

Biggleswade District Scout Council

Trustees Annual Report & Financial Statements for the
Year ended 31 December 2023

Biggleswade District Scout Council

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Biggleswade District Scout Council

Administrative Details

Charity Registration No: 300458

PRINCIPAL ADDRESS: Boyd Scout Campsite & Activity Centre
Church Road
Henlow
Bedfordshire
SG16 6AN

E-mail: info@biggleswadedistrictscouts.org.uk
Website: www.biggleswadedistrictscouts.org.uk

INDEPENDENT EXAMINER: Andrea Daniels
16 Water Lane
Melbourn
Royston
Hertfordshire
SG8 6AY

PRINCIPAL BANKER: Barclays Bank
Leicester
LE87 2BB

SCOUT ASSOCIATION
MEMBERSHIP
The Biggleswade District Scout
Council is registered with
The Scout Association
(No 10001376)

The Scout Association
Gilwell Park
Chingford
London
E4 7QW

Incorporated by Royal Charter

Biggleswade District Scout Council

District Membership

As at 31st January 2024

Membership	Number
Squirrel Scouts	57
Beaver Scouts	477
Cub Scouts	554
Scouts	430
Explorers (including Young Leaders)	127
Scout Network	0
	1654
Active Support Roles	10
Leadership Roles	318
Management Roles	16
Support Roles	21
Governance Roles	84
	449
Young Leaders	44
Units	
Groups	16
Squirrel Dreys	4
Beaver Colonies	24
Cub Packs	27
Scout Troops	22
Explorer Scout Units (including YL Unit)	11
Scout Network Units	1
Scout Active Support Units	3

Biggleswade District Scout Council

Charity Information

Names of the Charity Trustees who managed the Charity:

Trustee Name	Primary Scouting Appointment	Dates acted if not for whole year	Trustee Type
David Bridges	District Badge Secretary		Elected Trustee
Peter Cheney	District Chairman		Ex-Officio
Sarah Colley	District Appointments Chair	Until 19 th June 2023	Nominated Trustee
Lucy Cox	Deputy District Commissioner	Until 19 th June 2023	Nominated Trustee
Christopher Dodds	District Explorer Scout Commissioner		Ex-Officio
Joe Febery-Watts	District Youth Commissioner	From 9 th June 2023	Ex-Officio
John Gibson	Cub Scout Leader	From 19 th June 2023	Nominated Trustee
Barry Jefferd	Cub Scout Leader		Elected Trustee
David Moulton	Deputy District Commissioner	From 19 th June 2023	Nominated Trustee
Tracey Murrell	District Commissioner		Ex-Officio
Anne Porter	District Treasurer		Ex-Officio
Robert Pullinger	District Secretary		Ex-Officio
Jane Thompson	Local Training Manager	Until 30 th January 2023	Elected Trustee
Graham Thorpe	District Safety Advisor		Elected Trustee (Until 19 th June 2023) Nominated Trustee (From 19 th June 2023)
Ben Whittle	Assistant District Commissioner		Nominated Trustee (Until 19 th June 2023) Elected Trustee (From 19 th June 2023)

Biggleswade District Scout Council

Role of Honour

For the year ending 31st December 2023

Silver Acorn

Sarah Panton	Henlow Clifton
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Bar to the Award for Merit

Clair Daniel	Sandy
Lesley Davidson	Henlow Clifton

Award for Merit

David Bailey	Brocks Explorers
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Chief Scouts Commendation for Good Service

David Devereux	Henlow Clifton
John Smith	Henlow Clifton

Biggleswade District Scout Council

Trustees Report

For the year ending 31st December 2023

The members of the Trustee Board of Biggleswade District Scout Council present their report and Financial Statements for the year ended 31st December 2023. The financial statements have been prepared on a payments and receipts basis and comply with the charity's governing document and the Charities Act 2011.

Governance

The Charity's governing document is the Royal Charter granted by King George V to the "Boy Scouts Association" on 16 December 1911. Its name has since been changed to the "Scout Association". This Charter has been supplemented by further Charters granted by King George VI and Queen Elizabeth II. These Charters give authority to the Bye Laws of the Association, which are approved by His Majesty's Privy Council. The Bye Laws, in turn, authorise the making of rules for the regulation of the Association's affairs and thereby give authority for the Rules known as "Policy, Organisation and Rules" which are located at www.scouts.org.uk/por.

The Biggleswade District Scout Council was first registered as a Charity in 1966.

The Charity is aware of the Code of Governance for the Voluntary and Community Sector and its six key principles and will continue to critically review its approach to governance and assess how effective it is against these principles in 2024.

Structure

This report and accounts cover the activities directly controlled by Biggleswade District Scout Council which is an autonomous organisation admitting people to membership subject to the policy and rules of The Scout Association. The activities of the Scout Groups in Biggleswade are not reflected in the report and accounts. These bodies are autonomous charities affiliated to Biggleswade District Scout Council that together form Scouting in the area of operation of the District.

