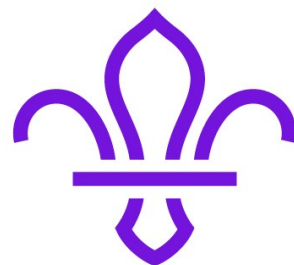


# **Trustees'**

# **Annual Report**

# **and Accounts**

## **2021-22**



**Scouts**

**Harlow & District**

# Trustees' Annual Report

For the period

From (start date) 

0	1	0	4	2	1
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 to (end date) 

3	1	0	3	2	2
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## Section A

### Reference and administration details

Charity name

Harlow District Scout Council

Other names the charity is known by

Harlow & District Scouts; Harlow Scouts

Registered charity number

3	0	2	0	5	4
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HQ registration number

1	1	7	1	7
---	---	---	---	---

Charity's principal address

Snow Farm Scout HQ - Harlow District Scout Council

Scout Association Scout Hut, School Lane

Harlow, Essex

Postcode

C	M	2	0	2	Q	B
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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Daniel Hepworth	District Chair	
2	Tony Mitchell	District Treasurer	
3	Office Vacant	District Secretary	
4	Sarah Storey	District Commissioner	To 27 October 2021
5	Matthew Brace	District Commissioner	From 27 October 2021
6	Office Vacant	District Youth Commissioner	
7	Office Vacant	District Explorer Scout Commissioner	
8	Office Vacant	District Scout Network Commissioner	
9	Nigel Dalby		
10	Kim Spencer		
11	Nigel Apps		

**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.

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 three independent representatives, Chair, Treasurer and Secretary together with the District Commissioner, nominated, elected, and co-opted 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 District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

## Section C

## Objectives and activities

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.

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.

Additional details of the objectives and activities

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 four 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 youth members of Harlow & District to attend the World Scout Jamboree);
- DC's Fund (available to assist deserving individual members of Harlow & District 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.

## Section D

## Achievements and performance

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.

Additionally, it is the District's 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 [£8,000 = £500pa over 16 years] until December 2038

These are managed through the District's unrestricted funds.

The District held reserves of approximately £100,000 against this at year end.

Further financial review details

**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.

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****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature

D Hepworth

*A Mitchell*

Full name

Daniel Hepworth

Tony Mitchell

Position

District Chair

District Treasurer

Date

0 7 0 9 2 2

## Harlow &amp; District Scout Council

For the year of 1 April 2021 to 31st March 2022

## Summary

	2021/22									2020/21	
	Unrestricted funds	Restricted funds (grants)	Designated Funds						Total funds	Total funds	
			Events funds	Explorer funds	Network Funds	District Dev	Training & Dev't	World Jamboree	DC's fund		
	£	£	£	£	£	£	£	£	£	£	£
TOTAL RECEIPTS FOR THE YEAR	26,264	-	3,743	34	-	163	163	163	163	30,693	70,153
TOTAL PAYMENTS FOR YEAR	29,292	-	3,686	1,298	-	277	-	-	-	34,552	35,031
NET RECEIPTS(PAYMENTS) FOR THE YEAR	- 3,028	-	57	- 1,264	-	- 114	163	163	163	- 3,859	35,122
TOTAL FUNDS BFWD	103,453	- 0	3,388	7,913	500	4,741	2,878	1,789	853	125,515	90,393
Transfers between funds	-	-	-	-	-	-	-	-	-	-	-
TOTAL FUNDS CFWD	100,425	- 0	3,445	6,649	500	4,628	3,041	1,952	1,016	121,656	125,515

# Harlow & District Scout Council Receipts and Payments Account

For the year of 1 April 2021 to 31st March 2022

## Receipts and payments

2021/22										2020/21	
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	13855			585						14440	14037
Less: Membership subscriptions paid on to County/District	11375			850						12225	12987
Net membership subscriptions retained	978			-265		163	163	163	163	1365	1050
Donations	672		0							672	134
Gift Aid (from WSJ)	0									0	0
Gift Aid (from Subs)	0									0	453
Other similar income	-									0	0
Sub total	1650	0	0	-265	0	163	163	163	163	2037	1637
Grants											
Maintenance grant	0		-	-	-	-	-	-	-	0	5000
Other grants	24000				-	-	-	-	-	24000	60580
Sub total	24000	0	0	0	0	0	0	0	0	24000	65580
Fundraising (gross)											
Explorers	-									0	0
WSJ 2019 (excluding Gift Aid)	0									0	0
Badges	0									0	0
Charitable Collections/Donations	0									0	0
Other income	0									0	0
Sub total	0	0	0	0	0	0	0	0	0	0	0
Other receipts											
Youth Programme & Activities	0		3743	19						3762	216
Other receipts	0			280						280	0
Sub total	0	0	3743	299	0	0	0	0	0	4042	216
Investment income											
Bank interest	7									7	12
Investments interest	43									43	375
Sub total	51	0	0	0	0	0	0	0	0	51	386
Regular Property Rent income	360									360	2334
Occasional Property Rent income	204									204	0
Other property income	0									0	0
Sub total	564	0	0	0	0	0	0	0	0	564	2334
Total Gross Income	26264	0	3743	34	0	163	163	163	163	30693	70153
Asset and investment sales, etc.	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	26264	0	3743	34	0	163	163	163	163	30693	70153

