hendrick Jannasch

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Ian Taylor

Position (eg Secretary, Chair)

Chair

Date

22 September 2021

# Don District Scout Association

## Section B

### Structure, governance and management

#### Description of the charity's trusts

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.

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

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

#### Management of the charity

The District is managed by the District 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.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the District Scout Leaders, individual section leaders and parent's representation and meets every 2 months.

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

- 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 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:

- 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.
- 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 18. 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.
- Failure of a Group who had received a development loan may result in loss of funds to the District. The District seeks to mitigate such risk by ensuring that the funds allocated to Group development loans would not cause the collapse of the District in the event of a Group failing to meet its repayment obligations.

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 policy to ensure that insurable risks are covered.

# Don District Scout Association

Section C	Objectives and activities
<b>Summary of the objects of the charity set out in its governing document</b>	<p>The objectives of the District are as a unit of the Scout Association.</p> <p>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 by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.</p>
<b>Additional details of the objectives and activities</b>	<p><b>Policy on Grant making</b> The District makes grants to Groups within the District to cover approved training expenses that are not funded by other means.</p> <p><b>Loans to Groups within the District</b> The District has provided loans to assist Groups in the District with property repairs, building re-development and intends to continue with this practice in the future if suitable plans are approved by the District Executive Committee.</p>
Section D	Achievements and performance
<b>Summary of the main achievements of the charity during the year</b>	<p>The District has continued to provide support services to the District membership during the year. It has been able to encourage Scouting to exist in the virtual world and ensured that lower levels of activity have continued,</p> <p>The District continues to be lead by Janette Mellor, our Acting District Commissioner. The team have worked extremely hard to organise and promote the District and its activities.</p> <p>The District has is now planning to run a comprehensive programme of activities across all sections when activities can re-start next year.</p>
Section E	Financial Review
<b>Charity's policy on reserves</b>	<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 and to assist with Group development projects. The District Executive Committee considers that the District should hold a balance of around £100,000.</p>
<b>Investment Policy</b>	<p>The District's Income and Expenditure is relatively small but it has substantial funds held as a result of Group closures in past years. These funds have been used to finance building and other development activity within the District. Whilst there are substantial funds held by the District, it is intended that the funds will be utilised to assist with Group development plans. As a consequence it would not be prudent 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 bank accounts using only mainstream banks or building societies or Sheffield Scout Resource Charity's Consolidated Investment Scheme.</p> <p>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. This generally involves 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.</p>
Section F	Other Optional Information
<b>Plans for future periods</b>	<p>The District continues to provide funding in support its training initiatives and will continue to offer sponsorship to ensure that district events remain well supported by the Groups. Funding projects have been financed during recent years with advances by way of loans and grants to assist with group development. New groups have been recently formed and require continuing volunteer support from leaders during this development phase</p>

# Don District Scout Association

## **New groups**

A number of new groups have been recently formed. Setting up the governance processes within these new groups has proved quite challenging for the District. The processes and funds have now been allocated as accurately as possible. The amounts concerned are not material to the overall position of the District

## **Covid19**

The emergence of Covid19 in the UK has curtailed all scouting activity from just before the start of the financial year under review in this report. The effects on the scouting activity has been very dramatic and it has not been possible to organize face to face activities for most of the year. The Scout Association have established guidelines and policies for the re-start of activities once it is permitted to re-start face to face activity. The impact on the finances in the year under review has not been significant except for the collection of Capitation payments on behalf of the South Yorkshire County and National Movement that have been part funded by extended credit being provided to certain groups with the district.

# Don District Scout Association - Consolidated Receipts and Payments Account

For the year from	01/04/2020	To	31/03/2021
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## Receipts and payments

	2021			2020	
	District Central Funds	Explorer Fund	SASU Fund	Total funds	Total funds
	£	£	£	£	£
<b>Receipts</b>					
Capitation Fees	18,064		-	18,064	26,314
Subscriptions	-	1,714	-	1,714	4,999
Donations	-	-	-	-	-
Legacies	-	-	-	-	-
Census Rebate	313	-	-	313	-
Capitation from previous year	9,276	-	-	9,276	-
<b>Sub total</b>	<b>27,653</b>	<b>1,714</b>	<b>-</b>	<b>29,366</b>	<b>31,313</b>
<b>Fundraising (gross)</b>					
Overseas Trip	-	14,380	-	14,380	14,789
Unit activities	-	75	-	75	4,077
Jamboree and Camp Bank	-	127	-	127	1,452
Camping	-	-	-	-	1,874
Training	-	-	-	-	156
Spain Cancellations support	-	5,750	-	5,750	827
Donations	-	100	-	100	765
<b>Sub total</b>	<b>-</b>	<b>20,432</b>	<b>-</b>	<b>20,432</b>	<b>23,940</b>
<b>Investment income</b>					
Bank interest	-	-	-	-	2,506
Building Society interest	-	-	-	-	-
SSRC Investment interest	2,937	-	-	2,937	-
Property Rent income	-	-	-	-	-
Derek Dolton Fund	-	-	-	-	-
<b>Sub total</b>	<b>2,937</b>	<b>-</b>	<b>-</b>	<b>2,937</b>	<b>2,506</b>
<b>Total Gross Income</b>	<b>30,590</b>	<b>22,145</b>	<b>-</b>	<b>52,735</b>	<b>57,759</b>
<b>Other Income</b>					
Loan Repayments	1,500	-	-	1,500	1,800
Overdue payments	315	-	-	315	2,551
<b>Sub total</b>	<b>1,815</b>	<b>-</b>	<b>-</b>	<b>1,815</b>	<b>4,351</b>
<b>Total receipts</b>	<b>32,405</b>	<b>22,145</b>	<b>-</b>	<b>54,550</b>	<b>62,110</b>

