

# Trustees' Annual Report

For the period

From (start date) 01/01/2023 to end date 31/12/2023

## Section A Reference and administration details

Charity name

Reading Central District Scouts

Other names the charity is known by

Registered charity number (if any)

3

0

0

5

0

5

HQ registration number

1

0

2

1

2

Charity's principal address

163 Northcourt Avenue

Reading

Postcode

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Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Philip Addington	Trustee	Appointed 28/9/23
2	Roger Fleming	Trustee	
3	Lesley Griffiths	Chair	Appointed 28/9/23
4	Ian May	Acting Chair	01/04/23 - 28/9/23
5	Kris McCabe	Trustee	
6	David Newman	Treasurer	Appointed 29/8/23
7	Clive Orr	Trustee	
8	Nigel Phillips	Trustee	
9	Tony Phillips	District Lead Volunteer	
10	Alison Ritchie	Ex-Officio	
11	Moya Taylor	Trustee	
12	Ian May	Trustee	9/28/2023
13	Gillian Bandy	Adults Appointments Committee Chair	01/4/23 to 28/9/23
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

## Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

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.

(e.g. trust deed, constitution)

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:

The District is managed by the District Trustee Board, the members of which are the 'Charity Trustees' of the 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 Trustee Board consists of the Chair, Treasurer and 9 Trustees (including 1 Ex Officio Trustee) and meets every 2 months.

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

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This District Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

**Risk Management:**

The trustees use a central Risk Register that is held within central and accessible secure location which the trustee members can access. It is reviewed by the trustees every 2 months. The District Chair, District Lead Volunteer and 1 other trustee are managing the input and scoring of the risks as they cover Trustee and Operational management.

**Damage to buildings, property and equipment.**

The district has sufficient buildings and contents insurance in place to mitigate against permanent loss, and in the event of temporary loss would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other scout groups, as a short-term solution.

**Injury to leaders, helpers, supporters and members.**

District volunteers are members of the Scout Association and, as such, included in the national accident insurance policy.

All activity and nights away events follow the Scout Association rules. Risk Assessments are reviewed before activities can take place by groups and units within the district. Activities and Nights Away events are notified using the Berkshire Scouts notification systems which include submission of a Risk Assessment.

**Reduction or loss of volunteers.**

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 volunteers to an unacceptable level in a particular area then there would have to be a contraction, consolidation of activities or closure of parts of the district operations.

**YIF Grant & Rebuild of the Reading HQ Building**

The district was awarded a grant to cover the costs of rebuilding the Scouts and Guides HQ in Reading. Top line risks associated with that project are:

1. Financial Shortfall
2. No completed building
3. Withdrawal of grants
4. Negative & Reputational

To mitigate the associated risks, we have formed an Oversight Team (on behalf of the trustee board) to work closely with the project and its funding. A separate risk register has been created for the operational specifics that are used regularly within the team. The trustee board reviews a summary of these risks every two months unless there are any crucial or high priority financial, timescale or regulatory items and then an extraordinary meeting would be held.

The trustee Risk Register is held within a central and accessible secure location that the trustee members can access. It is reviewed by the trustees every 2 months. The District Chair, District Lead Volunteer and 1 other trustee are managing the input and scoring of the risks as they cover Trustee and Operational management.



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:  - 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.</p>
Summary of the main activities in relation to these objects	<p>Reading Central district supports the 11 groups that provide Scouting to some 800 young people in their respective areas of Reading. All groups in the reporting period were able to offer young people a nights away activity along with a balanced programme that included activities at respective groups normal meeting places along with a variety of activities away from the normal meeting place. Activities range from hikes, wide games, climbing, kayaking, dragon-boating, bell ringing as just a few examples!</p> <p>In addition to supporting groups delivering their specific programme activities, the District offered an opportunity for Scouts to attend a District laser-tag event.</p> <p>The District has secured a significant investment grant to rebuild the ageing property at Northcourt Avenue. The project is now well underway and, when complete, will offer Scouts and other youth organisations in the area access to a modern meeting venue.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
Public benefit statement	<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul> <p>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.</p>
Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>During the reporting period the District saw modest growth in young people as the normality resumes following the disruption from the COVID pandemic. The district team has moved to the Trustee model and appointed Alison Ritchie as a joint District Commissioner.</p> <p>The Scout Associations' ongoing transformation programme was planned for launch during this reporting period however, the full roll out of changes has been delayed. Where possible, within the current Policy Organisation and Rules governance, the District has adopted new terminology and</p>



Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>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 Trustee Board presently considers that it should hold a sum equivalent to 12 months running costs, circa £12,000.</p> <p>The District held reserves of approximately £59,000 against this at year end. This is above the level required for operating expenses. The District Trustee Board believes that an additional sum should be held against potential excess costs surrounding the ongoing project to construct a new Reading Scout &amp; Guide HQ building.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• the charity's principal sources of funds (including any fundraising);</li><li>• how expenditure has supported the key objectives of the charity;</li><li>• investment policy and objectives;</li></ul>	<p><b>Investment Policy</b></p> <p>The District Income and Expenditure is modest and, as a consequence, there are insufficient funds to warrant longer-term investments such as stocks and shares. The District has therefore adopted a low risk strategy to the investment of its funds. using interest-paying bank accounts where appropriate. All funds are held in cash using only mainstream banks or building societies</p> <p>The Trustee Board regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Trustee Board considers the cash flow requirements.</p>
Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)	L Griffiths	
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Full name(s)	Mrs Lesley Griffiths	
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Position (eg Secretary, Chair)	Chair	
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Date	20	09	2024				
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# Reading Central District Scout Council

## Receipts and Payments Account

For the year from 01 April 2023 to 31 March 2024

### Receipts and payments

	Notes	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
<b>Receipts</b>			
<b>Donations, legacies and similar income</b>			
Membership subscriptions		49,851.90	49,455.10
Less: Membership subscriptions paid onto County	-	45,657.90	45,297.90
Net membership subscriptions retained		4,194.00	4,157.20
<b>Sub total</b>		<b>4,194.00</b>	<b>4,157.20</b>
<b>Grants Received</b>			
Government Grants	1	102,645.26	40,563.07
<b>Youth Programme and Activities</b>			
Three Towers Hike		1,431.00	
Scouts		1,080.00	
Jamboree		3,403.37	15,000.00
Training			500.00
Badge Sales		6,496.79	6,502.42
<b>Sub total</b>		<b>12,411.16</b>	<b>22,002.42</b>
<b>Investment income</b>			
Bank interest		205.40	
<b>Sub total</b>		<b>205.40</b>	<b>95.31</b>
<b>Total Gross Income</b>		<b>119,455.82</b>	<b>66,818.00</b>
<b>Payments</b>			
<b>Grant Income Expended</b>	1	<b>102,456.17</b>	<b>40,563.07</b>
<b>Charitable Payments</b>			
Purchase of Badges		5,431.24	6,309.05
Three Towers Hike		1,601.13	-
Hire of Premises		311.45	84.50
District Leaders Expenses		156.47	-
Licences		393.60	684.68
Administration Expenses		333.59	-
Youth programme and activities - Explorers		81.97	
Youth programme and activities - Scouts		1,080.00	175.00
Youth programme and activities - Cubs		62.50	-
Youth programme and activities - Beavers		50.00	22.52
Jamboree		4,403.35	18,082.50
Bank Charges		40.00	120.40
Sundry Expenses		150.00	670.86
<b>Sub total</b>		<b>14,095.30</b>	<b>26,149.51</b>
<b>Total Gross Expenditure</b>		<b>116,551.47</b>	<b>66,712.58</b>
<b>Net of receipts/(payments)</b>		<b>2,904.35</b>	<b>105.42</b>
General Fund brought forward	7	56,269.61	54,906.69
Transfer - Croton Access To Adventure Fund			1,757.50
Transfer to Squirrel Training Fund			- 500.00
<b>General Fund carried forward</b>		<b>59,173.96</b>	<b>56,269.61</b>



**Reading Central District Scout Council  
Statement of Assets and Liabilities**

**Statement of assets and liabilities at the end of the year**

	Notes	2023/24 Unrestricted funds £	2022/23 Unrestricted funds £
<b>Fixed Assets</b>			
Tangible Assets	2	145,000.00	72,500.00
Other investments	2	92,389.44	48,581.04
<b>Sub total</b>		<b>237,389.44</b>	<b>121,081.04</b>
<b>Cash funds</b>			
Bank current accounts and cash in hand	4	70,607.76	49,187.06
Bank savings accounts	5	36,560.49	36,355.09
<b>Total cash funds</b>		<b>107,168.25</b>	<b>85,542.15</b>
<b>Non monetary assets for charity's own use</b>			
Badge stock	3	3,966.34	4,098.38
RS&GHQ Payments due	3		1,271.99
<b>Sub total</b>		<b>3,966.34</b>	<b>5,370.37</b>
<b>Liabilities</b>			
Grants Received Not Yet Expended		3,804.10	
Prepaid Membership Subscriptions		30,139.20	19,925.93
Prepaid Three Towers Hike 2024 Subscriptions		117.41	
Three Towers Hike 2023 Expenses Outstanding		262.21	
Group prepayments re Badges		1,029.44	1,254.48
<b>Sub total</b>		<b>35,352.36</b>	<b>21,180.41</b>
<b>Net Assets</b>		<b>313,171.67</b>	<b>190,813.15</b>

**Funds of the Charity**

	Notes	2023/24 £	2022/23 £
<b>Unrestricted Funds</b>	6		
General Fund		59,173.96	56,269.61
<b>Designated Funds</b>			
The Warren Fund		5,237.00	5,237.00
Closed Group Fund		7,712.77	4,567.00
Access To Adventure Fund		2,764.50	2,764.50
Training Fund		500.00	500.00
Reading Scout & Guide HQ		237,389.44	121,081.04
<b>Restricted Funds</b>			
Hugh Boddington Fund		394.00	394.00
<b>Total Funds</b>		<b>313,171.67</b>	<b>190,813.15</b>

The above receipts and payments account, statement of assets and liabilities and funds of the charity statement were approved by the Trustees on 18 September 2024 and signed on their behalf by:

Signature	Print Name
	Lesley Griffiths Chair
	David Newman Treasurer

**Accounting Policies**

These accounts are prepared under the historical cost convention in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting By Charities 2005.

