



Trustees' Annual Report for the period

From 1st April 2023 Period start date To 31st March 2024 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>Activities:</p> <p>Weekly Unit Meetings</p> <ul style="list-style-type: none"> • Our groups of Rainbows, Brownies, Guides & Rangers meet weekly (in term time) in a safe and supportive environment to explore Girlguiding’s program themes: <i>Know Myself, Express Myself, Be Well, Have Adventures, Take Action, and Skills for My Future.</i> • All our activities are delivered appropriately according to age but include earning various badges (providing a sense of achievement), outdoor adventures, crafts, skill-building sessions and learning life skills. <p>Community Engagement and Events</p> <ul style="list-style-type: none"> • Our groups participated in local events such as Remembrance Day + St George’s Day parades. They have visited local Care Homes, been involved in litter picking schemes, attended community

		<p>fairs and been invited to attend ceremonies such as the unveiling of a local Blue Plaque to mark the birthplace of a famous Suffragette and invited to attend the local International Women’s Day Awards ceremony hosted by our Council.</p> <p>Camps, Trips, and Outdoor Adventures</p> <ul style="list-style-type: none"> • Groups have attended various residential events, eg Brownie Pack Holidays, Guide camps or a Ranger YHA Residential. These trips have given the girls many outdoor adventures, the chance to develop their camping skills, to gain leadership opportunities/skills, develop their teamwork abilities and the chance to be independent. <p>Leadership Development</p> <ul style="list-style-type: none"> • Volunteers have attended various training sessions provided by our ‘parent’ Girlguiding County: GMW. This includes mandatory Safeguarding & First Aid Training, but also includes an annual County Training Day and access to the national Learning Platform provided by Girlguiding. • Our ‘Volunteer of the Month’ scheme continues, recognising nominated individuals for their contributions. • Meetings have been held at District and Division level to enable contact and support to be maintained which has been essential for the functioning of the Division as per its Constitution and for planning purposes. <p>Major Building Project</p> <p>In the summer of 2023, we commenced a major long-term project to demolish and rebuild our local HQ property in Urmston in 2 phases. Consequently, several of our groups have had to temporarily re-locate to alternative premises for their meetings and we have had to seek alternative venues for several of our activities. Over the year we have been engaged in many fundraising activities to support this building project eg a Division wide Sponsored Kim’s Game Tournament, Bag Packing and a Christmas Disco, plus many others. These events will continue into the next financial year and beyond.</p> <p>We have been successful in several larger grant applications to support this project (see finance report). There is a small team of Trustees managing applications to Grant giving organisations.</p>
<p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>	<p>Para 1.18</p>	<p>The trustees confirm that they have complied with their duty under the Charities Act 2011 to consider the public benefit guidance published by the Charity Commission. It can be confirmed that all Trustees have details of the Public Benefit guidance: https://www.gov.uk/guidance/public-benefit-rules-for-charities and this is upheld in our decision making processes. As per our Constitution we have a voting Quorum to make decisions and uphold regulations such as that of public benefit.</p> <p>All activities were directly aligned with the core aim of supporting girls and young women to reach their full potential in a fun, inclusive, and challenging environment. 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>

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>We have continued to offer great experiences for our members in the Urmston and Partington areas and have continued to grow in size with 20 Units/groups and over 350 girls.</p> <p>As a Division it has been great to collectively participate in several activities. Our members created poppies to form a display at our local War Memorial for the benefit of our local community. We participated in the local Remembrance Day Parade with a Guide member laying a wreath on our behalf. In April we took part in our local St George's Day Parade with the local Scouting community and in July we recognised the contribution of our volunteers with an Afternoon Tea Treat event, a great way to bring everyone together and to welcome several new volunteers in doing so.</p> <p>Our Volunteer of the Month Award scheme continues, recognising the contribution of a wide range of individuals and their unique input towards the running of our Division. We publicise our activities via social media, mainly Facebook, enabling us to link in with several other local community organisations, with the wider Girlguiding community and to publicise the work we do.</p> <p>This year we have successfully launched a new Urmston Trefoil group, for adult members. They operate under the umbrella of the national Trefoil Guild, meeting monthly, providing fun, friendship and activities for its members and undertaking their own challenges and adventures whilst offering support to Urmston Division for various events.</p> <p>During this period we had 6 Rainbow Units (one split over 2 nights) - one of the units having only been founded in September 2022. They all continue to embrace our structured programme of activities and</p>

are continuing to work on lots of badge activities and challenges including Parliament Week activities, First Aid badges and various Girlguiding North West England Challenge badges. This age group continues to be a popular option for teenagers participating in the Duke of Edinburgh Award scheme wanting to volunteer their time as part of that award. We have supported several young people in doing this.

