

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 2

and date

3 1 0 3 2 3

## Section A

### Reference and administration details

Charity name

BLACKWATER VALLEY DISTRICT SCOUT COUNCIL

Other names the charity is known by

Registered charity number (if any)

3 0 2 1 0 1

HQ registration number

10001171

Charity's principal address

c/o Mr A Blake

11 Wisley Gardens

FARNBOROUGH

Postcode

GU14 0RS

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	Michael Hughes	Chairman*	
2	Andrew Blake	Secretary*	
3	Pamela Mikulskis	Treasurer*	
4	Colin Slatter		
5	Emma Buckett	District Comm'r*	Until 31/12/22
6	Linda Moyle		
7	Adam Spinks	Explorer Comm'r*	
8	Andy Elson		Until 29/9/22
9	Claire Hewitson		
10	Rebecca Riley	Scout Shop Manager	
11	Melody Baxter		
12	Ellie Williams	Youth Ambassador	
13	Haydn Allen	Youth Comm'r*	
14			
15		* ex-officio	

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

(e.g. trust deed, constitution)

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

(e.g. trust, association, company)

The District is a trust established under 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 Trustees of the Scout District, an educational charity. As 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.

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 Board which meets bi-monthly consists of 5 ex-officio members, up to 4 elected members, an equivalent number of members nominated by the District Commissioner.

Members of the Board complete 'Essential Information for Executive Committee' or 'Trustee Induction' training within the first 5 months of joining the committee together with Safety, Safeguarding and GDPR training.

This Board exists to support the District Commissioner in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of district assets;
- The administration of District finance;
- The insurance of persons, property and equipment;
- 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.

Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control</b>  The Board 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:</p> <p><b>Damage to the building, property and equipment.</b>  The District uses buildings belonging to HCC, other scout groups and other publicly available buildings. The District has sufficient buildings, contents and public liability insurance in place to mitigate against loss.</p> <p><b>Injury to leaders, helpers, supporters and members.</b>  The District through the membership fees, payable by every youth members contribute to the Scout Associations national accident insurance policy. Additional insurance is purchased for Occasional Helpers. Risk Assessments are undertaken before all activities.</p> <p><b>Reduced income from fund raising.</b>  The District is reliant upon income from subscriptions. The District hold a healthy reserves to ensure the continuity of activities should there be a major reduction in income. The Trustees have held its subscription at the same level for several years and in 2023 reduced its levy to assist groups with increased utility costs. If found necessary the Trustees could increase its share of subscriptions to increase the income to the District, either temporarily or permanently.</p> <p><b>Reduction or loss of leaders.</b>  The District is entirely reliant upon volunteers (347 up 8.4%) 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 District 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. The district is working with the County Growth and Development team to address current shortages to ensure correct leader to young people ratios in several groups.</p> <p><b>Reduction or loss of members.</b>  The District provides activities for all young people of all abilities aged 4 to 18 and we are pleased to report that membership has recovered with 918 young people up 9.2% year on year. During the year two Squirrel units opened for 4-6 year olds. There continues to be strong interest from the 4-8 yearold age group. Should numbers decline in any group, section or the District as 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.</p> <p><b>Risk and Internal Control</b>  The District has internal controls designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments, comprehensive insurance policies to ensure that insurable risks are covered. A Risk Review is carried out bi-annually as a minimum.</p>



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>The year under review saw the continued recovery from Covid Lockdown. All our 15 groups and two Explorer Units slowly recovered from lockdown and rebuilt numbers. The leadership are to be commended for their ingenuity in continuing to provide activities to their young people. The District participated in St Georges Day Parade and The Civic Thanksgiving Service for King Charles 111</p> <p>The Board monitored the available grants and ensured that all eligible groups were in receipt of all relevant information to allow them to apply for grants.</p> <p>The Executive continued to meet regularly.</p>

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

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- contribution made by volunteers;
- policy on investments.

The Board did not operate its small grants programme, using £5,000 drawn from reserves preferring to reserve the amount to assist any hardship arising. The programme will be reinstated for 2023-24. The maximum amount per group is limited to £1500 per group.

The Board is still considered investing its surplus reserves into safe bonds to preserve purchasing power. After investigation into likely return in 21-22 decided not to proceed. As available returns are now increasing further consideration will be given.

The contribution of volunteers is never underestimated and there is a rolling programme of nominations for County and National awards to

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.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

## Section E

## Financial Review

Brief statement of the charity's policy on reserves

### Reserves Policy

The District held reserves of approximately £80,000 at year end. This is above the level required for operating expenses. This excess is mainly the income from the sale of a property in 2004 with the funds held against the possible development of a campsite or headquarters building in the future. It is planned to invest the majority of the above amount to maintain value.

