

# GREENFORD AND DISTRICT SCOUT COUNCIL

Charity Registration Number: **1046044**

## **Trustees' Annual Report for the year ended 31<sup>st</sup> March 2021**

**PRESIDENT:** Mr A R Bamford.

**VICE PRESIDENTS:** Mr P L Bicknell, Mrs M M Brandon, Mr J F G Burton, Mr I D Chick JP, Mr B Cole, Mrs J A Cole, Mr S Girling, Mr H Greenway, Mrs H Hankins, Mr T Hankins, Mr J A Hunter MBE, Mr A K Norman, Mr S Pound.

### **TRUSTEES:** *Ex-Officio*

	Name
Chair	Mr I D Chick
District Commissioner	Ms C S Muxlow
District Youth Commissioner	Miss A S Taylor-Brown
Secretary	Vacant
Treasurer	Mr P G Melhuish
District Explorer Scout Commissioner (Acting)	Ms C S Muxlow
District Scout Network Commissioners	Dr D Aubby

### **TRUSTEES:** *Nominated*

Mr A Appleby, Mrs M C Melhuish, Mr A K Norman, Mr B K Payne.

### **TRUSTEES:** *Elected*

Mrs S C Appleby, Ms S Brooks, Mr S L Dingwall, Mr W F Lewis, Mr P Melvin, Mr P I Thorne.

### **TRUSTEES:** *Co-opted*

Mr R W Fox (from 15<sup>th</sup> July 2020).

Due to COVID-19 the District Executive Committee agreed that the Annual General meeting for 2020 would not be held and, where possible, the Trustees would continue to serve without re-election.

### **INDEPENDENT EXAMINER:**

Mr P McLoughlin

### **BANKERS:**

Santander UK plc, Bootle, Merseyside. L30 4GB

**District Registration Number with The Scout Association:** 13806

**Charity Registration Number:** 1046044

**Contact Name and Address:** Mr P G Melhuish, 63 Pavilion Way, Ruislip, Middlesex. HA4 9JR

**Principal Address:** R/O 111/113 Hill Rise, Greenford, Middlesex. UB6 8PE

# GREENFORD AND DISTRICT SCOUT COUNCIL

Charity Registration Number: 1046044

## Trustees' Annual Report for the year ended 31<sup>st</sup> March 2021

### The purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

### 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 attitudes.

**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 Promise.

### Objectives and Activities

The aim of the District is that of The Scout Association both short and long term. The main objectives for the year have been to continue with the UK Scout Activity Programme and to support Groups. We will achieve this by providing as many resources as possible to encourage youth within our Scouting area.

### Achievements and Performance

The District area covers Greenford, Northolt, Perivale, Southall, Sudbury and Wembley consists of 14 Groups where we have a youth membership of 481 covering Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts. In addition, there are 220 adults involved as leaders or administrators - all of whom give their services voluntarily.

Both youth and adult membership numbers have decreased due to the COVID-19 pandemic stopping face to face Scouting meetings. However, many Groups have found other ways to provide online activities, activities from home and some socially distanced events where possible.

The Scout Headquarters has now approved an "Early Years" pilot for a new pre Beaver age (4 to 5 years) section to be called "Hedgehogs". We hosted one of the pilots within the District who are flourishing.

Training has been provided for all adults, both uniformed and non-uniformed via online methods.

District wide events included our St George's Day online celebration, when the Scout Promises were renewed, and a stay-at-home District camp, competitions, quizzes, virtual hikes around the World and Remembrance Day Crafts. Our Explorer Scout sections also held socially distanced water activity days, virtual interview practices, presentation skills, film making sessions, learning sign language, virtual camp fires, visits to Southall Activity Centre and Paccar Activity Centre and a socially distanced Holi Celebration. These activities and events were planned and carried out successfully in accordance with the Government's COVID-19 guidelines.

Members of the District were recognised by The Scout Association for various Scouting awards.

Southall Activity Centre had some visitors from inside and outside the District. Improvements included a new outdoor shelter and tree surgery work.

Given the Government's guidance on the COVID-19 emergency, all face-to-face Scout meetings, activities and events were suspended for much of this reporting period. The suspension applied to young people and adults, and will continue until further notice.

We have made grants to Groups to assist them with their Scouting activities.

The District has not incurred any expenditure during the year specifically to generate future income.

## **Financial Review**

Due to the global recovery from the effects of the COVID-19 pandemic the value of our investments recovered. Grants from HM Government have helped to defray the loss of fund raising, subscriptions, and District running costs. The District has controlled its spending and will continue to do so until such time as active Scouting can fully resume.

