



ANNUAL REPORT

AND FINANCIAL
STATEMENTS FOR
THE YEAR ENDED
31ST DECEMBER
2020

GIRLGUIDING SOUTH WEST ENGLAND



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THE TRUSTEES' REPORT

The Trustees of Girlguiding South West England are pleased to present their Report with the financial statements for 2020.

STATEMENT OF PURPOSE

Girlguiding is the leading charity for girls and young women in the UK. As an organisation Girlguiding empowers nearly half a million girls, of which about 60,000 girls are in South West England, to be their best and face the challenges of growing up today.

We give them space to grow and ensure that each one of them can get involved - no matter what their background or ability. Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community. We do this through high quality, girl-led programmes delivered by inspirational adult volunteer Leaders.

GOVERNING DOCUMENT AND CONSTITUTION

The Guide Association South West England, operating as Girlguiding South West England, is a separately constituted branch of The Guide Association, operating as Girlguiding, which is incorporated by Royal Charter. Girlguiding South West England is registered as a charity (Charity registration number 305951) with its headquarters at St Ann's Manor, 6-8 St Ann Street, Salisbury, Wiltshire SP1 2DN.

Girlguiding South West England is responsible for the administration of Girlguiding's affairs within South West England and for the general development of the principles, aims, organisation and rules of the Association in accordance with the Royal Charter, Byelaws and the Guiding Manual.

The Girlguiding South West England Trustee Board manages the affairs of the Region. The Trustee Board is supported by three governance committees: Operational Committee, Compliance Committee and Guiding Delivery Committee. Terms of reference clarify the roles and responsibilities of each committee.

ORGANISATION STRUCTURE

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Guiding within the United Kingdom is organised into a number of geographical areas called Countries and Regions. Girlguiding South West England is one of the six Regions of England and together with the three Countries of Scotland, Wales and Ulster (Northern Ireland) form Girlguiding.

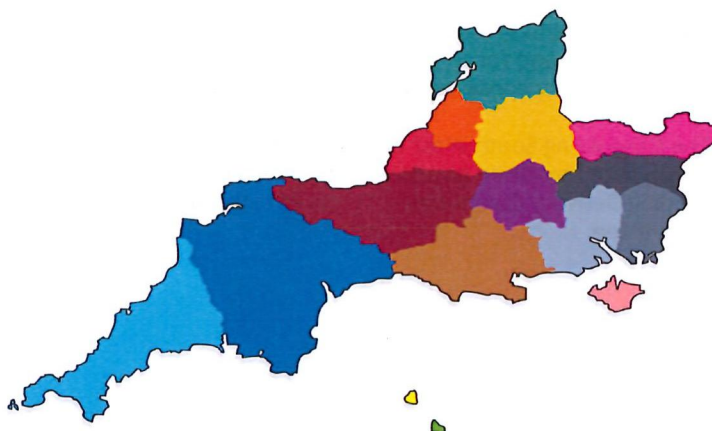
Girlguiding South West England is led by a senior volunteer, the Chief Commissioner. The Chief Commissioner may appoint a Deputy Chief Commissioner(s) to assist her. The Region is organised into 16 areas - Counties and Islands: Berkshire, Bristol and South Gloucestershire, Cornwall, Devon, Dorset, Gloucestershire, Guernsey, Hampshire East, Hampshire North, Hampshire West, Isle of Wight, Jersey, Somerset, Somerset North, Wiltshire North and Wiltshire South. Each area provides support, lines of two-way communication and opportunities for young members, Leaders and Commissioners to make decisions and take responsibility. Each area is led by senior volunteers - either a County/Island Commissioner or joint County/Island Commissioners.

Girlguiding South West England has a Trustee Board which is chaired by the Chief Commissioner. Each County or Island has an Executive Committee or a Trustee Board which is appointed according to the County/Island Constitution and is responsible for the administration of guiding in that County or Island. The County/Island Executive Committee or Trustee Board is chaired by the County/Island Commissioner, or in the case of joint appointments, by the nominated County/Island Commissioner.

The Board of Trustees of the Charity

Carole Pennington, Chief Commissioner

Liz Brown
Amanda Butcher (from 7 April 2020)
Jacqui Dixon (until 1 May 2020)
Jill Jeffs (until 6 April 2020)
Jenny King (until 6 April 2020)
Karen McFarlane (until 6 April 2020)
Laura Menzies
Sharon Orchard (until 7 November 2020)
Michele Peace (from 8 November 2020)
Solange Rebour
Janette Searle (from 7 April 2020)
Janet Skiba
Emma Stevens
Racheal Tattum (from 7 April 2020)
Victoria Taylor (from 7 April 2020)
Tracey Warren



Appointment and Induction of Trustees

The members of the Trustee Board are selected and appointed by a Nominations Committee to ensure a breadth of skills and experience suitable to direct the affairs of Girlguiding South West England.

There are established procedures for the induction of each Trustee to ensure that they are aware of the responsibilities of a Trustee and the ways of working within Girlguiding South West England.

Executive Manager: Julie Brown

Professional Advisers and Consultants

The professional advisers and consultants during 2020 have been as follows:

Auditors

Fawcetts LLP
Chartered Accountants and
Registered Auditors
Windover House, St Ann Street,
Salisbury, SP1 2DR

Bankers

NatWest Bank
48 Blue Boar Row, Salisbury, SP1 1DF

Investment Managers

Tilney Investment Management Services Limited
16th and 17th Floor, 6 New Street Square, New Fetter Lane, London EC4A 2BF

