

# Trustees' Annual Report

For the period

From (start date) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 0 | 1 | 0 | 4 | 2 | 3 |
|---|---|---|---|---|---|

 to end date 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 1 | 0 | 3 | 2 | 4 |
|---|---|---|---|---|---|

## Section A

### Reference and administration details

Charity name

**Kenilworth District Scout Council**

Other names the charity is known by

Registered charity number (if any)

5 2 4 5 8 8

HQ registration number

Charity's principal address

Kenilworth Scout and Guide Centre

Castle Farm Recreation Centre

Fishponds Road, Kenilworth

Postcode

C

V

8

1

E

Y

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  | Peter Cox          |                       |                                   |
| 5  | Stuart Heaton      | District Commissioner |                                   |
| 6  | Andy Cherry        |                       |                                   |
| 7  | Richard Staveley   |                       |                                   |
| 8  | Doug Faulconbridge | District Commissioner |                                   |
| 9  | Tiffany Middlicott | Guide Commissioner    |                                   |
| 10 |                    |                       |                                   |
| 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 to 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><b>The Purpose of Scouting</b><br/>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><br/>As Scouts we are guided by these values:<br/> <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.<br/> <b>Respect</b> - We have self-respect and respect for others.<br/> <b>Care</b> - We support others and take care of the world in which we live.<br/> <b>Belief</b> - We explore our faiths, beliefs and attitudes.<br/> <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b><br/>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:<br/> - enjoy what they are doing and have fun<br/> - take part in activities indoors and outdoors<br/> - learn by doing<br/> - share in spiritual reflection<br/> - take responsibility and make choices<br/> - undertake new and challenging activities<br/> - 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 <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> |   |
| 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

Ongoing support for the constituent groups, administration of Safeguarding, financial support for the groups and the signing of a lease for a new building which was occupied in December 2023

**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, following the move to the new building this is a sum circa £16,000.

The Group held reserves of approximately £78,000 at year end. This is above the level required for operating expenses. However this can be explained by the uncertainties of the costs of fitting out and moving into the new building in December 2023 and the lack of clarity of the operating costs.

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)

Move into the new building in December 2023

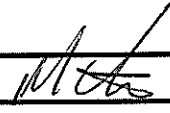
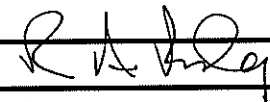
**Section G**

**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 – Financial Report 2023-24

The accounts for the year have been reviewed and approved by the executive committee and are available for inspection. They have been reviewed by the Examiner.

Accounts in summary:

|   |             |
|---|-------------|
| Opening Balances @ 1 <sup>st</sup> April 2023                                     | £66,918.22  |
| Income – inc. Capitation paid on to County  | £68,219.73  |
| Expenditure– inc. Capitation paid on to County                                    | -£46,872.07 |
| Net   | £88,265.88  |
| Closing Bank Balances @ 31 <sup>st</sup> March 2024                               | £88,265.88  |
| Change in overall funds in the year to 31 <sup>st</sup> March 2024 an increase of | £21,347.66  |

Charity number - 524588

Significant features:

1. Income contained the following notable items:
  - a. All 2024 capitation payments were included in this accounting period. The full Capitation payment, less the prompt payment discount, was made to County. The receipt of the delayed 2023 payment of £3,137.80 from 1<sup>st</sup> Kenilworth is included in these accounts.
  - b. Scout & Guide Centre, previously Castle Farm, rent invoices for the first half of 22/23 were issued and the payments are included in these accounts.
  - c. Rent for the use of Castle 6<sup>th</sup> Form whilst Castle Farm was rebuilt was fully paid up during the 23/24 year, no invoice has been to date received from Kenilworth School, £8,160.
  - d. A sum of £20,000 was received from WDC to cover most of the costs of the move to the new building.
  - e. A total of £4,800 was received as donations towards equipment for the S&GC.
  - f. The KEGS account was closed, and the balance moved into the district accounts as a cost centre
2. Expenditure contains the following significant items:
  - a. Costs of £20,584.33 were incurred associated with the new S&GC the majority of these were covered by WDC.
  - b. There are no utility costs for the S&GC included except for the broadband contract.
  - c. Jamboree support payments of £900 were made in the year.
3. Whilst the face of the accounts suggests the district is doing very well it is necessary to appreciate that the accounts do not contain the following:
  - a. Running costs for the first three months in the S&GC – Heat, Electricity, Water, Rates & Insurance, this will probably exceed £6,000; The outstanding balance due to Kenilworth School, £9,000; The grant towards the AV system is included but not yet spent, £4,000. The first half years rent however is included, £5,000.
  - b. A total of £24,000, hence it can be seen that there are no grounds for feeling overly comfortable
4. Looking forward the major challenges are the operating costs for the new building. For a variety of reasons to do with the complexities of it being a shared building we are only just getting our hands on representative running costs. We are however close to having functional budget reporting.
5. The accounting process for 24/25 will be simpler and our reserves remain adequate.

