

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 0

to end date

3 1 0 3 2 1

## Section A

## Reference and administration details

Charity name

South Leeds and Morley District Scout Council

Other names the charity is known by

Registered charity number (if any)

1 0 4 3 9 7 6

HQ registration number

1 0 0 0 1 7 6 0

Charity's principal address

Correspondence Address: 6 Woodkirk Gardens

Dewsbury

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	Gareth Luby	District Commissioner	
2	Elizabeth Kalverda	Trustee	
3	Chris Ingham	Trustee	
4	John Fullerton	Trustee	
5	Andrew Hebden	Trustee	
6	Edwin Kirkwood	Chair	09/09/2020-31/03/2021
7	Ken Grayson	Trustee	
8	Daniel Wood	Trustee	
9	Mary Chadwick	Trustee	
10	Suzie Bentley	Trustee	
11	Trevor Holdsworth	Treasurer (Acting)	09/09/2020-31/03/2021
12	Alison Fell	Trustee	09/09/2020-31/03/2021
13	Andy Neil	Secretary	
14			
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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

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the District Commissioner, District Youth Commissioner, District Explorer Scout Commissioner, District Scout Network Commissioner and Elected, Nominated and Coopted members.

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 Scout Leader 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 District Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p data-bbox="603 230 900 259"><b>Risk and Internal Control</b></p> <p data-bbox="603 264 1310 423">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:</p> <p data-bbox="603 461 1273 557">Damage to the building, property and equipment. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p data-bbox="603 595 1299 719">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 data-bbox="603 757 1315 983">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.</p> <p data-bbox="603 1021 1310 1247">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 can unacceptable level in a particular section or the District as a whole then there would have to be a contraction, consolidation or closure of an area of support provided. In the worst case scenario the complete closure of the District.</p> <p data-bbox="603 1285 1321 1476">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.</p>

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	
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
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

2020-21 was a challenging year for South Leeds and Morley District Scouts. Due to the pandemic, many of our usual operations were suspended. The charity centered its resources on ensuring Scouting could take place to best serve the young people they worked with. This included the running and support with a series of online activities for remote Scouting, including specialist visitors in Zoom sessions, commemorating important events, including St George's Day and the Royal Jubilee celebrations, Badge competitions and supporting wider Scouting events. The District spent resources and time on ensuring Scouting was safe when it could take place face to face, including investments in the campsite and subsidised booking costs to groups to maximise opportunities for Scouting as safe as possible. Investment was made to the lower part of the campsite to ensure there was sheltered space for groups to meet socially-distanced.

**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 held reserves of approximately £55000 against this at year end. This is above the level required for operating expenses. However this can be explained by money reserved for payment on a new lease on the campsite with LCC, currently ongoing; expected costs

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);

• how expenditure has supported the key  
objectives of the charity;

• investment policy and objectives;

#### Investment Policy

The District does not have sufficient funds to invest in longer term investments. The District has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

### 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)

GJLuby

Full name(s)

Gareth Luby

Position (eg Secretary, Chair)

District Commissioner

Date

2 9 0 1 2 2

# South Leeds and Morley Scout District Scout Council (charity number 1043976)

## Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2020	To	31/04/2021

### Receipts and payments

#### Unrestricted funds

£

#### Receipts

<b>Donations, legacies and similar income</b>	
Membership subscriptions 2021 received - including for County and National	35,741
Membership fees for 2020	4,440
Donations	29
Legacies	-
Gift Aid	-
Mongoose Youth Activities	1,191
Sand Vipers Youth Activities	266
Meerkat Youth Activities	41
Other similar income	-
<b>Sub total</b>	<b>41,708</b>
<b>Grants</b>	
COVID Grants from LCC	38,862
(Of which received for Phoenix Scout Campsite)	(19,431)
(Of Which received for Tingley Scout HQ)	(19,431)
Lloyds Bank Foundation	256
Grants to Beavers	155
Other grants	-
<b>Sub total</b>	<b>39,273</b>
<b>Fundraising events (gross)</b>	
Detail 1	-
Detail 2	-
Detail 3	-
Other fundraising activities	-
<b>Sub total</b>	<b>-</b>
<b>Hire and Activities</b>	
Phoenix Hire	1,145
Tingley Hire	-
International - Return due to COVID	32,274
Event Expenses, Deposit returns etc.	752
Event Expenses, Deposit returns etc.	100
Badge Sales	167
<b>Sub total</b>	<b>34,438</b>
<b>Investment income</b>	<b>0=</b>
Bank interest	-
Building Society interest	-
The Scout Association Short Term Investment Service	-
Other investment income	-
<b>Sub total</b>	<b>-</b>

**Total Gross Income**

**115,418**

Asset and investment sales, etc.

