



**Durham Scout County Council**  
**Annual Report and Accounts**  
**2019 - 2020**



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## Photography Credits

Photographs bring our annual report to life and our thanks go to the members of the County Media and Digital Team, members of World Scout Jamboree Units 30 and 33, members of the County Kandersteg Contingent and other members of the County whose photographs are used throughout this report.

## Welcome from the County Chair

It gives me great pleasure to present our Trustees Annual Report and Accounts for the year ending 31st March 2020.

Since our last report, further good progress has been made in a number of areas, and plans are being developed to achieve more.

This ranges from the number and quality of youth activities, competitions and international events which have taken place and are planned, to improving the whole adult volunteer experience so that it becomes easier to attract, train and retain the people who make Scouting happen.

The annual accounts set out below demonstrate that our finances continue to be well managed, and we retain the ability to support those who need it most.

Other risk areas remain under regular review with process improvements identified and adopted where prudent.

My thanks go once again to my fellow trustees, the County Team, and all those who support Scouting in Durham.

**Bryan Johnson**

County Commissioner (Acting)



## Annual Report 2019-20

To allow an easier comparison of where we are or are not yet meeting our stated objectives, the order in which this year's annual report is presented reflects the order of "2019 - 20: Getting into Gear" in last year's annual report.

### Overview

2019-20 was another year of positive development for Durham Scouts. While not every development objective for the year was completely met, in some areas we have met and even exceeded our development objectives.

The sound management and governance of the charity continues to improve and the mutual support by our adult volunteers across the Scout County ensures that we continue to meet our charitable objectives in a responsible and enjoyable manner.

At the very end of 2019-20, face-to-face Scouting was suspended due to the worldwide coronavirus pandemic, which resulted in a change in focus and a reprioritisation of strategic objectives.

Despite the challenges this has brought, at time of writing this report the Scout County has responded to the challenges in a proactive and positive manner, pivoting to deliver Scouting from Home and to assure the financial sustainability across the scout county.

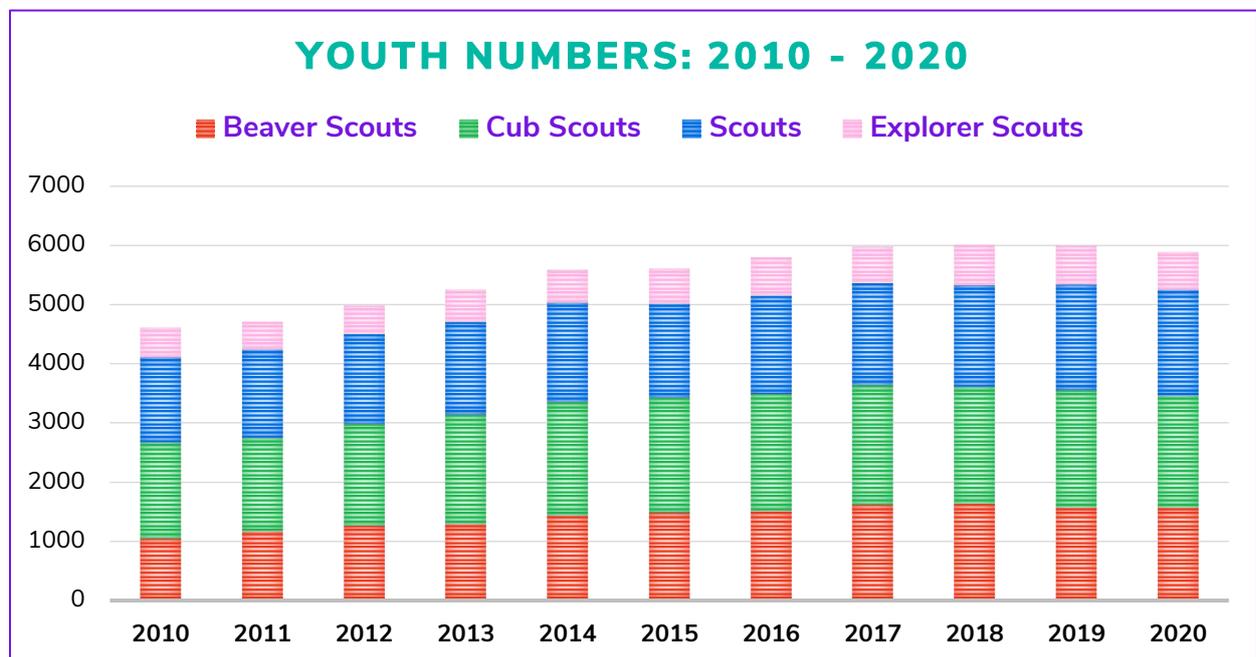
While the coming year will be one of the most challenging the charity has faced (see '2020-21: A Year of Challenge' below), and while it will be some time before Scouting returns to normal, there is confidence that the charity will successfully address these challenges and resume our development and growth in due course.

### Youth Growth

As can be seen in the chart below, 2019-20 was a disappointing year for growth in youth numbers, with a 1.9% fall in membership in the core 6 – 17 age range across the County

Although numbers in the 18 – 24 year old Scout Network increased by 17.1%, this still resulted in an overall drop of 1.4% across all youth sections.

While 7 out of 14 scout districts saw a growth in youth numbers, this was outweighed by the fall in youth numbers in the other seven



districts, which was significant in three of these districts.

Analysis shows that while numbers in the Beaver Scout and Scout sections remained stable there was a fall in numbers in both the Cub Scout and Explorer Scout sections.

There was a reduction in overall waiting list numbers and a further fall in the number of Scout Groups missing either a beaver colony, cub pack or scout troop.

However, the small size of many sections remains a concern with the number of sections with fewer than 12 members increasing from 84 sections to 114 sections. This represents more than one third of all beaver colonies, cub packs and scout troops in the county.

To counter this trend, further work is needed on adult recruitment and in improvements to programme quality.

Development and growth in Darlington and Sunderland districts was again supported by the Department for Digital, Culture, Media & Sport and the National Lottery Community Fund via the Youth Investment Fund, focusing in the 10 to 17 year old Scout and Explorer Scout sections.



2019-20 saw the opening of new sections including a new Cub Scout Pack in The Willows Pupil Referral Unit based in Langley Park and a new Explorer Scout Unit in central Darlington.

This again proves that with appropriate focus and support from the Regional Services Team it is possible to open and sustain new Scouting provision in some of our most disadvantaged communities.



## Adult Recruitment

2019 saw the planning and delivery of a major adult recruitment campaign across the Scout County.

When compared to a 7% decline in adult volunteer numbers in 2018-19 (which was partially due to inactive volunteers being removed from our membership system), the last 12 months saw more than 100 new adults join Durham Scouts (an increase of 4.8%), thereby meeting the objectives of the campaign.

This growth was contrary to the fall in adult volunteer numbers seen nationally and again

demonstrates that it is possible to recruit and retain adult volunteers.

The vast majority of this growth in adult volunteer numbers occurred in scout groups who actively engaged in the BUILD adult recruitment campaign. In some cases local scout groups were able to recruit a significant number of new volunteers to support local Scouting and we will look to repeat this success in the coming year.

## Adult Training and Support

Towards the end of the year a new Deputy County Commissioner (Adult Support) was appointed, with a remit to support adult recruitment and retention across the scout county.

A key responsibility of this new role is to support the adoption of new and improved

‘volunteer journey’ processes as they are rolled out nationally as part of the ‘Skills for Life’ Strategy.

Towards the end of the year the new Deputy County Commissioner (Adult Support) started to play an active role in supporting adult recruitment across the scout county and in supporting districts to ensure that appropriate adult training is taking place, with a focus on mandatory safety and safeguarding training.

After a period of instability, the new County Training Manager (appointed the previous year) has been able to plan and support the delivery of a full programme of adult training in the county, including the delivery of our first residential training weekend for many years.

While there is still work to do in appointing more Trainers and Training Advisers, this work has now started.





## Young Leaders

The new Young Leader Team (Assistant County Commissioners [Young Leaders]) have continued to deliver young leader training, including initial 'Getting Started' (Module A) training and Young Leader Training weekends.