Biggleswade District Scouts were led by Tracey Murrell, the District Commissioner, and managed by a Trustee Board. They are accountable to the Biggleswade District Scout Council for the satisfactory running of Scouting in the District.

Management

The management of the business of the District Scout Council is vested in the District Trustee Board. The Trustees Board was appointed in accordance with Policy, Organisation, and Rules of the Scout Association. The District Trustee Board met five times during the year to manage the affairs of the Charity. The Trustees will continue to meet regularly in 2024.

The District Trustee Board is responsible for policy making but delegates some operational decisions to its sub committees, which may also recommend policies for the consideration of the District Trustee Board. The District Trustee Board appoints Chairmen and members of sub-committees annually.

There were two sub-committees for the Charity in 2023:

- The Boyd Campsite & Activity Centre Committee – responsible for the management, development and running of the Centre;
- The Appointments Advisory Committee – responsible for the appointment and review of adult

Biggleswade District Scout Council

Appointments within the District.

The Boyd Campsite & Activity Centre Committee and Appointments Advisory Committee met regularly in 2023. The Terms of Reference of the Boyd Campsite & Activity Centre Committee were reviewed during 2021 and the committee has some delegated authority so decisions can be made quickly and without added bureaucracy.

Organisation

The District is led by the District Commissioner and she is assisted and supported by:

- The District Team;
- The District Trustee Board;
- Group Scout Leaders

Appointment of Trustees

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

Trustees and newly appointed Trustees are invited to attend HQ Executive Training and completion is monitored by the District Commissioner.

Risk Management

The Trustees have a risk management strategy which includes:

- a requirement to produce a risk assessment for all District events and activities;
- an annual review of the risks the Charity may face;
- the establishment of systems and procedures to mitigate those risks identified in the annual review and for all District events and activities; and
- the implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise.
- A requirement for non-Scouting organisations using Boyd Scout Campsite & Activity Centre to produce appropriate Risk Assessments for their event.

Risk assessments have been completed for all activities and facilities at the Activity Centre and are available on the website. These are reviewed regularly. When unacceptable risks are identified actions are taken on an on-going basis to mitigate them.

A key element in the management of financial risk is the regular review of the adequacy of insurance coverage and investment and reserves policies by the trustees.

Reserves policy

The policy has been established to protect the Charity and its charitable programme by providing time to adjust to changing financial circumstances. It also provides parameters for future budgeting and strategic plans and contributes towards decision making.

The Charity's reserves policy establishes an appropriate target range for the level of general reserves. The range is based on a risk assessment of the probability and likely impact on the Charity's activities that might be caused by a decline in income, an inability to meet financial obligations, or an inability to reduce expenditure in the immediate short term. The policy ensures a balance between spending the maximum amount of income raised as soon as possible after receipt, while maintaining the appropriate level of reserves to ensure uninterrupted operation. The policy and target range will be reviewed annually to reassess the risks and reflect changes in the Charity's income, financial obligations and expenditure. The charity's reserves policy is to hold reserves approximately equivalent to 6 months' expenditure. At the end of December 2023 the total free

Biggleswade District Scout Council

reserves amounted to approximately £36,000. In addition, the Charity manages a hardship fund to support Groups and individuals in need throughout the District. The Trustees have plans to invest the surplus reserves into improvements at the District Campsite.

Investment policy

Due to the relatively low level of funds, the District's policy is to hold funds in standard bank accounts with FSCS protection at balances less than £85,000.

Objectives and Activities

Our Purpose

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Our values

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.

Our 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; and
- Make and live by their promise

The Charity Trustees have a duty to report on their public benefit in their Annual Report. We have assessed our aims, activities, and charitable objectives which are:

“Scouting exists to actively engage and support young people in their personal development empowering them to make a positive contribution to society.”

We believe we have met the Charity Commission's public benefit criteria for both the advancement of education and the advancement of citizenship or community development.

Biggleswade District Scout Council

Achievements and performance

All of the decisions made by the Trustees and sub-Committees have been in the interests of young people and adult volunteers and we hope that everybody in Scouting in Biggleswade District will have benefitted from them.

- The District has continued to invest significantly in improvement works at Boyd Scout Campsite & Activity Centre to ensure the site remains available for the delivery of quality Scouting experiences for all Young People in the District.
- Following the closure of Ampthill & Woburn District, three Groups and one Explorer Unit transferred into the District.
- Where possible, we continue to run, and often subsidise, training courses for adult volunteers in order for them to attain permits to provide more adventurous activities for young people.
- The census in January 2024 was completed and showed an increase in youth membership (+7.0%) and adult membership (+2.3%) since January 2023 (based on 2023 numbers including transferred groups). Membership numbers have now recovered to levels in the 2020 census prior to the drop caused by the Covid-19 pandemic.
- There were a large number of Chief Scout Awards awarded to Young People across and adult awards in Biggleswade District in the last year including Wood Badges and National Awards.

