

# Trustees' Annual Report

For the period

From (start date)

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to end date

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## Section A

## Reference and administration details

Charity name

Ingleborough District Scout Council

Other names the charity is known by

Registered charity number (if any)

1	1		9	1	5	1	7
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HQ registration number

1	6		4	1	9			
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Charity's principal address

3 Ingleborough Park Drive

Ingleton

Carnforth

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	Richard Chalmers	Chairman	
2	Michael Fitzsimmons	Treasurer	
3	Catherine Tazzyman	District Commissioner	
4	Susan Haddrill	Deputy District Commissioner	
5	Tom Haigh	District Youth Commissioner	
6	Paul Moore	Explorer Scout Commissioner	
7			
8			
9			
10			
11			
12			
13			
14			
15			

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 District Scout Council 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 usually consists of 3 independent representatives, Chair, Treasurer and Secretary, this latter currently a vacancy, together with the District's commissioners.

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 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. The Executive Committee exists to support the District Commissioner in meeting the responsibilities of their appointment

<p>Commissioner in meeting the responsibilities of their appointment.</p> <p>Members of the District Executive Committee must act collectively as charity Trustees of the Scout District, and in the best interests of its members to:</p> <p>Comply with the Policy, Organisation and Rules of The Scout Association.</p> <p>Protect and maintain any property and equipment owned by and/or used by the District.</p> <p>Manage the District finances.</p> <p>Provide insurance for people, property and equipment.</p> <p>Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.</p> <p>Promote and support the development of Scouting in the local area.</p> <p>Manage and implement the Safety Policy locally.</p> <p>Ensure that a positive image of Scouting exists in the local community.</p> <p>Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees.</p> <p>Ensure that Young People are meaningfully involved in decision making at all levels within the District.</p> <p>The opening, closure and amalgamation of Groups, Explorer Scout Units, Scout Network and Scout Active Support Units in the District as necessary.</p> <p>Appoint and manage the operation of a District Appointments Advisory Committee, including appointing an Appointments Chair to lead it.</p> <p>Supervising the administration of Groups, particularly in relation to finance and the trusteeship of property.</p> <p>The District Executive Committee must also:</p> <p>Appoint Administrators, Advisers, and Co-opted members to the District Executive Committee.</p> <p>Prepare and approve the Trustees' Annual Report and Annual Accounts after the examination of the accounts by an appropriate auditor, independent examiner or scrutineer.</p> <p>Present the approved Trustees' Annual Report and Annual Accounts to the District Scout Council at the Annual General Meeting; file a copy</p>
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Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control (Specimen 1)</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 Scout Groups. Similar reciprocal arrangements exist with these organisations. 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 benefits from 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.</p> <p>Reduction or loss of leaders. The District is totally reliant upon volunteers to run and administer the activities of the District. If there were a reduction in the number of leaders to an unacceptable level in a particular section or one of its Groups 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 a Group would be supervised..</p> <p>Reduction or loss of members. The District provides activities for all young people aged 6 to 18. If there were a reduction in membership in a particular section or one of its Groups 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 would be supervised.</p>
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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

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

Successfully completion of phase 2 of the District Kit Store renovations.

Good retention of adult and youth members throughout a very challenging period of pandemic restrictions.

Effectively supporting volunteers, enabling them to provide a varied and enjoyable Scouting programme, together with effective governance, whilst face-to-face Scouting was not possible.

Successfully supporting leaders to return safely to face-to-face meetings.

## 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 Executive Committee considers that the District should hold a sum advised by its treasurer.

Quantify and explain any designations

The District held reserves of approximately £31,000 against this at year end. This is above the level required for operating expenses. However this can be explained by receipt of Covid grants and grants given towards impending premises improvements and equipment renewal.

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;

Covid grants have been of great assistance during the year as no other form of fund raising has been possible.

#### 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)

Full name(s)

Richard Malcolm Chalmers

Susan Lois Haddrill

Position (eg Secretary, Chair)

Chair

Deputy District Commissioner

Date

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# Ingleborough District Scout Council

## Receipts and Payments Account

For the year from	1.04.20	To	31.03.21
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### Receipts and payments

