

# Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		1	April	2020			31	March	2021

## Section A Reference and administration details

**Charity name**

HARLOW DISTRICT SCOUT COUNCIL

**Registered charity number**

302054

**Charity's principal address**

19 Dane Street

Bishops Stortford

**Postcode**

CM23 3BT

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	MR DANIEL HEPWORTH	CHAIRMAN	
2	MRS ZOE MACLEAY	TREASURER	
3	- POST VACANT	SECRETARY	
4	MISS SARAH STOREY	DISTRICT COMMISSIONER	
5	- POST VACANT	DISTRICT EXPLORER SCOUTS COMMISSIONER	
6	MR SIMON HEPWORTH		
7	MR NIGEL APPS		
8	MR IAN BENTALL		
9	MR NIGEL DALBY		
10	MR RICHARD LAWRENCE		
11	MRS KIM SPENCER		
12	MR TONY MITCHELL		

## Section B management

## Structure, governance and

### Description of the charity's trusts

Type of governing document	The District's governing documents are those of 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	The District is a trust established under its rules which are common to all Scouts.
Trustee selection methods	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

### Additional governance issues

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.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the District Commissioner, nominated and elected representatives and meets every two months.

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;
- ☐ Appointing District Administrators and Advisors other than those who are elected.

#### **Risk and Internal Control**

The group 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 a comprehensive insurance policies to ensure that insurable risks are covered.

## Summary of the objects of the charity set out in its governing document

### 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.

## Summary of the main activities undertaken for the public benefit in relation to these objects

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.

## Additional details of objectives and activities

Additional details of the objectives and activities (optional information but encouraged as best practice)

Limited grants, as funds permit, are made to Scout Groups and individuals in membership of the Scout Association within the Scout District who meet the criteria of the three District funds. These are:

- District Development Fund (available to provide financial support to extend, develop and enhance the quality of Scouting provided to young people and adults across Harlow & District)
- Training and Development Fund (available to Leaders to actively support and promote the development of skills)
- World Jamboree Fund (available to support for youth members of the Harlow Scout Movement to attend the World Scout Jamboree)
- DC's Fund (available to assist deserving individual members of the Harlow Scout Movement under the age of 18 years. (Grants may be given towards the costs of camp fees, Scout uniform, travel to Scout events or any other agreed purpose).

All Leaders, Trustees and Supporters are volunteers who give their time generously and freely. Without them the District would not exist.

**Summary of the main achievements of the charity during the year**

The District has continued to support Scouting within the area, through the provision of the District Campsite and providing resources where needed to assist in the development and growth of the Groups. This year has seen a growth in the number of young people taking part in Scouting activities with the further strengthening of existing Groups and Units.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

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 12 months running costs, circa £20,000. This is managed through the Districts unrestricted funds.

Additionally, it is the District Policy that funds should be ring-fenced to cover our long-term liabilities. This is currently limited to:

- Insurance from Mulberry Green held towards new build [£33,362]
- Ground Rent for Snow Farm to be ring-fenced for the length of the lease. [£8,500 = £500pa over 17 years] until December 2038

£20,000 is also ringfenced against refurbishment of the Snow Farm building in 2021.

This is managed through restricted funds held in Income Bonds and a restricted cash account.

The District held reserves of approximately £103,000 against this at year end.

### Further financial review details (optional information)

#### 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 or income bonds using only mainstream banks or building societies.

The District Executive regularly monitors the levels of bank balances and the interest rates received to ensure the District 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 District Executive considers the cash flow requirements.

## Section F

## Other optional information

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## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)	Chairman	Secretary
Date	xx September 2021	



## Harlow &amp; District Scout Council

For the year of 1 April 2020 to 31st March 2021

## Summary

	2020/21									2019/20
	Unrestricted funds	Restricted funds (grants)	Designated Funds						Total funds	Total funds
			Events funds	Explorer funds	Network Funds	District Dev	Training & Dev't	World Jamboree		
	£	£	£	£	£	£	£	£	£	£
TOTAL RECEIPTS FOR THE YEAR	63,375	5,000	25	1,753	-	-	-	-	70,153	30,122
TOTAL PAYMENTS FOR YEAR	27,886	5,000	100	2,045		-	-	-	35,031	29,327
NET RECEIPTS(PAYMENTS) FOR THE YEAR	35,489	-	- 75	- 292	-	-	-	-	35,122	795
TOTAL FUNDS BFWD	67,964	- 0	3,463	8,205	500	4,741	2,878	1,789	90,393	89,597
Transfers between funds	-	-							-	-
TOTAL FUNDS CFWD	103,453	- 0	3,388	7,913	500	4,741	2,878	1,789	125,515	90,393

