



## Greater London Middlesex West County Scout Council **Annual Report and Accounts 2016 - 2017**



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The County Executive Committee presents this report to the members of the County Scout Council. It forms the official report of the Charity Trustees of the Greater London Middlesex West County Scout Council

## Reference and Administration Details

Registered Charity Number: 303887

Principal address: PACCAR Scout Camp, Chalfont Heights, Denham Lane,  
Chalfont St Peter, Buckinghamshire, SL9 0QJ

### Trustees

Ex – Officio	Ray Byrne (to 25 <sup>th</sup> September 2016)	County Chairman
	Chad Lake (from 25 <sup>th</sup> September 2016)	County Chairman
	Terry Kingham (to 31 March 2017)	County Commissioner
	Richard Williams (from 1 April 2017)	County Commissioner
	David Carlen	Treasurer
	Karen Tempest	Secretary

### Elected Members

Leon Mielewczyk  
Caroline Green (to 25<sup>th</sup> September 2016)  
Philip Power (from 25<sup>th</sup> September 2016)  
Aslam Bakarally (from 25<sup>th</sup> September 2016)  
David Browning (from 25<sup>th</sup> September 2016)  
Stephen Plume (from 25<sup>th</sup> September 2016)

### Nominated Members

John Arnold  
Debra Griffiths  
Satyadeep Singh Gujral  
Matt Pennells (to 25<sup>th</sup> September 2016)  
Jacqueline Willis (to 25<sup>th</sup> September 2016)  
Alex Taylor Brown (from 25<sup>th</sup> September 2016)

### Co – opted Members

Tony Groves (November 2016)

### Custodian Trustees

The Scout Association Trust Corporation, Gilwell Park,  
Bury Road, Chingford, London, E4 7QW

### Auditor

Cansdales, Bourbon Court, Nightingales Corner,  
Little Chalfont, Bucks, HP7 9QS

## Welcome from the County Commissioner(s)

At our year end we saw a change of County Commissioner from Terry Kingham to Richard Williams, with Terry becoming Regional Commissioner for London. We start with Terry's report:

### Oh What a Year...

#### County Review

This year saw our County review bed in and take shape. It became more meaningful as District Commissioners could identify and work closer with their line head. As a County leadership team we were able to focus on our areas and deliver on the strategy.

#### Valuing Our People

Our twelve District Commissioners and I continued to work hard to ensure our leadership are recognised and rewarded for good service. This included our St George's Day awards and anyone who received an award should feel valued and proud and we thank you all so much.

#### County Executive

In September at the County AGM, Chad Lake kindly agreed to accept my offer to become our new Chairman. Ray Byrne completed one year and I'd like to thank Ray for his leadership and support during that time. I know with Chad's passion for Scouting, our executive is in good hands. Thank you, Chad. We also recruited new members to the executive bringing a more youthful and fresh approach.

#### A Big Thank You

Scouting in our County is as amazing as ever and yet again at our census we have grown and this is wholly down to your hard work in the delivery of our weekly programme and adventurous activities. I thank you all for your contribution in making Scouting in GLMW so successful.

#### Looking Forward – A new leader for GLMW

I applied, and was successful for the Regional Commissioner (London) role and in January we commenced the process of looking for our new County Commissioner and I was delighted to invest Richard Williams into the role at the National Conference on 1st April. I know Middlesex West will continue to grow and develop under Richard's leadership. Congratulations Richard and thank you for taking on this amazing role in London.

#### And It's Goodbye From Me...

I joined the County team in September 2000 as ACC (Adult Training) and then two years later became DCC to Chad. Seventeen wonderful years have flown past filled with many challenges and difficulties at times. However, in the main it's been fun and I have thoroughly enjoyed my time. I will continue on the County Training team. I wish you all well in the future and look forward to visiting the County.

**...and now some opening comments from our new County Commissioner, Richard Williams**

### A big hello from me!

I am really looking forward to taking on this new role, it's a real privilege to serve everyone in GLMW as your County Commissioner.

As often occurs in a period of transition, there are some comings and goings within the team:

Stuart Walton has had a lot going on recently and is taking a step back from his main Scouting role. Stuart was a driving force in establishing our County strategy and took the lead on several major events. I am pleased to say that Stuart is still very supportive of Scouting and we are hopeful that we will be finding a suitable role for him in the near future.

During the year Tyler Skerton stepped down as County Youth Commissioner to focus his time and energies on his role as Deputy District Commissioner within Pinner and Headstone District. Thanks go to Tyler for setting up this County role from scratch and being part of the County Team.

We welcome Charlotte McBrayne and Phil Power to the team as County Youth Commissioner and Deputy County Commissioner respectively.

### Thank You

I would like to take this opportunity to congratulate all who have received Scouting awards during the year and would also like to thank the District Commissioners and all those involved in delivering Scouting across the County. We are all a part of the County, we are all one team and I hope we can build on this together to deliver amazing Scouting to young people across GLMW over the next 5 years.

Over the last few years we have seen that supporting all our adults, whatever their role in the delivery of great programmes in partnership with our young people is a key focus for our success.

**Engaged  
Adults** + **Awesome  
Programmes** = **Amazing  
Scouting**

All the best

Richard Williams  
County

Commissioner

## County Youth Commissioner's Report

During the year Youth Commissioners have been involved in the planning and organisation of major events across the County ensuring that we have a youth focus for all plans and activities. As the Youth Commissioner role develops we will be looking to increase our youth input to our planning and decision making.

Over the next 12 months we will be recruiting Youth Commissioners to the remaining Districts without the role and ensuring that there is a clear youth focus in all our activities.