Financial Review

Statement of Financial Activities

The overall result for the year was a surplus of £7,783 (2022: £22,213 deficit). This was primarily driven by a significant increase in income from Boyd Scout Campsite & Activity Centre, much of which was offset by expenditure on ongoing improvement works, in particular developing activity provision. Looking ahead, the investment is expected to stabilise and be supported by increased revenues from the Campsite & Activity Centre.

Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 20 May 2024 and signed on their behalf by:



Peter Cheney
District Chairman

Independent Examiner's Report on the Accounts

**Report to the Trustees of Biggleswade District Scout Council
on the accounts for the year ended 31 December 2023
set out on pages 12 to 20**

Responsibilities and Basis of the Report

As the charity 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 Charity'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 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.

Signed:



Date: 28 April 2024

Andrea Daniels



Biggleswade District Scout Council

Annual Accounts

Accounts For The Year Ended

31 December 2023

Biggleswade District Scout Council

Biggleswade District Scout Council Accounts for the Year Ended 31st December 2023

Monetary Assets

	<u>2023</u>	<u>2022</u>
	£	£
Bank Current Accounts	46,486	38,766
Cash in Hand	-	-
Cash in Hand(badge&scout uniforms)	240	177
	<u>46,726</u>	<u>38,943</u>

Non Monetary Assets

Badge Secretary's Stock	7,712	7,055
District Shop Stock	8,509	11,170

Deeds for the land and buildings at Boyd Memorial Campsite are held in trust by the Scout Association based upon their insurance valuation.

Liabilities

<u>0</u>	<u>0</u>
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Biggleswade District Scout Council Accounts for the Year Ended 31st December 2023

Bank Balances

Barclays Bank	Community	9,603.52 (includes hardship)
Barclays Bank	Hardship Fund	0.00
Barclays Bank	Campsite	17,916.46
Barclays Bank	Bigg Weekender	2,330.71
Barclays Bank	Events	2,507.10

32,357.79

Lloyds	badges	4,861.83
Lloyds	uniform	9,266.53
		<hr/>
		14,128.36

Total banks **46,486.15**

Floats

Badge Shop	20.00
Scouts Uniform Shop	131.05
Campsite	88.46
Total	239.51

Total **46,725.66**

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Biggleswade District Scout Council Accounts for the Year Ended 31st December 2023

Receipts and Payments Account Summary

	<u>2023</u>	<u>2022</u>
	£	£
Total Receipts for the year	139,549.00	119,335.00
Total Payments for the Year	131,766.00	141,548.00
Net Receipts/(Payments) for the year	<u>7,783.00</u>	<u>-22,213.00</u>
Cash, Bank and Similar Funds brought forward	38,943.00	61,156.00
Cash, Bank and Similar Funds carried forwards	46,726.00	38,943.00

The above account and accompanying statement of assets and liabilities were approved by the Trustees and signed on their behalf.

District Chairman Peter Cheney

Date: 17-May-24



Treasurer Anne Porter

Date: 17-May-24



Biggleswade District Scout Council

Biggleswade District Scout Council Accounts for the Year Ended 31st December 2023

Monies In

	<u>2023</u>	<u>2022</u>
	£	£
Membership Subscriptions	74,645	63,158
Less Paid	<u>-64,043</u>	<u>-54,135</u>
	10,602	9,023
Bank Interest Received	-	-
	<u>-</u>	<u>-</u>

Activities

Boyd Memorial Campsite	90,217	47,571
District Events	<u>11,065</u>	<u>15,703</u>
	101,282	63,274

Donations

Bequest/Grants	500	4,732
from scout/badge shop	0	14,160
Other	<u>705</u>	<u>4,766</u>
	1,205	23,658

Fund Raising

Scout Shop	14,614	12,760
Sale of Badges	<u>11,846</u>	<u>10,620</u>
	26,460	23,380

Total Receipts for the year	<u>139,549</u>	<u>119,335</u>
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Biggleswade District Scout Council

Biggleswade District Scout Council Accounts for the Year Ended 31st December 2023

Monies Out

	<u>2023</u> £	<u>2022</u> £
Capitation	64,043	54,135
	already taken out	already taken out
<u>Premises</u>		
Boyd Memorial Campsite	81,605	55,158
Equipment	19,298	26,847
	<u>100,903</u>	<u>82,005</u>
<u>Activities</u>		
District Events	9,558	15,083
	<u>9,558</u>	<u>15,083</u>
<u>Admin/Establishment Expenses</u>		
New Group Start up Grants	-	-
Leaders Training		
Leaders Expenses	-	-
Legal Fees		10,190
	<u>-</u>	<u>10,190</u>
Purchase of uniforms	10,784	10,359
Purchase of badges	10,516	9,751
Sundries	5	
To district		14,160
	<u>21,305</u>	<u>34,270</u>
Total payments for the year	<u>131,766</u>	<u>141,548</u>