	2020/21	2019/20
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership Subscriptions	5,605	4,800
Less Membership Subscriptions Paid	4,836	4,150
Net membership subscriptions retained	769	650
Donations, legacies and similar income		17
Capitation Rebate	113	80
Gift Aid		
Other similar income                      Badge Receipts	396	898
<b>Sub total</b>	<b>1,278</b>	<b>1,645</b>
<b>Activities (Camp George, Jumble Sale, Night Hike)</b>		2,912
NIESU subs/events	120	646
SIESU subs/events	497	608
<b>Sub total</b>	<b>1,895</b>	<b>4,166</b>
<b>Fundraising (gross)</b>		
Rail Fair		249
Grants & Donations towards Weighbridge fund)	9,898	2,000
Covid 19 grants	19,431	
<b>Sub total</b>	<b>29,329</b>	<b>2,249</b>
<b>Other Income</b>		
Bank interest	3	15
Training Fees	27	-
MPLC Licence	22	
Insurance refund	175	
<b>Sub total</b>	<b>227</b>	<b>15</b>
<b>Total Gross Income</b>	<b>31,451</b>	<b>8,075</b>
Asset and investment sales, etc.		
<b>Total receipts</b>	<b>31,451</b>	<b>8,075</b>

# Ingleborough District Scout Council

## Receipts and Payments Account

For the year from	1.04.20	To	31.03.21
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### Receipts and payments

	Unrestricted funds £	Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth Programme and Activities		
Adult support and training		2,845
Rates		50
Audit & IRCA Affiliation		61
Electricity and Gas	22	14
Insurance	103	97
Repairs and Renewals (Weighbridge repairs & Kit Storage)	1,082	826
Materials and equipment & Stationery	9,212	4,407
Printing and photocopying	1,059	
	115	38
Weighbridge Lease expenses		
AGM and trustee expenses		1,760
Settle & Ingleton Groups MPLC Licence	16	
Badge Purchases	44	43
SIESU	204	1,266
NIESU Activities	847	509
	424	386
<b>Sub total</b>	<b>13,128</b>	<b>12,302</b>
<b>Fundraising expenses</b>		
Other fundraising costs		
<b>Sub total</b>		
<b>Total Gross Expenditure</b>	<b>13,128</b>	<b>12,302</b>
<b>Asset and investment purchases, etc.</b>		
<b>Total payments</b>	<b>13,128</b>	<b>12,302</b>
<b>Net of receipts/(payments)</b>	<b>18,323</b>	<b>4,227</b>
<b>Cash funds last year end</b>	<b>13,496</b>	<b>17,723</b>
<b>Cash funds this year end</b>	<b>31,819</b>	<b>13,496</b>

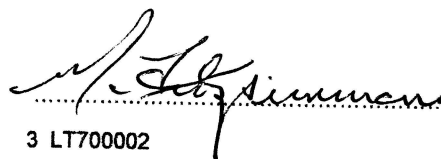
# Statement of assets and liabilities at the end of the year

	31.03.21	31.03.20
	Unrestricted funds	Unrestricted funds
	£	£
Bank Current Account	7,877	4,465
Money Manager Account	19,437	3,953
River's Account	504	503
Jamboree Account	112	112
Badge Account	613	532
NIESU	1,806	2,111
NIESU Cash Float	2	2
SIESU	1,283	1,779
SIESU Cash Float	185	39
<b>Total cash funds</b>	<b>31,819</b>	<b>13,496</b>
<b>Other monetary assets</b>		
Tax claim		
Advance Capitation	3,749	2,877
Insurance claim		
<b>Sub total</b>	<b>3,749</b>	<b>2,877</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	1,252	1,014
Shop stock		
Other stock		
Land and buildings		
Motor vehicles		
Scouting equipment, furniture etc	12,000	12,000
Other		
<b>Sub total</b>	<b>13,252</b>	<b>13,014</b>
<b>Liabilities</b>		
Accounts not yet paid		
Kit Store Lease 99 years @ peppercorn rent £1 per annum	99	
Capitation due for 2020/21	4,324	4,836
Loan - detail		
Other liabilities		
<b>Sub total</b>	<b>17,675</b>	<b>4,836</b>

The above receipts and payments account and statement of assets and liabilities were approved by the trustees on the 15.6.21 and signed on their behalf by:



Chair

 Treasurer

# Independent Examiner's Report to the Trustees of the

INGLETON

SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended 31st MARCH 2021... which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages 1-3

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 Act have 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: SHARON RUCASTLE

Qualification: CeFa CEMAP

Address: 115 NEW VILLAGE

INGLETON CARNFORTH LANCAS LAB 3DS.

Date: 31.5.2021

# Ingleborough District Scout Council

## Receipts and Payments Account

For the year from	1.04.20	To	31.03.21
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### Receipts and payments

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# Ingleborough District Scout Council

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For the year from	1.04.20	To	31.03.21
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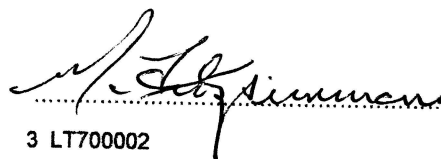
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It is my responsibility to:

- 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 Act have 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

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