

# Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	0	3	2	2
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## Section A

## Reference and administration details

Charity name

City Of Bath District Scout Council

Other names the charity is known by

N/A

Registered charity number (if any)

8	0	0	6	9	9
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HQ registration number

1	0	0	0	1	3	5	8
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Charity's principal address

7 Grove Street

Bath

Postcode

B A 2 6 P J

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Roger Stockley	Secretary	
2	Helen Davy	ADC	
3	Trevor Cook		
4	Jeffrey Wilkinson	Estates Committee	
5	Geoffrey Ward	Appts Committee	
6	Ashley Stephen Holsgrove		
7	Laura Peck		
8	Timothy Sellick	Chairman	
9			
10			
11			
12			
13			
14			
15			

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

Type of advisor	Name	Address
Independent Examiner	Raymond Bennett	The Retreat, 195 Haugh, Bradford on Avon BA1 2JD
Solicitor	Moger Drewetts	Queen Square, Bath

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## 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 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.

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 3 independent representatives, Chair, Treasurer and Secretary together with the District Commissioner and his Deputies plus Group Scout Leaders (where opted to take on the responsibility) and 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 and running of District property;
- 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)****Risk and Internal Control (Specimen 1)**

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. Similar reciprocal arrangements exist with these organisations. 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 assets. The District is primarily reliant upon income from either the rental of the apartments, rental of the HQ hall, and rental of the Campsite. 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 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 section or a group as a whole then there would have to be a contraction, consolidation or closure of a section or group. In the worst case scenario the complete closure of the District.

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

**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><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>challenging but safe outdoor and indoor activities for young people</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> </ul>	

- policy on investments.

Providing free leader support and training and also grants for equipment and expeditions.

#### 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

Activities restarted after the Covid situation for all Groups. Some success was achieved in the recruitment of Leaders in response to waiting lists for youngsters joining Groups. Progress was made in the Campsite Development and an application was made for a public footpath diversion to allow further parts of the site to be safely used. Planning permission was obtained for additional toilets at the Campsite. Increased income for Scouting was generated from the Flats rentals and Facilities hire out.

### 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 continue the charitable activities of the group should income and fundraising activities fall short. The District Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £50K.

The District held reserves of approximately £268K against this at year end. This includes resources for investment in renovating and developing the campsite to bring the facilities up to a good standard This is to increase use across both District and outside Scout Groups, but also Guides other organised Youth, School etc groups. Currently we have been unable to rapidly proceed with this as there may be a requirement to provide significant financial support for the winding up of a Group and their property liabilities.

Update the HQ accommodation - we have done some work, but further work is required alongside on going maintenance due to the age of the building.

Availability of funds in the event of an unforeseen repair at the Headquarters building.

Additional financial support for Group expansion and Section start up



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);

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

- investment policy and objectives

#### Investment Policy (Specimen 1)

The District's Income and Expenditure is predominantly from the rental of the 3 apartments and consequently District does not need subscription funds from its members to maintain the District. The District has therefore adopted a ensure that the assets held by the District are suitably maintained to ensure the revenue stream. All funds are held in cash using only mainstream banks or building societies.

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 Group Executive considers the cash flow requirements.

#### Investment Policy (Specimen 2)

The Group invests in its assets. All cash 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)

Commence redevelopment of the enlarged District Campsite as soon as feasible. Carry out H and S inspection of any necessary works to trees at Campsite because of Ash dieback and put in hand any works necessary. Continue effort into recruitment of Leaders and helpers.

### Section G

#### Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Helen Davy

Jeffrey Wilkinson

Full name(s)

Helen Davy

Jeffrey Wilkinson

Position (eg Secretary, Chair)

Trustee

Trustee

Date

2 0 0 1 2 3

**City of Bath District Scout Council, Charity # 800699**  
**Receipts and Payments Account**

	For the year from	4/1/21	To	3/31/22	
<b>Receipts and payments</b>					
	<b>2021/22</b>				<b>2020/21</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	29,572	-	-	29,572	25608
Less: Membership subscriptions paid on (National/County/Area/District) enter figures with a minus sign	- 31,113	-	-	- 31,113	-30200
Net membership subscriptions retained	- 1,541	- 0	- 0	- 1,541	-4592
Donations		-	-	-	
Legacies		-	-	-	
Gift Aid	- 0	-	-	-	-
Other similar income: Group Loan Repayment		-	-	-	2026
Other similar income		-	-	-	
Other similar income		-	-	-	
Other similar income	- 0	-	-	-	-
<b>Sub total</b>	- 1,541	-	-	- 1,541	-2566
<b>Grants</b>					
Maintenance grant	- 0	-	-	-	-
Other grants [Covid Business Grants]	29,232	-	-	29,232	30,565
<b>Sub total</b>	29,232	-	-	29,232	30,565
<b>Fundraising (gross)</b>					
Detail 1:Badges	84	-	-	84	-
Detail 2	- 0	-	-	-	-
Detail 3	- 0	-	-	-	-
Other fundraising activities	- 0	-	-	-	-
<b>Sub total</b>	84	-	-	84	-
<b>Investment income</b>					
Bank interest less charges	-100	-	-	- 101	71
Building Society interest	76	-	-	76	233
The Scout Association Short Term Investment Service	- 0	-	-	-	-
Property Rent income: campsite	2,871	-	-	2,871	818
Property Rent income: HQ	5,702	-	-	5,702	92
Property Rent income: Flats	46,612			46,612	41003
Other investment income		-	-	-	
<b>Sub total</b>	55,161	-	-	55,160	42075
<b>Total Gross Income</b>	82,936	- 0	- 0	82,936	70074
<b>Asset and investment sales, etc.</b>	- 0	-	-	-	-
<b>Total receipts</b>	82,936	-	-	82,936	70074