Charlotte McBrayne

County Youth Commissioner



## County Chairman's Report

The 'Annual Report' and the County AGM are an important part in the discharge of the duties of the County Executive and I recommend reading the contents herein. Throughout this report you will read about the great achievements achieved within the County including growth and all those who made this possible should feel proud about how you have made Scouting available to more young people.

The County Executive exists to support the County Commissioner and the team in meeting their responsibilities of the appointment and for the development of Scouting within the County. I hope my colleagues in similar roles in District and Groups Executives are also up to the challenge of supporting quality scouting for as many young people as possible. Quite a challenge isn't it.

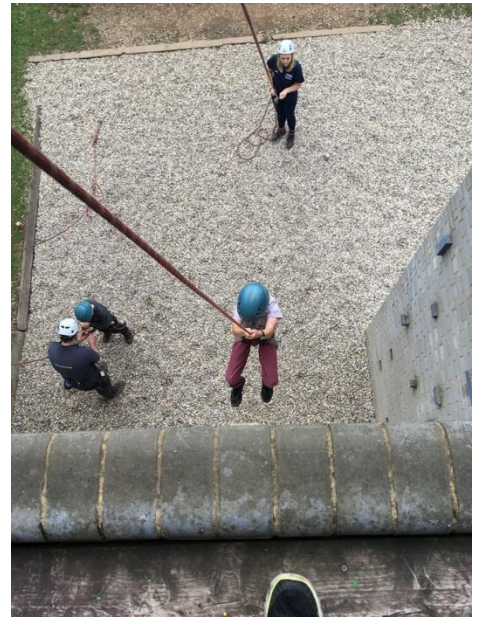
Members of the Executive have been diligent in ensuring the good governance of the County and meeting the many rules and regulations which are required for this appropriate management. This includes the Executive Sub-committees – Finance, PACCAR Board, Appointments Advisory and the Focus Group. Your Executive undertakes training in the responsibilities of being a Trustee and is currently looking into reviewing 'Risk Management' and the new 'Data Protection Regulations'

PACCAR Scout Camp Chalfont Heights continues to attract a steady stream of customers and together with new investment in activities leads the way in being one of the best in the UK. The Management and Crew are all volunteers and their professional approach is significant in the success of the site.

GLMW consists of many teams all working to achieve the same result of making quality scouting available to as many young people as possible. I feel very proud to work with so many wonderful friends help to achieve this goal.

Best wishes,

Chad Lake  
County Chairman



## Engaged Adults

### Adult Support

#### Programme Roadshows

We have delivered local Programme Roadshows to Leaders providing a mix of new ideas, tips and techniques to deliver exciting, balanced programmes to young people. The roadshows are complementary to the excellent adult training scheme that we operate via the County Training Team.

#### Wood badges

In the past 12 months, thanks to the continued focus from Local Training Managers and District teams, we have awarded more Wood Badges than seen in previous years. At the time of writing this report, we have recommended the award of 82 Wood Badges. We continue to celebrate these on the Training pages of the GLMW Website.

#### Local training

Local Training Managers are an integral part of our District leadership structure and provide a vital connection between the County Training Team and local Scouting. Long may this continue.

We have been running “Training Validation Clinic” evenings across several Districts. The clinics have proved a success and we are planning to extend these more widely.



#### Manager & Supporter Training Scheme

We are rolling out a new Manager & Supporter training scheme. Several of our training team members have completed “train the trainer” training to support delivery of the courses.

#### County Training Team

A key finding from our annual Training Team conference was the need to recruit new team members and Alison Judd organised a successful Training Team recruitment evening. Over 20 people have been identified as potential new team members.

In the past year, 12 members of the Training team have validated their trainer modules, demonstrating their ongoing commitment to delivering a high-quality training programme.



#### Mandatory Training

We continue to focus on providing a safe environment for the delivery of Scouting as reflected in the ongoing mandatory elements of our training: Safety, Safeguarding and First Response. The demand for renewal courses has started to outstrip supply. We acknowledge the need for more course places and are putting plans in place to address this. Related to safety and safeguarding, we have also delivered ThinkUKnow training to over 1,500 young people in the past 12 months so that they better understand the risks and know how to stay safe online.

### Scout Active Support

Our Scout Active Support members continue to provide amazing assistance to our Groups, Units and to major events across the County. The Active Support Units are a great source of experience and help and I urge you to contact yours when you need a hand.

Thanks go to two members of the adult support team who have moved on this year:

Jackie Willis has done some great work managing the Active Support Units to make the units more cohesive across the County and investigated plans for the future of Scout Active Support Units.

Mark Spiller has led the training team for over 4 years, his passion for good quality training and dynamic leadership has meant the training programme and team have gone from strength to strength.

### Marketing and Communication

The Marketing and Communication team has continued to provide channels of communication across the County. The key elements of our internal communication are via the County Website and a weekly email newsletter. The website and newsletter are complemented by District and Group websites and newsletters with more local information and news. The team has also supported the County with the development of posters and flyers to promote events.

Towards the end of the year we engaged with members to look at our weekly newsletter. It was clear that our members have a wide range of views, from liking the format, frequency and content to wishing to change all three aspects. We have members who do not use computers to those where a smart phone and instant responses via social media are the norm. To coincide with the appointment of a new County Commissioner, we have launched “MX news”, providing a monthly round up of news rather than a weekly list of “notices”.



Our plans to review the website have recently come to fruition and during 2017 we will be engaging an external supplier to rebuild the web site with current Scout branding and a more contemporary look and feel. Alongside this we would like to build the team and would welcome any new volunteers to assist with press releases, written communication, social media and the new web site.



