



Trustees' Annual Report for the period

From **1st April 2021** Period start date To **31st March 2022** 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	<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. 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). Our volunteers try new things, meet new people, learn skills and are a role model for girls."</i>
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	Over the course of this reporting period, Girlguiding face to face activities slowly returned to 'normal' from the previous Covid restrictions; meetings slowly returned to being in-person again and although there were many more requirements from volunteers to follow new regulations and rules as advised by Girlguiding eg regarding cleaning of the meeting premises etc, we were able to still offer our young members the opportunity to meet in a way which was much more in line with our pre-pandemic activities. With a new adapted way of meeting, we offered a 'blended' type of Guiding during the year, combining the use of virtual platforms and meeting face to face. This has benefitted the mental health of all our members, young and old, by giving a sense of normality, and allowing our members to reap the benefits of belonging to such an

		<p>organisation and what it offers.</p> <p>Our activities have included face-to-face Unit meetings, 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 as we come out of the Pandemic.</p> <p>Our Volunteers have continued to adapt and learn new skills to provide as varied as possible Girlguiding programme. Adult meetings have been held both virtually and in person, enabling 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>Plans have been approved by our Local Authority 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	
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	<p>All 20 Units in our Division have now returned to the provision of face-to-face meetings. The process of moving from virtual platforms during the pandemic, followed by outdoor meetings enabled volunteers to offer blended Guiding activities as we adjusted to the return of 'normal' indoor meetings. Our volunteers adapted well to the challenges of the frequently changing rules and requirements of our organisation in relation to Covid-19 and ensured that Girlguiding was able to continue offering great experiences for its members in the Urmston area. We continue to grow as a Division, currently with over 310 young members.</p> <p>It is worth noting that the return to in person meetings has brought some challenges for our volunteers, in that many of our young members missed over a year of 'normal' school and the socialisation and life skills that this would normally have given them. Our volunteers have carefully adapted and adjusted their expectations of the young members as they adapt to life post-pandemic.</p> <p>As a Division it has been great to collectively participate in several activities. Our members made large paper poppies to form a window display for the benefit of our local community in an empty shop unit in our town centre. We participated in the local Remembrance Day Parade with a Ranger laying a wreath on behalf of the Division. At Christmas our leaders were able to get together for a meal, something that hadn't been able to happen for a couple of years - and we were able to welcome several new volunteers in doing so. To commemorate International Women's Day in March, we held a trip for 120 members to visit Waddow a Girlguiding Outdoor Activity Centre. The girls participated in many outdoor adventurous activities eg rock climbing. For some of the younger members, this was the first time ever that they had been on any sort of trip without their families.</p> <p>We introduced a Volunteer of the Month Award scheme in January 2022, to recognise the contribution of a wide range of individuals and their unique input towards the running of our Division. We have also appointed a Division Archivist who has formally established and catalogued our Archive of materials. This is invaluable in preparing us for the inevitable emptying of our current premises as part of our long-term project where we will</p>

rebuild our HQ building for which we have now successfully achieved Planning Permission.

We have 5 Rainbow Units (one split over 2 nights). This was the hardest age group for participation in virtual meetings, so they benefitted the most from return to being face-to-face. They have embraced our structured programme of activities and are continuing to work on lots of badge activities and challenges including Parliament Week activities, First Aid badges and our Girlguiding North West England Clever Clogs Challenge.