# Harlow & District Scout Council Receipts and Payments Account

For the year of 1 April 2020 to 31st March 2021

## Receipts and payments

2020/21											2019/20
Designated Funds											
	Unrestricted funds	Restricted funds (grants)	Events funds	Explorer funds	Network funds	District Dev	Training & Dev't	World Jamboree	DC's fund	Total funds	Total funds
	£	£	£	£	£	£	£	£	£	£	£
Receipts											
Donations, legacies and similar income											
Membership subscriptions	12402			1635						14037	24298
Less: Membership subscriptions paid on to County/District	12402			585						12987	16673
Net membership subscriptions retained	0			1050						1050	6826
Donations	0		25	109						134	1355
Gift Aid (from WSJ)	0									0	0
Gift Aid (from Subs)	0			453						453	0
Other similar income	-									0	0
Sub total	0	0	25	1612	0	0	0	0	0	1637	8181
Grants											
Maintenance grant	0	5000.00	-	-	-	-	-	-	-	5000	0
Other grants	60580				-	-	-	-	-	60580	0
Sub total	60580	5000	0	0	0	0	0	0	0	65580	0
Fundraising (gross)											
Explorers	-									0	0
WSJ 2019 (excluding Gift Aid)	0									0	422
Badges	0									0	527
Charitable Collections/Donations	0									0	281
Other income	0									0	0
Sub total	0	0	0	0	0	0	0	0	0	0	1230
Other receipts											
Youth Programme & Activities	75			141						216	7050
Other receipts	0									0	0
Sub total	75	0	0	141	0	0	0	0	0	216	7050
Investment income											
Bank interest	12									12	25
Investments interest	375									375	519
Sub total	386	0	0	0	0	0	0	0	0	386	544
Regular Property Rent income	2334	-	-		-	-	-	-	-	2334	9444
Occasional Property Rent income	0	-	-	-	-	-	-	-	-	0	3280
Other property income	0			-						0	393
Sub total	2334	0	0	0	0	0	0	0	0	2334	13118
Total Gross Income	63375	5000	25	1753	0	0	0	0	0	70153	30122
Asset and investment sales, etc.	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	63375	5000	25	1753	0	0	0	0	0	70153	30122



# Harlow & District Scout Council Receipts and Payments Account

For the year of 1 April 2020 to 31st March 2021

## Receipts and payments

2020/21											2019/20
Designated Funds											
	Unrestricted funds	Restricted funds (grants)	Events funds	Explorer funds	Network funds	District Dev	Training & Dev't	World Jamboree	DC's fund	Total funds	Total funds
Payments	£	£	£	£	£	£	£	£	£	£	£
Youth programme and activities	171	0	100	1735						2006	8435
Youth programme and activities (WSJ)	0									0	401
Adult support and training	0									0	108
Group support (inc. COVID-19)	610									610	0
Admin, AGM and trustee expenses	907									907	1442
Personal Accident Insurance	84									84	84
Uniforms and badges	0									0	82
Misc Expenses	0									0	0
Rent paid to District	-			60						60	864
District/Unit material and equipment	-									0	198
Sub total	1772	0	100	1795	0	0	0	0	0	3667	11614
Rent	400		-	-	-	-	-	-	-	400	525
Non-domestic Rates	0		-	-	-	-	-	-	-	0	1144
Phone and Alarm	982		-	-	-	-	-	-	-	982	956
Water and Sewerage	923		-	-	-	-	-	-	-	923	1641
Electricity and Gas	2351		-	-	-	-	-	-	-	2351	3507
Building and Equipment Insurance	3460		-	250	-	-	-	-	-	3710	3544
Repairs and Renewals	17135	5000	-	-	-	-	-	-	-	22135	5255
Materials and equipment	0		-	-	-	-	-	-	-	0	27
Regular Rent Refund	864		-	-	-	-	-	-	-	864	27
Sub total	26114	5000	0	250	0	0	0	0	0	31364	16599
Fundraising expenses											
Explorers	-				-	-	-	-	-	0	0
WSJ 2019	0				-	-	-	-	-	0	0
Badge Shop	0				-	-	-	-	-	0	333
Other fundraising costs	0				-	-	-	-	-	0	0
Charitable Collections/Donations	0				-	-	-	-	-	0	781
Sub total	0	0	0	0	0	0	0	0	0	0	1114
Total Gross Expenditure	27886	5000	100	2045	0	0	0	0	0	35031	29327
Asset and investment purchases, etc.	-	-	-	-	-	-	-	-	-	0	0
Total Payments	27886	5000	100	2045	0	0	0	0	0	35031	29327
Net of Receipts/(Payments)	35489	0	-75	-292	0	0	0	0	0	35122	795
Transfers between funds	0	0	0	0	0	0	0	0	0	0	0
Cash funds last year end	67964	0	3463	8205	500	4741	2878	1789	853	90393	89597
Cash Funds This Year End	103453	0	3388	7913	500	4741	2878	1789	853	125515	90393