Allen Busby, Treasurer 03/09/2024

## Independent examiner's report to the trustees of Kenilworth District Scout Council

I report to the trustees on my examination of the accounts of the Kenilworth District Scout Council for the year ended 31<sup>st</sup> March 2024.

### Responsibilities and basis of report

As the charity trustees of the Kenilworth District Scout Council, 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 Kenilworth District Scout Council 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 Kenilworth District Scout Council 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:

NEIL M DAVU

Relevant professional qualification or membership of professional bodies (if any): n/a

Address:

Apt 1 The Limes, Leamington Spa CV32 6QF

Date:

20/9/24



# Kenilworth District Scout Council Receipts and Payments Account

Year start date

Year end date

Charity Number - 524588

|                   |            |    |            |
|-------------------|------------|----|------------|
| For the year from | 01/04/2023 | To | 31/03/2024 |
|-------------------|------------|----|------------|

## Receipts and payments

|  | 2023/24            |                  |                 |                  | 2022/23          |
|--|--------------------|------------------|-----------------|------------------|------------------|
|  | Unrestricted funds | Restricted funds | Endowment funds | Total funds      | Total funds      |
|  | £                  | £                | £               | £                | £                |
| <b>Receipts</b>  |                    |                  |                 |                  |                  |
| <b>Donations, legacies and similar income</b>                          |                    |                  |                 |                  |                  |
| Membership subscriptions   | 26,122.30          |                  | -               | 26,122.30        | 17,986.70        |
| Less: Membership subscriptions paid on (National/County/Area/District) | - 17,412.50        | -                | -               | 17,412.50        | - 15,416.00      |
| Net membership subscriptions retained                                  | 8,709.80           | -                | -               | 8,709.80         | 2,570.70         |
| Youth programme and activities   | 1,786.88           | -                | -               | 1,786.88         | 1,123.04         |
| <b>Sub total</b>   | <b>10,496.68</b>   | <b>-</b>         | <b>-</b>        | <b>10,496.68</b> | <b>3,693.74</b>  |
| <b>Castle Farm</b>   |                    |                  |                 |                  |                  |
| Move Support - WDC   | 20,000.00          |                  | -               | 20,000.00        | -                |
| Credits  | 720.00             |                  |                 | 720.00           |                  |
| Donations  | 4,800.00           |                  |                 | 4,800.00         |                  |
| 24 S&GC Rent   | 5,075.00           |                  |                 | 5,075.00         |                  |
| Insurance refund   |                    |                  |                 |                  | 18.39            |
| Rates Refund   |                    | -                | -               | -                | 552.12           |
| <b>Sub total</b>   | <b>30,595.00</b>   | <b>-</b>         | <b>-</b>        | <b>30,595.00</b> | <b>570.51</b>    |
| <b>Castle 6th Form/ HQ Redevelopment</b>                               |                    |                  |                 |                  |                  |
| Rent   | 2,080.00           | -                | -               | 2,080.00         | 4,880.00         |
| <b>Sub total</b>   | <b>2,080.00</b>    | <b>-</b>         | <b>-</b>        | <b>2,080.00</b>  | <b>4,880.00</b>  |
| <b>Other income</b>  |                    |                  |                 |                  |                  |
| Donation   |                    | -                | -               | -                | 250.00           |
| Summer Camp 22   |                    | -                | -               | -                | 394.84           |
| Summer Camp 23   | 4,425.00           | -                | -               | 4,425.00         | 550.00           |
| <b>Sub total</b>   | <b>4,425.00</b>    | <b>-</b>         | <b>-</b>        | <b>4,425.00</b>  | <b>1,194.84</b>  |
| <b>Investment income</b>   |                    |                  |                 |                  |                  |
| Bank interest  | 1,642.54           | -                | -               | 1,642.54         | 426.04           |
| Transfer of KEGS Account (Closed)                                      | 1,568.01           | -                | -               | 1,568.01         | -                |
| Other income   | -                  | -                | -               | -                | -                |
| <b>Sub total</b>   | <b>3,210.55</b>    | <b>-</b>         | <b>-</b>        | <b>3,210.55</b>  | <b>426.04</b>    |
| <b>Total Gross Income</b>  | <b>50,807.23</b>   | <b>-</b>         | <b>-</b>        | <b>50,807.23</b> | <b>10,765.13</b> |
| <b>Asset and investment sales, etc.</b>                                | <b>-</b>           | <b>-</b>         | <b>-</b>        | <b>-</b>         | <b>-</b>         |
| <b>Total receipts</b>  | <b>50,807.23</b>   | <b>-</b>         | <b>-</b>        | <b>50,807.23</b> | <b>10,765.13</b> |

