

SOUTH YORKSHIRE COUNTY OF THE GUIDE ASSOCIATION

(Registered Charity Number 507808)

TRUSTEE ANNUAL REPORT and FINANCIAL STATEMENTS

YEAR ENDED 30TH JUNE 2022

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Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	July	2021		30th	June	2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Janet Margaret Cain	County Commissioner		North East England Region Commissioner
Helen Elizabeth Cook	Assistant County Commissioner		South Yorkshire County Commissioner
Rebecca Mary-Anne Findlay	Division Commissioner -Job Share	From 01.02.2022	South Yorkshire County Commissioner
Karen Lynne Moisley-Stuart	Division Commissioner -Job Share	From 01.02.2022	South Yorkshire County Commissioner
Claire Rachel Morley	Division Commissioner -Job Share	From 01.02.2022	South Yorkshire County Commissioner
Lucy Eleanor Szocs	Division Commissioner -Job Share	From 01.02.2022	South Yorkshire County Commissioner
Christine Tate	Division Commissioner -Job Share	From 01.02.2022	South Yorkshire County Commissioner
Carole Christine Taylor	Division Commissioner	To 30.09.2021	South Yorkshire County Commissioner
Judith Kate Pleuvry	Division Commissioner	From 01.11.2021	South Yorkshire County Commissioner
Sally Elizabeth Warren	Division Commissioner	To 31.10.2021	South Yorkshire County Commissioner
Zoe Samantha Stewart	Division Commissioner		South Yorkshire County Commissioner
Diane Parker	Division Commissioner		South Yorkshire County Commissioner
Sara Adams	Division Commissioner		South Yorkshire County Commissioner
Zoe Kerrigan	Division Commissioner		South Yorkshire County Commissioner
Judith Elizabeth Evison	Division Commissioner		South Yorkshire County Commissioner
Diane Addy	Division Commissioner		South Yorkshire County Commissioner
Mandy Gale	Division Commissioner		South Yorkshire County Commissioner

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
The Guide Association Trust Corporation	

Names and addresses of advisors (Optional information)

Type of advisor	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Royal Charter granted 14th December 1922 and subsequent amendments
How the charity is constituted (eg. trust, association, company)	Separately constituted branch of The Guide Association (Charity Number 306016)
Trustee selection methods (eg. appointed by, elected by)	County Commissioner selected by the Commissioner for North East England Guide Association Assistant County Commissioner and Division Commissioners selected by County Commissioner

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- * policies and procedures adopted for the induction and training of trustees;
- * the charity's organisational structure and any wider network with which the charity works;
- * relationship with any related parties;
- * trustees' consideration of major risks and the system and procedures to manage them.

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Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The County is a branch of Girlguiding, which with its branches forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding's public benefit activities during the previous year can be found in its latest Annual Report.

The County has continued to provide its own public benefit activities in particular by providing organisational and administrative support and training to subsidiary branches of Girlguiding within the County, and organising activities principally for the benefit of those branches, and also promoting more broadly the charitable objects of Girlguiding for the benefit of girls and young women.

In planning these activities, the trustees have had due regard to the guidance issued by the Charity Commission in respect of public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- * policy on grantmaking;
- * policy programme related investment;
- * contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The trustees met 7 times during the year at Hesley Wood Guide House for routine business meetings. In addition the trustees and other members of the county team met for two "County Development" sessions (one a full day and one an evening) to discuss and plan the future strategy for the county.

As the restrictions on face-to face meetings were lifted, we have been able to provide training sessions which ensure that our volunteers are compliant with the safeguarding and safety requirements required by Girlguiding.

Opportunities for our young members have also been reintroduced. There has been an excellent uptake for the Duke of Edinburgh Award scheme and plans are in hand for expeditions to take place over the summer months. A county trip to Scotland is planned for summer 2023 and we were able to hold a selection weekend to choose participants for that event.

The opportunities provided by Girlguiding for the development of girls and young women can only be delivered if we have volunteer leaders to run units. As a county we believe that recognition of our volunteers is important and we ensure that we acknowledge our volunteers by organising "Thank you" events and by sending appropriate mailing shots.

