



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2020 To 31<sup>st</sup> December 2020

**Charity name: Rickmansworth & Chorleywood District Scout Council**

**Charity registration number: 302566**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objectives of the District are as a unit of The Scout Association. The aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens, and as members of their national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	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.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The District, through the Groups, delivered an extensive programme of progressive training including camping, sailing and other outdoor activities to over 900 young people in the Rickmansworth and Chorleywood area.</p> <p>The District facilitated and administered the selection, DBS checking and some of the training of the volunteer adults needed to run the various Sections within the Groups.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The accounts show that the District is in a sound financial position with cash funds as at 31st December 2020 of £47304.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to be able to provide financial support to the Groups in the District should it be required.
Amount of reserves held	Para 1.22	£20000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Members' subscriptions.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	<p>The District Executive Committee has identified the major risks to which they believe the Groups in the District are exposed, these have been reviewed and systems have been established to mitigate them. The main areas of concern that have been identified are:</p> <ul style="list-style-type: none"> <li>• Damage to buildings, property and equipment. The District would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Districts. Similar reciprocal arrangements exist with these organisations. The District has sufficient insurance in place to mitigate against permanent loss.</li> <li>• Injury to leaders, helpers, supporters and members. The District, through the capitation fees contributes to The Scout Association's national accident insurance policy. Risk assessments are undertaken before all activities.</li> <li>• Reduced Income from fund raising. The District Groups are primarily reliant upon income from subscriptions and fundraising. The District does hold a reserve to ensure the continuity of activities should there be a major</li> </ul>

		<p>reduction in income. The committee could raise the value of subscriptions to increase the income to the District on an ongoing basis, either temporarily or permanently.</p> <ul style="list-style-type: none"> <li>• Reduction or loss of leaders. The District is totally reliant upon volunteers 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 Group then there would have to be a contraction, consolidation or closure of a Section, Sections or Group.</li> <li>• Reduction or loss of members. The District provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular Section or Group then there would have to be a contraction, consolidation or closure of a Section, Sections or Group.</li> </ul> <p>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 appropriate insurable risks are covered.</p>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	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 is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The District is a trust established under its rules which are common to all Scouts.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Rickmansworth & Chorleywood District Scout Council
Other name the charity uses	n/a
Registered charity number	302566
Charity's principal address	2 Pine Ridge London Road St Albans AL1 1JE

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Martin Lantree	Chairman		
2	Julia Pich	District Commissioner		
3	John Back	Treasurer		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
n/a		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
n/a		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Martin Eric Lantree	
<b>Position (eg Secretary, Chair, etc)</b>	Chairman	
<b>Date</b>	16 <sup>th</sup> October 2021	



## Consolidated Accounts for the year to 31st Dec

	District £	Explorers £
<b>Income for the year to 31/12/20</b>		
Capitation & Subscriptions		
Membership Subscriptions		10385.00
Capitation Received	36396.00	
Less Capitation Paid	30728.00	4641.00
<b>Net Capitation &amp; Subscriptions</b>	5668.00	5744.00
<b>Activities</b>		
Cubs	150.00	
Scouts	0.00	
Explorers		710.00
HCSC Lottery	36.92	
Training	0	
Campsite	10207.36*	
<b>Total Activities Income</b>	10394.28	710.00
<b>Other Income</b>		
Badges	377.52	
Gift Aid		793.64
Sponsorship		
<b>Total Other Income</b>	377.52	793.64
<b>Total Income for the Period</b>	<b>16439.80</b>	<b>7247.64</b>

\* Includes a £10,000 Grant from TRDC

### Payments for the Year to 31/12/20

	£	£
Administration costs	208.89	
Covid Grants	11200.00	
Equipment		200.66
	11408.89	200.66
Activities		
Beavers	0.00	
Cubs	83.78	
Scouts	0.00	
Explorers		988.07
Whole District	470.00	
HCSC Lottery		
Campsite	1343.80	
<b>Total Activities</b>	1897.58	988.07
Purchase of Badges	319.24	
Training	595.00	520.00
Sundry Expenses	0.00	0.00
<b>Total Payments for the period</b>	<b>14220.71</b>	<b>1708.73</b>

### Summary for the Year to 31/12/20

	District £	Explorers £
Total Receipts	16439.80	7247.64
Total Payments	14220.71	1708.73
Net Receipts	2219.09	5538.91
Cash, bank b/f	10058.57	29061.00
Transfers	16842.64	-16842.64
<b>Cash &amp; Bank c/f</b>	<b>29120.30</b>	<b>17757.27</b>
Petty cash		8.05
Barclays	3719.98	7597.28
Lloyds	25400.32	10151.94
	<b>29120.30</b>	<b>17757.27</b>

ember 2020

Sponsorship	Consolidated
£	Accounts
	£
	10385.00
	36396.00
	35369.00
	11412.00
	150.00
	0.00
	710.00
	36.92
	0
	10207.36
0.00	11104.28
	377.52
	793.64
45.96	45.96
45.96	1217.12
<b>45.96</b>	<b>23733.40</b>

£	£
	208.89
	11200.00
	200.66
0.00	11609.55
	0.00
	83.78
	0.00
	988.07
	470.00
	0.00
	1343.80
0.00	2885.65
	319.24
	1115.00
	0.00
<b>0.00</b>	<b>15929.44</b>

Sponsorship	Total
£	£
45.96	23733.40
0.00	15929.44
45.96	7803.96
381.25	39500.82
	0.00
<b>427.21</b>	<b>47304.78</b>
	8.05
427.21	11744.47
	35552.26
<b>427.21</b>	<b>47304.78</b>