Solicitors

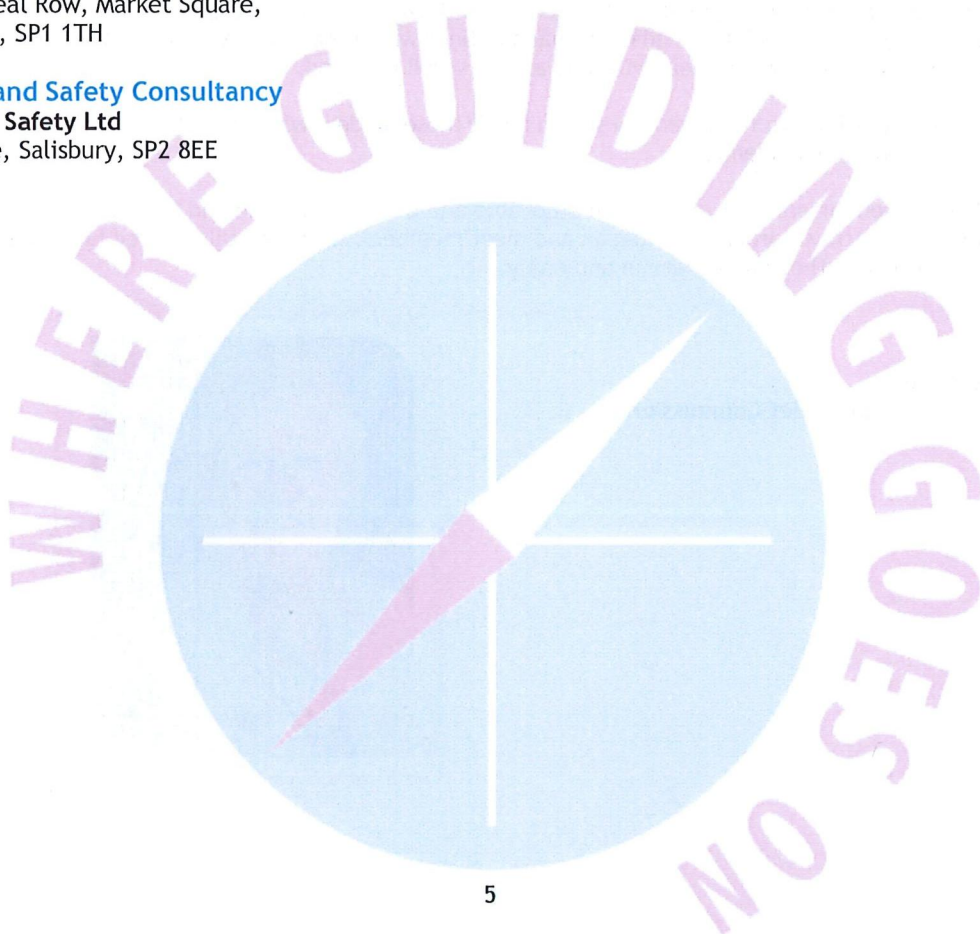
Trethowans
1 London Road, Salisbury, SP1 3HP

HR Support and Advice

Hanson Chase Consulting Limited
20 Oatmeal Row, Market Square,
Salisbury, SP1 1TH

Health and Safety Consultancy

What No Safety Ltd
Cecil Ave, Salisbury, SP2 8EE



INTRODUCTION

Girlguiding South West England continues to provide girls and young women with a wide variety of opportunities that enable them to acquire a range of skills to empower them as individuals and develop their full potential in a safe, girl-led, girl-only space so that they can take their place in their communities as confident and resourceful members of society, while enjoying fun and adventure.

As an organisation, Girlguiding is open to girls and young women and offers all our members fun, friendship, challenge and adventure from an early age through our Rainbow section (5 to 7 years) to Brownies (7 to 10 years), Guides (10 to 14 years) and Rangers (14 to 18 years). Most of our 11,000 adult volunteers will tell you that they also enjoy the friendships they make in Guiding and still have plenty of fun, challenge and adventure themselves. Without the valuable contribution from our adult volunteers who give freely of their time to support and empower them, our younger members would not be able to participate in and enjoy such a wide variety of opportunities and activities.

2020 started well with very successful Region Roadshows, Stem activity days and a performing arts day "All The World's a Stage". Then, due to a global pandemic, Girlguiding had to cease face to face meetings almost overnight for the first time in our history. Face to face meetings, events and trips had to be cancelled or postponed. However, a pandemic was not going to stop many of our leaders from interacting with our young members and virtual guiding soon took off with an increasing number of volunteers and girls being able to enjoy meetings, sleepovers, trainings and more from the comfort of their homes. Girlguiding introduced Adventures at Home and Girlguiding South West England Region was able to offer a variety of challenges with badges for girls to enjoy on their own or with siblings.

Girlguiding South West England was also able to support leaders in a variety of ways, including trainings on how to use Zoom for virtual meetings and sleepovers, online A Safe Space trainings and more. We gave many of our trainers the opportunity to become CIPD trained to run virtual trainings. We introduced a range of badges for attending virtual meetings which proved very popular. Our autumn programme of conferences went ahead virtually and was well received.

I would like to pay tribute to the ingenuity shown by all those leaders who were able to continue with their Guiding during the pandemic.

While 2020 has been different, it was still an enjoyable and busy year for me and for my team. Although we were not able to travel around the Region and meet members, we have still enjoyed hearing about the fantastic activities they participate in and enjoy.

Carole Pennington
Chair of Trustees and Chief Commissioner



REVIEW OF 2020

Overview

Girlguiding South West England introduced its 2015-2017 Strategic Plan at the beginning of 2015. During 2016 the Plan was developed and extended to 2020 in line with the national Girlguiding strategic plan - *Being our Best*. In March 2020 Girlguiding launched its new strategic plan - *Today, tomorrow, together*.

Our Vision is:

An equal world where all girls can make a positive difference, be happy, safe and fulfill their potential.

Our Mission is:

Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

Our Values are:

Fun, Challenging, Caring, Inclusive, Empowering, Inspiring.

Our key strategic themes are:

EXCEPTIONAL EXPERIENCES FOR GIRLS: We will create EXCEPTIONAL EXPERIENCES for girls and young women and continue to put girls at the centre of everything we do.

REWARDING VOLUNTEER EXPERIENCE: We will create opportunities that fit around people's lives bringing a flexible and REWARDING VOLUNTEER EXPERIENCE.

INCLUSIVE AND IMPACTFUL: We will be more INCLUSIVE and make a bigger IMPACT and influence on local communities.

The governance committees have been working on the delivery of the priorities set for 2020 and 2021; a more detailed report is given on pages 8-16.



We will create EXCEPTIONAL EXPERIENCES for girls and young women & continue to put girls at the centre of everything we do

We will achieve this by:

Leadership: We will support and encourage our volunteers to be inspirational Leaders.

Programme: We will offer girls the dynamic programme opportunities they want and need.

Resourcing: We will train our volunteers and help them find the resources they need to deliver good guiding.

Events and Activities

During 2020 an exciting programme of activities and events had been planned for the girls and young women and their Leaders. Due to the Covid-19 pandemic and subsequent lockdown in March 2020 a number of events were postponed or cancelled.

Following the success of 'Region Roadshow' events in previous years, two roadshow events were held in February 2020. There were 219 Rainbows, Brownies, Guides and Rangers that enjoyed Red Kangaroo, a trampoline adventure park in Reading, Berkshire and 238 Rainbows, Brownies, Guides, Rangers and their parents visited the National Maritime Museum, Falmouth in Cornwall.

All the World's a Stage was a large scale event held in February 2020 at Garth Hill College in Bracknell, Berkshire. The day was an exciting mix of dance, drama, music and theatre workshops as well as creative activities for all sections. Over 800 girls and 200 Leaders from across the Region attended.

In February 2020, 60 Guides and Rangers went to Bristol to take part in a CyberFirst Adventures course which was designed to showcase the varied roles and jobs that both exist and involve the use of technology in the workplace, to enthuse and inspire the girls into an interest in technology. It was also designed to counter the stereotype that computer science is a subject that only leads to jobs in programming and coding. The course was split in to four modules: Digital Detective, GO Create, The Data Games and Crack the Code.