During the pandemic some, our 9 Brownie Units had reduced numbers, but with the return to outdoor, then indoor meetings, this recovered. The opportunity of outdoor meetings meant they were able to participate in lots of outdoor fun activities including nature activities, outdoor sports sessions, walks by the river and outdoor quizzes. When residential experiences weren't able to be held, because of Covid restrictions they had a day camp in order to complete camp badges, crafts, water activities, a campfire, a chippy tea and an outdoor disco. They have continued working on various challenges and skills builders, with the culmination of many bronze, silver and gold awards being achieved. Many joined our NWE Region event for Thinking Day for their special event to mark 22/02/22 and the renewal of promises at 20.22 hours. Many attended a special screening of the Disney film Encanto at our local cinema and others went to a Christmas Pantomime. For the latter part of the year, there has been a return to participating in several residential events and pack holidays with all the experiences which that brings. Brownies have also fundraised for several charities, including Jeans for Genes, the RSPCA, Save the Children, Comic Relief, Brain Tumour Research, the local Children's Hospital and the Little Princess Trust. They have also made up shoe boxes for Operation Xmas Child

We have 5 Guide Units. They also experienced lower numbers whilst meetings were held virtually. However, they have all seen a dramatic rise in numbers and are enjoying larger group sizes again. The Guide Programme has provided them with a variety of Skills Builder and Unit Meeting activities ranging from meditation, upcycling, and various crafts, including decorating canvas, making Remembrance poppies, designing Christmas cards, and decopatch.

They have also experienced lots of outdoor activities eg Penny Hikes, Crazy golf, meals out, night hikes and have enjoyed outdoor cooking on gas and on open fires. They participated in our Division trip to Waddow and enjoyed archery, tree climbing, flying drones, sledging and escape rooms. Many of them have also been learning baking skills too.

Our Guides have also been involved in fundraising, including the NWE 50th Birthday Challenge.

		<p>As girls approach the end of the time with Guides, several have chosen to continue as Young Leaders working with younger girls across our Division, and many moved up to the next section, Rangers. We also offer opportunities for volunteering within the framework of the Duke of Edinburgh Award Scheme.</p> <p>Our Ranger Unit continues to offer our older girls a wide range of activities. Interestingly, their numbers were higher than usual during virtual meetings as many of the older members decided to continue attending the Zoom meetings during their first year of University. Their numbers have settled back to normal though now. Several new members joined during the time of virtual meetings, and they didn't get to meet everyone face to face until the first outdoor meeting in the summer term for some water adventure activities.</p> <p>Rangers led the making of our Division Poppy Display. They are also co-ordinating a local collection for recycling unwanted bras as part of a wider charity project.</p> <p>Many of their activities provide them with skills for life, eg First aid training, a trip to Liverpool to gain skills in navigation, cooking with zero waste ingredients or learning about politics and women's rights. They have also enjoyed cooking outdoors on open fires.</p> <p>It is fair to say that Girlguiding in Urmston has continued successfully over the last year, with many adaptations, but with much success.</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	
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 £6,230.14</p> <p>Our Business Premium (savings) account is £112,390.24</p> <p>Our cash held is £15</p> <p>Total: £118,635.38</p> <p>Although the financial year started amidst continued Covid restrictions it has gradually returned to a steadier flow of income from room lettings. The Kids Mix Breakfast and After school club finished in the summer but fortunately Girlguiding units started to meet at the premises again and we welcomed a new weekly letting from a yoga group.</p> <p>The Scout and Guide shop on Saturday mornings has reopened, although the guides are now only opening fortnightly. The Guide shop donated £333.00 from shop commission. We are grateful for the loyalty of members of Scouting and Girlguiding throughout the pandemic and the service the shop provides to our local leaders, young people, and their parents.</p> <p>Income from Subscriptions is lower as this does not include last year's repayment from a Rainbow unit. There has been a refund of a donation made by Division towards a young person attending an international event that did not take place due to Covid. Last year's refund was from EON and was more substantial. Trafford Council have remained supportive and have provided further covid funding of £8,000.00 and more recently £2,667.00.</p> <p>We have benefitted once again from the legacy of a lady previously involved in Guiding locally. We received the outstanding amount of £16,479.65. The contribution from this lady has been the catalyst for us to pursue rebuilding Dyson House, our Division Headquarters. Our plans have made some progress as planning permission has now been granted. Costings need to be calculated and then we will be able to apply for grants and start fundraising. We intend to keep £108,000 of our Business premium account as reserve towards the new build.</p> <p>We have paid our first instalment to our architect and anticipate more in the coming</p>
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		<p>year as the project progresses. Expenditure on maintenance and repairs is down as fortunately we have had few repairs and apart from cleaning the premises our cleaner also keeps abreast of general maintenance. Cleaning costs have increased as the building is used more but this is now fortnightly to try to keep costs down. Groups have also taken on some responsibility for cleaning after their meetings.</p> <p>Although expenditure on electricity has decreased, we anticipate larger bills in the future. The decrease could be due to the Kids Mix group finishing and Guiding groups meeting outside when we first returned to face-to-face meetings.</p>	
	Bank and Cash in Hand	Divisional purchases are up as we start to embark on new projects. We have a badge for volunteer of the month and new name badges for those with positions in the Division.	6,230.14
	Current (Community) account Barclays		112,390.24
	Savings (Business Premium) account Barclays		15.00
	Cash	Our insurance outgoings remain comparable to last year although the Guide and Scout shop now pay their own. 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. Any profit is paid back to the units who receive an annual commission.	118,635.38
	Total		
Statement explaining the policy for holding reserves stating why they are held	Unrestricted Funds		
	General Fund	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	£625.38
	Designated Funds	any restricted funds required for future projects.	
	Maintenance and Repairs		£1,000.00
Amount of reserves held	Para 1.22		
	Running Costs (includes Utilities and Cleaning)		£2,500.00
	Administrative costs (includes Insurance and subscriptions)		£1,000.00
	Rebuild Fees		£4,000.00
	Grants (international and units)		£500.00
	Special Events/Projects		£1,000.00
Reasons for holding zero reserves	Para 1.22	NA	
Details of fund materially	Restricted Funds		
	Para 1.24	NA	
	Dyson House Rebuild		£108,000.00
	Total		£118,635.38