## Harlow &amp; District Scout Council

For the year of 1 April 2020 to 31st March 2021

## Statements of assets and liabilities at the year end

2020/21										2019/20
Designated Funds										
Unrestricted funds	Restricted funds (grants)	Events funds	Explorer funds	Network funds	District Dev	Training & Dev't	World Jamboree	DC's fund	Total funds	Total funds
£	£	£	£	£	£	£	£	£	£	£
<b>Cash funds</b>										
Main Account	51,919	-	50	453					52,422	15,243
Designated Funds	-			500		1,886	1,789	853	5,028	5,026
Restricted Funds	206				4,741	992	-	-	5,938	5,560
Scottish Widows Charity Deposit Account	6,000	-			-	-	-	-	6,000	6,000
Income bond 1	15,000	-			-	-	-	-	15,000	15,000
Income bond 2	30,000	-			-	-	-	-	30,000	30,000
Cash	329	-			-	-	-	-	329	1,950
Events team account	-	3,338			-	-	-	-	3,338	3,463
District Explorers account	-	-	7,460		-	-	-	-	7,460	8,151
<b>Total cash funds</b>	<b>103,453</b>	<b>-</b>	<b>3,388</b>	<b>7,913</b>	<b>500</b>	<b>4,741</b>	<b>1,789</b>	<b>853</b>	<b>125,515</b>	<b>90,393</b>
<b>Other monetary assets</b>										
Tax claim	-	-			-	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-			-	-	-	-	-	-
Grant payments due	-	-			-	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>										
Badge stock	-	-			-	-	-	-	-	-
Buildings (Risdens)	169,263	-			-	-	-	-	169,263	169,263
Land (Risdens)	140,000	-			-	-	-	-	140,000	140,000
Scouting equipment, furniture etc	5,381	-	2,000	16,901	-	-	-	-	24,282	24,282
Other	-	-			-	-	-	-	-	-
<b>Sub total</b>	<b>314,644</b>	<b>-</b>	<b>2,000</b>	<b>16,901</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>333,545</b>	<b>333,545</b>

Harlow &amp; District Scout Council also lease the following properties from Harlow Council: Snow Farm, Mark Hall Barn and Mulberry Green

<b>Liabilities</b>										
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Contingent liabilities and future obligations

None

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 16th September 2021 and signed on their behalf by

Signature	Print Name
	Daniel Hepworth Chairman
	Zoe MacLeay Treasurer

## Harlow & District Scout Council

For the year of 1 April 2020 to 31st March 2021

### Notes to accounts:

1 Value of Scout Equipment has not been revalued in the last financial year.

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## **Independent examiner's report to the trustees of Harlow & District Scout Council**

I report to the trustees on my examination of the accounts of the Harlow & District Scout Council for the year ended 31<sup>st</sup> March 2021.

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

As the charity trustees of the Harlow & 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 Harlow & 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 Harlow & 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: Mrs V S Drew

Address: Mowhayes, Withen Lane, Aylesbeare, EX5 2JQ

Date: 10 September 2021