The new Young Leader County Active Support Unit has been established to develop and support a community of people in the Scout County who are involved in supporting and training young leaders.

Work has started on developing an 'Advanced Young Leader Training weekend', to be delivered to more experienced Young Leaders in a camp based residential setting.

## Communications

The new format of the county newsletter (now published monthly, via email) has been well received, allowing more timely information to be shared with our membership.

We have been successful in being able to more precisely target other email communications to the right adult volunteers and supporters, leading to an improvement in overall satisfaction with respect to our communications.

## Programme Support

During 2019-20 we started a review of our strategy for county events, activities and competitions. This was to align the work of all members of the County Team (the Events, Activities, First Aid and Digital/Media teams [Scout Active Support Units], and sectional Assistant County Commissioners), to ensure that we deliver all such activities with the same high quality.

During the year work was begun to align all events, activities and competitions with the requirements of the youth programme badge and award schemes, to ensure that our youth members gain appropriate recognition for their participation in county events and maximise opportunities for completing their top Scouting awards.

Work was begun in supporting the adoption of the new Scout Association programme planning tools, which will be used alongside Online Scout Manager.

Towards the end of the year the decision was taken to appoint a new Deputy County Commissioner (Youth Programme), to further support the delivery of the youth programme across the Scout County.

## Digital Support

While the majority of development work was completed, plans to roll out the new county website were not completed in 2019-20 due to a focus of volunteer time on higher priorities. The existing website is still maintained, is functional and serves the needs of the members, but does not promote the most modern image of Scouting to an external audience.

While this is disappointing, the deadline for finishing the adoption of the new Scout Association branding has been delayed until May 2021 and the existing website still continues to function in the interim.

Support for the new Scout Association digital programme planning tool was provided as described above.

The roll out of Microsoft Office 365 continued throughout 2019-20 and the breadth of features available (free-of-charge under not-for-profit licensing) are increasingly being used to support secure, efficient and compliant operations in the Scout County.

## Trustee Support

There is an on-going need for support scout districts and group trustees within the Scout Association's federated charity model and we have continued to provide support meetings for trustees in the scout county, and to provide support on request.

To allow more group and district trustees to attend support sessions work was started to move these meetings on-line, thereby allowing more trustees to attend the virtual meetings and access the support without the need to physically travel to meetings.

## Inclusivity

During 2019-20 the Diversity and Inclusion Scout Active Support Unit continued to help local volunteers to support youth members with additional needs within mainstream Scouting.

Regrettably, one of our team of Assistant County Commissioners (Diversity and Inclusion) stood down from the role in 2019-20, leaving two ACC (Diversity and Inclusion) still in place.



We continue to have four sections meeting in educational settings, supporting the needs of cub scouts based in a Durham pupil referral unit, cub scouts based in an addition needs school in Darlington, and scout based in additional needs schools in Durham and Darlington.

before, visibly demonstrating our commitment to diversity and inclusivity in all forms.

We continue to provide financial assistance to young people in financial need via the County Commissioner's Fund and are encouraging all scout districts and groups to plan to provide such financial support where needed.



Work continues to provide open provision for young people with additional needs and plans were drawn up to seek financial support for the development of a new additional needs section in the Scout County.

Fundraising started to improve access to the main house at Moor House Adventure Centre, making the downstairs accommodation, main hall, kitchen and dining room more easily accessible to members and guests with reduced mobility.

Working with our Scouting colleagues in Northumberland we attended Northern Pride in July 2019, and our presence was more noticeable (and certainly louder) than ever

## Youth Shaped

Throughout the year work continued to seek feedback from our membership on county led events and youth training. This input has continued to shape our activities.

Our youth membership continues to be well represented at a governance level with more than the minimum number of 18 to 25 year olds appointed as county trustees.

Plans were drawn up to align peer based training for our youth members (Scout Patrol Leader and Explorer Scout Young Leader training and iMovelt training and mentoring).

Funding was sought to support this training, which is intended to support the training and mentoring of a future generation of leaders within Durham Scouts.

The start of 2020 saw the County Youth Commissioner complete his three year term of appointment and plans were drawn up to appoint a new County Youth Commissioner.

## Community Impact

During the summer of 2019 we again hosted the National Citizens Service (NCS) at Moor House Adventure Centre and helped deliver activities to hundreds of 16 and 17 year olds who were not members of Scouting.

We were again unsuccessful in recruiting an Assistant County Commissioner (Community Impact). A review of this challenge concluded that this is a significantly new role in Scouting and that further work needs to be done to explain the purpose of the role – to encourage and support the adoption of high impact

community projects as part of the youth programme.

Nevertheless, a number of scout groups continue to engage positively with their local communities and work continues to encourage all scout groups to do the same.

## Financial Management

Under the leadership of a new Chair for the Finance Management Board, further improvements were made to our financial processes within the scout county.

Financial processes were analysed and improved in areas such as budgeting, expenditure approvals and debt collection. Additional improvements in management accounting were also established, allowing the Finance Management Board, Moor House Management Board and trustees to make sound financial decisions in a timelier manner.



The employment of a professional fundraiser as part of the Youth Investment Fund project has also allowed the Scout County to start to establish a more proactive approach to external fundraising. As a result of this some core funding has been obtained, grant applications for various projects have been started and significant support has been provided for scout groups in Darlington and Sunderland scout districts.

Work also started in the development of a new safety focused outdoor and adventurous activities workshop, intended to provide best practice learning opportunities for our membership.

Regrettably 2019-20 saw three critical incidents for the Scout County, all of which were subject to review, one which was also the subject of a serious incident enquiry.



## On-Going Activities

### Safety and Safeguarding

2019-20 saw the introduction of a number of new safeguarding initiatives including updated safeguarding training and verification, which was developed in conjunction with the Scout Association's professional safeguarding team and rolled out locally.

(Note that although these were defined as critical incidents within Scouting, they were not sufficiently critical to be deemed as serious incidents reportable to the Charity Commission.)

Although these reviews identified some lessons to be learned (which have been communicated to the membership and which have led to some minor improvements in local processes) it was concluded that there were no fundamental failings in safety procedures or practices.

In each case, the management of the incidents by our volunteers were exemplary, leading to the award of three meritorious conduct awards for our leaders and scout network members.

A review of incident statistics confirmed that the Durham Scouts rate of reportable incidents is in line with the national average within Scouting, and that a previously identified increase in 'free-time accidents' has not continued and is again in line with national statistics.

### International

2019-20 was a busy year for the Scout County, with 56 youth members attending the World Scout Jamboree in West Virginia, USA and 45 young people taking part in the County led trip to the International Scout Centre at Kandersteg in Switzerland.

Planning also proceeded for the counties contingent to the European Jamboree planned for Gdansk, Poland for July/August 2020 and for our first International Jamboree camp – Durham2020 – to be hosted in Wolsingham in August 2020.

In addition to county organised or led trips, 2019-20 also saw an increase in the number of scout districts, groups and sections undertaking Visits Abroad.

A new process for managing Visits Abroad was established, providing all districts and groups access to a Visits Abroad templates for preparing event and critical incident plans and risk assessments, and allowing the Assistant County Commissioner (International) and the County Commissioner faster access to Visits Abroad documentation in the event of an incident while groups are abroad. This was not however needed for this purpose.





## Activities

Throughout 2019-20 we provided further training and assessment support for adventurous activities. This included climbing, hill walking and archery and also a further increase in support for water activities.

Durham Scouts continues to promote and support the provision of adventurous activities for young people through our own Adventurous Activities Permit scheme or National Governing Body schemes as appropriate.

The Activities Team (Scout Active Support Unit) continues to be an effective vehicle for supporting such training and assessment and for delivering these activities at county events.

programme of county events and competitions.

These included the Pete Swinney competition for cub scouts, the Dryburn Cup camping and Vaux Ambulance Shield first aid competitions for Scouts.

Large events included the first 'Damboree' camp for beaver scouts, the first county wide beaver scout climbing day, the cub scout's Big Day Out, beaver scout's picnic and the Confido camp for Scouts and Explorer Scouts.

As described above, during 2019-20 we started to review how county events and competitions are organised and delivered to ensure consistent high quality for all events.