# Harlow & District Scout Council Receipts and Payments Account

For the year of 1 April 2021 to 31st March 2022

## Receipts and payments

2021/22										2020/21	
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	148		3686	735		194				4764	2006
Youth programme and activities (WSJ)	0									0	0
Adult support and training	0									0	0
Group support (inc. COVID-19)	0									0	610
Admin, AGM and trustee expenses	934			43		82				1059	907
Personal Accident Insurance	84									84	84
Uniforms and badges	0									0	0
Misc Expenses	0			519						519	0
Rent paid to District	-									0	60
District/Unit material and equipment	-									0	0
Sub total	1166	0	3686	1298	0	277	0	0	0	6426	3667
Rent	525									525	400
Non-domestic Rates	254									254	0
Phone and Alarm	1072									1072	982
Water and Sewerage	1442									1442	923
Electricity and Gas	2988									2988	2351
Building and Equipment Insurance	3411									3411	3710
Repairs and Renewals	18159									18159	22135
Materials and equipment	273									273	0
Regular Rent Refund	2									2	864
Sub total	28126	0	0	0	0	0	0	0	0	28126	31364
Fundraising expenses											
Explorers	0									0	0
WSJ 2019	0									0	0
Badge Shop	0									0	0
Other fundraising costs	0									0	0
Charitable Collections/Donations	0									0	0
Sub total	0	0	0	0	0	0	0	0	0	0	0
Total Gross Expenditure	29292	0	3686	1298	0	277	0	0	0	34552	35031
Asset and investment purchases, etc.	-	-	-		-	-	-	-	-	0	0
Total Payments	29292	0	3686	1298	0	277	0	0	0	34552	35031
Net of Receipts/(Payments)	-3028	0	57	-1264	0	-114	163	163	163	-3859	35122
Transfers between funds	0	0	0	0	0	0	0	0	0	0	0
Cash funds last year end	103453	0	3388	7913	500	4741	2878	1789	853	125515	90393
Cash Funds This Year End	100425	0	3445	6649	500	4628	3041	1952	1016	121656	125515



## Harlow &amp; District Scout Council

For the year of 1 April 2021 to 31st March 2022

## Statements of assets and liabilities at the year end

2021/22										2020/21
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	49,295	50			125				49,470	52,422
Designated Funds				500		1,561	1,952	1,016	5,029	5,028
Restricted Funds					4,502	1,480			5,983	5,938
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	131								131	329
Events team account		3,395							3,395	3,338
District Explorers account			6,649						6,649	7,460
<b>Total cash funds</b>	<b>100,425</b>	<b>3,445</b>	<b>6,649</b>	<b>500</b>	<b>4,628</b>	<b>3,041</b>	<b>1,952</b>	<b>1,016</b>	<b>121,656</b>	<b>125,515</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>										
Buildings (Risdens)	198,542.00	-			-	-	-	-	198,542.00	169,263
Land (Risdens)	140,000.00								140,000.00	140,000
Scouting equipment, furniture etc	7,000.00		2,000.00	16,901.00	-	-	-	-	25,901.00	24,282
Other	-	-			-	-	-	-	-	-
<b>Sub total</b>	<b>345,542.00</b>	<b>-</b>	<b>2,000.00</b>	<b>16,901.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>364,443.00</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 7th September 2022 and signed on their behalf by

Signature	Print Name	
<i>D Hepworth</i>	Daniel Hepworth	Chairman
<i>A Mitchell</i>	Tony Mitchell	Treasurer

## Harlow & District Scout Council

For the year of 1 April 2021 to 31st March 2022

### Notes to accounts:

- 1 Value of Scout Equipment has been updated to reflect current insurance sum insured
- 2 Value of Risdens Scout Hut has been updated to reflect current insurance sum insured

# **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 District for the year ended 31st March 2022.

## **Responsibilities and basis of report**

As the District's 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 District'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 2011 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 District 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: *S Chappell*

Name: Steven Chappell

Address: 16 Archers, Harlow, Essex, CM19 5SH

Date: 12th July 2022