

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

3	0	0	4	2	4
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## Section A

## Reference and administration details

Charity name

Castle Morpeth District Scouts

Other names the charity is known by

Registered charity number (if any)

5 2 2 4 1 1

HQ registration number

1 0 0 0 1 7 2 6

Charity's principal address

4 High House Close

Morpeth

Postcode

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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	Duncan McDonald	Chairperson	
2	Neil Fraser	District Commissioner	
3	Peter Berry	Secretary	
4	Chris Holt	Treasurer	
5	Chris Eldridge		
6	Richard Walker		
7	Barry Hirst		
8	Graham Langston		
9	Ian Morley		
10	Simon White		
11	Jennifer Barnes		
12			
13			
14			
15			

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 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 its 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 Executive Committee, the members of which are the 'Charity Trustees' of the 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.

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 Committee meets every 3 months.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointments 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.

Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control</b></p> <p>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:</p> <p>The District has sufficient contents insurance in place to mitigate against permanent loss.</p> <p>Injury to leaders, helpers, supporters and members. The District through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising. The District is primarily reliant upon income from subscriptions, a capitation payment from Groups and fundraising. The District does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions and capitation levy to increase the income to the district on an ongoing basis, either temporarily or permanently.</p> <p>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 cohort or the unit as whole then there would have to be a contraction, consolidation or closure of a cohort. In the worst case scenario the complete closure of the Explorer unit.</p> <p>Reduction or loss of members. The District provides activities for all young people aged 14 to 18. If there was a reduction in membership in a particular cohort or the unit 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 Unit.</p> <p>The District 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.</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 District offers a wide programme of development activities appropriate to the age group of the Explorer Scouts based upon the programme set out by the Scout Association. This includes the opportunity to take part in the Duke of Edinburgh Award Scheme</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	<p>The District has a Fund which came from a legacy from a previous District Treasurer. This fund is used to encourage all scouts in the District to participate in activities run with the intention of increasing knowledge about International Scouting. It is also available to help where financial assistance is required for members to participate in activities. The Fund has a value of approximately £40,000</p>
Public benefit statement	<p>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.</p>

**Section D****Achievements and performance**

Summary of the main achievements of the charity during the year

The District provided the best programme that it was able to.

**Section E****Financial Review**

Brief statement of the charity's policy on reserves

**Reserves Policy**

The District's policy on reserves is to hold sufficient resources to enable cash flow to be positive, and 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 of £24,000. (£12,000 for District costs and £12,000 for Explorer costs. These figures are regularly reviewed)

The District held reserves of approximately £24,000 against this at year end.

Quantify and explain any designations

The Legacy Fund is not considered to be part of the reserves as it is a designated fund.

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);

The District had an annual income of £82,457 and expenditure of £71,240 giving a surplus for the year of £11,217 .

- investment policy and objectives;

**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.

**Section F****Other Optional Information**

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

To continue to offer excellent Scouting Programme

**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

*Duncan McDonald*

*Chris Holt*

Full name(s)

Duncan McDonald

Chris Holt

Position (eg Secretary, Chair)

Chair

Treasurer

Date

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# Castle Morpeth District Scouts (Charity no. 522411)

## Receipts and Payments Account

Year start date

Year end date

For the year from	May 1 2023	To	April 30 2024
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### Receipts and payments

	2023/24			2022/23
	Unrestricted funds	Explorer funds	H Rotstein funds	Total funds
	£	£	£	£
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	36,124	-	-	34,327
Donations		-	-	202
Legacies		-	-	200
Gift Aid	5,348	-	-	
2023 Widdrington Membership Fees	1,278	-	-	1,539
<b>Sub total</b>	<b>42,750</b>	<b>-</b>	<b>-</b>	<b>36,268</b>
<b>Grants</b>				
Maintenace grant	-	-	-	-
Other grants	1,250	-	-	-
<b>Sub total</b>	<b>1,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fundraising events (gross)</b>				
WSJ SumUp Donations	509	-	-	1,706
6th Morpeth Charity Donation		-	-	
AGM / Talent Show		-	-	243
St George's Day	153	-	-	
<b>Sub total</b>	<b>662</b>	<b>-</b>	<b>-</b>	<b>1,949</b>
<b>Other Income</b>				
Insurance		-	-	269
District Badges	259	-	-	361
District Explorers		31,384	-	27,328
<b>Sub total</b>	<b>259</b>	<b>31,384</b>	<b>-</b>	<b>27,958</b>
<b>Investment income</b>				
Bank interest	13		1,139	619
Building Society interest	-	-	-	-
Short term loan	5,000	-	-	-
Other investment income	-	-	-	-
<b>Sub total</b>	<b>5,013</b>	<b>-</b>	<b>1,139</b>	<b>619</b>
<b>Total Gross Income</b>	<b>49,934</b>	<b>31,384</b>	<b>1,139</b>	<b>66,794</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>49,934</b>	<b>31,384</b>	<b>1,139</b>	<b>66,794</b>