# Don District Scout Association - Consolidated Receipts and Payments Account

For the year from	01/04/2020	To	31/03/2021
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## Receipts and payments

	2021			2020	
	District Central Funds	Explorer Fund	SASU Fund	Total funds	Total funds
	£	£	£	£	£
<b>Payments</b>					
<b>Charitable Payments</b>					
Overseas Camps	5,750	19,580	-	25,330	19,143
Youth programme and activities	-	402	-	402	6,698
Camping	-	-	-	-	2,484
Capitation	-	1,601	-	1,601	27,578
Rent	-	-	-	-	1,620
Training	-	-	-	-	163
Equipment / Insurance / Licence	410	-	-	410	1,068
Leadership Activities	-	-	-	-	979
Grant to new groups	-	-	-	-	-
Sundries	-	114	-	114	1,399
Contribution to camp costs	-	-	-	-	-
Uniforms	-	-	-	-	-
St Georges 2020 (cancelled)	-	-	-	-	-
Motion picture licence	304	-	-	304	-
Domain licence	18	-	-	18	-
	-	-	-	-	-
<b>Sub total</b>	<b>6,482</b>	<b>21,697</b>	<b>-</b>	<b>28,179</b>	<b>61,132</b>
<b>Expenses</b>					
Central Stores	189	-	-	189	-
Trust	80	-	-	80	-
Detail 3	-	-	-	-	-
Other fundraising costs	-	-	-	-	-
<b>Sub total</b>	<b>269</b>	<b>-</b>	<b>-</b>	<b>269</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>6,750</b>	<b>21,697</b>	<b>-</b>	<b>28,447</b>	<b>61,132</b>
<b>Loan advanced</b>					
	-	-	-	-	-
<b>Total payments</b>	<b>6,750</b>	<b>21,697</b>	<b>-</b>	<b>28,447</b>	<b>61,132</b>
<b>Net of receipts/(payments)</b>	<b>25,654</b>	<b>448</b>	<b>-</b>	<b>26,102</b>	<b>978</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash / SSRC Funds B/fwd</b>	<b>112,267</b>	<b>13,794</b>	<b>331</b>	<b>126,392</b>	<b>125,414</b>
<b>Cash funds this year end</b>	<b>137,921</b>	<b>14,242</b>	<b>331</b>	<b>152,494</b>	<b>126,392</b>

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

	2021			2020	
	District Central Funds	Explorer Fund	SASU Fund	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
SSRC Funds B/fwd	96,136	-	331	96,467	97,946
Derek Dalton Fund B/fwd	4,747	-	-	4,747	-
Bank deposit account	35,470	14,242	-	49,712	26,112
<b>Deposits held for groups</b>					
182nd	1,365	-	-	1,365	1,365
YUF	-	-	-	-	-
Network	202	-	-	202	202
Cash/Floats	-	-	-	-	768
<b>Total cash funds</b>	<b>137,920</b>	<b>14,242</b>	<b>331</b>	<b>152,493</b>	<b>126,393</b>
<b>Other monetary assets</b>					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	8,550	-	-	8,550	11,781
Capitation outstanding	-	-	-	-	-
<b>Sub total</b>	<b>8,550</b>	<b>-</b>	<b>-</b>	<b>8,550</b>	<b>11,781</b>
<b>Total net assets</b>	<b>146,470</b>	<b>14,242</b>	<b>331</b>	<b>161,043</b>	<b>138,174</b>

### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 22 September 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

	Signature	Print Name
Chair		Ian Taylor
Treasurer		Andrew Walker



## **Scrutineer's Report to the Trustees of the Don District Scout Council**

I report on the Accounts of the District for the year ended 31 March 2021

### **Respective responsibilities of Trustees and Scrutineer**

As the District's Trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and report to you.

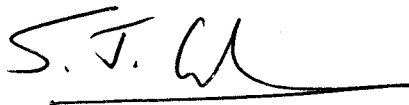
### **Basis of Scrutineer's Statement**

In accordance with the directions given in the District's constitution, I have scrutinised the records and the accounts set out in pages 6 - 8.

### **Scrutineer's Statement**

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Signed:



Name: Stephen Culmer

Address: 74 Stothard Road  
Sheffield  
S10 1RE

Date: 12/09/21.