



Trustees' Annual Report for the period

From 1st April 2020 Period start date To 31st March 2021 Period end date

Charity name: Urmston Division Girl Guides Association (also known as Girlguiding Urmston Division)

Charity registration number: 1024556

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><i>"To give girls and young women within Urmston Division a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.</i></p> <p><i>To build girls' confidence and raise their aspirations. To give them the chance to discover their full potential and encourage them to be a powerful force for good. To give them a safe space to have fun. We have groups of 'Rainbows' (5–7 years), 'Brownies' (7–10 years), 'Guides' (10–14 years), 'Rangers' (14–18 years) and 'Inspire' (18-30 years).</i></p> <p><i>Our volunteers try new things, meet new people, learn skills and are a role model for girls."</i></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>For the year that this report covers, Girlguiding face to face activities and meetings were suspended due to the Covid Pandemic, with only 1 small window of opportunity for the chance of socially distanced in person meetings. We were however, able to offer alternative options in order to ensure that our members could continue participating in some sort of Guiding activities.</p> <p>We provided a place for meetings and socialisation for all our members, using technology platforms such as Zoom or Skype. This has been beneficial for the mental health of everybody and has also provided some respite for parents.</p> <p>Our activities have included Unit meetings, and several virtual events, and having an awareness of projects in the community.</p>

		<p>Our young members have been able to continue earning various badges and awards, giving them a sense of achievement and a boost to their self-esteem. This has been of great importance during the Pandemic.</p> <p>Our Volunteers have adapted and learnt new skills to provide as varied as possible Girlguiding programme. Adult meetings have been held virtually, but this has enabled contact to be maintained with each other, not only essential for the functioning of the Division and for planning purposes, but has helped many feel a sense 'of belonging' and 'normality'.</p> <p>We offered the provision of our building to a local wrap-around child care organisation who, when regulations permitted, have been able to continue their daily service to local families.</p> <p>Plans have commenced to rebuild our property for the continuing presence of Girlguiding in the local community and for use by the community.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>It can be confirmed that all Trustees have details of the Public Benefit guidance: https://www.gov.uk/guidance/public-benefit-rules-for-charities This is upheld in our decision making processes.</p> <p>Our purposes benefit not only the section of the public that are members of Girlguiding Urmston Division, but specific parts of our local community as demonstrated above.</p> <p>The guidance is regarded when carrying out and planning activities on behalf of the organisation. As per our Constitution we have a voting Quorum to make decisions and uphold regulations such as that of public benefit.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

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

Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p>Out of 21 Units in our Division, 16 were able to provide some sort of Guiding activities for our members to participate in, by the means of virtual on-line meetings, maintaining contact with families by email or Facebook groups, offering activities to be completed at home and during a very short period of time, being allowed the odd in person meeting . This all definitely helped to keep Girlguiding going in the Urmston area during the difficult times of the pandemic.</p> <p>Our units have offered their girls unique experiences using the platform of Zoom for their virtual meetings, partaking in activities which may not have been possible under normal circumstances; and many girls have achieved their Bronze, Silver or Gold Award for their section with a record number of badges being awarded. A few units managed a small number of in person meetings when regulations allowed too, be it with social distancing and other restrictions.</p> <p>With some adaptations and creativity, our Rainbows have been working on lots of badge activities with the support of parents at home. Some of them managed the odd in person activity like a nature walk or an outdoor games evening. They were all given the opportunity to join in Division/County events with other young members too. Their Zoom Christmas Sing Along was also very popular!</p> <p>Brownies have had virtual sleepovers instead of a Pack Holiday, a goat joining one of their virtual meetings, virtual sessions about vultures and a pet show, plus home baking and food tasting. They have continued to earn lots of badges available through our Programme.</p> <p>Guides have enjoyed earning badges at home, clocking up over 1000 minutes of Unit Meeting Activities from our programme, earning Skills Builders Awards and Interest badges. They have also enjoyed their favourite Virtual Scavenger Hunts and cooking mug cakes together</p> <p>Rangers have had their local MP join them via Zoom for an on-line meeting; they took a virtual 'visit'/tour to Bletchley Park and learnt how the Enigma machine works, plus there was lots of cooking at home in each other's company via Zoom including a live workshop on chocolate! They celebrated festivals like St Patricks Day and marked Black History Month, then International Women's Day by listening to talks by inspirational women. They even adopted an orangutan via the WWF whilst looking at environmental issues relating to palm oil. For those who started University in September, they were able to continue attending meetings virtually, getting the benefit of maintaining some sort of normality and structured activities whilst they settled in to their unusual University experience during a pandemic.</p>