Our 9 Brownie Units have continued to work on various challenges and skills builders, with the culmination of many bronze, silver and gold awards being achieved. Many of the units have held residential Pack Holiday events giving the girls opportunities and experiences away from the family home and helping them develop skills of independence and trying new activities. Our Brownies have also enjoyed partaking in various community events eg carol singing at and exchanging greetings cards with a local Care Home or litter picking in the local community

We have 5 well attended Guide Units. The Guide Programme has provided them not only with a variety of Skills Builder and Unit Meeting activities but lots of opportunities to attend various camps and residential events eg Wellies and Wristbands (a national Girlguiding camp event). On several occasions our Guide units have joined together to attend these events, widening their social circles as well as providing peer-to-peer volunteer support for the larger numbers. There have also been several local themed residential camps they have arranged and attended. Several Guides have chosen to continue their Guiding journey as Young Leaders working with younger girls across our Division, and many have moved up to the next section, Rangers. Our members at this age also have the opportunity to volunteer within the framework of the Duke of Edinburgh Award Scheme.

Our Ranger Unit continues to offer our older girls a wide range of activities providing them with skills for life, eg First aid training or planning a residential trip. They have explored issues in relation to young people's mental health, and they have volunteered at a local charity supporting families in need. Several Ranger members also hold roles as Young Leaders with Rainbow/Brownie/Guide units in our area.

This year we have had 4 members within the 18-25 age category who have completed their Queens Guide Award, the highest award available for members to undertake. These 4 members are also all leaders at various Guide/Ranger units. The consequence of this has been that there has been an abundance of opportunities for residential events on offer to our younger members in support of these leaders gaining various qualifications requiring them to plan and lead this style of experience. It has also meant that we have had 4 excellent role models for the younger members in demonstrating what opportunities are available as you progress through the organisation.

Finally, the biggest project taking part in the Division is the construction of a new HQ building, something which everyone is supporting with fundraising events and efforts. This has also meant that we have had the opportunity to showcase our work and increase our local presence as we strive to

		gain funding opportunities and gather support. Although phase 1 is virtually complete, the project is still work in progress, and whilst it has meant that many of our groups are temporarily displaced from their usual meeting place, they have continued with their work in the knowledge that when we return to our new premises, we will have a bespoke facility. This building will serve us and the local community for years to come and Girlguiding in Urmston will continue to thrive successfully in the future as it has done over the last year.
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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 Year End March 2024</u></p> <p>Although we have a substantial deficit of just over £83,000.00 this year, this reflects the progress we have made with the rebuilding of Dyson House, our headquarters. We have utilised our savings, donations, fundraising and grants and virtually managed to complete phase one of our project.</p> <p>Our rental income reduced as Dyson House was no longer used after the summer term and demolition commenced. Income since this time has been from our rebuild campaign activities. Donations have increased (£5,764.64) through JustGiving and cash/cheque donations. There have been several fundraising initiatives including a Bag Pack, Fashion Show, Division Disco and a Kim's Game Tournament within the units which have raised £5,657.26. We have also benefitted from donations in memory of two individuals.</p> <p>The Division Guide Shop has continued to contribute to our fundraising with sales of second-hand uniforms, novelties and donations from their reserves. Units/individuals have also held their own fundraising events in aid of the rebuild.</p> <p>The Division Guide Shop accounts have been examined with the Income and Expenditure totals being added to our overall totals for the purposes of our Charities Commission submission. The accounts are reviewed and approved separately to the main Division accounts, but they are part of the Division's assets and reserves.</p> <p>Due to our considerable savings, our bank interest has increased, amounting to £985.84.</p> <p>Fortunately, we have been successful in some of our Grant applications for the rebuild, receiving £15,000 from the John Apthorp Charity and £1,500 from Go Green MGD NatWest.</p> <p>We received £1,000 grant from Forever Manchester Auto Trader towards the traffic management of St George's Day Parade with the District Scouts. This year we had already contributed £350 so the grant enabled us to forward an extra £1,000 as our contribution for the next three years.</p> <p>In recognition of our volunteers, a grant of £300 was obtained from Manchester Guardian Society to help finance an Afternoon Tea Treat event.</p> <p>Expenditure on utilities has obviously reduced as the building is no longer in use. We are due a</p>
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		<p>refund on our insurance which is being held over in readiness for our next policy.</p> <p>There have inevitably been expenses incurred in the running of some fundraising events. Joint ventures have also resulted in a sharing of profits made, for example, money to units from the bag pack and donations to a young member towards an international trip.</p> <p>We have now exhausted the bulk of our savings but continue to apply for grants and fundraise. Our Girlguiding County of Greater Manchester West has arranged a short-term loan of £20,000 to enable us to make progress with the rebuild until some of our grant applications come to fruition.</p> <p>Fundraising initiatives for the future include an activity day and smartie challenge. We anticipate needing approximately £70,000 to complete Phase two of the project.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>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.</p>

Amount of reserves held

Para 1.22

Breakdown of Reserves Girlguiding Urmston Division End of Year 2024 (approved July 2024):

