

# BOGNOR REGIS AND DISTRICT SCOUT COUNCIL

England & Wales · Charity number 279805

## Details

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**Other names** BOGNOR REGIS & DISTRICT SCOUT COUNCIL

**Status** Registered

**Legal form** Other

**Registered** 1980-04-17

**Register** [View on the Charity Commission register](#)

## Contact

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**Website** [www.bognorregisanddistrict.org.uk](http://www.bognorregisanddistrict.org.uk)

## Activities

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**Objects:** THE INSTRUCTION OF BOYS OF ALL CLASSES IN THE PRINCIPLES OF DISCIPLINE,LOYALTY AND GOOD CITIZENSHIP.

**Activities:** The aim of the Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities.We operate in the Bognor Regis area of West Sussex.

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Religious Activities, Amateur Sport, Environment/conservation/heritage, Other Charitable Purposes
- **Who:** Children/young People

## Geography

- **Area of benefit:** BOGNOR REGIS
- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£48,806	£50,446	-	-
2024-03-31	£78,067	£103,221	-	-
2023-03-31	£30,459	£26,921	-	-
2022-03-31	£34,081	£23,436	-	-
2021-03-31	£21,552	£7,990	-	-

## Trustees

Name	Role	Appointed
<b>Graham William Heald</b>	Chair	2023-10-01
Adam Hughes		2022-12-02
JANICE MARY POUPART		2022-09-28
Maxine Smith		2021-11-03
Oliver James Lewis		2022-09-28
Philip Prior		2022-09-28
Sarah Francis		2023-04-06

**BOGNOR REGIS AND DISTRICT SCOUT COUNCIL**

England & Wales - Charity number 279805

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# Accounts

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# **Bognor Regis and District Scouts**

**Annual Report 2024-2025**



# **Scouts**



## **Agenda**

**Meeting: Bognor Regis & District Annual General Meeting**

**Date: 9<sup>th</sup> July 2025**

**Venue: 11<sup>th</sup> Scout HQ, Central Drive, Bognor Regis**

**Start Time: 7.30pm Refreshments 8pm Formal Meeting**

- 1. Introduction and welcome**
- 2. Apologies for absence**
- 3. Governance topics**
  - a. Approve the minutes of the Annual General Meeting held on 5<sup>th</sup> February 2025
  - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
  - c. Note the District's financial year
  - d. Approve appointed and community members of the District Scout Council
  - e. Agree the number of members that may be appointed to the Trustee Board
  - f. Agree the quorum for future meetings of the District Scout Council (excluding this AGM)
- 4. Review of the previous year**
  - a. The District Lead Volunteer's review of Scouts in the Bognor Regis & District
  - b. Receive and consider the Annual Report of the District Trustee Board, including the annual Statement of the Accounts
- 5. Making appointments**
  - a. Appoint the District Chair
  - b. Appoint the District Treasurer
  - c. Appoint members of the District Trustee Board
  - d. Appoint District President and Vice Presidents – if applicable
  - e. Appoint the Independent Examiner / Auditor
  - f. Nominate representatives of the District Scout Council to represent the District on the County Scout Council

Closing Remarks

## Bognor Regis and District AGM Minutes

**Date: 5th February 2025**

**Venue: 11th Scout HQ, Central Drive, Bognor Regis**

### **Attendees:**

20 Attendees including Deputy Mayor of Bognor Regis - Councillor Mrs Yeates

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### **Minutes**

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#### **1. Introduction and Welcome**

Graham welcomed everyone to the meeting, and introduced himself and his role, and Philip Prior (DLV), Sarah (Treasurer) and Claire (Admin Chichester). Graham introduced all of the other trustees. Graham also welcomed Gill Yeates, Deputy Mayor. Graham thanked everyone for coming, as well as delivering their active roles within the District as we couldn't do it without them. Graham has been impressed with the enthusiasm shown in his first twelve months. Graham explained that the meeting will be formulaic as we need to meet a number of responsibilities as trustees. There will also be review of the year – 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024. While there can be questions on other years, this is the year we are focusing on. This year's AGM is planned for July, but Graham apologised for the lateness of this AGM.

#### **2. Apologies**

Apologies were given from:

Evelyn Cooke, Scott Evans, Chris Boreham, Janet Ramsdale, Alan and Philippa Hobbs.

#### **3. Governance Topics**

##### **a. Approve Minutes of last AGM on 6th July 2023 at The Spur**

The minutes of the last AGM held on 6<sup>th</sup> July 2023 at The Spur Slindon were offered for approval to the meeting, having been reviewed by the trustees.

Issues raised: None

Matters arising: None

Graham Heald proposed the minutes be accepted, Maxine Smith seconded the proposal. The meeting voted to approve the minutes of last years meeting unanimously.

##### **b. Adopt model constitution from POR**

Graham highlighted that the constitution is available as part of POR. It was agreed that this would be adopted in principle via an indication of the meeting. Graham explained that that POR is the rules by which we are governed.

Graham Heald proposed the adoption of the model constitution, Adam Hughes seconded the adoption and the meeting voted to approve the motion.

##### **c. Note the Districts Financial Year**

Sarah confirmed the District's financial year is currently 1<sup>st</sup> April – 31<sup>st</sup> March, so for the purposes of the AGM the financial year being covered is 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024. All the reports and discussion at the meeting are for the year ending 31<sup>st</sup> March 2024

##### **d. Approve appointed and community members of the District Scout Council**

There are no community members noted. Appointed trustees were elected as part of Section 6 of this meeting.

#### **e. Agree Numbers of Members for Trustee Board**

Graham Heald proposed that we have a total of 7 members of the trustee board as per the number suggested within POR (between 5 and 12). This includes Ex-Officio and Co-Opted trustees. Sue (Scout Shop) seconded the proposal. The meeting agreed to 7 trustees, no challenge or queries were raised.

#### **f. Agree Quorum for future meetings of District Scout Council (excluding this AGM)**

Graham Heald proposed a minimum of 15 members of the Scout Council for future meetings, excluding this AGM. The quorum was agreed by the meeting.

The meeting also voted to allow board members to vote or give consent via digital voting or online meetings where required, or where face to face meetings are not possible or practicable. It was agreed that face to face meetings should be held where ever possible. The motions were proposed by Graham Heald and seconded by Maxine Smith and the meeting agreed.

### **4. Review of previous year**

#### **a. DLV's Review of Scouting in the District**

Philip highlighted that the reports are in the AGM booklet, and that this is his first full year as DLV. Philip thanked Graham as he has been an amazing asset to the team, both trustees and Explorers. Philip then delivered his report:

We started the year welcoming Graham Heald to the District, following my appeal to all members at the last AGM for people to ask around for anyone who would like to consider the role of District Chairman for the District. A huge thank you to Graham for taking the time to consider the role and gratefully accepting it. He has worked hard with the jobs involved and is doing a great job of leading the Trustee Board.

The past year has seen Scouting continuing to happen across the whole District. Census at the beginning of the year saw a small drop in numbers across some Groups in the District due to some leader changes and departures. These Groups are gradually recovering their numbers, and we look forward to the next census results and stabilisation or growth within the District. The year also saw the loss of the Leadership team from one of our Explorer Units. We are working hard to replace the Leaders and support the Explorers across the District. My apologies to all the Young People affected by this and thank you for your patience while we work to resolve this.

I continue to try and grow the Team to support me in the management of the operational side of the District, and thank Wendy for her work as my Deputy before her decision to stand down. My thanks go to Maxine for joining me in the role of Deputy District Commissioner and assisting in the management of the District.

We have been in discussion with 1st Bersted Air Scout Group with a view to moving from their current home to the Scout Hut in Brent Road as we move towards the return to Pagham for Aldwick & Pagham Scout Group into their new Scout Hut on Sefter Road.

I wish to express my thanks to everyone across the District who have welcomed and supported me in my first full year in the District Commissioner.

Philip thanked everyone across the district.

