

## Trustees' Annual Report

For the period

From (start date)

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to end date

0	5	0	4	2	1
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### Section A Reference and administration details

Charity name					
Other names the charity is known by					
Registered charity number (if any)		524875			
Charity's principal address		Scout HQ, Station Road, Wrexham, LL11 2AA			
Names of the charity trustees who manage the charity					
Susan Lister					
Michael Meadows					
Karen Cheesbrough		Treasurer			
Alison Dwight		Chairman			
Ian McLean					
Elizabeth Dodman					
Paul Forret		Secretary			
David Morris		District Commissioner			
David Cheesbrough					
Liz Dodman					
Nicola Morris					
Lisa Jones					
Aaron Wright					
Neil Curtis					
Stephen Brown					

### 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

Type of governing body	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 the charity is constituted	The District is a trust established under its rules which are common to all scouts
Trustee selection methods	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)

Governance and management:	The District is managed by the District Executive Committee, the members of which are the 'Charity Trustees' of the District Scout Council which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes registration, keeping proper accounts and making returns to the Charity Commission as appropriate.
	The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the District Commissioner and District Explorer Scout Commissioner, individual leaders and parent's representation and meets every 2 months.
	This District Executive Committee exists to support the District Scout Leaders in meeting the responsibilities of all appointments and is responsible for:
	<ul style="list-style-type: none"> <li>• The maintenance of District property</li> <li>• The raising of funds and the administration of District finance</li> <li>• The insurance of persons, property and equipment</li> <li>• District public occasions</li> <li>• Assisting in the recruitment of leaders and other adult support</li> <li>• Appointing any sub committees that may be required</li> <li>• Appointing District Administrators and Advisors other than those who are elected.</li> </ul>

Risk Assessment:	<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.</p> <p>The main areas of concern that have been identified are:</p>
	<ul style="list-style-type: none"> <li>• Damage to the building, property and equipment. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.</li> <li>• Injury to leaders, helpers, supporters and members. The District through the annual membership fees contributes to the Scout Associations' national accident insurance policy. Risk Assessments are undertaken before all activities.</li> <li>• Reduced income from fund raising. The District is primarily reliant upon income from subscriptions and fund raising. The District does hold a reserved to ensure the continuity of activities should there be a major reduction in income.</li> <li>• Income has been enhanced by renting out the building and car parking to third parties when not in use by the District or groups therein.</li> <li>• Reduction or loss of leaders. The District is totally reliant upon volunteers to run and administer the activities of the District. A reduction of leaders to an unacceptable level in a particular section would require consolidation, contraction or closure of the section.</li> <li>• Recruitment and training of new leaders and assistant leaders is an on-going challenge for all groups, and the District Commissioner as well as the Executive Committee are available to support groups in this process.</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 the district as a whole, then there would have to be a contraction, consolidation or closure of the section.</li> </ul>
	<p><i>Risk and Internal control</i></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 two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.</p>

## **Section C      Objectives and Activities**

Summary of the Charity set out in its governing document.	<p>The objectives of the District 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 potential, as individuals, as responsible citizens and as members of their local national and international communities.</p> <p>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>
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Additional details of the objectives and activities:

<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"><li>• Policy on grant making</li><li>• Contribution made by volunteers</li></ul>	<p>The District has set aside funding for additional training for leaders in shooting, archery and mountain leadership courses which has successfully enabled more development in these areas. It is the intention of the District to continue to support this type of additional training.</p>
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## **Section D      Achievements and Performance**

Summary of the main achievements of the Charity during the year.	<ul style="list-style-type: none"><li>- The pandemic had a major impact on the provision of scouting in the District.</li><li>- The drive and creativity of leaders, assistants and helpers managed to keep scouting going throughout the various lockdowns.</li><li>- Most groups and sections held virtual meetings with an exciting range of activities being developed and shared across the District.</li><li>- The StayHome Sleepover badge was a particular favourite and one that was taken up by many other scouting groups. The badge that was designed also helped to raise funds for the Voluntary Service at our local hospital.</li><li>- The larger Scout Area also developed activities which they offered on-line to the District groups and sections. This sharing of ideas was continual throughout.</li></ul>
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	<ul style="list-style-type: none"> <li>- If any group arranged for a speaker or activity this was often advertised for other groups and sections to dial in.</li> <li>- The Wrexham HQ building was updated with an outdoor space to enable groups to meet with cover and lighting.</li> <li>- Down at Cox Wood, the District's campsite further outdoor meeting space was created by erection of a marquee and a gazebo in different areas of the site. The added to the existing outdoor activities and provided meeting areas when the weather was less favourable.</li> <li>- The District website has been continually updated and now provides a Click and Collect for sales of uniform to reduce the traffic in HQ and badges can be ordered on-line and mailed out to the leaders, saving time and further reducing foot fall in the building.</li> </ul>
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## Section E Financial Review