**Total receipts**

**115,418**



# South Leeds and Morley Scout District Scout Council

## Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2020	To	31/04/2021

### Receipts and payments

#### Unrestricted funds

£

#### Payments

<b>Charitable Payments</b>	
Membership subscriptions paid on (National/County/Area/District)	30,268
Youth programme and activities	165
Youth programme and activities - Mongoose ESU	1,222
Youth programme and activities - Sand Vipers ESU	253
Youth programme and activities - Meerkat ESU	-
Adult support and training (inc. Zoom subscription)	86
Rent to LCC (Phoenix Campsite)	1,500
Online Scout Manager for Groups	972
Water and Sewerage	216
(Of which Phoenix Campsite)	(135.08)
(Of which Tingley Scout HQ)	(81.01)
Electricity and Gas	8,323
(Of which Phoenix Campsite)	(6642.10)
(Of which Tingley Scout HQ)	(1681)
Insurance	1,718
(Of which Phoenix Campsite)	(1350)
(Of which Tingley Scout HQ)	(368.42)
Maintenance	1,344
(Of which Phoenix Campsite)	(567.61)
(Of which Tingley Scout HQ)	(776.44)
Development	9,412
(Of which Phoenix Campsite)	(9412.35)
(Of which Tingley Scout HQ)	-
Printing and photocopying	9
Contribution to camp costs	-
Badges Purchases	145
AGM and trustee expenses	-
Misc Expenses	4
Leader Expenses	35
Leader Expenses	96
Misc Expenses	1
Equipment Purchases	419
International - Return to Groups (No 1 Account)	3,060
International - Return to Groups (Scout Section Account)	31,655
Scout Activities	-
Cub Activities	-
Beaver Activities	100
<b>Sub total</b>	<b>91,003</b>
<b>Fundraising expenses</b>	
Lloyds Match Funding Gildersome	3,500
Detail 3	-
Other fundraising costs	-
<b>Sub total</b>	<b>3,500</b>

#### Total Gross Expenditure

94,503

Asset and investment purchases, etc.

-



<b>Total payments</b>	94,503
<b>Net of receipts/(payments)</b>	20,915
<b>Cash funds last year end</b>	67,659
(of which SLAM 1 Account)	49,788
(of which Tingley Account)	4,648
(of which Badge Account)	704
(of which Scout Section Account)	3,213
(of which Cub Section Account)	1,377
(of which Beavers Account)	925
(of which Sand Vipers ESU account)	927
(of which Meerkat ESU account)	739
(of which Mongoose ESU International account)	1,825
(of which Mongoose ESU account)	3,512
<b>Cash funds this year end</b>	88,573

# South Leeds and Morley Scout District Scout Council

## Receipts and payments account

Year start date		Year end date	
For the year from	01/04/2020	To	31/04/2021

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

#### Unrestricted funds

£

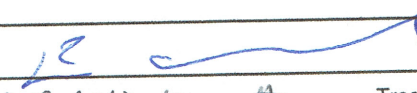

<b>Cash funds</b>	
No 1 Account	53,218 ✓
No 2 Account (Tingley)	20,550 ✓
Badge Account	726 ✓
Scout Section Account	4,165
Cubs Section Account	1,377
Beavers Section Account	1,076 ✓
Mongoose ESU Account	3,385 ✓
Mongoose ESU International Account	1,825
Sand Viper ESU Account	904 ✓
Meerkat ESU	779 ✓
Cash Phoenix	20
Cash Tingley	623
Unpresented Cheques	- 75
<b>Total cash funds</b>	88,573
(agree balances with receipts and payments account) ok	
<b>Other monetary assets</b>	
Tax claim	-
Debts due from the County/Area/District/Group	-
Insurance claim	-
<b>Sub total</b>	-
<b>Investment assets</b>	
Investment property - detail	-
Quoted investments	-
Other investments - detail	-
<b>Sub total</b>	-
<b>Non monetary assets for charity's own use</b>	
Badge stock	-
Shop stock	-
Other stock	-
Land and buildings	70,000
Motor vehicles	-
Scouting equipment, furniture etc	10,200
Other	-
<b>Sub total</b>	80,200
<b>Liabilities</b>	
Accounts not yet paid	-
Expenses incurred but not invoiced	-
Subscriptions not yet paid	-
Loan - detail	-
Other liabilities	-
<b>Sub total</b>	-
<b>Total net assets</b>	168,773

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

EDWARD KILWOOD
TREVR A HODSWORTH

	Chair
	Treasurer



STEVEN PERIGO

13/10/2021

Independent Examiner