Working with the British Army two Stage 5 Skill Builder days took place, one in February at Bovington Camp, Dorset with 74 attendees and the second at the beginning of March in Bath with 73 attendees. Unfortunately, the other three days that had been planned were cancelled due to the Covid-19 pandemic.



Opportunities for Rangers and Young Leaders

Girlguiding Peer Educators are members aged 14 to 25-year olds who help Brownies, Guides and Rangers think and talk about issues that are important to them. As young people, they use their own experience to bring the subjects to life. In 2020 the Peer Educators had to adapt their trainings to be run online and virtual sessions on Think Resilient and Breaking Free were held. The Region currently has 65 Peer Educators and in 2020 those members, with support from Girlguiding, ran 86 sessions reaching 1,091 people, from Brownies to adult leaders, across the Region.

The Duke of Edinburgh's (DofE) Award made a number of temporary programme changes and introduced various expedition flexibilities, including 'go home' expeditions, to help participants continue with their DofE Awards during the Covid period. In 2020, a total of 65 young women in South West England Region gained their DofE awards: 44 at Bronze level, 18 at Silver level and 3 at Gold level. A total of 30 Certificates of Achievement were gained in 2020: 16 at Bronze level, 6 at Silver level and 8 at Gold level. Recognising the challenges with expeditions in 2020 due to Covid-19, DofE introduced a Certificate of Achievement for all participants (at all Award levels) who completed their Volunteering, Physical and Skills sections by the end of the year.

International Experiences

The Region holds annual selection weekends to find volunteer Leaders and participants for the programme of international trips. The selection weekend for adults usually takes place in April and for participants the selection weekend is normally held in June. Sadly, due to the Covid-19 pandemic both selection weekends had to be cancelled.

The international trips that had been organised for summer 2020 were postponed until April or summer 2021 as a result of the Covid-19 pandemic.

International Community Experience (ICE)

ICE is a Guiding programme that combines community action and International experiences to provide a challenging and purposeful opportunity for Guides aged 11-13. Community action is a key element of all ICE projects. ICE also provides an opportunity to raise awareness about the international opportunities open to Rangers and Leaders and which will be open to the girls as they move onto Rangers when they reach 14.

Two ICE weekends are held around the Region in September/October each year and from the two weekends Guides are selected for the final part of the ICE programme - the international experience, which is a 5-day international trip. The Region's first virtual selection weekend was held in September 2020 and was a great success. Following the selection weekend further restrictions were implemented by the government due to Covid-19 and it was reluctantly decided to postpone the ICE trip due to take place in April 2021 and therefore no participants were selected for the trip. Similarly, the ICE 2020 trip in April to Dublin was cancelled due to Covid-19.

We will create opportunities that fit around people's lives bringing a flexible and REWARDING VOLUNTEER EXPERIENCE

Adult Opportunities

Once the Leader has completed her Leadership Qualification, further opportunities for training and development are available. Examples include becoming a Mentor to new volunteers joining Girlguiding, walking or water qualifications and a 'Going Away With' qualification which allows Leaders to take girls away on residential events.

A separate Programme Offer was launched in Autumn 2018 for members aged 18 to 30 years. A new Region Lead Volunteer was appointed to coordinate delivery of the 18-30 Programme Offer to young women in the Region. Since the introduction of the programme, adult volunteer coordinators have been

appointed in all Counties and Islands. In November 2020 Girlguiding launched a new name for the 18-30 Programme Offer, Girlguiding Inspire. The Region celebrated this launch with a virtual tea party attended by more than 50 people.

One volunteer Leader from the Region was successful in gaining a place at the 2020 WAGGGS and WOSM (World Association of the Scout Movement) Academy which was held online. Guide and Scout members from both organisations share with other participants from all over Europe their vision on key topics such as: external relations in Europe, communication, non-formal education and training, and strategy for growth, enabling members to find innovative tailored solutions to the diverse needs Scouting and Guiding Organisations are facing in Europe.



The role of commissioners is key to supporting and encouraging our volunteers to be inspirational Leaders. Due to the Covid-19 pandemic the commissioners conference was held virtually in September 2020 with 158 Commissioners attending. Julie Bell, Girlguiding Deputy Chief Guide, gave an update on the National Strategy. Every Commissioner joined 3 workshop sessions one of which was Risk Management. The sessions included: Difficult Conversations, Financial Matters, Handling Complaints, Including Members with Additional Needs, Mental Health and Guiding, New Commissioners, and Purposeful local meetings in an electronic age.

Training

The Region has a team of 73 Girlguiding qualified Trainers and around 17 volunteers who are working on their Girlguiding Trainer Qualification. The Trainers are all volunteers from within Girlguiding South West England and play a key role in supporting and equipping our Leaders to deliver good guiding. The 2020 Trainers' Conference was held virtually in September with 65 attendees.

Girlguiding introduced a new programme of safeguarding training in 2018 comprising of 4 different levels of training. All volunteer commissioners, Leaders and supporters are required to undertake safeguarding training, appropriate to the role they hold in Guiding, with full compliance by December 2020. Level 1 and Level 2 training is by e-learning and Level 3 and Level 4 is a face to face training. When face to face training ceased due to Covid-19, trainers adapted to developing and holding training sessions online.

In 2020 the Safeguarding Trainers ran a series of training days across the Region to complement the training sessions arranged by the Counties and Islands. By the end of 2020 compliance across the Region stood at 98.69% volunteers compliant for Level 1, 98.76% compliant for Level 2, 99.86% compliant for Level 3 and 99.81% volunteers compliant for Level 4. A similar training plan is in place for 2021 to ensure continued compliance going forward.

In July 2020 the Region organised Zoom trainings for members with a Beginners' session, an Intermediate session and Virtual Sleepover sessions. These proved extremely popular and further trainings were put on in September and October to accommodate demand from Leaders. In July, 198 Leaders were trained on either the Beginner or Intermediate session and 58 Leaders on the Sleepover session. In September an additional 152 Leaders were trained on the Zoom sessions.

Following the success of the virtual Commissioner conference held in September 2020, the sessions delivered at the conference were made available as separate virtual trainings that could be booked through the Region's events booking site.



Resources and Badges

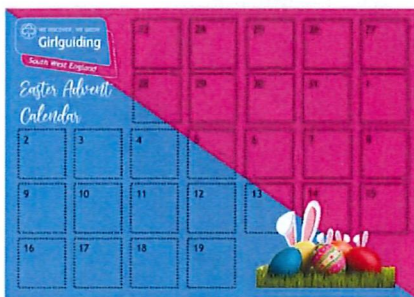
In order to support Leaders in offering a dynamic programme during the Covid-19 pandemic the Region has developed a number of resources and badges.