# Kenilworth District Scout Council Receipts and Payments Account

Year start date

Year end date

|                   |            |    |            |
|-------------------|------------|----|------------|
| For the year from | 01/04/2023 | To | 31/03/2024 |
|-------------------|------------|----|------------|

## Receipts and payments

|   | 2023/24            |                  |                 | 2022/23          |
|---|--------------------|------------------|-----------------|------------------|
|   | Unrestricted funds | Restricted funds | Endowment funds | Total funds      |
|   | £                  | £                | £               | £                |
| <b>Payments</b>                             |                    |                  |                 |                  |
| <b>Charitable Payments</b>                  |                    |                  |                 |                  |
| Youth programme and activities              | 1,926.01           | -                | -               | 1,926.01         |
| Adult support and training                  | 259.69             | -                | -               | 259.69           |
| AGM and trustee expenses                    |                    | -                | -               | -                |
| Bank Charges                                | 60.00              | -                | -               | 60.00            |
| Jamboree Support                            | 900.00             | -                | -               | 900.00           |
| Publicity                                   | 337.45             | -                | -               | 337.45           |
| <b>Sub total</b>                            | <b>3,483.15</b>    | <b>-</b>         | <b>-</b>        | <b>3,483.15</b>  |
| <b>Castle Farm</b>                          |                    |                  |                 |                  |
| Electricity, Gas, Water & Broadband         | 130.80             | -                | -               | 130.80           |
| Insurance                                   | 244.00             | -                | -               | 244.00           |
| Repairs and Renewals                        |                    | -                | -               | -                |
| Rates                                       |                    | -                | -               | -                |
| Heath & Safety                              | 639.06             | -                | -               | 639.06           |
| Fit Out New S&GC                            | 10,671.85          | -                | -               | 10,671.85        |
| Cleaning                                    |                    | -                | -               | -                |
| Grounds                                     |                    | -                | -               | -                |
| <b>Sub total</b>                            | <b>11,685.71</b>   | <b>-</b>         | <b>-</b>        | <b>11,685.71</b> |
| <b>Castle 6th Form/ HQ Redevelopment</b>    |                    |                  |                 |                  |
| Legal                                       | 3,940.90           | -                | -               | 3,940.90         |
| Move/Rent/Containers                        | 5,971.58           | -                | -               | 5,971.58         |
| <b>Sub total</b>                            | <b>9,912.48</b>    | <b>-</b>         | <b>-</b>        | <b>9,912.48</b>  |
| <b>Other Expenses</b>                       |                    |                  |                 |                  |
| Summer Camp 23                              | 4,323.23           | -                | -               | 4,323.23         |
| Civic Responsibility                        | 55.00              | -                | -               | 55.00            |
| <b>Sub total</b>                            | <b>4,378.23</b>    | <b>-</b>         | <b>-</b>        | <b>4,378.23</b>  |
| <b>Total Gross Expenditure</b>              | <b>29,459.57</b>   | <b>-</b>         | <b>-</b>        | <b>29,459.57</b> |
| <b>Asset and investment purchases, etc.</b> |                    |                  |                 |                  |
| <b>Total payments</b>                       | <b>29,459.57</b>   | <b>-</b>         | <b>-</b>        | <b>29,459.57</b> |
| <b>Net of receipts/(payments)</b>           | <b>21,347.66</b>   | <b>-</b>         | <b>-</b>        | <b>21,347.66</b> |
| <b>Transfers between funds</b>              |                    |                  |                 |                  |
| <b>Cash funds last year end</b>             | <b>66,918.22</b>   |                  |                 | <b>66,918.22</b> |
| <b>Cash funds this year end</b>             | <b>88,265.88</b>   |                  |                 | <b>66,918.22</b> |

