

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	1	2	2	1
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Section A

Reference and administration details

Charity name

Letchworth and Baldock District Scout Council

Other names the charity is known by

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Registered charity number (if any)

2	7	9	8	6	0
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HQ registration number

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Charity's principal address

11 Kingsfield House, Hadrian Way

Baldock

Herts

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates if not for whole year
1	Wendy Tierney	District Commissioner	
2	Apryl Goodwin	District Secretary	
3	Philip Charsley	District Treasurer	
4	Christopher King	District Explorer Scout Commissioner	
5	Philip Scoot	Explorer Scout Section	
6	David Jordan	Awards Coordinator	
7	Hayley Palmer	Network Commissioner	
8	Louise Young	Beaver Scout Section	until May 2020
9	Alan James Mann	Beaver Scout Section	from May 2021
10	Michael John Durrant	Scout Active Support	
11	Jeremy Croxford	Member	
12	Andrew Masson	Member	
13	George Muge	Scout Network	
14	Jacob Tyler	Data Manager	
15	Paul Taylor	Member	until May 2020
16	Fiona Potts	Cub Scout Section	until May 2020
17	Russel Paul Wake	Cub Scout Section	from May 2021
18	Kenneth George Osborne	District Chair	
19	Robert Coldrey	Youth Commissioner	from March 2020
20	Paul Tyler	Scout Section	

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The District's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted

(e.g. trust, association, company)

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

Trustee selection methods

(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

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

Policies and procedures adopted for:
a) the induction and training of trustees;
b) trustee' consideration of major risks and the systems and procedures to manage them

The District is managed by the District Executive Committee, 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.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointment and is responsible for:

The maintenance of District property;

The raising of funds and the administration of District finance;

The insurance of persons, property and equipment;

District public occasions;

Assisting in the recruitment of leaders and other adult support;

Appointing any sub committees that may be required.

Section B**Structure, governance and management (continued)****Risk and Internal Control**

The District Executive Committee has identified the major risks to which they believe the District is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are: Effects of Covid 19 Epidemic on activities and finances: Risk assessments were developed for each activity section based on Scout Association guidance, and no activity was permitted without an approved risk assessment.

Financial effects were related to loss of income, and Government Grants were obtained to mitigate these consequences. 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. Similar reciprocal arrangements exist with these organisations. 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. Risk Assessments are undertaken before all activities.

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

Reduction or loss of members. The District directly provides activities for young people aged 14 to 25. If there was a reduction in membership in a particular section then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the District Explorer Scout or Network units.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>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.</p> <p>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.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> - 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.

Public benefit statement

The District meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>The District has operated a severely restricted programme of activities for the Beaver Section, the Cub Section, the Scout Section, the Explorer Scout Section and the Scout Network due to Covid 19, but use was made of internet connectivity when face to face meetings were not possible. It could not put on a Gang Show, and the Scout Active Support Section did not meet due to the age of the members.</p>

Section E**Financial Review**

Brief statement of the charity's policy on reserves

Reserves Policy

The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the District should income and fundraising activities fall short. The District Executive Committee considers that the District should hold a sum equivalent to 3 months running costs, circa £10,000.

The District held reserves of approximately £23,000 against this at year end.

Investment Policy

The District does not have sufficient funds to invest in longer term investments. The District has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Section F**Other Optional Information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

P Charsley

K G Osborne

Full name(s)

Philip Charsley

Kenneth George Osborne

Position (eg Secretary, Chair)

Treasurer

Chair

Date

2 5 0 4 2 1

Letchworth and Baldock District Scout Council - Charity No 279860

Receipts and payments accounts

For the period 1st January 2020 to 31st December 2020

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts					
Membership subscriptions:	3,714	-	-	3,714	5,911
Bank Interest	26	-	-	26	37
Grants and Donations	14,375	-	-	14,375	8,592
Sectional Activities	3,917	-	-	3,917	20,649
District Activities	9,783			9,783	16,239
International Fund		2,300		2,300	3,505
DHQ Improvement		26,284		26,284	
Gift Aid					1,989
Jamborees and expeditions		23,915		23,915	250
Sub total	31,814	52,499	-	84,313	57,172
A2 Asset and investment sales, etc.	-	-	-	-	-
Total receipts	31,814	52,499	-	84,313	57,172
A3 Payments					
Bank Charges	75		-	75	65
Sectional Activities	4,613		-	4,613	34,632
District Activities	13,822		-	13,822	18,271
International Fund	-				1,936
Donations	190			190	162
District HQ improvements		21,174	-	21,174	
Jamborees and expeditions		885	-	885	3,399
Sub total	18,701	22,059	-	40,760	58,465
A4 Asset and investment purchases, etc.	-	-	-	-	
Total payments	18,701	22,059	-	40,760	58,465
Net of receipts/(payments)	13,113	30,440	-	43,553	-1,293
A5 Transfers between funds	-	-	-	-	
A6 Cash funds last year end		-	-	44,880	46,175
Cash funds this year end	13,113	30,440	-	88,433	44,880

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	
B1 Cash funds	Bank current account	53,456	34,864	88,320
	Cash in hand	113		113
	Cheques not banked			-
	Total cash funds	53,569	34,864	88,433

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	
B2 Other monetary assets	none	-	-	
		-	-	

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	none	-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Badge Secretary's stock	Unrestricted		3,759
	Minibus and trailer	Unrestricted		3,515
	Gang Show Costumes	Unrestricted		3,500
	District Camping Equipment	Unrestricted		25,524
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Badge Prepayments	Unrestricted	311	
		-		

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	K Osborne	10-May-21
	P Charsley	10-May-21

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LETCHWORTH AND BALDOCK DISTRICT SCOUT COUNCIL

Independent examiner's report to the trustees of Letchworth and Baldock District Scout Council

I report to the charity trustees on my examination of the accounts of the Letchworth and Baldock District Scout Council (the Trust) for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



IA Hunt FCA
100 Howard Drive
Letchworth Garden City
SG6 2DG

10 May 2021