# Castle Morpeth District Scouts (Charity no. 522411)

## Receipts and Payments Account

Year start date

Year end date

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### Receipts and payments

	2023/24			2022/23
	Unrestricted funds	Explorer funds	H Rotstein funds	Total funds
	£	£	£	£
<b>Payments</b>				
<b>Charitable Payments</b>				
Membership subscriptions paid on (National/County/Area/District)	33,741		-	33,741
District Explorers	-	25,840	-	25,840
Grants Explorers 6th Morpeth	1,250	-	-	1,250
Awards Evening / AGM	370	-	-	370
Talent Show Prizes		-	-	-
St George's Day	150	-		150
Young Leader Training	457	-	-	457
Insurance	255	-	-	255
Poppy Wreaths	85	-	-	85
Donation to WSJ participants		-		-
MPC Licence and Ram Licence	153	-	-	153
Short term loan	5,000	-	-	5,000
WSJ SumUp Donations	870	-	-	870
OSM Refunds/6th Morpeth Charity		-	-	-
Gift Aid paid to Explorers	3,069	-	-	3,069
Loan To 4th Morpeth Scouts		-		-
<b>Sub total</b>	<b>45,400</b>	<b>25,840</b>	<b>-</b>	<b>71,240</b>
<b>Fundraising expenses</b>				
Recruitment Christmas Cards		-	-	-
Expenses and Mileage		-		-
Detail 3	-	-	-	-
Other fundraising costs	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>45,400</b>	<b>25,840</b>	<b>-</b>	<b>71,240</b>
<b>Asset and investment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>45,400</b>	<b>25,840</b>	<b>-</b>	<b>71,240</b>
<b>Net of receipts/(payments)</b>	<b>4,534</b>	<b>5,544</b>	<b>1,139</b>	<b>11,217</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds last year end</b>	<b>7,615</b>	<b>6,480</b>	<b>28,979</b>	<b>43,074</b>
<b>Cash funds this year end</b>	<b>12,149</b>	<b>12,024</b>	<b>30,118</b>	<b>54,291</b>



# Castle Morpeth District Scouts (Charity no. 522411)

## Receipts and Payments Account

Year start date

Year end date

For the year from	May 1 2023	To	April 30 2024
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### Statement of assets and liabilities at the end of the year

	30th April 2024				30th April 2023
	Unrestricted funds £	Explorer funds £	H Rotstein funds £	Total funds £	Total funds £
<b>Cash funds</b>					
Bank current account	11,057	12,024	-	23,081	13,017
Bank deposit account	1,092	-	30,118	31,210	30,058
Building society account	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Cash/Floats		-	-	-	
<b>Total cash funds</b>	<b>12,149</b>	<b>12,024</b>	<b>30,118</b>	<b>54,291</b>	<b>43,075</b>
(agree balances with receipts and payments a/c)	ok	ok	ok	ok	ok
<b>Other monetary assets</b>					
5 year Loan to 4th Morpeth		-	10,000	10,000	10,000
Debts due from the County/Area/District/Group	1,278	-	-	1,278	1,278
Insurance claim	-	-	-	-	
<b>Sub total</b>	<b>1,278</b>	<b>-</b>	<b>10,000</b>	<b>11,278</b>	<b>11,278</b>
<b>Investment assets</b>					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for</b>					
Badge stock	-	-	-	-	-
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Scouting equipment, furniture etc	35,000	-	-	35,000	35,000
Other	-	-	-	-	-
<b>Sub total</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>35,000</b>
<b>Liabilities</b>					
Accounts not yet paid		-	-	-	
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>48,427</b>	<b>12,024</b>	<b>40,118</b>	<b>100,569</b>	<b>89,353</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 8th June 2024 and signed on their behalf by

Signature	Print Name
<i>Duncan McDonald</i>	Duncan McDonald <span style="float: right;">Chair</span>
<i>Chis Holt</i>	Chris Holt <span style="float: right;">Treasurer</span>

# Independent examiner's report to the trustees of Castle Morpeth District Scouts

I report to the trustees on my examination of the accounts of the Castle Morpeth District Scouts for the year ended 30<sup>th</sup> April 2024.

## Responsibilities and basis of report

As the charity trustees of the Castle Morpeth District Scouts 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 Castle Morpeth District Scouts 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 Castle Morpeth District Scouts 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: Simon Pringle  
Address: 20 Queensway  
Morpeth  
NE61 2BG

Date: 7/06/24