Philip highlighted both Adam and Scott's reports. Scott has recently taken over so his report also covers part of this year.

Graham also commented on Philip's work behind the scenes and his appreciation for those things, as we would not be able to carry on in Scouting without that. Philip has also been a great advocate at County and above for the District.

## **b. Receive and Consider Annual Report of Trustees and Statement of Accounts**

Trustee Report:

The Trustees Annual Report was presented to the meeting in the form of a hard copy report. Graham also added that there is an update on A and P. He was also happy to take questions now or after the meeting.

The A and P hut has been a massive frustration and has had a massive impact on many parts of the Scouting association in the area. The hut is fabulous and has been built, but we don't have access to it. Before Christmas we engaged a lawyer to pull together the contracts for handover. Unfortunately, the sewer, which has been a huge issue for the site, has fundamentally been condemned and Taylor Wimpey (TW) need to put a whole new sewer to the site. There was a meeting on site today and we should have an update on Friday. However, it means there will be a new sewer than runs through the front of the Scout land. Until that has been built TW don't want to hand the hut over as it would be a health and safety issue. Graham is hopeful we might find a way to shorten the time line. Graham felt there wasn't any commercial pressure to hand this over. However, the Council have now capped the number of new houses they can allow people to move into until the sewer is sorted. As soon as Graham has more information it will be shared with A and P first, but then the wider Scout community. Graham reminded everyone that there is a huge amount of time and effort going into trying to get the hut released. He is trying to leverage TW into providing money towards rent elsewhere, storage or a mezzanine in return. Lisa thanked Graham and Philip for all the work they are doing to try and get this hut released. They are currently in the Baptist Church Hall, where they are really happy as an interim solution. A question was raised as to whether they would need to raise the floor or car park to build the new sewer, but Graham understands that the work should take place in front of the hut and the pavement is likely to have the sewer system put through. If there is work on the car park they would make good any damage, but it's not as simple as taking up the road as people living on the estate need access. The Deputy Mayor queried whether Graham had spoken to the Pagham Councillors and whether they could provide help in moving things along. Cllr Yeates suggested how they could be found, and that there were possibilities they could assist. Philip pointed out that at present our relationship with TW is positive, and they have built us a complete building which although late was more than we were expecting to get. TW are also frustrated, although not as much as we are, but it would be great to remain nonconfrontational. Graham committed to contacting the Councillors. Carol queried what storage would be available. Graham clarified that there are cupboards, but also a suspended ceiling, although we may be able to put a proper mezzanine in to provide storage. A query was raised about costs of the mezzanine, but Graham said that would be looked at in more detail but the focus has been on getting the keys. A member of the floor pointed out that it was supposed to be a community hall, but was actually given in its entirety to Scouts. Graham asked everyone to bear with us, as we hope that we will get the hut soon.

Issues raised: None

Statement of Accounts

Graham pointed out that the trustees have approved the accounts which Sarah has prepared. There were no questions raised.

The meeting accepted the accounts produced by the trustees.

## **5. Making Appointments**

### **a. Appoint District Chair**

Philip confirmed that there were no additional volunteers for trustee roles, and thanked Graham for his time and commitment.

Philip then proposed that Graham Heald be voted as Chair of the Trustees. The meeting approved Graham as a trustee and as Chair of the Trustee Board.

Graham accepted.

### **b. Election of District Treasurer**

Graham suggested that Sarah Francis continue as Treasurer, Sarah agreed and the meeting elected Sarah to continue in role.

### **c. Appoint members of the District Trustee Board**

The meeting approved the current list of trustees unanimously. Trustee's were appointed as follows:

Ex-Officio: Philip Prior DLV, Adam Hughes DYL, Scott Adams – DYLL, Graham Heald – Chair, Sarah Francis – Treasurer

Appointed: Maxine Smith – Trustee, Jan Pourport – Cubs

Co-Opted: Ollie Lewis – Explorers

### **d. Re-appoint District President and Vice President**

There is currently no District President or Vice President. Graham acknowledged that while we don't have one, it is nice to have people who provide support and champion Scouting. It would be good to have someone in the future.

### **e. Appoint the Independent Examiner/Auditor**

Emma Prince was approved as our independent examiner for a further year unanimously.

### **f. Nominate representatives of the District Scout Council to represent the District at the County Scout Council**

The meeting agreed that Graham Heald, Sarah Francis or Philp Prior could represent the district at County level. The meeting approved the suggested representatives to join the County Scout Council.

## **6. Closing Remarks**

Graham closed the formal proceedings. Graham said he has been made to feel very welcome by everyone in Scouting. Graham had hoped to get around all the Scout groups which hasn't happened yet, as well as improving communication, but a lot of time and effort has gone into the A and P hut. Graham hopes to spend the next 12 months getting out and about and meeting people, as well as

encouraging others to volunteer. The new way of working in flexible volunteering should make it easier for people to volunteer. There are key areas like Health and Safety that need support, and any expert help for the trustees would be welcomed. Graham asked everyone to please talk to friends and family and encourage them to volunteer.

For our next AGM Graham is hoping to bring down the average age of those attending, but hope that we can get more of our young leaders and young people along to hear their stories. We're here for the young people and hope to hear more about what they want.

A suggestion was given that we do awards at the AGM as used to happen. It was acknowledged that it would be good to do this again. Philip acknowledged that now some of the key things that needed to happen have, so it should be easier to focus more on bringing the district back together.

Denis volunteered their hut for a Thursday evening, and while there is space at the Baptist Church for A and P, it was duly noted and Denis was thanked for this.

It was suggested that we should have a 5 year plan, given the new houses being built in the area. Philip has no plans at present to start a new group but wants to focus on getting the groups to capacity and working well first. Once that is achieved, and there are more adults available we would do that.

Denis asked how Squirrels were doing in the District. Philip pointed out that there is one Drey already, another nearly ready to open at A and P hopefully in September. It was also suggested that we need to get the Committee back together for A and P, and Philip said that the District wanted to get it more settled before handing it back to a group of trustees. Graham suggested that once we know the timeline for the handover of the hut we could then look at getting trustees to hand it over to, with a need to maintain the relationship with TW as the situation is very complex.

Graham thanked Jan and Maxine for organising the catering.

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## Trustee Report

### Reference and Administrative Information

Registered Charity No.	279805
HQ Registration No.	10001245
Charity Contact Address:	Scout HQ, Central Drive, Bognor Regis, PO21 5HJ

### Trustees who manage the charity

Phillip Prior	28/09/2022	
Graham Heald	26/08/23	
Maxine Smith	03/11/2021	
Oliver Lewis	28/09/2022	
Janet Poupart	28/09/2022	
Sarah Francis	06/04/2023	
Adam Hughes	22/12/22	

## Structure Governance and Management

### Governing Document

Bognor Regis District Scouts is part of the Scout Association. The District's governing documents are those of the Scout Association. This consists 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.

### Constitution

The District is a trust established under its rules which are common to all Scouts.

### Trustee Selection

The Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association,

### Governance

The District is managed by the District Trustee Board, 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.

The Board consists of three independent representatives, Chair, Treasurer and Secretary/Admin together with the District Lead Volunteer and other ex-officio, elected or nominated members and meets at least three times a year.

Members of the District Trustee Board complete training within the first few months of joining the Board.

The District Trustee Board exists to support the District Lead Volunteer in meeting the responsibilities of their appointment.

Members of the District Trustee Board must act collectively as charity trustees of the Scout District, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of The Scout Association.
- Protect and maintain any property and equipment owned by and/or used by the District.
- Manage the District finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally.
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-groups, including appointing a Chair to lead the sub-groups.
- Ensure that Young People are meaningfully involved in decision making at all levels within the District.
- The opening, closure and amalgamation of Groups, Explorer Scout Units, Scout Network and Scout Active Support Units in the District as necessary.
- Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chair to lead it.
- Supervising the administration of Groups, particularly in relation to finance and the trusteeship of property.

