



Trustees' Annual Report for the period

From **01 Jan 2023** Period start date To **31 Dec 2023** Period end date

Charity name: **The Guide Association County of Manchester**

Charity registration number: **1015304**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Girlguiding Manchester enables girls and young women to develop their potential and make a difference to the world.</p> <p>Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>During the year, the charity provided opportunities to girls and young women from a wide variety of backgrounds to participate in a diverse range of activities to enhance their personal development, extend their social skills and encourage them to reach their potential.</p> <p>Opportunities included: residential events, day events, service days and projects in the local community.</p> <p>Training programmes for leaders were conducted to ensure that volunteers remain skilled and comfortable with the policies, regulations and programme of the association. These trainings were conducted in face-to-face settings or online.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>In carrying out their duties the trustees have given due regard to the charity commission's public benefit guidance when making decisions relating to the charity</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
	Para 1.38	

Policy on grant making		
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> • Providing exciting and age-appropriate sessions with young members based on the Girlguiding programme • Offering a safe space for members • Giving members the opportunity to work towards badges and awards to increase their skills and challenge themselves • Encouraging members to be a valuable part of their community • Offering high quality and relevant training to all our volunteers • Recognising the valuable contribution of volunteers via the presentation of awards good service and/or long service in Girlguiding • Supporting a growing number of members to enjoy international adventures

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See pages 9 and 10
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are used to support the aims of the charity
Amount of reserves held	Para 1.22	62,236
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees posts are openly advertised to all members. Nominations are received locally with the County Commissioner making the final decision

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Guide Association County of Manchester
Other name the charity uses	Girlguiding Manchester
Registered charity number	1015304
Charity's principal address	Girlguiding Manchester c/o Girlguiding NWE Region Headquarters Guiding Way Preston PR2 5PD

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
-----------------	------	---------

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>C Bower</i>	
Full name(s)	Catherine Bower	
Position (eg Secretary, Chair, etc)	County Commissioner	
Date	19.11.2024	

Girlguiding Manchester (Charity Number 1015304)

Receipts and Payments Account

1 January 2023 to 31st December 2023

Receipts [In]	
Guiding Development	£1,527.00
Financial Assistance	£420.00
Misc	£18,615.84
Bit of a Do	£1,590.00
Shop	£15,608.37
Winter Wonderland	£3,176.75
Giggles at Gullivers	£140.00
Total	£41,077.96

Payments [Out]	
Staff	£8,961.25
Office Expenses	£1,424.73
Volunteer expenses	£165.20
Guiding Development	£3,306.78
Outdoor/Residentials	£35.34
International	£4,354.21
Leadership Coordinator	£36.49
Awards Evening	£1,529.25
Website	£2,820.00
Financial Assistance	£5,131.00
Gifts & Awards	£1,275.42
Miscellaneous	£1,559.29
Bit of a Do	£2,001.90
Shop	£226.08
Winter Wonderland	£2,673.95
Totals	£35,500.89

Surplus or **deficit** for the year

£5,577.07

Balances brought forward

Bank - 1

£38,778.21

Bank - 2

£0.00

Cash

£0.00

£38,778.21

Balances in hand at year-end

Bank - 1

£44,355.28

Bank - 2

£0.00

Cash

£0.00

£44,355.28

Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

Name of unit or level:	Girlguiding Manchester
Name of local commissioner:	Catherine Bower
Contact details for local commissioner (email address or phone number):	

Independent reviewer - to complete the rest of the form:

Name of independent reviewer:	PATRICIA ANN ALEXANDER ACMA
Contact details for independent reviewer (email address or phone number):	Erica137@hotmail.co.uk

I confirm that I have carried out the following checks on the accounts for the above unit or level:

A bank account exists in the name of the unit or level, and most income is recorded here	<input checked="" type="checkbox"/>
Spending and income are accurately recorded across financial records, including: <ul style="list-style-type: none"> • Bank statements • Paying in books • Cheque books • Invoices • Receipts 	<input checked="" type="checkbox"/>
Grant money has been used for the right purpose	<input checked="" type="checkbox"/>
Cash held is minimal	<input checked="" type="checkbox"/>
Money collected for another charity has been passed on appropriately	<input checked="" type="checkbox"/>

During my review, there have been no concerns about how the above unit or level keeps accounts or spends money;

Or

During my review, the following matters have been raised with the commissioner or HQ:

• Please see Attached Recommendations

* Continue on a separate page if required

You can find more information about this process in our [end of year reviews](#).

Signature P.A.Alexander

Date 19-11-2024

Girl Guiding Independent Review financial year 2022-23

I have reviewed the above and undertaken a follow up conversation with the County Growth and PR Advisor. I can confirm there appears to be no cause for concern as to how the county accounts/spends money.

However, for clarity and robust governance I would consider the following recommendations: -

- The income of £41k includes £15.6k transferred from the MCR County shop, which is now closed, this represents 38% of the total income. The county needs to be mindful that there may be a large reduction in funding available in 2023/24.
- More detail when recording income, request remittances where possible or supporting paperwork which identifies who from and what for. i.e. recorded in miscellaneous income is £14,605 as annual subscription, more information about this income would be beneficial to the reader of the accounts.
- The type of income i.e. grants, fundraising, donations. This then should be recorded in the annual accounts within these categories making this type of income more identifiable.
- More analysis required of miscellaneous income as the bulk of the income has been put under this heading (£18.6k).
- Charity number on the accounts
- All payment requests should be supported by a receipt/invoice authorised in-line with the units approved signatories, with details clearly recorded in the cashbook.
- Grant funding Terms and Conditions need to be clear.
- Prior year comparator to be included in the accounts.

Patricia A Alexander – ACMA

19th November 2024