



Girlguiding Sussex West county ANNUAL REPORT FOR THE YEAR ENDED 31st December 2023

Unit located in: London and South East England Region

Charity Commission Number: 305919

Registered address:
(for correspondence) 10 Kirkland Close
Rustington
Littlehampton
West Sussex BN16 2QZ

Constitution or Trust deed: Guide Association Royal Charter

Trustees:
Melanie Ford
Annabel Gray
Nicola Angelo
Karen Railton

Kirstin Bosley
Natalie Evans
Zoë Walker
Debra Phillips
Yvonne Piper
Teri Maher
Ann Macaulay
Dawn Boulton

Appointment:
County Commissioner
Adur Valley Division Commissioner
Arun Valley Division Commissioner
Bognor Regis Division Commissioner
Chichester Division Commissioner
Petworth Division Commissioner (joint)
Petworth Division Commissioner (joint)
Worthing Cissbury Division Commissioner
Worthing Highdown Division Commissioner
Lead – Finance and General Purposes
Lead – Marketing and Communication
Lead – Girl Experience
Lead – Volunteer Experience

Objects: To pursue the objectives of Girlguiding UK concerned with assisting girls and young women to fulfil their potential to take an active and responsible role in society

Activities: We offer a varied and balanced programme for all sections, with training for volunteers a high priority and a range of training opportunities being offered

Declaration: The attached receipts and payments account for the year ended 31st December 2023 and the statement of assets and liabilities as at the year-end were approved by the trustees at a meeting held on 8th May 2023

Signed:

A handwritten signature in blue ink, appearing to read 'M Ford', written over a horizontal line.

Name: Melanie Ford
Appointment: County Commissioner



Girlguiding Sussex West

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st December 2023

Receipts	Ref Note	Unrestricted General Funds	Restricted	Total this year 2023	Total last year 2022
		£	£	£	£
Subscriptions (net)		-		-	7,161.70
Donations/Grants/Gift Aid	1,4	1,684.00		1,684.00	52.76
Interest	8,9	10,041.59		10,041.59	5,535.69
Goods and Equipment	2	6,303.99		6,303.99	5,161.09
Training Fees and Receipts	3	8,376.00		8,376.00	-
Activities	4	23,847.45		23,847.45	698.15
TOTAL RECEIPTS		50,253.03		50,253.03	18,609.39

Payments	Ref Note	Unrestricted General Funds	Restricted	Total this year 2023	Total last year 2022
		£	£	£	£
Subscriptions (net)		2,368.00		2,368.00	-
Donations/Grants	1,10	300.00	220.00	520.00	1,481.50
Goods and Equipment	2	6,937.48		6,937.42	4,903.82
Training	3	6,783.91		6,783.91	1,935.73
Activities	4	25,852.50		25,852.50	4,103.60
General Admin	5	2,681.00		2,681.00	1,171.40
Trustees & Advisers Expenses		1,716.88		1,716.88	1,225.78
TOTAL PAYMENTS		46,639.77	220.00	46,859.77	14,821.83

Cash and bank balances brought forward	145,754.79	8,849.29	154,604.08	150,816.52
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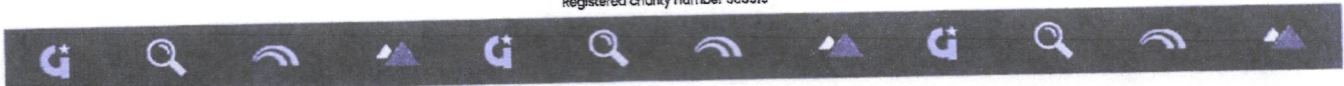
Cash and bank balances carried forward	149,368.05	8,629.29	157,997.34	154,604.08
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Prepared by: *R. J. C.*
County Treasurer

Approved by: *M. Forel*
County Commissioner

I have examined the attached Receipts and Payments Account and Statement of Assets and Liabilities and confirm that they are in accordance with the County's cash books and accounting records. The receipts and payments as shown are, to the best of my knowledge, authorised transactions.