Notes to the Financial Statement for the year ending 31st December 2020

1) **Capitation & subscriptions**

	Capitation	County Capitation	Total	Discounts
1st Rickmansworth	1330.00	5586.00	6916.00	266.00
Batchworth	1670.00	7014.00	8684.00	334.00
Croxley Green	890.00	3738.00	4628.00	178.00
6th Rickmansworth	370.00	0.00 *	370.00	74.00
1st Chorleywood	1650.00	8930.00	10580.00	430.00
1st Mill End	530.00	2226.00	2756.00	106.00
1st Sarratt	770.00	3234.00	4004.00	154.00
	<u>7210.00</u>	<u>30728.00</u>	<u>37938.00</u>	<u>1542.00</u>
	Income	Expenditure	Net	
Capitation	37938.00	30728.00		
Discounts		1542.00		
Explorer Capitation		4641.00		
Explorer Subs	10385.00			
	<u>48323.00</u>	<u>36911.00</u>	<u>11412.00</u>	

\* 6th Rickmansworth paid their County Capitation direct to County

2) **Administration**

	Income	Expenditure	Net
HCSC Lottery	36.92		36.92
Stationery		26.24	-26.24
DC Expenses		97.48	-97.48
Zoom		43.17	-43.17
Helper Insurance		42.00	-42.00
	<u>36.92</u>	<u>208.89</u>	<u>-171.97</u>

3) **Badges**

	Income	Expenditure	Net
Sales to Groups	377.52		377.52
Purchases		319.24	-319.24
	<u>377.52</u>	<u>319.24</u>	<u>58.28</u>

4) **District Camp Site**

	Income	Expenditure	Net
Rent		50.00	-50.00
Insurance		302.48	-302.48
Rates	207.36	207.36	0.00
TRDC Grant	10000.00		10000.00
Lettings			0.00
Water Rates		29.86	-29.86
General Expenses		156.93	-156.93
Planning			0.00
Sanitizer Equip		597.17	-597.17
Gate/Fence			0.00
	<u>10207.36</u>	<u>1343.80</u>	<u>8863.56</u>

5) District Activities			
	Income	Expenditure	Net
St Georges Day 2018	0.00	250.00	-250.00
BLYM		220.00	-220.00
	<u>0.00</u>	<u>470.00</u>	<u>-470.00</u>
6) Training			
	Income	Expenditure	Net
Powerboat Instructors	0.00	520.00	-520.00
Canoe Instructor	0.00	75.00	-75.00
	<u>0.00</u>	<u>595.00</u>	<u>-595.00</u>
7) Cub Activities			
	Income	Expenditure	Net
Football Comp	150.00	83.78	66.22
	<u>150.00</u>	<u>83.78</u>	<u>66.22</u>
8) Scout Activities			
	Income	Expenditure	Net
			0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
9) Explorer Scouts Activities			
	Income	Expenditure	Net
Bograts	500.00	988.07	-488.07
Ricky	210.00	0.00	210.00
DOE	0.00	0.00	0.00
	<u>710.00</u>	<u>988.07</u>	<u>-278.07</u>
	Explorer Subs	10385.00	
	Gift Aid	793.64	
	Capitation	4641.00	
	Activities	-278.07	
less Training		520.00	
less Equipment		200.66	
	<b>Balance</b>		<b>5538.91</b>

# Statement of assets and liabilities at t

31st December 2019

Unrestricted funds

£

<b>Cash funds</b>	
Bank current account	39,493
Bank deposit account	-
Building society account	-
The Scout Association Short Term Investment Service	-
Cash/Floats	8
<b>Total cash funds</b>	<b>39,501</b>
<b>Other monetary assets</b>	
Tax claim	-
Debts due from the County/Area/District/Group	-
Insurance claim	-
<b>Sub total</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>	
Badge stock	1,759
Land and buildings	-
Motor vehicles	-
Scouting equipment, furniture etc	-
Other	-
<b>Sub total</b>	<b>1,759</b>
<b>Liabilities</b>	
Jamboree Fund	25
Jamboree 2023	-
HCSC Lottery	
Other	-
<b>Sub total</b>	<b>25</b>

## Contingent liabilities and future obligations

Campsite rent of £50pa for the x years left on the lease

£2000 for the next 2 years for the 2023 Jamboree

The above receipts and payments account and statement of assets

Signature

Print Name


# he end of the year

31st December 2020

Unrestricted funds

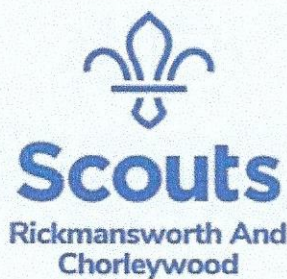
£

47,296
-
-
-
8
47,304
-
-
-
-
1,970
-
-
-
-
1,970
46
2,000
-
-
2,046

ets and liabilities were

Chair
Treasurer





## **Independent Examiner's Report to the Trustees of the Rickmansworth & Chorleywood District Scout Council**

I report on the accounts of Rickmansworth and District Scout Council for the year ended 31st December 2020 which comprise the Statement of Affairs, the Consolidated Accounts and related notes on pages 1 - 4.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charities trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charities trustees for my examination work.

### **Respective responsibilities of trustees and examiner**

The District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed. It is my responsibility to:

- Examine the accounts (under section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below..

### **Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - To keep accounting records in accordance with section 130 of the Charities Act; and
  - To prepare accounts, which accord with the accounting records, and to comply with the accounting requirements of the Charities Acthave not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed, J. P. Baker

Mrs J.P. Baker BSc FCCA  
15 Grosvenor Court  
Mayfare  
Croxley Green  
Rickmansworth  
Herts.  
WD3 3DH  
31<sup>st</sup> March 2021