



Cotswold Edge Scout District Trustees' Annual Report

For the period 1st April 2017 – 31st March 2018

Section A – Reference and Administration Details

Charity name ; **Cotswold Edge Scout District**

Registered charity number 1127669

Charity's principal address c/o Oaktree House
 Underhill Road
 Charfield
 Wotton under Edge
 Glos.
 GL12 8TD

Names of the charity trustees who manage the charity;

Trustee Name	Position	Dates acted if not full year
1 Veronica Parsons	Chair	
2 Fiona Pegler	Treasurer	
3 Clive Sandrey	DC Nominated Member	
4 Peter Carnegie	DC	
5 Alison Sotheran	DDC - DC Nominated Member	
6 Derek John Forward	DESC	
7 Steve Spokes	Elected Member	
8 Sandra Carnegie	Elected Member	
9 Jack Bateman	District Youth Commissioner	
10 Alan Bartlett	Elected Member	
11 Christopher Harris	Elected Member	

Section B – Structure Governance and Management

Description of the charity's trusts

Cotswold Edge Scout 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.

The District is a trust established under its rules which are common to all Scouts.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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.

The Committee consists of 3 independent representatives a) Chair, Treasurer and Secretary together with the District Commissioner, Youth Commissioner, District Explorer Scout Commissioner, Network Commissioner, elected members, nominated members and co-opted members. The committee meet 4 times a year at approximately three monthly intervals.

This District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointments and is responsible for:

- The maintenance and upkeep of the District Headquarters (Mafeking Hall);

- 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.

- Explorer Scout Units and Young Leaders Scouting across the District.

- Network Scouting across the District.

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 buildings, property and equipment .The District would request the use of buildings, property and equipment from Scout Groups and Explorer Units from within the District, neighboring organisations such as church's, community centres and other youth organisations. 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 fundraising. The District is primarily reliant upon income from subscriptions 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 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 any reduction in the number of leaders to an unacceptable level in a particular area / Unit or section within a Group there would have to be a contraction, consolidation or closure of a Unit, Group or Section. 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 25.If there was a reduction in membership in a particular area/ Unit or Group or a section within a Group then there would have to be a contraction, consolidation or closure of that particular Unit / Section. In the worst case scenario the complete closure of the Group or Unit.

Section C - Summary of the objects of the charity

The objectives of the District are as a unit of the Scout Association as set in the governing documents of the Association.

The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is to prepare young people with the skills for life by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

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 attitude's.

Co-Operation – We make a positive difference; we co-operate with others and make friends.

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 Scout Promise.

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 - Summary of the main achievements of the charity during the year

The District consists of 20 Scout Groups all of which have Beavers, Cubs and Scout Sections a number of Groups across the District have multiple Beaver Colonies, Cub Packs and Scout Troops within them. We also have 8 Explorer Units across the District plus a Young Leader Explorer Unit. We continue to establish a sustainable District Network Section which is for the 18 to 25 year olds across the District and we have an established Scout Active Support Unit again that serves the whole of the District.

We have continue to work toward the goals of our 2015 - 2018 District Development Plan focusing on the four key themes, which are Growth, Inclusivity, Youth Shaped and Community Impact, detailed below is the achievements against our plan;

GROWTH

In Cotswold Edge there is a large number of young people on our waiting lists, and many more who have not been able to consider joining because there is either no Scout Group or Explorer Unit near where they live or the ones that are there are full. We will work to give more young people the opportunity to join the everyday adventure of Scouting.

Key achievements in 2017/18

- *At our last census we increased Young People numbers by 57.*
- *At our last census we increased our Adult volunteer numbers by 28.*
- *We have not closed any section or Unit due to lack of Leaders.*

- Reopened the second Beaver Colony at 1st Woodend Scout Group.
- Increased by 14 the number of Young Leaders across the District providing leadership support to sections in 11 of our 20 Scout Groups.

INCLUSIVITY

We will ensure Scouting develops and is sustainable in the most deprived parts of our District, we will welcome all members of society, and be seen as open to people from all backgrounds by the general public.

Key achievements in 2017/18

- *We have increased the number of girls involved in Scouting by 27.*
- *We have increased the number of female Leaders involved in Scouting by 8.*
- *We have 160 young people and 11 adults with a disability being actively involved in Scouting across the District.*
- *We continue to provide both practical and financial support to young people and adults across the District in facilitate adults with disability being Leaders as well as grants from the District Hardship fund to support young people being able to access Scouting within the District.*

YOUTH SHAPED

Young people across all ages will have the chance to have their voice heard on all aspects of Scouting, including programme and activity planning and the way that their Group, Unit and District are run.