Signed: *M. W. J. P.* Independent Reviewer



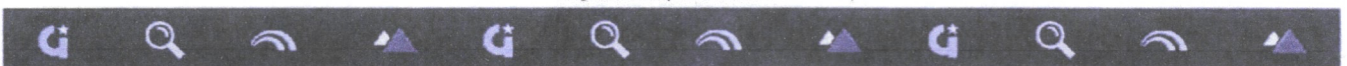
Girlguiding Sussex West

STATEMENT OF ASSETS AND LIABILITIES AS AT 31st DECEMBER 2023

	Ref Note	Unrestricted General Funds £	Restricted £	Total Funds £
Cash and Bank balances in hand				
Cash		-	-	-
Bank(s)	10	13,760.97	8,629.29	22,390.26
Other (COIF)	10	159,328.26		
		173,089.23	8,629.29	181,718.52
Assets				
		£	£	£
Items held for resale	7	3,018.55	0	0
Loans to other Units		0	0	0
Banked receipts not yet included in bank accounts		0	0	0
		3,018.55	0	0
Liabilities				
		£	£	£
Unpaid bills and expenses		0	0	0
Loans from other units		0	0	0
Unpresented cheques		0	0	0
		0	0	0
Fixed assets owned by and held for the use of the Unit (Land, buildings, vehicles and equipment)				
	Ref note	Date acquired (if known)	Original cost (if known)	Insurance or market value
Items of equipment held by Trustees and advisors	6	At various times	Unknown	£ 3,830.00
				£ 3,830.00
Assets owned by the Unit held for investment purposes (shares etc)				
		Date acquired (if known)	Original cost (if known)	Market Value
COIF Charities Deposit Fund 468270001T	8	0	0	£ 20,044.07
COIF Charities Investment Fund 813920001C	8	0	0	£ 135,607.08
COIF Charities Investment Fund 813920001C	9	0	0	£ 3,677.11
		0	0	£ 159,328.26



Girlguiding Sussex West	
Note No:	
1	The County gives grants to participants on International Trips and receives donations from supporters
2	Craft equipment is sold or hired out to units. Badges and other items are stocked for sale to units and are regularly replenished. Expenditure on capital equipment is made as necessary.
3	Fees are collected and used to organise and pay for courses for Volunteers and all our young people. County underwrites part of the costs for some training courses. Training regularly includes updates/refreshers on Safe Space and 1 st Response. Receipts this year mainly relate to contributions by volunteers to a County Training Weekend.
4	Activities have included the Youth Awards, County Annual Review and a memorial service.
5	Purchase of stationery, maintenance and rental agreements and all other general administration costs.
6	The value of equipment held by various individuals or stored in a garage in Rustington. The items are valued at either insurance or market value.
7	Badges in stock for resale. All stock has been independently verified.
8	COIF Charities Investment Fund – income units.
9	County investments – these are managed by the Guide Association Trust Corporation; invested in COIF Charities Investment Fund – income units.
10	Funds are restricted for the Lady Mursell Fund.





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Name: Melanie Ford
Appointment: County Commissioner



Girlguiding Sussex West

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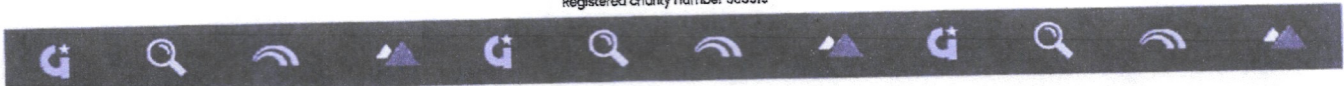
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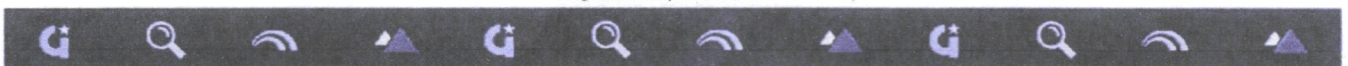
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Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

Name of unit or level:	Girlguiding Sussex West
Name of local commissioner:	Mel Ford
Contact details for local commissioner (email address or phone number):	cc@girlguidingsussexwest.org.uk

Independent reviewer - to complete the rest of the form:

Name of independent reviewer:	Mike Wakeford
Contact details for independent reviewer (email address or phone number):	mikewakeford62@gmail.com

I confirm that I have 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	<input checked="" type="checkbox"/>
Spending and income are accurately recorded across financial records, including: <ul style="list-style-type: none"> • Bank statements • Paying in books • Cheque books • Invoices • Receipts 	<input checked="" type="checkbox"/>
Grant money has been used for the right purpose	<input checked="" type="checkbox"/>
Cash held is minimal	<input checked="" type="checkbox"/>
Money collected for another charity has been passed on appropriately	<input checked="" type="checkbox"/>

During my review, there have been no concerns about how the above unit or level keeps accounts or spends money;

Or

During my review, the following matters have been raised with the commissioner or HQ:

* Continue on a separate page if required

You can find more information about this process in our [end of year reviews](#).

Signature M Wakeford
 Date 1 October 2024