## Awesome Programmes

Outdoor and adventure are central themes to our Scouting activities and GLMW has continued to equip Leaders with the skills, knowledge and appropriate permits to offer a wide range of activities to our young people both through formal training and roadshows. Throughout the year GLMW leaders have provided access to adventurous sports such as canoeing, climbing, hillwalking plus via our newly refurbished ranges at PACCAR, archery and air rifle shooting.

## Adventurous Activities Training



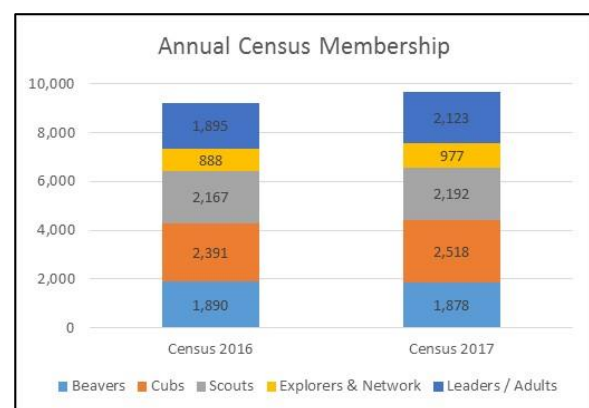
We have continued to deliver a range of training activities and events to support the needs of the Adventurous Activity Permit Scheme, such as Nights Away, Hill Walking and climbing. We have also reviewed our Water Activities provision to ensure that we can continue to meet the demand for suitable permits.

### Development

During the year our County Development Officer (CDO), Jack Higgins moved to a new role as part of the Regional Development Team. We offer best wishes and thanks to Jack and welcome our new Development Officer Steve Cullis.

Whilst with GLMW, Jack worked closely with us to develop a recruitment and retention module for use within Programme Roadshows. The module has been well received and has led to some new approaches to recruitment which in turn have led to growth.

The year has seen an excellent growth in membership with the total membership of GLMW growing by 5% from 9,231 in 2016 to 9,688 in 2017.



## Duke of Edinburgh Awards



As part of our ongoing support, programmes have run within Districts and at a County level, providing training together with the infrastructure for young people to undertake both practice and assessed expeditions.

11 Gold, 15 Silver and 49 Bronze awards were achieved, a great credit to the young people in our County.

### PACCAR Scout Camp

Over the year our County campsite, PACCAR Scout Camp, welcomed a significant increase in visitors over the previous year continuing the trend of the last several years. As well as catering to Scouts and Guides, the campsite also welcomed young people from other youth organisations and schools.



The continued success of the campsite allowed additional investment to be made in a new Activity Tower which was completed ready for the annual February Freezer camp. The tower allows a number of activities to be run from it including Abseiling, Leap of Faith, Crate Stacking and a Gladiator Challenge.

As part of our long-term ambitions for the site we were pleased to obtain unanimous consent from the planning sub-committee at Chiltern District Council for the replacement of the Maclean and Walsh buildings, a replacement Long Store and improved crew accommodation. This was a major milestone in what will be a multi-year effort to equip the site

with modern buildings improving the quality of visits for our young people and we are reassured to have such conclusive support of the Council in this.

Special mention must be made of the efforts of the site crew, all volunteers, who work tirelessly all year round to provide great experiences to the young people visiting the site. As demand increases our demands of them also increase and without them tens of thousands of young people would miss out on camps and activities each year. We are grateful for their skills, efforts and enthusiasm in all they do for the site.



## Amazing Scouting

The year has seen some exciting events delivered for young people in Scouting, some of the highlights were:

### Orienteering

In May 2016, over 200 participants took part in the annual orienteering competition at PACCAR, competing in the “Great Chocolate Race”.

### Beaver 30th Birthday Bonanza

Beavers and their Leaders camped in the Grounds of a School in Rickmansworth to celebrate 30 years of Beavers during July 2016. For many Beavers, it was their first night away camping and was certainly a weekend to remember, eating part of a giant birthday cake, enjoying fun and friendship on a lovely summer weekend.

### Blow Your Socks Off

August 2016 saw PACCAR host Groups from all over the Country to a week-long camp. A packed programme of activities included a trip to a local water sports centre and a trip to “Harry Potter World”.



### All Sections Weekend

September 2016 saw an extension of the annual Explorer Skycamp at PACCAR into an All Sections weekend, with Scouts Ground Camp, Cubs Cave Camp and Beaver Space Camp.

A highlight was the celebration of 100 years of Cub Scouting with the Cubs decorating a giant “Cubs 100” painting on the sports field and the opportunity to ride in a hot air balloon.

### Cubfest

In December 2016 the main field at PACCAR was turned into a mini-festival with over 1,700 people celebrating 100 years of Cub Scouting with a very special appearance by pop group "Scouting for Girls". The group performed in a big top, playing their greatest hits to an enthusiastic audience of young people and Leaders. The final part of the show included the singing of some traditional camp fire songs, harking back to some of the band members younger days Scouting in Ruislip. A truly special occasion.



### Freezer Camp

A very special Freezer Camp took place at PACCAR in February 2017, when after several years of mild weather camps, it snowed! Despite the cold conditions our young people were determined to have a great time and activities carried on as normal.



## Purpose of Scouting

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

## Our Vision towards 2018

Scouting in 2018 will:

- Make a positive impact in our communities
- Prepare young people to be active citizens
- Embrace and contribute to social change

Scouting in 2018 will be:

- Shaped by young people in partnership with adults
- Enjoyed by more young people and more adult volunteers
- As diverse as the communities in which we live

Members of Scouting in 2018 will feel:

- Empowered
- Valued
- Proud



In the first quarter of 2017, members of the County Team and District representatives attended a national conference, Summit 2017 to discuss and debate the Scouting vision beyond 2018. There will be further consultation with members later in 2017 prior to the launch of an updated vision during 2018.