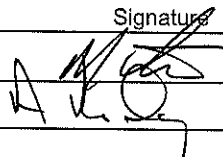
# Kenilworth District Scout Council

## Statement of assets and liabilities at the end of the year

|  | 31/03/2024         |                  |                 |                  | 31/03/2023       |
|--|--------------------|------------------|-----------------|------------------|------------------|
|  | Unrestricted funds | Restricted funds | Endowment funds | Total funds      | Total funds      |
|  | £                  | £                | £               | £                | £                |
| <b>Cash funds</b>  |                    |                  |                 |                  |                  |
| CAF Cash - OP Acc  | 15,322.79          | -                | -               | 15,322.79        | 5,599.74         |
| CAF Gold Acc   | 72,943.09          | -                | -               | 72,943.09        | 61,318.48        |
| <b>Total cash funds</b>  | <b>88,265.88</b>   | <b>-</b>         | <b>-</b>        | <b>88,265.88</b> | <b>66,918.22</b> |
| <b>Other monetary assets</b>                                   |                    |                  |                 |                  |                  |
| Castle 6th Form Rent due                                       | -                  | -                | -               | -                | -                |
| Debts due from the County/Area/District/Group (CLE Capitation) | -                  | -                | -               | -                | 3,137.80         |
| <b>Sub total</b>   | <b>-</b>           | <b>-</b>         | <b>-</b>        | <b>-</b>         | <b>3,137.80</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 charity's own use</b>               |                    |                  |                 |                  |                  |
| Other stock  | -                  | -                | -               | -                | -                |
| Land and buildings   | -                  | -                | -               | -                | -                |
| Scouting equipment, furniture etc                              | -                  | -                | -               | -                | -                |
| Other  | -                  | -                | -               | -                | -                |
| <b>Sub total</b>   | <b>-</b>           | <b>-</b>         | <b>-</b>        | <b>-</b>         | <b>-</b>         |
| <b>Liabilities</b>   |                    |                  |                 |                  |                  |
| Accounts not yet paid - Ken School rent etc. not yet invoiced  | 8,160.00           | -                | -               | 8,160.00         | 8,160.00         |
| Expenses incurred but not invoiced                             | -                  | -                | -               | -                | -                |
| Rent for C6F paid in advance                                   | -                  | -                | -               | -                | -                |
| Donations outstanding  | 900.00             | -                | -               | 900.00           | 420.00           |
| Other liabilities  | -                  | -                | -               | -                | -                |
| <b>Sub total</b>   | <b>9,060.00</b>    | <b>-</b>         | <b>-</b>        | <b>9,060.00</b>  | <b>8,580.00</b>  |
|  | 79,205.88          | -                | -               | 79,205.88        | 61,476.02        |

**Contingent liabilities and future obligations**

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 11th April 2024 and signed on their behalf by

|  |   |
|--|---|
| Signature<br> | Print Name<br>MARK EARLES. Chair<br>ADDON BUSBY Treasurer |
|--|---|

|   |  |  |  |   |          |
|---|--|--|--|---|----------|
| <b>Notes 2023/24</b>  |  |  |  |   |          |
| Kenilworth School C6F rent due but not invoiced: £160wk x (13+38) = 51wks |  |  |  | £ | 8,160.00 |
| Donation to Kenilworth School for use of Minibus for SC 22                |  |  |  | £ | 420.00   |
|   |  |  |  |   |          |

|   |  |  |  |   |          |
|---|--|--|--|---|----------|
| <b>Notes 2022/23</b>  |  |  |  |   |          |
| Kenilworth School C6F rent due but not invoiced: £160wk x (13+38) = 51wks |  |  |  | £ | 8,160.00 |
| Delayed payment of 1st Kenilworth Capitation received in 23/24            |  |  |  | £ | 3,137.80 |
| Donation to Kenilworth School for use of Minibus for SC 22                |  |  |  | £ | 420.00   |
|   |  |  |  |   |          |