

# Trustees' Annual Report

South Marches District Scout Council  
annual report and accounts for the period  
1st April 2018 - 31st March 2019

# Reference and Administration Details

Charity Name	South Marches District Scout Council
Other names the charity is known by	
Registered Charity Number	521368
Charity's principal address	Scouts Corner
	Park Street
	Hereford, HR1 2RX

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
David Owen	Chairman	
Audrey Clements	Treasurer	
Jane Thomas	Secretary	
Matthew Bayley	District Commissioner	
Lee Fletcher	District Commissioner	
Richard Frost	District Commissioner	
Jacqueline Williams-Smith	Co-opted member (media)	
Christopher Ruffe	Co-opted member (premises)	
Alison Shaw	District Scout Network Commissioner	
Peter Johnson	District Explorer Scout Commissioner	
Ruth Williams	Elected Member	From 28/09/2018
Catherine Draper	Elected Member	
Nicholas Mason	Elected Member	Until 28/09/2018
Christopher Stacey	Elected Member	Until 28/09/2018
Joanne Burkin	Elected Member	
Gregory Symonds	Nominated Member	
James Price	Nominated Member	From 28/09/2018
Patricia Rusher	Elected Member	From 28/09/2018

Names and contacts of advisors

Type of advisor	Name	Address
Independent Examiner	Simon Smith	4 Judges Close, Hereford, HR1 2TW

# Structure, Governance and Management

## **Type of governing document**

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.

## **Policies and procedures**

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.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the District Commissioners, District Explorer Scout and Scout Network Commissioners and Group Scouter's representation and meets at least 4 times a year.

This 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;
- 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**

Damage to the building, property and equipment. The District would request the use of buildings, property and equipment from neighbouring organisations. The District has sufficient building and contents insurance to mitigate against permanent loss.

Injury to members. The District through capitation fees contributes to The Scout Association's national accident insurance policy. Risk assessments are undertaken for all activities.

Reduced income. The District is primarily reliant upon income from capitation fees and fundraising. The District holds a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of capitation fees 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, group or the district as a whole then there would have to be a contraction, consolidation or closure of a section/group; in the worst case scenario the complete closure of the District

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, specific training for Executive Committee Members and comprehensive insurance policies to ensure that insurable risks are covered.

# Objectives & Activities

## Summary of the objects of the charity set out in its governing document

The objectives of the District are as a unit of The Scout Association.

## Summary of the main activities in relation to these objects

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.

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.

## Public benefit statement

The District meets the Charity Commission's public benefit criteria both the advancement of education and the advancement of citizenship or community development headings.

## Achievements & performance

During the year the charity has continued to support Scouting throughout South Marches.

# Financial Review

## Overview

The District's income during the year was £114,483 with expenditure of £113,210 resulting in a surplus of £1,273. The net current assets of the District as at 31st March 2019 were £118,052, of which £117,744 were unrestricted funds and £308 were restricted funds.

We are however holding cash reserves in a designated account, included in the above, of £11,816 in the hope that the three Scout Groups, from which the funds originated may restart in the future.

## 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 12 months running costs and to meet unexpected expenditure on the District's freehold asset, circa £24,000. The District held sufficient reserves against this at year end.

## Investment policy

The District has adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

# Declaration

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

Signed on behalf of the charity's trustees:

Signature:

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Full name:

David Owen	Matthew Bayley
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Position:

South Marches Scouts District Chair	Team District Commissioner
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Date:

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