Details of any funds materially in deficit (circumstances plus steps to eliminate)

N/A

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

**Investment Policy**

The District's Income and Expenditure is very small and derives from a levy on youth members. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.

The District Executive regularly monitors the levels of bank balances and the interest rates received to ensure the District obtains best value 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 Board considers the cash flow requirements. In normal circumstances the annual income from the membership fee and the trading through the Scout Shop meets or exceeds the expenditures incurred.

The District considered, during financial year 20/21, investing reserve funds, but concluded that returns were insignificant. The Board will, in 2023, establish an investment policy and review available safe investments. All funds are currently held in cash using only mainstream banks or building societies.

**Section F**

**Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

Another group will during 2023-24 open our third Squirrel unit. As more adults are coming forward to help as leaders groups are increasing the numbers of places available for young people which will address some of the longer 'want to join' lists.

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signed



Full name

Michael John Hughes

Position

Chairman

Date

1 2 0 5 2 3

<b>Receipts</b>	<b>Notes</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
<b>Membership</b>			
Subscriptions	1	51,496	46,274
Less: Membership to be paid on		48,610	40,522
Net membership retained		2,886	5,752
<b>Activities</b>			
Explorer Activities and Camps	2	3,557	2,973
Scouts, Cubs and Beavers	3	2,622	1,480
District Activities	4	0	0
Active Support Unit		0	0
Archery Club		1,718	1,644
DHQ Bar		134	188
Training	5	0	0
Recruitment inc Youth Involvement			0
Special Camps		1,200	0
<b>Fundraising</b>			
Funds raised for other charities		0	0
Active		26	0
Donations		0	150
Grant		330	700
Misc Income		0	0
<b>Investment Income</b>			
Bank/Building Society Interest		69	1
Bond Interest		0	0
Gift Aid		0	0
STIS Interest		659	95
<b>Sales</b>			
Shop Sales		7,347	7,710
Badge Sales		8,485	1,308
<b>Total Receipts</b>		<b>£29,032</b>	<b>£22,001</b>



<b>Payments</b>	<b>Notes</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
<b>Activities and Events</b>			
District Activities and Events	6	0	0
Scout, Cub & Beavers Activities	7	1,929	1,802
Explorers Activities and Camps	8	5,191	3,332
Active Support Unit		0	0
Archery Club		577	21
Recruitment inc Youth Involvement		0	0
iScout		785	817
Awards		0	50
Special Camps		0	0
<b>Fundraising Costs &amp; Donations</b>			
Donations		0	0
Active Support Unit		0	85
District and Jamboree		0	2,400
Patriotic Events		608	61
Instructor Training Contributions		0	0
Grants to Groups		330	0
Legacy		0	0
<b>Rents, Maintenance and Insurance</b>			
Rent		1,452	948
Repairs and Renewals	9	0	0
Insurance		924	884
Equipment	10	1,380	1,185
<b>Establishment Expenses</b>			
Admin inc Postage and Stationery	11	427	772
Travel		91	0
Training	12	663	100
Badges and Uniform		626	231
Thank-You's		0	0
<b>Cost of Goods Bought for Resale</b>		12,892	12,679
<b>Accountancy, Bank and Professional Costs</b>			
Bank Charges		758	758
Licences		360	0
<b>Other</b>			
Cash Adjustment		15	0
Stock Adjustment		0	650
<b>Total Payments</b>		<b>£29,009</b>	<b>£26,774</b>
<b>Net of Receipts/(Payments)</b>		<b>£23</b>	<b>-£4,773</b>

<b>Assets</b>	<b>Notes</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
<b>Current Assets</b>			
Stock and Work in Progress	13	25,230	22,530
Bank/ Building Society Balances	14	53,460	54,583
Scout Association Short Term Investment		57,472	56,813
Cash	15	1,682	1,021
<b>Other Assets</b>			
Loans to Groups		-	-
Treasury Stock		1,000	1,000
Other Assets		-	-
<b>Liabilities</b>	16		(2883)
<b>Total</b>		<b>£138,843</b>	<b>£138,830</b>
<b>Total Assets 2022</b>		<b>£138,830</b>	
<b>Net of Receipt/(Payments)</b>		<b>£23</b>	
<b>Total Assets 2023</b>		<b>£138,853</b>	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Blackwater Valley District Scouts

On accounts for the year  
ended

2023

Charity no  
(if any)

302101

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2023**.

Responsibilities and  
basis of report

As the charity'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 Trust'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

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 \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

10/07/2023

Name:

Vlasta Vokurkova

Relevant professional  
qualification(s) or body

BA(hons) in Business studies with accounting,  
CIMA Diploma in Management Accounting

(if any):

--

**Address:**

5 The Sycamores, GU17 0EE

Blackwater, Hampshire

--

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

--