## Events and Competitions

While our usual programme of events was suspended in 2020 due to the need to plan and deliver the Durham2020 international camp, 2019 saw the delivery of the planned

## Active Support

The membership of county Scout Active Support Units increased again in 2019-20. This wider county team, made up of

volunteers from across the scout county, is increasingly important in the delivery of support to our adult volunteers and activities, events and competitions to our young people.

During the year we started to look at how a county SASU could provide flexible support in the delivery of section meetings across the county, further supporting local volunteers in the delivery of local Scouting.

## In Conclusion

In mid-March 2020, face-to-face Scouting was suspended as part of the national response to the global coronavirus pandemic. This was to prove to be the largest challenge that Scouting has ever faced in peace time.

However, in the preceding months making up the majority of 2019-20, Durham Scouts continued to make further improvements and progress towards meeting the goals of the 2018-2023 strategic plan.

While progress in some areas was slower than planned, we continue to set challenging

objectives so that we can improve the lives of even more young people in the local authority areas of Gateshead, South Tyneside, Sunderland, Darlington and County Durham.

This work could not continue without the dedication and hard work of our staff, volunteers and supporters. As well as a core county team of Assistant Commissioners and trustees, we are fortunate to be supported by a team of dedicated staff within the county, providing administrative support and supporting operations at Moor House Adventure Centre.

Our broader pool of volunteers making up the wider county team include Training and other Advisers, Assessors, Trainers and Scout Active Support Unit members, the majority of whom also hold roles locally.

Their focus on supporting local Scouting in our 14 districts and 102 groups is the key to our continued success and we are grateful for their continued dedication and hard work and for their passion for Scouting.



## Trustees' Annual Report

### Year Ending 31<sup>st</sup> March 2020

The trustees once again take pleasure in presenting their report along with the financial statements of the charity for the year ended 31<sup>st</sup> March 2020.

The financial statements included below have been prepared in accordance with the accounting policies set out on pages 37 and 38 and comply with the charity's rules and applicable law, the Charities Act 2011 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1<sup>st</sup> January 2015).

### Constitution and Objects

Durham Scout County Council, also known as Durham Scout County Association (and informally as 'Durham Scouts' or 'the Scout County'), is a registered charity in England and Wales (number 520719) and was formed in 1908.

The County'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 Scout Association, the Policy, Organisation and Rules (POR) of the Scout Association; and also by a constitutional document which defines the Scout County's implementation of POR Chapter 5 ('The Scout County') with respect to the operation of the County Scout Council and the County Executive Committee.

### Additional Information

#### Principal Address

Moor House Adventure Centre  
Rainton Gate  
Houghton le Spring  
County Durham  
DH4 6QY

#### Banks

Lloyds TSB  
19 Market Place  
Durham  
DH1 3NL

#### Charity Number

520719

#### Scout Association Registration Number

116

#### Auditors

Robson Laidler Accountants Limited  
Fernwood House  
Fernwood Road  
Jesmond  
Newcastle upon Tyne  
Tyne and Wear  
NE2 1TJ

CAF Bank  
Kings Hill  
West Malling  
Kent  
ME19 4TA

## Trustees for the Year 2019-20

### Trustees - ex-officio

<b>G. Elder</b>	Chair (to September 2019)
<b>D. Stokes</b>	County Commissioner (to February)
<b>M. Ireland</b>	County Youth Commissioner (to June)
<b>S. Carr</b>	County Secretary (to September 2019)
<b>P. Harnby</b>	County Treasurer

### Trustees

<b>B. Johnson</b>	(Acting Chair from September 2019) (Acting)
<b>S. Whatt</b>	(Acting Secretary from September 2019) (Acting)
<b>H. Roberson</b>	(to December 2019)
<b>R. Currah</b>	
<b>M. Freeburn</b>	(to October 2019)
<b>I. Hammond</b>	
<b>V. Hunter</b>	
<b>A. Jenkins</b>	(from October 2019)
<b>M. Ireland</b>	(from January 2019)

Trustees are appointed in accordance with The Policy, Organisation and Rules of the Scout Association and as specified in the County's constitutional document.

The objectives of the charity are the physical, mental and spiritual development of young people and are based on the Purpose of The Scout Association, namely: "Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society".

The charity is committed to the equality of all members in accordance with The Scout Association's Religious, Equal Opportunities and Development policies and to the safety and well-being of all members in accordance with The Scout Association's Safety, Vetting and Child Protection policies.

## Organisation

The trustees who have served during the year are shown above. The County Chair, County Commissioner, Youth Commissioner, County Secretary and County Treasurer are ex-officio trustees.

Additional trustees are elected, nominated or co-opted to the County Executive Committee in accordance with the charity's constitution referenced above.

The trustees meet regularly to discuss all matters in relation to the charity and there are additional sub-committees to deal with specific matters.

The Moor House Management Board continues to manage the operation of Moor House Activity Centre, with a defined Terms of Reference approved by the trustees. The Chair of the Moor House Management Board is appointed by the County Commissioner & County Chair, is approved by the trustees and is required under the Terms of Reference to be a trustee of the charity and report to the full board of trustees.

The Finance Management Board also has defined Terms of Reference agreed by the trustees and is responsible for defining financial policy, establishing financial and accounting practices, ensuring effective financial governance and raising additional funds.

## Membership

Committed to the communities covered by Durham County Council, Darlington, Sunderland, Gateshead and South Tyneside administrative areas, the Scout County consists of 14 districts, and has a current



The Chair of the Finance Management Board is also appointed by the County Commissioner & County Chair, is approved by the trustees and is required under the Terms of Reference to be a trustee of the charity and report to the full board of trustees.

The Youth Investment Fund (YIF) Board manages the Youth Investment Fund grant of more than £270,000, received from the Big Lottery Community Fund and the Department for Digital, Media, Culture and Sport. The YIF Board comprises a Chair (also required to be a trustee), representatives of the County and representatives of Darlington and Sunderland Scout Districts, who are the beneficiaries of the YIF grant.

membership of just over 8,000 (including adult Occasional Helpers).

The charity once again acknowledges the tremendous amount of voluntary help that is given to all aspects of Scouting in the Scout County and especially in supporting the work of the County Team. The trustees express their thanks to all our young leaders, adult leaders, commissioners and supporters for their on-going dedication and hard work.

## Review of Activities

The charity's main activities remain unchanged and are the promotion, support and administration of Scouting in Durham Scout County, the running of a scout shop for the sale of uniforms, badges and other

equipment, the running of Moor House Adventure Centre for the benefit of the membership, running training courses for volunteers and the provision of large scale events and competitions for the membership.

As reported above, although there is always more than can be achieved, 2019-20 saw continued success and further improvements in all these areas.

## Review of Financial Results

The audited and approved annual accounts of the charity are at the end of this document and a financial summary is given immediately below.

The Statement of Financial Activities shows



that the charity's operating income in 2019-20 increased to £835,424 (from £606,946 in

2018-19). There was again a significant increase in income from county events and competitions (due to the year-to-year variation in county events and the inclusion of payments for major events such as the 2019 World Scout Jamboree, 2019 Scout County trip to the Kandersteg International Scout Centre and the planned international Durham2020 camp).

Revenue was again received from the Big Lottery Community Fund and Department for Digital, Media Culture and Sport via the Youth Investment Fund.