Breakdown of Reserves Girlguiding Urmston Division End of Year 2022 (approved May 2022):

in deficit		
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		

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		Girlguiding Urmston Division sits within Girlguiding Greater Manchester West County, within Girlguiding North West England Region of the national Girlguiding Organisation.

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	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		
	Director name			
	Barbara Lynn Pye	Assistant Urmston Division Commissioner		
5				
	Susan Barlow	Urmston Division President		
6				
	Susan Fraser	Urmston Division Executive Committee Member/Depot Manager		
7				
	Rosemary Diane Guest	Urmston Division Treasurer		
8				
	Trustee name	Dates acted if not for whole year		
	Jenny Stevenson	Urmston Division Secretary		
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

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

Name of trustees holding title to property belonging the charity

-

to

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)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>EM Southern</i>	<i>R Guest</i>
Full name(s)	ELIZABETH SOUTHERN	ROSEMARY GUEST
Position (eg Secretary, Chair, etc)	DIVISION COMMISSIONER/ CHAIR	TREASURER
Date	16/6/22.	

Urmston Division

01 April 2021 to 31 March 2022

Income in	This year £	Last year £
Rent Income	3,378.75	2,890.00
Grants	10,667.00	24,753.43
Subs and Census	93.90	806.80
Events	0.00	0.00
Dyson House Levy	0.00	0.00
Bank Interest Savings	9.44	19.24
Insurance	0.00	0.00
Donations and others	16,912.65	42,000.00
Refunds	100.00	1,181.89
Fun Day	34.18	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	31,195.92	71,651.36
Expenditure out	£	£
Dyson House Electric	1,048.00	1,484.00
Dyson House Water	277.30	160.72
Maintenance and Repairs	110.56	462.43
Events	0.00	0.00
Dyson House Cleaning	225.45	80.00
Stationery and Admin	0.00	0.00
Subs Mileage	143.00	182.70
Grants donations	25.00	15.00
Divisional purchases	279.24	0.00
Insurance	593.81	623.81
Rebuild expenses for Dyson House	1,515.00	1,861.00
Fun Day	35.36	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	4,252.72	4,869.66
Surplus or (deficit) for the year	26,943.20	66,781.70
Balances brought forward	6,791.03	2,028.57
Bank 1		
Bank 2	84,901.15	22,881.91
Cash	0.00	0.00
	91,692.18	24,910.48
Balances in hand at year end	6,230.14	6,791.03
Bank 1		
Bank 2	112,390.24	84,901.15
Cash	15.00	0.00
	118,635.38	91,692.18

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 130,171.10 and there are no other assets or liabilities.