The *Easter Countdown Calendar 2020* involved a variety of activities posted each day on the Region's social media for girls and their parents to get involved with.

During August 2020 the Region ran *Challenge 31* where our Social Media channels released a different challenge each day during the month of August. A badge was created and sold well. The Challenge has now been reformed so there is no specific reference to August and can be completed on any day.

A number of *Virtual badges* were designed as a result of members meeting online and Leaders organising virtual sleepovers with their units.

The partnership with UK Parliament continued into 2020 with a number of units registering to take part in UK Parliament week in November 2020.



We will be more **INCLUSIVE** and make a bigger **IMPACT** and influence on local communities

We will achieve this by:

Appeal: We will increase the number of girls and young women who want to join us.

Membership: We will welcome all girls and young women who want to join us.

Partnerships: We will develop strong partnerships to enable girls and young women who do not currently have access to guiding.

Membership Growth and Retention

Our membership at the end of 2020 was 55,375 made up of Young Members, Adult Members and Recognised Volunteers. Membership numbers have reduced by around 18.7% since the end of 2019. The girls and young women meet in groups - called units. At the end of 2020 there were 3,483 units; a loss of 134 units since 2019. At the 31 December 2020 there were 17,161 Young Member registrations and of these 12,573 were eligible to join. These figures are for those who are enquiring to become Young Members for the first time and do not include those who are transferring Units or moving sections. The largest number of registrations are for Rainbows.

The Region office continued to make the initial contact with adults wishing to volunteer in just over three quarters of the counties in the Region. The aim of the call was to find out where the adult wanted to volunteer, their availability and the type of role they were interested in volunteering for. The information received was passed to local volunteer commissioners to follow up with information on opportunities available for each individual adult volunteer. The office handles enquiries from parents of girls who were waiting to join Girlguiding.

The Region held a virtual membership growth and retention conference in November 2020 which was attended by members from each County and Island. Dr Laura Cottey, Girlguiding National Lead for Growth gave an update on Growth and the way forward. Josie Crossley, Girlguiding National Lead for Inclusion gave an update on the Inclusion Audit. Delegates attended workshops online which focused on how to make sure the Guiding experience is the same for everyone, how to nominate a member for an Award and recognise all that they do for Girlguiding, and planning a virtual event for the District, Division or County/Island. Being a virtual conference allowed it to be open to everyone that would like to come along.

Thanks and Recognition

Saying 'Thank You' to all Girlguiding volunteers is important.

Girlguiding and Girlguiding South West England offer a range of awards that adult volunteers can be nominated for to recognise what they do for Girlguiding.

The Region awards include the Silver Oak Leaf, which can be gained by any adult who has given freely of their time to promote and advance Guiding within the Region, the Compass Award, which is given to recognise the dedication of our members at local level and give freely of their time to provide good quality guiding to the girls in their unit, the local area and to the benefit of the local community and the Young Adult Leaders Award, which is given to recognise the achievement of Leaders aged 18 to 30 years and who have done something special or something remarkable. In addition, the Region has a Thanks Badge and a Chief Commissioner's Certificate, both of which are awarded at the discretion of the Chief Commissioner.



Girlguiding's national service awards are available for members who have completed 5, 10 and up to 60 years' service. The Region launched its own service awards in September 2018 to recognise volunteers who have recently joined Girlguiding as a member and who have completed either 1 year or 3 years' service.

During 2020 the following awards were made:

- 3 Girlguiding Laurel Awards
- 1 Guiding Star
- 14 Region Silver Oak Leaf Awards
- 39 Region Compass Awards
- 23 Chief Commissioner's Awards
- 4 Young Adult Leaders Awards
- 3 Region Thanks Badges
- 670 Chief Commissioner 1-year service Award
- 312 Chief Commissioner 3-year service Award



Region Roadshows

The 2020 programme of 'Region Roadshows' provided opportunities for girls and young women to have their say about Guiding. At each of the activity day roadshows, the girls were asked to take part in presentation sessions and talk about guiding to the audience of parents and Leaders. Feedback from parents has shown that they learn a lot about what Guiding has to offer their daughters in the immediate and longer term and for many parents the presentation has changed their perception about Girlguiding.

We will improve our structures and processes

We will achieve this by:

Finance: We will generate and manage our assets and financial resources in a planned and professional way.

Processes, Systems and Staff: We will have processes and systems that are fit for purpose and change with our needs. We will have the staff we need with the right skills and abilities.

Structures and Decision Making: We will have effective structures and decision-making processes in the Region.

Finance

Most of the Region's annual income comes from membership subscriptions which are received in April.

Sales of resources, badges and small gift items via the online shop continue to supplement the Region's income. New for 2020 were the virtual meeting badges, Christmas badge and Challenge 31 badge. A small stream of income continues to be generated from easyfundraising referral fees and from letting surplus office space in the Region Headquarters building.

Regular meetings are held with NatWest Bank, the Region's bankers, to review our financial position. Regular meetings are also held with the Region's Investment Managers, Tilney Investment Management Services Ltd, to review the performance of the Region's investment portfolios. The Region's investments are held in two portfolios, the main portfolio has a medium to long term growth strategy with a moderate risk profile, the second portfolio was set up for growth and income with a low risk profile.

The 2021 annual budget for the Region was drawn up and approved by the Trustee Board in July 2020. The 2020 budget was reviewed throughout the year and updated where necessary. Management accounts, which incorporated the budget figures and identified variances, were reviewed throughout 2020 together with cash flow forecasts.

The Duke of Edinburgh Award Scheme (DofE) awarded the Region with a grant from the DofE Diamond Fund in 2019; the objective being to provide local DofE training opportunities in defined areas of disadvantage in order to increase participation in DofE through Girlguiding South West England in those areas. Funding is still available to support Leaders and young members in disadvantaged areas working on their DofE Awards.



Processes, Systems and Staff

The Compliance Committee holds a register of all property owned by the Counties and Islands with details of the ownership arrangements including the expiry dates of any leases, whether the property is separately registered as a charity, whether property is held by the Guide Association or Scout Association Trust Corporations, the use of the building and insurance arrangements.

The Compliance Committee continued to analyse and review the quarterly reports on complaints and concerns that originate at a local Guiding level. Common themes were identified which was used to determine the training required to support the volunteer Leaders.

The Region team of Safeguarding Lead Volunteers provided support and advice to members throughout the Region on safeguarding matters. The team also worked with Girlguiding HQ on a number of disclosures during 2020. Volunteer coordinators have been appointed in Counties and Islands to work with the Region team on safeguarding. During 2020 a total of 70 safeguarding disclosures/concerns were registered with Girlguiding from the Region.

The Region has continued to provide support on GDPR to the County/Island Commissioners. Girlguiding policy and procedures were updated during 2020 and the information disseminated to the Counties and Islands.