## Public Benefit

Under the Charities Act 2011, charities are required to demonstrate that our aims are for the public benefit. Our assessment (following the Scout Association national assessment) is that we have met the criteria through both the advancement of education and the advancement of citizenship or community development headings.

Two principles demonstrate that Scouting's aims are for the public benefit:

1. People develop towards their full potential. There is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously and the benefits Scouting activities provide far outweigh the risks.
2. The aim of Scouting refers to young people, aged 6-25. Full Scouting membership is restricted to young people who are willing to make the Scout promise.

The County Scout Council does not exclude those in poverty from its benefits. While the County & National Association charges a subscription to its members, the benefits of Scouting are not restricted by the ability to pay. Locally there are arrangements to waive subscriptions and other costs for young people who cannot afford to pay. Nationally there are funds available for uniform and activities so that young people are not excluded from activities by virtue of being unable to pay. Any private benefits from Scouting are incidental, other than as a beneficiary.



## Financial Review

The Trustees are responsible for the preparation of the financial statements which give a true and fair view of the County Scout Council's financial activities during the year and of its financial position at the end of the year. The County meets the full cost of Scouts, Explorer Scouts, and Scout Network members attending County receptions for the presentation of their Chief Scout Award & Queen Scout Award certificates together with the cost of participation in the National Scout Service in St. George's Chapel, Windsor and the Review of Queens' Scouts held within the castle precincts. The Executive Committee covers any out of pocket expenses the County Team may claim as well as the cost of necessary meetings held during the year. The Committee's policy of providing a financial guarantee to County events continues. Receipts this year have exceeded £700,000 but it should be noted that this does include donations and legacies. The Jack Petchey Foundation has continued to support the County by way of its Achievement Award Scheme in which Scouts, Explorer Scouts and members of the Scout Network are eligible for individual grants, payable to their Group or Unit. The Foundation supports a GLMW Awards evening every year.

We are indebted to Leon Mielewczyk and Robert Moore, our Assistant Treasurers, the members of the Finance Sub-Committee and Jan Vanderplank, the County Bookkeeper to whom we offer our thanks.

## Reserves Policy

The routine responsibilities of the County are financed through the annual membership subscriptions which are reasonably predictable and stable. The associated costs, which include basic support and training for activities, are carefully controlled within budgets set at the beginning of the year. As the County provides a financial guarantee to its own activities the Trustees consider that based upon previous experience of the County's finances, reserves of approximately £15,000 as a contingency against cost overruns on these events are appropriate. The unrestricted general fund was £169,256 at 31st March 2017.

A major component of the Reserves funds are the expenses in respect of PACCAR Scout Camp. The Trustees consider it would take six months to effect an orderly wind down of the site and it is therefore prudent to hold six month's average fixed expenditure to meet the expenses of the site's salaries and costs of services and utilities. On the basis of the above, the PACCAR Scout Camp Fund balance should be in the region of £75,000. At 31st March 2017 the General Reserve balance was £38,998.

The final significant component of funds is the PACCAR Scout Camp Major Fixed Asset Fund which contains the fixed assets, land and buildings used at PACCAR Scout Camp and amounted to £1,313,715 at 31st March 2017.

As both reserves balances show variance from the targeted figure the Finance Sub Committee will be investigating how this can best be addressed

## Risk Management

The County Scout Council complies with the detailed rules for the management of financial and operational risks mandated by the Policy, Organisation and Rules of the Scout Association. The Trustees actively monitor and review all risks which the charity faces and confirm that systems are in place to mitigate against significant risks that might arise. Specifically, for financial matters, the County Executive Committee has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss of the County's property and money; these include two signatories for all bank payments.

## Key Risks

The Trustees have identified the following as the potential key risks that the County faces:

**Safeguarding** – The risk of a safeguarding incident involving our members. We mitigate this risk with our appointments process, including DBS searches to vet new adults and a mandatory safeguarding training package.

**Safety** – The risk to health through unsafe practices. We mitigate the risk through a mandatory safety training package, a system of adventurous activity permits and adherence to the Scout Association Policy, Organisation and Rules.

**Major Site Incident at PACCAR** - We mitigate this risk through extensive crew training and adherence to regulatory and legislative requirements for the maintenance of buildings and equipment and the provision of hazardous activities. The reserves policy should also ensure that sufficient financial resources are available to finance the overheads of the site should any incident have an adverse impact on its income streams.

## Governance

The County Scout Council's governing documents are those of The Scout Association (Registered Charity number 306101). They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Scout Association and The Policy, Organisation and Rules of the Scout Association.

The County Scout Council is a trust established under The Scout Association's rules, which are common to all Scouts in the United Kingdom. The County Scout Council's role is to offer leadership and support to the Scout Districts and Groups within a geographic area. It is in the local Scout Groups that Scouting is delivered to our membership. Greater London Middlesex West Scout County encompasses Districts and Groups throughout the London Boroughs of Brent, Ealing, Hammersmith and Fulham, Harrow, Hillingdon, Hounslow, Kensington and Chelsea and the City of Westminster; and the County Campsite at Chalfont St Peter.

## **The County Constitution**

The County Scout Council is the elected body which supports and encourages the development of Scouting in the County. It comprises the County staff and representatives from the Scout Network, Scout Active Support Units, Districts and Groups within the County.