Section E

Financial Review

Brief statement of the charity's policy on reserves

The reserve policy for the unrestricted General Fund is to hold an amount equivalent to the budget for the 12 months costs plus a buffer of £5000. The balance at 30.06.2022 after excluding this buffer equals £19359.97 compared to a budget of £19005 for the year ending 30.06.2023

The Trading account is self balancing at 31st March each year as all profits are either transferred to the County's Helping Hand Grant Fund or paid to levels using this scheme.

The unrestricted reserve on Hesley Guide House is allowed to accumulate so that there are sufficient funds to meet nonperiodic costs eg redecoration. The balance on the fund at the year end includes fees of £2917.40 paid in advance for bookings after 30.06.2022

A maximum property reserve of £25000 excluding interest is held to provide a buffer for unexpected major maintenance or refurbishment of Hesley Guide House

Balances on other designated funds are reviewed on an ongoing basis as part of the financial reporting to trustee meetings.

The County has sufficient reserves to meet the expected costs for the year ending 30.06.2023

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- * the charity's principal sources of funds (including any fundraising);
- * how expenditure has supported the key objectives of the charity;
- * investment policy and objectives including any ethical investment

The annual subscription is the principle source of funds for the General Fund. Additionally fees are charged for attendance at trainings and other activities organised by the County.

Letting Fees for the use of the building generate the funds for Hesley Wood Guide House

The key objective of the County is to provide support to Girlguiding units working with the young members so all our costs relate to fulfilling that function.

Investment funds are held with NS&I or equivalent organisation. They are not invested in stocks, shares, bonds, unit trusts or similar funds.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Janet M Cain	Helen E Cook
Full name(s)	Janet M Cain	Helen E Cook
Position (eg Secretary, Chair, etc)	County Commissioner (Chair)	Assistant County Commissioner
Date	05.10.2022	05.10.2022

SOUTH YORKSHIRE GUIDE ASSOCIATION
FINANCIAL STATEMENTS YEAR ENDED 30TH JUNE 2022

<u>RECEIPTS AND PAYMENTS ACCOUNT</u>		<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Designate</u> <u>d Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>This Year</u> <u>Total</u> <u>£</u>	<u>Last Year</u> <u>Total</u> <u>£</u>
RECEIPTS							
General Fund	Subscriptions		11518			11518	7019
	Donations / Fundraising		265			265	91
	Interest / Investment Income					0	260
	Grants					0	
	Leadership, Training & Development	3	766			766	1204
	Programme & Wider Opportunities	4	2698			2698	564
	Other					0	149
	Total		<u>15247</u>	<u>0</u>	<u>0</u>	<u>15247</u>	
Trading		5		13271		13271	6559
Hesley Guide House		6		19388		19388	31
Helping Hand Grant Fund		7		520		520	
Property Reserve				4		4	
Funds Holding Account		8		1060		1060	714
Future Events					960	960	
UK Trips & Activities					103	103	-205
International Trips						0	
Total			<u>15247</u>	<u>34243</u>	<u>1063</u>	<u>50553</u>	<u>16386</u>
PAYMENTS							
General Fund	Subscriptions		263			263	362
	Leadership, Training & Development	3	3227			3227	3176
	Programme & Wider Opportunities	4	2963			2963	338
	AGM / Annual Review		1080			1080	607
	Expenses		1465			1465	248
	Insurance		686			686	661
	Fees & Charges		1028			1028	1103
	Website		526			526	
	Administration Support		580			580	
	Other		74			74	194
	Total		<u>11892</u>	<u>0</u>	<u>0</u>	<u>11892</u>	
Trading		5		10144		10144	5555
Hesley Guide House		6		21488		21488	6539
Helping Hand Grant Fund		7		335		335	400
Property Reserve						0	
Funds Holding Account		8		983		983	1122
Future Events					183	183	
UK Trips & Activities						0	
International Trips						0	
Total			<u>11892</u>	<u>32950</u>	<u>183</u>	<u>45025</u>	<u>20305</u>
NET RECEIPTS (PAYMENTS)			3355	1293	880	5528	-3919
TRANSFERS between funds			-6990	6990	0	0	0
FUNDS B/FWD 1ST JULY			27995	38037	637	66669	70588
FUNDS C/FWD 30TH JUNE			<u>24360</u>	<u>46320</u>	<u>1517</u>	72197	66669

SOUTH YORKSHIRE GUIDE ASSOCIATION
FINANCIAL STATEMENTS YEAR ENDED 30TH JUNE 2022

<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Designated</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>This Year</u> <u>Total</u> £	<u>Last Year</u> <u>Total</u> £
<u>STATEMENT OF ASSETS AND LIABILITIES</u>					
MONETARY ASSETS					
Co-operative Bank Current Account	13986	20283	1517	35786	30261
NS&I Investment Account	10374	26037	0	36411	36408
Total funds	<u>24360</u>	<u>46320</u>	<u>1517</u>	<u>72197</u>	<u>66669</u>
OTHER ASSETS					
Stock Badges & Resources @ cost				955	2075
Amounts owing to SYGA				50	170
Total				<u>1005</u>	<u>2245</u>
OTHER LIABILITIES					
Amounts owed by SYGA				1119	43
Refund share Trading Profit to units (Estimated)				241	546
				<u>1360</u>	<u>589</u>
ASSETS RETAINED FOR OWN USE					
Hesley Guide House including Fixtures, fittings and equipment					
South Yorkshire County Standard					
Equipment for Duke of Edinburgh Award expeditions					
Equipment for First Aid training					
Awards and resources for volunteers					

Signed on behalf of all the trustees :

<u>Signature</u>	<u>Print Name</u>	<u>Date of Approval</u>
Janet M Cain	Janet M Cain County Commissioner (Chair)	05.10.2022
Helen E Cook	Helen E Cook Assistant County Commissioner	05.10.2022

SOUTH YORKSHIRE GUIDE ASSOCIATION
FINANCIAL STATEMENTS YEAR ENDED 30TH JUNE 2022

1 Accounting Policies

The financial statements have been prepared in accordance with section 133 of the Charities Act 2011 using the Receipts and Payments basis available to small charities.

2 Fund Accounting

Unrestricted funds may be used by the charity for any of its ordinary purposes.

	<u>Balance Bfwd</u>	<u>Current Year</u>	<u>Current Year</u>	<u>Current Year</u>	<u>Balance cfwd</u>
		<u>Receipts</u>	<u>Payments</u>	<u>Transfers</u>	
	£	£	£	£	£
General Fund	27995	15247	-11892	-6990	24360
					0
Total	27995	15247	-11892	-6990	24360

Designated funds represent unrestricted funds set aside by the charity for specific designated purposes; they can be transferred back into general funds at the charity's decision.

	<u>Balance Bfwd</u>	<u>Current Year</u>	<u>Current Year</u>	<u>Current Year</u>	<u>Balance cfwd</u>
		<u>Receipts</u>	<u>Payments</u>	<u>Transfers</u>	
	£	£	£	£	£
Trading	1005	13271	-10144	-2531	1601
Hesley Wood Guide House	5984	19388	-21488	7152	11036
Helping Hand Fund (See Note 1)	6276	520	-335	1942	8403
Property Reserve Fund (See Note 2)	26033	4	0	0	26037
Funds Holding Account (See Note 3)	-1261	1060	-983	427	-757
Total	38037	34243	-32950	6990	46320

Note 1: Helping Hand Fund opening balance is an addition of the closing balances at 30.06.2021 re the International Grant Fund (£4310) and the Helping Hand Fund (£1966)

Note 2: Current year receipt is interest received on the NS&I account

Note 3: The balance on the Funds Holding Account includes a negative of £767 re the stock of website merchandise.

Restricted funds represent income which may be expended only on those restricted objects provided in the terms of a trust or bequest or donations or grants received or invited for a specific purpose. These funds can only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund for future expenditure on that specific purpose, or returned: it cannot be absorbed into general funds

	<u>Balance Bfwd</u>	<u>Current Year</u>	<u>Current Year</u>	<u>Current Year</u>	<u>Balance cfwd</u>
		<u>Receipts</u>	<u>Payments</u>	<u>Transfers</u>	
	£	£	£	£	£
Future Events	0	960	-183	0	777
UK Trips & Activities	497	103		0	600
International Trips	140	0	0	0	140
Total	637	1063	-183	0	1517

Analysis of total restricted funds

Duke of Edinburgh Award	0	960	-105		855
Thanks & Recognition Events	0	0	-78		-78
UK Trips & Activities Retained Balance	497	100	0	-597	0
Scotland 2023	0	3		597	600
International Trips Retained Balance	140	0	0	0	140
					0
Total	637	1063	-183	0	1517

SOUTH YORKSHIRE GUIDE ASSOCIATION
FINANCIAL STATEMENTS YEAR ENDED 30TH JUNE 2022

	<u>Receipts</u> £	<u>Payments</u> £	<u>Transfer</u> £	<u>Total</u> £	<u>Prior Year</u> £
3 <u>Leadership, Training & County Development</u>					
Leadership	82	-859		-777	-243
Training	684	-413		271	114
County Development		-443		-443	0
Thanks & Recognition		-1512	2	-1510	-1843
	766	-3227	2	-2459	-1972
4 <u>Programme & Wider Opportunities</u>					
D of E Award	1349	-1469		-120	226
D of E Award Equipment	160	-221		-61	0
Queen's Guide Award				0	0
International Selection Weekend	900	-902		-2	0
County Thinking Day Event 22.02.2022	289	-342		-53	0
Glenbrook 2023		-29		-29	0
Sub- committee expenses				0	0
	2698	-2963	0	-265	226
5 <u>Trading</u>					
Trading	13271	-9979	-2	3290	1074
Expenses		-85		-85	-70
Stripe Fees		-80		-80	
Trading Rebate			-2529	-2529	0
	13271	-10144	-2531	596	1004
Stock Holding Value @ Cost				188	199
6 <u>Hesley Wood Guide House</u>					
Letting Receipts	8380			8380	31
HWGH Badges	8		160	168	0
Grants	11000			11000	0
Building Refurbishment		-12000		-12000	0
Maintenance		-1854		-1854	-820
Equipment Purchases				0	0
Rent		-2383		-2383	-2256
Utilities		-2079		-2079	-651
Consumables & Services		-185		-185	-975
Expenses		-257	-8	-265	-34
Insurance		-1555		-1555	-1499
Statutory Inspection Fees		-864		-864	-264
Other Fees & Charges		-75		-75	0
SYCSC Support		-220		-220	0
Other		-16		-16	-40
Transfer from General Fund			7000	7000	0
	19388	-21488	7152	5052	-6508

The spend of £12000 on building refurbishment relates to the replacement of rotten fascias. We were fortunate to receive £11000 in grants from the National Lottery and the Leslie Sell Charitable Trust towards the cost of this work.

The closure of the premises due to the pandemic has also resulted in additional maintenance costs.

The trustees transferred £7000 from the General Fund reserve to offset costs incurred while the building was closed because of the pandemic.

SOUTH YORKSHIRE GUIDE ASSOCIATION
FINANCIAL STATEMENTS YEAR ENDED 30TH JUNE 2022

	<u>Receipts</u> £	<u>Payments</u> £	<u>Transfer</u> £	<u>Total</u> £	<u>Prior Year</u> £
7 <u>Helping Hand Grant Fund</u>					
Transfer ex General Fund				0	1000
Transfer Trading Profit			1428	1428	0
Unclaimed Trading Rebate			227	227	66
Sale of Badges			287	287	366
Grants	520	-335		185	-400
	520	-335	1942	2127	1032

8 <u>Funds Holding Account</u>					
Annual Subscriptions	79	-79		0	0
HWGH Badges	444	-10	-166	268	-611
County Standard Badges	99	-1	-51	47	17
County 26 Challenge Badges	438	-12	-253	173	-173
GGSY Website shop expenses	0	-20	24	4	-7
Trading Rebate to Levels		-861	873	12	0
	1060	-983	427	504	-774

	Stock Holding @ 30.06.2022		Stock Holding @ 30.06.2021	
	<u>Qty</u>	<u>Value @ Cost</u> £	<u>Qty</u>	<u>Value @ Cost</u> £
HWGH Badges	562	343	1000	611
HWGH Badges (Original Design)	0	0	46	24
County Standard Badges	437	424	485	470
County 26 Challenge Badges	0	0	397	171
		767		1276

9 Trustees Remuneration and Expenses

The trustees receive no remuneration but are reimbursed for any expenses incurred in their role as a trustee.

Independent Examiner's Report to the Trustees of South Yorkshire County of the Guide Association

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30 June 2022 which are set out on pages 1 to 5.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention 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 Act; or
2. the accounts do not accord with those records.

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 accounts to be reached.



Jane Mellor

Institute of Chartered Accountants in England and Wales

Glover & Co
Chartered Accountants
13/15 Netherhall Road
DONCASTER
DN1 2PH

21 September 2022

