

# Trustees' Annual Report

For the period

From (start date) 01 04 22 to end date 31 03 23

## Section A

## Reference and administration details

Charity name

Dorchester & West Dorset District Scout Council

Other names the charity is known by

DWD District Scouts

Registered charity number (if any)

1 0 3 9 8 3

HQ registration number

1 0 0 0 2 5 1 3

Charity's principal address

9 Stanier Road

Weymouth

Dorset

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	Mrs Deborah Thomas	District Lead Volunteer	01.01.23
2	Mr Jonathan Cunliffe	District Chair	01.03.23
3	Mrs Jen Wraight	District Treasurer	
4	Mr P Jared Parkin		
5	Mr Jeremy Edwards	DESC	
6	Mrs Phillipa Davis		
7	Mr David Ling	DDC	
8	Mr Frederick Mackey	Youth Commissioner	01.09.23
9	Ms Jessica St BarbeBaker	Youth Commissioner	01.09.23
10	Mr David Hillier	District Commissioner	01.04.22 - 01.01.23
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

**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 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 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.

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 District 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 Group Administrators and Advisors other than those who are elected.

**Section B****Structure, governance and management (continued)**

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 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 Districts. 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 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 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.

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

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.

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**

### **Achievements and performance**

Summary of the main achievements of the charity during the year

The new building on the campsite at Scoutland in Beaminster has been completed and is available for any group for camping and weekly activities.

### **Section E**

### **Financial Review**

Brief statement of the charity's policy on reserves

### **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 24 months running costs, circa £24000.

The District held reserves of approximately £100,000 against this at year end. This is above the level/below required for operating expenses. However this is to provide funding for a new building - providing indoor accommodation at our campsite in Crossways.

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);

The District's Income and Expenditure is small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group 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 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. The main objectives for the coming year is to provide the indoor accommodation at Crossways. This will be a self-build by our volunteers.

- 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)

DAVID JOHN LING JENNIFER MARY WRIGHT

Position (eg Secretary, Chair)

TRUSTEE TREASURER

Date

070723

# Dorchester & West Dorset District Scout Council

## Receipts and Payments Account



For the year  
from

01/04/2022

To

31/03/2023

Receipts	District Account £	Explorer Account £	2022/23 Total funds £	2021/22 Total funds £
<b>Donations, legacies and similar income</b>				
Membership subscriptions	28,292	4,104	32,396	35,063
Donations	1,034	93	1,127	114
Grants + col	11,829	1,100	12,929	9,294
Gift Aid +VAT reclaimed	6,358		6,358	488
Sundries		940	940	
<b>Sub total</b>	<b>47,513</b>	<b>6,237</b>	<b>53,750</b>	<b>44,959</b>
Badges	3,506		3,506	4,410
Development/Group Support			-	-
District				7,825
International				600
Young Leaders/Explorers	45		45	5
Youth Programme & Activities	7,951	11,101	19,052	1,251
Rent income from Campsites	6,213		6,213	5,851
Savings Account Transfer	15,000		15,000	33619
<b>Sub total</b>	<b>32,715</b>	<b>11,101</b>	<b>43,816</b>	<b>53,561</b>
<b>Fundraising (gross)</b>				
100 Club	885		885	891
Scout Post	6,619		6,619	6,865
Curry Lunch	-		-	-
Explorer			-	-
<b>Sub total</b>	<b>7,504</b>	<b>-</b>	<b>7,504</b>	<b>7,756</b>
<b>Investment income</b>				
Bank /Building Society Interest			-	-
CAF 12 month Saver			-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Gross Income</b>	<b>87,732</b>	<b>17,338</b>	<b>105,070</b>	<b>106,276</b>