The District Executive Committee received regular updates of the District's cash and investments. In addition, the Executive's Finance committee monitored the levels of bank balances and the interest rates received and has ensured a spread of investments and deposits to maximise the income whilst maintaining a low risk strategy.

All major expenditure was controlled by the District Executive who discussed current and future projects.

The routine responsibilities of the District are financed through the hire of Southall Activity Centre plus the Scout shop surplus, which has been greatly reduced.

At the end of the year income reserves amounted to £794,036. The District's policy on reserves is to hold sufficient funds readily available to support Groups, Leaders, Members and all premises for which we are responsible. The trustees believe the level of reserves is sufficient to support the charity for at least 12 months from the date of approval of the financial statements.

## **Plans for Future Periods**

The District will continue to hold events to attract more adult volunteers as the demand for leaders and new sections continues. The District will maintain its and Groups' buildings as required.

Effects of COVID-19 may necessitate the District providing financial support to one or more Scout Groups over the coming months and the Trustees will manage this on a case by case basis.

The future direction of the District is that of The Scout Association.

## **Structure, Governance and Management**

During the year ended 31<sup>st</sup> March 2021, the District Executive Committee has met on a regular basis via Zoom, to discuss administration and support to all Groups. We have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives we have set.

The District Scout Council complies with the detailed rules for the management of financial and operational risks mandated by the Policy, Organisation and Rules of The Scout Association. The Trustees actively monitor and review all risks which the charity faces and confirm that insurances are in place to mitigate against significant risks that might arise.

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 the rules which are common to all Scouts. Trustees are appointed in accordance with the Policy, Organisation & Rules of The Scout Association.

Trustees are drawn from all areas of Scouting and from outside the Movement. Elected members are proposed and seconded at the Annual General Meeting. The District Commissioner nominates people who have particular expertise in a variety of areas and are not necessarily members of the Scout Association. Trustees who are co-opted are people who occupy a specific appointment or have experience in a particular discipline.

The Trustees, being the management personnel, are all volunteers without remuneration.

## Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Royal Charter. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 26<sup>th</sup> May 2021 and signed on their behalf by

Ian David Chick (Chair) .....

Paul Graham Melhuish (Treasurer) .....

# **Independent Examiner's Report to the Trustees of the GREENFORD AND DISTRICT SCOUT COUNCIL**

**Charity Registration Number: 1046044**

I report to the trustees on my examination of the accounts of the Greenford and District Scout Council for the year ended 31<sup>st</sup> March 2021.

## **Responsibilities and basis of report**

As the charity trustees of the Greenford and 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 Greenford and 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 Greenford District Scout Council as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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: Patrick Edward McLoughlin

Relevant professional qualification or membership of professional bodies:

Diploma in Business Studies

Address: 22 Newnham Avenue, Eastcote, Ruislip, Middlesex. HA4 9RN

Date: 11<sup>th</sup> May 2021

# GREENFORD & DISTRICT SCOUT COUNCIL

(CHARITY REGISTRATION NO. 1046044)

Financial statements for the year ending 31st March 2021

## Statement of financial activities

	Note 3	2021 £	2020 £
<b>Income</b>			
Donations		37,281	8,906
Charitable activities		2,500	29,693
Other trading activities		2,099	13,789
Investments		5,832	8,150
<b>Total income</b>		<u>47,712</u>	<u>60,538</u>
<b>Expenditure</b>	4		
Fundraising costs		1,670	10,314
Charitable activities		26,973	36,986
Other		13,567	17,348
<b>Total expenditure</b>		<u>42,210</u>	<u>64,648</u>
<b>Other recognised gains</b>			
Gains/(Losses) on investment assets		139,319	(55,835)
<b>Net movement in funds</b>		<u>144,821</u>	<u>(59,945)</u>
<b>Total funds brought forward</b>		<u>649,215</u>	<u>709,160</u>
<b>Total funds carried forward</b>		<u>794,036</u>	<u>649,215</u>

All gains and losses arising in the year are included in the Statement of Financial Activities and arise from continuing activities.

# GREENFORD & DISTRICT SCOUT COUNCIL

(CHARITY REGISTRATION NO. 1046044)

Financial statements for the year ending 2021

## Balance sheet

	Note	2021	2020
		£	£
Fixed assets			
Tangible assets	5	0	0
Investments	6	649,314	504,903
Total fixed assets		<u>649,314</u>	<u>504,903</u>
Current assets			
Stock		7,186	7,468
Debtors	7	3,828	7,907
Cash at bank and in hand	8	163,508	165,944
Total current assets		<u>174,522</u>	<u>181,319</u>
Creditors: amounts falling due within one year	9	(29,800)	(37,007)
Net current assets		<u>144,722</u>	<u>144,312</u>
Total assets less current liabilities		<u><u>794,036</u></u>	<u><u>649,215</u></u>
Funds of the Charity			
Unrestricted funds		<u><u>794,036</u></u>	<u><u>649,215</u></u>

The financial statements were approved and authorised for issue by the Trustees on 26th May 2021 and signed on their behalf by

.....