There were a number of staff changes in 2020. The Executive Manager retired in September 2020 and was replaced by the Operations Manager. The Operations Manager position has not been filled due to the current climate with Covid-19. The Events and Communications Officer left in September 2020 and the position became part time, was renamed Communications Officer and has been filled. In October 2020 the Finance Officer became the Finance Manager and deputy to the Executive Manager and the Newsletter and Website Administrator took on the new role of Marketing and Communications Officer.

The amazing work carried out by the volunteers in Girlguiding South West England is achieved in partnership with our dedicated staff team.

Support

Girlguiding South West England's Headquarters building is a Grade II Listed building in Salisbury. The building houses the administrative centre for the Region and provides space for members to hold meetings, conferences and training sessions.

Girlguiding South West England has an ongoing programme of maintenance for the building and this has proceeded to plan. The upgrade of the fire alarm system for the building was completed in March 2020.

A Covid-19 risk assessment for the building was implemented in July 2020 which resulted in screens being installed between work stations and procedures put in place to ensure compliance with government guidelines.

The Region office IT systems were adapted in March 2020 to allow all staff to work remotely from home with four laptops purchased to facilitate this.

A new Region website was launched in January 2020 which was integrated with the Region's bespoke online events booking system for trainings, activities and events.

The Region has also been developing its social media during 2020, which has seen an increase in the number of followers across all platforms.



PLANS FOR THE FUTURE

Plans include:

EXCEPTIONAL EXPERIENCES FOR GIRLS

- ICE virtual Belgium sleepover event
- WTD@HOME virtual international event
- UK Parliament Week 2021
- Region roadshow for girls, Leaders and their families
- Peer Education training days

REWARDING VOLUNTEER EXPERIENCE

- Membership Growth and Retention conference
- Region-led safeguarding training to ensure continuous compliance
- Leadership Qualification training day for new Leaders
- Commissioner conferences
- Trustee training
- Support the Counties and Islands with procedures and trainings on compliance with GDPR
- Tutors and Prospective Trainers' conference
- Trainers' conference
- Guiding Delivery conference
- Property conference
- Commissioners' conference trainings

INCLUSIVE AND IMPACTFUL

- Development of a new Region Strategic Plan
- The continuation of work to manage enquiries and joining lists of adults who wish to join Girlguiding

SUPPORT

- Upgrade of office telephone system

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The Trustee Board confirms that it has taken due regard of the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

ENVIRONMENTAL STATEMENT

Girlguiding South West England seeks to create a culture which environmental considerations are integrated into all policy decisions and business activities across the organisation.

RISK STATEMENT

The major risks facing Girlguiding South West England are continually reviewed and carefully scrutinised by the Trustee Board and Compliance Committee and measures taken to mitigate against major strategic business and operational risks which the charity faces.

A detailed business recovery plan is in place and will be implemented in the event of an incident to ensure that Girlguiding South West England can continue its business operations as quickly as possible.

RESERVES

The Trustee Board has reviewed the reserves of Girlguiding South West England. The review covered the sources of income and whether that income was sustainable in the future, the fixed and variable expenditure of the Region and the need to contain expenditure levels within the sources of income.

The review concluded that to allow Girlguiding South West England to continue to operate efficiently and to provide sufficient reserves for that continuance then the following reserves will be required:

1. Designated fund of £342,548 consists £65,000 to cover costs of forthcoming events, £150,000 for maintenance at St Ann's Manor, £21,862 to provide for training and events and £43,686 for grant funding for trips, future trip fund, £62,000.
2. General liquid reserves sufficient to cover one year's operating expenditure. This includes staff costs, office costs and utilities. The total of these costs currently stands at around £443,356.

Girlguiding South West England has achieved its initial target which will be kept under review. The free reserves of the Association at 31 December 2020 were £nil (2019: £nil).

INVESTMENT POWERS

The investment powers of Girlguiding South West England are as set out in the Royal Charter and Byelaws of The Guide Association.



STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees of the charity (for the purposes of charity law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of Girlguiding South West England and of its financial activities for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that Girlguiding South West England will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Girlguiding South West England and to enable it to ensure that the financial statements comply with the constitution. They are also responsible for safeguarding the assets of Girlguiding South West England and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

FINANCIAL STATEMENTS FOR 2020

The annual financial statements for 2020 are annexed to this report and include a report by Girlguiding South West England's auditors, Fawcetts LLP, Chartered Accountants and Statutory Auditors.

TRUSTEE REPORT

The Trustee Report was approved by the Trustee Board at its meeting on 12 April 2021 and the Chief Commissioner was authorised to sign the report on behalf of the Trustee Board.

.....*Carole Pennington*.....

Carole Pennington

Chair of the Trustee Board and Chief Commissioner

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

Charity registration number:
England & Wales 30595

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE GUIDE ASSOCIATION - SOUTH WEST ENGLAND

Opinion

We have audited the financial statements of the Guide Association - South West England for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2020, and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we

identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the charity's financial statements are not in agreement with the accounting records; or - we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud.

We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Identifying and assessing potential risks related to irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and noncompliance with laws and regulations we consider the following:

- the nature of the charity sector, control environment and business performance;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- any matters we identified having obtained and reviewed the company's documentation of their policies
- identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
- detecting and responding to the risks of fraud and whether they have knowledge of any actual,

- the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations· the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in the following area: revenue and resource recognition. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We have also obtained an understanding of the legal and regulatory frameworks that the charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the UK Charities Act and related legislation.

Audit response to risks identified

As a result of performing the above, we identified revenue and resource recognition a key audit matter

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- enquiring of management concerning actual and potential litigation and claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reading minutes of meetings of those charged with governance and reviewing correspondence with HMRC and;
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed noncompliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect noncompliance with all laws and regulations.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Date: 12th April 2021

Fawcetts LLP, Chartered Accountants & Statutory Auditors Windover House, St Ann Street, Salisbury, SP1 2DR

Fawcetts LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

Income and expenditure	Note	Unrestricted £	Restricted £	Designated £	2020 Total £	2019 Total £
INCOME AND ENDOWMENTS FROM:						
Donations and legacies	2	2,996	1,586	1,159	5,741	22,779
Charitable activities	3	773,059	-	-	773,059	993,243
Other trading activities	4	48,759	-	-	48,759	78,422
Investment income		7,374	-	-	7,374	11,636
Total income		<u>832,188</u>	<u>1,586</u>	<u>1,159</u>	<u>834,933</u>	<u>1,106,080</u>
EXPENDITURE ON:						
Raising funds	5	35,888	-	-	35,888	56,513
Charitable activities	6	618,966	3,333	13,625	635,924	985,874
Total expenditure		<u>654,854</u>	<u>3,333</u>	<u>13,625</u>	<u>671,812</u>	<u>1,042,387</u>
Net gains/(losses) on investments	11	72,430	-	-	72,430	89,976
NET INCOME/(EXPENDITURE)		249,764	(1,747)	(12,466)	235,551	153,669
Transfers between funds	16	(75,625)	-	75,625	-	-
NET MOVEMENT IN FUNDS		<u>174,139</u>	<u>(1,747)</u>	<u>63,159</u>	<u>235,551</u>	<u>153,669</u>
RECONCILIATION OF FUNDS:						
Total funds brought forward		1,322,013	36,677	279,389	1,638,079	1,484,410
TOTAL FUNDS CARRIED FORWARD		<u><u>1,496,152</u></u>	<u><u>34,930</u></u>	<u><u>342,548</u></u>	<u><u>1,873,630</u></u>	<u><u>1,638,079</u></u>

None of the Regional Association's activities were acquired or discontinued during the current and previous years. All gains and losses recognised in the year are included in the Statement of Financial Activities.