The Scout County is led by the County Commissioner and managed by the County Executive Committee. They are accountable to the County Scout Council for the satisfactory running of the County. The members of that Executive Committee are responsible, as the Charity's Trustees, for all matters concerning property and finance and to ensure the proper use of the County's resources to support Scouting in the County. The Executive Committee are responsible for approving the Annual Report & financial statements.

The County Scout Council receives the Annual Report and financial statements and elects the Executive Committee members at their Annual General Meeting.

## **The County Executive Committee**

As described previously, the County is managed by the County Executive Committee - the members of which are the Charity Trustees of the Scout County and are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

As Charity Trustees, they are collectively responsible for complying with the legislation applicable to charities. This includes registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Membership of the County Executive Committee and its sub-committees is closely monitored to ensure that they all contain a spread of members with the requisite skills to ensure their efficient operation. Newly appointed members receive the Charity Commission booklet "The Responsibilities of a Charity Trustee". Recently introduced into the adult training programme is a formal training module for new trustees but the County Executive Committee has decided that this will also be rolled out to existing trustees with input from the senior County staff, who are themselves Charity Trustees.

The Regional Commissioner for the London Region, Terry Kingham has the right to attend meetings of the County Executive Committee.

## Membership

The County Executive Committee has four types of members:

- **Ex Officio Members** - the County Commissioner, County Chairman, County Secretary, County Treasurer and the Scout Network Commissioner are automatically members of the Committee and Charity Trustees by virtue of their respective appointments.
- **Elected Members** - A maximum of six members of the County Scout Council are elected annually at the Annual General Meeting of the Council. Elected members must be proposed and seconded by other members of the County Scout Council and serve for a period of one year, after which they can be re-elected for further years.
- **Nominated Members** - Persons nominated annually by the County Commissioner in consultation with the County Chairman, whose numbers must not exceed the number of members elected by the County Scout Council.
- **Co-opted Members** - Persons co-opted annually by the County Executive Committee to provide specific expertise, whose numbers must not exceed the number of members elected by the County Scout Council.

## Responsibilities

The County Executive Committee exists to support the County Commissioner in meeting the responsibilities of the appointment and to provide support for Scout Districts and the Scout Network in the County. The Committee is specifically responsible for:

- Promoting the development of Scouting in the County;
- Arranging for harmonious cooperation between Districts and between units of the Association and with other organisations;
- The raising of funds and the administration of the County's finance and property;
- Appointing a County Appointments Sub-Committee and a Chairman of such a Sub-Committee;
- Appointing other Sub-Committees and their Chairmen as the Committee may require;
- Attending to County administration, particularly:
  - matters relating to Leader Appointments
  - the appointment of Skills Instructors, Administrators and Advisers
  - registrations, membership of the Movement
  - the presentation of the annual report and annual statement of accounts to the Annual General Meeting of the County Scout Council.

## Method of Operation

The County Executive Committee fulfils its obligations in various ways as set out in this report.

The Committee normally meets four times each year, although additional meetings are occasionally required to deal with extraordinary matters. The members may also be asked to provide input to deal with an urgent matter between meetings, by means of an email or telephone consultation.

The County Executive Committee has three standing Sub-Committees that deal with matters of Finance, the management of PACCAR Scout Camp and the appointment of County staff.

## Financial Responsibilities of the Trustees

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;

- Observe the methods and principles in the Charities SORP 2015 (FRS 102);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The day to day management of the County's finances and the maintenance of these records are delegated by the Trustees to the County Treasurer, David Carlen, assisted by the bookkeeper, Jan Vanderplank. The County Executive Committee has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss of the County's property and money; these include two signatories for all bank payments.

Signed on behalf of the charity's Trustees

*[signed copy on file]*

Chad Lake  
County Chairman

Date: 21 September 2017

## Independent Auditor's Report

### To The Trustees of Greater London Middlesex West County Scout Council

We have audited the financial statements of Greater London Middlesex West County Scout Council for the year ended 31 March 2017 which comprises the Statement of Financial Activities, the Balance Sheet and the related notes numbered 1 to 19. 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) including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

This report is made solely to the charity's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. 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 the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of:

- whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed;
- the reasonableness of significant accounting estimates made by the trustees;
- and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### Opinion on financial statements

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and
- have been prepared in accordance with the requirements of the Charities Act 2011.

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

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charity has not kept adequate accounting records; 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.

*[signed copy on file]*

James Foscett, Senior Statutory Auditor

Cansdales  
Bourbon Court,  
Nightingales Corner,  
Little Chalfont,  
Buckinghamshire,  
HP 7 9QS

Date: 21 September 2017

**Statement of Financial Activities (Incorporating an income and expenditure account)**  
**For The Year Ended 31 March 2017**

	Note	Unrestricted funds	Restricted funds	TOTAL FUNDS 2017	Unrestricted funds	Restricted funds	TOTAL FUNDS 2016
		£	£	£	£	£	£
<b>INCOME &amp; ENDOWMENTS FROM:</b>	3, 4						
Donations and legacies		7,706	31,618	39,324	1,014	27,160	28,224
Charitable activities		654,566	-	654,596	703,105	-	703,105
Other trading activities		-	-	-	-	-	-
Investments		8,006	-	8,006	13,655	10,014	-
<b>TOTAL</b>		<b>670,278</b>	<b>31,618</b>	<b>701,896</b>	<b>714,183</b>	<b>27,160</b>	<b>741,343</b>
<b>EXPENDITURE ON:</b>	5						
Charitable activities		599,391	34,268	633,659	652,082	22,860	674,942
<b>TOTAL</b>		<b>599,391</b>	<b>34,268</b>	<b>633,659</b>	<b>652,082</b>	<b>22,860</b>	<b>674,942</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>70,887</b>	<b>(2,650)</b>	<b>68,237</b>	<b>62,101</b>	<b>4,300</b>	<b>66,401</b>
<i>Transfers between funds</i>	15	-	-	-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>70,887</b>	<b>(2,650)</b>	<b>68,237</b>	<b>62,101</b>	<b>4,300</b>	<b>66,401</b>
BALANCE AT 1 APRIL 2016		1,459,282	23,368	1,482,650	1,397,181	19,068	1,416,249
<b>BALANCE AT 31 MARCH 2017</b>	15	<b>1,530,169</b>	<b>20,718</b>	<b>1,550,887</b>	<b>1,459,282</b>	<b>23,368</b>	<b>1,482,650</b>