I D Chick (Chair)

.....

P G Melhuish (Treasurer)



# GREENFORD & DISTRICT SCOUT COUNCIL

(CHARITY REGISTRATION NO. 1046044)

## Notes to the accounts

### Note 1 Basis of preparation

#### 1.1 Basis of accounting

These accounts have been prepared under the historical cost convention, modified to include investments at fair value in accordance with:

- Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) ;
- Accounting and Reporting by Charities – Statement of Recommended Practice (Charities SORP (FRS 102));
- and with the Charities Act 2011

The Council constitutes a public benefit entity as defined by FRS 102. FRS 102 has been adopted in preparing these financial statements.

The trustees have assessed whether the use of going concern basis is appropriate. This includes whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. This assessment is made in respect of a period of one year from the date of approval of the financial statements and the trustees have no material uncertainties about the charity's ability to continue.

#### 1.2 Change in basis of accounting

There has been no change to the accounting policies since last year.

#### 1.3 Changes to previous accounts

No changes have been made to accounts for previous years.

### Note 2 Accounting policies

#### INCOME

##### Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- there is sufficient certainty that receipt of the income is considered probable; and
- the monetary value can be measured with sufficient reliability.

##### Membership subscriptions

Memberships subscription collected on behalf of other parts of the Scout Movement are reported in the SoFA net of any amount paid out.

This is because these subscription are in effect held as agents before being paid out.

##### Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising) the incoming resources and related expenditure are reported gross in the SoFA.

##### Donations

Donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

##### Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

##### Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

##### Investment income

This is included in the accounts when receivable.

##### Investment gains and losses

Investments are stated at market value. Gains or losses on investments, whether realised or unrealised, are disclosed in the SoFA in the year in which they arise.

# GREENFORD & DISTRICT SCOUT COUNCIL

(CHARITY REGISTRATION NO. 1046044)

## Notes to the accounts

### Note 2 Accounting policies - continued

#### EXPENDITURE AND LIABILITIES

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

##### Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

##### Trustees remuneration

No trustee nor any persons connected with them received any remuneration in the current year or previous year.

##### Trustees reimbursed expenses

The total amount claimed and reimbursed in the year to 2 trustees amounted to £68 (2020 £458 to 3 trustees).

##### Staff costs

No staff were employed during the year. Key management personnel comprise the trustees.

##### Costs of generating income

Includes all costs associated with activities to raise funds for the Council.

##### Charitable activities expenditure

Relates to all activities carried out in furtherance of the aims and objectives of the Scouting movement.

##### Other resources expended

Includes all other costs incurred by the Council.

##### Taxation

No tax has been provided because the income of the Council is within the exemption granted by Section 505 of the Income and Corporation Taxes Act 1988.

#### ASSETS

##### Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost less depreciation.

##### Investments

Other investments are included at market value at the year end.

##### Stocks

These are valued at the lower of cost and net realisable value.

##### Debtors

The Council's debtors qualify as basic financial instruments under FRS 102. These are recognised at initial transaction value.

##### Cash at bank and in hand

Cash at bank and in hand includes cash in hand, deposits held at call with banks and other short term liquid investments with original maturities of three months or less.

# GREENFORD & DISTRICT SCOUT COUNCIL

(CHARITY REGISTRATION NO. 1046044)

## Notes to the accounts

### Note 3 Analysis of income

	2021	2020
	£	£
<b>Donations</b>		
Membership subscriptions	32,363	33,109
Less: Membership subscriptions paid to County	(31,358)	(28,703)
Net membership subscriptions retained	1,005	4,406
Grants - HM COVID-19	30,193	0
Grants - The Scout Association	3,000	0
Donations	3,000	2,731
Donations Gift Aid	83	1,769
	<u>37,281</u>	<u>8,906</u>
<b>Charitable activities</b>		
Hire of Facilities	2,235	12,765
Swimming Gala	0	360
Training	0	650
Beaver Scouts	0	3,215
Cub Scouts	0	9,534
Scouts	0	100
Explorer Scouts	265	3,069
Young Leaders	0	0
	<u>2,500</u>	<u>29,693</u>
<b>Other trading activities</b>		
District Shop	2,099	13,159
Southall Activity Centre	0	247
Explorer Scouts	0	383
	<u>2,099</u>	<u>13,789</u>
<b>Investments</b>		
Bank Interest	740	1,106
Investment Distributions	5,092	7,044
	<u>5,832</u>	<u>8,150</u>

