



**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 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 its rules which are common to all Scouts.

Trustee selection methods

(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

Policies and procedures adopted for:

- a) the induction and training of trustees;
- b) trustee' 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 once every term.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' 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.

**Risk and Internal Control (Specimen 1)**

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 neighbouring 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 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.

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.

**Risk and Internal Control (Specimen 2)**

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
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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 objects

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

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

Successfully maintained membership during a difficult year

**Section E****Financial Review**

Brief 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 £10,000.

The Group held reserves of approximately £40,000, against this at year end. This is above the level required for operating expenses. However this can be explained by the generous Covid Relief grants awarded to the Group in the last 12 months by the local Council.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

N/A

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);

**Investment Policy (Specimen 1)**

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 or building societies or The Scout Association's Short Term Investment Service.

information, where relevant, about:	<b>Investment Policy (Specimen 1)</b>
• the charity's principal sources of funds (including any fundraising);	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 or building societies or The Scout Association's Short Term Investment Service.
• how expenditure has supported the key objectives of the charity;	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.
• investment policy and objectives;	<b>Investment Policy (Specimen 2)</b> The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.


**Section F Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)	The Group intends to undertake a significant program of refurbishment to the HQ building, which will require a significant capital investment.
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**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)	Chris Thompson	
Position (eg Secretary, Chair)	Group Chair	
Date	0 1 1 2 1	

# 7th 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	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	5,733	6,765
Less: Membership subscriptions paid on (National/County/Area/District) - note 1	-	2,888
Net membership subscriptions retained	3,471	3,877
Donations	1,000	-
Legacies	-	-
Gift Aid	298	120
Activity income - Beavers	-	-
Activity income - Cubs	20	3,474
Activity income - Scouts	-	2,458
Activity income - Explorers	172	3,085
Activity income - Group	30	1,890
Other similar income - eg Group uniform	-	10
<b>Sub total</b>	<b>4,991</b>	<b>14,914</b>
<b>Grants</b>	<b>20,241</b>	<b>-</b>
<b>Sub total</b>	<b>20,241</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Hall hire	-	4,914
Other fundraising activities	60	259
<b>Sub total</b>	<b>60</b>	<b>5,173</b>
<b>Investment income</b>		
Bank interest	26	45
<b>Sub total</b>	<b>26</b>	<b>45</b>
<b>Total Gross Income</b>	<b>25,318</b>	<b>20,132</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>25,318</b>	<b>20,132</b>

# 7th 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

Unrestricted funds

£

£

### Payments

	2020/21	2019/20
	Unrestricted funds	Unrestricted funds
	£	£
<b>Charitable Payments</b>		
Youth programme and activities - Beavers	185	97
Youth programme and activities - Cubs	-	3,227
Youth programme and activities - Scouts	-	2,718
Youth programme and activities - Explorers	1,145	3,071
Youth programme and activities - Group	197	2,521
Adult support and training	-	76
Rent - Beavers hall hire	-	250
Rates	-	171
Water and Sewerage	67	107
Electricity and Gas	683	2,539
Insurance (note 3)	2,145	1,253
Repairs, renewals and cleaning	939	5,625
Materials and equipment	377	88
Group Admin - website and OSM fees	265	226
Contribution to camp costs - Jamborees	250	250
Uniforms - Group hoodies etc	-	611
AGM and trustee expenses	5	13
Bank charges - Explorers - note 2	69	60
<b>Sub total</b>	5,827	22,903
<b>Fundraising expenses</b>		
<b>Sub total</b>	-	-
<b>Total Gross Expenditure</b>	5,827	22,903
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	5,827	22,903
<b>Net of receipts/(payments)</b>	19,490	2,772
<b>Cash funds last year end</b>	-	-
<b>Cash funds this year end</b>	19,490	2,772

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

	31st March 2021	31st March 2020
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	34,798	14,021
Bank deposit account	7,549	7,523
Explorer Scout Funds - bank and cash	1,469	2,630
Scout Funds (note 1)	-	1,763
Cub Funds	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	204	354
<b>Total cash funds</b>	<b>44,019</b>	<b>26,292</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Uncleared bank deposit (note 1)	2,137	-
Insurance claim	-	-
<b>Sub total</b>	<b>2,137</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Land and buildings - note 3	480,000	154,601
Scouting equipment, furniture etc - note 3	34,986	33,803
Other	-	-
<b>Sub total</b>	<b>514,986</b>	<b>188,404</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

### Contingent liabilities and future obligations

Note 1 - Scout bank account has been closed this year. The balance is the uncleared cheque due to clear into the group bank account.

Note 2 - CAF bank, used by the Explorers, have monthly bank charges which have increased this year. This account is due to be closed.

Note 3 - figures taken from insurance documents. These were re-valued this year.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 22 Sep. 2021 (the date of the Executive Committee meeting / AGM that approved the accounts) and signed on their behalf by

Signature

Print Name
CHRIS THOMPSON <span style="float: right;">Chair</span>
AMANDA RAYNER <span style="float: right;">Treasurer</span>

# England & Wales

## Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

### Independent examiner's report to the trustees of 7<sup>th</sup> Reigate Scout Group

I report to the trustees on my examination of the accounts of the 7<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 7<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 7<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 7<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: ANNE MARTIN-BURNS

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

Address: 30 SMITHY LANE, LOWER KINGSWOOD  
SURREY KT20 6TX

Date: 28-08-2021