

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

7th Reigate Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 5 7 8 4

HQ registration number

Charity's principal address

33 Thomas Waters Way

Horley

Surrey

Postcode

R H 6 9 F Z

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	Group Chair	
2	Tracey Dunnet	Group Lead Volunteer	
3	Amanda Rayner	Treasurer	
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's Boar 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.

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 Board of Trustees 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 Board of Trustees complete '*Essential Information for Board of Trustees*' training within the first 5 months of joining the board.

This Group Board of Trustees 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 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 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
<p>Summary of the objects of the charity set out in its governing document</p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p>Summary of the main activities in relation to these objects</p>	

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

Delivered a successful program of Scouting to all age group sections, culminating in a Group Camp this Summer. The Group has also continued its successful program of maintenance to the building, replacing the windows and installing new curtains.

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 Board of Trustees considers that the group should hold a sum equivalent to 12 months running costs, circa £15,000.

The Group held reserves of approximately £60,000, against this at year end. This is above the level required for operating expenses. However this can be explained by the generous maintenance 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);

• how expenditure has supported the key objectives of the charity;

• investment policy and objectives;

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.

The Group Trustee Board 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 Trustee Board considers the cash flow requirements.

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 AMANDA RATNER

Position (eg Secretary, Chair)

Chair TREASURER

Date

0 9 1 0 2 4

7th Reigate Scout Group (Charity no. 305784)
Receipts and payments account

For the year from	1st April 2023	To	31st March 2024
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Receipts and payments

	2023/2024	2022/2023
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	7,119	7,081
Donations	180	-
Legacies	-	-
Gift Aid	499	494
Activity Income - Beavers	174	270
Activity Income - Cubs	2,416	660
Activity Income - Scouts	2,635	8,203
Activity Income - Explorers	12,723	6,147
Activity Income - Group	1,750	2,322
Other similar income - clothing etc.	321	810
Sub total	27,316	26,980
Grants		
Maintenence grant - Reigate & Banstead (windows)	-	14,000
Other grants	-	-
Sub total	-	14,000
Fundraising events (gross)		
Amazon smile / easy fundraising etc	66	112
Other fundraising activities - Santa Run Explorers	250	500
Sub total	316	612
Scout hut income		
Hire of building	4,867	4,749
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	4,867	4,749
Investment income		
Bank interest	66	12
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
Sub total	66	12
Total Gross Income	33,064	46,300
Asset and investment sales, etc.	-	-
Total receipts	33,064	46,300

7th Reigate Scout Group (Charity no. 305784)

Receipts and payments account

For the year from	1st April 2023	To	31st March 2024
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Receipts and payments

	2023/2024	2022/2023
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	3,825	3,763
Activity Expenditure - Beavers	253	694
Activity Expenditure - Cubs	1,571	829
Activity Expenditure - Scouts	3,177	8,392
Activity Expenditure - Explorers	7,888	6,755
Activity Expenditure - Group	3,278	2,694
Adult support and training	-	-
Rates	47	87
Water and Sewerage	226	509
Electricity and Gas	882	1,676
Insurance	2,475	2,273
Repairs and Renewals	1,297	10,941
Materials and equipment	255	1,124
Group Admin - website & OSM fees	264	233
Contribution to camp costs	-	500
Uniforms & clothing etc.	398	1,707
AGM and trustee expenses	-	35
Bank charges - Explorers Note 1	60	72
Cleaning	456	1,233
Other costs detail 3	-	-
Sub total	28,534	43,517
Fundraising expenses		
Spring Fair April 2024	31	-
Other fundraising costs	-	-
Sub total	31	-
Total Gross Expenditure	28,565	43,517
Asset and investment purchases, etc.	-	-
Total payments	28,565	43,517
Net of receipts/(payments)	6,881	1,343
Cash funds last year end	60,939	59,096
Cash funds this year end	67,820	60,439

7th Reigate Scout Group (Charity no. 305784)
Receipts and payments account

For the year from	1st April 2023	To	31st March 2024
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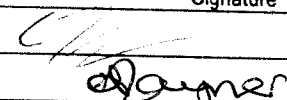
Statement of assets and liabilities at the end of the year

	31st March 2024 Unrestricted funds	31st March 2023 Unrestricted funds
	£	£
Cash funds		
Bank current account Co-op	7,005	50,291
Bank deposit account Co-op	45,000	7,557
Explorer Scouts Funds - bank & cash CAF Note 1	7,926	2,987
Bank savings account Santander	7,618	
The Scout Association Short Term Investment Service	-	-
Cash/Floats	71	104
Total cash funds	67,619	60,939
<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	-	-
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	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings Note 2	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	582,605	575,925

Note 1 - Explorer account to be closed and transferred to Co-Op

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 3rd July 2024 and signed on their behalf by

Signature



Print Name

Chris Thompson	Chair
Amanda Rayner	Treasurer

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

I report to the trustees on my examination of the accounts of the

for the year ended

Responsibilities and basis of report

As the charity trustees of the 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 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 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, Tadworth, Surrey
KT20 6TX

Date: 9th Aug 2024.