# GREENFORD & DISTRICT SCOUT COUNCIL

(CHARITY REGISTRATION NO. 1046044)

## Notes to the accounts

### Note 4 Analysis of Expenditure

	2021	2020
	£	£
<b>Raising Funds</b>		
District Shop	1,670	9,923
Explorer Scouts	0	86
Southall Activity Centre	0	305
	<u>1,670</u>	<u>10,314</u>
<b>Charitable activities</b>		
Swimming Gala	0	385
Leader Training	0	600
St George's Day	0	507
Scout Groups/Sections	27,755	11,488
Jamboree & Jamborette 2019	(2,660)	4,285
Beaver Scouts	100	3,032
Cub Scouts	0	8,916
Scouts	0	180
Explorer Scouts	1,220	6,651
Young Leaders	558	919
Scout Active Support	0	23
	<u>26,973</u>	<u>36,986</u>
<b>Other</b>		
Buildings Insurance	3,254	3,906
Light, Heat & Water	1,131	2,663
Repair, Maintenance & Renewals	7,971	7,936
Depreciation Equipment	0	290
Postage, Telephone and Petrol	776	1,258
Stationery & Equipment	16	95
Tributes & Testimonials	37	484
Refreshments	21	36
Governance	0	0
Advertising	254	348
Miscellaneous	107	332
	<u>13,567</u>	<u>17,348</u>

# GREENFORD & DISTRICT SCOUT COUNCIL

(CHARITY REGISTRATION NO. 1046044)

## Notes to the accounts

### Note 5 Tangible fixed assets

#### 5.1 Cost or valuation

	2021	2020
	£	£
Scouting equipment		
Balance brought forward	5,435	5,435
Disposals	0	0
Balance carried forward	<u>5,435</u>	<u>5,435</u>

#### 5.2 Accumulated depreciation

Depreciation is provided on the above assets at the following rates:

Depreciation is provided on the above assets at the following rates:			
	Basis	Straight line	Straight line
	Rate	25% - 50%	25% - 50%
Scouting equipment			
Balance brought forward		5,435	5,145
Depreciation charge for year		0	290
Disposals		0	0
Balance carried forward		<u>5,435</u>	<u>5,435</u>

#### 5.3 Net book value

Brought forward	<u>0</u>	<u>290</u>
Carried forward	<u>0</u>	<u>0</u>

### Note 6 Investment Assets

#### 6.1 Fixed asset investments

Market value at beginning of year	504,903	553,694
Add: additions to investments at cost	5,092	7,044
Add/(Less): net gain/(loss) on revaluation	139,319	(55,835)
Market value at end of year	<u>649,314</u>	<u>504,903</u>
Historical cost at end of year	<u>491,393</u>	<u>486,301</u>

#### Analysis of investments

	2021	2021
	6.2 Market Value at year end £	6.3 Income from investments for the year £
Investments held in common investment funds	<u>649,314</u>	<u>5,092</u>

All investments are listed on the London Stock Exchange.

#### 6.4 Material investment holdings

	Market Value
FP CAF UK Equity Fund	268,251
CCLA COIF Charities Investment Fund	381,063

The District does not pay any investment management fees. The investments held are in funds which themselves suffer management charge deductions from the capital and income of the Fund.

# GREENFORD & DISTRICT SCOUT COUNCIL

(CHARITY REGISTRATION NO. 1046044)

## Notes to the accounts

### Note 7 Debtors and prepayments

	2021	2020
	£	£
Debt due from Groups	2,000	4,500
Prepayments	1,760	2,335
Accrued Income	68	1,072
	<u>3,828</u>	<u>7,907</u>

### Note 8 Cash at bank and in hand

Bank current accounts	15,579	3,397
Bank deposit accounts	147,790	162,231
Cash in hand	139	316
	<u>163,508</u>	<u>165,944</u>

### Note 9 Creditors and accruals

Subscriptions	21,525	31,433
Other creditors	4,419	4,419
Accruals and deferred income	3,856	1,155
	<u>29,800</u>	<u>37,007</u>
Deferred income at 1st April 2020	391	950
Released from previous years	(209)	(950)
Resources deferred in the year	30	391
Deferred income at 31st March 2021	<u>212</u>	<u>391</u>

Deferred income relates to monies received for use of facilities after the balance sheet date.