

# 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	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

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# 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
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## Receipts and payments

	2022/23			2021/22
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	24,240	-	-	24,240
Less: Membership subscriptions paid on (National/County/Area/District)	-	-	-	-
enter figures with a minus sign	9,270	-	-	9,270
Net membership subscriptions retained	14,970	-	-	14,970
Donations	539	-	-	539
Gift Aid (2020 -2021)	3,471	-	-	3,471
Activities (S/F) Sleepover/Refunds	-	-	-	-
Uniform, Investitures, T-shirts Income	964	-	-	964
<b>Sub total</b>	<b>19,944</b>	<b>-</b>	<b>-</b>	<b>19,944</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>Fundraising</b>				
Textile Collecting	76	-	-	76
Quiz Night/Table Top Sale	-	-	-	-
Christmas Group Tea Towels	-	-	-	-
Round Table Collection Walks	-	-	-	-
Other fundraising (Easy Fundraising, Banners)	-	-	-	-
<b>Sub total</b>	<b>76</b>	<b>-</b>	<b>-</b>	<b>76</b>
<b>Investment income</b>				
Bank interest (Scottish Widows, HSBC BMM, NatWest)	116	-	-	116
Building Society interest	-	-	-	-
Property Hall Hire income	5,454	-	-	5,454
Other investment income	-	-	-	-
<b>Sub total</b>	<b>5,570</b>	<b>-</b>	<b>-</b>	<b>5,570</b>
<b>Total Gross Income</b>	<b>25,590</b>	<b>-</b>	<b>-</b>	<b>25,590</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>25,590</b>	<b>-</b>	<b>-</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-22	To	31-Mar-23
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### Receipts and payments

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

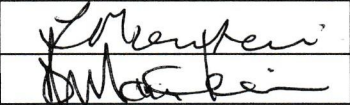


# Statement of assets and liabilities at the end of the year

	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: *Juditha Rogers*  
Name: **JUDITHA ROGERS**

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

Address: **2 SUNSTONE GROVE, MERSTHAM, RH1 3PR**

Date: **15.09.2023**