

Trustees' Annual Report

For the period

From (start date) to end date

Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address

 Postcode

Names of the charity trustees who manage the charity
 (These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Chris Thompson	CHAIR	
2	Amanda Rayner	TREASURER	
3	Tracey Dunnet	GSL	
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)
 (These will be published in the annual report of the charity)

Type of advisor	Name	Address

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:

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.

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 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.

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

[Empty box for summary of main activities]

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.

[Empty box for additional details of objectives and activities]

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:
• the charity's principal sources of funds
(including any fundraising):

Investment Policy (Specimen 1)

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• 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:

Investment Policy (Specimen 2)

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.


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

05/12/22

7th Reigate Scout Group (Charity no. 305784)

Receipts and payments account

Year start date

Year end date

For the year from	01-Apr-21	To	31-Mar-22
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Receipts and payments

	2021/2022 Unrestricted funds £	2020/21 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	7,615	5,733
Donations	55	1,000
Gift Aid	362	298
Activity Income - Beavers	-	-
Activity Income - Cubs	205	20
Activity Income - Scouts	3,247	374
Activity Income - Explorers	3,688	172
Activity Income - Group	1,322	30
Other similar income uniform etc.	379	-
Sub total	16,873	7,627
Grants		
Maintenence grant	-	-
Other grants - Covid	17,679	20,241
Sub total	17,679	20,241
Fundraising events (gross)		
Amazon smile / easy fundraising etc.	205	-
Other fundraising activities	-	60
Sub total	205	60
Scout hut income		
Hire of building	2,233	-
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	2,233	-
Investment income		
Bank interest	1	26
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
Sub total	1	26
Total Gross Income	36,990	27,954
Asset and investment sales, etc.	-	-
Total receipts	36,990	27,954

Note 2

7th Reigate Scout Group (Charity no. 305784)

Receipts and payments account

Year start date

Year end date

For the year from	01-Apr-21	To	31-Mar-22
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Receipts and payments

	2021/2022 Unrestricted funds £	2020/21 Unrestricted funds £
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	3,460	2,262
Activity Expenditure - Beavers	270	185
Activity Expenditure - Cubs	163	-
Activity Expenditure - Scouts	1,700	2,137
Activity Expenditure - Explorers	1,105	1,145
Activity Expenditure - Group	936	197
Adult support and training	53	-
Rates	44	-
Water and Sewerage	110	67
Electricity and Gas	604	683
Insurance	2,307	2,145
Repairs and Renewals	9,430	939
Materials and equipment	462	377
Group Admin - website and OSM fees	336	265
Contribution to camp costs - Jamborees	-	250
Uniforms	170	-
AGM and trustee expenses	32	5
Bank charges - Explorers	96	69
Cleaning	633	-
Sub total	21,912	10,226
Fundraising expenses		
Fundraising costs	-	-
Sub total	-	-
Total Gross Expenditure	21,912	10,226
Asset and investment purchases, etc.	-	-
Total payments	21,912	10,226
Net of receipts/(payments)	15,077	17,727
Cash funds last year end	44,019	26,292
Cash funds this year end	59,096	44,019

Note 3

Note 4

7th Reigate Scout Group (Charity no. 305784)

Receipts and payments account

Year start date

Year end date

For the year from	01-Apr-21	To	31-Mar-22
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Statement of assets and liabilities at the end of the year

	31st March 2022 Unrestricted funds £	31st March 2021 Unrestricted funds £
Cash funds		
Bank current account	47,470	34,798
Bank deposit account	7,549	7,549
Explorer Scout Funds - bank and cash	3,837	1,469
The Scout Association Short Term Investment Service	-	-
Cash/Floats	239	204
Total cash funds	59,096	44,019
<small>(agree balances with receipts and payments account)</small>	<small>ok</small>	<small>ok</small>
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Uncleared bank deposit	-	2,137
Insurance claim	-	-
Sub total	-	2,137
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	480,000	480,000
Motor vehicles	-	-
Scouting equipment, furniture etc	34,986	34,986
Other	-	-
Sub total	514,986	514,986
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
Total net assets	574,082	561,142

Note 1 - at the time of finalising 2020/2021 accounts the Scout Troop bank account was in the process of being closed. The timing of this caused the anomalies detailed in notes 2 and 3



Note 2 - this credit balance was omitted from the Scout Troop accounts due to missing paperwork

Note 3 - this was omitted from last year's accounts in error - only shown as an uncleared cheque and not shown as an expense to the Scout Troop account

Note 4 - CAF bank, used by the Explorers, have monthly bank charges which have increased this year. This account is due to be closed.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 25th May 2022 and signed on their behalf by

Signature

Print Name

Chair

CHRIS THOMPSON

Treasurer

AMANDA RANNER

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 7th Reigate Scout Council

I report to the trustees on my examination of the accounts of the 7th Reigate Scout Group for the year ended 31st March 2022.

Responsibilities and basis of report

As the charity trustees of the 7th 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 7th 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.

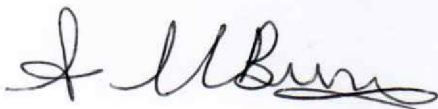
Independent examiner's statement

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 7th 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 KINESWOOD,
SURREY KT20 6TX

Date:

3rd July 22