The council has no recognised gains or losses other than the result for the year

All operations are classed as continuing

## Balance Sheet

As At 31 March 2017

	Note	2017 £	£	2016 £	£
<b>FIXED ASSETS</b>					
Tangible fixed assets	9		1,357,147		1,309,457
<b>CURRENT ASSETS</b>					
Stock	10	6,175		4,534	
Debtors	11	171,000		20,317	
Cash at bank and in hand		371,161		283,458	
		<u>548,336</u>		<u>308,309</u>	
<b>LIABILITIES: Amounts falling due within one year</b>	12	<u>(312,408)</u>		<u>(85,628)</u>	
<b>NET CURRENT ASSETS</b>			235,928		222,681
<b>LIABILITIES: Amounts falling due in more than one year</b>	14		(42,188)		(49,488)
<b>NET ASSETS</b>			<u>1,550,887</u>		<u>1,482,650</u>
<b>FUNDS</b>					
Unrestricted general funds	15, 16		169,256		154,614
Unrestricted designated funds	15, 16		1,360,913		1,304,668
Restricted funds	15, 16		20,718		23,368
			<u>1,550,887</u>		<u>1,482,650</u>

These financial statements were approved and authorised for distribution by the Trustees on 21 September 2017 and signed on their behalf by:

*[signed copy on file]*

*[signed copy on file]*

Chad Lake  
County Chairman

David Carlen  
Treasurer

## Cashflow Statement

As At 31 March 2017

	2017	2016
	£	£
Net movement in funds	68,237	66,401
Adjustments for:		
Depreciation	80,132	79,382
Investment income	(8,006)	(10,014)
Loss on disposal	-	-
Decrease/(increase) in stock	(1,641)	1,937
Decrease/(increase) in trade and other receivables	(150,683)	104,558
Increase/(decrease) in trade and other payables	227,380	(130,971)
<b>Net cash from operating activities</b>	<b>214,819</b>	<b>111,293</b>
<b>Investing activities</b>		
Purchase of fixed assets	(127,823)	(48,147)
Investment income	8,006	10,014
<i>Cash flow from investing activities</i>	<i>(119,817)</i>	<i>(38,133)</i>
<b>Financing activities</b>		
Increase/(decrease) in borrowings	(7,300)	(6,540)
<i>Cash flow from financing activities</i>	<i>(7,300)</i>	<i>(6,540)</i>
<b>Net change in cash and cash equivalents</b>	<b>87,703</b>	<b>66,620</b>
<b>Cash and cash equivalents at start of year</b>	<b>283,458</b>	<b>216,838</b>
<b>Cash and cash equivalents at the end of the year</b>	<b>371,161</b>	<b>283,458</b>

## Notes To The Financial Statements

### For The Year Ended 31 March 2017

#### 1. Constitution

The Scout Council of Greater London Middlesex West is a Registered Charity whose purpose 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. Constitutionally the County Scout Council acts within the framework of the 'Policy, Organisation and Rules' of The Scout Association.

#### 2. Accounting policies

##### Scope of the Financial Statements

These financial statements cover the activities controlled by the Greater London Middlesex West County Scout Council (GLMWCS) and its Camping Centre at Chalfont Heights, Buckinghamshire. The activities of Scout Districts and Groups within the County are not reflected in these financial statements.

##### Preparation of the Financial Statements

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014, as amended by Update Bulletin 1; the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been applied consistently to all years presented, unless otherwise stated.

The Trustees believe that due to the availability of sufficient funds there are no material uncertainties about the charity's ability to continue as a going concern.

**Notes To The Financial Statements (Continued)**  
**For The Year Ended 31 March 2017**

**2. Accounting policies (continued)**

**Fixed Assets and depreciation**

Tangible fixed assets are capitalised at cost, if they can be used for more than one period. The capitalisation policy of the charity is items in excess of £1,000. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Freehold Land	0%
New buildings	4% straight line as deemed to have a 25 year useful life
Camp site improvements	10% straight line as deemed to have a 10 year useful life
Equipment	20-33% per annum as deemed to have a 3-5 year useful life

Freehold Land represents the cost to the County Scout Council of the camping centre at Chalfont Heights purchased from the Scout Association in February 2008 in addition to land known as 'Franks Field' previously acquired by the County Scout Council.

Camp site improvements represent costs of new buildings and amenities constructed at the Chalfont Heights site.

**Leased Assets**

Rentals on operating leases are charged to the SOFA as incurred on a straight line basis over the length of the lease.

**Stocks**

Stocks are valued at the lower of cost and their estimated net realisable value. Cost consists of the original cost of the goods without any addition for overheads.

**Subscriptions and Investment Income**

Membership subscriptions, the County Levy and Investment Income are accounted for on an accruals basis.

**Donations and Voluntary Income**

Donations and voluntary income are accounted for in the year of receipt. The tax recoverable on Gift Aid donations is accounted for on an accruals basis.

