

# Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	0	3	2	5
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## Section A

### Reference and administration details

Charity name

NORFOLK DISTRICT SCOUTS

Other names the charity is known by

Registered charity number (if any)

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Charity's principal address

c/o 48 Gleadless Drive

Sheffield

Postcode

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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			
2	Margaret Wilkin MBE	Treasurer	
3	Matthew Hardman	DLV	
4			
5	Amy Widdowson	Committee Member	
6	Paul Howe	..	
7	Antony Williams	..	
8	Jonathan Rowbothom	..	
9	Graham Sorsby	..	
10	James Bowden	..	
11		..	
12		..	
13		..	
14		..	
15			
16			
17			
18			
19			
20			

## Section A

### Reference and administration details (continued)

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 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

Treasurer and Secretary together with the President, Explorer Scout Commissioner, 3-6 elected members and 3-6 nominated members. Elected and nominated members shall have equal number of members. The Executive Committee shall meets every

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)

### Risk and Internal Control (Specimen 1)

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 Groups. 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 group 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 Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group 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 Group.

### Risk and Internal Control (Specimen 2)

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	The objectives of the group are as a unit of the Scout Association.

Summary of the main activities in relation to these objects

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.

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.

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 District has a new DLV.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<b>Reserves Policy</b>  The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the District's should income and fundraising activities fall short.  The District held reserves of approximately £10,000.00 against this at year end. This is above the level required for operating expenses.
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• the charity's principal sources of funds (if any)</li><li>• how expenditure has supported the key objectives of the charity;</li><li>• investment policy and objectives</li></ul>	<b>Investment Policy (Specimen 1)</b>  The Group'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 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.  The Group 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.

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Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

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Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)	<table border="1"><tr><td></td><td></td></tr></table>						
Full name(s)	<table border="1"><tr><td>Matthew Hardman</td><td>Margaret Wilkin MBE</td></tr></table>	Matthew Hardman	Margaret Wilkin MBE				
Matthew Hardman	Margaret Wilkin MBE						
Position (eg Secretary, Chair)	<table border="1"><tr><td>DLV</td><td>Treasuer</td></tr></table>	DLV	Treasuer				
DLV	Treasuer						
Date	<table border="1"><tr><td>3</td><td>0</td><td>0</td><td>4</td><td>2</td><td>5</td></tr></table>	3	0	0	4	2	5
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# Norfolk District Scouts

## Receipts and Payments Account

Year start date

Year end date

For the year from	1.04.2024	To	31.03.2025
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### Receipts and payments

	2024-25	2023-24
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	31,296	29,914
Less: Membership subscriptions paid on (National/County)	27,971	29,442
Net membership subscriptions retained	3,325	472
Donations	2,395	2,958
District Levy	478	562
Gift Aid		-
Other similar income	4,000	
<b>Sub total</b>	<b>6,873</b>	<b>3,520</b>
<b>Grants</b>		
Maintenence grant	-	-
Other grants		
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>	<b>200</b>	<b>2,500</b>
Detail 1		
Detail 2	-	-
Detail 3	-	-
Activities		
<b>Sub total</b>	<b>200</b>	<b>2,250</b>
<b>Investment income</b>		
Bank interest	248	158
Building Society interest		-
The Scout Association Short Term Investment Service	728	2,417
Property Rent income	985	770
Other investment income		-
<b>Sub total</b>	<b>1,961</b>	<b>3,345</b>
<b>Total Gross Income</b>	<b>40,330</b>	<b>39,029</b>
<b>Asset and investment sales, etc.</b>		-
<b>Total receipts</b>	<b>40,330</b>	<b>39,029</b>

# Norfolk District Scouts

## Receipts and Payments Account

Year start date

Year end date

For the year from	1.04.2024	To	31.03.2025
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### Receipts and payments

	2022-23	2023-24
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities		
Adult support and training	-	-
Rent	-	-
Water and Sewerage	-	-
Electricity and Gas	751	748
Insurance	-	-
Repairs and Renewals	-	-
Materials and equipment	-	-
Printing and photocopying		4
Contribution to camp costs	-	-
Uniforms	-	-
AGM and trustee expenses	-	-
Other costs detail 1	200	12
Other costs detail 2		5,000
Other costs detail 3	-	-
<b>Sub total</b>	<b>951</b>	<b>5,764</b>
<b>Fundraising expenses</b>	-	2,500
Detail 1	-	
Detail 2		-
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>951</b>	<b>2,500</b>
<b>Total Gross Expenditure</b>	<b>35,379</b>	<b>8,264</b>
<b>Asset and investment purchases, etc.</b>	-	
<b>Total payments</b>	<b>35,379</b>	<b>8,264</b>
<b>Net of receipts/(payments)</b>		
<b>Cash funds last year end</b>	<b>412,889</b>	<b>38,268</b>
<b>Cash funds this year end</b>	<b>43,821</b>	<b>412,889</b>



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

	2024-25	2023-24
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	568	1,465
Bank deposit account	19,342	6,940
Building society account		-
The Scout Association Short Term Investment Service	35,318	32,715
Cash/Floats		
<b>Total cash funds</b>	<b>55,228</b>	<b>41,120</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail		
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	17,892	17,892
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>17,892</b>	<b>17,892</b>
<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>731,220</b>	<b>59,180</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 30th April 2025 and signed on their behalf by

Signature


Print Name

Matthew Hardman DL:V
Margaret Wilkin MBE, Treasurer

# Independent Examiner's Report to the Trustees of the

.....NORFOLK.....SCOUT DISTRICT SCOUT COUNCIL

I report on the accounts of the District for the year ended .....31<sup>st</sup> March 2025.....which  
comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages 3.....

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 Group's/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 Group/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 Acthave 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.

*\* Please delete the words in the brackets if they do not apply*

Name: Mr Philip Allison.....

Qualification: .....

Address: 44Gleadless Drive.....

..Sheffield S12 2QN.....

Date: 12<sup>th</sup> April 2025.....

**LT900006**