

# Girlguiding Sussex West County

## ANNUAL REPORT FOR THE YEAR ENDED 31st December 2024

Unit Located in: London and South East Region

Charity Commission number: 350919

Registered address:  
(for correspondence) 4 Thames Way  
Worthing  
West Sussex  
BN13 3LA

Constitution or Trust deed: The Guide Association Royal Charter

Trustees:	Appointment:
Melanie Ford	county commissioner
Ann Macaulay	deputy county commissioner
	lead - girl experience
Dawn Boulton	assistant county commissioner
	lead - volunteer experience
Zoë Walker	assistant county commissioner
	Worthing Cissbury division commissioner
	lead - finance and general purposes
Annabel Gray	Adur Valley division commissioner
Nicola Angelo	Arun Valley division commissioner
	governance lead - Arun Valley
Karen Railton	Bognor Regis division commissioner
Julie Tanner	Chichester division commissioner
	guide lead - Chichester division
Kirstin Bosley	Petworth division commissioner
Debra Phillips	Worthing Highdown division commissioner
Teri Maher	lead - marketing and communication

**Objects:** To pursue the objectives of The Guide Association concerned with assisting girls and young women to fulfill their potential to take an active and responsible role in society.

**Activities:** The main activities this year have been: Little Hoot fundraising, Marriott training weekend, Youth awards, County Annual review and a trip to the Azores.

**Declaration:** The attached receipts and payments account for the year ended 31st December 2024 and the statement of assets and liabilities as at the year end were approved by the trustees at a meeting held on

Signed:



Name:

Ann Macaulay

Appointment:

Deputy County Commissioner



Girlguiding Sussex West

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st December 2024

Receipts	Ref note	Unrestricted General Funds	Restricted/ Unrestricted	Total This year 2024	Total Last year 2023
		£	£	£	£
Subscriptions (net)		8,910.00		8,910.00	
Donations/Grants/Gift Aid	1,4	1,389.48		1,389.48	1,684.00
Interest	8,9	15,565.30		15,565.30	10,041.59
Goods and Equipment	2	5,643.66		5,643.66	6,303.99
Training Fees and Receipts	3	5,012.50		5,012.50	8,376.00
Activities	4	43,382.66		43,382.66	23,847.45
M&C Account closure		492.45		492.45	
Transfers		1,885.05		1,885.05	
<b>TOTAL RECEIPTS</b>		<b>82,281.10</b>	<b>-</b>	<b>82,281.10</b>	<b>50,253.03</b>

Payments	Ref note	Unrestricted General Funds	Restricted/ Unrestricted	Total This year	Total Last year
		£	£	£	£
Subscriptions (net)		3,288.00		3,288.00	2,368.00
Donations/Grants	1,10	253.00	300.00	553.00	520.00
Goods and Equipment	2	6,003.60		6,003.60	6,937.48
Training	3	20,750.18		20,750.18	6,783.91
Activities	4	43,804.54		43,804.54	25,852.50
General Admin	5	2,647.49		2,647.49	2,681.00
Trustees & Advisers Expenses		1,035.07		1,035.07	1,716.88
Transfers		1,885.05		1,885.05	
<b>TOTAL PAYMENTS</b>		<b>79,666.93</b>	<b>300.00</b>	<b>79,966.93</b>	<b>46,859.77</b>

Cash and bank balances brought forward		149,368.05	8,629.29	157,997.34	154,604.08
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Cash, bank balances and liabilities carried forward		151,982.22	8,329.29	160,311.51	157,997.34
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Prepared by: K Streetes  
County Treasurer

Approved by: L Macaulay  
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 Unit's cash book and accounting records. The receipts and payments as shown are, to the best of my knowledge, authorised transactions.

Signed by: L. Amy

Independent Reviewer

Girlguiding Sussex West

STATEMENT OF ASSETS AND LIABILITIES AS AT END 31st December 2024

	Ref note	Unrestricted General Funds	Restricted	Total Funds
		£	£	£
<b>Cash and Bank balances in hand</b>				
Cash				
Bank(s)	10	4,731.11	8,329.29	13,060.40
Other (COIF Charities Deposit Fund CO3067282)	8	142,554.94		142,554.94
		147,286.05	8,329.29	155,615.34

**Assets**

		£	£	£
Items held for resale	7	2,837.60		2,837.60
Money owing to the Units				-
Other				-
		2,837.60	-	2,837.60

**Liabilities**

		£	£	£
Unpaid bills & expenses				
Loans to other Units				
Other				
		-	-	-

**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	2,808.03
				2,808.03

**Assets owned by the Unit held for investment purposes (Shares etc)**

	Ref note	Date acquired (if known)	Original cost (if known)	Market value
COIF Charities Investment Fund CO3061955	8			21,319.13
COIF Charities Investment Fund CO3047990	9			3,728.40
			-	25,047.53

**Notes**

<b>Girlguiding Sussex West</b>	
<b>NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st December 2024</b>	
<b>Note number</b>	
<b>1</b>	The County gives grants to participants on International Trips and receives donations from supporters
<b>2</b>	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
<b>3</b>	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 1st Response
<b>4</b>	Activities have included the Youth Awards, County Annual Review and a trip to the Azores
<b>5</b>	Purchase of stationery, maintenance and rental agreements and all other general administration costs
<b>6</b>	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.
<b>7</b>	Badges in stock for resale
<b>8</b>	COIF Charities Investment Fund - income units
<b>9</b>	County investments - these are managed by the Guide Association Trust Corporation; invested in COIF Charities Investment Fund - income units
<b>10</b>	Funds are restricted for the Lady Mursell Fund & Integrated Prevention and Earliest Help Grant

# 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-arg-uk

Independent reviewer - to complete the rest of the form:

Name of independent reviewer:	LORRAINE CORY
Contact details for independent reviewer (email address or phone number):	07906 275423

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"> <li>• Bank statements</li> <li>• Paying in books</li> <li>• Cheque books</li> <li>• Invoices</li> <li>• Receipts</li> </ul>	<input checked="" type="checkbox"/>
Grant money has been used for the right purpose	<input type="checkbox"/>
Cash held is minimal	<input type="checkbox"/>
Money collected for another charity has been passed on appropriately	<input 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 L. Cory  
 Date 21/3/25