Key achievements in 2017/18

- *District Youth forums held for sections annually and Young People informing and deciding on District events and activities..*
- *Young People deciding to hold the first District Jamboree in 2018/19 and being involved in planning and organizing the event.*
- *Introduction of youth membership to Groups Board of Trustees.*
- *Delivery of Youth shaped activities across the District.*
- *Young People deciding the type of event we were to hold for the St. George's day event and being actively involved the planning and delivering of the event.*

COMMUNITY IMPACT

We believe Scouting makes a difference to individuals and to society. Our members take action in the service of others, but we want to do more and for our contribution to be more widely recognised.

Key achievements in 2017/18

- *Support the use of the District Headquarters for community groups.*
- *Cotswold Edge Scouts have undertaken over 75 community impact projects across the District these have ranged from fundraising for community groups, carried out village clean up campaigns, visiting elderly people in their homes and supporting many local community events.*

Section E – Financial Review

Reserves Policy: - 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. The District Executive Committee considers that the District should hold a sum equivalent to 6 months running costs, circa £9,000.

The District also holds reserves of approximately £30,000 additional to this at year end. This is above the level required for normal operating expenses. However this can be explained as these funds are held in reserve for the planned development of our District Headquarters.

The Districts Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The District has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.

The District Executive 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. 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 – Declaration

The trustees declare that they have approved the trustees' report above and the declaration is signed below on their behalf:-

Signed on behalf of the charity's trustees

Signature(s)

Full name(s) Veronica Parsons

Peter Carnegie

Position District Chair

District Commissioner

Date 19th September 2018

	This Year	Last Year
	£	£
Total receipts for the year	96,551.92	93,865.97
Total payments for the year	(94,580.28)	(96,737.96)
Net receipts (payments) for the year	1,971.64	(2,871.99)
Cash, bank and similar funds brought forward	48,960.70	51,832.69
Cash, bank and similar funds carried forward	<u>50,932.34</u>	<u>48,960.70</u>

The above account and accompanying statement of assets and liabilities were approved by the Trustees

on and signed on their behalf by Veronica Parsons

District Executive Chairperson

Distribution Of Funds

District Development Fund	£35,000.00
Explorer Startup Fund	£500.00
Explorer Hardship Fund	£1,000.00
Group Hardship Fund	£1,000.00
World Jamboree Fund	£0.00
Business Fund	£13,432.34
	<u>£50,932.34</u>

		£	
RECEIPTS		This Year	Last Year
ADMIN	General Print/Postage/Stationary	0.00	0.00
	Sundry Admin	0.00	210.00
		<u>0.00</u>	<u>210.00</u>
BADGES	Badges	3,883.71	6,848.85
	Admin/Postage/Stationary	0.00	81.25
		<u>3,883.71</u>	<u>6,930.10</u>
HEADQUARTERS	Council Charges	0.00	0.00
	Hall Hire	1,501.00	6,692.00
	HQ REFURB	0.00	0.00
	Sundry HQ	0.00	0.00
		<u>1,501.00</u>	<u>6,692.00</u>
NETWORK SCOUTING	Network Kit	0.00	0.00
	Network Uniform	0.00	0.00
	Network Sundry	0.00	291.91
		<u>0.00</u>	<u>291.91</u>
GENERAL SCOUTING	Scout Leader Training	0.00	0.00
	World Jamboree	0.00	0
	District Events	450.00	0.00
	Sundry Scouting	0.00	227.00
		<u>450.00</u>	<u>227.00</u>
CAPITATION	Capitation	86,226.00	75,281.00
	Gift Aid	4,490.97	1,703.72
		<u>90,716.97</u>	<u>76,984.72</u>
DONATION/GRANTS		0.00	1,000.00
	Wickwar Loan	0.00	1,530.00
BANKING	Interest on Accts	0.24	0.24
	Charges	0.00	0.00
		<u>0.24</u>	<u>0.24</u>
	TOTAL RECEIPTS	96,551.92	93,865.97