		<p>There have also been events for the Division as a whole, including a Painted Poppy Pebbles Project to commemorate Remembrance Day – the pebbles were placed at our local War Memorial and War Graves for the local community to share. Our members have also taken part in a couple of large-scale County virtual sleepovers ('Frosty the Snowman' and 'Spring into Action'), and a virtual Division Thinking Day event with over 120 participants renewing their promise together and taking part in activities as part of the World Wide Association of Girl Guides and Girl Scouts.</p> <p>We had several Long Service Awards presented to our volunteers, including 2 special doorstep presentations for 40 years' service!</p> <p>We recruited several new volunteers, and despite meetings being held virtually, they have gone on to participate in running/leading some of them, and starting their Leadership Several of our Young Leaders have gone on to start their Leadership Qualification too.</p> <p>In January, we set up a new Inspire Group within the Division for members aged 18-30. They meet regularly every month and have provided a network for our younger adult members for peer support, sharing Guiding activities together, and having fun. They look forward to meeting in person for the first time.</p> <p>Plans have also been made for establishing for an Urmston Division Trefoil, which will commence once we are easily able to meet face to face. This has involved working with the County Trefoil Chair, with other Division Trefoils and attending some of their virtual meetings. We have a group of ladies ready to join these meetings in Urmston.</p> <p>We have been involved in the production of 'Comfort Bags' for the wider community, providing essential toiletries and items needed for those hospitalised – these were also adapted during the pandemic to include 'Treat Bags' for NHS staff caring for Covid patients. We have also had some of our members sewing 'scrub bags', again for NHS staff needing to safely launder their uniforms during the pandemic.</p> <p>Girlguiding in Urmston has continued successfully over the last year, with many adaptations, but with much success and new ways of doing things discovered.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

