

# 5TH REIGATE SCOUT GROUP

England & Wales · Charity number 305783

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1968-04-23

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 207 Frenches Road  
Redhill  
RH1 2JE

**Phone** 01737 929201

**Email** [lead.volunteer@5thscouts.org](mailto:lead.volunteer@5thscouts.org)

**Website** [www.5threigatescoutgroup.org](http://www.5threigatescoutgroup.org)

## Activities

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**Objects:** UNIT OF THE SCOUT ASSOCIATION

**Activities:** The 5th Reigate Scout Group is registered with the Scout Association, whose aim is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential. The Group aims to achieve this by providing an enjoyable and attractive scheme of progressive training, with a programme for Squirrels, Beavers, Cubs, Scouts and Explorer Scouts.

## Classification

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- **How:** Provides Services
- **What:** Education/training, Amateur Sport
- **Who:** Children/young People

## Geography

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- **Area of benefit:** REIGATE
- Surrey

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £84,773 | £84,626     | -      | -         |
| 2024-03-31 | £79,418 | £83,071     | -      | -         |
| 2023-03-31 | £25,590 | £35,379     | -      | -         |
| 2022-03-31 | £21,460 | £25,623     | -      | -         |
| 2021-03-31 | £30,248 | £13,444     | -      | -         |

## Trustees

| Name                  | Role  | Appointed  |
|-----------------------|-------|------------|
| <b>Dayle Collins</b>  | Chair | 2026-04-09 |
| David John Mountain   |       | 2016-07-16 |
| Dawn Martin           |       | 2022-09-01 |
| Graham David Mountain |       | 2019-04-01 |
| Kevin Melton          |       | 2026-06-05 |
| Max Williment         |       | 2026-06-05 |
| Peter James Wolsey    |       | 2024-09-07 |
| Sarah Isard           |       | 2025-04-03 |
| Simon Ian Pinto       |       | 2017-10-01 |

**5TH REIGATE SCOUT GROUP**

England & Wales - Charity number 305783

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# Accounts

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# Trustees' Annual Report

For the period



From (start date) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 0 | 1 | 0 | 4 | 2 | 4 |
|---|---|---|---|---|---|

 to (end date) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 1 | 0 | 3 | 2 | 5 |
|---|---|---|---|---|---|

**Section A Reference and administration details**

Charity name 

|                         |  |  |  |  |  |  |  |  |  |
|-------------------------|--|--|--|--|--|--|--|--|--|
| 5TH REIGATE SCOUT GROUP |  |  |  |  |  |  |  |  |  |
|-------------------------|--|--|--|--|--|--|--|--|--|

Registered charity number (if any) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 0 | 5 | 7 | 8 | 3 |
|---|---|---|---|---|---|

HQ registration number 

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 1 | 0 | 0 | 1 | 4 | 4 | 4 | 3 |
|---|---|---|---|---|---|---|---|

Charity's principal address

|                      |   |   |   |   |   |   |
|----------------------|---|---|---|---|---|---|
| NEWTON HAZEL HALL    |   |   |   |   |   |   |
| 13 BATTLEBRIDGE LANE |   |   |   |   |   |   |
| MERSTHAM , SURREY    |   |   |   |   |   |   |
| Postcode             | R | H | 1 | 3 | L | H |

Names of the charity trustees who manage the charity:

|    | Trustee Name    | Office (if any) | Dates acted if not for whole year |
|----|-----------------|-----------------|-----------------------------------|
| 1  | LORAIN MOUNTAIN | CHAIR           |                                   |
| 2  | PETER WOLSEY    | TREASURER       |                                   |
| 3  | NICCK REDDMAN   | TREASURER       |                                   |
| 4  | GRAHAM MOUNTAIN | GROUP LV        |                                   |
| 5  | SIMON PINTO     | TEAM LEADER (B) |                                   |
| 6  | PETER SALVAGE   | VOLUNTEER (C)   |                                   |
| 7  | VINCENT POTTER  | TEAM LEADER (C) |                                   |
| 8  | DAWN MARTIN     | TEAM LEADER (B) |                                   |
| 9  | DAVID MOUNTAIN  |                 |                                   |
| 10 |                 |                 |                                   |
| 11 |                 |                 |                                   |
| 12 |                 |                 |                                   |

**Section B Structure, governance and management**

Description of the charity's trusts

Type of governing document  
(e.g. trust deed, constitution)

The Group's governing documents are those of the Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and the Policy, Organisation and Rules of the Scout Association.

How the charity is constituted  
(e.g. trust, association, company)

The Group is a Trust established under rules which are common to all Scouts.

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

### Additional governance issues

Policies and procedures adopted for:

- a) The induction and training of trustees;
- b) Trustees' consideration of major risks and the systems and procedures to manage them.

The Group is managed by the Board of Trustees, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Board consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders team, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 - 3 months.

Members of the Board of Trustees have completed '*Essential Information for Executive Committee*' training. New members complete training within the first 5 months of joining the committee.

This Board of Trustees exists to support the Group Scout Leaders Team in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of Group property;
- The raising of funds and the administration of Group finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

### Risk and Internal Control

The Board of Trustees has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

**Damage to the building, property and equipment.** The Group would request the use of buildings, property and equipment from other, local organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

**Injury to leaders, helpers, supporters and members.** The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken and reviewed before all activities.

**Reduced income from fund raising.** The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

## Section B (continued)

**Reduction or loss of leaders.** The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

**Reduction or loss of members.** The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

The group has in place systems of internal controls that are designed to provide reasonable assurance against loss, these include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

## Section C

### Objectives and activities

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

#### The Purpose of Scouting

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

#### The Values of Scouting

As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

#### The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Summary of the main activities in relation to these objectives

All Sections continue to undertake activities which are adventurous and exciting such as, camping, hiking, climbing, archery, shooting and axe throwing. Other activities within Sections may be related to personal progress, such as badge work and community service. Young people are encouraged to plan their own activities to encourage thought for others and self awareness.

**Additional details of the objectives and activities**

Contribution made by volunteers;

All Leader, helpers and Board of Trustees Members are Volunteers and as such give their time and expertise free of charge.  
A large number of volunteers are needed to facilitate the work carried out and the Board of Trustees and Group Lead Volunteer are always actively seeking to enrol new volunteers to our Group.

Public benefit statement:

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

**Section D**

**Achievements and performance**

Summary of the main achievements of the charity during the year

During this year we have actively engaged with over 260 Young People from our 2 squirrel Dreys, 3 Beaver Colonies, 2 Cub Packs and 2 Scout Troops as well as our Explorer Unit. We have enabled all ages and abilities too undertake outdoor adventurous activities and to achieve personal goals through badge and group activities. Our Volunteers have worked to ensure that all Young People have had many opportunities for all types of activities.

**Section E**

**Financial Review**

Statement of the charity's policy on reserves

**Reserves Policy**

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Board of Trustees considers that the group should hold a sum equivalent to 12 months running costs, circa £20,000.

The Group holds reserves of approximately £21,000 against this at year end. This is above the level required for operating expenses.

Details of any funds materially in deficit

None

Further financial review details

The charity's principal sources of funds

**Investment Policy**

The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks that may currently return small amounts of interest.

How expenditure has supported the key objectives of the charity;

Fundraising is carried out a when possible and the reinstatement of Santa Walks at Christmas has increased the ability to raise funds..  
All expenditure is used for the benefit of the Group as a whole to advance the requirments of the young people within the Group in both physical and mental wellbeing.

The Board of Trustees regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Board of Trustees considers the cash flow requirements.

Through available banking systems the Board have tried to mitigate the use of Volunteers using their own banking to cover large payments.

**Section F Other Optional Information**

Future plans and details of any significant activities.

We continue to review the need for a replacement for our aging building. Fund raising continues to be required to ensure that we can go forward with plans to undertake this replacement as well as keeping our present equipment up to date. The acquisition of a minibus has assisted with many activities and cut our costs for transport. We have built a secure enclosure for our archery equipment and, with help from the Round Table, have a shelter for our minibus and the District Trailer.



Further recruitment of Volunteers continues and updated training for those already in post, remains a high priority as this will enable activities to be expanded. First Response training continues to be a priority.

A defibrillator and bleed kits are available to the Group and the Public during the times the Group is operating.

