



Trustees' Annual Report for the period

From 1st January 2021 Period To 31st December 2021

Charity name: Camberley West District Guide Association

Charity registration number: 305740

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so they can make a positive contribution to their community and the wider world.
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>When planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.</p> <p>We provide leadership to six guiding units and are responsible for maintaining the Girlguiding hall where the following units meet:</p> <p>1st Camberley Rainbows 3rd Camberley Rainbows 3rd Camberley Brownies 5th Camberley Brownies 6th Camberley Brownies 3rd Camberley Guides</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We adopt the Guiding programme which is the foundation of what girls do in guiding. There is a huge range of activities to try, plenty of badges to earn and loads of ways to develop new skills. Activities are designed and created with girls and packed full of fun, adventure and variety. The programme and activities support girls to broaden their horizons, challenge themselves and be the best they can be.

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>Guiding Activities were able to move back to face-to-face meetings which was welcomed by all.</p> <p>We were able to get new members joining after the impact of Covid-19 and not been able to meet in person last year.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Our main source of funds this year has been grants, lottery donations and hall hire fees from girl guiding units and community bodies. Covid lockdowns have materially hit hiring income over the past two years and generous grant income has enabled us to carry out crucial repairs and other work on the hall.</p> <p>We use general funds from Girlguiding and Community hire activities under normal conditions to meet the day to day running costs of the hall. Any surplus is retained and applied to larger projects approved by the Trustees. During 2021 we repaired and concreted the damaged driveway and redecorated the interior of the hall. We have a program of work that is regularly reviewed and prioritised against available funds.</p> <p>The majority of income is applied to the upkeep of the hall and related activities with the main costs incurred being, light & heat, insurance, cleaning, repairs & maintenance, and lease costs. Keys held by community hirers are subject to a £50 refundable deposit - currently £300 is retained in a restricted reserve.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	This was discussed when the budget was presented
Amount of reserves held	Para 1.22	£nil
Reasons for holding zero reserves	Para 1.22	This was discussed when the budget was presented
Details of fund materially in deficit	Para 1.24	Not Applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The 2022 budget indicated sufficient financial income and reserves to suggest the Charity is financially sound for a further 12 months

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	Lease dated 29th September 1959 and conveyance dated 5th June 1959 upon the trust of the Girl Guide Association Trust Deed 1938.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
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	Appointed

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	We follow the Guiding policies so that all guiding units are safe places for girls to learn, have fun and be heard. A full set of the policies can be found on the girlguiding.org.uk website. All trustees give their time voluntarily and received no remuneration or other benefits.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Camberley West District Guide Association
Other name the charity uses	Girlguiding Camberley West District
Registered charity number	305740

Charity's principal address	Guide HQ Crabtree Road Camberley Surrey GU15 2TA

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	Amanda Jayne Cusden			Trust Deed – Guid Leaders appointed by the Camberley West District Commissioner are the Trustees.
2	Amiee Jean Jervis-Smith			
3	Davina Lorraine Porter			
4	Sarah Jane Reed	Chair		
5	Hazel Shelagh Williams			
6	Tracy Claire Mcelligott	Booking Manager		
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19				
20				

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

Director name		
		Not Applicable

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
		Not Applicable

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not Applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

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

Not Applicable

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>SJ Reed</i>	
Full name(s)	Sarah Jane Reed	
Position (eg Secretary, Chair, etc)	Chair	
Date	30.12.22.	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Camberley West District Guide Association # 305740

Receipts and payments accounts

CC16a

For the period from 1st January 2021 To 31st December 2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Charitable Grants	23,751	-	-	23,751	-
District Trading Income	1,717	-	-	1,717	-
Fund Raising	54	-	-	54	52
Hall Rent - District Units	911	-	-	911	664
Hall Rent - Guide Assoc Activities	100	-	-	100	241
Hall Rent - Community	2,986	-	-	2,986	1,103
Other Income	891	-	-	891	8
Key Deposits (refundable)	-	50	-	50	-
Sub total (Gross income for AR)	30,410	50	-	30,460	2,068
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,410	50	-	30,460	2,068
A3 Payments					
Hall Overheads	1,071	-	-	1,071	926
District Administration	277	-	-	277	89
Lease	165	-	-	165	165
Insurance	588	-	-	588	578
Light, Heat & Water	448	-	-	448	766
Premises & Buildings Maintenance	17,180	-	-	17,180	3,660
District Trading Expenditure	1,671	-	-	1,671	-
Key Deposits - Repaid	-	-	-	-	50
Sub total	21,400	-	-	21,400	6,234
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	21,400	-	-	21,400	6,234
Net of receipts/(payments)	9,010	50	-	9,060	4,166
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,929	250	-	4,179	8,345
Cash funds this year end	12,939	300	-	13,239	4,179

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC Current Account	1,006	-	-
	HSBC Deposit Account	11,581	300	-
	HSBC Current Account - Trading	352	-	-
	Total cash funds	12,939	300	-

(agree balances with receipts and payments account(s))


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Building Contents	Unrestricted	-	-
	Camping Equipment	Unrestricted	-	-
	Gas Bottle Cage	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Key Deposits (refundable)	Restricted	300	
	Contingent Liability for Rent to 2023	Unrestricted	275	31 August 2023
			-	
			-	

Signed by one ~~or two~~ trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Sarah Jane Reed	21st February 2022



Section A Independent Examiner's Report

Report to the trustees/ members of	Camberley West District Guide Association		
On accounts for the year ended	31 st December 2021	Charity no (if any)	305740
	Set out on pages		

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

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:  **Date:** 21/02/2022

Name: Stephen Thomas

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

Address: 35 Southwell Park Road
Camberley Surrey
GU15 3QG

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.