**City of Bath District Scout Council, Charity # 800699**



## Receipts and Payments Account

	For the year from	4/1/21	To	3/31/22	
<b>Receipts and payments</b>					
	<b>2021/22</b>				<b>2020/21</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>	<b>Total funds</b>
	£	£	£	£	£
<b>Payments</b>					
<b>Charitable Payments</b>	- 0				
Youth programme and activities	- 1,974	-	-	- 1,974	0
Adult support and training	- 2,385	-	-	- 2,385	0
Rent	0	-	-	-	-
Water and Sewerage less flat tenants contributions	- 1,753	-	-	- 1,753	2,904
Telecomm, Electricity and Gas	- 1,262.77	-	-	- 1,263	1871
Insurance	- 3,513	-	-	- 3,513	3148
Repairs and Renewals	- 8,795.00	-	-	- 8,795	15047
Materials and equipment	- 711	-	-	- 711	0
Printing and photocopying	- 0	-	-	-	0
Contribution to camp costs	- 0	-	-	-	-
Uniforms	- 0	-	-	-	-
AGM and trustee expenses	- 0	-	-	-	0
Other costs detail 1: URC	- 549	-	-	- 549	0
Other costs detail 2: Recruitment	- 3,573	-	-	- 3,573	1931
Other costs detail 3: Development	- 0	-	-	-	0
Other costs detail 4: Grants	- 2,000	-	-	- 2,000	0
Other costs detail 5: District Team	- 50	-	-	- 50	0
Other costs detail 6: Flat Letting Fees	- 5,891	-	-	- 5,891	5185
Other costs detail 7: Admin, Legal Expenses, Website Fees and Licences	- 996	-	-	- 996	989
Other costs detail 8: Redundant Scout Group Winding up	- 15,490	-	-	- 15,490	-
Other costs detail 9: Camp Site Development	- 4,633	-	-	- 4,633	1186
<b>Sub total</b>	- 53,574	-	-	- 53,574	32466
<b>Fundraising expenses</b>					
Detail 1	- 0	-	-	-	-
Detail 2	- 0	-	-	-	-
Detail 3	- 0	-	-	-	-
Other fundraising costs	- 0	-	-	-	-
<b>Sub total</b>	- 0	-	-	-	-
<b>Total Gross Expenditure</b>	- 53,574	- 0	- 0	- 53,574	32466
<b>Asset and investment purchases, etc.</b>	0	-	-	-	0
<b>Total payments</b>	- 53,574	- 0	- 0	- 53,574	32466
<b>Net of receipts/(payments)</b>	29,361	-	-	29361.36	37607
<b>Transfers between funds</b>	- 0	-	-	-	-
<b>Cash funds last year end</b>	- 0	-	-	-	37607
<b>Cash funds this year end</b>	29,361	-	-	29361.36	0

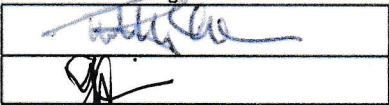


# Statement of assets and liabilities at the end of the year

	2021/22				2020/21
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
Bank current account	115,205	-	-	115,205	85007
Bank deposit account	-	-	-	-	-
Building society account	152,589	-	-	152,589	152513
The Scout Association Short Term Investment Service	-	-	-	-	-
Cash/Floats	-	-	-	-	-
<b>Total cash funds</b>	267,794	-	-	267,794	237520
<b>Other monetary assets</b>					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Investment assets</b>					
Investment property - detail	695,000	-	-	695,000	695,000
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
<b>Sub total</b>	695,000	-	-	695,000	695,000
<b>Non monetary assets for charity's own use</b>					
Badge stock	-	-	-	-	-
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings	356,488	-	-	356,488	360,892
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	-	-	-	-	-
Other	-	-	-	-	-
<b>Sub total</b>	356,488	-	-	356,488	360,892
<b>Liabilities</b>					
Accounts not yet paid	0	-	-	0	-
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	0	-	-	-	0
Other liabilities	-	-	-	-	-
<b>Sub total</b>	0	-	-	0	0

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29th November 2022 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Chair: Timothy Sellick JEFFREY WILKINSON Treasurer: Cova Corripio (TRUSTEE)



Section A

Independent Examiner's Report

Report to the trustees/  
members of

City of Bath District Scout Council

On accounts for the year  
ended

31st March 2022

Charity no  
(if any)

800699

Set out on pages

1, 2 and 3

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. ~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]].~~  
*Delete [ ] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.



**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention (~~other than that disclosed below \*~~) which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*RM Bennett*

Date:

11.1.2023

Name:

Raymond Michael Bennett

Relevant professional  
qualification(s) or body  
(if any):

*FCCA Retired*

Address:

The Retreat, 195 Haugh, Winsley, Bradford on Avon, BA15 2JD

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.