The notes form part of these financial statements.

BALANCE SHEET AS AT 31 DECEMBER 2020

	Note	2020 £	2020 £	2019 £	2019 £
Fixed assets					
Tangible fixed assets	10	299,719		294,610	
Investments	11	<u>1,065,109</u>		<u>1,197,921</u>	
			1,364,828		1,492,531
Current assets					
Stock	12	55,220		55,025	
Debtors	13	185,557		313,588	
Cash at bank and in hand		<u>484,133</u>		<u>134,126</u>	
Total current assets		724,910		502,739	
Creditors					
Amounts falling due within one year	14	<u>(216,108)</u>		<u>(357,191)</u>	
Net current assets			<u>508,802</u>		<u>145,548</u>
NET ASSETS			<u><u>1,873,630</u></u>		<u><u>1,638,079</u></u>
Funds					
Restricted funds	16		34,930		36,677
Unrestricted funds:					
Designated funds	17		342,548		279,389
Other charitable funds			1,496,152		1,322,013
TOTAL CHARITY FUNDS			<u><u>1,873,630</u></u>		<u><u>1,638,079</u></u>

The financial statements were approved and authorised for issue by the Board of Trustees

On 12th April 2021.

and were signed on its behalf by:

Carole Pennington.

C Pennington
Chair of the Trustee Board and Chief Commissioner

The notes form part of these financial statements

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020 £	2019 £
CASH FLOWS FROM OPERATING ACTIVITIES:			
Net cash provided by/(used in) operating activities	a	169,525	63,263
Cash flows from investing activities:			
Purchase of investments		(583,657)	(539,448)
Sale proceeds of investments		837,068	463,767
Purchase of tangible fixed assets		(24,760)	(7,386)
Net cash provided by/(used in) investing activities		<u>228,651</u>	<u>(83,067)</u>
CHANGE IN CASH AND CASH EQUIVALENTS FOR THE YEAR		398,176	(19,804)
Cash and cash equivalents brought forward	b	162,647	182,451
CASH AND CASH EQUIVALENTS CARRIED FORWARD AT 31 DECEMBER		<u><u>560,823</u></u>	<u><u>162,647</u></u>

a) Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2020 £	2019 £
Net income/(expenditure) for the year as per the Statement of Financial Activities	235,551	153,669
Adjusted for:		
Depreciation	19,651	13,182
Unrealised (gains)/losses on investments	(87,427)	(82,989)
Realised (gains)/losses on disposal of investments	14,997	(6,787)
(Increase)/decrease in stock	(195)	(6,987)
(Increase)/decrease in debtors	128,031	20,793
Increase/(decrease) in creditors	(141,083)	(27,618)
Net cash (used in)/provided by operating activities	<u><u>169,525</u></u>	<u><u>63,263</u></u>

b) Analysis of cash and cash equivalents

	2020 £	2019 £
Cash at bank and in hand	484,133	134,126
Cash held as part of investment portfolio	76,690	28,521
	<u><u>560,823</u></u>	<u><u>162,647</u></u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

General information and basis for preparation

The charity constitutes a Public Benefit Entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP 2015 (FRS 102)), the Charities Act 2011.

The financial statements are prepared on a going concern basis under the historical cost convention.

Going concern

The trustees have considered the financial position of the Charity and the expected future member numbers, together with the consequences of the Coronavirus (COVID-19) pandemic and confirm that the Charity remains a going concern. The financial statements, therefore, continue to be prepared on a going concern basis under the historic convention, modified by the revaluation of certain fixed assets.

Income

Income is recognised on an accruals basis. Income received for specific purposes is treated as restricted.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive.

Grants

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year for which they are received. Grants payable are charged in the year in which the offer is conveyed to the recipient.

Tangible fixed assets

Expenditure on fixed assets is capitalised except for expenditure incurred on the replacement of assets of

Land	- not depreciated
Freehold property	- 2% straight line
Furniture and equipment	- 25% on reducing balance/25% straight line

All fixed assets acquired whether purchased or donated are capitalised. Assets donated in the past have not necessarily been capitalised.

Stock

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Operating leases

Rentals paid under operating leases are charged on a time basis over the lease term.

1. Accounting policies (continued)

Pensions

Girlguiding South West England contributes to a defined contribution pension scheme managed by The Guide Association operating as Girlguiding. The charity also operates a stakeholder pension scheme for other staff. Contributions payable for the year are charged as part of resources expended.

Donations and fund

Donations received for the general purpose of the Charity are included as unrestricted funds. Donations for activities restricted by the wishes of the donor are taken to 'restricted funds' where these wishes are legally binding on the Trustees. The Trustees may set aside funds as being designated for particular purposes. These funds are shown as designated funds within the reserves.

Debtors

Debtors are measured at their recoverable amount.

Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Taxation

The Charity is a registered charity and, as such, is not liable to corporation tax.

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

2. Donations and legacies	Unrestricted £	Restricted £	Designated £	Total 2020 £	Total 2019 £
Grants	-	1,586	1,159	2,745	17,844
Donations	2,996	-	-	2,996	4,935
	<u>2,996</u>	<u>1,586</u>	<u>1,159</u>	<u>5,741</u>	<u>22,779</u>
3. Charitable Activities	Unrestricted £	Restricted £	Designated £	Total 2020 £	Total 2019 £
Subscriptions	670,044	-	-	670,044	672,065
Training	-	-	-	-	3,155
International trips	3,391	-	-	3,391	272,925
Events	99,624	-	-	99,624	45,098
	<u>773,059</u>	<u>-</u>	<u>-</u>	<u>773,059</u>	<u>993,243</u>
4. Other Trading Activities	Unrestricted £	Restricted £	Designated £	Total 2020 £	Total 2019 £
Lettings and rental income	15,925	-	-	15,925	19,678
General trading sales	32,834	-	-	32,834	27,924
Badge and resource sales	-	-	-	-	30,820
	<u>48,759</u>	<u>-</u>	<u>-</u>	<u>48,759</u>	<u>78,422</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