## Risk and Internal Control

The District Trustee Board 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. 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.

Reduced income from fund raising. The District is reliant upon income from subscriptions and fundraising. The district does hold a reserve, which should ensure the continuity of

activities, should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the group 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 were a reduction in the number of leaders to an unacceptable level in a particular section or group as a whole then there would have to be a contraction, consolidation or closure of sections. In the worst-case scenario, the complete closure of a Group.

Reduction or loss of members. The District provides activities for all young people aged 4 to 25. If there were 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 a Group.

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 comprehensive insurance policies to ensure that insurable risks are covered.

## Objectives and Activities

### **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.

Weekly Section meetings during term time delivering a varied and interesting programme appropriate to the age of the young people. Activities that cover a range of physical and mental activities encompassing team building, working with others, challenges, badgework and time for reflection. Scouting excels at providing camps and sleepovers in assorted environments. The Scouting Association encourages support of local community activities.

## Chair's Report

This is my second AGM as Chair and I want to thank everyone involved in Scouting across the district for their hard work and dedication. I have had the opportunity over the last 12 months to attend a number of events with different groups and, despite the frustrations and challenges we all face, each time I see our young people engaged in Scouting it reminds me why as trustees and uniformed leaders, why we do what we do

I said at the last AGM "the Trustees work tirelessly to help deliver a safe environment with appropriate resources and it does fall on too few people to do this". This is still very much the case and we need to find ways to share the workload especially as the demands on all of our time increases.

This year I have spent time with the Trustees at 11th Bognor and talked about their roles and responsibilities as they reestablished good governance. I have been delighted with how they have responded, and the work that they have done on the hut and the site is tremendous. I also attended the Trustees AGMs at 1st Felpham with the District Lead Volunteer, and at Middleton-on-sea I was able to personally thank the Trustees for what they have achieved in the last year. It was especially touching to see a number of awards being given to young people.

Following the handover of the District site at Brent Road to 1st Bersted Air Scout Group we have now concluded all of the financial handovers, with the district fulfilling its requirement of paying for some outstanding work on a tree. There is a financial credit now due back to District.

My biggest frustration of last year remains, which is the delayed handing over of the new A and P building. As we appeared to be getting close to a resolution before Christmas and were moving into legals, the developer declared a major issue with the sewerage and rising main on the site. This is the issue that plagued us last year and the work, which had been completed, has now been condemned. A new main and sewer has to be installed in tandem to the existing one. There is now a plan in place and Taylor Wimpey have agreed to start the excavation at our hut, so that once the first stage is complete, we can occupy the hut before all of the excavation work is started further into the building site. I have asked for the most up to date timelines to be provided ahead of the AGM so I can report verbally.

During the last year A and P Scouts moved out of Brent Road and are enjoying their new temporary facility. We hope to have them in their brand-new hut very soon

Finally, I would like to thank the people behind the scenes for their huge commitment to Scouting in Bognor and District, whether it is at the Scout shop, managing the Spur, completing audits and risk assessments or running a myriad of different activities for Scouts.

Thanks to all of you for what you do.

Graham Heald - Chair of Trustees

## **District Accounts**

The financial position of the District can be found in our separate financial report, which has been scrutinised by Mrs Emma Prince, FCA. In summary, the state of District finances continues to be stable and we have sufficient funds to cover our contingency of 12 months running costs.

Scout shop income and expenditure continues to be facilitated through the main District account together with the Spur campsite, and this is working well. All 3 explorer unit accounts are still administered separately whilst remaining part of total District funds.

Explorer income has reduced significantly this year because of the temporary closure of one of the 3 units. Currently all 3 units are meeting together and there has been a significant reduction in membership for this age group.

We were fortunate to receive a £2,500 legacy from the estate of an old Scouter from the area. This money has been used to purchase much needed expedition equipment for young people across the district taking part in the Duke of Edinburgh's Award Scheme or other competitive expeditions.

Sarah Francis - Treasurer

## **Report from District Lead Volunteer – Philip Prior**

This year has seen more active Scouting across the District with all Groups working hard and seeing Young People achieve top sectional awards. The Census at the beginning of the year again saw an expected small drop in numbers across some Groups in the District due to some leader changes. These Groups are gradually recovering their numbers, and we look forward to the next census results and growth within the District.

The end of 2024 saw a huge amount of time and effort as we headed towards transformation and the launch of the new Scouts adult membership system, my thanks go to everyone for their support and acceptance of the new system, it has not been an easy transition but it has worked well locally with events being run to support adults to access and use the system. We continue to work with adults in the system. The Transformation also saw role titles change for some, this included Group Scout Leaders who became Group Lead Volunteers, Section Leaders who became Team Leaders and their assistants who became Team Members. Deputy District Commissioners became Team Leaders for

either Volunteering and Growth, Programme or Support. My own role changes to District Lead Volunteer, I think this suits the role better as many members of the public feel my role is a paid and not a voluntary role. The clear role title of Lead Volunteer leaves little room for thinking it is a paid role.

We ran our first adult drop in session on Founders Day, a well-attended afternoon session with bases for people to join based around Recruitment, Nights Away, Transformation and some paracording. Then in the evening 26 people sat down for a meal and a fun quiz. Thank you to everyone who attended and to the Team who helped on the day, Maxine, Adam, Chris Boreham, Tony Tunnel and Joe Firth. A special thanks goes to Sue Shimmel and Jo Weaver for providing a great meal.

This year saw 1st Bersted Scout Group move into the Brent Road premises and take this on from the District. As part of this we have moved Aldwick & Pagham Scout Group to a temporary home in the Aldwick Baptist Church Hall. This is while we are still working hard to gain ownership of their new Headquarters on Sefter Road.

The coming year will see us working to continue working hard to recruit adult members across the District to support the growth and development of the District. Over the past year the Recruitment team has been one of the teams I have aligned with teams in Chichester District including the Welcome Team. Managing both Districts works well with all teams acting in the same ways and both support me to oversee both Districts.

My thanks go to Maxine for all her hard work as part of my team, Adam for his role of District Youth Lead and acting Group Lead Volunteer for 11th Bognor, the support teams at the Spur and Scout shop for the efforts they go to in their roles and especially the Trustee Board who support the operational side of the District in full. My final thank you goes to all members of the District for their continued support across the District.

Philip Prior - District Lead Volunteer

## **Report from District Youth Lead – Adam Huges**

As usual, this year my role as District Youth Lead has been jam-packed with many different events that I have been to. I have tried to visit as many sections as possible throughout the year, to the point where I have forgotten which meetings I have been to! Events wise, one of the biggest events that I took part with the organisation of was the County Explorer 24 Hour Challenge Camp, which I thoroughly enjoyed. At a more local level, I have attended Remembrance Sunday and the St. Georges Day parade, both events Bognor have been flying the flag of Scouts.

I personally feel I have not been fulfilling the role to my full potential this year as I took on the role of Group Lead Volunteer at 11th Bognor. Therefore, this has taken up a lot of my time as well as studies at university. As I am entering the final year of my degree, I would like to grow the District Youth Lead team further than just myself, so that I can spread the load across more

people. With this would come more support across sections so that we can see more YouShape Awards being given out across the district, and hopefully some YouShape related district events.

I would like to thank everyone that has helped me this year and let me visit and talk to your sections about Youth Led Scouting and I hope that we have a successful year with many YouShape Awards awarded to the young people of Bognor.