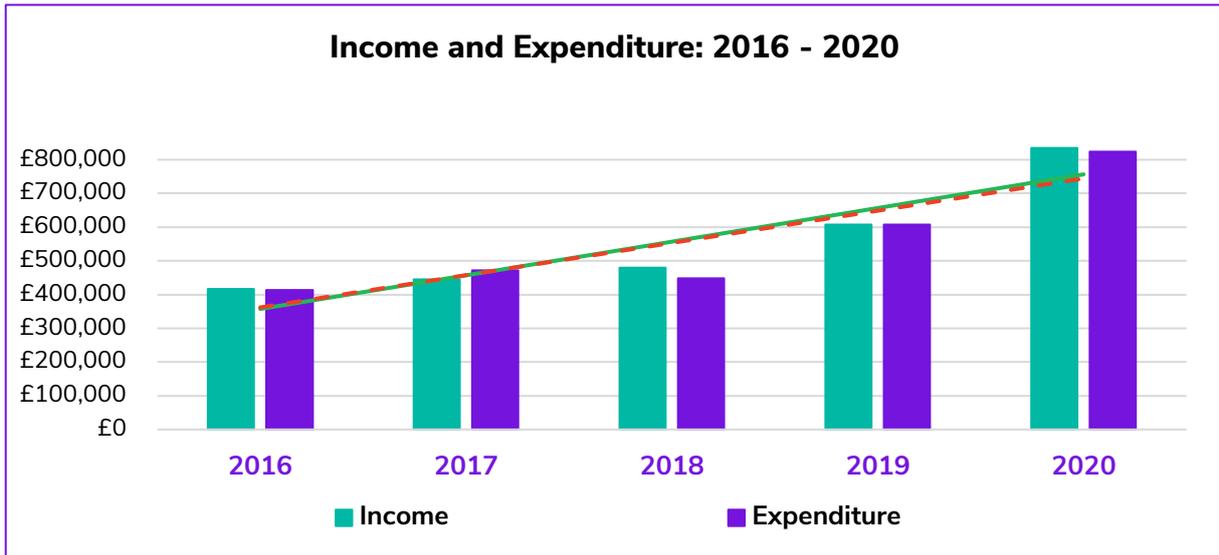
In addition, the higher level of activities showed a corresponding increase in operating expenses in 2019-20 to £823,334 (2018-19: £607,398)

Total incoming resources therefore exceeded total resources expended by £12,090 (2018-19: -£452).

However, when other recognised gains and losses are taken into account the annual accounts show that the change in net incoming resources was a deficit of £8,971 (2017-18: surplus of £3,808). This is principally due to a significant fall in the value of long term investments held by the charity at the end of the financial year, related to a general decline in market values at the onset of the coronavirus pandemic in March 2019.

Moor House Adventure Centre's income increased slightly, bringing in revenues of £241,374 (2018-19: £223,671) against slightly increased costs of £240,371 (2018-19: £233,902). Moor House operations therefore generated a surplus of £1,003 in 2019-20 (against a deficit of £10,231 in 2018-19).

Moor House Adventure Centre therefore covered its costs in 2019-20 while continuing to provide camping, other residential



experiences and adventurous activities to our own members at cost.

At £64,100, county shop sales fell slightly again in 2018-19 (2018-19: £67,985), while generating an increased surplus of £4,497 (2018-1-98: £1,531). This is in line with expectations as the county shop is run as a service to the membership and is targeted to break even or make only a small surplus.

Results from the previous five years (shown below) continue to demonstrate that despite variable income year to year (mainly due to the changes in charitable activities such as large county events and international trips), the costs of the charity continue to be appropriately managed in the interest of current and future members.

The 2019-20 operating surplus and net deficit was within an acceptable range when compared to the small surpluses and deficits of previous years. There is now increased confidence in the ability of Moor House Adventure Centre to consistently break even or generate targeted surpluses. However, the charity still needs to generate additional income through other fundraising activities in order to fund additional support activities.

The trustees believe that the charity has established management accounting arrangements in place which have been

managing the year-to-year variability in income so that the short to medium term financial position of the Scout County is assured.

While there have been some challenges in the financial accounting of some legacy events and activities, improved accounting processes are being implemented which will ensure that any remaining financial risks continue to be effectively mitigated, and which will assure the medium to long term financial viability of the charity.

At the end of 2019-20 it was felt likely that an increase to the membership levy would be required in 2021, due to increases in costs to the Scout County and the broader support being provided by the Scout County.

We remain grateful for the support of various donors and grant making bodies, which are now recognised on the Scout County website. We once again have received substantial support from the W. A. Handley Charitable Trust, the Outward Bound Trust and the Sir John Priestman Charity Trust, the latter providing not only direct grants to support development in the Scout County, but also funding for our explorer scouts to take part in Outward Bound courses.

## Grant and Loan Making Policies

Making grants and loans to other charities is not an objective of Durham Scouts, but the Scout County does distribute funds provided by such funders to local scout groups.

During 2019-20, the Finance Management Board completed the review of the grant and loan making policies of the Scout County, with the objectives of:

- Simplifying the grant and loan application processes for the separate county funds into a single, consistent and streamlined process
- Focusing grants and awards towards projects which will more clearly aid the development of Scouting or which will provide greater support for members in short or long term financial need.

The support of the William Leech Charitable Trust, the W. A. Handley Charitable Trust and the Sir John Priestman Charity Trust is gratefully acknowledged in making funds available to support local Scouting through the Scout County's grant and loan making processes.

## Reserves Policy

The trustees continue to adopt a policy of maintaining free reserves (excluding any reserves which finance fixed assets, or designated reserves) at a level of between six- and twelve-month's administrative expenses. This is currently assessed to be £75,000.

At the end of the year our free reserves were in line with this policy. However, with the closure of Moor House Adventure Centre in late March 2020 and a loss of related income due to the coronavirus pandemic it was expected that free reserves would be needed to support the charity in the coming year.



## Risk Management

As part of the trustees' commitment to managing the charity's risks, the trustees continue to maintain and update a risk register to identify and manage a wide range of safeguarding, financial, health and safety, reputational and strategic risks.

The full board of trustees has once again reviewed the risk register in 2019-20 and is accountable for the management of identified risks, with responsibilities for risk management being delegated to the full board of trustees, the Finance Management Board, the Moor House Management Board, the YIF Board or the County Commissioner and his County Team as appropriate.

At the end of 2019-20 the trustees had identified 38 risks which were being recorded and managed via the risk register

During 2019-20 one additional risk was identified with respect to the need for additional financial planning tools being needed to monitor and manage the finances of international activities. This risk was addressed.

Sixteen of the 38 risks were considered of medium risk with the remainder being low risk. This is an increase in the number of medium risks and reflects the identification of additional root causes which required

additional controls to be established. All risks continue to have acceptable risks mitigation controls in place and have been accepted by the trustees.

The trustees are also aware of their on-going obligation to fulfil the objectives of the charity with respect to both the current and future youth membership. As discussed above in the review of the financial results, there continue to be financial challenges and risks in trying to balance the need for expenditure on development against available capital and revenues.

On-going work by the Finance Management Board has resulted in the implementation of additional financial processes which will assure the financial position of the charity in the medium to long term. This has included work to improve the financial authorisations processes, to provide more timely and useful management accounts and to manage and collect debts in a more reliable manner. On-going work remains to improve the annual budgeting process, to identify and access additional sources of income and to provide greater granularity with respect to internal fund accounting.

The trustees once again acknowledge the on-going support of Steven Wake (Financial Controller) and Robson Laidler Accountants Limited in supporting this.

### Investment Policy

The charity held £103,103 (2018-19: £124,262) in a portfolio of mixed UK equities at the year end, actively managed by Brewin Dolphin to generate income for the county for the long term.

The significant reduction in the value of these investments in the financial period under review was due to a general and significant decline in market values at the onset of the coronavirus pandemic.

It is expected that the value of the portfolio will recover value in the medium term and the charities investment policy remains unchanged.

### Trustee Induction and Training

Most of our new trustees are from a scouting background and are therefore familiar with the objectives and operation of the charity.

In accordance with the requirements of the Scout Association, all trustees are required to undertake applicable training (Module 01E of the adult training scheme).



It is however recognised that additional work is needed to consolidate the induction and support of new trustees.

The Scout County continues to be member of NCVO, which makes additional comprehensive training and support available to trustees.



### How We Benefit the Public

As trustees we understand and bear in mind the Charity Commission's guidance on public benefit.

The Scout County continues to meet the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

In addition to the objectives of the charity above, we also offer support to adult members of the Scout Association volunteering in the Scout County.