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

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p><u>Financial Review</u></p> <p>Our Community (Current) account stands at £6,791.03</p> <p>Our Business Premium (savings) account is £84,901.15</p> <p>Our last financial year has been influenced greatly by the restrictions placed on us all due to the Covid 19 pandemic. Our usual income streams from room lettings to mainly Girlguiding groups ceased apart from a few back payments from the previous year. The Dyson House Levy was not collected from all units this year as this did not seem appropriate and would place added pressure on some who were struggling financially themselves. The Scout and Guide shop on Saturday mornings was closed but chose to continue to pay their contribution as an advance payment.</p> <p>Since October we have been pleased to help a local Kids Mix children's group who were unable to meet in their usual school premises due to covid restrictions. The Dyson House rental from their Breakfast and After School club has been useful and resulted in our rental income being greater than last year.</p> <p>Income from Subscriptions is considerably higher this year as we received a one-off repayment from a Rainbow unit as the Division had paid their Subscription fees to Headquarters in the previous financial year. This is reflected in the lower Subscription expenditure this year as we only paid for our usual quota of adult volunteers at Division level who are not paid for within their own units.</p> <p>The impact of Covid has not been all negative. A welcome source of funding came from Trafford Council with a grant of £10,000. We were also successful with a grant application to Tesco/ Groundwork Uk for £500. This enabled us to be Covid ready for any potential reopening. Further Local Restriction grants from Trafford amount to just over £14,000.</p> <p>A considerable boost to the funds came in the form of a bequest from a lady previously involved in Guiding. £42,000 was specifically for Dyson House. This came at a time when the Division were seriously considering the future of the building. We had already received an insurance claim for the roof last year and knew that the repairs were not for the long term. This bequest has helped focus how best to provide for the girls and women in our local area. In addition, as Urmston is the only Division in our County of Greater Manchester West who owns a property, we have the potential to serve our wider Girlguiding community making our premises available for County meetings and trainings. Our current finances are in a position we could not have anticipated twelve months ago hence the decision to progress plans to rebuild Dyson House. Once planning is approved and</p>
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		<p>costings are calculated we will be in position to apply for grants and start fundraising. We intend to keep £80,000 of our Business premium account as reserve towards the new build.</p> <p>Despite Dyson House being closed for the majority of the past year we have continued to pay our standing orders for Electricity and Water. Our increased expenditure on electricity is deceptive as we received a large refund from EON. Our insurance outgoings remain comparable to last year and there has been no insurance claim this year. We have paid out for some general maintenance work in preparation for the Kids Mix group starting. Fortunately cleaning costs are down but we have purchased the necessary items to ensure that we are covid secure.</p> <p>By far our greatest expense has been in relation to planning the new build. Planning application fees amount to £1,411 and a bat survey of £450. As yet we have not paid anything to the architect.</p> <p>We are hopeful that as soon as covid restrictions are lifted and we have permission from Girlguiding our units will return and Dyson House will be in full use again.</p> <p><i>Urmston Division Guide Shop is based at Dyson House and although the accounts are reviewed and approved separately to the main Division accounts, they are part of the Division's assets and reserves. Last year the shop made a profit of £543.89. This is paid back to the units who receive an annual commission.</i></p>														
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Division Treasurer presents an annual financial report to the Executive Committee who vote as per our Constitutional Quorum to approve the holding of reserves based on potential running costs for the next 12 months. This would include the ringfencing of any restricted funds required for future projects.														
Amount of reserves held	Para 1.22	<p><i>Breakdown of Reserves Girlguiding Urmston Division End of Year 2021 (approved 21st April 2021):</i></p> <table border="1" data-bbox="745 1129 2033 1471"> <tr> <td colspan="2">Cash and Bank in Hand</td> </tr> <tr> <td>Current (Community) account Barclays</td> <td>£6791.03</td> </tr> <tr> <td>Savings (Business Premium) account Barclays</td> <td>£84901.15</td> </tr> <tr> <td>Cash</td> <td><u>£0.00</u></td> </tr> <tr> <td>Total</td> <td><u>£91,692.18</u></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Unrestricted Funds</td> <td></td> </tr> </table>	Cash and Bank in Hand		Current (Community) account Barclays	£6791.03	Savings (Business Premium) account Barclays	£84901.15	Cash	<u>£0.00</u>	Total	<u>£91,692.18</u>			Unrestricted Funds	
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Current (Community) account Barclays	£6791.03															
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Cash	<u>£0.00</u>															
Total	<u>£91,692.18</u>															
Unrestricted Funds																

		General Fund	£732.18
		Designated Funds	
		Maintenance and Repairs	£2,000.00
		Running Costs (includes Utilities and Cleaning)	£2,600.00
		Administrative costs (includes Insurance and subscriptions)	£860.00
		Rebuild Fees	£4,000.00
		Grants (international and units)	£500.00
		Special Events/Projects	£1,000.00
		Restricted Funds	
		Dyson House Rebuild	<u>£80,000.00</u>
		Total	<u>£91,692.18</u>
Reasons for holding zero reserves	Para 1.22	NA	
Details of fund materially in deficit	Para 1.24	NA	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties at this time as we have adequate funds in our reserves. In relation to replacing our building, we do not anticipate commencing the project until we have the extra funding from various successful grant applications.	

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		
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Royal Charter 1922 (update 2018)
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Constitution - adopted on 10th May 2021 <i>Girlguiding Urmston Division (1024556) is an Executive Committee of the County of Greater Manchester West of the Guides Association (operating as Girlguiding Greater Manchester West) Registered Charity No.1024268)) for the management of the Association's affairs in the Urmston Division delegated to them as described in Bye Law 8. (2) (c) in the Royal Charter.</i>
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 are those who make up our Executive Committee, as per our Constitution: <ul style="list-style-type: none"> a) The Division Commissioner for Girlguiding Urmston Division. (In the chair, in the event of a role share they will co-chair). b) Assistant Division Commissioner for Girlguiding Urmston Division, if appointed. (Vice Chair). c) District Commissioners Girlguiding Urmston Division. d) Treasurer e) Plus up to three other members of Girlguiding Urmston Division

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	All Trustees read and sign the Fit and Proper Person's Declaration having read: https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Girlguiding Urmston Division sits within Girlguiding Greater Manchester West County, within Girlguiding North West England Region of the national Girlguiding Organisation.

Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Urmston Division Girl Guides Association
Other name the charity uses	Girlguiding Urmston Division
Registered charity number	1024556
Charity's principal address	Dyson House, 39, Newton Road, Urmston, Manchester, M41 5AF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Elizabeth Southern	Urmston Division Commissioner		
2	Laura Thorpe	Davyhulme District Commissioner		
3	Samantha Armitage	Urmston District Commissioner		
4	Victoria Sellstrom	Flixton & Partington District Commissioner		
5	Barbara Lynn Pye	Assistant Urmston Division Commissioner		
6	Susan Barlow	Urmston Division President	from 15/07/2020	
7	Susan Fraser	Urmston Division Executive Committee Member/Depot Manager		
8	Rosemary Diane Guest	Urmston Division Treasurer		
9	Jenny Stevenson	Urmston Division Secretary		
10				
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19
20

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NA
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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)

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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)		
Full name(s)	Elizabeth Southern	Rosemary Guest
Position (eg Secretary, Chair, etc)	Division Commissioner/ Chair	Treasurer
Date	17 th June 2021	



Urmston Division

01 April 2020 to 31 March 2021

	This year	Last year
	£	£
Income in		
Rent Income	2,890.00	2,536.25
Grants	24,753.43	0.00
Subs and census	806.80	100.20
Events	0.00	0.00
Dyson House Levy	0.00	428.00
Bank Interest savings	19.24	32.29
Insurance	0.00	10,962.00
Thinking Day	0.00	0.00
Donations and others	42,000.00	159.73
Direct credit from EON	1,181.89	0.00
Details 11	0.00	0.00
Details 12	0.00	0.00
Details 13	0.00	0.00
Details 14	0.00	0.00
Details 15	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	71,651.36	14,218.47

	£	£
Expenditure out		
Dyson House Electric	1,484.00	1,255.20
Dyson House Water	160.72	202.94
Maintenance and repairs	462.43	320.68
Events	0.00	0.00
Dyson House Cleaning	80.00	823.09
Stationery and Admin	0.00	12.99
Subs Mileage	182.70	781.75
Grants Donations	15.00	150.00
Divisional purchases	0.00	129.27
Insurance	623.81	631.84
Rebuild expenses for Dyson House	1,861.00	0.00
Details 12	0.00	0.00
Details 13	0.00	0.00
Details 14	0.00	0.00
Details 15	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	4,869.66	4,307.76

Surplus or (deficit) for the year	66,781.70	9,910.71
Balances brought forward	Bank 1 2,028.57	2,932.15
	Bank 2 22,881.91	12,067.62
	Cash 0.00	0.00
	24,910.48	14,999.77

Balances in hand at	Bank 1 6,791.03	2,028.57
year end	Bank 2 84,901.15	22,881.91
	Cash 0.00	0.00
	91,692.18	24,910.48

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 130,325.00 and there are no other assets or liabilities.

Prepared by: R. P. GUEST

Signature and date: R. P. Guest 19/11/21

(PRINT NAME)

Reviewer's Certificate: The above statements agree with the records and vouchers of
Urmston Division for the financial year ended 31 March 2021

Reviewed by:

A.C. RAMSEY

Signature and date:

A. Ramsey FCA. 5/5/2021

(PRINT NAME)

Notes:

Privacy statement

We collect your personal information in order to process your expense claims and fulfil our legal obligations. For further information on how and why we use your personal data, including how long we keep it, your rights, who we share it with, and how you can contact us, please read our full privacy notice at: girlguiding.org.uk/privacy-policy/



Section A

Independent Examiner's Report

Report to the trustees/
members of

Urmston Division Girl Guides Association

On accounts for the year
ended

31st March 2021

Charity no
(if any)

1024556

Set out on pages

Attached to this Report.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2021

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 ~~for the~~ ~~that~~ ~~disclosed~~ ~~thereof~~ in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: HR Ramsey Date: 5/5/2021

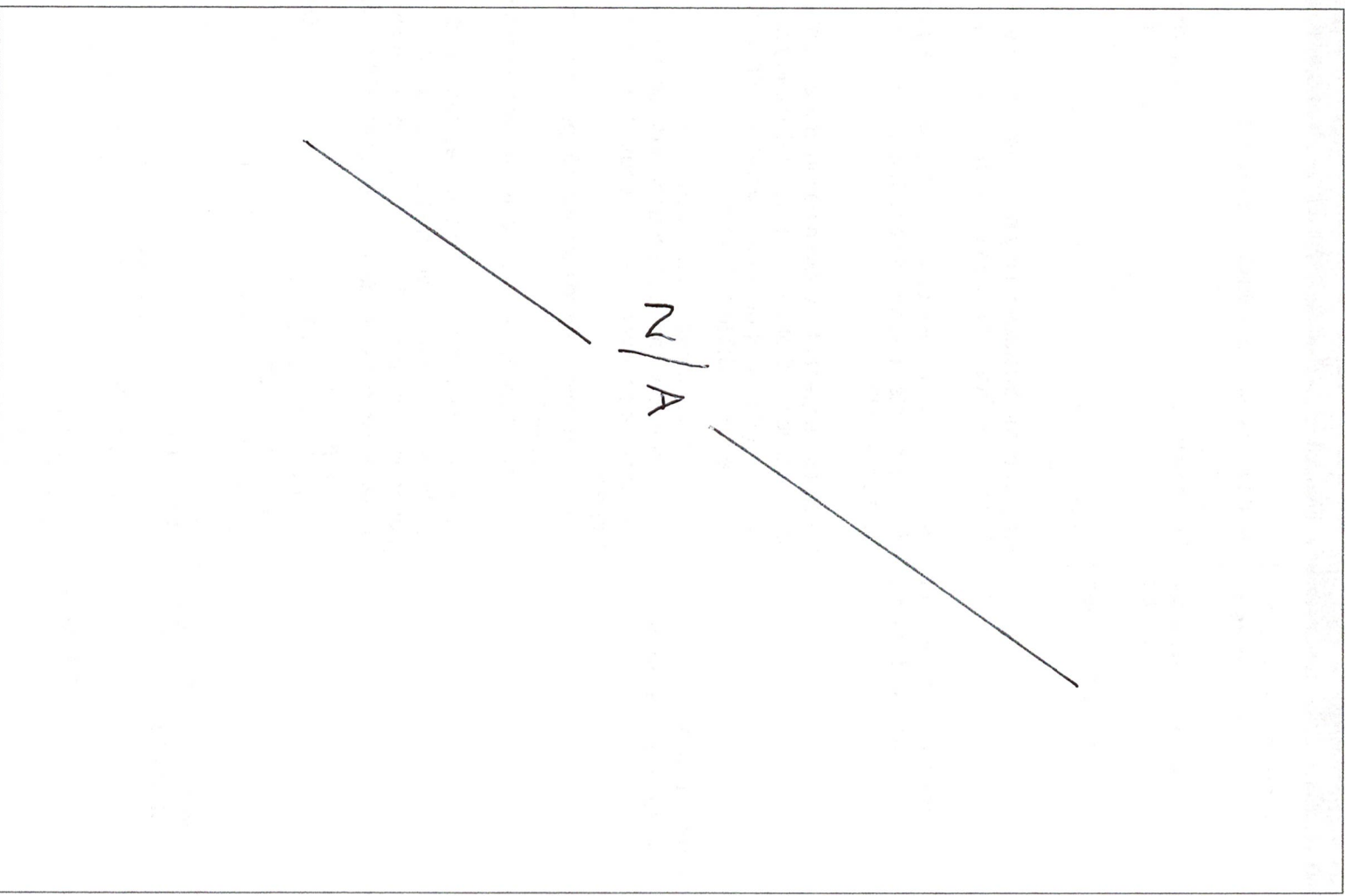
Name: ALAN CHARLES RAMSEY

Relevant professional
qualification(s) or body
(if any): F.C.A. FIELDS OF INSTITUTE OF CHARGED ACCOUNTANTS IN ENGLAND AND WALES

Address: 21 EASTWAY
FLIXTON
MANCHESTER M14 1 8SQ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.