**Grants Receivable**

Grants receivable are accounted for in the year of receipt except where notification of the grant has been received before the year end in which case the anticipated amount of the grant will be accrued.

## Notes To The Financial Statements (Continued)

### For The Year Ended 31 March 2017

#### Expenditure

Where possible expenditure is directly attributed to specific activities and is allocated to those cost categories. Where costs relate to more than one activity, they have been apportioned to the individual activities on the basis of the time spent by staff on matters relating to those activities. County Scout Council administration costs, which comprise all costs relating to the public accountability of the charity and its compliance with regulation and good practice, including costs relating to the statutory audit, are shown as a separate heading as it is not considered practical to apportion these to individual activities in a meaningful way.

#### Pensions Policy

The charity operates a defined contribution pension scheme. Charges are made in the Statement of Financial Activities (SOFA) as they arise. A Stakeholder Pension Scheme is also in place and expenditure is charged to the SOFA as it is incurred.

#### Taxation

No tax has been provided because the income of the Council is within the exemption granted by Section 505 of the Income and Corporation Taxes Act 1988

#### Fund Accounting

General Funds comprise unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the objects of the Charity and which have not been designated for other purposes.

Designated Funds are 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 can only be used for particular purposes within the objects of the Council. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### VAT

The Council is 'partially exempt' for VAT purposes and is not able to reclaim all the VAT that it pays. It is not practicable to allocate irrecoverable VAT to specific expenses and assets and irrecoverable VAT is therefore attributed to Governance Costs and charitable activities as appropriate.

#### Transfer of Funds

The Council makes transfers between funds when expenditure of a restricted nature is to be met from more than one type of fund. The maximum level of these transfers is agreed by the Council prior to the expenditure.

**Notes To The Financial Statements (Continued)**  
**For The Year Ended 31 March 2017**

**3. Income and endowments**

	Unrestricted funds	Restricted funds	TOTAL FUNDS 2017	Unrestricted funds	Restricted funds	TOTAL FUNDS 2016
	£	£	£	£		£
<i>Donations &amp; legacies</i>						
Gift aid, including tax recovered	48	-	48	48	-	48
Donations	7,658	-	7,658	1,016	-	1,016
Grants from charitable trusts	-	31,618	-	-	27,160	27,160
	7,706	31,618	39,324	1,064	27,160	28,224
<i>Charitable activities</i>						
County levy	77,379	-	77,379	91,966	-	91,966
Scouting activities and events	246,737	-	246,737	96,893	-	96,393
Movement in deferred income	(221,632)	-	(221,632)	112,542	-	112,542
PACCAR Scout Camp	551,591	-	551,591	417,042	-	417,042
Movement in deferred income	491	-	491	(14,838)	-	(14,838)
	654,566	-	653,966	708,105	-	708,105
<i>Investments</i>						
Interest receivable	8,006	-	8,006	10,014	-	10,014
<b>TOTAL INCOME</b>	<b>670,278</b>	<b>31,618</b>	<b>701,896</b>	<b>714,183</b>	<b>27,160</b>	<b>741,343</b>

**4. Restricted Income**

	2017	2016
	£	£
Jack Petchey Foundation	31,618	27,160
	31,618	27,160

**5. Expenditure**

	Unrestricted funds	Restricted funds	TOTAL FUNDS 2017	Unrestricted funds	Restricted funds	TOTAL FUNDS 2016
	£	£	£	£	£	£
<i>Charitable activities</i>						
Scouting activities and events	41,483	-	41,483	193,767	-	193,767
JPF achievement awards	-	34,268	34,268	-	22,860	22,860
Adult training	10,358	-	10,358	17,633	-	17,633
PACCAR Scout Camp (general expenditure)	505,537	-	505,537	369,419	-	369,419
International fund	300	-	300	-	-	-
Local development	22,310	-	22,310	50,628	-	50,628
County scout council administration	19,403	-	19,403	20,635	-	20,635
	599,391	34,268	633,659	652,082	22,860	674,942
<b>TOTAL EXPENDITURE</b>	<b>599,391</b>	<b>34,268</b>	<b>633,659</b>	<b>652,082</b>	<b>22,860</b>	<b>674,942</b>

**Notes To The Financial Statements (Continued)**  
**For The Year Ended 31 March 2017**

**6. Staff Costs and Employees**

	2017	2016
	£	£
Wages and salaries	56,039	44,178
Social security costs	3,807	2,886
Pension costs	2,994	-
	<u>62,840</u>	<u>47,064</u>

The number of employees, analysed by function were:

		2017	2016
PACCAR Scout Camp	Full time	2	1
County Office Admin	Part time	2	2
		<u>4</u>	<u>3</u>

No employee received emoluments at a rate in excess of £60,000 during the year (2016: £Nil). No Trustee, or their connected persons, received any remuneration during the year except for the County Secretary who in her position of County Administrator received a salary of £10,073 (2016: £8,320). All persons who are considered to be key management are volunteers and none of these individuals received any remuneration (2016: £Nil).

**7. Trustees' expenses**

The following amounts were paid to council members, in respect of expenses incurred while their duties:

		2017	2016
		£	£
David Carlen	Postage, mileage, resources, printing	411	376
Terry Kingham	Postage, printing, mileage, subsistence, conferences, resources	1,596	1,830
Chadwick Lake	Postage, printing, mileage, conferences, subsistence, resources	778	783
Leon Mielewczyk	Postage, printing, resources	32	98
Ray Byrne	Mileage	154	-
		<u>2,971</u>	<u>3,087</u>

No expenses remained unpaid at 31 March 2017 (2016: £Nil).

