

Hornchurch District Scout Council
(incorporating Cranham, Elm Park, Hornchurch, Rainham and Upminster)



*Trustees' Report and Account
for the year ended*

31 March 2007

Index

	<u>Page</u>
Trustees' report	1
Independent examiners' report	2
Receipts and payments account	3
Statement of assets and liabilities	4
Notes to the receipts and payment account	5

Trustees

Ex officio:

District Commissioner:	Dean Jefferys (until 31 December 2007) Scott Wilderspin (from 1 January 2008)
District Treasurer:	Darren Cox (until 31 July 2007) David Seddon (from 1 December 2008)
District Explorer Scout Commissioner:	Scott Wilderspin (until 31 December 2007) Adam Woodgate (from 1 January 2008)

Nominated by the District Commissioner:

Sue Cruse – Group Scout Leader (until 24 September 2007)
Linda Thorogood – Deputy District Commissioner
Avril Searle – District Chairman & Public Relations Adviser

Elected

Charles Cox – Deputy District Chairman
Peter Allen (from 24 September 2007)
Robert Searle – Secretary (elected from 18 September 2006, co-opted May to 18 September 2006)

Co-opted

Jim Berry – Deputy District Commissioner
Terry Taylor-Morley - Badge Secretary

Principal Bankers

Natwest, Upminster

Independent examiner

Mrs Dorothy Frost

Charity contact details

Charles Cox (from 1 October 2008)
41 Wingletye Lane, Hornchurch, Essex RM11 3SU

Charity number: 303699

District registration number with the Scout Association: 13705

HORNCHURCH DISTRICT SCOUT ASSOCIATION

Trustees' report for the year ended 31 March 2007

Constitution and trustees

Hornchurch District Scout Council is a registered educational charity established under rules which are laid out in The Policy, Organisation and Rules of the Scout Association. The District Scout Council ("Council") is the electoral body which supports the District and membership is open to members, associate members, scouters and adult supporters in the District. The Council is the body to which The District Executive Committee ("Executive Committee") is accountable.

The Executive Committee comprises members who may be: ex officio, nominated (by the District Commissioner), co-opted (by the Committee), or elected (by the Council). The members of the Executive Committee are the charity trustees, who meet at least five times a year. The members of the Executive Committee during the year, and those who are members at the date of this report, are shown on page 1.

Aim of the Scout Association and Object of the Council

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. This Aim is achieved by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law.

The Object of the Council is to promote the Aim of the Scout Association in the geographical area of Cranham, Elm Park, Hornchurch, Rainham and Upminster, which is situated in the Greater London Borough of Havering.

Activities

Hornchurch District Scout Council has continued to support and encourage the 15 Scout Groups within its care. A new Group was opened, 1st Corbets Tey, beginning with a Beaver Colony. A busy programme of District Events has been implemented, with much success. County events have also been well-supported by the District. The planning for celebrating Scouting's Centenary is well-advanced, with the highlight being the District Centenary Camp in June 2007.

It was pleasing to record another year of increasing membership, of 66 members, to 1,213 in the January 2007.

The five Explorer Scout units in the District, Centurion, Gladiator, Skullions, Dragon and the Young Leaders continued to run their own programmes and hold a number of joint unit activities.

The District is grateful for the support given by the Jack Petchey Foundation to Scouting, and in particular for the grants, totalling £1,000, which it has given in the year to the Council.

Financial position

Payments in the year exceeded receipts on unrestricted funds by £2,867 (2006 receipts exceeded payments by £2,716), largely due to an increase of £2,750 in late payment of Group membership subscriptions, and cash reserves reduced (2006 increased) accordingly. A greater number of well-supported activities were run, especially in the scout section. Expenditure on activities included the attendance of representatives of the District at the County Centenary Founder's Day Service (£600 for coach hire). The District Team were represented at the residential Centenary National Conference and the District Development Conference (combined £2,136). A grant was made of £900 (from the Jack Petchey award) to Centurion Explorer Unit towards an overseas visit. Start up grants totalling £1,417 were made (£200 to each of the Centurion, Gladiator and Dragon Explorer Units and £617 to 1st Corbets Tey, of which £100 came from the Scout Association).

Reserves and investments

The trustees maintain cash reserves in order to support the future of Scouting in Hornchurch. Reserves of £10,000 have been designated for the eventual replacement of the District Headquarters building (prefabricated), District stores and activity and office equipment. Other designated reserves are set out in note 2 to the accounts. After these designations, free general reserves in the region of £1,280 (down from £5,400 in 2006) represent around three (2006 seven) months of normal District expenditure, which the trustees believe is reasonable in order to ensure that the general running expenses can be met as they fall due.

Reserves are invested in income-earning deposits at bankers.

Independent examiner

Mrs Dorothy Frost agreed to carry out the independent examination of the 2007 receipts and payments accounts and the Executive Committee is grateful to her for accepting the appointment. Mrs Frost is an experienced charity treasurer and is an independent examiner for similar charities.

Trustees responsibilities

The trustees acknowledge their responsibility for the preparation of the accounts in accordance with guidance issued by the Charity Commission and The Scout Association, and for safeguarding the assets of the charity.

Signed on behalf of the trustees.

12 January 2009

Avril Searle
Chairman of the Trustees

HORNCHURCH DISTRICT SCOUT ASSOCIATION

Independent examiner's report to the trustees of Hornchurch District Scout Council for the year ended 31 March 2007

I report on the accounts for the year ended 31 March 2007 set out on pages 5 to 8.

