

Trustees' Annual Report

For the period

From (start date)

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to end date

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Section A

Reference and administration details

Charity name

GILLINGHAM DISTRICT SCOUT COUNCIL

Other names the charity is known by

Registered charity number (if any)

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Charity's principal address

Postcode						

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	David Ainsley	Chairperson	
3	Maureen Billinghamurst	Treasurer	
4	Dean Harding	District Commissioner	
6	Alan Buckett		
7	Andrew Mendoza		
8	Gillian Fairclough		
9	Marion Isaacs	Appointments	
10	Elizabeth Ainsley	Appointments	
11	David Lawrence	Appointments	
12	Barry Sprason		
13	Robert Gill		
15			

Section A

Reference and administration details (continued)

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

Type of advisor	Name	Address

Section B

Structure, governance and management

Description of the charity's trusts

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The District 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.

The District is a trust established under its rules which are common to all Scouts.

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:

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 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 Chairperson, Treasurer and Secretary together with Section Leaders and other representatives meet every 2 months.

The District Executive Committee exists to support the District in meeting the responsibilities of all Groups and is responsible for:

The administration of District Finances;
The insurance of persons, property, and District equipment;
District public occasions;
Supporting all Groups in the District;
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)

Risk and Internal Control

The District Executive Committee 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;

With regard to damage to buildings, property and equipment. The District would request the use of any buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The District ensures that Groups have sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The District through the membership fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

The District is primarily reliant upon income from annual membership fees, fundraising, the occasional grant and donations. The District does hold a reserve to ensure the continuity of activities should there be a major reduction in income.

Reduction or loss of leaders. The District is totally reliant upon volunteers to run and administer the activities of the District.

Reduction or loss of members. The District provides activities for all young people aged 4 to 18. If there was a reduction in membership in a particular section or group 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 that particular Group.

Risk and Internal Control (Specimen 2)

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.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The objectives of the group are as a unit of the Scout Association.</p> <p>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 local 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.</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 grantmaking;
- contribution made by volunteers.

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

Gillingham District Membership has now increased to 815 as Groups are now able to meet face to face again after the COVID pandemic. We have 10 groups and 5 Explorer Units. We also have "Squirrels" a new younger section for 4 year olds. The District Headquarters is now being used more and some income is now coming in from outside sources. We were also fortunate to receive a BBC Children in Need Grant of £34,056 to help with a major upgrade on the HQ for windows, security doors, fencing and storage container at the end of the last financial year. We had a very short time to get contractors in place to cover the criteria set out by Children in Need but we achieved this and the HQ has benefitted from the work carried out. Our other major project is the Wynne-Brookes lodge at Buckmore Park, this is now being used on a regular basis and work parties meet up to keep the building maintained and the area around building tidy. The next World Jamboree in this year 2023 will be in South Korea. We have 6 candidates attending and at the moment fundraising to pay the total of £24,000 for the trip has almost been achieved. Scouting has got back to where we were before COVID with face to face meetings.

Section E

Brief statement of the charity's policy on reserves

Reserves Policy

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. This has been set by the Executive Committee to be £19,000. (£10,000 for District and

Quantify and explain any designations

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

Further financial review details (optional information)

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

- the charity's principal sources of funds

Investment Policy (Specimen 1)

The District's Income and Expenditure is small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The District has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

• how expenditure has supported the key objectives of the charity;

• investment policy and objectives

The District Executive regularly looks at the levels of bank balances and the interest rates received to ensure the district obtains maximum value and income from its banking arrangements.

Investment Policy (Specimen 2)

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.

Section F

Other Optional Information

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

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

David Ainsley

Maureen Billinghamurst

Full name(s)

David Ainsley

Maureen Billinghamurst

Chair

Chairperson

Treasurer

Date

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Gillingham District Receipts and Payments Account

For the year from	1 April 2022	To	31 March 2023
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Receipts and payments

	2022/23	2021/22
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	62,411	28,575
Less: Membership subscriptions paid on (National/County/District)	37,479	27,213
Net membership subscriptions retained	24,932	1,362
Rent and Hire of District HQ	4,255	3,305
Income on Wynne Brooks Lodge (Buckmore Park)	-	540
Donation	6,000	-
Badge shop+District Scarves	722	815
Gift Aid	1,897	433
Youth Funds	612	2,189
Sale of activity equipment	-	2,600
Sub total	38,418	11,244
Grants		
BBC/Children in Need Grant	-	34,146
Medway Council Grants	-	12,842
Sub total	-	46,988
Fundraising (gross)		
World Jamboree 2023	18,542	3,445
Activity Equipment	-	270
EUROJAM20 Fundraising	-	-
EUROJAM refund from County (due to Cancellation)	-	406
Wynne Brooks Lodge - sponsored walk	-	-
Other fundraising activities	-	-
Sub total	18,542	4,121
Investment income		
Bank interest		
Building Society interest		
The Scout Association Short Term Investment Service		
Property Rent income		
Other investment income		
Sub total	-	-
Total Gross Income	56,960	62,353
Asset and investment sales, etc.		
Total receipts	56,960	62,353

Gillingham District Receipts and Payments Account

For the year from	1 April 2022	To	31 March 2023
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Receipts and payments

	2022/23 Unrestricted funds £	2021/22 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and other activities	-	811
Explorer Units programme and activities + GSAS	2,729	-
World Jamboree 2023	18,250	2,483
Adult support and training	159	-
Wynne Brooks Lodge Expenditure	535	2,197
District HQ ungrading from BBC / CIN grant	13,986	20,951
Hiring of room for meetings	340	210
Fun Day	58	0
Insurance	1,274	1,793
Recruitment Campaign	-	1,278
Water/Elect/Services on New HQ	2,080	1,446
Refurbishing District HQ	1,550	2,135
Materials and other District equipment	1,497	-
Expenditure on Activity equipment (repairs and storage etc)	375	435
District Scarves	-	634
Postage /Printing/photocopying	109	83
Media and Development	192	168
St Georges Day	416	29
AGM	91	112
Hardship Fund		-
Sub total	43,641	34,765
Fundraising expenses		
Lottery Licence	-	-
Other fundraising costs		
Sub total	-	-
Total Gross Expenditure	43,641	34,765
Asset and investment purchases, etc.		
Total payments	43,641	34,765
Net of receipts/(payments)	13,319	27,588
Cash funds last year end	117,573	89,985
Funds this year end	130,892	117,573

Statement of assets and liabilities at the end of the year

	31 March 2023	31 March 2022
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account (District,Badge,Explorer units and G.S.A.S)	130,421	116,887
Bank deposit account		
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	471	686
Total cash funds	130,892	117,573
Other monetary assets		
Tax claim		
Debts due from the Groups	-	-
Insurance claim		
Sub total	-	-
Investment assets		
Investment property - detail		
Quoted investments		
Other investments - detail		
Sub total		
Non monetary assets for charity's own use		
Badge stock + District Scarves	742	1,231
Shop stock		
Other stock (Clothing with District Logo)	-	-
Land and buildings	270,000	270,000
Motor vehicles		
Scouting equipment, furniture etc	12,000	14,000
Other		
Sub total	282,742	285,231
Liabilities		
Accounts not yet paid		
Expenses incurred but not invoiced		
Subscriptions not yet paid		
Loan - detail		
Other liabilities		
Sub total		

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees of the District Executive Committee on 27th June 2023

Signature

Print Name

David Ainsley
Maureen Billinghurst

MR DAVID AINSLEY	Chairperson
MRS MAUREEN BILLINGHURST	Treasurer

Scrutineer's Report to the Trustees of the Gillingham District Scout Council

I report on the accounts of the ~~Group~~ District for the year ended 31st March 2023

Respective responsibilities of Trustees and Scrutineer

As the ~~Group~~'s/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages to

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: [Signature]

Address: 100 LONG CATHIS ROAD

GILLINGHAM

KENT

MRS GITH

Date: 1st JANUARY 2024