The focus of the charity's activities continues to be the provision of support to scout groups (beaver scouts, cub scouts and scouts) and scout districts (explorer scouts and scout network) throughout our geographical area. This is provided through the provision of:

- Administrative, organisational and programme support
- Support for the growth and development of Scouting
- Training for both young leaders and adults
- Large scale events, competitions and activities which could not usually be provisioned through the scout group or district
- Management of the Duke of Edinburgh's Award scheme alongside our own scout award schemes such as the Queen's Scout Award
- Access to camping, residential experiences and adventurous activities through Moor House Adventure Centre, which is also available to members of the wider public, and other educational and youth groups.

### Diversity and Inclusion

Membership is open to all members of the public in accordance with our religious, equal opportunities and development policies, subject to our safety, vetting and child protection policies.

Girls and young women make up 26% of our overall youth membership (unchanged), and 45% of our adult members are female (a slight decrease).

The overall ethnicity of our membership continues to reflect the communities from which our members are drawn, with 8.7% of our membership being of non-white ethnicity. We continue to review how we engage and work with ethnic minority groups in urban areas of the scout county, to ensure that scouting is not only open to all, but available in all communities.

Approximately 12% of our membership identify themselves as having additional needs with respect to health and abilities.

## Responsibilities of The Trustees

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements (below), the trustees are required to:

- Select suitable accounting policies, and apply them on a consistent basis
- Observe the methods and principles in the Charities Statement of Recommended Practice
- Make judgements and estimates that are prudent and reasonable
- State whether applicable UK accounting standards and Statements of Recommended Practice have been followed, subject to any departures disclosed and explained in the financial statements

- Prepare the financial statements on the on-going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011.

The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Approval of the Trustees Report

Approved by the trustees on 16 February 2021 and signed on their behalf by: -



Trustees Annual Report

Trustee: B. Johnson (Acting County Commissioner)



## Report of the Independent Auditors to the Trustees of Durham Scout County Council 2019-20

### Opinion

We have audited the financial statements of Durham Scout County Council for the year ended 31st March 2020, which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- Give a true and fair view of the state of affairs of the charity as at 31st March 2020 and of its incoming resources and application of resources in the year then ended;
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- The financial statements have been properly prepared in accordance with the Charities Act 2011;

### Basis for opinion

We conducted our audit in accordance with International Standards on auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report.

We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial

statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide the basis of our opinion.



### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- The trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual report,

other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you, if, in our opinion:

- The information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- Sufficient accounting records have not been kept; or
- The financial statements are not in agreement with the accounting records and returns; or
- We have not received all the information and explanations we require for our audit.

### Responsibilities of trustees

As explained more fully in the Trustee's Responsibilities Statement, the trustees are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have not realistic alternative but to do so.

### Our responsibilities for the audit of the financial statements

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion.



Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located in the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our Report of the Independent Auditors.

### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and charity's trustees as a body, for our audit work, for this report, or for the opinions, we have formed.

### Robson Laidler Accountants Limited Statutory Auditor

Eligible to act as auditor in terms of Section 1212 of the Companies Act 2006

Fernwood House  
Fernwood Road  
Jesmond  
Newcastle Upon Tyne  
Tyne and wear  
NE2 1TJ

..... Date



## 2020 - 21: A Year Like No Other

As mentioned above, in order to support national efforts to combat the impact of the coronavirus pandemic, in the middle of March 2020 a decision was taken to suspend the delivery of all face-to-face Scouting across the UK.

Strategic plans for 2020-21 were therefore placed on hold in order to address more pressing operational priorities. Going into the new financial year Durham Scouts faced a period of massive uncertainty and new challenges. This would be Scouting's greatest peacetime challenge.

Our plans for 2020-21 are therefore reported in two parts, the response to the coronavirus emergency and refocusing and rebuilding to get back to Scouting business as usual.

### Coronavirus Response

Moving into April 2020 priorities changed to be able to continue to deliver some form of Scouting, and to ensure the sustainability of Durham Scouts, and the scout districts, groups and sections we support.

### Managing Cash

In a normal year, Moor House Adventure Centre generates sufficient income (£200,000+) to cover fixed costs, allowing us to deliver camping, activities and events to our membership at cost. Any surplus is used in support of our charitable activities.

As a result of the coronavirus lockdown it was necessary to close Moor House Adventure Centre and also the county shop. This effectively cut off all income from these sources while leaving considerable fixed costs to be covered for the duration of the lockdown.

A priority for 2020-21 was to manage our available cash, minimise expenditure and identify alternative sources of income to help sustain the charity until business could resume as normal, whenever that would be.



### Supporting and Sustaining Local Scouting

With the suspension of face-to-face Scouting, many local scout groups faced a similar position - a lack of income usually obtained through fundraising and membership subscriptions and a need to cover fixed operating costs.

It was estimated that between 10 and 15% of our scout groups faced significant financial



problems which were sufficiently serious to question their viability through to the spring of 2021.

While it was not known how this could be achieved, an objective was agreed that no Scout Group would close as a result of the coronavirus emergency.

### Support for Young People

While unable to meet face-to-face, and with schools closed, it was considered essential that our youth members – and indeed all young people – would be able to access Scouting in some form.

This was considered essential to not only retain membership numbers during the lockdown, but to help combat the loneliness and poor mental health that was seen as a real consequence of the coronavirus lockdown.

By the time Durham Scouts entered 2020-21, three new goals had been added to our list of objectives:

- To assure the financial viability of Durham Scouts through to the end of the financial year and beyond
- To provide support to ensure that every Scout Group was financially viable through to the end of the financial year and beyond
- To ensure that a quality Scouting programme could be delivered to all young people, through what we called 'Scouting from Home'

### Refocusing and Rebuilding

As we entered 2020-21 with face-to-face Scouting suspended it was clear that resuming Scouting as usual would be much more complicated than the original suspension had been.

Although the medium-to-long term impact of the coronavirus response could not be known, it was clear that plans originally developed as part of the 2018-2023 Skills for Life strategy would have to be reviewed and adapted in response.

While it was unknown when other strategic priorities could be resumed, plans were updated on the assumption that there would be a need to rebuild and continue to develop under a revised strategic plan.

### County Restructure

As part of a restructure of the county team it had been decided to create a new Senior Leadership Team, which would consist of the County Commissioner, County Chair, Deputy County Commissioner, County Youth Commissioner, Deputy County Commissioner (Growth and Development) and new Deputy County Commissioners for Adult Support and Youth Programme.

The objective of this was to provide more capacity and resilience within the county team and to delegate some line management responsibilities to the new Deputy County Commissioners.

Consideration was also being given to reviewing staff roles and responsibilities, with an objective to provide more flexibility and resilience in the support available to the charity.

Work on this restructure will continue as allowed by the response to the coronavirus emergency.

### Youth Growth

With face-to-face Scouting suspended, it was unclear how many young people would immediately return to Scouting, or what impact this would have on long term youth numbers.

Towards the end 2019-20 the former Deputy County Commissioner (Growth and Development) has stood down from the role after three years and a new appointment was required for this role.

As soon as the immediate impacts of the coronavirus suspension have been mitigated, this appointment will be made and plans for

development and growth will resume with a focus on

- Assuring the retention of existing youth members
- Providing support for the growth in small sections (those with less than twelve youth members)
- Opening new provision in socially disadvantaged communities and other communities with no Scouting provision
- Supporting existing scout districts and groups to develop and deliver local development plans.



### Adult Recruitment

It was assumed that adult retention would also be a potential challenge during the suspension of face-to-face Scouting.

Under a new Deputy County Commissioner (Adult Support), local Groups would be supported to develop and run local adult recruitment campaigns, using updated resources available from the Scout Association and building on the successes and lessons learned during the 2019-20 Durham Scouts 'Build' adult recruitment campaign.

### Adult Training and Support

Also under the new Deputy County Commissioner (Adult Support), local scout districts and groups would be encouraged to review and improve their processes for

appointing, mentoring, supporting and training adult volunteers.

This would again use new ideas and resources developed by the Scout Association as part of their 'adult journey' programme of work.

Initial work would focus on improvements to the adult appointments process and improving compliance rates of mandatory initial and on-going learning.

### Young Leaders

Planned improvements to young leader training and support were put on hold with the suspension of face-to-face Scouting.