**Section G Declaration**

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

Signed on behalf of the charity's trustees

|                                |   |  |
|--------------------------------|---|--|
| Signature(s)                   |  |  |
| Full name(s)                   | Loraine Mountain  | Graham Mountain  |
| Position (eg Secretary, Chair) | Chair   | Group Lead Volunteer   |
| Date                           | 200825  |  |



## Receipts and payments accounts

|                     |                                |    |                              |
|---------------------|--------------------------------|----|------------------------------|
| For the period from | Period start date<br>01-Apr-23 | To | Period end date<br>31-Mar-24 |
|---------------------|--------------------------------|----|------------------------------|

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |                                      |                                     |                                 |                               |
| Sales   | 5,004                                     | -                                    | -                                   | 5,004                           | 1,048                         |
| Subscriptions   | 36,617                                    | -                                    | -                                   | 36,617                          | 30,700                        |
| Camps and Events Income (S/F)                         | 28,306                                    | -                                    | -                                   | 28,306                          | 21,842                        |
| Donation Received                                     | 1,622                                     | -                                    | -                                   | 1,622                           | 3,890                         |
| Gift Aid Deposit                                      | 5,824                                     | -                                    | -                                   | 5,824                           | 5,383                         |
| Fund Raising  | 1,843                                     | -                                    | -                                   | 1,843                           | 6,021                         |
| Other Grants  | -   | -                                    | -                                   | -                               | 3,500                         |
| Property Hire Income                                  | 2,952                                     | -                                    | -                                   | 2,952                           | 5,320                         |
| Property Hire Sec Bond                                | 1,400                                     | -                                    | -                                   | 1,400                           | -                             |
| Uniform Sales (Scarf / Shirt)                         | 649                                       | -                                    | -                                   | 649                             | 1,262                         |
| Interest Received                                     | 556                                       | -                                    | -                                   | 556                             | 452                           |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>84,773</b>                             | <b>-</b>                             | <b>-</b>                            | <b>84,773</b>                   | <b>79,418</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |   |                                      |                                     |                                 |                               |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>84,773</b>                             | <b>-</b>                             | <b>-</b>                            | <b>84,773</b>                   | <b>79,418</b>                 |
| <b>A3 Payments</b>                                    |   |                                      |                                     |                                 |                               |
| Computer Software and maintenance                     | 1046                                      | -                                    | -                                   | 1,046                           | 1,223                         |
| Office costs  | 24  | -                                    | -                                   | 24                              | 370                           |
| Licenses and Permits                                  | 170                                       | -                                    | -                                   | 170                             | -                             |
| Miscellaneous   | 167                                       | -                                    | -                                   | 167                             | 35                            |
| Minibus Expenses                                      | 2,494                                     | -                                    | -                                   | 2,494                           | 2,747                         |
| Accommodation   | 320                                       | -                                    | -                                   | 320                             | -                             |
| Charitable Donations                                  | 50  | -                                    | -                                   | 50                              | 40                            |
| Bank/Finance Charges                                  | 2,532                                     | -                                    | -                                   | 2,532                           | 1,647                         |
| Insurance   | 3,032                                     | -                                    | -                                   | 3,032                           | 2,969                         |
| Travel  | 17  | -                                    | -                                   | 17                              | -                             |
| Medical Expenses                                      | 496                                       | -                                    | -                                   | 496                             | -                             |
| Camps and Events Expense (S/F)                        | 27,267                                    | -                                    | -                                   | 27,267                          | 18,145                        |
| Youth programme and activities cost                   | 3,218                                     | -                                    | -                                   | 3,218                           | 1,884                         |
| D of E Event Expense                                  | 64  | -                                    | -                                   | 64                              | -                             |
| Equipment Expense                                     | 4,468                                     | -                                    | -                                   | 4,468                           | 17,371                        |
| Utilities   | 6,203                                     | -                                    | -                                   | 6,203                           | 4,257                         |
| Property Hire Bond Refund                             | 1,618                                     | -                                    | -                                   | 1,618                           | 1,477                         |
| Property Maintenance                                  | 13,482                                    | -                                    | -                                   | 13,482                          | 14,299                        |
| Property Security                                     | 254                                       | -                                    | -                                   | 254                             | -                             |
| District Subscription                                 | 13,780                                    | -                                    | -                                   | 13,780                          | 11,520                        |
| Leader / Youth Training                               | 812                                       | -                                    | -                                   | 812                             | 533                           |
| Uniform Expenses                                      | 2,883                                     | -                                    | -                                   | 2,883                           | 3,657                         |
| Trustees Expenses                                     | 229                                       | -                                    | -                                   | 229                             | 691                           |
| Fundraising Event Costs                               | -   | -                                    | -                                   | -                               | 206                           |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>84,626</b>                             | <b>-</b>                             | <b>-</b>                            | <b>84,626</b>                   | <b>83,071</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |   |                                      |                                     |                                 |                               |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>84,626</b>                             | <b>-</b>                             | <b>-</b>                            | <b>84,626</b>                   | <b>83,071</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>147</b>                                | <b>-</b>                             | <b>-</b>                            | <b>147</b>                      | <b>- 3,653</b>                |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>46,354</b>                             | <b>-</b>                             | <b>-</b>                            | <b>46,354</b>                   | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>46,501</b>                             | <b>-</b>                             | <b>-</b>                            | <b>46,501</b>                   | <b>- 3,653</b>                |

## Section B Statement of assets and liabilities at the end of the period

| Categories           | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Natwest Current Account                                | 8,730                              | -                                | -                               |
|                      | Natwest Business Reserve                               | 15,476                             | -                                | -                               |
|                      | Scottish Widows  | 21,838                             | -                                | -                               |
|                      | Petty cash   | 457                                | -                                | -                               |
|                      | <b>Total cash funds</b>                                | <b>46,501</b>                      | <b>-</b>                         | <b>-</b>                        |
|                      | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |

| Categories                      | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |

| Categories                  | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

| Categories  | Details                          | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|----------------------------------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> | Stock                            | Unrestricted                | -               | -                        |
|   | Scout hut                        | Unrestricted                | -               | -                        |
|   | Motor vehicle                    | Unrestricted                | -               | -                        |
|   | Scouting equipment and furniture | Unrestricted                | -               | -                        |
|   |                                  |                             | -               | -                        |
|   |                                  |                             | -               | -                        |
|   |                                  |                             | -               | -                        |
|   |                                  |                             | -               | -                        |

| Categories            | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name        | Date of approval |
|---|-----------|-------------------|------------------|
|   |           | Peter Wolsey      |                  |
|   |           | Lorraine Mountain |                  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

### Independent Examiner's Report

Report to the trustees

Charity Name  
5th Reigate Scout Group

On accounts for the year  
ended

31 March 2025

Charity no  
(if any)

305783

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2025.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

4-9-2025

Name:

James Moreno

Relevant professional  
qualification(s) or body  
(if any):

FCCA

Address:

39 Leigh Road

Cobham

Surrey KT11 2LF

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

The previous accounts do not appear to have been prepared on a strict receipts and payments basis and, as a result, the Cash Funds balance declared in previous accounts have not historically agreed with the bank and cash balances actually held. This difference has accumulated over time, and the 2024 accounts declared cash funds at 31 March 2024 of £33,993 with actual cash funds of £46,354.

The 2025 accounts therefore restate the comparative 2024 cash fund balances to the actual figure of £46,354, and the 2025 accounts have been prepared on a full receipts and payments basis.

**5TH REIGATE SCOUT GROUP**

England & Wales - Charity number 305783

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# Accounts

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# Trustees' Annual Report



For the period

From (start date) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 0 | 1 | 0 | 4 | 2 | 3 |
|---|---|---|---|---|---|

 to (end date) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 1 | 0 | 3 | 2 | 4 |
|---|---|---|---|---|---|

## Section A Reference and administration details

Charity name 

|                         |  |  |  |  |  |
|-------------------------|--|--|--|--|--|
| 5TH REIGATE SCOUT GROUP |  |  |  |  |  |
|-------------------------|--|--|--|--|--|

Registered charity number (if any) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 0 | 5 | 7 | 8 | 3 |
|---|---|---|---|---|---|

HQ registration number 

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 1 | 0 | 0 | 1 | 4 | 4 | 4 | 3 |
|---|---|---|---|---|---|---|---|

Charity's principal address

|                      |   |   |   |   |   |   |
|----------------------|---|---|---|---|---|---|
| NEWTON HAZEL HALL    |   |   |   |   |   |   |
| 13 BATTLEBRIDGE LANE |   |   |   |   |   |   |
| MERSTHAM , SURREY    |   |   |   |   |   |   |
| Postcode             | R | H | 1 | 3 | L | H |

Names of the charity trustees who manage the charity:

|    | Trustee Name    | Office (if any) | Dates acted if not for whole year |
|----|-----------------|-----------------|-----------------------------------|
| 1  | LORAIN MOUNTAIN | CHAIR           |                                   |
| 2  | DAVID MOUNTAIN  | TREASURER       |                                   |
| 3  | MICHELE DAVID   | SECRETARY       |                                   |
| 4  | GRAHAM MOUNTAIN | SL, TEAM GSL    |                                   |
| 5  | SIMON PINTO     | BSL, TEAM GSL   |                                   |
| 6  | PETER SALVAGE   | CSL, TEAM GSL   |                                   |
| 7  | VINCENT POTTER  | CSL             |                                   |
| 8  | DAWN MARTIN     | BSL             |                                   |
| 9  | STEPHEN BASS    |                 |                                   |
| 10 |                 |                 |                                   |
| 11 |                 |                 |                                   |
| 12 |                 |                 |                                   |

## Section B Structure, governance and management

Description of the charity's trusts

Type of governing document  
(e.g. trust deed, constitution)

The Group's governing documents are those of the Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and the Policy, Organisation and Rules of the Scout Association.