Prepared by: R.D. GUEST

Signature and date: R.D. Guest 27/5/22

(PRINT NAME)

Reviewer's Certificate: The above statements agree with the records and vouchers of
Urmston Division for the financial year ended 31 March 2022

Reviewed by:

(PRINT NAME)

ALAN C. RAMSEY

Signature and date:

A.C. Ramsey F.P.A. 6/6/2022

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/



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Urmston Division Girl Guides Association

On accounts for the year
ended

31st March 2022

Charity no
(if any) 1024556

Set out on pages

Attached to this Report

(Indicate the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31st March 2022

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 ~~(other than that disclosed below *)~~ 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:

A.R. Ramsey

Date: 6/6/2022

Name:

ALAN CHARLES RAMSEY

Relevant professional
qualification(s) or body
(if any):

F.C.A.
FELLOW OF INSTITUTE OF CHARTERED
ACCOUNTANTS IN ENGLAND AND WALES

Address:

21, EASTWAY
FLIXTON,
MANCHESTER M41 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.

A hand-drawn line graph within a rectangular box. The graph consists of a single line that starts at a low point on the left, rises to a peak, and then descends to a low point on the right. The peak is labeled with the letter 'N' above it, and the descending slope is labeled with the letter 'A' above it.

Urmston Division

01 April 2021 to 31 March 2022

	This year £	Last year £
Income in		
Rent Income	3,378.75	2,890.00
Grants	10,667.00	24,753.43
Subs and Census	93.90	806.80
Events	0.00	0.00
Dyson House Levy	0.00	0.00
Bank Interest Savings	0.00	0.00
Insurance	9.44	19.24
Donations and others	0.00	0.00
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Bank 2	112,390.24	84,901.15
Cash	15.00	0.00
	118,635.38	91,692.18

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of £130,171.10 and there are no other assets or liabilities.

Prepared by: RD. GUEST

Signature and date:

RD Guest 27/5/22

(PRINT NAME)

Reviewer's Certificate: The above statements agree with the records and vouchers of
Urmston Division for the financial year ended 31 March 2022

Reviewed by: ALAN C. RAMSEY

Signature and date:

Alan Ramsey F.C.A. 06/2022

(PRINT NAME)

Notes:

Privacy statement

We collect your personal information in order to process your expense claims and fulfill 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/

**Girlguiding Urmston Division
Summary Year End March 2022**

Cash and Bank in Hand 31-03-2021		
20-01-96 60925047 / 20-01-96 70568910	£91,692.18	
Income	£31,195.92	
	£122,888.10	
Expenditure		£4,252.72
Cash and Bank in Hand 31-03-2022		£118,635.38
20-01-96 60925047 / 20-01-96 70568910		£122,888.10

Breakdown of Reserves

Cash and Bank in Hand		
Current (Community) account Barclays		£6,230.14
Savings (Business Premium) account Barclays		£112,390.24
Cash		£15.00
Total		£118,635.38
Unrestricted Funds		
General Fund		
Designated Funds		£635.38
Maintenance and Repairs		£1,000.00
Running Costs (includes Utilities and Cleaning)		£2,500.00
Administrative costs (includes Insurance and subscriptions)		£1,000.00
Rebuild Fees		£4,000.00
Grants (international and units)		£500.00
Special Events/Projects		£1,000.00
Restricted Funds		
Dyson House Rebuild		£108,000.00
Total		£118,635.38

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		£3846.10
Total		£130,171.10

