

Trustees' Annual Report

For the period



From (start date)

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 to (end date)

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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.

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

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 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 requirements 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, remains 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

030721

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
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Receipts and payments

	2020/21			2019/20	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Receipts					
Donations, legacies and similar income					
Membership subscriptions	11,291	-	-	11,291	20,172
Less: Membership subscriptions paid on (National/County/Area/District) <i>enter figures with a minus sign</i>	- 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
Sub total	9,651	-	-	9,651	19,268
Grants, Support					
District Training and Group Support	-	-	-	-	81
Other grants (Gov Covid Support Grants)	20,241	-	-	20,241	-
Sub total	20,241	-	-	20,241	81
Fundraising (gross)					
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
Sub total	113	-	-	113	2,546
Investment income					
Bank interest (Scottish Widows, HSBC BMM)	43	-	-	43	92
Building Society interest	-	-	-	-	-
Property Rent income (Hire deposits)	200	-	-	200	5,625
Other investment income	-	-	-	-	-
Sub total	243	-	-	243	5,717
Total Gross Income	30,248	-	-	30,248	27,612
Asset and investment sales, etc.	-	-	-	-	-
Total receipts	30,248	-	-	30,248	27,612

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
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Receipts and payments

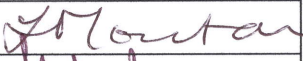

	2020/21			2019/20
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Payments				
Charitable Payments				
Youth programme and activities costs	831	-	-	831
Adult support and training	144	-	-	144
Council Rates	155	-	-	155
Water and Sewerage	90	-	-	90
Electricity and Gas	1,585	-	-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

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
	£	£	£	£	£
Cash funds					
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
Total cash funds	64,589	-	-	64,589	47,795
Other monetary assets					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
Sub total	-	-	-	-	-
Investment assets					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
Sub total	-	-	-	-	-
Non monetary assets for charity's own use					
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
Sub total	436,828	-	-	436,828	427,082
Liabilities					
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
Sub total	184	-	-	184	172

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 5th REIGATE Scout Council

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

Responsibilities and basis of report

As the charity trustees of the 5th 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 5th 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 5th 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**