



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	January	2020		31	December	2020

## Section A Reference and administration details

**Charity name**

Bishops Stortford & District Scout Council

**Other names charity is known by**

N/A

**Registered charity number (if any)**

1154953

**Charity's principal address**

24 Foxley Drive

Bishops Stortford

Hertfordshire

**Postcode**

CM23 2EB

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	William Compton	District Commissioner		Hertfordshire Scouts County Commissioner
2	John Henson	Chair		William Compton
3	Nigel Reed	Treasurer		John Henson
4	Kate Reed	Secretary		John Henson
5	Simon Carter			John Henson
6	Nick Jones			John Henson
7	Maureen Hargrave	Deputy District Commissioner		John Henson
8	Thomas Wiffen		To 19 October 2020	William Compton
9	Jay Oram		From 19 October 2020	William Compton
10	Priya Hills		From 19 October 2020	William Compton
11	Marc Anderson		From 19 October 2020	William Compton
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	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.
How the charity is constituted (eg. trust, association, company)	The District is a trust established under its rules which are common to all Scouts. The Scout Association and the District are Public Benefit Entities.
Trustee selection methods (eg. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. All trustees are subject to annual appointment at the District AGM and, once appointed, serve until the following AGM.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The District is managed by the Executive Committee, the members of which are the 'Charity Trustees' as identified above. 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. The Trustees, including officers, receive no remuneration and they and others who support the Scouting activities of the District do so as volunteers, with there being no cost to the District for the time committed. This Executive Committee exists to support District activities which are intended to support the development of Scouting within Bishops Stortford and District and to support the individual Scout groups. This includes a number of activities mandated by the Scout Association, for example leader appointments, as well as provision of support to beavers, cubs and scouts. Explorers, whilst being attached to groups in the District, are designated a District section and as such the District has broader responsibility for those sections including in respect of funding. In undertaking activities and their management of the District, the Trustees have regard to the Charity Commission's guidance on public benefit. The Executive Committee meets approximately every 3 months and receives reports from the District Commissioner, Treasurer and from representatives of each section. All leaders within the District are entitled to attend these meetings, and dates are published on the District calendar.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

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

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Ongoing support to the District team and local Scout Groups.

Organisation of several District wide events

Management and oversight of the District Budget

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During the year the District has organised and supported a range of activities for the various sections within Bishops Stortford and District, as well as providing financial support towards training and specific activities. On behalf of the District, the Executive would like to thank all those who helped to organise and run these events.

The appointments committee has continued its valuable work in administering leader appointments in the district

The local Scout Shop continues to support the district both in terms of uniform supply and providing a revenue stream for the district to supplement annual subscriptions.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our District, like most charities, holds some funds in reserve. Our level of reserves is set to ensure that there is sufficient resources to continue the core activities of the District should income fall short. The District executive committee considers that the District should hold a sum equivalent to 12 month annual subscriptions, circa £40,000 in reserve, and £17,000 of this is held on deposit with TSA. Should the level of reserves falls below the target level the District executive committee will make efforts to restore the level within next financial years.

### Details of any funds materially in deficit

### 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 including any ethical investment policy adopted.

## Section F

## Other optional information


## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

**Signature(s)**

	
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**Full name(s)**

John Henson	
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**Position (eg Secretary, Chair,  
etc)**

Chair	
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**Date**

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**Bishop's Stortford & District Scout Council**  
**Income & Expenditure account**  
**For the year ended 31 December 2020**