Brief statement of the Charity's policy on reserves:	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.
Details of any funds materially in deficit (circumstances plus steps to eliminate)	None

### Further financial review details (optional information)

Investment policy and objectives:	<p>The District's income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer term investments such as stock and shares.</p> <p>The District has therefore adopted a low risk strategy to the investment of its funds.</p> <p>All funds are held in cash using mainstream banks or building societies or The Scout Association's Short Term Investment Service.</p>
	<p>At the start of the pandemic and lockdown the Government made a payment of £10,000 to all rateable businesses in the County. This money enabled the District to continue with its provision of services to the local scout groups. These funds helped to support the running of the head quarters building and also the Cox</p>

	Wood campsite, which was not eligible for its own payment.
	<p>The District regularly monitors the levels of bank balances and the interest rates received to ensure the District obtains maximum value and income from its banking arrangements.</p> <p>This year the District investigated the options to move some funds to accounts with better interest rates. A couple of accounts were identified but the since they would restrict the access to funds to a number of transactions each year, or hold the funds for a fixed term, the Executive decided to leave the District funds where they could be easily accessible for the moment. This was decided because of the uncertainty of the pandemic and the unknown needs for investment should the situation change.</p>

## Section F Other Optional Information

Plans for the future:	<p>The District is constantly supporting the creation or management of new groups within the district.</p> <p>During the past year a number of groups have lost key figures in their management structure and out District Commissioner has been standing in as Group Scout Leader for two groups in the District.</p> <p>Funds received for the sale of the Hanmer Scout hut have still not been allocated, but the groups and members of the District were consulted and a range of ideas put forward. These included improvements to the HQ building as well as providing storage for groups who don't own their own buildings and providing match funding for individual groups to improve their own facilities.</p> <p>The pandemic has put all these plans on hold, but these projects will be revisited as soon as feasible.</p>
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## Section G Declaration

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

Signed on behalf of the charity's trustees

Full Name Mrs Karen Cheesbrough

Position in organisation District Treasurer

Date 29<sup>th</sup> January 2021

# WREXHAM DISTRICT SCOUT COUNCIL

## Receipts and Payments Account

Year start date

Year end date

For the year from	06-Apr-20	to	05-Apr-21
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### Receipts and payments

2020-2021

2019-2020

£

£

#### Receipts

<b>Donations, legacies and similar income</b>			
Membership subscriptions		28,403	37,756
Less: Membership subscriptions paid on (National/County/Area)		- 29,651	- 31,740
Net membership subscriptions retained		- 1,248	6,016
Donations		113	833
Loans		-	-
Gift Aid - ESU		-	830
<b>Sub total</b>		- 1,135	7,679
<b>Grants</b>			
Sale of Hanmer Scout Hut			
Grants		-	2,000
<b>Sub total</b>		-	2000
<b>Fundraising (gross)</b>			
Scout Shop Sales		3,410	9,728
Miscellaneous		10,819	1,606
Coxwood		2,939	19,525
Explorer Scout Unit		11,397	11,269
District and Groups		-	8,898
Bishops Own		1,194	
<b>Sub total</b>		29,759	51025.703
<b>Investment income</b>			
Bank interest & Short term investments		4	27
WCBC Covid Grant		10,000	
The Scout Association Short Term Investment Service		78	78
District HQ Rent & Car Park Rent		867	7,267
<b>Sub total</b>		£ 10,947.78	7372.21

#### Total Gross Income

39,571

68,077

#### Asset and investment sales, etc.

-

-

#### Total receipts

39,571

68,077



# WREXHAM DISTRICT SCOUT COUNCIL

## Receipts and Payments Account

For the year from	06-Apr-20	to	05-Apr-21
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### Receipts and payments

	2020-2021	2019-2020
	£	£
<b>Payments</b>		
<b>Premises Costs</b>		
District Headquarters	4,958	14,641
Coxwood Campsite	8,342	17,614
Explorer Scout Units	15,601	13,080
Bishops Own	3,906	
<b>Donations</b>		
Scout Active Support	-	
District Grants & Donations	-	
Training	-	12
Support Teams, Training & Administration	518	1,306
<b>Depreciation</b>		
<b>Activities</b>		
District Section Activities	1,375	6,684
International Camp	-	
<b>Sub total</b>	<b>34,699</b>	<b>53,337</b>
<b>Fundraising expenses</b>		
Miscellaneous	260	155
Scout Shop & Badges - Cost of Sales & Expenses	1,327	10,061
Badge Secretary - Cost of Sales & Expenses	-	
<b>Sub total</b>	<b>1,587</b>	<b>10,216</b>
<b>Total Gross Expenditure</b>	<b>36,286</b>	<b>63,553</b>
<b>Assets and Purchases - Grant Assisted</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>36,286</b>	<b>63,553</b>
<b>Net of receipts/(payments)</b>	<b>3,286</b>	<b>4,524</b>
<b>Fund Balances brought forward</b>	<b>125,857</b>	<b>116,778</b>
<b>Fund Balances carried forward</b>	<b>129,143</b>	<b>121,303</b>

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

	For the year from	06-Apr-20	to	05-Apr-21
		2020-2021		2019-2020
<b>Current Assets</b>				
Cash at bank & in hand		129,193		<b>109,053</b>
Debtors		-		<b>0</b>
Loans to Scout Groups		-		<b>0</b>
The Scout Association Short Term Investment Service		12,250		<b>12,250</b>
National Savings account		-		<b>0</b>
<b>Total cash funds</b>		<b>141,443</b>		<b>121,303</b>
<b>Other monetary assets</b>				
<b>Sub total</b>		<b>-</b>		<b>0</b>
<b>Fixed Assets</b>				
Coxwood Site Development & Machinery - written down value		<b>0</b>		<b>0</b>
District Equipment - written down value		<b>0</b>		<b>0</b>
Explorer Scout Unit Equipment - written down value		<b>0</b>		<b>0</b>
<b>Sub total</b>		<b>0</b>		<b>0</b>
<b>Non monetary assets for charity's own use</b>				
Badge stock		<b>0</b>		<b>0</b>
Shop stock		<b>0</b>		<b>0</b>
<b>Sub total</b>		<b>0</b>		<b>0</b>
<b>Liabilities</b>				
Accounts not yet paid		<b>0</b>		<b>0</b>
Activity Grant not yet utilised		<b>0</b>		<b>0</b>
K2 ESU - Croatia Fund		<b>0</b>		<b>0</b>
Section funds held over		<b>0</b>		<b>0</b>
<b>Sub total</b>				<b>0</b>
<b>Net Assets Less Liabilities</b>		<b>141,443</b>		<b>121,303</b>

*Represented by:-*

**General Fund**

141,443

121,303

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 26th August 2020 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

<b>Mr David Morris</b>	
<b>Mrs Karen Cheesbrough</b>	

Miss K Williams  
Berthyn Cottage  
1 Woodland Road  
Moss  
Wrexham  
LL11 6BD

15 September 2021

kazwilliams@msn.com

Mrs K Cheesbrough  
Treasurer  
Wrexham & District Scouts  
9 Oakwood Park  
Penley  
Wrexham  
LL13 0NF

Dear Mrs Cheesbrough

### **Audit of Wrexham and District Scout Accounts**

I have now completed the audit of the Wrexham and District Scout accounts<sup>1</sup> and enclose for your attention the Summary of Transactions for the period 1 April 2020 to 31 March 2021 along with the receipts and payments account for submission to the Charities Commission<sup>2</sup>.

I am unable to provide a complete true and fair view of eight of the accounts<sup>3</sup>, because cheque books, paying in books, receipts and invoices were not provided for examination as would have been expected.

I have prepared statements for these accounts and have qualified the accounts accordingly.

Records for Bryn y Pys (Overton) held by individual scout and cub groups were not provided for this audit and therefore do not form part of the receipts and payments account for submission to the Charities Commission.

With regards to the remaining accounts<sup>4</sup>, on the basis of the records (bank statements) and explanations provided I am satisfied that these accounts give a true and fair view of the fund's finances for the period.

I also enclose my invoice for work undertaken in auditing these accounts.

Should you have any queries regarding the above please do not hesitate to contact me at the above e-mail address.

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<sup>1</sup> See Appendix A for breakdown of accounts audited

<sup>2</sup> Assets, liabilities and depreciation have not been calculated this year

<sup>3</sup> District (32873), Cox Wood (32874) Atlas accounts, K2 account and Bishops Own accounts

<sup>4</sup> District Account (0728) and Cox Wood Account (6777 and 6815)

Yours sincerely

Karen

**Miss Karen Williams CIPFA DPA**

**Encs. x 2 – See Appendix B**

## Appendix A – Details of accounts audited

Account Name	Bank	Account number
District Account	Nat West	08130728
District Account	CAF Bank	032873
Cox Wood	Nat West	31296777
Cox Wood Business Reserve	Nat West	31296815
Cox Wood	CAF Bank	032874
K2 account	Barclays Bank	33324869
Atlas account	Nat West	90864271
Atlas account - see note 1	Cash	Cash
Bishops Own		8325618
Bishops Own	Nat West	96719524
Bishops Own	Nat West	8102279
Bishops Own	Nat West	91017289

## Appendix B – Submitted records

- a. Summary of All accounts
- b. Summary of Qualified accounts
- c. Summary of unqualified accounts
- d. Receipts and payments account for submission to the Charities Commission.
- e. Audit Invoice

Note: Records “a” to “d” are all on one spreadsheet