How the charity is constituted  
(e.g. trust, association, company)

The Group is a Trust established under rules which are common to all Scouts.

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

#### Additional governance issues

Policies and procedures adopted for:

- a) The induction and training of trustees;
- b) Trustees' consideration of major risks and the systems and procedures to manage them.

The Group is managed by the Board of Trustees, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Board, during the year 23 - 24, consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders team, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 - 3 months.

Members of the Board of Trustees have completed 'Essential Information for Executive Committee' training. New members complete training within the first 5 months of joining the committee.

This Board of Trustees exists to support the Group Scout Leaders Team in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of Group property;
- The raising of funds and the administration of Group finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

#### Risk and Internal Control

The Board of Trustees has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

**Damage to the building, property and equipment.** The Group would request the use of buildings, property and equipment from other, local organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

**Injury to leaders, helpers, supporters and members.** The Group through the capitation fees contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken and reviewed before all activities.

**Reduced income from fund raising.** The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

## Section B (continued)

**Reduction or loss of leaders.** The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

**Reduction or loss of members.** The Group provides activities for all young people aged 4 to 16 extending to 18, through an agreed Explorer Unit with 5th Reigate Scouts. If there was a reduction in membership in a particular section or the group as a whole, then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against loss, these include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

## Section C

### Objectives and activities

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

#### The Purpose of Scouting

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

#### The Values of Scouting

As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

#### The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Summary of the main activities in relation to these objectives

All Sections continue to undertake activities which are adventurous and exciting such as, camping, hiking, climbing, archery, shooting and tomahawk throwing. Other activities within Sections may be related to personal progress, such as badge work and community service. Young people are encouraged to plan their own activities to encourage thought for others and self awareness.

### Additional details of the objectives and activities

Contribution made by volunteers;

All Leaders, helpers and Board of Trustees Members are volunteers and as such give their time and expertise free of charge.  
A large number of volunteers are needed to facilitate the work carried out and the Board of Trustees and Team GSL are always actively seeking to enrol new volunteers to our Group.

Public benefit statement:

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

## Section D Achievements and performance

Summary of the main achievements of the charity during the year

This year we have expanded our Squirrels - for 4 to 6 year olds with a second section for this age.. A Waiting list is operating as we are over subscribed. Our other Sections continue to grow and we now have 3 Beaver Lodges, 3 Cub Packs and 2 Scout Troops operating. We have also added an Explorer Section for 16 to 18 year old members through a documented agreement to cooperate with 5th Reigate. This has proved very popular.

## Section E Financial Review

Statement of the charity's policy on reserves

### Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Board of Trustees considers that the group should hold a sum equivalent to 12 months running costs, circa £20,000.

The Group holds reserves of approximately £21,000 against this at year end. This is above the level required for operating expenses.

Details of any funds materially in deficit

None

**Further financial review details**

The charity's principal sources of funds

**Investment Policy**

The Group's income and expenditure is small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks that may currently return small amounts of interest.

How expenditure has supported the key objectives of the charity;

Fundraising is carried out as when possible and the Santa Walks at Christmas resumed this year.

All expenditure is used for the benefit of the Group as a whole to advance the requirements of the young people within the Group in both physical and mental wellbeing.

The Board of Trustees regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Board of Trustees considers the cash flow requirements.

Through available banking systems the Board have tried to mitigate the use of Volunteers using their own banking to cover large payments.

**Section F Other Optional Information**

Future plans and details of any significant activities.

We continue to look towards providing a new hall in the future, this will become necessary as our present building ages and we will require linking to mains drainage as part of this work. Grants will be required for this work.

Further recruitment of Volunteers continues and updated training for those already in post, remains a high priority as this will enable activities to be expanded. Risk assessments and First Response training will be a priority in the year to come.

A defibrillator and bleed kits are available to the Group and the Public during the times the Group is operating.

**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

*L Mountain* | *D E Martin*

Full name(s)

Lorraine Mountain | Dawn Martin

Position (eg Secretary, Chair)

Chair | Trustee Board Member

Date

## 5th Reigate Scout Group Receipts and Payments Account

Year start date

Year end date

|                      |           |    |           |
|----------------------|-----------|----|-----------|
| For the year<br>from | 01-Apr-23 | To | 31-Mar-24 |
|----------------------|-----------|----|-----------|

### Receipts and payments

|  | 2023/24                    |                          |                         | 2022/23          |                  |
|--|----------------------------|--------------------------|-------------------------|------------------|------------------|
|  | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Endowment<br>funds<br>£ | Total funds<br>£ | Total funds<br>£ |
| <b>Receipts</b>  |                            |                          |                         |                  |                  |
| <b>Donations, legacies and similar income</b>                          |                            |                          |                         |                  |                  |
| Membership subscriptions   | 30,700                     | -                        | -                       | 30,700           | 24,240           |
| Less: Membership subscriptions paid on (National/County/West/District) | -                          | -                        | -                       | -                | 9,270            |
| Net membership subscriptions retained                                  | 30,700                     | -                        | -                       | 30,700           | 14,970           |
| Donations (Round Table, WW, Just Giving)                               | 3,890                      | -                        | -                       | 3,890            | 539              |
| Gift Aid (2022 -2024)  | 5,383                      | -                        | -                       | 5,383            | 3,471            |
| Activities (Self-funded Event income)                                  | 21,842                     | -                        | -                       | 21,842           | -                |
| Sales Invoices (minibus miles, equip cost)                             | 387                        | -                        | -                       | 387              | -                |
| Uniform, Investitures, T-shirts Income                                 | 1,262                      | -                        | -                       | 1,262            | 964              |
| <b>Sub total</b>   | <b>63,464</b>              | <b>-</b>                 | <b>-</b>                | <b>63,464</b>    | <b>19,944</b>    |
| <b>Grants, Support</b>   |                            |                          |                         |                  |                  |
| District Training and Group Support                                    | -                          | -                        | -                       | -                | -                |
| Other grants - TSA Explorer startup                                    | 3,500                      | -                        | -                       | 3,500            | -                |
| <b>Sub total</b>   | <b>3,500</b>               | <b>-</b>                 | <b>-</b>                | <b>3,500</b>     | <b>-</b>         |
| <b>Fundraising</b>   |                            |                          |                         |                  |                  |
| Textile Collecting and Other fundraising                               | 71                         | -                        | -                       | 71               | 76               |
| Pre-Loved Table Top Sale   | 425                        | -                        | -                       | 425              | -                |
| Christmas Bag Packing  | 1,839                      | -                        | -                       | 1,839            | -                |
| Easter Egg Event   | 1,602                      | -                        | -                       | 1,602            | -                |
| Winter Wonderham Event   | 2,084                      | -                        | -                       | 2,084            | -                |
| <b>Sub total</b>   | <b>6,021</b>               | <b>-</b>                 | <b>-</b>                | <b>6,021</b>     | <b>76</b>        |
| <b>Investment income</b>   |                            |                          |                         |                  |                  |
| Bank interest (Scottish Widows, NatWest B-Reserve)                     | 452                        | -                        | -                       | 452              | 116              |
| Property Hall Hire income (inc Sec Bonds)                              | 5,320                      | -                        | -                       | 5,320            | 5,454            |
| Minibus Hire income  | 661                        | -                        | -                       | 661              | -                |
| <b>Sub total</b>   | <b>6,433</b>               | <b>-</b>                 | <b>-</b>                | <b>6,433</b>     | <b>5,570</b>     |
| <b>Total Gross Income</b>  | <b>79,418</b>              | <b>-</b>                 | <b>-</b>                | <b>79,418</b>    | <b>25,590</b>    |
| <b>Asset and investment sales, etc.</b>                                | -                          | -                        | -                       | -                | -                |
| <b>Total receipts</b>  | <b>79,418</b>              | <b>-</b>                 | <b>-</b>                | <b>79,418</b>    | <b>25,590</b>    |

# 5th Reigate Scout Group Receipts and Payments Account

Year start date

Year end date

|                   |           |    |           |
|-------------------|-----------|----|-----------|
| For the year from | 01-Apr-23 | To | 31-Mar-24 |
|-------------------|-----------|----|-----------|

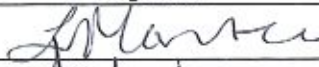

## Receipts and payments

|   | 2023/24            |                  |                 | 2022/23        |                 |
|---|--------------------|------------------|-----------------|----------------|-----------------|
|   | Unrestricted funds | Restricted funds | Endowment funds | Total funds    | Total funds     |
|   | £                  | £                | £               | £              | £               |
| <b>Payments</b>   |                    |                  |                 |                |                 |
| Youth programme and activities costs                                  | 1,884              | -                | -               | 1,884          | 2,577           |
| Activities (Self-funded Event expense)                                | 18,145             | -                | -               | 18,145         | -               |
| Activity Equipment (axes, archery, flags, light, signs, urns)         | 8,360              | -                | -               | 8,360          | 5,004           |
| Camping and Expedition Equipment costs                                | 5,025              | -                | -               | 5,025          | 5,004           |
| TSA Membership subscriptions (National/County/Area/District)          | 11,520             | -                | -               | 11,520         | -               |
| Adult support and training  | 533                | -                | -               | 533            | 352             |
| General Grounds Equipment Maintenance - Mower etc                     | 1,109              | -                | -               | 1,109          | 912             |
| Utilities - Council Rates, Water                                      | 426                | -                | -               | 426            | 269             |
| Utilities - Electricity and Gas                                       | 2,952              | -                | -               | 2,952          | 2,246           |
| Utilities - Broadband, Phone, Alarm/CCTV, TV Licence Costs            | 879                | -                | -               | 879            | 846             |
| Insurance (PAME + Building & Contents)                                | 2,969              | -                | -               | 2,969          | 3,045           |
| Uniforms, Badges, Scarves   | 3,657              | -                | -               | 3,657          | 3,287           |
| Administration - Software & Website costs                             | 1,223              | -                | -               | 1,223          | 473             |
| Administration - Office Equip, Trophies, Stationery, Printer          | 370                | -                | -               | 370            | 563             |
| Administration - Meetings, AGM and trustee expense                    | 691                | -                | -               | 691            | 506             |
| Banking, OSM, GC, Fees  | 1,647              | -                | -               | 1,647          | 1,563           |
| Property Grounds High Ropes Equipment                                 | 3,986              | -                | -               | 3,986          | 918             |
| Property Grounds Maintenance Fence Section & Gate Deposit             | 1,457              | -                | -               | 1,457          | 1,914           |
| Property Grounds Maintenance (Tree Safety & Ash dieback)              | 7,835              | -                | -               | 7,835          | 2,613           |
| Property Cleaning (Materials, Tools & Refuse)                         | 2,080              | -                | -               | 2,080          | 1,634           |
| Property General Maintenance, level floor, room layout & paint        | 1,253              | -                | -               | 1,253          | 4,847           |
| Property General Maintenance, Elect, Plumb, Heating & Pest            | 565                | -                | -               | 565            | 1,411           |
| Property Minibus - Annual service, Tax, Insurance, <del>unknown</del> | 2,747              | -                | -               | 2,747          | -               |
| Charities Donation - Poppy Wreaths                                    | 40                 | -                | -               | 40             | 569             |
| Property Hire Sec Bond Refund   | 1,477              | -                | -               | 1,477          | -               |
| Other costs - Data Protection (ICO),                                  | 35                 | -                | -               | 35             | 190             |
| <b>Sub total</b>  | <b>82,865</b>      | <b>-</b>         | <b>-</b>        | <b>82,865</b>  | <b>40,743</b>   |
| <b>Fundraising expenses</b>   |                    |                  |                 |                |                 |
| Fundraising event costs   | 206                | -                | -               | 206            | -               |
| <b>Sub total</b>  | <b>206</b>         | <b>-</b>         | <b>-</b>        | <b>206</b>     | <b>-</b>        |
| <b>Total Gross Expenditure</b>  | <b>83,071</b>      | <b>-</b>         | <b>-</b>        | <b>83,071</b>  | <b>40,743</b>   |
| <b>Asset and investment purchases, etc.</b>                           | -                  | -                | -               | -              | -               |
| <b>Total payments</b>   | <b>83,071</b>      | <b>-</b>         | <b>-</b>        | <b>83,071</b>  | <b>40,743</b>   |
| <b>Net of receipts/(payments)</b>                                     | <b>- 3,653</b>     | <b>-</b>         | <b>-</b>        | <b>- 3,653</b> | <b>- 15,153</b> |
| <b>Transfers between funds</b>  | -                  | -                | -               | -              | -               |
| <b>Cash funds last year end</b>                                       | <b>37,646</b>      | <b>-</b>         | <b>-</b>        | <b>37,646</b>  | <b>47,795</b>   |
| <b>Cash funds this year end</b>                                       | <b>33,993</b>      | <b>-</b>         | <b>-</b>        | <b>33,993</b>  | <b>32,642</b>   |

# Statement of assets and liabilities at the end of the year

|   | 31st March 2024         |                       |                      | 31st March 2023  |                  |
|---|-------------------------|-----------------------|----------------------|------------------|------------------|
|   | Unrestricted funds<br>£ | Restricted funds<br>£ | Endowment funds<br>£ | Total funds<br>£ | Total funds<br>£ |
| <b>Cash funds</b>   |                         |                       |                      |                  |                  |
| Bank current account - NatWest Business                     | 8,060                   | -                     | -                    | 8,060            | 14,427           |
| Bank deposit account - NatWest Business Reserve             | 15,261                  | -                     | -                    | 15,261           | 15,059           |
| Scottish Widows account                                     | 21,497                  | -                     | -                    | 21,497           | 21,247           |
| Cash OSM Pre-Payment Cards -                                | 735                     | -                     | -                    | 735              | -                |
| Cash (in safe)  | 801                     | -                     | -                    | 801              | 461              |
| <b>Total cash funds</b>                                     | <b>46,354</b>           | <b>-</b>              | <b>-</b>             | <b>46,354</b>    | <b>51,194</b>    |
| <b>Other monetary assets</b>                                |                         |                       |                      |                  |                  |
| Tax claim   | -                       | -                     | -                    | -                | -                |
| Debts due from the County/Area/District/Group               | -                       | -                     | -                    | -                | -                |
| Insurance claim   | -                       | -                     | -                    | -                | -                |
| <b>Sub total</b>  | <b>-</b>                | <b>-</b>              | <b>-</b>             | <b>-</b>         | <b>-</b>         |
| <b>Investment assets</b>                                    |                         |                       |                      |                  |                  |
| Investment property - detail                                | -                       | -                     | -                    | -                | -                |
| Quoted investments  | -                       | -                     | -                    | -                | -                |
| Other investments - detail                                  | -                       | -                     | -                    | -                | -                |
| <b>Sub total</b>  | <b>-</b>                | <b>-</b>              | <b>-</b>             | <b>-</b>         | <b>-</b>         |
| <b>Non monetary assets for charity's own use</b>            |                         |                       |                      |                  |                  |
| Badge stock (OSM=1,483@ £0.86ea) +Nametapes                 | 1,275                   | -                     | -                    | 1,275            | 1,327            |
| Leisureware, T-Shirts & Scarves stock                       | 1,741                   | -                     | -                    | 1,741            | 1,195            |
| Other stock (Gas Canisters etc.)                            | 856                     | -                     | -                    | 856              | 686              |
| Land and Buildings (average Surrey UK values from internet) | 729,209                 | -                     | -                    | 729,209          | 381,390          |
| Motor vehicles (after depreciation)                         | 800                     | -                     | -                    | 800              | -                |
| Scouting equipment, furniture etc                           | 26,000                  | -                     | -                    | 26,000           | 59,477           |
| Other (Cleaning Materials, PPE & Grounds Equip)             | 1,152                   | -                     | -                    | 1,152            | 268              |
| <b>Sub total</b>  | <b>761,033</b>          | <b>-</b>              | <b>-</b>             | <b>761,033</b>   | <b>444,343</b>   |
| <b>Liabilities</b>  |                         |                       |                      |                  |                  |
| Accounts not yet paid (Self-funded activities pre-payments) | 5,201                   | -                     | -                    | 5,201            | -                |
| Expenses incurred but not invoiced                          | -                       | -                     | -                    | -                | -                |
| Subscriptions not yet paid                                  | -                       | -                     | -                    | -                | -                |
| Loan - detail   | -                       | -                     | -                    | -                | -                |
| Other liabilities - Sections expense                        | -                       | -                     | -                    | -                | 596              |
| <b>Sub total</b>  | <b>5,201</b>            | <b>-</b>              | <b>-</b>             | <b>5,201</b>     | <b>596</b>       |

Signature

Print Name

|                 |           |
|-----------------|-----------|
| LORAIN MOUNTAIN | Chair     |
| DAVID MOUNTAIN  | Treasurer |

## Independent Examiner's Report to the Trustees of the 5<sup>th</sup> REIGATE Scout Council

I report to the trustees on my examination of the accounts of the 5<sup>th</sup> Reigate Scout Group for the year ended 31<sup>st</sup> March 2024.

### **Responsibilities and basis of report**

As the charity trustees of the 5<sup>th</sup> Reigate Scout Group, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

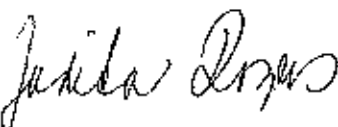
I report in respect of my examination of the 5<sup>th</sup> Reigate Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 5<sup>th</sup> Reigate Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Juditha Rogers

Relevant professional qualification or membership of professional bodies (if any): ACCA (1128307)

Address: 2 Sunstone Grove, Merstham, Surrey, RH1 3PR

Date: 04.09.2024

**5TH REIGATE SCOUT GROUP**

England & Wales - Charity number 305783

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# Accounts

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# Trustees' Annual Report

For the period



From (start date) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 0 | 1 | 0 | 4 | 2 | 2 |
|---|---|---|---|---|---|

 to (end date) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 1 | 0 | 3 | 2 | 3 |
|---|---|---|---|---|---|

**Section A Reference and administration details**

**Charity name**

|                         |  |  |  |  |  |  |  |  |  |
|-------------------------|--|--|--|--|--|--|--|--|--|
| 5TH REIGATE SCOUT GROUP |  |  |  |  |  |  |  |  |  |
|-------------------------|--|--|--|--|--|--|--|--|--|

**Registered charity number (if any)**

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 0 | 5 | 7 | 8 | 3 |
|---|---|---|---|---|---|

**HQ registration number**

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 1 | 0 | 0 | 1 | 4 | 4 | 4 | 3 |
|---|---|---|---|---|---|---|---|

**Charity's principal address**

|                      |   |   |   |  |   |   |   |
|----------------------|---|---|---|--|---|---|---|
| NEWTON HAZEL HALL    |   |   |   |  |   |   |   |
| 13 BATTLEBRIDGE LANE |   |   |   |  |   |   |   |
| MERSTHAM , SURREY    |   |   |   |  |   |   |   |
| Postcode             | R | H | 1 |  | 3 | L | H |

**Names of the charity trustees who manage the charity:**

|    | Trustee Name    | Office (if any) | Dates acted if not for whole year |
|----|-----------------|-----------------|-----------------------------------|
| 1  | LORAIN MOUNTAIN | CHAIR           |                                   |
| 2  | DAVID MOUNTAIN  | TREASURER       |                                   |
| 3  | MICHELE DAVID   | SECRETARY       |                                   |
| 4  | GRAHAM MOUNTAIN | SL, TEAM GSL    |                                   |
| 5  | SIMON PINTO     | BSL, TEAM GSL   |                                   |
| 6  | PETER SALVAGE   | CSL, TEAM GSL   |                                   |
| 7  | VINCENT POTTER  | CSL             |                                   |
| 8  | DAWN MARTIN     | BSL             |                                   |
| 9  | STEPHEN BASS    |                 |                                   |
| 10 |                 |                 |                                   |
| 11 |                 |                 |                                   |
| 12 |                 |                 |                                   |

**Section B Structure, governance and management**

Description of the charity's trusts

**Type of governing document**  
(e.g. trust deed, constitution)

The Group's governing documents are those of the Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and the Policy, Organisation and Rules of the Scout Association.

**Section B****Structure, governance and management (continued)**

How the charity is constituted  
(e.g. trust, association, company)

The Group is a Trust established under rules which are common to all Scouts.

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

**Additional governance issues**

Policies and procedures adopted for:

- a) The induction and training of trustees;  
b) Trustees' consideration of major risks and the systems and procedures to manage them.

The Group is managed by the Board of Trustees, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Board consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders team, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 - 3 months.

Members of the Board of Trustees have completed '*Essential Information for Executive Committee*' training. New members complete training within the first 5 months of joining the committee.

This Board of Trustees exists to support the Group Scout Leaders Team in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of Group property;
- The raising of funds and the administration of Group finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

**Section B****Structure, governance and management (continued)****Risk and Internal Control**

The Board of Trustees has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from other, local organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken and reviewed before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

## Section B (continued)

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 16, extending to 18 through a Joint Explorer Unit with 17th Reigate Scouts. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

The group has in place systems of internal controls that are designed to provide reasonable assurance against loss, these include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

## Section C

### Objectives and activities

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

#### The Purpose of Scouting

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

#### The Values of Scouting

As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

#### The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Summary of the main activities in relation to these objectives

All Sections continue to undertake activities which are adventurous and exciting such as, camping, hiking, climbing, archery, shooting and axe throwing. Other activities within Sections may be related to personal progress, such as badge work and community service. Young people are encouraged to plan their own activities to encourage thought for others and self awareness.

### Additional details of the objectives and activities

Contribution made by volunteers;

All Leader, helpers and Board of Trustees Members are Volunteers and as such give their time and expertise free of charge.  
A large number of volunteers are needed to facilitate the work carried out and the Board of Trustees and Team GSL are always actively seeking to enrol new volunteers to our Group.

Public benefit statement:

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

### Section D

### Achievements and performance

Summary of the main achievements of the charity during the year

This year we have expanded our activities to include a new Section, Squirrels - for 4 - 6 year olds. This has been very successful and a waiting list is operating as we are over subscribed. Our other Sections continue to grow and we now have 3 Beavers Lodges, 3 Cub Packs and 2 Scout Troops operating.

### Section E

### Financial Review

Statement of the charity's policy on reserves

#### Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Board of Trustees considers that the group should hold a sum equivalent to 12 months running costs, circa £20,000.

The Group holds reserves of approximately £21,000 against this at year end. This is above the level required for operating expenses.

Details of any funds materially in deficit

None

Further financial review details

The charity's principal sources of funds

**Investment Policy**

The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks that may currently return small amounts of interest.

How expenditure has supported the key objectives of the charity;

Fundraising is carried out a when possible but the loss of Santa Walks at Christmas has meant a drop in income.

All expenditure is used for the benefit of the Group as a whole to advance the requirments of the young people within the Group in both physical and mental wellbeing.

The Board of Trustees regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Board of Trustees considers the cash flow requirements.

**Section F**

**Other Optional Information**

Future plans and details of any significant activities.

We continue to work towards rebuilding our Hall. This year has seen us looking into preparatory works for gaining planing permission and applying for Grants. This includes feasibility of joining to Main Drainage when possible.

Further recruitment of Volunteers, and continued and updated training for those already in post, remains a high priority as this will enable activities to continue and expand.

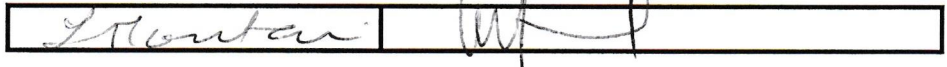
**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Loraine Mountain      Michele David

Position (eg Secretary, Chair)

Chair      Secretary

Date

0 4 0 7 2 3

# 5th Reigate Scout Group Receipts and Payments Account

Year start date

Year end date

|                   |           |    |           |
|-------------------|-----------|----|-----------|
| For the year from | 01-Apr-22 | To | 31-Mar-23 |
|-------------------|-----------|----|-----------|

## Receipts and payments

|  | 2022/23            |                  |                 | 2021/22       |               |
|--|--------------------|------------------|-----------------|---------------|---------------|
|  | Unrestricted funds | Restricted funds | Endowment funds | Total funds   | Total funds   |
|  | £                  | £                | £               | £             | £             |
| <b>Receipts</b>  |                    |                  |                 |               |               |
| <b>Donations, legacies and similar income</b>  |                    |                  |                 |               |               |
| Membership subscriptions   | 24,240             | -                | -               | 24,240        | 21,216        |
| Less: Membership subscriptions paid on (National/County/Area/District)<br><small>enter figures with a minus sign</small> | - 9,270            | -                | -               | - 9,270       | - 7,785       |
| Net membership subscriptions retained  | 14,970             | -                | -               | 14,970        | 13,431        |
| Donations  | 539                | -                | -               | 539           | 305           |
| Gift Aid (2020 -2021)  | 3,471              | -                | -               | 3,471         | 1,374         |
| Activities (S/F) Sleepover/Refunds   | -                  | -                | -               | -             | -             |
| Uniform, Investitures, T-shirts Income   | 964                | -                | -               | 964           | 770           |
| <b>Sub total</b>   | <b>19,944</b>      | <b>-</b>         | <b>-</b>        | <b>19,944</b> | <b>15,880</b> |
| <b>Grants, Support</b>   |                    |                  |                 |               |               |
| District Training and Group Support  | -                  | -                | -               | -             | -             |
| Other grants (Gov Covid Support Grants) Last on 9/3/21   | -                  | -                | -               | -             | -             |
| <b>Sub total</b>   | <b>-</b>           | <b>-</b>         | <b>-</b>        | <b>-</b>      | <b>-</b>      |
| <b>Fundraising</b>   |                    |                  |                 |               |               |
| Textile Collecting   | 76                 | -                | -               | 76            | 85            |
| Quiz Night/Table Top Sale  | -                  | -                | -               | -             | -             |
| Christmas Group Tea Towels   | -                  | -                | -               | -             | 362           |
| Round Table Collection Walks   | -                  | -                | -               | -             | 500           |
| Other fundraising (Easy Fundraising, Banners)  | -                  | -                | -               | -             | 75            |
| <b>Sub total</b>   | <b>76</b>          | <b>-</b>         | <b>-</b>        | <b>76</b>     | <b>1,022</b>  |
| <b>Investment income</b>   |                    |                  |                 |               |               |
| Bank interest (Scottish Widows, HSBC BMM, NatWest)   | 116                | -                | -               | 116           | 12            |
| Building Society interest  | -                  | -                | -               | -             | -             |
| Property Hall Hire income  | 5,454              | -                | -               | 5,454         | 4,546         |
| Other investment income  | -                  | -                | -               | -             | -             |
| <b>Sub total</b>   | <b>5,570</b>       | <b>-</b>         | <b>-</b>        | <b>5,570</b>  | <b>4,558</b>  |
| <b>Total Gross Income</b>  | <b>25,590</b>      | <b>-</b>         | <b>-</b>        | <b>25,590</b> | <b>21,460</b> |
| <b>Asset and investment sales, etc.</b>  | -                  | -                | -               | -             | -             |
| <b>Total receipts</b>  | <b>25,590</b>      | <b>-</b>         | <b>-</b>        | <b>25,590</b> | <b>21,460</b> |

# 5th Reigate Scout Group Receipts and Payments Account

Year start date

Year end date

|                   |           |    |           |
|-------------------|-----------|----|-----------|
| For the year from | 01-Apr-22 | To | 31-Mar-23 |
|-------------------|-----------|----|-----------|

## Receipts and payments

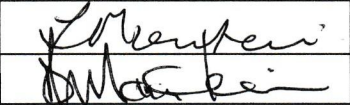
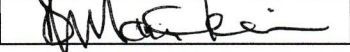
|  | 2022/23            |                  |                 | 2021/22     |             |
|--|--------------------|------------------|-----------------|-------------|-------------|
|  | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Total funds |
|  | £                  | £                | £               | £           | £           |
| <b>Payments</b>  |                    |                  |                 |             |             |
| <b>Charitable Payments</b>                             |                    |                  |                 |             |             |
| Youth programme and activities costs                   | 2,577              | -                | -               | 2,577       | 1,541       |
| Activity Equipment and Material costs                  | 5,004              | -                | -               | 5,004       | 2,781       |
| Adult support and training                             | 352                | -                | -               | 352         | 1,163       |
| General Equipment (Tables & TV)                        | 912                | -                | -               | 912         | -           |
| Utilities - Council Rates, Water                       | 269                | -                | -               | 269         | 89          |
| Utilities - Electricity and Gas                        | 2,246              | -                | -               | 2,246       | 1,147       |
| Utilities - Broadband, Alarm/CCTV, TV Licence Costs    | 846                | -                | -               | 846         | 620         |
| Insurance (PAME + Building & Contents)                 | 3,045              | -                | -               | 3,045       | 3,042       |
| Uniforms, Badges, Scarves                              | 3,287              | -                | -               | 3,287       | 1,541       |
| Administration - Software & Website costs              | 473                | -                | -               | 473         | 499         |
| Administration - Trophies, Keys, Stationery, Printer   | 563                | -                | -               | 563         | 354         |
| Administration - AGM and trustee expense               | 506                | -                | -               | 506         | 82          |
| Banking, OSM, GC, Fees                                 | 1,563              | -                | -               | 1,563       | 977         |
| Property Grounds Storage Project                       | 918                | -                | -               | 918         | 6,400       |
| Property Grounds Maintenance Replace Fence Section     | 1,914              | -                | -               | 1,914       | -           |
| Property Grounds Maintenance & Drain Survey costs      | 2,613              | -                | -               | 2,613       | 2,773       |
| Property Cleaning (Materials, Tools & Refuse)          | 1,634              | -                | -               | 1,634       | 1,035       |
| Property General Maintenance, Boiler Replacement       | 4,847              | -                | -               | 4,847       | 1,560       |
| Property General Maintenance, Fire, Gas & Water checks | 1,411              | -                | -               | 1,411       | -           |
| Charities Donation - Walks & Poppy Wreaths             | 569                | -                | -               | 569         | 19          |
| Other costs - ICO, Medical, Deliveries                 | 190                | -                | -               | 190         | -           |
| <b>Sub total</b>                                       | 35,739             | -                | -               | 35,739      | 25,623      |
| <b>Fundraising expenses</b>                            |                    |                  |                 |             |             |
| Quiz night costs                                       | -                  | -                | -               | -           | -           |
| Other fundraising costs                                | -                  | -                | -               | -           | -           |
| <b>Sub total</b>                                       | -                  | -                | -               | -           | -           |
| <b>Total Gross Expenditure</b>                         | 35,739             | -                | -               | 35,739      | 25,623      |
| <b>Asset and investment purchases, etc.</b>            | -                  | -                | -               | -           | -           |
| <b>Total payments</b>                                  | 35,739             | -                | -               | 35,739      | 25,623      |
| <b>Net of receipts/(payments)</b>                      | - 10,149           | -                | -               | - 10,149    | - 4,163     |
| <b>Transfers between funds</b>                         | -                  | -                | -               | -           | -           |
| <b>Cash funds last year end</b>                        | 47,795             | -                | -               | 47,795      | 47,795      |
| <b>Cash funds this year end</b>                        | 37,646             | -                | -               | 37,646      | 43,632      |

# Statement of assets and liabilities at the end of the year

|   | 31st March 2023    |                  |                 | 31st March 2022 |                |
|---|--------------------|------------------|-----------------|-----------------|----------------|
|   | Unrestricted funds | Restricted funds | Endowment funds | Total funds     | Total funds    |
|   | £                  | £                | £               | £               | £              |
| <b>Cash funds</b>                                       |                    |                  |                 |                 |                |
| Bank current account - NatWest Business (was HSBC)      | 14,427             | -                | -               | 14,427          | 26,628         |
| Bank deposit account - NatWest Bus Res (was HSBC BMM)   | 15,059             | -                | -               | 15,059          | 12,817         |
| Scottish Widows account                                 | 21,247             | -                | -               | 21,247          | 21,195         |
| Cash S/F Youth Activity Pre-Payments -                  | -                  | -                | -               | -               | -              |
| Cash/Floats   | 461                | -                | -               | 461             | 107            |
| <b>Total cash funds</b>                                 | <b>51,194</b>      | <b>-</b>         | <b>-</b>        | <b>51,194</b>   | <b>60,747</b>  |
| <b>Other monetary assets</b>                            |                    |                  |                 |                 |                |
| Tax claim   | -                  | -                | -               | -               | -              |
| Debts due from the County/Area/District/Group           | -                  | -                | -               | -               | -              |
| Insurance claim   | -                  | -                | -               | -               | -              |
| <b>Sub total</b>  | <b>-</b>           | <b>-</b>         | <b>-</b>        | <b>-</b>        | <b>-</b>       |
| <b>Investment assets</b>                                |                    |                  |                 |                 |                |
| Investment property - detail                            | -                  | -                | -               | -               | -              |
| Quoted investments                                      | -                  | -                | -               | -               | -              |
| Other investments - detail                              | -                  | -                | -               | -               | -              |
| <b>Sub total</b>  | <b>-</b>           | <b>-</b>         | <b>-</b>        | <b>-</b>        | <b>-</b>       |
| <b>Non monetary assets for charity's own use</b>        |                    |                  |                 |                 |                |
| Badge stock (OSM=1,471@ £0.81ea) +£135 Nametapes        | 1,327              | -                | -               | 1,327           | 3,121          |
| Leisureware, T-Shirts & Scarves stock                   | 1,195              | -                | -               | 1,195           | 712            |
| Other stock (Gas Canisters etc.)                        | 686                | -                | -               | 686             | 332            |
| Land and Buildings (-5% agents website)                 | 381,390            | -                | -               | 381,390         | 401,463        |
| Motor vehicles  | -                  | -                | -               | -               | -              |
| Scouting equipment, furniture etc                       | 59,477             | -                | -               | 59,477          | 55,282         |
| Other (Cleaning Materials & PPE)                        | 268                | -                | -               | 268             | 350            |
| <b>Sub total</b>  | <b>444,343</b>     | <b>-</b>         | <b>-</b>        | <b>444,343</b>  | <b>461,260</b> |
| <b>Liabilities</b>                                      |                    |                  |                 |                 |                |
| Accounts not yet paid                                   | -                  | -                | -               | -               | -              |
| Expenses incurred but not invoiced                      | -                  | -                | -               | -               | -              |
| Subscriptions not yet paid                              | -                  | -                | -               | -               | -              |
| Loan - detail   | -                  | -                | -               | -               | -              |
| Other liabilities - Sections expense (S/F underpayment) | 596                | -                | -               | 596             | 392            |
| <b>Sub total</b>  | <b>596</b>         | <b>-</b>         | <b>-</b>        | <b>596</b>      | <b>392</b>     |

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 13th June 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

| Signature   | Print Name               |
|---|--------------------------|
|  | LORAIN MOUNTAIN Chair    |
|  | DAVID MOUNTAIN Treasurer |

## Independent Examiner's Report to the Trustees of the 5<sup>th</sup> REIGATE Scout Council

I report to the trustees on my examination of the accounts of the 5<sup>th</sup> Reigate Scout Group for the year ended 31<sup>st</sup> March 2023.

### **Responsibilities and basis of report**

As the charity trustees of the 5<sup>th</sup> Reigate Scout Group, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 5<sup>th</sup> Reigate Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 5<sup>th</sup> Reigate Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:   
Name: JUDITA ROGERS

Relevant professional qualification or membership of professional bodies (if any): ACCA

Address: 2 SUNSTONE GROVE, MERSTHAM, RH1 3PR

Date: 15.09.2023

**5TH REIGATE SCOUT GROUP**

England & Wales - Charity number 305783

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# Accounts

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# Trustees' Annual Report



For the period

From (start date) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 0 | 1 | 0 | 4 | 2 | 0 |
|---|---|---|---|---|---|

 to (end date) 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 1 | 0 | 3 | 2 | 1 |
|---|---|---|---|---|---|

**Section A Reference and administration details**

**Charity name**

|                         |  |  |  |  |  |  |  |  |  |
|-------------------------|--|--|--|--|--|--|--|--|--|
| 5TH REIGATE SCOUT GROUP |  |  |  |  |  |  |  |  |  |
|-------------------------|--|--|--|--|--|--|--|--|--|

**Registered charity number (if any)**

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3 | 0 | 5 | 7 | 8 | 3 |
|---|---|---|---|---|---|

**HQ registration number**

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 1 | 0 | 0 | 1 | 4 | 4 | 4 | 3 |
|---|---|---|---|---|---|---|---|

**Charity's principal address**

|                      |   |   |   |  |   |   |   |
|----------------------|---|---|---|--|---|---|---|
| NEWTON HAZEL HALL    |   |   |   |  |   |   |   |
| 13 BATTLEBRIDGE LANE |   |   |   |  |   |   |   |
| MERSTHAM , SURREY    |   |   |   |  |   |   |   |
| Postcode             | R | H | 1 |  | 3 | L | H |

**Names of the charity trustees who manage the charity:**

|    | Trustee Name    | Office (if any) | Dates acted if not for whole year |
|----|-----------------|-----------------|-----------------------------------|
| 1  | LORAIN MOUNTAIN | CHAIR           |                                   |
| 2  | DAVID MOUNTAIN  | TREASURER       |                                   |
| 3  | CAROL ORCHARD   | SECRETARY       |                                   |
| 4  | GRAHAM MOUNTAIN | SL, TEAM GSL    |                                   |
| 5  | SIMON PINTO     | BSL, TEAM GSL   |                                   |
| 6  | PETER SALVAGE   | CSL, TEAM GSL   |                                   |
| 7  | GERALD HULF     | CSL             |                                   |
| 8  | DAWN MARTIN     | BSL             |                                   |
| 9  | JAMES KEMP      | SL              |                                   |
| 10 |                 |                 |                                   |
| 11 |                 |                 |                                   |
| 12 |                 |                 |                                   |

**Section B Structure, governance and management**

Description of the charity's trusts

**Type of governing document**  
(e.g. trust deed, constitution)

The Group's governing documents are those of the Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and the Policy, Organisation and Rules of the Scout Association.

**Section B****Structure, governance and management (continued)**

How the charity is constituted  
(e.g. trust, association, company)

The Group is a Trust established under rules which are common to all Scouts.

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

**Additional governance issues**

Policies and procedures adopted for:

- a) The induction and training of trustees;
- b) Trustees' consideration of major risks and the systems and procedures to manage them.

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 - 3 months.

Members of the Executive Committee have completed '*Essential Information for Executive Committee*' training. New members complete training within the first 5 months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of Group property;
- The raising of funds and the administration of Group finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

**Section B****Structure, governance and management (continued)****Risk and Internal Control**

The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from other, local organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken and reviewed before all activities.

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**Section B (continued)**

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

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The group has in place systems of internal controls that are designed to provide reasonable assurance against loss, these include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

**Section C**

**Objectives and activities**

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

**The Purpose of Scouting**

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

**The Values of Scouting**

As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

**The Scout Method**

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Summary of the main activities in relation to these objectives

During Covid pandemic restrictions activities have continued on line and face to face when possible. All Sections undertake activities which are adventurous and exciting such as, camping, hiking, climbing, archery, shooting and axe throwing. Other activities within Sections may be related to personal progress, such as badge work and community service. Young people are encouraged to plan their own activities to encourage thought for others and self awareness.

### Additional details of the objectives and activities

Contribution made by volunteers;

All Leader, helpers and Executive Members are Volunteers and as such give their time and expertise free of charge.  
A large number of volunteers are needed to facilitate the work carried out and the Executive Committee and Team GSL are always actively seeking to enrol new volunteers to our Group.

Public benefit statement:

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

### Section D

#### Achievements and performance

Summary of the main achievements of the charity during the year

During the year we have continued to maintain contact with all members and to promote the goals for Scouting in spite of restrictions during the Covid pandemic and throughout Lockdown periods. Physical activities have been undertaken where possible and under agreed Scout Association and Government guidelines.

A new 'Team' GSL has been put in place to promote the work of the Group, improve personnel numbers and to improve facilities at the venue. This team consists of 3 Scout leaders (one SL, one CSL, one BSL).

### Section E

#### Financial Review

Statement of the charity's policy on reserves

##### Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs, circa £20,000.

The Group holds reserves of approximately £21,000 against this at year end. This is above the level required for operating expenses.

Details of any funds materially in deficit

None

Further financial review details

The charity's principal sources of funds

**Investment Policy**

The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks that may currently return small amounts of interest.

How expenditure has supported the key objectives of the charity;

Fundraising is carried out a when possible but has been severely curtailed during the last 18 months.

All expenditure is used for the benefit of the Group as a whole to advance the requirments of the young people within the Group in both physical and mental wellbeing.

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

**Section F**

**Other Optional Information**

Future plans and details of any significant activities.

In the coming years we plan to rebuild the Group Head Quarters which is becoming less cost effective to maintain. This will enhance our activities both within the actual building and also grounds surrounding it.

Further recruitment of Volunteers, and training for those already in post, reamins a high priority as this will enable activities to be expanded.

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

|   |  |
|---|--|
|  |  |
|---|--|

Full name(s)

|                  |               |
|------------------|---------------|
| Loraine Mountain | Carol Orchard |
|------------------|---------------|

Position (eg Secretary, Chair)

|       |           |
|-------|-----------|
| Chair | Secretary |
|-------|-----------|

Date

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 0 | 3 | 0 | 7 | 2 | 1 |
|---|---|---|---|---|---|

# 5th Reigate Scout Group Receipts and Payments Account



Year start date

Year end date

|                   |           |    |           |
|-------------------|-----------|----|-----------|
| For the year from | 01-Apr-20 | To | 31-Mar-21 |
|-------------------|-----------|----|-----------|

## Receipts and payments

|  | 2020/21            |                  |                 | 2019/20       |               |
|--|--------------------|------------------|-----------------|---------------|---------------|
|  | Unrestricted funds | Restricted funds | Endowment funds | Total funds   | Total funds   |
|  | £                  | £                | £               | £             | £             |
| <b>Receipts</b>  |                    |                  |                 |               |               |
| <b>Donations, legacies and similar income</b>  |                    |                  |                 |               |               |
| Membership subscriptions   | 11,291             | -                | -               | 11,291        | 20,172        |
| Less: Membership subscriptions paid on<br><small>(National/County/Area/District) enter figures with a minus sign</small> | - 5,580            | -                | -               | - 5,580       | - 5,226       |
| Net membership subscriptions retained  | 5,711              | -                | -               | 5,711         | 14,946        |
| Donations  | 465                | -                | -               | 465           | 258           |
| Gift Aid (2019 -2020)  | 3,030              | -                | -               | 3,030         | 3,512         |
| Activities (S/F) Sleepover/Refunds   | 160                | -                | -               | 160           | -             |
| Uniform, Investitures, T-shirts Income   | 285                | -                | -               | 285           | 552           |
| <b>Sub total</b>   | <b>9,651</b>       | <b>-</b>         | <b>-</b>        | <b>9,651</b>  | <b>19,268</b> |
| <b>Grants, Support</b>   |                    |                  |                 |               |               |
| District Training and Group Support  | -                  | -                | -               | -             | 81            |
| Other grants (Gov Covid Support Grants)  | 20,241             | -                | -               | 20,241        | -             |
| <b>Sub total</b>   | <b>20,241</b>      | <b>-</b>         | <b>-</b>        | <b>20,241</b> | <b>81</b>     |
| <b>Fundraising (gross)</b>   |                    |                  |                 |               |               |
| Textile Collecting   | 67                 | -                | -               | 67            | 108           |
| Quiz Night/Table Top Sale  | -                  | -                | -               | -             | 169           |
| Christmas Bag Packing  | -                  | -                | -               | -             | 1,528         |
| Round Table Collection Walks   | -                  | -                | -               | -             | 500           |
| Other fundraising (Easy Fundraising, Banners)  | 46                 | -                | -               | 46            | 241           |
| <b>Sub total</b>   | <b>113</b>         | <b>-</b>         | <b>-</b>        | <b>113</b>    | <b>2,546</b>  |
| <b>Investment income</b>   |                    |                  |                 |               |               |
| Bank interest (Scottish Widows, HSBC BMM)  | 43                 | -                | -               | 43            | 92            |
| Building Society interest  | -                  | -                | -               | -             | -             |
| Property Rent income (Hire deposits)   | 200                | -                | -               | 200           | 5,625         |
| Other investment income  | -                  | -                | -               | -             | -             |
| <b>Sub total</b>   | <b>243</b>         | <b>-</b>         | <b>-</b>        | <b>243</b>    | <b>5,717</b>  |
| <b>Total Gross Income</b>  | <b>30,248</b>      | <b>-</b>         | <b>-</b>        | <b>30,248</b> | <b>27,612</b> |
| <b>Asset and investment sales, etc.</b>  | -                  | -                | -               | -             | -             |
| <b>Total receipts</b>  | <b>30,248</b>      | <b>-</b>         | <b>-</b>        | <b>30,248</b> | <b>27,612</b> |

# 5th Reigate Scout Group Receipts and Payments Account



Year start date

Year end date

|                   |           |    |           |
|-------------------|-----------|----|-----------|
| For the year from | 01-Apr-20 | To | 31-Mar-21 |
|-------------------|-----------|----|-----------|

## Receipts and payments

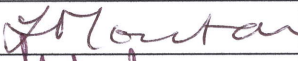

|   | 2020/21            |                  |                 | 2019/20       |               |
|---|--------------------|------------------|-----------------|---------------|---------------|
|   | Unrestricted funds | Restricted funds | Endowment funds | Total funds   | Total funds   |
|   | £                  | £                | £               | £             | £             |
| <b>Payments</b>                                   |                    |                  |                 |               |               |
| <b>Charitable Payments</b>                        |                    |                  |                 |               |               |
| Youth programme and activities costs              | 831                | -                | -               | 831           | 2,277         |
| Adult support and training                        | 144                | -                | -               | 144           | 387           |
| Council Rates                                     | 155                | -                | -               | 155           | 312           |
| Water and Sewerage                                | 90                 | -                | -               | 90            | 120           |
| Electricity and Gas                               | 1,585              | -                | -               | 1,585         | 2,876         |
| Broadband, Alarm/CCTV, TV Licence Costs           | 747                | -                | -               | 747           | 471           |
| Insurance   | 2,779              | -                | -               | 2,779         | 3,071         |
| Property Maintenance, Repairs and Renewals        | 2,623              | -                | -               | 2,623         | 2,760         |
| Activity Equipment and Material costs             | 1,282              | -                | -               | 1,282         | -             |
| PPE Materials and equipment                       | 998                | -                | -               | 998           | -             |
| Uniforms, Badges, Scarves                         | 711                | -                | -               | 711           | 3,030         |
| AGM and trustee expenses                          | 166                | -                | -               | 166           | -             |
| Cleaning (Materials and replacement tools)        | 111                | -                | -               | 111           | 631           |
| Administration - Trophies, Keys, Stationery       | 107                | -                | -               | 107           | 510           |
| Administration - Software & Website costs         | 639                | -                | -               | 639           | -             |
| Banking Fees, OSM, GC, Web Hosting etc            | 354                | -                | -               | 354           | 1,286         |
| Charities Donation - Walks & Poppy Wreaths        | 37                 | -                | -               | 37            | 56            |
| Other costs - Hall Hire Refund for Pmt in 2019-20 | 85                 | -                | -               | 85            | n/a           |
| Self-Funded Section Events Support costs          | -                  | -                | -               | -             | 357           |
| <b>Sub total</b>                                  | <b>13,444</b>      | <b>-</b>         | <b>-</b>        | <b>13,444</b> | <b>18,144</b> |
| <b>Fundraising expenses</b>                       |                    |                  |                 |               |               |
| Quiz night costs                                  | -                  | -                | -               | -             | -             |
| Other fundraising costs                           | -                  | -                | -               | -             | -             |
| <b>Sub total</b>                                  | <b>-</b>           | <b>-</b>         | <b>-</b>        | <b>-</b>      | <b>-</b>      |
| <b>Total Gross Expenditure</b>                    | <b>13,444</b>      | <b>-</b>         | <b>-</b>        | <b>13,444</b> | <b>18,144</b> |
| <b>Asset and investment purchases, etc.</b>       | -                  | -                | -               | -             | 3,779         |
| <b>Total payments</b>                             | <b>13,444</b>      | <b>-</b>         | <b>-</b>        | <b>13,444</b> | <b>21,923</b> |
| <b>Net of receipts/(payments)</b>                 | <b>16,804</b>      | <b>-</b>         | <b>-</b>        | <b>16,804</b> | <b>5,689</b>  |
| <b>Transfers between funds</b>                    | -                  | -                | -               | -             | -             |
| <b>Cash funds last year end</b>                   | <b>47,795</b>      | <b>-</b>         | <b>-</b>        | <b>47,795</b> | <b>42,106</b> |
| <b>Cash funds this year end</b>                   | <b>64,599</b>      | <b>-</b>         | <b>-</b>        | <b>64,599</b> | <b>47,795</b> |

# Statement of assets and liabilities at the end of the year

|   | 31st March 2021    |                  |                 |                | 31st March 2020 |
|---|--------------------|------------------|-----------------|----------------|-----------------|
|   | Unrestricted funds | Restricted funds | Endowment funds | Total funds    | Total funds     |
|   | £                  | £                | £               | £              | £               |
| <b>Cash funds</b>                                   |                    |                  |                 |                |                 |
| Bank current account (HSBC)                         | 30,129             | -                | -               | 30,129         | 13,218          |
| Bank deposit account (HSBC BMM)                     | 12,816             | -                | -               | 12,816         | 12,808          |
| Scottish Widows account                             | 21,185             | -                | -               | 21,185         | 21,161          |
| Cash S/F Youth Activity Pre-Payments - Cub Camp     | 40                 | -                | -               | 40             | -               |
| Cash/Floats   | 419                | -                | -               | 419            | 608             |
| <b>Total cash funds</b>                             | <b>64,589</b>      | <b>-</b>         | <b>-</b>        | <b>64,589</b>  | <b>47,795</b>   |
| <b>Other monetary assets</b>                        |                    |                  |                 |                |                 |
| Tax claim   | -                  | -                | -               | -              | -               |
| Debts due from the County/Area/District/Group       | -                  | -                | -               | -              | -               |
| Insurance claim                                     | -                  | -                | -               | -              | -               |
| <b>Sub total</b>                                    | <b>-</b>           | <b>-</b>         | <b>-</b>        | <b>-</b>       | <b>-</b>        |
| <b>Investment assets</b>                            |                    |                  |                 |                |                 |
| Investment property - detail                        | -                  | -                | -               | -              | -               |
| Quoted investments                                  | -                  | -                | -               | -              | -               |
| Other investments - detail                          | -                  | -                | -               | -              | -               |
| <b>Sub total</b>                                    | <b>-</b>           | <b>-</b>         | <b>-</b>        | <b>-</b>       | <b>-</b>        |
| <b>Non monetary assets for charity's own use</b>    |                    |                  |                 |                |                 |
| Badge stock (estimate 1000 @ £0.70)                 | 700                | -                | -               | 700            | n/a             |
| Leisureware, T-Shirts & Scarves stock               | 717                | -                | -               | 717            | n/a             |
| Other stock (Gas Canisters etc.)                    | 315                | -                | -               | 315            | n/a             |
| Land and Buildings                                  | 391,671            | -                | -               | 391,671        | 391,671         |
| Motor vehicles                                      | -                  | -                | -               | -              | -               |
| Scouting equipment, furniture etc (excl. donations) | 43,075             | -                | -               | 43,075         | 35,411          |
| Other (Cleaning Materials & PPE)                    | 350                | -                | -               | 350            | n/a             |
| <b>Sub total</b>                                    | <b>436,828</b>     | <b>-</b>         | <b>-</b>        | <b>436,828</b> | <b>427,082</b>  |
| <b>Liabilities</b>                                  |                    |                  |                 |                |                 |
| Accounts not yet paid                               | -                  | -                | -               | -              | -               |
| Expenses incurred but not invoiced                  | -                  | -                | -               | -              | -               |
| Subscriptions not yet paid                          | -                  | -                | -               | -              | -               |
| Loan - detail                                       | -                  | -                | -               | -              | -               |
| Other liabilities - Sections expense accrual (S/F)  | 184                | -                | -               | 184            | 172             |
| <b>Sub total</b>                                    | <b>184</b>         | <b>-</b>         | <b>-</b>        | <b>184</b>     | <b>172</b>      |

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 28th June 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

| Signature   | Print Name      |           |
|---|-----------------|-----------|
|  | LORAIN MOUNTAIN | Chair     |
|  | DAVID MOUNTAIN  | Treasurer |

## **Independent Examiner's Report to the Trustees of the 5<sup>th</sup> REIGATE Scout Council**

I report to the trustees on my examination of the accounts of the 5<sup>th</sup> Reigate Scout Group for the year ended 31<sup>st</sup> March 2021.

### **Responsibilities and basis of report**

As the charity trustees of the 5<sup>th</sup> Reigate Scout Group, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 5<sup>th</sup> Reigate Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 5<sup>th</sup> Reigate Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: **Judita Rogers**

Relevant professional qualification or membership of professional bodies (if any): **ACCA, Membership number 1128307**

Address: **2 Sunstone Grove, Merstham, Surrey, RH1 3PR**

Date: **25.06.2021**