

SEVENOAKS DISTRICT SCOUT COUNCIL

ACCOUNTS WITH TRUSTEES ANNUAL REPORT

FOR THE YEAR 1st MARCH TO 28th FEBRUARY 2018

Charity Registered in England No. 303435

Scout Association registered No. 12717

TRUSTEES ANNUAL REPORT FOR THE YEAR 1st MARCH 2017 TO 28th FEBRUARY 2018**Section A Reference and administration details**

TRUSTEES	Chair	Andrew Holland
	District Commissioners Team	Hugh Field (acted 01.03.17-13.06.17) Chris McCann (acted from 13.06.17 to 26.02.18); Caroline O'Mahony (acted from 13.06.17 to 26.02.18); Jo Brookbank (from 13.06.17) and Michael Dreksler
	Treasurer	Inga Heath
	Secretary	Jeanette Schwarz
	Youth Commissioners	Kelly Williams (from 10.06.17) and Thomas McKeen (from 01.09.17)
	Network Commissioner	Katie McCreadie
	Other	Rose Mears, Michael Schwarz, Robert Downard, Richard Parry, Hugh Field, Anthony Hitchings, Nick Roberts and Russell Porter (Russell Porter acted from 13.06.17 to 12.07.17)

YOUTH REPRESENTATIVES Kelly Williams and Thomas McKeen

BANKERS Lloyds TSB Sevenoaks Branch, CAF Bank Ltd

OTHER ADVISOR CCLA Investment Management Ltd

Contact name and address Michael Dreksler
Yeoville, Ash Platt Road, Sevenoaks, Kent TN15 0AB

Section B Structure, governance and management

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.

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, the members of which are the "Charity Trustees" of the District Council, 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 three independent representatives, Chair, Treasurer and Secretary, the District Commissioner and District Section Leaders together with the Elected and nominated representatives. It meets every five times a year.

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 of District property;
- 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

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 two authorised signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

Section C Objectives and activities

The Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

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 attitudes.

Co-operation - We make a positive difference; we cooperate 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
- earn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Section D Achievements and performance

Major activities and achievements in the year are reported in the Annual Report of which these accounts form part.

Section E Financial Review

Cash and Investments

At the end of the year, total cash funds amounted to £55,170 (2017: £42,399) of which £5,000 has been separately designated for use at future camps. The Group adopts a risk averse approach to the investment of its funds and all funds are held with mainstream banks with the exception of units held in COIF, The Charities and Investment Fund – these units were valued at £45,120 in February 2018 (original purchase price £19,783).

Reserves policy

It is the policy of Sevenoaks District Scout Council to hold a reasonable level of reserves in order to provide a sound financial basis for the development and running of Scouting within the District and to vary that level through annual budgeting according to perceived future needs and risks. In particular, the funds are there to provide financial support to Scout Groups in the establishment and improvement of their facilities, to supplement the cost of training leaders, to subsidise the annual membership subscriptions by use of the interest income, to allocate grants to Scouts attending Jamborees, to up-date and purchase activity equipment, to ensure that Leaders who organise and run District activities have a financial backup when faced with unexpected expenses and to cover possible unforeseen costs and emergencies. At the end of the financial year 17/18 we have allocated £8,500 as a reserve.

Designated funds

The Trustees consider amounts raised by the Explorer Scouts and Sevenoaks District Active Support as well as amounts designated to the Jamboree Fund should only be used in connection with expenses incurred in respect of those activities. At the end of the year, there were also designated funds amounting to £18,889 for Mag 7 to be set off against expenses due in the next financial year plus £1,133 donated to maintain the environmental area.

The accounts which form part of this reports have been drawn up on the receipts & payments basis which is consistent with previous years.

Approval

The Trustees declare that they have approved the Trustee's report above on 2018

Signed on behalf of the charity's Trustees:

..... A Holland
District Chairman

..... J Schwarz
District Secretary

Report of the Independent Examiner

To be included when complete

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF THE

SEVENOAKS DISTRICT SCOUT COUNCIL - Charity No. 303435

I report on the accounts of the Sevenoaks District Scout Council "The District" for the year ended 28th February 2018, which are set out on pages 5 to 8.

Respective responsibilities of Trustees and Examiner

The District's Trustees are responsible for the preparation of the accounts and consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the District 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 you as trustees 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 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 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 Charities Act, and
 - b) to prepare accounts which accord with the accounting records, and
 - c) to comply with the accounting requirements of the Charities Act and the regulations made thereunderhave 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.

Name: Alan Copleston

Qualification: FCA

Address: 29 The Landway, Kemsing, Kent TN15 6TG

Date: