

Charity registration number 308309

**GUIDE ASSOCIATION BUCKINGHAMSHIRE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Ms R Bowles	
	Ms JI Freeman	
	Ms K Berryman	(Appointed 7 May 2024)
	Ms J Smith	(Appointed 5 September 2024)
	Ms J Bryce	(Appointed 5 September 2024)
	Ms J Loach	(Appointed 5 September 2024)
	Ms G MacKenzie	(Appointed 5 September 2024)
	Ms K Evans	(Appointed 17 April 2024)
	Ms S Berry	(Appointed 1 August 2023)
	Ms L Ford	(Appointed 30 September 2021)
Ms K Hissey	(Appointed 25 July 2022)	
Ms T MacDonald	(Appointed 25 July 2022)	

**Charity number** 308309

**Principal address** 3 Walton Terrace  
Walton Street  
Aylesbury  
Buckinghamshire  
HP21 7QY

**Independent examiner** Azets Audit Services  
Suites B&D  
Burnham Yard  
Beaconsfield  
Bucks  
HP9 2JH

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# GUIDE ASSOCIATION BUCKINGHAMSHIRE

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# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## TRUSTEE'S REPORT

***FOR THE YEAR ENDED 31 MARCH 2022***

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The Trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's [governing document], the Charities Act 2011 and "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 UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

### **Objectives and activities**

The Charity's primary objective is to promote Guiding within the County of Buckinghamshire and the Milton Keynes Unitary Authority. The policies adopted in furtherance of these objects are disclosed in the Notes to the accounts and there has been no change in these during the year.

### **Public Benefit**

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

### **Fundraising**

We have used a professional fundraiser to carry out any fundraising activities in the year.

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## TRUSTEE'S REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **Achievements and performance**

As with many other organisations the situation has continued to be pose a challenge as the effects of Coronavirus continued to disrupt social activities. However, our leaders and other volunteers have continued to work to keep Girlguiding in Buckinghamshire going, with many units able to meet online while lockdowns prevented in-person meetings.

Due to the Covid travel restrictions, all of our overseas expeditions have had to be postponed during this year. Whilst this has been a major disappointment to both adults and girls concerned, we remain positive that these trips will be possible once again in the future but our main priority has continued to be the safety of all involved in these adventures.

With restrictions closer to home, although some county events and unit activities have also been postponed or cancelled, we have embraced the digital world to continue to reach out (aided by free Zoom licences, provided via Girlguiding Anglia, and other social media) to our members as well as delivering virtual events and interactive activities including;

- . The development of a county committee to support our unit leadership teams to consider the array of options available to them to assist their units to return to Girlguiding whilst restrictions remained.
- . Continued updates about covid guidelines and contact via our social media channels including our Facebook members group and county Facebook public facing page. This included:
  - sharing ideas about how units could keep in touch and provide support to their members via activity packs,
  - how Zoom accounts could be obtained via Girlguiding Anglia and any unit activities which had proved to work well over Zoom
  - To consider making any planned pack holidays and camps virtual instead. encouraging leaders to share their ideas with each other through these channels too.
- . The delivery of the fabulous Be Brilliant in Bucks event – involving a series of interactive activities and fun challenges for the girls to participate in, developed and delivered by a team of our wonderful volunteers from our county team.
- . The delivery of our virtual family Competition Hike with an astounding uptake and many miles walked across our county – families incorporating this in their designated exercise sessions.
- . A specially designed Thank you badge awarded to our adult members showing our appreciation of their continued commitment to Girlguiding Buckinghamshire through this pandemic period.

As trustees we have done our best to remain positive about the situation and have offered help and support to all - adults and children. We have continued to support members through county Hardship Fund which is available to all units, districts, divisions and individuals (adults and children). All the information is on our website and a separate committee has been set up - with a constitution agreed by the trustees - so that any applications can be dealt with swiftly. We have dealt with many applications during this period due to the understandable reduction in income for many. Like our units, many of our parents have faced cuts in their income recently but in this way, we can help with the cost of uniform, termly fees and other costs associated with our organisations' activities. This fund will stay in operation for as long as necessary. We also continue to have our bursary fund in place for residential holidays and camps, although due to restrictions there has not been a lot of demand for this during this year. We also set aside a sum of money and have applied for and received grants from Girlguiding Anglia to aid in keeping our organisation viable whilst the effect of the pandemic continues to impact on the organisation's activities and membership.

Fundraising for the long hoped-for remodelling of the Ellesborough Guide Centre was able to continue during the year. With the help of professional fundraisers and the creation of a Statement of Purpose, grants to the value of £42,500 were secured from the John Apthorp Charity (£25,000), Girlguiding Anglia (£15,000) and the Anson Charitable Trust (2,500). The Trustees decided, in June 2021, to close the Elm Field camp, on the Cliveden estate. It had not been used for some years and the access and facilities were not viable. Its equipment and bank balances were transferred to the Ellesborough Guide Centre.

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## TRUSTEE'S REPORT (CONTINUED)

### *FOR THE YEAR ENDED 31 MARCH 2022*

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#### **Financial review**

The Charity's total funds at 31 March 2022 were £898,000 (2021 £881,000). The £17,000 movement reflects an increase in cash and investments of £58,000, £47,000 of which was in Ellesborough Development, and a decrease in creditors of £16,000 offset by a decrease in debtors of £56,000.

International trips planned in 2021 did not take place and were refunded, and costs paid to suppliers in advance was reduced from £25,000 in 2021 to £2,000 in 2022 while payments received from bookings in advance was reduced from £27,000 in 2021 to £15,000 in 2022. This reflects the reduction in the number of planned trips in 2022 when Covid restrictions were in place.

Income in the year totalled £194,000 (2021: £141,000) representing a £53,000 increase on the prior year. This was as a result of a legacy and grant income.

A legacy of £17,000 was received from Daphne Hickman.

Fundraising took place during the year through the Ellesborough Development fund to enable the Charity to update and remodel the Ellesborough Guide Centre. Grant income of £42,500 was received, including £25,000 from the John Apthorp Charity, to be put towards the project. £5,000 was spent in the year on a professional fundraiser (2021 - £7,000).

Expenditure in the year totalled £176,000 (2021: £93,000) representing a £83,000 increase on the prior year. This was as a result of a general increase in operations following the necessarily quiet year in 2020-21 caused by the covid lock-downs, a £30,000 write off from 2021 and refunds for international trips which couldn't take place because of Covid travel restrictions.

The Ellesborough Guide Centre had another quiet year, supported by grants from Buckinghamshire County Council of £11,000. During this quiet period, repairs of £6,000 were carried out.

Restricted funds in 2022 were £139,000 (2021 - £147,000). This is the result of redesignations of funds. The Outdoor Activities Fund (£11,000) is now described as restricted since income is for a particular event or activity and not for the general purposes of the charity. Similarly, the International Fund (£9,000) is now described as restricted since income is for a particular international trip, which would be refundable if the trip did not go ahead.

The Sylvia Turner legacy fund was restricted in 2021 but the will does not stipulate how it should be spent. The Trustees designated the money to go towards the Ellesborough project and hence it has been re-stated as designated and added to the Ellesborough Development Designated Fund. The Ellesborough Development Restricted Fund has been created during the year to protect the grant funding received during the year which is for the Ellesborough Project.

Designated funds were £475,000 compared to £363,000 in 2021, a movement of £112,000. £17,000 of this is represented by the creation of the Daphne Hickman Bursary Fund. There were no instructions in her will as to how the money should be spent so the Trustees designated £8,000 to the Ellesborough Development Designated Fund and designated the remainder to be used to help towards the cost of holidays and camps for those over the age of eighteen, who would otherwise not be able to attend due to lack of funds. Other movements on Designated Funds are represented by the reclassification of Ellesborough Maintenance, the fund which is used for the day to day running of the Ellesborough Facility, and the Sylvia Turner Legacy discussed above.

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## TRUSTEE'S REPORT (CONTINUED)

### *FOR THE YEAR ENDED 31 MARCH 2022*

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#### **Reserves Policy**

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to two years expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

Two years expenditure is approximately £190,000, whilst reserves at 31 March 2022 are £283,631. This level of reserves has been maintained through the year. As such, the charity has maintained reserves in accordance with the reserves policy throughout the year to 31 March 2022.

The unrestricted funds are held with considerable headroom compared to the policy at 31 March 2022. The Trustees intention is to hold these additional funds to cover any costs related to the planned Ellesborough Development that are in excess of the designated and restricted funds held for this project. In addition, the Trustees are mindful that during the Covid-19 pandemic, the Charity supported units with ongoing costs whilst itself not receiving the usual level of subscription income. As a result, the Charity holds reserves sufficient to cover these additional costs should there be a similar event in the future.

The Charity prepares budgets annually which are approved by the Board. Activities are managed in line with the approved budget with a view to ensuring that significant unplanned surpluses or deficits do not arise.

#### **Going Concern**

Trustees are responsible for ensuring the Charity remains a going concern and with this in mind have prepared a five year plan to evaluate risks and to make the way forward clear to all concerned taking into account the ongoing pandemic. This will be reviewed on an annual basis and amended where necessary. A full risk register has also been completed and can be updated as needed if things change in any significant way.

#### **Risk Management**

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Structure, governance and management**

The Trustees are voting members of the County Executive Committee. An up to date list can be obtained from the County Treasurer and/or the County Office.

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## TRUSTEE'S REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### Trustees

The Trustees who served during the year and up to the date of signature of the financial statements were:

Ms R Bowles	
Ms S Beales	(Resigned 28 July 2023)
Ms VJ Fleming	(Resigned 30 September 2021)
Ms EJ Hallows	(Resigned 21 December 2022)
Ms JI Freeman	
Ms K Berryman	(Appointed 7 May 2024)
Ms J Smith	(Appointed 5 September 2024)
Ms M Mason	(Resigned 20 April 2021)
Ms J Bryce	(Appointed 5 September 2024)
Ms J Loach	(Appointed 5 September 2024)
Ms G MacKenzie	(Appointed 5 September 2024)
Ms K Evans	(Appointed 17 April 2024)
Ms S Berry	(Appointed 1 August 2023)
Ms L Ford	(Appointed 30 September 2021)
Ms K Hissey	(Appointed 25 July 2022)
Ms T MacDonald	(Appointed 25 July 2022)
Ms G Lawrence	(Appointed 20 April 2021 and resigned 4 October 2023)
W Buckley	(Resigned 25 October 2022)
V Fleming	(Resigned 30 September 2021)
K Johnson	(Resigned 31 January 2023)
N Dolan	(Resigned 1 June 2022)
M E Mason	(Resigned 20 April 2021)

None of the Trustees has any beneficial interest in the Charity.

The Trustee's report was approved by the Board of Trustees.

*K. E. Berryman*

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Ms K Berryman

**Trustee**

Date: 28/01/2025 .....

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF GUIDE ASSOCIATION BUCKINGHAMSHIRE

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I report to the Trustees on my examination of the financial statements of Guide Association Buckinghamshire (the Charity) for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work, for this report, or for the opinions I have formed.

#### **Responsibilities and basis of report**

As the Trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

Save that due to exceptional circumstances the return and accounts were not made on time, I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

*Christopher Nisbet*

Mr CJ Nisbet FCA  
Azets Audit Services  
Burnham Yard  
London End  
Beaconsfield  
Buckinghamshire  
HP9 2JH  
United Kingdom

28/01/2025  
Dated: .....

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £
<b><u>Income and endowments from:</u></b>									
Donations and legacies	3	8,009	37,585	9,616	55,210	128,348	-	-	128,348
Charitable activities	4	47,613	4,917	84,269	136,799	12,079	-	-	12,079
Other trading activities	5	-	-	-	-	77	-	-	77
Investments	6	127	37	34	198	469	-	54	523
Other income	7	15	1,481	-	1,496	-	-	-	-
<b>Total income</b>		<b>55,764</b>	<b>44,020</b>	<b>93,919</b>	<b>193,703</b>	<b>140,973</b>	<b>-</b>	<b>54</b>	<b>141,027</b>
<b><u>Expenditure on:</u></b>									
Charitable activities	8	98,653	31,718	45,776	176,147	92,847	-	-	92,847
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(42,889)</b>	<b>12,302</b>	<b>48,143</b>	<b>17,556</b>	<b>48,126</b>	<b>-</b>	<b>54</b>	<b>48,180</b>
Gross transfers between funds		(44,899)	100,454	(55,555)	-	(23,861)	-	23,861	-
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(87,788)</b>	<b>112,756</b>	<b>(7,412)</b>	<b>17,556</b>	<b>24,265</b>	<b>-</b>	<b>23,915</b>	<b>48,180</b>
Fund balances at 1 April 2021		371,419	362,520	146,924	880,863	347,154	362,520	123,009	832,683
<b>Fund balances at 31 March 2022</b>		<b>283,631</b>	<b>475,276</b>	<b>139,512</b>	<b>898,419</b>	<b>371,419</b>	<b>362,520</b>	<b>146,924</b>	<b>880,863</b>

# **GUIDE ASSOCIATION BUCKINGHAMSHIRE**

## **STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT**

***FOR THE YEAR ENDED 31 MARCH 2022***

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The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022		2021	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	13		362,520		362,520
<b>Current assets</b>					
Stocks	14	613		802	
Debtors	15	3,035		59,233	
Investments	16	451,581		445,872	
Cash at bank and in hand		102,730		50,832	
		<u>557,959</u>		<u>556,739</u>	
<b>Creditors: amounts falling due within one year</b>	17	<u>(22,060)</u>		<u>(38,396)</u>	
Net current assets			535,899		518,343
<b>Total assets less current liabilities</b>			<u>898,419</u>		<u>880,863</u>
<b>Income funds</b>					
Restricted funds	18		139,512		146,924
Unrestricted funds			758,907		733,939
			<u>898,419</u>		<u>880,863</u>

The financial statements were approved by the Trustees on 28/01/2025 .....

*K. E. Berryman*

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Ms K Berryman  
Trustee

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

##### Charity information

Guide Association Buckinghamshire is a Charity formed by Royal Charter and its principal address is 3 Walton Terrace, Walton Street, Aylesbury Buckinghamshire HP21 7QY.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following '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 UK and Republic of Ireland (FRS 102) (Second Edition)' rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise of unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

#### 1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Expenditure is accounted for on an accrual basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity.

Governance costs are those incurred in connection with the governance of the Charity and are primarily associated with compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grant being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as commitment but not accrued as expenditure.

All resources expended are inclusive of irrecoverable VAT.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Due to the restrictive covenants put in place on the purchase of the freehold property from the Chequers Estate, the Trustees consider it appropriate to discount the insurance rebuilding valuation as the fair value of the freehold land and building. This valuation has not been subjected to depreciation.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Not depreciated
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

#### 1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances are measured at transaction price less any provision for impairment. Loans receivable are measured initially at fair value, net of transaction costs and are subsequently carried at amortised costs using the effective interest method, less any provision for impairment.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### 3 Donations and legacies

	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Unrestricted funds general 2021 £
Donations and gifts	499	7,409	-	7,908	108,079
Legacies receivable	-	16,809	-	16,809	-
Grants receivable	7,510	13,367	9,616	30,493	20,269
	<u>8,009</u>	<u>37,585</u>	<u>9,616</u>	<u>55,210</u>	<u>128,348</u>

£10,667 (2021: £20,269) of grant income is Covid grants awarded by Bucks County Council.

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 4 Income from charitable activities

	County	Ellesborough Maintenance	Ellesborough Development	International	Outdoor Activities	Total 2022	Total 2021
	2022	2022	2022	2022	2022		
	£	£	£	£	£	£	£
Subscriptions received	34,098	-	-	-	-	34,098	6,173
Other charitable activity income	13,515	-	-	-	-	13,515	-
Grant Income	-	-	42,500	-	-	42,500	-
Charitable rental income	-	4,917	-	-	-	4,917	-
Other income	-	-	-	41,324	445	41,769	5,906
	<u>47,613</u>	<u>4,917</u>	<u>42,500</u>	<u>41,324</u>	<u>445</u>	<u>136,799</u>	<u>12,079</u>
<b>Analysis by fund type</b>							
Unrestricted funds - general	47,613	-	-	-	-	47,613	12,079
Unrestricted funds - designated	-	4,917	-	-	-	4,917	-
Restricted funds	-	-	42,500	41,324	445	84,269	-
	<u>47,613</u>	<u>4,917</u>	<u>42,500</u>	<u>41,324</u>	<u>445</u>	<u>136,799</u>	<u>12,079</u>
<b>Grant Income</b>							
John Apthorp Charity	-	-	25,000	-	-	25,000	-
Girlguiding Anglia	-	-	15,000	-	-	15,000	-
The Anson Charitable Trust	-	-	2,500	-	-	2,500	-
	<u>-</u>	<u>-</u>	<u>42,500</u>	<u>-</u>	<u>-</u>	<u>42,500</u>	<u>-</u>

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 4 Income from charitable activities (Continued)

For the year ended 31 March 2021

	County	Ellesborough Maintenance	International	Outdoor Activities	Total 2021
	£	£	£	£	£
Subscriptions received	6,173	-	-	-	6,173
Other income	-	4,669	1,070	167	5,906
	<u>6,173</u>	<u>4,669</u>	<u>1,070</u>	<u>167</u>	<u>12,079</u>

### 5 Other trading activities

	Total Unrestricted funds general	
	2022	2021
	£	£
Shop income	-	77
	<u>-</u>	<u>77</u>

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### 6 Investments

	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £
Income from unlisted investments	128	34	32	194	-	-	-
Bank Interest receivable	-	3	-	3	469	54	523
	<u>128</u>	<u>37</u>	<u>32</u>	<u>197</u>	<u>469</u>	<u>54</u>	<u>523</u>

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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7 Other income

	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Total 2022 £	Total 2021 £
Other income	15	1,481	1,496	-

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 8 Charitable activities

	County 2022 £	Ellesborough Maintenance 2022 £	Ellesborough Development 2022 £	International 2022 £	Outdoor Activities 2022 £	Total 2022 £	Total 2021 £
Charitable activity expenditure	94,153	17,565	14,153	41,927	169	167,967	88,647
Grant funding of activities (see note 9)	3,680	-	-	-	-	3,680	-
Share of governance costs (see note 10)	4,500	-	-	-	-	4,500	4,200
	<u>102,333</u>	<u>17,565</u>	<u>14,153</u>	<u>41,927</u>	<u>169</u>	<u>176,147</u>	<u>92,847</u>
<b>Analysis by fund type</b>							
Unrestricted funds - general	98,653	-	-	-	-	98,653	92,847
Unrestricted funds - designated	-	17,565	14,153	-	-	31,718	-
Restricted funds	3,680	-	-	41,927	169	45,776	-
	<u>102,333</u>	<u>17,565</u>	<u>14,153</u>	<u>41,927</u>	<u>169</u>	<u>176,147</u>	<u>92,847</u>

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 8 Charitable activities (Continued)

For the year ended 31 March 2021

	County £	Ellesborough Maintenance £	International £	Outdoor Activities £	Total 2021 £
Charitable activity expenditure	74,127	13,274	881	365	88,647
Share of governance costs (see note 10)	4,200	-	-	-	4,200
	<u>78,327</u>	<u>13,274</u>	<u>881</u>	<u>365</u>	<u>92,847</u>

### 9 Grants payable

	County 2022 £	2021 £
Grants to individuals	3,680	-
	<u>3,680</u>	<u>-</u>

### 10 Support costs

	Support costs £	Governance costs £	2022 £	2021 £
Independent Examiner fee	-	4,500	4,500	4,200
	<u>-</u>	<u>4,500</u>	<u>4,500</u>	<u>4,200</u>

### 11 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 12 Employees

	2022 Number	2021 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

### 13 Tangible fixed assets

	Freehold land and buildings £
<b>Cost</b>	
At 1 April 2021	362,520
At 31 March 2022	362,520
<b>Carrying amount</b>	
At 31 March 2022	362,520
At 31 March 2021	362,520

### 14 Stocks

	2022 £	2021 £
Finished goods and goods for resale	613	802

### 15 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	3,035	59,233

### 16 Current asset investments

	2022 £	2021 £
Unlisted investments	451,581	445,872

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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17 Creditors: amounts falling due within one year

	2022 £	2021 £
Payments received on account	17,560	34,196
Accruals and deferred income	4,500	4,200
	<u>22,060</u>	<u>38,396</u>

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 March 2022 £
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Reclassification £	
Outdoor Activities	-	445	(169)	10,798	11,074
International	-	41,325	(41,926)	9,951	9,350
Sylvia Turner Legacy	76,304	-	-	(76,304)	-
Joan Mitchell Legacy	662	-	-	-	662
Pat Colley Memorial Fund	46,097	19	(200)	-	45,916
Hardship Fund	23,861	9,630	(3,481)	-	30,010
Ellesborough Development Restricted Fund	-	42,500	-	-	42,500
	<u>146,924</u>	<u>93,919</u>	<u>(45,776)</u>	<u>(55,555)</u>	<u>139,512</u>

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 18 Restricted funds

(Continued)

##### **Outdoor Activities**

This is the sub account for the administration of outdoor activities. This was previously accounted for within general unrestricted funds, hence the reclassification of £10,798 is the brought-forward balance of the sub-account. Income received into the Outdoor Activities fund is received to be used towards Outdoor Activities, hence the decision to restrict this fund.

##### **International**

This is the sub account for the administration of international travel. This was previously accounted for within general unrestricted funds and as such, the reclassification of £9,951 is the brought forward balance of the sub account. Income received into the international fund is received to be used towards International travel, hence the decision to restrict this fund.

The above reflects the gross income and expenditure received into and paid from the International Fund. As a result of cancellation of International Trips in 2021/22, because of Covid 19, refunds were received for the majority of the expenditure and refunds were made for income received towards these trips. Excluding these refunds, the resulting income on this fund is £2,989 and the resulting expenditure is £3,591.

##### **Sylvia Turner Legacy**

This is a legacy that had been treated as restricted in the prior year. The Will does not stipulate any purpose for the legacy. The Trustees have resolved to use the legacy towards the refurbishment of the Ellesborough Guide Centre and as such the funds have been reclassified to the Ellesborough Development designated fund.

##### **Joan Mitchell Legacy**

This is the remainder of a legacy from Joan Mitchell received in 2016.

##### **Pat Colley Memorial Fund**

A legacy was received from Pat Colley. The Will stipulated that the funds were to be used for giving grants to children unable to afford the full camp or pack holiday fees.

##### **Hardship Fund**

The Hardship fund is to be used to provide Hardship grants to those in need.

##### **Ellesborough Development Restricted Fund**

This is the sub account for the development of the Ellesborough facility. There is a designated fund and a restricted fund element. The restricted fund element includes the grants detailed in Note 4 which were applied for to be used towards Ellesborough Development.

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 19 Unrestricted funds - designated

These are the Charity's designated unrestricted funds:

	Movement in funds					Balance at 31 March 2022 £
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Reclassification £	
Ellesborough Guide Centre	362,520	-	-	-	-	362,520
Daphne Hickman Bursary Fund	-	16,812	-	(8,000)	-	8,812
Ellesborough Maintenance	-	17,769	(17,565)	-	18,150	18,354
Ellesborough Development Designated Fund	-	9,439	(14,153)	14,000	76,304	85,590
	<u>362,520</u>	<u>44,020</u>	<u>(31,718)</u>	<u>6,000</u>	<u>94,454</u>	<u>475,276</u>

#### Ellesborough Guide Centre

This represents the value of the Ellesborough Guide Centre per the balance sheet.

#### Daphne Hickman Bursary Fund

A legacy of £16,809 was received from Daphne Hickman.

The Trustees resolved to designate £8,000 to Ellesborough Development leaving the balance to be used to help towards the cost of holidays and camps for those over the age of eighteen, who would otherwise not be able to attend due to lack of funds.

#### Ellesborough Maintenance

This is the sub account for running the Ellesborough facility. Funds designated to this sub account are used to fund the day to day running of the centre. This was previously accounted for within general unrestricted funds and as such, the reclassification of £18,150 is the brought forward balance of the sub account.

#### Ellesborough Development Designated Fund

This is the sub account for the development of the Ellesborough facility. There is a designated fund and a restricted fund element. The designated fund element includes the Sylvia Tuner legacy which was designated by the Trustees to the refurbishment of the Ellesborough Guide Centre. The reclassification of £76,304 represents the Sylvia Tuner legacy fund transferred from restricted funds.

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 19 Unrestricted funds - designated

(Continued)

#### 20 Analysis of net assets between funds

	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:							
Tangible assets	-	362,520	-	362,520	-	362,520	362,520
Current assets/(liabilities)	283,631	112,756	139,512	535,899	371,419	146,924	518,343
	<u>283,631</u>	<u>475,276</u>	<u>139,512</u>	<u>898,419</u>	<u>371,419</u>	<u>362,520</u>	<u>880,863</u>

# GUIDE ASSOCIATION BUCKINGHAMSHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 21 Covid-19

During the financial period under review, Covid-19 pandemic continued to have a significant impact on life in the UK . The repercussions for financial markets, business operations and society have been significant and will continue to be felt for several years to come. As highlighted in the Trustees' report, the charity is well placed to weather the financial impact of the pandemic.

Although significant, this event requires no adjustment to these financial statements.

#### 22 Related party transactions

##### Transactions with related parties

During the year the Charity entered into the following transactions with related parties:

The Trustees, who are also leaders of Girlguiding units, have a subscription paid to Guide Association Buckinghamshire, by their units. In 2022, the total subscriptions received for the Trustees was £77, based on a per head subscription of £11.

In addition, subscriptions have been received by Guide Association Buckinghamshire for the daughters of three of the Trustees. In 2022, subscriptions from these girls totals £33, based on a per head subscription of £11.