Adam Hughes – District Youth Lead

# Bognor Regis and District Scouts Receipts and payments account

Year start date

Year end date

For the year from	01/04/2024	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	£28,539.00	£26,046.50
Less Capitation figure sent to County	-£24,454.50	-£21,730.50
District Levy from Capitation	£4,084.50	£4,316.00
Payments received for Specific District Youth events	£45.00	£178.70
Receipts for Korea Jamboree 2023	£0.00	£4,208.75
Receipts for Young Leader activities	£0.00	£0.00
Donations	£0.00	£216.05
Legacies	£2,500.00	£0.00
Gift Aid	£0.00	£0.00
Group / SASU Receipts	£7,155.35	£2,860.60
<b>Sub total</b>	<b>£13,784.85</b>	<b>£11,780.10</b>
<b>Grants</b>		
Maintenence grant	£0.00	£0.00
Other grants	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Fundraising events (gross)</b>		
Detail 1	£0.00	£0.00
Other fundraising activities	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Scout HQ income</b>		
Hire of building	£0.00	£0.00
Hire of equipment	£0.00	£0.00
Other Scout HQ income	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>The Spur income</b>		
Camping hire income	£4,020.50	£5,715.00
Hire of equipment	£0.00	£0.00
Other Spur income	£35.00	£175.00
<b>Sub total</b>	<b>£4,055.50</b>	<b>£5,890.00</b>
<b>Brent Road SASU Income</b>		
<b>Sub total</b>	<b>£430.00</b>	<b>£5,677.38</b>
<b>Scout Shop SASU Income(District Account)</b>		
<b>Sub total</b>	<b>£5,618.80</b>	<b>£1,389.42</b>
Scout Shop SASU Income(External Account)		
<b>Sub total</b>	<b>£0.00</b>	<b>£6,734.76</b>
Explorer Income (External Accounts)		
<b>Sub total</b>	<b>£24,879.05</b>	<b>£46,559.39</b>
<b>Investment income</b>		
Bank interest	£37.98	£35.86
The Scout Association Short Term Investment Service	£0.00	£0.00
Other investment income	£0.00	£0.00
<b>Sub total</b>	<b>£37.98</b>	<b>£35.86</b>
<b>Total Gross Income</b>	<b>£48,806.18</b>	<b>£78,066.91</b>
Asset and investment sales, etc.	£0.00	£0.00
<b>Total receipts</b>	<b>£48,806.18</b>	<b>£78,066.91</b>

# Bognor Regis and District Scouts Receipts and payments account

Year start date

Year end date

For the year from	01/04/2024	To	31/03/2025
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## Receipts and payments

	2024/25 Unrestricted funds £	2023/24 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
PrYr Membership subscriptions paid on (National/County)	£0.00	£21,137.50
Donations Paid On	£0.00	£216.05
Additional Insurance	£0.00	£0.00
Payments on behalf of groups	£3,557.29	£0.00
Expenses Claims for Trustees	£25.01	£0.00
Materials and equipment(inc Trailer)	£1,680.45	£95.93
Website, Printing and photocopying	£331.19	£26.39
<b>District led events/activities</b>		
AGM costs	£54.75	£65.27
Korea Jamboree	£0.00	£5,708.75
St George's Day	£0.00	£348.11
Promotion / recruitment activities	£50.00	£77.00
Remembrance	£0.00	£27.50
District Xmas Do	£31.53	£46.11
Squirrel / Beaver / Cub / Scout Events	£214.35	£0.00
<b>Sub total</b>	<b>£5,944.57</b>	<b>£27,748.61</b>
<b>District HQ Expenses</b>		
Rent/Lease?	£0.00	£0.00
Water and Sewerage	£0.00	£0.00
Electricity and Gas	£0.00	£0.00
Insurance	£1,392.98	£1,798.41
Repairs and Renewals	£53.69	£0.00
Materials and equipment	£25.00	£68.22
<b>Sub total</b>	<b>£1,471.67</b>	<b>£1,866.63</b>
<b>The Spur Expenses</b>		
Lease/Land fees	£0.00	£0.00
Water	£251.88	£25.97
Sewerage	£172.00	£0.00
Electricity and Gas	£0.00	£2,625.02
Insurance	£1,649.92	£1,570.29
Repairs and Renewals	£0.00	£163.27
Materials and equipment	£0.00	£2,159.44
Booking system costs	£36.00	£36.00
Printing and photocopying	£0.00	£0.00
<b>Sub total</b>	<b>£2,109.80</b>	<b>£6,579.99</b>
<b>Brent Road SASU Expenses</b>		
<b>Sub Total</b>	<b>£1,962.51</b>	<b>£14,229.39</b>
<b>Scout Shop SASU Expenses (District Account)</b>		
<b>Sub Total</b>	<b>£4,259.81</b>	<b>£746.31</b>
<b>Scout Shop SASU Expenses (External Account)</b>		
<b>Sub total</b>	<b>£3,539.76</b>	<b>£6,492.20</b>
<b>Explorer Groups expenses (External Accounts)</b>		
<b>Sub total</b>	<b>£30,978.26</b>	<b>£45,334.46</b>

**District Team Expenses**

<b>Expenses for the Programme team</b>		
DYC Expenses	£0.00	£68.77
Nights Away Advisor Expenses	£0.00	£47.07
eg Go Beavers or County Cub Camp	£0.00	
ie District Scout Event	£0.00	£0.00
<b>Expenses for the 14-24 team</b>		
Young Leader Expenses	£180.00	£60.00
<b>Expenses for the Volunteering Development team</b>		
eg Training and Appointment costs	£0.00	£47.58
<b>Expenses for the Support team</b>	£0.00	£0.00
eg additional activities providing support to the District		
<b>Fundraising expenses</b>		
Detail 1	£0.00	£0.00
Other fundraising costs	£0.00	£0.00
<b>Sub total</b>	<b>£180.00</b>	<b>£223.42</b>
<b>Total Gross Expenditure</b>	<b>£50,446.38</b>	<b>£103,221.01</b>
<b>Asset and investment purchases, etc.</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total payments</b>	<b>£50,446.38</b>	<b>£103,221.01</b>
<b>Net of receipts/(payments)</b>	<b>-£1,640.20</b>	<b>-£25,154.10</b>
<b>Cash funds last year end</b>	<b>£94,329.58</b>	<b>£119,483.68</b>
<b>Cash funds this year end</b>	<b>£92,689.38</b>	<b>£94,329.58</b>

# Bognor Regis and District Scouts Receipts and payments account

Year start date

Year end date

For the year from	01/04/2024	To	31/03/2025
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## Statement of assets and liabilities at the end of the year

	2024/25 Unrestricted funds £	2023/24 Unrestricted funds £
<b>Cash funds</b>		
Bank current account	£68,257.97	£60,297.18
Bank deposit account	£3,441.60	£3,403.62
Scout Shop Lloyds Account	£0.00	£3,539.76
Tsunami ESU Account	£4,609.25	£6,925.92
AFESU Account	£14,443.94	£16,711.82
Jaguar ESU Account	£1,891.97	£3,406.72
Cash/Floats	£44.65	£44.65
<b>Total cash funds</b>	<b>£92,689.38</b>	<b>£94,329.67</b>
<small>(agree balances with receipts and payments account)</small>	<small>ok</small>	<small>ok</small>
<b>Other monetary assets</b>		
Tax claim	£0.00	£0.00
Debts due from the County/Area/District/Group	£4,290.00	£3,585.50
Insurance claim	£0.00	£0.00
<b>Sub total</b>	<b>£4,290.00</b>	<b>£3,585.50</b>
<b>Investment assets</b>		
Investment property - detail		
Quoted investments	£0.00	£0.00
Other investments - detail	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	£0.00	£0.00
Shop stock	£3,968.71	£4,298.85
Other stock	£0.00	£0.00
Land and buildings	£173,032.00	£173,032.00
Motor vehicles	£4,357.00	£5,810.00
Scouting equipment, furniture etc	£12,000.00	£15,740.21
Scout Shop laptop&printer	£630.00	£839.80
<b>Sub total</b>	<b>£193,987.71</b>	<b>£199,720.86</b>
<b>Liabilities</b>		
Accounts not yet paid	£0.00	£0.00
Expenses incurred but not invoiced	£0.00	£0.00
Subscriptions not yet paid	£0.00	£0.00
Loan - detail	£0.00	£0.00
Charity funds to pay on	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total net assets</b>	<b>£290,967.09</b>	<b>£297,636.03</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