5. Raising Funds	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2020 £	Total 2019 £
<i>Trading expenses</i>					
General merchandising costs	4,410	-	-	4,410	8,394
Badge and resource costs	19,200	-	-	19,200	35,150
<i>Investment management charges</i>					
	12,278			12,278	12,969
	<u>35,888</u>	<u>-</u>	<u>-</u>	<u>35,888</u>	<u>56,513</u>
6. Expenditure on Charitable Activities	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2020 £	Total 2019 £
<i>Direct Costs</i>					
Grants payable	-	2,903	13,625	16,528	30,044
Membership service costs	16,016	-	-	16,016	11,908
Training	3,239	-	-	3,239	16,720
International trips	22,835	-	-	22,835	282,294
Events	133,950	-	-	133,950	105,214
	<u>176,040</u>	<u>2,903</u>	<u>13,625</u>	<u>192,568</u>	<u>446,180</u>
<i>Support Costs</i>					
Staff costs (note 9)	279,917	-	-	279,917	272,122
Staff travel, training and recruitment	2,232	-	-	2,232	24,199
Premises costs	25,630	-	-	25,630	36,871
Insurance	7,608	-	-	7,608	3,010
Administration costs	71,015	-	-	71,015	69,581
Marketing	5,525	-	-	5,525	12,899
Website expenses	3,285	-	-	3,285	20,477
Non staff travel and subsistence costs	12,171	-	-	12,171	67,189
Legal and professional fees	7,802	-	-	7,802	7,710
Audit and accountancy fees	7,080	-	-	7,080	7,532
Depreciation	19,220	430	-	19,650	13,182
Bank charges	1,427	-	-	1,427	1,682
Sundries	14	-	-	14	3,240
	<u>442,926</u>	<u>430</u>	<u>-</u>	<u>443,356</u>	<u>539,694</u>
	<u>618,966</u>	<u>3,333</u>	<u>13,625</u>	<u>635,924</u>	<u>985,874</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

7. Expenditure	Total 2020	Total 2019
Expenditure includes:	£	£
Depreciation - owned assets	19,650	13,182
Auditors' remuneration - for audit	7,080	4,550
- for other services		2,982
Operating lease rentals	<u>12,809</u>	<u>8,220</u>
 8. Trustees		
None of the trustees, nor persons connected with them received any remuneration or other material benefits from the charity or any connected organisation. During the year, 4 trustees received travelling and out-of-pocket expenses of £1,494 (2019: 13 - £7,939).		
 9. Staff Numbers and Remuneration	 2020	 2019
	£	£
Wages and salaries	240,592	235,154
Social security costs	18,142	19,763
Employer's pension contributions	21,183	17,205
	<u>279,917</u>	<u>272,122</u>
 The average number of people employed, including part-time staff:	 2020	 2019
	<u>11</u>	<u>11</u>

The key personnel of the charity comprise the Executive Manager and the Finance Manager, for whom total earnings were £90,488 (2019: £89,161).

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

10. Tangible fixed assets

	Freehold Property £	Furniture and Equipment £	Total £
Cost			
At 1 January 2020	401,584	125,188	526,772
Additions		24,760	24,760
Disposals	-	-	-
At 31 December 2020	<u>401,584</u>	<u>149,948</u>	<u>551,532</u>
Depreciation			
At 1 January 2020	125,403	106,760	232,163
Charge for the year	6,032	13,618	19,650
Eliminated on disposals	-	-	-
At 31 December 2020	<u>131,435</u>	<u>120,378</u>	<u>251,813</u>
Net book value			
At 31 December 2020	<u>270,149</u>	<u>29,570</u>	<u>299,719</u>
At 31 December 2019	<u>276,181</u>	<u>18,428</u>	<u>294,609</u>

11. Investments

	2020 £	2019 £
Movement in market value:		
Market value at 1 January	1,169,400	1,003,743
Acquisitions at cost	583,657	539,448
Disposal proceeds	(837,068)	(463,767)
Realised gains/(losses) on disposals	(14,997)	6,987
Unrealised gains/(losses) on revaluation	87,427	82,989
Market value at 31 December	<u>988,419</u>	<u>1,169,400</u>
Cash held as part of portfolio	<u>76,690</u>	<u>28,521</u>
Total market value of investments	1,065,109	1,197,921
Historical cost	<u>850,342</u>	<u>960,884</u>
Analysis of investments:		
	£	£
UK equities	608,115	163,952
Overseas equities	54,882	412,831
Investment bonds and other investments	325,422	592,617
UK cash held as part of portfolio	76,690	28,521
	<u>1,065,109</u>	<u>1,197,921</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

12. Stocks	2020	2019
	£	£
Stock for resale	<u>55,220</u>	<u>55,025</u>
13. Debtors	2020	2019
	£	£
Other debtors	49,684	205,816
Prepayments	<u>135,873</u>	<u>107,772</u>
	<u>185,557</u>	<u>313,588</u>
14. Creditors: amounts due within one year	2020	2019
	£	£
Trade creditors	(169)	8,547
Taxation and Social Security	4,445	8,671
Other creditors	203,330	332,095
Accrued expenses	<u>8,502</u>	<u>7,878</u>
	<u>216,108</u>	<u>357,191</u>
15. Operating lease commitment		
The total future minimum payments due under non-cancellable operating leases are as follows:		
	2020	2019
	£	£
Equipment:		
Less than 1 year	15,568	8,220
Between 2 and 5 years	50,595	23,662
Over 5 years	<u>-</u>	<u>1,133</u>
	<u>66,163</u>	<u>33,015</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

16 STATEMENT OF FUNDS - Restricted funds

	Balance at 1 January 2020 £	Incoming resources £	Outgoing resources £	Transfers to/(from) £	Balance at 31 December 2020 £
Buchanan Opportunities Fund	-	266	(250)	-	16
Friends of St Ann's Manor	-	-	-	-	-
St Ann's Manor refurbishment	14,676	-	(430)	-	14,246
Girlguiding Peer Education grant	1,737	-	-	-	1,737
Girlguiding New Units grants	3,575	-	(2,553)	-	1,022
STEM grants	12,786	-	-	-	12,786
Girlguiding Membership Growth & Retention grant	-	-	-	-	-
External grant for trips	2,244	1,216	-	-	3,460
D of E Diamond Fund	859	-	-	-	859
Lady Benson Fund	800	-	(100)	-	700
Chiefs Charity Challenge	-	104	-	-	104
	<u>36,677</u>	<u>1,586</u>	<u>(3,333)</u>	<u>-</u>	<u>34,930</u>

Purpose of restricted funds:

Buchanan Opportunities Fund - The fund is to be used at the sole discretion of the Chief Commissioner of South West England for the benefit of particular projects.

Friends of St Ann's Manor - The fund is to provide assistance and information in connection with the regional headquarters.

St Ann's Manor refurbishment - The fund represents sponsorship monies received for the refurbishment of the top floor of St Ann's Manor.

Girlguiding Peer Education Grant - Grant to fund peer education training in the year.

Girlguiding New Units Grants - Grant received from Girlguiding to assist in the setting up of new units.

STEM Grants - Grant received from the Royal Academy of Engineering to assist with the costs of running STEM activity days in support of a planned Region resource/activity pack.

Girlguiding Membership Growth and Retention Grant (formerly Growing Guiding) - Grant from Girlguiding to enable the Countries/Regions to help fund membership retention and membership growth initiatives.

External Grants for Trips - Grants received from The Leslie Sell Charitable Trust and the Aviva Community Fund to go towards International Trips.

Duke of Edinburgh Diamond Fund - Grant received from the DofE Diamond Fund to be awarded to members seeking grants for a training, event or activity that aims to increase the number of young members in disadvantaged areas working on their DofE Awards.

Lady Benson Fund - The purpose of this fund is to provide grants to members who are struggling to raise funds to allow them to take part in a special Girlguiding event, trip or activity.

Chiefs Charity Challenge - The fund represents monies received for the Region's 50th Anniversary celebrations.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

17 STATEMENT OF FUNDS - Designated funds

	Balance at 1 January 2020	Incoming resources	Resources expended	Transfers & investments gains/(losses)	Balance at 31 December 2020
	£	£	£	£	£
Designated funds					
Baden-Powell International Fund	-	-	(13,625)	13,625	-
Leadership & Training Fund	6,744	1,159	-	-	7,903
Holly's Fund	-	-	-	-	-
Maintenance	150,000	-	-	-	150,000
Training	13,959	-	-	-	13,959
Grant Reserve	43,686	-	-	-	43,686
Large scale events	65,000	-	-	-	65,000
Future trips fund	-	-	-	62,000	62,000
	279,389	1,159	(13,625)	75,625	342,548

Purpose of designated funds:

Baden-Powell International Fund - The purpose of this fund is for any form of international travel or visit.

Leadership and Training Fund - The purpose of the fund is to assist members of Volunteer Leaders and Commissioners to apply for a grant towards the cost of trainings and events.

Holly's Fund - The purpose of the fund is to support youth participation initiatives.

Maintenance - The purpose of this fund is to allow for major maintenance work required on the building during 2018 onwards.

Training - The purpose of the fund is to cover the cost of essential training required in accordance with Girlguiding membership policy.

Grant Reserve - The purpose of the fund is to provide grants for future trips that, previously, would have been provided from outside the organisation.

Large scale events - The purpose of this fund is to contribute towards the infrastructure costs of providing large scale Region events.

Future trips - The purpose of this fund is the for the provision for losses from cancelled trips due to Covid-19.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

18 COMPARATIVE STATEMENT OF FUNDS

Comparative statement of designated funds for the year ended 31 December 2019:

	Balance at 1 January 2019	Incoming resources	Resources expended	Transfers & investments gains/(losses)	Balance at 31 December 2019
	£	£	£	£	£
Restricted funds					
Buchanan Opportunities Fund	-	274	(1,250)	976	-
Friends of St Ann's Manor	640	-	(640)	-	-
St Ann's Manor refurbishment	15,106	-	(430)	-	14,676
Girlguiding Peer Education grant	1,825	-	(88)	-	1,737
Girlguiding New Units grants	3,090	5,582	(5,097)	-	3,575
STEM grants	12,786	-	-	-	12,786
Girlguiding Membership Growth & Retention grant	1,905	-	(1,905)	-	-
External grant for trips	500	5,496	(3,752)	-	2,244
D of E Diamond Fund	-	1,475	(616)	-	859
Lady Benson Fund	-	1,000	(200)	-	800
	<u>35,852</u>	<u>13,827</u>	<u>(13,978)</u>	<u>976</u>	<u>36,677</u>
Designated funds:					
Baden Powell Int fund	-	3,822	(21,820)	17,998	-
Leadership & Training	5,761	1,195	(212)	-	6,744
Holly's fund	935	-	(935)	-	-
Maintenance	150,000	-	-	-	150,000
Training	18,060	-	(4,101)	-	13,959
Grant Reserve	43,686	-	-	-	43,686
Large scale events	-	-	-	65,000	65,000
	<u>218,442</u>	<u>5,017</u>	<u>(27,068)</u>	<u>82,998</u>	<u>279,389</u>
Unrestricted funds	<u>1,230,116</u>	<u>1,087,236</u>	<u>(1,001,341)</u>	<u>6,002</u>	<u>1,322,013</u>
	<u>1,484,410</u>	<u>1,106,080</u>	<u>(1,042,387)</u>	<u>89,976</u>	<u>1,638,079</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

19 ANALYSIS OF NET ASSETS BETWEEN FUNDS

The net assets are held for the various funds as follows:

	Fixed assets	Investments	Net current assets	Total
	£	£	£	£
Restricted funds	14,246	-	20,684	34,930
Designated funds	-	-	342,548	342,548
Unrestricted funds	285,473	1,065,109	145,570	1,496,152
	<u>299,719</u>	<u>1,065,109</u>	<u>508,802</u>	<u>1,873,630</u>

Comparative analysis of net assets between funds for the year ended 31 December 2019:

	Fixed assets	Investments	Net current assets	Total
	£	£	£	£
Restricted funds	14,676	-	22,001	36,677
Designated funds	-	-	279,389	279,389
Unrestricted funds	279,934	1,197,921	(155,842)	1,322,013
	<u>294,610</u>	<u>1,197,921</u>	<u>145,548</u>	<u>1,638,079</u>

20 PENSION COMMITMENTS

Girlguiding South West England contributes to a defined contribution scheme managed by The Guide Association operating as Girlguiding in respect of certain employees. The charity also operates a stakeholder pension scheme for other staff. Contributions are charged as part of outgoing resources expended in the period in which they fall due and amounted to £21,183 in the year (2019: £17,205).

There were no prepaid or outstanding contributions at the balance sheet date.

21 RELATED PARTY TRANSACTIONS

The Guide Association operating as Girlguiding with its headquarters at 17-19 Buckingham Palace Road, London SW1W 0PT.

The Guide Association is an umbrella organisation to the Region. Girlguiding South West England is one of the six Regions of England and with the three Countries of Scotland, Wales and Ulster (Northern Ireland) form Girlguiding. The Region is established under the powers and bylaws of the Royal Charter to administer Guiding in each area.

Counties, Divisions, Districts and Units

Girlguiding South West England Region is organised into 16 county and island areas, each further subdivided into divisions, districts and units. Each county/island, division, district and unit is responsible as a separate charity for their own finances.