**8. Net income/(expenditure)**

Net income/(expenditure) is stated after charging:

		2017	2016
		£	£
Auditor's remuneration	Audit fee	3,750	3,440
	Other services	925	1,450
Depreciation		80,132	79,382

**Notes To The Financial Statements (Continued)**  
**For The Year Ended 31 March 2017**

**9. Tangible fixed assets**

	Freehold land	Camp Site Improvements	Equipment	Computers	Total
Cost	£	£	£	£	£
At 1 April 2016	518,858	1,210,903	113,535	23,148	1,866,444
Additions	-	121,157	6,666	-	127,823
At 31 March 2017	518,858	1,332,060	120,201	23,148	1,994,267
<b>Depreciation</b>					
At 1 April 2016	-	435,660	102,477	18,850	536,987
Charge for the year	-	70,679	6,684	2,770	80,132
At 31 March 2017	-	506,339	109,161	21,620	637,120
<b>Net Book Value</b>					
At 31 March 2017	518,858	825,721	11,040	1,528	1,357,147
At 31 March 2016	518,858	775,243	11,058	4,298	1,309,457

**10. Stock**

	2017	2016
	£	£
Finished goods	6,175	4,534
	6,175	4,534

**11. Debtors**

	2017	2016
	£	£
Trade debtors	5,301	1,219
Prepayments	159,751	16,250
VAT	5,948	2,848
	171,000	20,317

**12. Creditors: Amounts falling due within one year**

	2017	2016
	£	£
Loan (note 14)	7,300	6,899
Trade creditors	12,405	12,034
Accruals	20,296	15,429
Deferred income (note 13)	272,407	51,266
	312,408	85,628

Accruals includes an amount of £Nil (2016: £Nil) relating to outstanding defined contribution pension payments

**Notes To The Financial Statements (Continued)**  
**For The Year Ended 31 March 2017**

**13. Deferred income**

	2017	2016
	£	£
Deferred income at 1 April 2016	51,266	148,970
Released during the year	(51,266)	(148,970)
Deferred to future periods	272,407	51,266
Deferred income at 31 March 2017	<u>272,407</u>	<u>51,266</u>

The closing deferred income is for the following purposes:

	2017	2016
	£	£
Camp site deposits	50,775	51,266
Kandersteg trip 17/18	221,632	-
Total	<u>272,407</u>	<u>51,266</u>

**14. Creditors: Amounts falling due after one year**

	2017	2016
	£	£
Loan	<u>42,188</u>	<u>49,488</u>

The loan, from The Trustees of Ruislip Eastcote Northwood District Scout Council, is unsecured and interest is charged at 5.5%. Capital repayments are due annually over a ten year period starting in September 2013. The loan is to finance improvements at the PACCAR Scout Camp.

**15. Movement of Funds**

	At 1 April 2016	Income	Expenditure	Transfers	At 31 March 2017
	£	£	£	£	£
<i>Restricted Funds</i>					
Jack Petchey Achievement Award Scheme	23,368	31,618	(34,268)	-	20,718
	<u>23,368</u>	<u>31,618</u>	<u>(34,268)</u>	<u>-</u>	<u>20,718</u>
<i>Unrestricted general funds</i>	<u>154,614</u>	<u>118,196</u>	<u>(93,554)</u>	<u>(10,000)</u>	<u>169,256</u>
<i>Unrestricted designated funds</i>					
PACCAR Scout Camp	37,031	552,082	(505,537)	(44,578)	38,998
PACCAR Scout Camp Major Fixed Asset Fund	1,259,137	-	-	54,578	1,313,715
International	8,500	-	(300)	-	8,200
	<u>1,304,668</u>	<u>552,082</u>	<u>(505,837)</u>	<u>10,000</u>	<u>1,360,913</u>
<i>Total unrestricted funds</i>	<u>1,459,282</u>	<u>670,278</u>	<u>(599,391)</u>	<u>-</u>	<u>1,530,169</u>
Total	<u>1,482,650</u>	<u>701,896</u>	<u>(633,659)</u>	<u>-</u>	<u>1,550,887</u>

**Notes To The Financial Statements (Continued)**  
**For The Year Ended 31 March 2017**

**Jack Petchey Achievement Award Scheme**

The County Scout Council administers on-going grants received from the Jack Petchey Foundation under the Foundation's Achievement Award Scheme. Scout Troops and Explorer Units in the Districts together with the County Scout Network are eligible for 9, 6 or 3 awards of £200 per year, depending on their size. The scheme, which started in January 2006, enables members of these Troops and Units to recommend the purpose to which an award could be used, the award being approved by the Foundation.

**PACCAR Scout Camp**

This fund carries income and expenditure incurred in the day to day running of the camping centre.

**PACCAR Scout Camp Major Fixed Asset Fund**

This fund represents the net book value of the major fixed assets, including its acquisition, together with significant improvements to the site including new buildings and the refurbishment of existing buildings.

**International Fund**

This fund is to provide seed funding for future international activities and to provide support to members of the County who would be prevented from attending an International Scouting activity due to financial constraints.

**16. Analysis of net Funds**

	Unrestricted general funds	Unrestricted designated funds	Restricted funds	Total funds
	£	£	£	£
Tangible fixed assets	-	1,357,147	-	1,357,147
Net current assets	169,256	45,954	20,718	235,928
Long term liabilities	-	(42,188)	-	(42,188)
	169,256	1,360,913	20,718	1,550,887

**17. Capital commitments and contingent liabilities**

At the year end the charity had capital commitments of £Nil (2016: £Nil).

**18. Ultimate controlling party**

There is no ultimate controlling party.

**19. Related party transactions**

There were no related party transactions during the year (2016: None).

