

Bognor Regis District Scouts

Annual Report 2022-2023



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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 7th July 2022 and had to resign on the 10th 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 6th 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 1st 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 Bournier	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
		£	£
Fixed Assets (Buildings etc)	HQ	£ 25,000.00	£ 25,000.00
	Brent Rd	£ 148,032.00	£ 148,032.00
Current Assets			
	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
Debtors	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
Cash at Bank			
	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
Total Assets		£ 291,573.28	£ 257,575.74
Current Liabilities			
Creditors		£ 24,857.07	
	Owed to Brent Road by District	£ 1,719.57	
	Owed to County for Capitation	£ 21,137.50	
Total Net Assets		£ 266,716.21	£ 257,575.74
Represented by:-			
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
			£ -
Totals		£ 266,716.21	£ 257,575.74

Bognor Regis District Receipts & Payments Summary

Year End 31/3/2023

	<u>Income</u>		<u>Expenses</u>		
Scout Shop	£	7,757.79	£	6,974.65	
Cub & Beaver Acts	£	178.00	£	629.05	
Beaver campfire			£	218.14	
Jubilee			£	410.91	
Go Beavers			£	-	
Panto			£	-	
General			£	-	
Spur Campsite	£	4,110.00	£	3,410.68	699.32
Donations	£	-	£	-	
Grants	£	-	£	-	
2nd Bognor					
HQ					
Spur					
Youth Activities	£	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	
A&P					
Income	£	3,600.57	£	241.31	
Expenses	£	3,359.26			

HQ Expenses £ 1,675.56

Printing/Stationary/Postage	
Office Software	
Other Office	
Office Maintenance	£ 37.00
Refreshments	
HQ Rates/Electric/Insurance	£ 1,638.56

Bank Interest £ 26,921.20

	£ 6.38	
	£ 30,458.70	

Total income	<u>3,537.50</u>
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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/>

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

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

Balance at Bank		£ 17,254.55
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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
Balance at bank 31 Mar 2023		<hr/> £3,363.02

Tsunami Explorer Unit

Bank account reconciliation April 1st 2022 to March 31st 2023					
Current a/c as at 31st March 2023	£7,064.39				
Balance brought forward 1st April 2022				£4,313.28	
Payments			£25,968.41		
Receipts			£28,719.52		
Balance forward			£2,751.11	£2,751.11	
Balance at Bank at 31st March 2023				£7,064.39	
less o/s cheques					
Balance fwd.	31.03.2023			£7,064.39	

Receipts & Payments		Summary	
Item		Receipts	Payments
Subs		£6,305.00	
Capitation			£2,275.50
Activities		£3,777.20	£4,910.30
Badges			£48.91
Uniform		£681.65	£571.10
Grants/Donations		£315.00	
Equipment			£332.51
D-o-E		£10,965.00	£11,851.36
Camps		£6,505.30	£5,978.73
Fundraising		£170.37	
Totals		£28,719.52	£25,968.41

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 £
Receipts		
Donations, Legacies and Similar Income		
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
Sub Total	5,642	5,693
Camps & Overnight Activities		
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
Sub Total	3,132	6,665
Uniform & Clothing		
AF Branded Clothing	577	379
Uniform	227	-
Sub Total	804	379
Grants, Fundraising, Donations & Loans		
Gift Aid	-	5,192
Grants & Donations	2,219	714
Fundraising Activities	906	712
Sub Total	3,125	6,618
Self Generated Income		
Equipment Hire	500	-
Minibus Fleet	2,997	686
Sub Total	3,497	686
Investment Income		
Bank Interest	-	-
Other Investment Income	-	-
Sub Total	-	-
Total Gross Income	16,200	19,854
Asset and Investment Sales, etc.	8,750	-
Total receipts	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 £
Cash Funds		
Bank - Current Account	12,989	16,149
Cash/Floats	-	-
Total cash funds	12,989	16,149
(agree balances with receipts and payments account)	ck	ck
Non monetary assets for Charity's Own Use		
Badge Stock	-	100
Other Stock	-	850
Motor Vehicles	10,329	7,746
Scouting Equipment, Furniture etc	413	310
Other	-	-
Sub Total	10,742	9,006
Total net assets	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 £
Payments		
Charitable Payments		
Activities	1,572	1,533
Membership Fees Paid On	1,296	1,998
Grants & Donations	323	-
Hall Fees	245	300
Sub Total	3,436	3,831
Uniform, Badges & Awards		
AF Branded Clothing	1,217	280
Uniform	328	420
Badges	136	113
DofE Award Provision	1,342	-
Sub Total	3,023	813
Camps & Overnight Experiences		
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
Sub Total	4,078	8,228
Administrative & Miscellaneous		
Stationary	-	9
Software Subscriptions	73	48
Sundry	182	82
Sub Total	256	139
Other Payments		
Equipment Hire	-	-
Fundraising Activities	13	498
Minibuses	5,139	1,572
Sub Total	5,152	2,070
Other		
Purchase of Equipment	804	1,614
Sub Total	804	1,614
Total Gross Expenditure	16,749	16,694
Asset and investment purchases, etc.	-	-
Total payments	16,749	16,694
Net of receipts/(payments)	8,202	3,160
Cash funds last year end	4,788	12,989
Cash funds this year end	12,989	16,149

Signed:



Date:

16th June 2023

Name:

DAVID LIND FCCA

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

ASS. OF CERTIFIED + CHARTERED ACCOUNTANTS.

Address:

80 FLANSHAM LANE

BOGNOR REGIS

WEST SUSSEX PO22 6AH