Respective responsibilities of the trustees and examiners

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under Section 43 (3) of the 1993 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43 (7) (b) of the 1993 Act); and
- state whether particular matters have come to our attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- 1) which gives reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

27 January 2009

Dorothy Frost
Retired Charity Treasurer
Hornchurch
Essex

HORNCHURCH DISTRICT SCOUT ASSOCIATION

Receipts and payments account for the year ended 31 March 2007

	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Receipts				
Subscriptions from members	26749		26749	25151
Activities run by District	5890		5890	3303
Sale of badges	2501		2501	2819
Scout Fellowship	-		-	40
Explorer Units	6353		6353	1919
Grants – start up from HQ	100		100	-
Grants - Jack Petchey Foundation	1,000		1,000	1,000
Interest	183		183	164
Sale of minibus	-		-	800
Donations and other income	1288		1288	354
Total receipts	44,062	-	44,062	35,550
Payments				
Direct Charitable Expenditure				
Subscription to Scout Association	25552		25552	23674
Activities run by District	7128		7128	2759
Purchase of badges	2975		2975	2599
National & District Conferences	2136		2136	-
Start up grants	1417		1417	-
Explorer Units	5265		5265	1506
Public relations	138		138	39
Equipment and sundry expenses	346		346	356
Premises and office costs	466		466	600
Officers' expenses (note 4)	436		436	632
Training	120		120	-
Grants/donations	950		950	669
Total payments	46,930	-	46,930	32,834
Excess of (payments over receipts)/ receipts over payments	(2,868)	-	(2,868)	2,716
Bank balances brought forward at 1 st April 2006	17478	309	17787	15071
Bank balances carried forward at 31st March 2007	14609	309	14918	17787

HORNCHURCH DISTRICT SCOUT ASSOCIATION

Statement of assets and liabilities as at 31 March 2007

	Note	2007 £	2006 £
Monetary assets:			
Cash at Bank & In Hand			
Representing:			
General funds		1279	5383
Designated funds:	2		
Buildings and equipment		10000	10000
Badges		1054	1528
Scout Fellowship		49	421
Explorer Scouts		2227	146
Unrestricted funds		14609	17478
Restricted fund	3	309	309
		14918	17787
Other assets (at bases of valuation described in note 4):	4		
Fixed assets			
Buildings – District headquarters		19095	19095
- Portacabin stores		407	407
Office equipment		600	600
Activity equipment		5000	5000
Total fixed assets		25102	25102
Stock of badges		4098	4616
(2006 includes Centenary badges, £593)			

At the year end the Council had no material liabilities; membership subscriptions of £5,154 had not been received (2006 £2,397).

As explained in note 2, provision is made, through designated accounts, for replacing buildings and equipment when required.

Approved by the trustees on 12 January 2009 and signed on their behalf by:

Avril Searle
District Chairman

Charles Cox
Deputy District Chairman

HORNCHURCH DISTRICT SCOUT ASSOCIATION

Notes to the accounts for the year ended 31 March 2007

1. Basis of accounting

The financial statements have been prepared on a receipts and payments basis and comply with the Statement of Recommended Practice on Accounting and Reporting by Charities where relevant. Receipts are brought into account when cash is received and payments are accounted for when payment is made. This basis of preparation is permitted to charities with an income of less than £100,000 and which are not companies, under section 42(3) of the Charities Act 1993.

The accounts comprise the funds under the control of the Executive Committee, which are:

- the funds administered by the District Treasurer, including the general and designated building and equipment funds;
- the bank account operated by the District Badge Secretary for the purchase and sale of Scout badges to members of the District;
- the funds of the Scout Fellowship, a group for Scouters, not generally attached to a Group, who wish to provide operational support for Scouting in the District.
- the funds of the three District Explorer Scout units which are currently directly administered by, or under the oversight of, the District Treasurer.

2. DESIGNATED FUNDS

	£ 1.4.2006	£ Receipts	£ Transfer	£ Payments	£ 31.3.2007
Building and equipment	10,000	-	-	-	10,000
Badge account	1528	2501	-	(2975)	1054
Scout Fellowship	421	-	(372)	-	49
Explorer Units	146	7346	-	(5265)	2227
Total	12095	9847	(372)	(8240)	13330

The trustees designate to the building and equipment funds in order to earmark the funds which will be required to replace the District Headquarters and Stores buildings and the activity and office equipment which is available for the members to use. The funds of the Badge account, the Scout Fellowship and the Explorer Scout units (except for the restricted fund relating to Explorer Scouts - see note 3) are regarded as designated funds of the Council.

£ 372 was transferred from the Fellowship fund to reimburse the General Fund for payments made therefrom.

HORNCHURCH DISTRICT SCOUT ASSOCIATION

Notes to the accounts for the year ended 31 March 2007

3. RESTRICTED FUND

This represents the balance of a grant received by Centurion Explorer Unit from London North East Community Foundation, Local Network Fund to enable the District to buy camping equipment for young people in that Explorer Scout Unit.

4. FIXED ASSETS AND STOCK

In the statement of assets and liabilities on page 6, fixed assets and stock are included on the following bases of valuation:

Buildings: HQ at its cost in 1994/95; portacabin store at cost in 2004/05.

Office and activity equipment: at the trustees' estimate of their current replacement cost.

Stock of badges: at the lower of cost and net realisable value.

5. TRUSTEES

The trustees are volunteers and do not receive remuneration for their services to the Council. Five trustees received reimbursement of necessary expenses incurred in the performance of their duties amounting to £437 (2006: four trustees, £468).