



Trustees' Annual Report  
for the year ended 31 March 2025

28 July 2025

In the Division one guiding unit had to be closed during the financial year and its monies were transferred to the Division bank account. An event for Guides at Frylands Wood Activity Centre was partially funded by the Division. The main expenditure of the year was to each of the guiding units of the Division to help towards paying the annual subscription to Girlguiding UK for adults and young leaders. This year resulted in a deficit of nearly £2,000 but still leaves the Division with a healthy bank balance of £6,465 at the year end.

The Radcliffe Centre enjoyed another good year of occupancy with lettings £1,300 up on the previous year. Several fund raising events during the year raised £1,585 for the Centre. Major Works carried out this year were the refurbishment of the showering facilities including a disabled accessible unit, £16,000, new fire door, £2,200, and new hall lighting, £1,650. A new website was produced at a cost of £850 and a new stock of Radcliffe badges were bought at a cost of £600 but these will be sold at £1 each over the next year which will bring in a profit of nearly £400.

The major works carried out this year led to a deficit at the year end of £15,904 but the bank balance is still looking healthy at £42,416. There are further improvements relating to providing a better disabled entrance and works to improve the outside facilities in the pipeline for next year.

**Anne Golbourn**  
Fairfield Division Treasurer and Trustee



## Fairfield Division

01 April 2024 to 31 March 2025

|  | This year<br>£   | Last year<br>£   |
|--|------------------|------------------|
| <b>Income in</b>                         |                  |                  |
| Annual Subscription                      | 0.00             | 0.00             |
| Addiscombe District                      | 0.00             | 1,696.91         |
| Central District                         | 0.00             | 643.58           |
| Events                                   | 360.00           | 0.00             |
| Shirley District                         | 0.00             | 0.00             |
| South Croydon District                   | 680.50           | 0.00             |
| Details 7                                | 0.00             | 0.00             |
| Details 8                                | 0.00             | 0.00             |
| Details 9                                | 0.00             | 0.00             |
| Details 10                               | 0.00             | 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             |
| <b>Totals</b>                            | <b>1,040.50</b>  | <b>2,340.49</b>  |
| <b>Expenditure out</b>                   |                  |                  |
| Annual Subscription                      | 100.00           | 92.00            |
| Commissioner Expenses                    | 42.87            | 59.00            |
| International Grants                     | 0.00             | 0.00             |
| Events                                   | 559.72           | 0.00             |
| Mispostings                              | 0.00             | 0.00             |
| Local grants                             | 2,050.00         | 3,156.80         |
| Gratuities                               | 216.00           | 74.80            |
| Public Relations                         | -0.10            | 247.13           |
| Activities                               | 0.00             | 2,204.00         |
| Details 10                               | 0.00             | 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             |
| <b>Totals</b>                            | <b>2,968.49</b>  | <b>5,833.73</b>  |
| <b>Surplus or (deficit) for the year</b> | <b>-1,927.99</b> | <b>-3,493.24</b> |
| <b>Balances brought forward</b>          |                  |                  |
| Bank 1                                   | 8,393.06         | 11,886.30        |
| Bank 2                                   | 0.00             | 0.00             |
| Cash                                     | 0.00             | 0.00             |
|  | <b>8,393.06</b>  | <b>11,886.30</b> |
| <b>Balances in hand at year end</b>      |                  |                  |
| Bank 1                                   | 6,465.07         | 8,393.06         |
| Bank 2                                   | 0.00             | 0.00             |
| Cash                                     | 0.00             | 0.00             |
|  | <b>6,465.07</b>  | <b>8,393.06</b>  |

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 0.00 and there are no other assets or liabilities.

Prepared by: Anne Golbourn  
(PRINT NAME)

Signature and date: Anne Golbourn 12/4/25

Reviewer's Certificate: The above statements agree with the records and vouchers of Fairfield Division for the financial year ended 31 March 2025

Reviewed by: A.P. BEBINGTON Signature and date: ABebington 12/5/2025  
(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/](http://girlguiding.org.uk/privacy-policy/)



# Independent reviewer's checklist and confirmation form

## Unit or level to complete this section

|   |                                 |
|---|---------------------------------|
| Name of unit or level                   | FAIRFIELD DIVISION              |
| Name of local commissioner              | JANE HARRIS                     |
| Contact details for local commissioner* | fairfieldcommissioner@gmail.com |

\*Email address or phone number

## Independent reviewer to complete the following sections

|   |                          |
|---|--------------------------|
| Name of independent reviewer  | A. P. BEBINGTON          |
| Contact details for independent reviewer*   | andy.bebington@gmail.com |
| <input checked="" type="checkbox"/> I confirm that I am not a member of the unit or level leadership team, a signatory of the unit or level's bank account, or related to anyone in the unit or level<br><input checked="" type="checkbox"/> I confirm that I understand the checks required and that I am responsible and financially confident to complete these checks<br><input checked="" type="checkbox"/> I confirm that I will hold any personal and/or financial data given to me securely, only share it with people that need to see it for the purpose of this review, and will securely destroy or return the data when it is no longer needed for review purposes |                          |