**Dorchester & West Dorset District Scout Council**  
**Receipts and Payments Account**

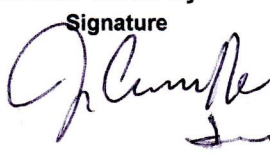

For the year  
from 01/04/2022 To 31/03/2023

Payments	District Account £	Explorer Accounts £	2022/23 Total funds £	2021/22 Total funds £
<b>Charitable Payments</b>				
Membership subscriptions paid on (National/County/Area/District)	31,390		31,390	25,748
Youth programme and activities	8,599	16,796	25,395	31,521
Deveolpment/Group Support	4,480		4,480	16
Adult support and training	-		-	-
BJC Campsite	4,679	65	4,744	2,179
Scoutland	1,217		1,217	80,579
Insurance	247		247	1,065
Repairs and Renewals			-	20
Licence & Professional Fees	2,249		2,249	204
District Admin	55	1,193	1,248	728
Trustee Expenses	126		126	389
Charity Donations (from collections)	-		-	-
Sundry District/Unit Payments		886	886	369
District Events- St Georges Day - AGM	-		-	-
Badges	4,510	60	4,570	4,577
Young Leaders			-	60
SAS	21		21	-
Equipment	-		-	
Out of District Activities + International			-	-
<b>Sub total</b>	<b>57,573</b>	<b>19,000</b>	<b>76,573</b>	<b>147,455</b>
<b>Fundraising expenses</b>			-	-
100 Club	384		384	437
Scout Post	1,636		1,636	1,643
Curry Lunch			-	-
<b>Sub total</b>	<b>2,020</b>	<b>-</b>	<b>2,020</b>	<b>2,080</b>
<b>Total Gross Expenditure</b>	<b>59,593</b>	<b>19,000</b>	<b>78,593</b>	<b>149,535</b>
<b>Transfer to Savings Account</b>			-	80,000
<b>Total payments</b>	<b>59,593</b>	<b>19,000</b>	<b>78,593</b>	<b>229,535</b>
<b>Net of receipts/(payments)</b>	<b>28,139</b>	<b>- 1,663</b>	<b>26,477</b>	<b>- 123,259</b>
<b>Transfers between funds</b>			-	
<b>Cash funds last year end</b>	<b>50,036</b>	<b>6,754</b>	<b>56,790</b>	<b>161,799</b>
<b>Cash funds this year end</b>	<b>78,175</b>	<b>5,093</b>	<b>83,268</b>	<b>56,791</b>

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

			2022/23	2021/22
	District	Explorer	Total funds	Total funds
	£	£	£	£
<b>Cash funds</b>				
Bank current account	78,175	5,093	83,268	161,799
Bank deposit account	-	-	-	-
CAF Savings Account	12,054		12,054	41,776
Monmouth Building Society	60,431		60,431	-
Cash/Floats	-	-	-	-
<b>Total cash funds</b>	<b>150,660</b>	<b>5,093</b>	<b>155,753</b>	<b>203,575</b>
<b>Other monetary assets</b>				
Tax claim - VAT	4,196		4,196	-
Debts due from the County/Area/District/Group			-	346
Insurance claim			-	-
<b>Sub total</b>	<b>4,196</b>	<b>-</b>	<b>4,196</b>	<b>346</b>
<b>Investment assets</b>				
Investment property - detail			-	-
Other investments - detail			-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>				
Badge stock	5,174		5,174	4,202
Shop stock			-	-
Other stock			-	-
Land and buildings	350,000		350,000	175,000
Motor vehicles			-	-
Scouting equipment, furniture etc	5,250	1,000	6,250	6,250
Other			-	-
<b>Sub total</b>	<b>360,424</b>	<b>1,000</b>	<b>361,424</b>	<b>185,452</b>
<b>Liabilities</b>				
Accounts not yet paid			-	-
Expenses incurred but not invoiced			-	-
Subscriptions not yet paid	30,866	-	30,866	24,243
Loan - detail			-	-
Other liabilities			-	-
<b>Sub total</b>	<b>30,866</b>	<b>-</b>	<b>30,866</b>	<b>24,243</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 07.07.23 and signed on their behalf by

Signature  
  


Print Name  
 Jonathan Cunliffe Chair  
 Jen Wright Treasurer



# Independent Examiner's Report to the Trustees of the

## DORCHESTER & WEST DORSET SCOUT DISTRICT SCOUT COUNCIL

Charity No. 1039833

I report on the accounts of the District for the year ended 31.03.2023.

which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

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 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 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 Act have 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.

Name: Stephen Harley **STEPHEN HARLEY**  
Qualification: Bank Manager (Retired) **BANK MANAGER (Retired)**  
Address: Flat 2, 35 Preston Road, Weymouth, Dorset DT3 6PX **FLAT 2 35 PRESTON ROAD WEYMOUTH DORSET DT3 6PX**  
Date: 18 May 2023 **18 MAY 2023**