Urmston Division

01 April 2020 to 31 March 2021

	This year	Last year
	£	£
Income in		
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Details 13	0.00	0.00
Details 14	0.00	0.00
Details 15	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	71,651.36	14,218.47
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Dyson House Water	160.72	202.94
Maintenance and repairs	462.43	320.68
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Dyson House Cleaning	80.00	823.09
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Subs Mileage	182.70	781.75
Grants Donations	15.00	150.00
Divisional purchases	0.00	129.27
Insurance	623.81	631.84
Rebuild expenses for Dyson House	1,861.00	0.00
Details 12	0.00	0.00
Details 13	0.00	0.00
Details 14	0.00	0.00
Details 15	0.00	0.00
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Totals	4,869.66	4,307.76
Surplus or (deficit) for the year	66,781.70	9,910.71
Balances brought forward		
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Bank 2	22,881.91	12,067.62
Cash	0.00	0.00
	24,910.48	14,999.77
Balances in hand at		
Bank 1	6,791.03	2,028.57
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Cash	0.00	0.00
year end	91,692.18	24,910.48

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 130,325.00 and there are no other assets or liabilities.

Prepared by: R. D. GUEST

Signature and date: R D Guest 19/4/21

(PRINT NAME)

Reviewer's Certificate: The above statements agree with the records and vouchers of
Urmston Division for the financial year ended 31 March 2021

Reviewed by: A.C. RAMSEY

Signature and date:

A.C. Ramsey F.C.A. 5/5/2021

(PRINT NAME)

Notes:

Privacy statement

We collect your personal information in order to process your expense claims and fulfil our legal obligations.
For further information on how and why we use your personal data, including how long we keep it,
your rights, who we share it with, and how you can contact us, please read our full privacy notice
at: girlguiding.org.uk/privacy-policy/

**Girguiding Urmston Division
Summary Year End March 2021**

Cash and Bank in Hand 31-03-2020	£24,969.98	
20-01-96 60925047 / 20-01-96 70568910		
Less unrepresented cheque	<u>£59.50</u>	
Income	£24,910.48	
	<u>£71,651.36</u>	
	<u>£96,561.84</u>	
Expenditure		£4,869.66
Cash and Bank in Hand 31-03-2021		<u>£91,692.18</u>
20-01-96 60925047 / 20-01-96 70568910		<u>£96,561.84</u>

Breakdown of Reserves

Cash and Bank in Hand	
Current (Community) account Barclays	£6791.03
Savings (Business Premium) account Barclays	£84901.15
Cash	<u>£0.00</u>
Total	<u>£91,692.18</u>
Unrestricted Funds	
General Fund	£732.18
Designated Funds	
Maintenance and Repairs	£2,000.00
Running Costs (includes Utilities and Cleaning)	£2,600.00
Administrative costs (includes Insurance and subscriptions)	£860.00
Rebuild Fees	£4,000.00
Grants (international and units)	£500.00
Special Events/Projects	£1,000.00
Restricted Funds	
Dyson House Rebuild	<u>£80,000.00</u>
Total	<u>£91,692.18</u>

Fixed Assets

Freehold Property	Dyson House Building and surrounding land	£120,000.00
Fixtures and fittings	Dyson House Contents	£2,000.00
	Furniture	£1,000.00
	Shed	£665.00
Equipment	Camping equipment	£1,060.00
	Games	£100.00
	Laptop, printer and projector	£1,200.00
	Arts resources	£300.00
Guide Shop Stock		£4,000.00
Total		£130,325.00