Chair

Treasurer



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Bognor Regis and District Scout Council

On accounts for the year ended

31<sup>st</sup> March 2025

Charity no  
(if any)

297805

Set out on pages

1 to 5

(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 31st March 2025

Responsibilities and basis of report

As the charity's trustees, 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 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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities 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: 01/07/2025

Name: Mrs Emma Prince FCA

**BOGNOR REGIS AND DISTRICT SCOUT COUNCIL**

England & Wales - Charity number 279805

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# Accounts

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# Scouts

## Bognor Regis District Scouts

### Trustee Report 2023-2024

#### Trustee Report

##### Reference and Administrative Information

Registered Charity No. 279805  
HQ Registration No. 10001245  
Charity Contact Address: Scout HQ, Central Drive, Bognor Regis, PO21 5HJ

##### Trustees who manage the charity

Phillip Prior	28/09/2022	
Graham Heald		
Maxine Smith	03/11/2021	
Claire Smith	16/06/2019	
Oliver Lewis	28/09/2022	
Janet Poupart	28/09/2022	
Sarah Francis	06/04/2023	
Katherine Bilham	28/09/2022	04/04/2023
Wendy Morris	23/01/2020	22/02/2023

# Structure Governance and Management

## **Governing Document**

Bognor Regis District Scouts is part of the Scout Association. The District's governing documents are those of the Scout Association. This consists 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.

## **Constitution**

The District is a trust established under its rules which are common to all Scouts.

## **Trustee Selection**

The Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association,

## **Governance**

The District is managed by the District Trustee Board, 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.

The Board consists of three independent representatives, Chair, Treasurer and Secretary together with the District Commissioner and other ex-officio, elected or nominated members and meets at least three times a year.

Members of the District Trustee Board complete training within the first few months of joining the Board.

The District Trustee Board exists to support the District Commissioner in meeting the responsibilities of their appointment.

Members of the District Trustee Board must act collectively as charity trustees of the Scout District, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of The Scout Association.
- Protect and maintain any property and equipment owned by and/or used by the District.
- Manage the District finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally.
- Ensure that a positive image of Scouting exists in the local community.

- Appoint and manage the operation of any sub-groups, including appointing a Chair to lead the sub-groups.
- Ensure that Young People are meaningfully involved in decision making at all levels within the District.
- The opening, closure and amalgamation of Groups, Explorer Scout Units, Scout Network and Scout Active Support Units in the District as necessary.
- Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chair to lead it.
- Supervising the administration of Groups, particularly in relation to finance and the trusteeship of property.

## Risk and Internal Control

The District Trustee Board 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. 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.

Reduced income from fund raising. The District is reliant upon income from subscriptions and fundraising. The district does hold a reserve, which should ensure the continuity of activities, should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the group 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 were a reduction in the number of leaders to an unacceptable level in a particular section or group as a whole then there would have to be a contraction, consolidation or closure of sections. In the worst-case scenario, the complete closure of a Group.

Reduction or loss of members. The District provides activities for all young people aged 4 to 25. If there were 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 a Group.

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 comprehensive insurance policies to ensure that insurable risks are covered.

## Objectives and Activities

### 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.

Weekly Section meetings during term time delivering a varied and interesting programme appropriate to the age of the young people. Activities that cover a range of physical and mental activities encompassing team building, working with others, challenges, badgework and time for reflection. Scouting excels at providing camps and sleepovers in assorted environments. The Scouting Association encourages support of local community activities.

## Chair's Report

It is hard to believe that I have already completed a year as Chair. I would like to thank all of you that have made me feel very welcome and have supported our young people in Scouting. A huge amount has been achieved but there is still a great deal of work to be done.

The Trustees work tirelessly to help deliver a safe environment with appropriate resources and it does fall on too few people to do this. Increasing the number of people both as Trustees and in supporting Trustees is a key priority. We are using resources more

effectively and making quicker decisions as well as building new relationships across Chichester District and sharing people, ideas and learnings wherever possible.

While I have tried to meet as many of the teams across the District and within the Groups, it will take time to complete this and I continue to look forward to working with more of the Scouting family in the years ahead.

Some of the tasks we have been able to deliver on this year have included the sale of two 'derelict' mini buses which has negated future hefty storage costs, and have transferred the lease of the site at Brent Road to 1st Bersted Air Scout Group. They have negotiated a long lease and are investing heavily in the 'hut' for the benefit of young people. This has provided a permanent base and storage facility for Scouting, rather than sharing a school building.

The biggest frustration of the year has been the delayed handing over of the new A and P building. A slow build followed by serious issues around sewerage has stopped the handing over of what will be a fabulous building. Having recently overcome these issues, District was asked to set up a new trust to take on the building and we were in final legal stages when Taylor Wimpey (the developer) notified us of a significant issue which has further delayed hand over. I am currently working to get a new time line for completion and compensation from the developer. I would like to publicly thank the leadership team of A and P for their patience and resilience. We are doing everything we possibly can to expedite the hut handover and I look forward to seeing the team in their new location as quickly as possible.

Finally I would like to thank the people behind the scenes for their huge commitment to Scouting in Bognor and District, whether it is at the Scout shop, managing the Spur, completing audits and risk assessments or running a myriad of different activities for Scouts.

Thanks to all of you for what you do.

Graham Heald

Chair – Bognor and District Trustee Board



# Bognor Regis and District Scouts Receipts and payments account

Year start date

Year end date

For the year from	01/04/2023	To	31/03/2024
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## Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	£22,971.50	£24,087.00
Less Capitation figure sent to County	-£21,730.50	£0.00
District Levy from Capitation	£1,241.00	£24,087.00
Payments received for Specific District Youth events	£178.70	£178.00
Receipts for Korea Jamboree 2023	£4,208.75	£12,517.50
Receipts for Young Leader activities		£1,520.00
Donations	£216.05	
Legacies	£0.00	£0.00
Gift Aid	£0.00	£0.00
Group Receipts	£2,860.60	£241.31
<b>Sub total</b>	<b>£8,705.10</b>	<b>£38,543.81</b>
<b>Grants</b>		
Maintenence grant	£0.00	£0.00
Other grants	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Fundraising events (gross)</b>		
Detail 1	£0.00	£0.00
Other fundraising activities	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Scout HQ income</b>		
Hire of building	£0.00	£0.00
Hire of equipment		£0.00
Other Scout HQ income	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>The Spur income</b>		
Camping hire income	£5,715.00	£4,110.00
Hire of equipment	£0.00	£0.00
Other Spur income	£175.00	£0.00
<b>Sub total</b>	<b>£5,890.00</b>	<b>£4,110.00</b>
<b>Brent Road SASU Income</b>		
<b>Sub total</b>	<b>£8,752.38</b>	<b>£7,036.67</b>
<b>Scout Shop SASU Income(District Account)</b>		
<b>Sub total</b>	<b>£1,389.42</b>	<b>£0.00</b>
Scout Shop SASU Income(External Account)		
<b>Sub total</b>	<b>£6,734.76</b>	<b>£7,757.79</b>
Explorer Income (External Accounts)		
<b>Sub total</b>	<b>£46,559.39</b>	<b>£0.00</b>
<b>Investment income</b>		
Bank interest	£35.86	£6.38
The Scout Association Short Term Investment Service	£0.00	£0.00
Other investment income	£0.00	£0.00
<b>Sub total</b>	<b>£35.86</b>	<b>£6.38</b>
<b>Total Gross Income</b>	<b>£78,066.91</b>	<b>£57,454.65</b>
<b>Asset and investment sales, etc.</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total receipts</b>	<b>£78,066.91</b>	<b>£57,454.65</b>