Biggleswade District Scout Council

Biggleswade District Scout Council Accounts for the Year Ended 31st December 2023

District & Boyd Memorial Campsite 2023

	<u>2023</u>	<u>2023</u>	<u>2022</u>	<u>2022</u>
<u>Income</u>				
Membership Fees	74,645.00		63,158.00	
Boyd Campsite Invoices	90,218.00		47,571.00	
District Events	11,065.00		15,703.00	
Bank Interest	0.00		0.00	
Transfers from Bigg Weekender	3,975.00		4,160.00	
Transfers from Scout Shop			10,000.00	
Donations/grants/refunds	1,205.00		9,498.00	
		181,108.00		150,090.00
<u>Expenditure</u>				
Membership Fees	64,043.00		54,135.00	
Boyd Campsite Costs	81,604.00		55,158.00	
District Events	9,558.00		15,083.00	
Equipment	19,298.00		26,847.00	
Transfer to Campsite	3,975.00			
Leaders Expenses	0.00			
Leaders Training	0.00			
New Group Start Up Grants	0.00			
Legal fees	0.00	178,478.00	10,190.00	161,413.00
Surplus for the Year		<u>2,630.00</u>		<u>-11,323.00</u>
Represented by				
Opening Balances at 1 January 2023				
Debtors				
Older Debtors				
Current Account	30,127.78		41,454.98	
Reserve Account	0.00		0.00	
Building Fund	0.00		0.00	
adjustment (old p/cash)	-311.59		-4.20	
	<u>29,816.19</u>		<u>41,450.78</u>	
surplus/loss	<u>2,630.00</u>		<u>-11,323.00</u>	
	<u>32,446.19</u>		<u>30,127.78</u>	
Closing Balances at 31 December 2023				
Current Account	32,357.73		29,727.78	
Petty Cash	88.46		400.00	
Building Fund	0.00		0.00	
	<u>32,446.19</u>		<u>30,127.78</u>	

Biggleswade District Scout Council

Biggleswade District Scout Council Accounts for the Year Ended 31st December 2023

Scout Uniform Shop

	<u>2023</u>	<u>2023</u>	<u>2022</u>	<u>2022</u>
	£	£	£	£
Sale of Uniform etc	14,614.05		12,759.85	
Purchase of Stock	10,783.92		10,358.96	
Stationery And Expenses			15.00	
		10,783.92		10,373.96
Surplus/(deficit) for the year		3,830.13		2,385.89
Transfer to Badge Shop		70.00		10,000.00
Closing Balance		3,760.13		-7,614.11

Opening Balances at 1 January 2023

Petty Cash	157.30		41.25	
Paid in Jan 23	-26.25		736.45	
Current Account	5,506.40		12,473.86	
Stock	11,170.02		11,577.40	
		16,807.47		24,828.96

Surplus/(Movement) for the year		3,760.13		-7,614.11
Increase/(decrease) in closing stock		-2,661.05		-407.38
		17,906.55		16,807.47

Closing Balances at 31 December 2023

Petty Cash	131.05		157.30	
taken as float			-26.25	
pd in in jan	185.00			
Current Account	9,081.53		5,506.40	
Stock	8,508.97		11,170.02	
		17,906.55		16,807.47

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Biggleswade District Scout Council Accounts for the Year Ended 31st December 2023

Badge Shop

	<u>2023</u>	<u>2023</u>	<u>2022</u>	<u>2022</u>
	£	£	£	£
Sale of Badges	11,846.00		10,619.95	
Sales				
Purchase of Stock	10,516.28		9,750.68	
Stationery And Expenses				
		10,516.28		9,750.68
Surplus/(Movement) for the year		<u>1,329.72</u>		<u>869.27</u>
Transfer to District				4,160.00
Closing Balance		<u>1,329.72</u>		<u>-3,290.73</u>

Represented by: Opening Balances at 1 January 2023

Petty Cash	20.00		20.00	
Current Account	3,532.11		6,822.84	
Stock	7,054.74		6,655.36	
		<u>10,606.85</u>		<u>13,498.20</u>

Surplus/(deficit) for the year		1,329.72		3,290.73
Increase/(decrease) in closing stock		657.03		399.38
		<u>12,593.60</u>		<u>10,606.85</u>

Closing Balances at 31st December 2023

Petty Cash	20.00		20.00	
Current Account	4,861.83		3,532.11	
Stock	7,711.77		7,054.74	
monies pd in error scout shop				
		<u>12,593.60</u>		<u>10,606.85</u>