



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	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
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
Sub total	£8,705.10	£38,543.81
Grants		
Maintenence grant	£0.00	£0.00
Other grants	£0.00	£0.00
Sub total	£0.00	£0.00
Fundraising events (gross)		
Detail 1	£0.00	£0.00
Other fundraising activities	£0.00	£0.00
Sub total	£0.00	£0.00
Scout HQ income		
Hire of building	£0.00	£0.00
Hire of equipment		£0.00
Other Scout HQ income	£0.00	£0.00
Sub total	£0.00	£0.00
The Spur income		
Camping hire income	£5,715.00	£4,110.00
Hire of equipment	£0.00	£0.00
Other Spur income	£175.00	£0.00
Sub total	£5,890.00	£4,110.00
Brent Road SASU Income		
Sub total	£8,752.38	£7,036.67
Scout Shop SASU Income(District Account)		
Sub total	£1,389.42	£0.00
Scout Shop SASU Income(External Account)		
Sub total	£6,734.76	£7,757.79
Explorer Income (External Accounts)		
Sub total	£46,559.39	£0.00
Investment income		
Bank interest	£35.86	£6.38
The Scout Association Short Term Investment Service	£0.00	£0.00
Other investment income	£0.00	£0.00
Sub total	£35.86	£6.38
Total Gross Income	£78,066.91	£57,454.65
Asset and investment sales, etc.	£0.00	£0.00
Total receipts	£78,066.91	£57,454.65

Bognor Regis and District Scouts

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Receipts and payments

	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
Payments		
Charitable Payments		
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
District led events/activities		
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
Sub total	£27,748.61	£13,905.28
District HQ Expenses		
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
Sub total	£1,866.63	£1,675.56
The Spur Expenses		
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
Sub total	£6,579.99	£3,410.68
Brent Road SASU Expenses		
Sub Total	£14,229.39	£6,462.57
Scout Shop SASU Expenses (District Account)		
Sub Total	£746.31	£0.00
Scout Shop SASU Expenses (External Account)		
Sub total	£6,492.20	£6,974.65
Explorer Groups expenses (External Accounts)		
Sub total	£45,334.46	£0.00

District Team Expenses

Expenses for the Programme team		
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
Expenses for the 14-24 team		
Young Leader Expenses	£60.00	£955.03
Expenses for the Volunteering Development team		
eg Training and Appointment costs	£47.58	
Expenses for the Support team		
eg additional activities providing support to the District		
Fundraising expenses		
Detail 1	£0.00	£0.00
Other fundraising costs	£0.00	£0.00
Sub total	£223.42	£955.03
Total Gross Expenditure	£103,221.01	£33,383.77

Asset and investment purchases, etc.

£0.00

£0.00

Total payments

£103,221.01

£33,383.77

Net of receipts/(payments)

-£25,154.10

£24,070.88

Cash funds last year end

£119,483.68

£95,412.80

Cash funds this year end

£94,329.58

£119,483.68

District Accounts managed by SASU/Units

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

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 £
Cash funds		
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
Total cash funds	£94,329.67	£119,483.77
(agree balances with receipts and payments account)	ok	ok
Other monetary assets		
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
Sub total	£3,585.50	£3,766.50
Investment assets		
Investment property - detail		
Quoted investments	£0.00	£0.00
Other investments - detail	£0.00	£0.00
Sub total	£0.00	£0.00
Non monetary assets for charity's own use		
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
Sub total	£199,720.86	£202,700.06
Liabilities		
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
Sub total	£0.00	£24,857.07
Total net assets	£297,636.03	£301,093.26

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

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