# Bognor Regis and District Scouts

## Receipts and payments account

Year start date

Year end date

For the year from	01/04/2023	To	31/03/2024
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### Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Membership subscriptions paid on (National/County)	£21,137.50	£0.00
Donations Paid On	£216.05	£80.00
Insurance	£0.00	£0.00
Adult uniform		
Expenses Claims for Trustees	£0.00	£0.00
Materials and equipment(inc Trailer)	£95.93	£207.16
Website, Printing and photocopying	£26.39	£1,200.00
<b>District led events/activities</b>		
AGM costs	£65.27	£371.57
Korea Jamboree	£5,708.75	£11,417.50
St George's Day	£348.11	£0.00
JOTA / JOTI 2023	£77.00	
Remembrance	£27.50	
District Xmas Do	£46.11	
Beaver campfire / Jubilee	£0.00	£629.05
<b>Sub total</b>	<b>£27,748.61</b>	<b>£13,905.28</b>
<b>District HQ Expenses</b>		
Rent/Lease?	£0.00	£0.00
Water and Sewerage	£0.00	£0.00
Electricity and Gas	£0.00	£1,638.56
Insurance	£1,798.41	£0.00
Repairs and Renewals		£0.00
Materials and equipment	£68.22	£37.00
<b>Sub total</b>	<b>£1,866.63</b>	<b>£1,675.56</b>
<b>The Spur Expenses</b>		
Lease/Land fees	£0.00	£42.24
Water	£25.97	£26.96
Sewerage	£0.00	£149.00
Electricity and Gas	£2,625.02	£1,795.09
Insurance	£1,570.29	£1,397.39
Repairs and Renewals	£163.27	£0.00
Materials and equipment	£2,159.44	£0.00
Booking system costs	£36.00	£0.00
Printing and photocopying	£0.00	£0.00
<b>Sub total</b>	<b>£6,579.99</b>	<b>£3,410.68</b>
<b>Brent Road SASU Expenses</b>		
<b>Sub Total</b>	<b>£14,229.39</b>	<b>£6,462.57</b>
<b>Scout Shop SASU Expenses (District Account)</b>		
<b>Sub Total</b>	<b>£746.31</b>	<b>£0.00</b>
Scout Shop SASU Expenses (External Account)		
<b>Sub total</b>	<b>£6,492.20</b>	<b>£6,974.65</b>
Explorer Groups expenses (External Accounts)		
<b>Sub total</b>	<b>£45,334.46</b>	<b>£0.00</b>

### District Team Expenses

<b>Expenses for the Programme team</b>		
DYC Expenses	£68.77	
Nights Away Advisor Expenses	£47.07	
eg Go Beavers or County Cub Camp		
ie District Scout Event	£0.00	£0.00
<b>Expenses for the 14-24 team</b>		
Young Leader Expenses	£60.00	£955.03
<b>Expenses for the Volunteering Development team</b>		
eg Training and Appointment costs	£47.58	
<b>Expenses for the Support team</b>		
eg additional activities providing support to the District		
<b>Fundraising expenses</b>		
Detail 1	£0.00	£0.00
Other fundraising costs	£0.00	£0.00
<b>Sub total</b>	<b>£223.42</b>	<b>£955.03</b>
<b>Total Gross Expenditure</b>	<b>£103,221.01</b>	<b>£33,383.77</b>
<b>Asset and investment purchases, etc.</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total payments</b>	<b>£103,221.01</b>	<b>£33,383.77</b>
<b>Net of receipts/(payments)</b>	<b>-£25,154.10</b>	<b>£24,070.88</b>
<b>Cash funds last year end</b>	<b>£119,483.68</b>	<b>£95,412.80</b>
<b>Cash funds this year end</b>	<b>£94,329.58</b>	<b>£119,483.68</b>

### District Accounts managed by SASU/Units

Arctic Fox ESU		
<b>Sub total</b>	<b>£16,711.82</b>	<b>£16,149.00</b>
Jaguar ESU		
<b>Sub total</b>	<b>£3,406.72</b>	<b>£2,606.14</b>
Tsunami ESU		
<b>Sub total</b>	<b>£6,925.92</b>	<b>£7,064.39</b>
Brent Road Premises (Barclays)		
<b>Sub total</b>	<b>£0.00</b>	<b>£15,283.26</b>
Scout Shop Accounts		
<b>Sub total</b>	<b>£3,540.00</b>	<b>£3,297.20</b>

# Bognor Regis and District Scouts Receipts and payments account

Year start date

Year end date

For the year from	01/04/2023	To	31/03/2024
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## Statement of assets and liabilities at the end of the year

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
<b>Cash funds</b>		
Bank current account	£60,297.18	£71,671.37
Bank deposit account	£3,403.62	£3,367.76
Brent Road Barclays Account	£0.00	£15,283.26
Scout Shop Lloyds Account	£3,539.76	£3,297.20
Tsunami ESU Account	£6,925.92	£7,064.39
AFESU Account	£16,711.82	£16,149.00
Jaguar ESU Account	£3,406.72	£2,606.14
The Scout Association Short Term Investment Service	£0.00	£0.00
Cash/Floats	£44.65	£44.65
<b>Total cash funds</b>	<b>£94,329.67</b>	<b>£119,483.77</b>
<small>(agree balances with receipts and payments account)</small>	<small>ok</small>	<small>ok</small>
<b>Other monetary assets</b>		
Tax claim	£0.00	£0.00
Debts due from the County/Area/District/Group	£3,585.50	£3,766.50
Insurance claim	£0.00	£0.00
<b>Sub total</b>	<b>£3,585.50</b>	<b>£3,766.50</b>
<b>Investment assets</b>		
Investment property - detail		
Quoted investments	£0.00	£0.00
Other investments - detail	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	£0.00	£0.00
Shop stock	£4,298.85	£5,342.05
Other stock	£0.00	£0.00
Land and buildings	£173,032.00	£173,032.00
Motor vehicles	£5,810.00	£7,746.00
Scouting equipment, furniture etc	£15,740.21	£15,740.21
Scout Shop laptop&printer	£839.80	£839.80
<b>Sub total</b>	<b>£199,720.86</b>	<b>£202,700.06</b>
<b>Liabilities</b>		
Accounts not yet paid	£0.00	£24,857.07
Expenses incurred but not invoiced	£0.00	£0.00
Subscriptions not yet paid	£0.00	£0.00
Loan - detail	£0.00	£0.00
Charity funds to pay on	£0.00	£0.00
<b>Sub total</b>	<b>£0.00</b>	<b>£24,857.07</b>
<b>Total net assets</b>	<b>£297,636.03</b>	<b>£301,093.26</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature







Print Name

	Chair
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	Treasurer
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Section A

Independent Examiner's Report

Report to the trustees

Bognor Regis and District Scout Council

On accounts for the year ended

31 March 2024

Charity no  
(if any)

297805

Set out on pages

1-5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

Responsibilities and basis of report

As the charity's trustees, 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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities 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.

Signed:

Date:

05/09/2024

Name:

Mrs Emma Prince BSc FCA

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

ICAEW - FCA

Address:

101 Westgate

Chichester,

PO19 3HB

**BOGNOR REGIS AND DISTRICT SCOUT COUNCIL**

England & Wales - Charity number 279805

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# Accounts

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# Bognor Regis District Scouts Annual Report 2022-2023



## Contents

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Foreword from District Commissioner – Philip Prior.

This Annual Report will provide a snapshot into Bognor Regis District Scouts for the previous year, who we are and what we do. What it will not do is show you the faces of Bognor's first Squirrel Scouts as they were invested by the town mayor. Or the pride in our young people's eyes as they are presented awards and badges. Or even the hundreds of people from all groups and sections coming together for our first St George's Day parade since the pandemic.

A massive thank you to all Trustees, Leaders, Young Leaders, and Helpers who assist in the running of Scouting in Bognor. I look forward to carrying on this role into the next year and continuing to grow the District.

