# Trustees' Annual Report

## For the period

From (start date) 0 1 0 4 2 5 to end date 3 1 0 3 2 6

**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 (departing) | |
| 3 | Amanda Rayner | Treasurer | |
| 4 | John Rayner | Group Lead Volunteer | |
| 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<br><br>(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<br><br>(e.g. trust, association, company) | The Group is a trust established under its rules which are common to all Scouts. |
| Trustee selection methods<br>(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 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. |
| Policies and procedures adopted for:<br>a) the induction and training of trustees;<br>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 Group Lead Volunteer 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.<br><br>Members of the Board of Trustees complete *'Essential Information for Board of Trustees'* training within the first 5 months of joining the board.<br><br>This Group Board of Trustees exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:<br>The maintenance of Group property;<br>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 |
|---|---|
| Summary of the objects of the charity set out in its governing document | **The Purpose of Scouting**<br>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.<br><br>**The Values of Scouting**<br>As Scouts we are guided by these values:<br>**Integrity** - We act with integrity; we are honest, trustworthy and loyal.<br>**Respect** - We have self-respect and respect for others.<br>**Care** - We support others and take care of the world in which we live.<br>**Belief** - We explore our faiths, beliefs and attitudes.<br>**Co-operation** - We make a positive difference; we co-operate with others and make friends.<br><br>**The Scout Method**<br>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:<br>- enjoy what they are doing and have fun<br>- take part in activities indoors and outdoors<br>- learn by doing<br>- share in spiritual reflection<br>- take responsibility and make choices<br>- undertake new and challenging activities<br>- 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:<br><br>• policy on grantmaking;<br>• contribution made by volunteers;<br>• 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. The Group has also continued its successful program of maintenance to the building, replacing a fire escape and damp-proofing the building.. |

## Section E — Financial Review

| | |
|---|---|
| Brief statement of the charity's policy on reserves | **Reserves Policy**<br>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.<br><br>The Group held reserves of approximately £52,000, 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 continue undertaking 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) | | Rayner |
| Full name(s) | Chris Thompson | Amanda Rayner |
| Position (eg Secretary, Chair) | Chair | Treasurer |
| Date | 2 6 1 0 2 6 | |

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

| | Year start date | | Year end date |
|---|---|---|---|
| For the year from | 1st April 2025 | To | 31st March 2026 |

## Receipts and payments

| | 2025/26 Unrestricted funds £ | 2024/25 Unrestricted funds £ |
|---|---|---|
| **Receipts** | | |
| **Donations, legacies and similar income** | | |
| Membership subscriptions | 8,024 | 7,650 |
| Less: Membership subscriptions paid on (National/County/Area/District) | - 4,081 | - 3,744 |
| Donations | 5 | 250 |
| Gift Aid | 426 | 405 |
| Activity Income - Beavers | - | 54 |
| Activity Income - Cubs | 688 | 1,680 |
| Activity Income - Scouts | 9,917 | 877 |
| Activity Income - Explorers | 8,736 | 6,155 |
| Activity Income - Group | 1,070 | 2,720 |
| Other similar income | 117 | 35 |
| **Sub total** | 24,902 | 16,083 |
| **Grants** | | |
| Maintenenace grant | - | 16,473 |
| Other grants | - | - |
| **Sub total** | - | 16,473 |
| **Fundraising events (gross)** | | |
| Amazon smile / easy fundraising | 51 | 38 |
| Spring Fair | - | 2,320 |
| Other fundraising activities - badge sewing | - | 31 |
| Other fundraising activities - Smarties | | 193 |
| Other fundraising activities - Bag packing | 275 | - |
| Other fundraising activities - Santa Run | 250 | 250 |
| **Sub total** | 576 | 2,832 |
| **Scout hut income** | | |
| Hire of building | 4,405 | 4,994 |
| Hire of equipment | - | - |
| Other Scout hut income | - | - |
| **Sub total** | 4,405 | 4,994 |
| **Investment income** | | |
| Bank interest | 723 | 511 |
| Building Society interest | - | - |
| The Scout Association Short Term Investment Service | - | - |
| Other investment income | - | - |
| **Sub total** | 723 | 511 |
| ***Total Gross Income*** | 30,606 | 40,894 |
| **Asset and investment sales, etc.** | - | - |
| ***Total receipts*** | 30,606 | 40,894 |