Once it was possible to resume, the priorities were identified as:

- The delivery of county led Module A training across the Scout County, allowing all young leaders to access this mandatory training within three months of assuming the role
- Providing access to good quality young leader training materials to all adults delivering young leader training across the county

- Delivery of the planned young leader camp-based 'advanced' training weekends
- Regular meetings of the county Young Leader Active Support Unit, to share best practices for young leaders training and support

### Programme Support

Under a newly appointed Deputy County Commissioner (Youth Programme), the priority would be to support more young people to achieve their top Scouting Awards.

The resulting improvements to programme quality would also support the growth and development of Scouting within the Scout county.

The priorities for the new Deputy County Commissioner (Youth Programme) would be:

- Complete the review and alignment of county events, activities and competitions, including identification of applicable badges and awards
- Refocus sectional Assistant County Commissioners on programme support



- Establish a more effective model for programme support forums

Support the roll out of the national programme planning tool

### Digital Support

Even before the suspension of face-to-face Scouting it was understood that digital tools would need to play an increasingly important role in modern Scouting.

### Trustee Support

As it became clear at the end of 2019-20 that some scout group were struggling with the implications of the suspension of face-to-face Scouting, it also became clear that support to district and group trustees was more important than ever.

While the available support was used and valued by some district and group trustees in



Local volunteers need support with a variety of programme planning & management, financial management and time and resource management tools as well as social media and communications tools.

It was planned to recruit additional members to the Media / Digital Team and to build a community capable of supporting our members, planning and delivering digital workshops, and pointing our volunteers in the direction of national support.

the county, it was clear that easier access to such support was needed and plans were already in place to move county trustee support meetings online.

As lessons from the suspension of face-to-face Scouting are learned, it will be important to fully understand where more trustee support is needed.

### Inclusivity

As and when face-to-face Scouting resumes, work in the area of diversity and inclusion will need to resume.

This will include seeking external funding to open new provision for young people with special educational and additional needs and living in socially disadvantaged areas, as well as completing the fundraising to make Moor House fully accessible for those with limited mobility.



It is also possible that lessons will have been learned during the provision of Scouting from Home, and that more work can be identified to make Scouting in Durham even more inclusive.

### Youth Shaped

As reported above, at the end of 2019-20 the previous County Youth Commissioner had completed their 3 year appointment.

As allowed by the response to the Coronavirus lockdown, work will resume to appoint a new County Youth Commissioner (who will be part of the new county Senior Leadership Team).

Focus will then be applied to updating the county #youthshaped strategy, with priorities to:

- Support the appointment of more District Youth Commissioners

- Support the establishment of more effective district and county 'youth forums'
- Work with other members of the County Team to develop peer training, including an iMoveIt programme
- Embed a #youthshaped culture in all sections in the county
- Provide support to 18 – 25 year old trustees in the county

### Community Impact

Under a new Deputy County Commissioner (Youth Programme), work will recommence to update the role description of, and appoint an Assistant County Commissioner (Community Impact) and to develop ideas for a county wide community impact project.

### Financial Management

The need to address the immediate financial concerns of the suspension of face-to-face Scouting has delayed making final improvements to the scout county's financial procedures.

Further work is needed to streamline and align some financial processes to ensure that the current state of financial control can be maintained more easily and with less manual processing of data.

Funding also needs to be secured to extend the work of the county's professional fundraiser, to provide on-going fundraising support for projects within the charity and for the scout districts and groups supported by Durham Scouts.

### On-Going Activities

#### Safety and Safeguarding

Work needs to continue on the completion of initial and on-going safety and safeguarding training, supporting the move to on-line self-led training.

The delayed roll out of the planned outdoor and adventurous activities training also needs

to resume once face-to-face workshops are allowed.

It is also planned to appoint a new county Safety Adviser, to coordinate safety data and provide support and guidance to all stakeholders in the Scout County.

### International

With the cancellation of international travel, plans for attending the 2020 European Jamboree and delivering our own Durham2020 international camp were uncertain, as were the plans of districts and groups planning their own Visits Abroad.

It is likely that a significant amount of work will be needed to replan overseas events and activities, and to rebuild the appetite for international Scouting.

Alternative plans for maintaining an international dimension to Scouting from Home will need to be developed, to ensure that our youth members remain conscious of the fact that they are parts of the world's largest youth movement.

### Activities

The suspension of face-to-face Scouting will have an uncertain impact on adventurous and other activities, with a significant likelihood of

training and assessments being cancelled in the short term.

The programme of training, assessment and support for activities will be resumed as quickly as possible, when it is deemed safe to do so.

### Events and Competitions

A reduced programme of activities and competitions was planned in 2020, in consideration of the planned Durham2020 international camp.

It is likely that some or all activities and competitions planned for 2020 will have to be cancelled or postponed and an there will need to be a significant effort to relaunch these activities when it is safe to do so.

### Active Support

Once the face-to-face Scouting resumes, the work of the county Scout Active Support Units will also resume, picking up the recruitment drive for the Media / Digital, Diversity and Inclusion, First Aid and Young Leader Teams.

Work will also resume on the establishment of a new Scout Active Support Unit focused in supporting the delivery of weekly section meetings.



## Statements of Financial Activities

### Year Ended 31<sup>st</sup> March 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Income and Endowments from:</b>					
Donations and legacies	3	3,969	110,702	114,671	95,025
Charitable activities	4	353,019	0	353,019	157,998
Other trading activities	5	362,493	0	362,493	348,770
Investment income	6	5,241	0	5,241	5,153
<b>TOTAL INCOMING RESOURCES</b>		<b>724,722</b>	<b>110,702</b>	<b>835,424</b>	<b>606,946</b>
<b>Expenditure on:</b>					
Raising funds	7				
	8	300,274	0	300,274	300,671
Charitable activities	9	436,263	86,797	523,060	306,727
<b>TOTAL RESOURCES EXPENDED</b>		<b>736,537</b>	<b>86,797</b>	<b>823,334</b>	<b>607,398</b>
<b>NET INCOMING/OUTGOING RESOURCES BEFORE OTHER RECOGNISED GAINS</b>					
		(11,815)	23,905	12,090	(452)
<b>TRANSFER BETWEEN FUNDS:</b>					
		8,481	(8,481)	0	0
<b>OTHER RECOGNISED GAINS</b>					
Gains (Losses) on investments	14	(21,061)	0	(21,061)	4,260
		(24,395)	15,424	(8,971)	3,808
<b>NET INCOMING RESOURCES</b>		<b>(24,395)</b>	<b>15,424</b>	<b>(8,971)</b>	<b>3,808</b>
Balances brought forward		721,886	54,725	776,611	772,803
Balances carried forward		697,491	70,149	767,640	776,611

## Balance Sheet

### as at 31st March 2020

	Note	£ 2020	£ 2019
<b>FIXED ASSETS</b>			
Tangible assets	13	519,320	535,421
Investments	14	103,103	124,262
		622,423	659,683
<b>CURRENT ASSETS</b>			
Stock	15	16,691	22,163
Debtors	16	192,548	272,770
Cash at bank and in hand		585,922	227,908
		795,161	522,841
<b>CREDITORS: Amounts falling due within one year</b>	17	(649,944)	(405,913)
		145,217	116,928
<b>NET CURRENT ASSETS</b>		767,640	776,611
<b>NET ASSETS</b>		767,640	776,611
<b>FUNDS</b>			
Unrestricted:			
Designated funds	18	18,588	27,650
Other charitable funds	18	678,903	694,236
Restricted funds	19	70,149	54,725
		767,640	776,611

These financial statements were approved by the trustees on 16<sup>th</sup> February 2021 and are signed on their behalf by: -

N. McCormick (Chair Finance Management Board)

P. Harnby (County Treasurer)

Trustee

Trustee

## Notes to the Financial Statements Year Ended 31st March 2020

### 1. Accounting Policies

#### (a) Basis of Accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the financial statements. These financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) (Effective 1 January 2015) and the Charities Act 2011.

Durham County Scout Council meets the definition of a public benefit entity under FRS102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. With respect to the next reporting period the most significant areas of uncertainty that effect the carrying value of assets held by the charity are the level of investment return and performance of investment markets. .

#### (b) Preparation of Accounts on a Going Concern Basis

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. The following specific policies are applied to particular categories of income:

- Donations and legacy income us received by way of donations, legacies, grants and gifts and is included in full in the Statement of Financial activities when receivable. Where legacies have been notified to the charity but the criteria for income recognition have not been met, the legacy will be included as a contingent asset and disclosed if material. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes entitled to the grant.
- Investment income is included when receivable.
- The value of services provided by volunteers has not been included.

#### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting donations, grants and legacies and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It included both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, Other costs are apportioned on an appropriate basis, as set out in the notes to the accounts.

### **Support Costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, personnel, payroll and governance costs which supports the charitable activities. These costs have been allocated to expenditure on charitable activities. Further details of support costs are set out in Note 7.

### **Tangible Fixed Assets and Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Freehold land and buildings	Buildings element is amortised on a straight-line basis over 50 years. Freehold land is not depreciated.
Fixtures and fittings	10 –50% straight-line basis depending on the asset.

### **Investments**

Investments are accounted for at market value at the year end. Investment income is accounted for on accruals basis. (see also Note 14).

### **Stocks**

Stocks of goods for resale are valued at the lower of cost and net realisable value.

### **Fund Accountancy**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with the specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial accounts.

## 2. Trustees' Remuneration and Expenses

There were no trustees' expenses paid for the year ended 31st March 2020 nor for the year ended 31st March 2019.

No Trustees, nor any person connected to them, have received any remuneration during the current or previous year.

## 3. Donations and Legacies

<b>2020</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2020 £</b>
Sir J Priestman Charitable Trust	2,700	0	2,700
W A Handley Charitable Trust	0	1,750	1,750
Corporate donations	1,269	1,750	3,019
Youth Investment Fund	0	97,202	97,202
Barbour Foundation	0	10,000	10,000
	<b>3,969</b>	<b>110,702</b>	<b>114,671</b>

<b>2019</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2019 £</b>
Sir J Priestman Charitable Trust	2,700	0	2,700
W A Handley Charitable Trust	0	1,750	1,750
Corporate donations	482	0	482
Youth Investment Fund	0	89,572	89,572
World Scout Jamboree 2019	0	521	521
	<b>3,182</b>	<b>91,843</b>	<b>95,025</b>

## 4. Charitable Activities

<b>2020</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2020 £</b>
County activities	353,019	0	353,019
	<b>353,019</b>	<b>0</b>	<b>353,019</b>

<b>2019</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2019 £</b>
County activities	157,998	0	157,998
	<b>157,998</b>	<b>0</b>	<b>157,998</b>

**5. Other Trading Activities**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2020 £</b>	<b>Unrestricted Funds £</b>	<b>Total Funds 2019 £</b>
Scout shop sales	64,100	64,100	67,985	67,985
Membership fees	57,019	57,019	57,114	57,114
Activity Centre fees	241,374	241,374	223,671	223,671
	<u>362,493</u>	<u>362,493</u>	<u>348,770</u>	<u>348,770</u>

**6. Investment Income**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
Bank interest received	119	-	119	20
Dividends	5,122	-	5,122	5,133
	<u>5,241</u>	<u>-</u>	<u>5,241</u>	<u>5,153</u>

## 7. Expenditure

2020	Allocation basis	Scout Store £	Training Courses £	YIF Expenses £	Member Services £	Moor House £	Governance £	Total 2020 £	Total 2019 £
<b>Costs directly allocated to activities</b>									
Cost of sales	Direct	50,961		179	3,574	37,871		92,585	103,660
Sales Commission	Direct					7,028		7,028	4,665
Licences				64	3,299	1,797		5,160	4,064
Staff costs	Direct	6,547	3,883	40,382	25,844	113,629	3,883	194,168	138,114
Training costs	Direct		1,359					1,359	6,167
Event costs and support to members	Direct				78,287			78,287	114,209
International Expense	Direct				259,057			259,057	43,371
YIF Costs	Direct			41,940				41,940	52,546
<b>Subtotal</b>		<b>57,508</b>	<b>5,242</b>	<b>82,565</b>	<b>370,061</b>	<b>160,325</b>	<b>3,883</b>	<b>679,584</b>	<b>466,796</b>
<b>Support Costs</b>									
Advertising	Direct			581	2,745	259		3,585	0
Depreciation	Direct	596			9,212	17,319		27,127	27,780
Rates and water	Direct				601	3,408		4,009	2,642
Insurance	Direct			1,114	2,462	6,919		10,495	9,534
Cleaning					452	2,563		3,015	6,163
Heat and light	Direct				1,388	7,868		9,256	8,792
Investment management fees	Direct				300			300	315
Audit and legal	Direct			385	6,237	583	17,050	24,255	22,712
Motor Expenses	Direct			800				800	443
Travelling & Meeting	Direct		60	891	633	225		1,809	3,551
Bank Charges	Usage	52			102	102		256	452
Telephone costs	Staff time	215			640	2,240		3,095	3,254
Other office costs	Staff time		993		1,191	6,752	993	9,929	10,531
Sundry expenses	Staff time			29	742	2,344		3,115	2,197
Card M/C	Usage	568				400		968	1,997
Repairs	Direct			161	3,609	20,478		24,248	26,062
Bad debts	Direct							0	0
Printing, stationery and post	Direct	664	80	271	19	718		1,752	2,597
Irrecoverable input tax	Usage				7,868	7,868		15,736	11,580
<b>Subtotal</b>		<b>2,095</b>	<b>1,133</b>	<b>4,232</b>	<b>38,201</b>	<b>80,046</b>	<b>18,043</b>	<b>143,750</b>	<b>140,602</b>
<b>Total Expenditure</b>		<b>59,603</b>	<b>6,375</b>	<b>86,797</b>	<b>408,262</b>	<b>240,371</b>	<b>21,926</b>	<b>823,334</b>	<b>607,398</b>

## Durham Scout County Annual Report and Accounts 2019-20

2019	Allocation basis	Scout Store £	Training Courses £	Member Services £	Moor House £	Governance £	Total 2019 £
<b><u>Costs directly allocated to activities</u></b>							
Cost of sales	Direct	57,300		8,414	37,946		103,660
Sales Commission	Direct				4,665		4,665
Licences				2,018	2,046		4,064
Staff costs	Direct	6,493	2,762	22,113	103,984	2,762	138,114
Training costs	Direct		6,167				6,167
Event costs and support to members	Direct			114,209			114,209
International Expense	Direct			43,371			43,371
YIF Costs	Direct			52,546			52,546
<b>Subtotal</b>		<b>63,793</b>	<b>8,929</b>	<b>242,671</b>	<b>148,641</b>	<b>2,762</b>	<b>466,796</b>
<b><u>Support Costs</u></b>							
Depreciation	Direct	596		9,709	17,475		27,780
Rates and water	Direct			396	2,246		2,642
Insurance	Direct			1,597	7,937		9,534
Cleaning				924	5,239		6,163
Heat and light	Direct			1,319	7,473		8,792
Investment management fees	Direct			315			315
Audit and legal	Direct			4,250	2,287	16,175	22,712
Motor Expenses	Direct				443		443
Travelling & Meeting	Direct			3,390	161		3,551
Bank Charges	Usage	90		181	181		452
Telephone costs	Staff time	229		642	2,383		3,254
Other office costs	Staff time		1,053	1,264	7,161	1,053	10,531
Sundry expenses	Staff time			319	1,878		2,197
Card M/C	Usage	1,183			814		1,997
Repairs	Direct			3,909	22,153		26,062
Printing, stationery and post	Direct	563		394	1,640		2,597
Irrecoverable input tax	Usage			5,790	5,790		11,580
<b>Subtotal</b>		<b>2,661</b>	<b>1,053</b>	<b>34,399</b>	<b>85,261</b>	<b>17,228</b>	<b>140,602</b>
<b>Total Expenditure</b>		<b>66,454</b>	<b>9,982</b>	<b>277,070</b>	<b>233,902</b>	<b>19,990</b>	<b>607,398</b>

## 8. Cost of Raising Funds

2020	Unrestricted	Restricted	Total Funds
	Funds	Funds	2020
	£	£	£
Scout shop purchases	59,603	0	59,603
Investment management fees	300	0	300
Activity Centre fees	240,371	0	240,371
	<u>300,274</u>	<u>0</u>	<u>300,274</u>
2019	Unrestricted	Restricted	Total Funds
	Funds	Funds	2019
	£	£	£
Scout shop purchases	66,454	0	66,454
Investment management fees	315	0	315
Activity Centre fees	181,356	52,546	233,902
	<u>248,125</u>	<u>52,546</u>	<u>300,671</u>

## 9. Cost of Charitable Activities Per Fund

2020	Unrestricted	Restricted	Total Funds
	Funds	Funds	2020
	£	£	£
Events and support provided to members	407,962	86,797	494,759
Training	6,375	0	6,375
Governance costs	21,926	0	21,926
	<u>436,263</u>	<u>86,797</u>	<u>523,060</u>
2019	Unrestricted	Restricted	Total Funds
	Funds	Funds	2019
	£	£	£
Events and support provided to members	276,755	0	276,755
Training	9,982	0	9,982
Governance costs	19,990	0	19,990
	<u>306,727</u>	<u>0</u>	<u>306,727</u>

## 10. Cost of Charitable Activities by Activity Type

	Activities	Support	Total	Total
	undertaken	Costs	Funds	Funds
	directly		2020	2019
	£	£	£	£
Events and support provided to members	370,061	37,901	407,962	276,755
Training	5,242	1,133	6,375	9,982
Governance costs	3,883	18,043	21,926	19,990
	<u>379,186</u>	<u>57,077</u>	<u>436,263</u>	<u>306,727</u>

## 11. Payroll Costs

	2020 £	2019 £
<b>The aggregate payroll costs were:</b>		
Wages and Salaries	184,786	133,803
Social Security costs	6,669	2,969
Pension Contributions	2,713	1,342
	<u>194,168</u>	<u>138,114</u>

### Particulars of Employees:

The average number of full time equivalent staff employed by the charity during the financial year amounted to:

	2020 £	2019 £
Store and cleaning staff	1	1
Administration	3	3
Campsite and activities	14	12
	<u>18</u>	<u>16</u>

No member of staff received remuneration in excess of £60,000 in either year.

Key management personnel received remuneration of £25,094 in the year. (2019: £32,817)

## 12. Auditors Remuneration

	2020 £	2019 £
Audit fees	<u>4,000</u>	<u>4,000</u>

### 13. Tangible Fixed Assets

	<b>Freehold Land &amp; Buildings</b>	<b>Fixtures &amp; Equipment</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 April 2019	629,915	266,859	896,774
Additions	0	11,025	11,025
Disposals	0	0	0
At 31 March 2020	<u>629,915</u>	<u>277,884</u>	<u>907,799</u>
<b>Depreciation</b>			
At 1 April 2019	155,928	205,425	361,353
Charge for the year	11,472	15,654	27,126
Disposals	0	0	0
At 31 March 2020	<u>167,400</u>	<u>221,079</u>	<u>388,479</u>
<b>Net book value</b>			
At 31 March 2020	<u>462,515</u>	<u>56,805</u>	<u>519,320</u>
At 31 March 2019	<u>473,987</u>	<u>61,434</u>	<u>535,421</u>

Included above is £95,000 (2019: £95,000) relating to freehold land which has not been depreciated.

### 14. Fixed Asset Investments

	<b>2020</b>
	<b>£</b>
<b>Listed investments:</b>	
Market value at 1st April 2019	124,262
Addition in year at cost	0
Disposals	(98)
Net unrealised investment gain	(21,061)
Market value 31st March 2020	<u>103,103</u>

### 15. Stock

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Store stock	16,691	19,244
D of E Books	0	2,919
	<u>16,691</u>	<u>22,163</u>

## 16. Debtors

	2020	2019
	£	£
Trade debtors	149,369	66,606
Prepayments and accrued income	36,519	198,488
Loans to groups	5,702	7,676
Other Debtor	958	0
	<u>192,548</u>	<u>272,770</u>

Included in loans to groups is £3,562 (2019: £2,754) which fall due after one year.

## 17. Creditors: Amounts Falling Due Within One Year

	2020	2019
	£	£
Trade creditors	5,422	8,362
Accruals and deferred income	607,659	364,168
Other loans	30,000	30,000
VAT	3,350	3,010
Other Creditors	3,513	373
	<u>649,944</u>	<u>405,913</u>

## 18. Funds

### MOVEMENT IN UNRESTRICTED FUNDS

	General Funds £	Designated Funds £	Total £
Balance at 1st April 2019	694,236	27,650	721,886
Income and gains	724,722	0	724,722
Expenses and losses	(757,598)	0	(757,598)
Transfers	17,543	(9,062)	8,481
Balance at 31st March 2020	<u>678,903</u>	<u>18,588</u>	<u>697,491</u>

### DESIGNATED FUNDS

	Balance at 1.4.2019 £	Income & Gains £	Expenditure & Losses £	Transfers £	Balance at 31.3.2020 £
The Horace Robinson International Fund	23,650	0	0	(6,658)	16,992
County Development Fund	4,000	0	0	(2,404)	1,596
	<u>27,650</u>	<u>0</u>	<u>0</u>	<u>(9,062)</u>	<u>18,588</u>

Designated funds and the use of these funds are as follow: -

**The Horace Robinson International Fund**

Represents funds originally bequeathed to the County which has been designated by the trustees for international purposes.

**County Development Fund**

This is a designated fund arising from funds raised to finance development across the County.

**19. Restricted Funds**

<b>RESTRICTED FUNDS</b>	<b>Balance at 1.4.2019 £</b>	<b>Income &amp; Gains £</b>	<b>Expenditure &amp; Losses £</b>	<b>Transfers £</b>	<b>Balance at 31.03.20 £</b>
County Commissioners Fund	14,318	0	0	(860)	13,458
Testimonial Fund	8,654	0	0	0	8,654
Jamboree/ International Fund	6,521	0	0	(6,521)	0
Capital Projects Fund	8,220	1,750	0	(1,750)	8,220
Youth Investment Fund	10,012	107,202	(86,797)	650	31,067
W A Handley Development Fund	7,000	1,750	0	0	8,750
	<b>54,725</b>	<b>110,702</b>	<b>(86,797)</b>	<b>(8,481)</b>	<b>70,149</b>

Transfers from restricted funds are in respect of capital grants which have now been expended and are now unrestricted.

Restricted funds and the restrictions on the use of these funds are: -

**County Commissioners Fund**

Represents funds made available to the County Commissioner to use at his discretion in aiding needs in scouting.

**Testimonial Fund**

Represents funds available to persons aged between 6 and 17 years of age in scouting, to help towards travelling costs to a scouting event held within the United Kingdom.

**Jamboree and International Fund**

Represents funds available towards funding the World Jamborees, Moots and future international trips abroad.

**Capital Projects Fund**

Represents monies donated by the Sir James Knott Charitable Trust for capital projects of the charity or Scout groups within Durham Scout County. £1750 was spent on projects at Moor House in the year and has been transferred to the general fund.

**Youth Investment Fund**

Represents grant monies received to help to grow and expand scouting and activities in Sunderland and Darlington Districts

**W A Handley Development Fund**

Represents grants received for use in certain geographical areas within the County.

**20. Analysis of Net Assets Between Funds**

	<b>Tangible Fixed Assets £</b>	<b>Current Assets less Liabilities £</b>	<b>Total £</b>
<b>Restricted Funds</b>			
County Commissioner's Fund	0	13,458	13,458
Testimonial Fund	0	8,654	8,654
Capital Projects Fund	0	8,220	8,220
Youth Investment Fund	11,335	19,732	31,067
W A Handley Development Fund	0	8,750	8,750
	11,335	58,814	70,149
<b>Unrestricted Funds</b>	611,088	86,403	697,491
			0
Total net assets	622,423	145,217	767,640

**21. Commitments**

The charity had total guarantees and commitments at the balance sheet date of £1,170 (2019: £2,150).

**22. Related Parties Disclosure**

There were no related party transactions in the current year or the preceding year

**Durham Scout County Council**

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