## Report from previous District Commissioner – Wendy Morris (July 22 – February 23)

This feels quite bittersweet to be writing a report for my very short time as your District Commissioner. I took the role of Acting DC on the 7<sup>th</sup> July 2022 and had to resign on the 10<sup>th</sup> February due to ongoing health issues that made continuing impossible. During the seven months, I had prioritised visiting sections, celebrating the achievements of our young people and leaders, and doing my best to promote and support the fabulous activities that make Scouting in Bognor as inspirational as it is. I did my fair bit of quoting POR (you would expect no less!), but always with the desire to be the best we can be, and always to keep our young people and volunteers safe.

There is no getting away from the fact that we are in desperate needs as a District to attract more volunteers, so that our existing team of volunteers, across the District, should not be required to be stretched as far as they currently are. The priority of recruitment continues, and we are grateful for the support of the Chichester District recruitment team for the past year and with ongoing events.

During the seven months that I served as DC, Phil Prior was a truly supportive Deputy District Commissioner, stepping into the role a number of times when I was too unwell and needed a break. I was grateful that he was willing to take on the role full time, as the District benefits so much from the knowledge, enthusiasm and fresh ideas that he brings into the mix. Phil asked me to remain as part of "team DC" as his deputy, and I am honoured to do so. Adam Hughes also joined "team DC" taking on the role as Deputy Youth Commissioner in December, and is already making significant contributions to our Youth-Led activities. I have absolutely no doubt that Adam will be fab in this role, and I think that the excitement of seeing him being involved to the Coronation celebrations is just the start of where his adventure may lead.

To our five young people heading off to Korea, and to Steven Hughes who is a member of the Service Team, the final countdown is on, and its been brilliant to support your fundraising and preparation journeys – I'm looking forward to August 6<sup>th</sup> for the Dream Live event when hopefully we can get a glimpse of the Jamboree...before hearing all about it when you return. Good luck...go well and safely!

I am grateful for the opportunity to have served as DC, albeit for such a short time, and I want to thank the District Trustees and District Team for their hard work and dedication to the District, and for the kindness and support that I received. Scouting, as we know, is a family first and foremost, and although things don't always turn out the way we plan, we always have the opportunity to learn, to grow, and always, just to do our best. The adventure always continues...

## Report from District Youth Commissioner- Adam Hughes.

Even though I have only been in the DYC role for 7 months, a lot has been achieved! I started off the first few months going round and visiting different groups and sections and getting myself known throughout the district. I have delivered a few sessions across the district starting the young people off on their YouShape award. In this time, I have awarded some scouts with their YouShape award. In May, I was 1 of 500 scouts representing the 54 million scouts across the world at the coronation, it was a fabulous experience and I have made many friends from across the UK. Whilst I was away, we started the teddy bear trail to which was our way of supporting the Big Help Out. After the coronation I spent up until now focusing on my A-Level exams meaning that I have not been very active. However, now that my exams are over, I am going to be busy across the district going to events and helping wherever I am needed. In September, one of the things I would like to do is to start up a Youth forum which will meet every term that will allow the scouts across the district to meet up and work together to make great things happen. This will allow us to put young people at the heart of the district to come up with some great ideas that will help us to bring us together as a district! Obviously, I will not be able to do this alone, which is why I have now invited Chloe Juniper from 1<sup>st</sup> Felpham Wednesday Cubs to become a Deputy District Youth Commissioner. I believe that Chloe is going to do a fantastic job in her new role, however, we are still looking for some more leaders who are aged between 18 and 24 to join the team. If you would like to join the team or know someone who should consider joining us, please let us know!

## Trustee Report

### Reference and Administrative Information

Registered Charity No. 279805

HQ Registration No. 10001245

Charity Contact Address: Scout HQ, Central Drive, Bognor Regis, PO21 5HJ

### Trustees who manage the charity

Phillip Prior	28/09/2022	
Claire-Louise Bourner	23/01/2020	
Maxine Smith	03/11/2021	
Claire Smith	16/06/2019	
Timothy Holland	09/08/2013	
Oliver Lewis	28/09/2022	

Janet Poupart	28/09/2022	
Sarah Francis	06/04/2023	
Katherine Bilham	28/09/2022	04/04/2023
Wendy Morris	23/01/2020	22/02/2023

## Structure Governance and Management

### Governing Document

Bognor Regis District Scouts is part of the Scout Association. 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 Rule of The Scout Association.

### Constitution

The District is a trust established under its rules which are common to all Scouts.

### Trustee Selection

The Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association,

### Governance

The District is managed by the District Trustee Board, 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.

The Board consists of three independent representatives, Chair, Treasurer and Secretary together with the District Commissioner and other ex-officio, elected or nominated members and meets at least three times a year.

Members of the District Trustee Board complete training within the first few months of joining the Board.

The District Trustee Board exists to support the District Commissioner in meeting the responsibilities of their appointment.

Members of the District Trustee Board must act collectively as charity trustees of the Scout District, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of The Scout Association.
- Protect and maintain any property and equipment owned by and/or used by the District.
- Manage the District finances.
- Provide insurance for people, property and equipment.

- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally.
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-groups, including appointing a Chair to lead the sub-groups.
- Ensure that Young People are meaningfully involved in decision making at all levels within the District.
- The opening, closure and amalgamation of Groups, Explorer Scout Units, Scout Network and Scout Active Support Units in the District as necessary.
- Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chair to lead it.
- Supervising the administration of Groups, particularly in relation to finance and the trusteeship of property.

## Risk and Internal Control

The District Trustee Board 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. 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.

Reduced income from fund raising. The District is reliant upon income from subscriptions and fundraising. The district does hold a reserve, which should ensure the continuity of activities, should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the group 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 were a reduction in the number of leaders to an unacceptable level in a particular section or group as a whole then there would have to be a contraction, consolidation or closure of sections. In the worst-case scenario, the complete closure of a Group.

Reduction or loss of members. The District provides activities for all young people aged 4 to 25. If there were 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 a Group.

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 comprehensive insurance policies to ensure that insurable risks are covered.

## Objectives and Activities

### 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.

Weekly Section meetings during term time delivering a varied and interesting programme appropriate to the age of the young people. Activities that cover a range of physical and mental activities encompassing team building, working with others, challenges, badgework and time for reflection. Scouting excels at providing camps and sleepovers in assorted environments. The Scouting Association encourages support of local community activities.

## District Accounts

**Bognor District Scout Group****Balance Sheet for Year ended 31st March 2023**

		2023	2022
		£	£
<b>Fixed Assets (Buildings etc)</b>	HQ	£ 25,000.00	£ 25,000.00
	Brent Rd	£ 148,032.00	£ 148,032.00
<b>Current Assets</b>			
	HQ Contents	£ 8,900.00	£ 8,900.00
	Brent Road Store	£ 6,840.21	£ 6,840.21
	Shop Stock	£ 5,342.05	£ -
	Cash	£ 72.83	£ -
	Floats held by ADC's	£ -	£ 150.00
<b>Debtors</b>			
	Owed to District by Brent Road	£ -	£ 835.80
	Owed to District by A&P	£ 2,860.60	£ 269.91
	Owed to shop by Groups	£ 295.50	£ -
	Owed to Shop by Think Family	£ -	
	Owed to District for capitation	£ 610.50	£ 5,838.00
<b>Cash at Bank</b>			
	Current Account	£71,671.37	£39,083.91
	Deposit Account(s)	£3,367.76	£3,361.38
	Shop Account	£3,297.20	£0.00
	Brent Road Account	£15,283.26	£19,264.53
<b>Total Assets</b>		£ 291,573.28	£ 257,575.74
<b>Current Liabilities</b>			
	Creditors	£ 24,857.07	
	Owed to Brent Road by District	£ 1,719.57	
	Owed to County for Capitation	£ 21,117.50	
<b>Total Net Assets</b>		£ 266,716.21	£ 257,575.74
<b>Represented by-</b>			
	Unrestricted Funds	£ 256,156.49	£ 248,809.29
	Restricted Funds		
	Spur	£ 5,736.84	£ 5,037.52
	Youth activities	£ 330.00	£ 330.00
	Beaver/ Cub activities	£ 543.88	£ 994.93
	Welfare	£ 1,500.00	£ 1,500.00
	SAS	£ 150.00	£ 150.00
	Jamboree	£ 799.00	£ 354.00
	Jamboree Fundraising	£ 1,500.00	£ 400.00
			£ -
<b>Totals</b>		£ 266,716.21	£ 257,575.74