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

| | Year start date | | Year end date |
|---|---|---|---|
| For the year from | 1st April 2025 | To | 31st March 2026 |

## Receipts and payments

| | 2025/26 Unrestricted funds £ | 2024/25 Unrestricted funds £ |
|---|---|---|
| **Payments** | | |
| **Charitable Payments** | | |
| Youth programme and activities | - | 20 |
| Adult support and training | - | - |
| Rent | 147 | 49 |
| Water and Sewerage | 288 | 287 |
| Electricity and Gas | 1,364 | 1,014 |
| Insurance | 1,551 | 2,601 |
| Repairs and Renewals | 19,919 | 147 |
| Materials and equipment | 1,432 | 428 |
| Group website - website & OSM fees | 346 | 304 |
| Contribution to camp costs | - | - |
| Uniforms & clothing etc. | 615 | 3 |
| AGM and trustee expenses | 8 | - |
| Bank charges - Explorers | 60 | 60 |
| Cleaning | 1,512 | 991 |
| Activity Expenditure - Beavers | 120 | 253 |
| Activity Expenditure - Cubs | 48 | 1,482 |
| Activity Expenditure - Scouts | 4,737 | 1,146 |
| Activity Expenditure - Explorers | 11,166 | 7,758 |
| Activity Expenditure - Group | 5,909 | 4,110 |
| **Sub total** | 49,219 | 20,654 |
| **Fundraising expenses** | | |
| Spring Fair | - | 997 |
| Smarties | - | 76 |
| Other fundraising costs | - | - |
| **Sub total** | - | 1,073 |
| ***Total Gross Expenditure*** | 49,219 | 21,727 |
| **Asset and investment purchases, etc.** | - | - |
| ***Total payments*** | 49,219 | 21,727 |
| ***Net of receipts/(payments)*** | - 18,613 | 19,167 |
| **Cash funds last year end** | 86,786 | 67,619 |
| ***Cash funds this year end*** | 68,173 | 86,786 |

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

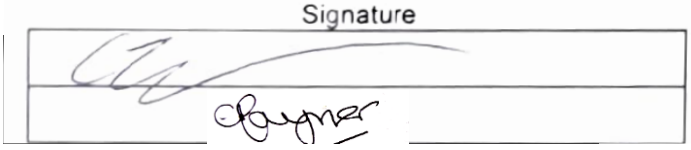
| | Year start date | | Year end date |
|---|---|---|---|
| For the year from | 1st April 2025 | To | 31st March 2026 |

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

| | | 31st March 2026 Unrestricted funds | 31st March 2025 Unrestricted funds |
|---|---|---|---|
| | | £ | £ |
| **Cash funds** | | | |
| Bank current account | Co-op | 12,988 | 29,912 |
| Bank savings account | Co-op | 51,186 | 50,474 |
| Explorer Scout Funds - bank and petty cash | | 3,957 | 6,348 |
| The Scout Association Short Term Investment Service | | - | - |
| Cash/Floats | | 42 | 53 |
| **Total cash funds** | | 68,173 | 86,786 |
| (agree balances with receipts and payments account) | | ok | ok |
| **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 | | - | - |
| Other stock | | - | - |
| Land and buildings | | 668,366 | 642,660 |
| Motor vehicles | | - | - |
| Scouting equipment, furniture etc | | 48,795 | 45,603 |
| Other | | - | - |
| **Sub total** | | 717,161 | 688,263 |
| **Liabilities** | | | |
| Accounts not yet paid | | - | - |
| Expenses incurred but not invoiced | | - | - |
| Subscriptions not yet paid | | - | - |
| Loan - detail | | - | - |
| Other liabilities | | - | - |
| **Sub total** | | - | - |
| **Total net assets** | | 785,334 | 775,049 |

**The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 1st July 2026 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 7th Reigate Scout Group

I report to the trustees on my examination of the accounts of the 7th Reigate Scout Group for the year ended 31st March 2026.

### 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: A M Burns

Name: ANNE MARTIN-BURNS

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

Address: 30 SMITHY LANE, LOWER KINGSWOOD, TADWORTH. KT20 6TX

Date: 18/7/26.