

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

Kenilworth District Scout Council

Other names the charity is known by

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Registered charity number (if any)

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HQ registration number

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Charity's principal address

Kenilworth Scout and Guide Centre

Castle Farm Recreation Centre

Fishponds Road, Kenilworth

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	Mark Earles	Chair	
2	Winifred Fitchett	Secretary	
3	Allen Busby	Treasurer	
4	Jim Doxey	Building Manager	
5	Stuart Heaton	District Commissioner	
6	Andy Cherry		
7	Stuart Mills		
8	Doug Faulconbridge	District Commissioner	
9	Clare Slade	Guide Commissioner	
10	Richard Staveley	District Commissioner	
11			
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 consists of Chair, Treasurer and Secretary together with the Chairs of the constituent Groups and a representative of the Guide Association. It meets several times a year.

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

The District Executive Committee exists to support the District Commissioners 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 finances;
- 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 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:

Damage to the building, 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 Groups. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.

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.

Reduced income from fund raising. The District is primarily reliant upon income from subscriptions and rent. The group 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 to increase the income to the district on an ongoing basis, either temporarily or permanently.

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 group or the district as a whole then there would have to be a contraction, consolidation or closure of a group. In the worst case scenario the complete closure of the district.

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 2 signatories for all payments and 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 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.</p> <p>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.</p> <p>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.</p>
Summary of the main activities in relation to these objects	
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	
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

Ongoing support for the constituent groups, administration of Safeguarding, financial support for the groups and the negotiation of a lease for a new building to be constructed in 2022-23

Section E**Financial Review**

Brief statement of the charity's policy on reserves

Reserves Policy

The districts's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income fall short. The District Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £8,000. In addition reserves are held to cover the two major building liabilities - lift repairs & boiler replacement - circa £20,000.

The Group held reserves of approximately £58,000 at year end. This is above the level required for operating expenses. However this can be explained by preparations to relocate to temporary premises during construction of a new building during 22/3 and then the move into the new facility.

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 (including any fundraising);

Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group 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.

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

The district Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group 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

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)



Full name(s)



Position (eg Secretary, Chair)



Date



Kenilworth District Scout Council Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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Receipts and payments

	2020/21			2019/20
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	9,284.00		-	9,284.00
Less: Membership subscriptions paid on (National/County/Area/District)	- 11,800.00	-	-	- 11,800.00
Net membership subscriptions retained	- 2,516.00	-	-	- 2,516.00
Covid Support - WDC/HMG	25,000.00		-	25,000.00
Legacies	-	-	-	-
Gift Aid	-	-	-	-
		-	-	-
Sub total	22,484.00	-	-	22,484.00
Castle farm				
Rent (due from 19/20)	550.00	-	-	550.00
		-	-	-
Sub total	550.00	-	-	550.00
Fundraising (gross)				
Detail 1		-	-	-
Detail 2	-	-	-	-
Detail 3	-	-	-	-
Other fundraising activities	-	-	-	-
Sub total	-	-	-	-
Investment income				
Bank interest	20.21	-	-	20.21
Transfer of District Cub Account	3,159.23	-	-	3,159.23
The Scout Association Short Term Investment Service	-	-	-	-
Property Rent income	-	-	-	-
Other investment income	-	-	-	-
Sub total	3,179.44	-	-	3,179.44
Total Gross Income	26,213.44	-	-	26,213.44
Asset and investment sales, etc.	-	-	-	-
Total receipts	26,213.44	-	-	26,213.44

Kenilworth District Scout Council Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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Receipts and payments

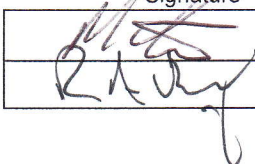
	2020/21			2019/20
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Payments				
Charitable Payments				
Youth programme and activities	37.00	-	-	469.39
Adult support and training	84.00	-	-	119.00
AGM and trustee expenses		-	-	
Bank Charges	69.00	-	-	55.00
Group Support (19/20 Cap Refund)	4,332.00	-	-	
Publicity	185.00	-	-	319.21
Sub total	4,707.00	-	-	962.60
Castle Farm				
Electricity, Gas, Water & Broadband	1,221.99	-	-	9,351.76
Insurance	182.49	-	-	160.72
Repairs and Renewals	73.02	-	-	1,639.62
Rates		-	-	1,612.80
Cleaning		-	-	2,026.07
Grounds	931.50	-	-	1,093.00
Additions		-	-	
Other costs detail 2	-	-	-	-
Other costs detail 3	-	-	-	-
Sub total	2,409.00	-	-	15,883.97
Fundraising expenses				
Badge Purchases		-	-	-
Detail 2	-	-	-	-
Detail 3	-	-	-	-
Other fundraising costs	-	-	-	-
Sub total	-	-	-	-
Total Gross Expenditure	7,116.00	-	-	16,846.57
Asset and investment purchases, etc.		-	-	-
Total payments	7,116.00	-	-	16,846.57
Net of receipts/(payments)	19,097.44	-	-	731.84
Transfers between funds		-	-	-
Cash funds last year end	39,269.27	-	-	40,001.11
Cash funds this year end	58,366.71	-	-	39,269.27

Statement of assets and liabilities at the end of the year

	31st March 2021			31st March 2020	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Cash funds					
CAF Cash - OP Acc	6,244.71	-	-	6,244.71	12,167.48
CAF Gold Acc	52,122.00	-	-	52,122.00	27,101.79
Total cash funds	58,366.71	-	-	58,366.71	39,269.27
Other monetary assets					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	2,551.50	-	-	2,551.50	550.00
	-	-	-	-	-
Sub total	2,551.50	-	-	2,551.50	550.00
Investment assets					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
Sub total	-	-	-	-	-
Non monetary assets for charity's own use					
Badge stock	-	-	-	-	-
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings	-	-	-	-	-
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	-	-	-	-	-
Other	-	-	-	-	-
Sub total	-	-	-	-	-
Liabilities					
Accounts not yet paid	-	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities	-	-	-	-	-
Sub total	-	-	-	-	-
	60,918.21	-	-	60,918.21	39,819.27

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 13th July 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	MARK EARLES
	Chair
	Allen Beesley
	Treasurer

Notes 2020/21				
Delayed payment of Castle Lake Explorers 2nd 19/20 CF Rent included in 20/21				-£ 550.00
1st Ken 2020 Capitation Payment not received in time, received in 21/22 accs year				£ 2,551.50
District Cub Account closed & balance transferred to District Op Account				£ 3,159.23
Covid Support Funds - WDC/HMG				£ 25,000.00

Notes 2019/20				
Delayed payment of Castle Lake Explorers 2nd 19/20 CF Rent included in 20/21				-£ 550.00
1st Ken 2019 Capitation Payment not included due to clearing error, received in 19/20 accs year				£ 2,992.00
Publicity includes costs of District Development Day - £144.01				
CF Utilities due to underpayments for gas & EA now charge for water.				

Template for the scrutineer's report to the trustees

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

I report on the accounts of the Group/District for the year ended 31st March 2021.

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 pages1..... to4.....

Scrutineer's Statement

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

Name: ...Adam Philip Sott Revill MSc ACCA.....
Address:The Oaklands.....
.....Wainfield Lane.....
.....Gwehelog, Usk.....
.....NP 15 1RT.....
Date:22/09/2021.....