**Girlguiding Urmston Division
Summary Year End March 2024**

Cash and Bank in Hand 31-03-2023	£115,730.67	
20-01-96 60925047 / 20-01-96 70568910		
Less unrepresented cheques	£42.50	
	£115,688.17	
Income	£32,232.88	
	£147,921.05	
Expenditure		£115,381.44
Cash and Bank in Hand 31-03-2024		£32,539.61
20-01-96 60925047 / 20-01-96 70568910		£147,921.05

Breakdown of Reserves

Cash and Bank in Hand per accounts	
Current (Community) account Barclays	£4832.07
Savings (Business Premium) account Barclays	£27,681.54
Cash	£26.00
Total	£32,539.61
Unrestricted Funds	
General Fund	£539.61
Designated Funds	
Maintenance and Repairs	£0.00
Running Costs (includes Utilities and Cleaning) post completion	£500.00
Administrative costs (includes Insurance and subscriptions)	£700.00
Rebuild Fees	£0.00
Grants (international and units)	£300.00
Special Events/Projects	£500.00
Restricted Funds	
Dyson House Rebuild	£30,000.00
Total	£32,539.61

Fixed Assets

Freehold Property	Dyson House Building and surrounding land	£200,000.00
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		£3,000.00
Total		£209,325.00

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	No uncertainties at this time.

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 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	Emily Thea Pickering	Davyhulme District Commissioner	From 14/05/2023	
3	Samantha Armitage	Urmston District Commissioner		
4	Victoria Sellstrom	Flixton & Partington District Commissioner		
5	Barbara Lynn Pye	Assistant Urmston Division Commissioner	Ended 17/06/2023	
6	Susan Barlow	Urmston Division President		
7	Susan Fraser	Urmston Division Executive Committee Member/Depot Manager		
8	Rosemary Diane Guest	Urmston Division Treasurer		
9	Jenny Stevenson	Urmston Division Secretary		
11				
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16				
17				
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19				

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)	<i>LSouthern</i>	<i>RGuest</i>
Full name(s)	LIZ SOUTHERN	ROSEMARY GUEST
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER

Date

Girlguiding Urmston Division

01 April 2023 to 31 March 2024

	This year	Last year
	£	£
Income in		
Rent Income	1,200.00	2,417.50
Grants	17,800.00	1,000.00
Subs and census	119.70	119.70
Events	0.00	2,116.00
Dyson House Levy	0.00	0.00
Bank Interest Savings	985.84	245.44
Insurance	0.00	0.00
Donations rebuild	4,137.00	505.02
Refunds E.ON Next	377.44	94.00
Afternoon Tea for volunteers	144.00	0.00
fundraising	5,657.26	0.00
Donations leaving gift	30.00	0.00
Just Giving	1,627.64	0.00
Wreath making	154.00	0.00
Details 15	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	32,232.88	6,497.66
Expenditure out	£	£
Dyson House Electric	325.00	1,272.00
Dyson House Water	173.38	305.72
Maintenance and repairs	0.00	121.42
Events	0.00	2,105.00
Dyson House cleaning	183.95	451.72
Stationery and admin	11.27	25.10
Subs Mileage	142.50	175.00
Grants Donations	1,952.00	350.00
Divisional purchases	42.95	59.65
Insurance	0.00	619.26
Rebuild expenses Dyson House	111,429.52	3,960.00
proceeds from bag packing to units	300.00	0.00
Afternoon tea	288.00	0.00
Wreath Making	101.99	0.00
expenses fundraiser	430.88	0.00
2nd bank account (manual)	0.00	0.00
Totals	115,381.44	9,444.87
Surplus or (deficit) for the year	-83,148.56	-2,947.21
Balances brought forward		
Bank 1	2,992.47	6,230.14
Bank 2	112,695.70	112,390.24
Cash	0.00	15.00
	115,688.17	118,635.38
Balances in hand at year end		
Bank 1	4,832.07	2,992.47
Bank 2	27,681.54	112,695.70
Cash	26.00	0.00
	32,539.61	115,688.17

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 209,325.00 and there are no other assets or liabilities.

Prepared by: Rosemary D Guest
(PRINT NAME)

Signature and date: R D Guest 23/4/24

Reviewer's Certificate: The above statements agree with the records and vouchers of
Girlguiding Urmston Division for the financial year ended 31 March 2024

Reviewed by: ALAN C. RAMSEY
(PRINT NAME)

Signature and date: AR Ramsey 5/5/24

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

Urmston Division Girl Guides Association

On accounts for the year ended

31st March 2024

Charity no (if any)

1024556

Set out on pages

Attached to this Report

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2024

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent examiner's statement

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

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

Signed: Alan Ramsey

Date: 5/5/2024

Name: ALAN CHARLES RAMSEY

Relevant professional qualification(s) or body

F.C.A. FELLOW OF INSTITUTE OF CHARTERED ACCOUNTANTS ENGLAND & WALES

(if any):

Address:

21, EASTWAY

FLIXTON

MANCHESTER M41 8SQ

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