Code	Income	Year ended 31/12/2020	Year ended 31/12/2019	Year ended 31/12/2018
	Annual subscriptions	45,961.50	47,481.00	46,800.00
	Scout shop	7,918.83	2,385.50	2,500.00
	Beavers	10.00	0.00	6,920.00
	Cubs	0.00	393.02	1,965.82
	Scouts	0.00	130.00	0.00
A	Explorers	8,885.02	28,971.26	37,296.14
	Network	0.00	0.00	223.00
	Training	140.00	560.00	500.18
A	Lochearnhead Exp	0.00	0.00	40,751.41
A	Explorer events	0.00	0.00	0.00
A	Scout Shop	7,918.83	14,222.54	16,074.84
	Charity fundraising	2,467.07	0.00	0.00
	Interest	262.75	193.26	84.41
	Other Income	152.32	0.00	5,314.11
	<b>Total Income</b>	<b>73,716.32</b>	<b>94,336.58</b>	<b>158,429.91</b>
	<b>Expenditure</b>			
	Annual subscriptions	38,598.00	39,729.00	39,000.00
	Beavers	63.39	364.54	6,860.24
	Cubs	630.92	297.99	3,069.32
	Scouts	0.00	435.36	514.88
A	Explorers	9,822.07	28,831.42	36,128.91
	Network	24.90	0.00	471.34
	DLT	313.88	86.00	553.33
	Training	895.82	1,941.66	1,183.01
A	Scout Shop	9,273.09	17,133.34	24,793.84
	Swimming	483.00	0.00	18.00
	Charities	18.50	50.00	45.00
	AGM/Awards night	0.00	1,180.41	3,709.66
	Other District events	0.00	507.04	1,583.71
	Website	344.93	22.66	220.76
	Insurance	503.94	384.43	411.97
A	Lochearnhead Exp	0.00	0.00	40,201.56
A	Explorer events	0.00	1,376.32	3,043.00
	Jamboree	0.00	84.60	172.65
	Administration	742.84	791.05	588.30
	Equipment purchase	460.75	123.97	142.97
	<b>Total Expenditure</b>	<b>62,176.03</b>	<b>93,339.79</b>	<b>162,712.45</b>
	<b>Net income over expenditure</b>	<b>11,540.29</b>	<b>996.79</b>	<b>- 4,282.54</b>

A - Not in main bank account



**Bishop's Stortford & District Scout Council**  
**Balance Sheet**  
**For the year ended 31 December 2020**

	note	31/12/2020	31/12/2019	31/12/2018
		£	£	£
<b>FIXED ASSETS</b>				
Tangible fixed assets	1	0.00	0.00	0.00
<b>CURRENT ASSETS</b>				
Cash at bank	2	9,812.30	6,498.51	28,191.23
Bank Deposit Account		27,751.24	25,084.38	3,398.12
Scout Association Short Term Investment		17,000.00	17,000.00	17,000.00
Explorer A/Cs		11,355.46	12,360.39	11,844.46
Scout Shop		11,090.92	4,526.35	4,039.03
Total current assets		77,009.92	65,469.63	64,472.84
<b>Less CURRENT LIABILITIES</b>		0.00	0.00	0.00
<b>NET TOTAL ASSETS</b>		<u>77,009.92</u>	<u>65,469.63</u>	<u>64,472.84</u>

**Notes**

1. Equipment purchased is expensed through the income & expenditure in the same year as purchased
2. Includes £2,453.06 in the Camp account being working capital and surpluses from previous Scouting camps, other activities and Lochearnhead Expeditions

Our District, like most charities, hold some funds in reserve. Our level of reserves is set to ensure that there is sufficient resources to continue the core activities of the District should income fall short. The District executive committee considers that the District should hold a sum equivalent to 12 months annual subscriptions, circa £45,000 in reserve, and £17,000 of this is held on deposit with TSA. Should the level of reserves falls below the target level, the District Executive Committee will make efforts to restore the level within next financial year.



**Section A**

**Independent Examiner's Report**

**Report to the  
trustees/ members  
of**

Charity Name  
Bishops Stortford Scout District

**On accounts for the  
year ended**

31<sup>st</sup> December 2020

**Charity  
no (if  
any)**

1154953

**Set out on pages**

(remember to include the page numbers of additional sheets)

**Responsibilities and  
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **DD / MM / YYYY**.

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's  
statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

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,:

- ☐ the accounting records were not kept in accordance with section 130 of the Act; or
- ☐ the accounts did not accord with the accounting records; or
- ☐ the accounts did not comply with the applicable requirements concerning the form and content of 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.

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

**Signed:**

**Date:**

**Name:**

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

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**Address:**


**Section B**

**Disclosure**

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