**Bognor Regis District Receipts & Payments Summary**

Year End 31/3/2023

	<u>Income</u>	<u>Expenses</u>	
<b>Scout Shop</b>	£ 7,757.79	£ 6,974.65	
<b>Cub &amp; Beaver Acts</b>	£ 178.00	£ 629.05	
Beaver campfire		£ 218.14	
Jubilee		£ 410.91	
Go Beavers		£ -	
Panto		£ -	
General		£ -	
<b>Spur Campsite</b>	£ 4,110.00	£ 3,410.68	699.32
<b>Donations</b>	£ -	£ -	
<b>Grants</b>	£ -	£ -	
2nd Bognor			
HQ			
Spur			
<b>Youth Activities</b>	£ 1,520.00	£ 955.03	564.97
Young Leader	£ 1,520.00	£ 955.03	
Overland			
JOTT			
Carnival			
Escape Rooms			
D of E			
SAS			
ST Georges Day			
Remembrance Sunday			
Jamboree	£ 12,517.50	£ 11,417.50	
<b>A&amp;P</b>			
Income	£ 3,600.57	£ 241.31	
Expenses	£ 3,359.26		
<b>HQ Expenses</b>			£ 1,675.56
Printing/Stationary/Postage			
Office Software			
Other Office			
Office Maintenance		£ 37.00	
Refreshments			
HQ Rates/Electric/Insurance		£ 1,638.56	
<b>Bank Interest</b>	£ 6.38		
	<b>£ 30,458.70</b>		<b>£ 26,921.20</b>
<b>Total income</b>	<b>3,537.50</b>		

## Bank account reconciliation April 1st 2022 - March 31st 2023

Current a/c as at 1st April 2021

Balance brought forward	1st April 2022	£39,083.91
Receipts	£55,710.57	
Payments	£23,123.11	
		<hr/>

<b>Balance at Bank</b>	31st Mar 2023	<b><u>£71,671.37</u></b>
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## BARCLAYS BRENT RD

Balance brought forward	1st April 2022	£19,264.53
Receipts	£0.00	
Payments	£2,009.98	

<b>Balance at Bank</b>		<b>£ 17,254.55</b>
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Deposit a/c as at 31st March 23

Balance brought forward 1st April 21		£3,361.75
Plus payments/transfers in	£1.27	£1.27
Less withdrawels	£0.00	£0.00
<b>Balance at bank 31 Mar 2023</b>		<b><u>£3,363.02</u></b>



**Arctic Fox Explorer Scout Unit**  
**Bognor Regis & District Scout Council (Registered Charity: 279805)**  
**Receipts and Payments Account**

For the Year: From 01 April 2022 To 31 March 2023

Receipts and Payments			
		2021/2022 Unrestricted Funds £	2022/2023 Unrestricted Funds £
<b>Receipts</b>			
<b>Donations, Legacies and Similar Income</b>			
Membership Subscriptions		4,295	4,780
Activities		265	370
DofE Award Provision		1,052	405
Sale & Purchase of Equipment		30	45
Go Cardless, OSM & SumUp Fees		-	93
<b>Sub Total</b>		5,642	5,806
<b>Camps &amp; Overnight Activities</b>			
Summer Camp 2021		1,725	135
Christmas Camp 2021		1,170	130
Summer Camp 2022		-	2,895
Young Leader Training Camp		-	80
Overland Hike		170	60
Other Camps		67	-
Christmas Camp 2022		-	2,020
1st Felpham Centenary Camp 2023		-	150
Gilwell Activity Camp 2023		-	1,195
<b>Sub Total</b>		3,132	6,665
<b>Uniform &amp; Clothing</b>			
AF Branded Clothing		577	379
Uniform		227	-
<b>Sub Total</b>		804	379
<b>Grants, Fundraising, Donations &amp; Loans</b>			
Gift Aid		-	5,192
Grants & Donations		2,219	714
Fundraising Activities		906	712
<b>Sub Total</b>		3,125	6,618
<b>Self Generated Income</b>			
Equipment Hire		500	-
Minibus Fleet		2,997	686
<b>Sub Total</b>		3,497	686
<b>Investment Income</b>			
Bank Interest		-	-
Other Investment Income		-	-
<b>Sub Total</b>		-	-
<b>Total Gross Income</b>		16,200	19,854
<b>Asset and Investment Sales, etc.</b>		8,750	-
<b>Total receipts</b>		24,950	19,854

**Arctic Fox Explorer Scout Unit**  
**Bognor Regis & District Scout Council (Registered Charity: 279805)**  
**Receipts and Payments Account**

For the Year: From 01 April 2022 To 31 March 2023

Statement of Assets and Liabilities as at Year End			
		31 March 2022 Unrestricted Funds £	31 March 2023 Unrestricted Funds £
<b>Cash Funds</b>			
Bank - Current Account		12,989	16,149
Cash/Floats		-	-
<b>Total cash funds</b>		12,989	16,149
<small>(agree balances with receipts and payments account)</small>			
<b>Non monetary assets for Charity's Own Use</b>			
Badge Stock		-	100
Other Stock		-	850
Motor Vehicles		10,329	7,746
Scouting Equipment, Furniture etc		413	310
Other		-	-
<b>Sub Total</b>		10,742	9,006
<b>Total net assets</b>		23,731	25,155

**Bognor Regis & District Scout Council (Registered Charity: 279805)**  
**Receipts and Payments Account**

For the Year: From **01 April 2022** To **31 March 2023**

Receipts and Payments			
		2021/2022 Unrestricted Funds £	2022/2023 Unrestricted Funds £
<b>Payments</b>			
<b>Charitable Payments</b>			
Activities		1,572	1,533
Membership Fees Paid On		1,296	1,998
Grants & Donations		323	-
Hall Fees		245	300
<b>Sub Total</b>		<b>3,436</b>	<b>3,831</b>
<b>Uniform, Badges &amp; Awards</b>			
AF Branded Clothing		1,217	280
Uniform		328	420
Badges		136	113
DofE Award Provision		1,342	-
<b>Sub Total</b>		<b>3,023</b>	<b>813</b>
<b>Camps &amp; Overnight Experiences</b>			
Summer Camp 2021		1,933	-
Christmas Camp 2021		1,372	-
Summer Camp 2022		-	3,510
Young Leader Training Camp		-	80
Overland Hike		584	210
Other Camps		189	-
Christmas Camp 2022		-	2,811
Gilwell Winter Activity Camp 2023		-	1,617
<b>Sub Total</b>		<b>4,078</b>	<b>8,228</b>
<b>Administrative &amp; Miscellaneous</b>			
Stationary		-	9
Software Subscriptions		73	48
Sundry		182	82
<b>Sub Total</b>		<b>256</b>	<b>139</b>
<b>Other Payments</b>			
Equipment Hire		-	-
Fundraising Activities		13	498
Minibuses		5,139	1,572
<b>Sub Total</b>		<b>5,152</b>	<b>2,070</b>
<b>Other</b>			
Purchase of Equipment		804	1,614
<b>Sub Total</b>		<b>804</b>	<b>1,614</b>
<b>Total Gross Expenditure</b>		<b>16,749</b>	<b>16,694</b>
<b>Asset and investment purchases, etc.</b>		-	-
<b>Total payments</b>		<b>16,749</b>	<b>16,694</b>
<b>Net of receipts/(payments)</b>		<b>8,202</b>	<b>3,160</b>
Cash funds last year end		4,788	12,989
<b>Cash funds this year end</b>		<b>12,989</b>	<b>16,149</b>

Signed:  Date:

Name:

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

Address: