

# Trustees' Annual Report

For the period

From (start date)

01

01

20

to end date

31

12

20

## Section A

### Reference and administration details

Charity name

Warrington West District Scout Council

Other names the charity is known by

Registered charity number (if any)

1

0

5

3

7

4

1

HQ registration number

Charity's principal address

Vale Owen Road

Warrington

Cheshire

Postcode

W

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Paul Carey	Chair	
2	Debra Phillips	District Commissioner	
3	Mo Patheyjohns	Secretary	
4	David Goodfellow	Treasurer	
5	Robert Patheyjohns		
6	Ian Turnbull		
7	Andrew Mountain		
8	Christopher Walls		
9	Ian James Gornall		
10	Christine Elizabeth Ralston		
11	Daniel Peter Meadows		
12	Adam Potts		
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

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 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 Executive Committee 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 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 District Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control</b></p> <p>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>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. 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 Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently. In 2020 the reduction in fundraising due to coronavirus was mitigated by receipts of government grants.</p> <p>Reduction or loss of leaders. The District and the Groups within it are totally reliant upon volunteers to run and administer the activities. If there was a reduction in the number of leaders to an unacceptable level in a particular section, group 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 Group(s).</p> <p>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 group 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 Group(s). This is a real concern for the resumption of Scouting in 2021.</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>Running of District events (hikes, camps, jamborees, parades and fundraising events) Management of Warrington District Camp Site (jointly with Warrington East District) Management of Explorer Scouts within the District Management of District premises and equipment, including stores and climbing wall facilities Hosting of Warrington Scout Shop Managing appointments and safeguarding within the District</p>

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

Delivered on objectives for 900+ young persons in area, including move to virtual activities and groups.  
Training: Implemented zero tolerance policy on GDPR and safeguarding training  
Finances: Moved to restricted fund principle for specific categories.  
Governance: Ensured continued governance via remote meetings during periods when face to face was not possible.  
Safeguarding: Ensured all leaders and helpers were DBSd

## Section E

## Financial Review

Brief statement of the charity's policy on

### 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 12 months running costs, circa £50000.

(NB: running costs in 2020 were artificially low due to Covid-19 pandemic preventing face-face scouting activities including work to upgrade HQ buildings)

The District held unreserved funds of approximately £54k against this at year end. This is at the level required for operating expenses.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Scout shop owes £1500 in dividends and £600 in overdue utility apportionment invoices. The County Scout organisation is involved in arbitration. The Scout Shop has been closed since October 2019 and has no affect on the 2020 accounts.

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

The District's 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

The District Executive 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 Executive considers the cash flow requirements.

**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)

*Mo Pattheyjohns*

*Paul Carey*

Full name(s)

Mo Pattheyjohns

Paul Carey

Position (eg Secretary, Chair)

Secretary

Chair

Date

0 9 0 1 2 1



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Warrington West District Scout Council

1053741

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## Receipts and payments accounts

For the period from	01/01/2020	To	31/12/2020
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
<b>Funds</b>					
11 - Capitation	40,788	-	-	40,788	40,026
12 - Outgoing grants	-	-	-	-	100
13 - Scout Shop Dividends	-	-	-	-	-
14 - Donations	-	-	-	-	-
21 - Fund Raising	-	-	-	-	-
22 - Nominated Charity	600	-	-	600	-
34 - Transfer to BS	-	-	-	-	-
47 - Support for sections	-	-	-	-	-
<b>Jamboree</b>					
31 - International	-	-	-	-	10,083
<b>Sections</b>					
15 - Beavers	-	-	-	-	230
16 - Cubs	14	-	-	14	4,646
17 - Scouts	20	-	-	20	220
18 - Explorers	-	-	-	-	246
19 - Network	-	-	-	-	-
50 - Rifle Club	-	-	-	-	-
<b>Activities</b>					
25 - St Georges Day	-	-	-	-	3,470
27 - Gang Show	-	2,048	-	2,048	-
28 - District Camp	-	-	-	-	2,760
29 - Blakfoot Hike	-	-	-	-	-
23 - Activities	-	-	-	-	-
35 - District events	-	-	-	-	-
37 - County parade	-	-	-	-	-
51 - Back 2 Basics	100	-	-	100	-
<b>Operating Expenses</b>					
20 - Training	-	-	-	-	-
20a - Personal Insurance	-	-	-	-	-
26 - Equipment Repair	-	-	-	-	-
30 - DC expenses	-	-	-	-	5
32 - Postage	-	-	-	-	-
33 - Comms/Admin	-	-	-	-	-
38 - AGM expenses	-	-	-	-	-
48 - DC discretion	-	-	-	-	-
49 - Permits	-	-	-	-	-
<b>DHQ</b>					
24 - Climbing Wall	-	-	-	-	-
36 - District camp site	-	-	-	-	-
39 - DHQ rent	128	-	-	128	3,258
40 - DHQ electric	0	350	-	350	149
41 - DHQ gas	-	-	-	-	24
42 - DHQ insurance	-	-	-	-	-
43 - DHQ refuse	-	-	-	-	37
44 - DHQ water	-	-	-	-	-
45 - DHQ management	-	-	-	-	-
46 - Warden expenses	-	-	-	-	-
<b>Misc</b>					
99 - Misc	360	12,108	-	12,468	397
<b>Sub total (Gross income for AR)</b>	<b>42,011</b>	<b>14,506</b>	<b>-</b>	<b>56,517</b>	<b>65,651</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>42,011</b>	<b>14,506</b>	<b>-</b>	<b>56,517</b>	<b>65,651</b>

