

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 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 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 a 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.

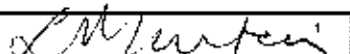
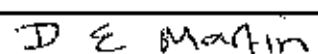
A defibrillator and bleed kits are available to the Group and the Public during the times the Group is operating.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Loraine 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 from	01-Apr-23	To	31-Mar-24
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Receipts and payments

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

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
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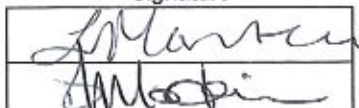
Receipts and payments

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

Statement of assets and liabilities at the end of the year

	31st March 2024			31st March 2023	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Cash funds					
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
Total cash funds	46,354	-	-	46,354	51,194
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 (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
Sub total	761,033	-	-	761,033	444,343
Liabilities					
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
Sub total	5,201	-	-	5,201	596

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 2024.

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').

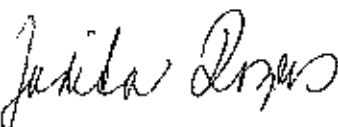
I report in respect of my examination of the 5th Reigate Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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: 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