

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A

## Reference and administration details

Charity name

Letchworth and Baldock District Scout Council

Other names the charity is known by

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Registered charity number (if any)

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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	until 23 Jan 2023
2	Robert Coldrey	District Commissioner	from 23 Jan 2023
3	Wendy Tierney	Deputy District Commissioner	from 23 Jan 2023
4	Apryl Goodwin	District Secretary	
5	Philip Charsley	District Treasurer	
6	Christopher King	District Explorer Scout Commissioner	until 11 May 2023
7	Clair Calver	District Explorer Scout Commissioner	from 11 May 2023
8	David Jordan	Awards Coordinator	
9	Hayley Palmer	Network Commissioner	
10	Alan James Mann	Beaver Scout Section	
11	Michael John Durrant	Scout Active Support	
12	Jeremy Croxford	Member	
13	Christopher King	member	from 11 May 2023
14	Andrew Masson	Member	until 11 May 2023
15	George Muge	Scout Network	until 11 May 2023
16	Sophie Malone	Scout Network	from 11 May 2023
17	Jacob Tyler	Data Manager	
18	Russel Paul Wake	Cub Scout Section	
19	Kenneth George Osborne	District Chair	
20	Robert Coldrey	District Youth Commissioner	until 23 Jan 2023
21	Beth Aird	District Youth Commissioner	from 23 Jan 2023
22	Glenn Read	Explorer Scout Section	
23	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: 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><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> <li>- enjoy what they are doing and have fun</li> <li>- take part in activities indoors and outdoors</li> <li>- learn by doing</li> <li>- share in spiritual reflection</li> <li>- take responsibility and make choices</li> <li>- undertake new and challenging activities</li> <li>- make and live by their Promise.</li> </ul>

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.
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Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>This year most activities have returned to normal following the Covid Pandemic, although the Gang Show was again not held. Numbers of Youth members are also returning to pre-pandemic levels.</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 £30,000 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

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# Letchworth and Baldock District Scout Council - Charity No 279860

## Receipts and payments accounts

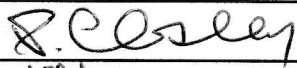
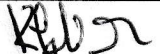
For the period 1st January 2023 to 31st December 2023

### Section A Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
<b>A1 Receipts</b>					
Membership subscriptions:	35,701			35,701	34,569
Bank Interest	846			846	195
Grants and Donations	2,648			2,648	3,522
Sectional Activities	23,692			23,692	2,104
District Activities	9,280			9,280	13,297
District HQ improvements	3,391			3,391	15,033
Scout Shop	5,660			5,660	
International Fund				0	18,496
World Jamboree		3,425		3,425	
Locheamhead expedition 2025		210		210	7,341
<b>Sub total</b>	<b>81,219</b>	<b>3,635</b>		<b>84,853</b>	<b>94,557</b>
<b>A2 Asset and investment sales, etc.</b>					
<b>Total receipts</b>	<b>81,219</b>	<b>3,635</b>		<b>84,853</b>	<b>94,557</b>
<b>A3 Payments</b>					
Membership Fees	30,500			30,500	30,000
Bank Charges	60			60	81
Sectional Activities	25,730			25,730	14,026
District Activities	19,997			19,997	17,688
District HQ improvements	5,560			5,560	90
Scout Shop	4,571			4,571	4,529
International Fund		900		900	300
Jamborees and Expeditions		6,045		6,045	13,050
<b>Sub total</b>	<b>86,418</b>	<b>6,945</b>		<b>93,363</b>	<b>79,763</b>
<b>A4 Asset and investment purchases, etc.</b>					
<b>Total payments</b>	<b>86,418</b>	<b>6,945</b>		<b>93,363</b>	<b>79,763</b>
<b>Net of receipts/(payments)</b>	<b>-5,199</b>	<b>-3,310</b>		<b>-8,509</b>	<b>14,794</b>
<b>A5 Transfers between funds</b>	<b>-2,768</b>	<b>2,768</b>			
<b>A6 Cash funds last year end</b>	<b>76,211</b>	<b>7,909</b>		<b>84,120</b>	<b>69,327</b>
<b>Cash funds this year end</b>	<b>68,243</b>	<b>7,368</b>		<b>75,611</b>	<b>84,121</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	
<b>B1 Cash funds</b>	Bank current accounts	68,236	7,368	75,604
	Cash in hand	7		7
	Cheques not banked			
	<b>Total cash funds</b>	<b>68,243</b>	<b>7,368</b>	<b>75,611</b>
	(agree balances with receipts and payments account(s))			
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	
<b>B2 Other monetary assets</b>	Details none			
<b>B3 Investment assets</b>	Details none	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Badge Secretary's stock	Restricted		1,868
	Minibus	Unrestricted		4,968
	Gang Show Costumes	Restricted		3,500
	District Camping Equipment	Unrestricted		18,000
	Scout Shop Stock	Unrestricted		4,170
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Badge prepayments	Unrestricted	1,699	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		PHILIP CHARSELEY	16/5/24	
		KEN OSBORNE	16/5/24	

**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 2023.

**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.

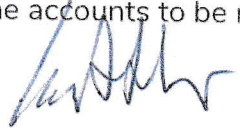
**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination, other than that disclosed below, 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.

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.

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



17 May 2024