### A3 Payments

<b>Funds</b>					
11 - Capitation	34,077	-	-	34,077	34,009
12 - Outgoing grants	-	-	-	-	100
13 - Scout Shop Dividends	-	-	-	-	-
14 - Donations	-	-	-	-	-
21 - Fund Raising	-	-	-	-	-
22 - Nominated Charity	600	-	-	600	-
34 - Transfer to BS	-	-	-	-	-
47 - Support for sections	-	-	-	-	-
<b>Jamboree</b>					
31 - International	-	-	-	-	12,015
<b>Sections</b>					
15 - Beavers	-	-	-	-	-
16 - Cubs	240	-	-	240	5,043
17 - Scouts	320	-	-	320	212
18 - Explorers	-	-	-	-	-
19 - Network	-	-	-	-	-
50 - Rifle Club	-	-	-	-	-
<b>Activities</b>					
25 - St Georges Day	-	-	-	-	3,585
27 - Gang Show	-	-	-	-	-
28 - District Camp	-	-	-	-	2,460
29 - Blakfoot Hike	-	-	-	-	-
23 - Activities	-	-	-	-	-
35 - District events	-	-	-	-	52
37 - County parade	-	-	-	-	-
51 - Back 2 Basics	-	-	-	-	125
<b>Operating Expenses</b>					
20 - Training	-	-	-	-	-
20a - Personal Insurance	84	-	-	84	84
26 - Equipment Repair	-	-	-	-	-
30 - DC expenses	-	-	-	-	154
32 - Postage	-	-	-	-	-
33 - Comms/Admin	50	-	-	50	35
38 - AGM expenses	-	-	-	-	163
48 - DC discretion	-	-	-	-	-
49 - Permits	-	-	-	-	-
<b>DHQ</b>					
24 - Climbing Wall	-	-	-	-	-
36 - District camp site	-	-	-	-	-
39 - DHQ rent	-	1,200	-	1,200	1,600
40 - DHQ electric	-	433	-	433	1,801
41 - DHQ gas	-	832	-	832	578
42 - DHQ insurance	-	1,637	-	1,637	1,585
43 - DHQ refuse	-	-	-	-	220
44 - DHQ water	-	252	-	252	255
45 - DHQ management	-	134	-	134	1,824
46 - Warden expenses	-	-	-	-	-
<b>Misc</b>					
99 - Misc	361	-	-	361	382
<b>Sub total</b>	<b>35,731</b>	<b>4,487</b>	<b>-</b>	<b>40,218</b>	<b>66,280</b>

### A4 Asset and investment purchases, (see table)

	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>35,731</b>	<b>4,487</b>	<b>-</b>	<b>40,218</b>	<b>66,280</b>
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<b>Net of receipts/(payments)</b>	<b>6,280</b>	<b>10,019</b>	<b>-</b>	<b>16,299</b>	<b>- 629</b>
<b>A5 Transfers between funds</b>	<b>- 2,989</b>	<b>2,989</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>51,198</b>	<b>-</b>	<b>-</b>	<b>51,198</b>	<b>51,827</b>
<b>Cash funds this year end</b>	<b>54,488</b>	<b>13,008</b>	<b>-</b>	<b>67,497</b>	<b>51,198</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	43,436	13,008	-
	Savings Account	11,052	-	-
		-	-	-
	<b>Total cash funds</b>	<b>54,488</b>	<b>13,008</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Outstanding rent invoice	Unrestricted	400	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	David Goodfellow	David Goodfellow	09/01/2021	
	Paul Carey	Paul Carey	09/01/2021	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Warrington West District Scout Council

**On accounts for the year  
ended**

31 December 2020

**Charity no  
(if any)**

1053741

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2020**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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.*

**Signed:**

T Napier

**Date:**

18/10/2021

**Name:**

BI Accountancy Ltd

**Relevant professional  
qualification(s) or body  
(if any):**

BI Accountancy Ltd is authorised and regulated by the AAT (no. 1031155)

**Address:**

BI Accountancy Ltd

80 Ashton Road, Denton, Manchester, M34 3JF

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**