		£	£
PAYMENTS		This Year	Last Year
TRANSPORT	District Commissioner	0.00	0.00
	District Explorer Scout Commissioner	(166.00)	(129.40)
	Others	(83.80)	(83.00)
		<u>(249.80)</u>	<u>(212.40)</u>
ADMIN	General Print/Postage/Stationary	0.00	(78.79)
	Wages	(4,349.99)	0.00
	Training	(619.50)	(42.49)
	Sundry Admin	(384.92)	(1,805.03)
		<u>(5,354.41)</u>	<u>(1,926.31)</u>
BADGES	Badges	(3,204.44)	(8,357.62)
	Admin/Postage/Stationary	0.00	(36.15)
		<u>(3,204.44)</u>	<u>(8,393.77)</u>
HEADQUARTERS	Rates & Insurance	(1,202.91)	(1,176.38)
	Utilities	(890.46)	(894.12)
	Maint./Cleaning	(6,159.36)	(13,936.18)
	Hall Hire	0.00	(298.13)
	HQ REFURB	0.00	(2,480.00)
	Sundry HQ	0.00	0.00
		<u>(8,252.73)</u>	<u>(18,784.81)</u>
EXPLORER SCOUTING	Explorer Leader Training	0.00	(115.00)
	Explorer Kit Insurance	0.00	0.00
	Explorer Hardship Payments	0.00	(315.00)
	Explorer Start Up	0.00	0.00
	Explorer Sundry	0.00	0.00
		<u>0.00</u>	<u>(430.00)</u>
NETWORK SCOUTING	Network Kit	0.00	0.00
	Network Uniform	0.00	0.00
	Network Sundry	0.00	(291.91)
		<u>0.00</u>	<u>(291.91)</u>
YOUNG LEADER SCOUTING	Young Leader Training	0.00	0.00
	Young Leader Uniform	(330.00)	(58.00)
	Young leader Sundry	0.00	(45.28)
		<u>(330.00)</u>	<u>(103.28)</u>
GENERAL SCOUTING	New Group setup	(1,471.55)	0.00
	World Jamboree	(6,200.00)	0.00
	St Georges Day	0.00	(150.00)
	District Events	(875.20)	0.00
	District Cub Camp	0.00	(315.45)
	Hardship	(734.00)	0.00
	County/District Jamborees	(1,930.00)	(1,875.00)
	Sundry Scouting	0.00	(245.00)
		<u>(11,210.75)</u>	<u>(2,585.45)</u>
CAPITATION	Capitation	(63,380.00)	(60,406.50)
	Gift Aid	(2,598.15)	(1,703.72)
		<u>(65,978.15)</u>	<u>(62,110.22)</u>
DONATION/GRANTS		0.00	(1,125.00)
	Wickwar Loan	0.00	(774.81)
BANKING	Interest on Accts	0.00	0.00
	Charges	0.00	0.00
			<u>0.00</u>
TOTAL PAYMENTS		(94,580.28)	(96,737.96)

MONETARY ASSETS

	£	£
Bank Current Account	94,808.64	110,044.85
Bank Interest Account	544.20	543.96
	<hr/>	<hr/>
	95,352.84	110,588.81
Less Outstanding Cheques	(44,420.50)	(61,628.11)
Plus Outstanding Receipts	0.00	0.00
Total Carried Forward	<u>50,932.34</u>	<u>48,960.70</u>

Land and Buildings	£150,000.00	£100,000.00
Scouting equipment, furniture, etc. - Replacement Value	£7,279.00	£7,279.00
Badge Stock	£4,869.00	£4,869.00

The following Unit Accounts will be examined by the District Treasurer

	Income	Expenditure	Carry Forward
Endeavour			
Nike			
Phoenix			
Sharman			
Vulcan			
Zeus			
Mvumbuzi			
Challenger			

Independent Examiner's Report to the Council of the Cotswold Edge District Scouts

I report on accounts of the Cotswold Edge District Scouts for year ended 31 March 2018, which are set out in the Statements of Accounts as initialled by me.

Respective responsibilities of the Council and Examiner

The Council are responsible for the preparation of the accounts. The Council consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed. I have based my examination on the Charities Act 1993 guidelines (as amended by the Charities Acts 2006 and 2011) and the Scout Association guidelines. It is the examiner's responsibility to:

- i) Examine the accounts under section 145 of the Charities Act 2011
- ii) To follow procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the 2011 Charities Act) and Scout Association Guidelines; and
- iii) To state whether particular matters have come to my attention.

Basis of the Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners and Scout Association. An examination includes a review of the accounting records kept by the district and a comparison of the accounts presented by those records. It also includes consideration of an unusual items or disclosure in the accounts, and seeking explanations from you as council concerning 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 represent a 'true and fair' view and the report is limited to matters set out in the statement below .

Independent examiner's statement

In connection with my examination, **no** matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - a. To keep accounting records in accordance with section 130 of the 2011 Charities Act; and
 - b. To prepare accounts which accord with the records and comply with the accounting requirements of the 2011 Charities Act have **not** been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul James FCA, 45 Sunnyside Frampton Cotterell, Bristol BS36 2EH

27th July 2018

Fellow Member of the institute of Chartered Accountants of England and Wales