There has been no change to the accounting policies since last year.

No changes to accounts have been made for previous years.

**1. Grant Income and Expenditure**

The Reading Scout and Guide HQ, of which the District is a sponsoring unit, is presently undertaking a project to demolish and redevelop its building, thanks to a grant from the Youth Investment Fund. As a registered charity, the District is providing the means by which grant funds are received and expended. The work is expected to be completed by February 2025.

**2. Fixed Assets**

Reading Scout and Guide Headquarters (the "Trust") was originally formed by a Trust Deed dated 12<sup>th</sup> November 1958 and is registered as a Trust with the Scout Trust Corporation and the Guide Trust Corporation.

The Trust was set up to manage property at 163, Northcourt Avenue, Reading RG2 7HG (known as Reading Scout & Guide Headquarters) and riverside land at The Warren, Reading.

One of the original sponsoring units, Pang Valley District Scout Council, decided to withdraw from the Trust and a new constitution was signed in November 2023 with the following sponsoring units:

- Reading Central District Scout Council (50% share)
- Reading Abbey Division – Berkshire Girl Guiding Association (25% share)
- Reading Riverside Division – Berkshire Girl Guiding Association (25% share)

The investment reported includes the Council's revised share of the total net assets of the Trust as at 31 July 2023, which includes:

Land and Buildings	145,000.00
Net Current Assets (including stock and cash)	92,389.44
	<u>237,389.44</u>

**3. Badge Stock**

Badges are valued at the lower of cost or net realisable value

**4. Bank Current Accounts and cash in hand**

HSBC Bank	27,280.27
Lloyds Bank	43,327.49
	<u>70,607.76</u>

**5. Bank Savings Account**

Virgin Money Charity Account	<u>36,560.49</u>
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## 6. Funds of the Charity

### Unrestricted Funds

#### General Fund

The General Fund comprises the reserves of the District available to support the charity's objectives.

#### Designated Funds

Designated Funds are those set aside by the Trustees for a special purpose.

**The Warren Fund** was initiated following the sale of the former 2<sup>nd</sup> Reading premises at The Warren in Caversham and is used to fund projects which promote scouting for all scouts in the District.

<b>Balance as at 1 April 2023</b>	<b>5,237.00</b>
No grants were made during the year	NIL
<b>Balance as at 31 March 2024</b>	<b>5,237.00</b>

**The Closed Group Fund** comprises balances of those groups which have closed and which the Council has determined should be used for any outstanding running costs associated with those groups or to assist in the setting up of new groups or sections.

<b>Balance as at 1 April 2023</b>	<b>4,567.00</b>
Surplus arising from closure of 71st Reading	3,145.77
<b>Balance as at 31 March 2024</b>	<b>7,712.77</b>

**The Croton Access To Adventure Fund** was set up by the Council in 2014/15 and is used to help fund scouts from the District taking part in organised scouting activities. This fund was previously known as the International Fund, but its remit has been widened to support organised activities anywhere.

<b>Balance as at 1 April 2023</b>	<b>2,764.50</b>
Transfer from General Fund	NIL
<b>Balance as at 31 March 2024</b>	<b>2,764.50</b>

**The Reading Scout and Guide HQ balance** will continue to be used to support the ongoing activities of the Reading Scout & Guide HQ, including the Reading Scout & Guide Shop.

#### Restricted Funds

The Hugh Boddington Fund is managed by the Council and is to be used for purposes of promoting scouting within certain areas of the District. The Fund has been transferred from Berkshire County Scout Council.

<b>Balance as at 1 April 2023</b>	<b>394.00</b>
No grants were made during the year	NIL
<b>Balance as at 31 March 2024</b>	<b>394.00</b>



I report to the trustees on my examination of the accounts of the Reading Central District Scout Council for the year ended 31<sup>st</sup> March 2024.

### **Responsibilities and basis of report**

As the charity trustees of the Reading Central District Scout Council you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

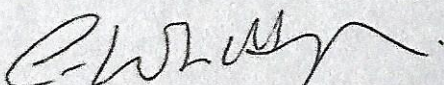
I report in respect of my examination of the Reading Central District Scout Council accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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 Reading Central District Scout Council 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: 

Name: CATHERINE WHITTINGTON

Relevant professional qualification or membership of

professional bodies: FELLOW OF INSTITUTE OF

CHARTERED ACCOUNTANTS OF ENGLAND AND WALES

Address: 11 THORN CLOSE, WOLINGHAM, RG41 4SQ.

Date: 20 OCTOBER 2024