\*Email address or phone number

## I confirm that I've 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
- Spending and income are accurately recorded across financial records, based on the information I have reviewed, including:
  - Bank statements
  - Paying in books
  - Cheque books
  - Invoices
  - Receipts
- If any information was missing, this has now been provided
- Payments have been dual authorised
- Where online banking is used, the users have confirmed there is no sharing of passwords
- Grant money has been used for the right purpose
- Cash held is minimal
- Money collected for another charity has been passed on appropriately
- Any errors noted have been adjusted for

**Please tick one**

- During my review, there have been no concerns about how the unit or level named above keeps accounts or spends money
- During my review, there have been concerns which have been raised with the commissioner or HQ

**Please give a summary of your findings:**

The accounts I have signed off reflect accurately the transactions in the year

You can find more information about this process in our end of year review of accounts procedure.

|           |           |
|-----------|-----------|
| Signature | ABeaton   |
| Date      | 12/5/2025 |

## Fairfield Division - Radcliffe Centre Accounts

01 April 2024 to 31 March 2025

|                                   | This year<br>£   | Last year<br>£   |
|-----------------------------------|------------------|------------------|
| <b>Income in</b>                  |                  |                  |
| Lettings                          | 22,221.65        | 20,904.45        |
| Fund Raising                      | 70.00            | 0.00             |
| Badge Sales                       | 225.00           | 161.00           |
| Events                            | 1,515.00         | 0.00             |
| Donations                         | 410.00           | 3,353.52         |
| Interest                          | 1,669.74         | 1,134.70         |
| Misposting of cheque              | 0.00             | 0.00             |
| Details 8                         | 0.00             | 0.00             |
| Details 9                         | 0.00             | 0.00             |
| Details 10                        | 0.00             | 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             |
| <b>Totals</b>                     | <b>26,111.39</b> | <b>25,553.67</b> |
| <b>Expenditure out</b>            |                  |                  |
| Rates & Insurance                 | 1,872.27         | 1,808.02         |
| Electricity                       | 5,769.45         | 5,354.19         |
| Water                             | 481.00           | 492.00           |
| Events                            | 669.98           | 0.00             |
| Internet & Phone                  | 1,400.74         | 501.77           |
| Maintenance                       | 3,547.02         | 3,004.51         |
| Grounds Maintenance               | 4,818.44         | 2,481.81         |
| Admin                             | 12.19            | 20.57            |
| New Equipment                     | 1,201.90         | 2,662.96         |
| Major works to building           | 21,182.90        | 6,975.61         |
| Stephen Fisher funds spent        | 455.33           | 700.00           |
| Badges                            | 603.95           | 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             |
| <b>Totals</b>                     | <b>42,015.17</b> | <b>24,001.44</b> |
| Surplus or (deficit) for the year | -15,903.78       | 1,552.23         |
| Balances brought forward          |                  |                  |
| Bank 1                            | 24,614.15        | 24,195.63        |
| Bank 2                            | 33,704.99        | 32,142.41        |
| Cash                              | 0.48             | 1.48             |
|                                   | <b>58,319.62</b> | <b>56,339.52</b> |
| Balances in hand at year end      |                  |                  |
| Bank 1                            | 7,041.11         | 24,614.15        |
| Bank 2                            | 35,374.73        | 33,704.99        |
| Cash                              | 0.00             | 0.48             |
|                                   | <b>42,415.84</b> | <b>58,319.62</b> |

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 333,200.00 and there are no other assets or liabilities.

Prepared by:

ANNE GOLDSOHN

Signature and date:

Anne Goldsohn 6/5/25

Reviewer's Certificate: The above statements agree with the records and vouchers of

Fairfield Divis... - Radcliffe Centre Accounts for the financial year ended 31 March 2025

Reviewed by:

A.P. BEBINGTON

Signature and date:

AB 12/2/2025

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/](http://girlguiding.org.uk/privacy-policy/)



# Independent reviewer's checklist and confirmation form

## Unit or level to complete this section

|   |                                       |
|---|---------------------------------------|
| Name of unit or level                   | FAIRFIELD DIVISION - RADCLIFFE CENTRE |
| Name of local commissioner              | JANE HARRIS                           |
| Contact details for local commissioner* | fairfieldcommissioner@gmail.com       |

\*Email address or phone number

## Independent reviewer to complete the following sections

|   |                          |
|---|--------------------------|
| Name of independent reviewer  | A.P. BEBINGTON           |
| Contact details for independent reviewer*   | andy.bebington@gmail.com |
| <input checked="" type="checkbox"/> I confirm that I am not a member of the unit or level leadership team, a signatory of the unit or level's bank account, or related to anyone in the unit or level<br><input type="checkbox"/> I confirm that I understand the checks required and that I am responsible and financially confident to complete these checks<br><input type="checkbox"/> I confirm that I will hold any personal and/or financial data given to me securely, only share it with people that need to see it for the purpose of this review, and will securely destroy or return the data when it is no longer needed for review purposes |                          |

\*Email address or phone number

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

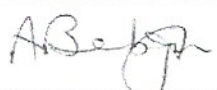
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**Please give a summary of your findings:**

You can find more information about this process in our end of year review of accounts procedure.

|           |   |
|-----------|---|
| Signature |  |
| Date      | 12/5/2023   |