

# **SOUTH YORKSHIRE COUNTY OF THE GUIDE ASSOCIATION**

**( Registered Charity Number 507808 )**

## **TRUSTEE ANNUAL REPORT and FINANCIAL STATEMENTS**

**YEAR ENDED 30TH JUNE 2023**

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# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 <sup>st</sup>	July	2022		30th	June	2023

## Section A Reference and administration details

**Charity name** South Yorkshire County of The Guide Association

**Other names charity is known by**  
 South Yorkshire Guide Association  
 Girlguiding South Yorkshire

**Registered charity number (if any)** 507808

**Charity's principal address**  
 Hesley Wood Guide House , Hesley Wood Scout Activity Centre,  
 White Lane ,Chapelton , Sheffield  
**Postcode** S35 2YH

### 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		South Yorkshire County Commissioner
Karen Lynne Moisley-Stuart	Division Commissioner Job Share		South Yorkshire County Commissioner
Claire Rachel Morley	Division Commissioner Job Share		South Yorkshire County Commissioner
Lucy Eleanor Szocs	Division Commissioner Job Share		South Yorkshire County Commissioner
Christine Tate	Division Commissioner Job Share		South Yorkshire County Commissioner
Judith Kate Pleuvry	Division Commissioner		South Yorkshire County Commissioner
Alice Emily Lindley	Division Commissioner	From 01.03.2023	South Yorkshire County Commissioner
Zoe Samantha Stewart	Division Commissioner	To 28.02.2023	South Yorkshire County Commissioner
Juliette Ann Carpenter	Division Commissioner Job Share	From 01.09.2022	South Yorkshire County Commissioner
Jaqueline Jayne Taggart	Division Commissioner Job Share	From 01.09.2022	South Yorkshire County Commissioner
Nikki Emma Jewison	Division Commissioner Job Share	From 01.09.2022	South Yorkshire County Commissioner
Diane Parker	Division Commissioner	To 31.08.2022	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
Kay Skelton	Division Commissioner	From 01.02.2023	South Yorkshire County Commissioner
Diane Addy	Division Commissioner	To 31.01.2023	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 5 times during the year at Hesley Wood Guide House for routine business meetings. In addition the trustees and other members of the county team held a development day to consider and plan the future strategy of the county.

Safeguarding and 1st Response training for volunteers continues to be a priority. In addition the county has organised zoom and drop sessions to help volunteers with the administration and finance requirements of Girlguiding.

There continues to be an excellent uptake for the Duke of Edinburgh Award scheme. Two county events have been held during the year. In April 240 Rainbows, Brownies and their leaders enjoyed a day at Sundown Adventureland and in June 120 Guides, Rangers and their leaders went to Glenbrook (a Girlguiding Activity Centre) for an action packed weekend.

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 30.06.2023 after excluding this buffer equals £26609 compared to a current budget of £15205. There were significant underspends in the year due to either timing of events or lower than expected costs and the surplus generated will be taken into account when setting the annual levy paid in February 2024 to cover costs for Ye 30.06.2025

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 £2665 paid in advance for bookings after 30.06.2024

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 30.06.2024

### 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)	H E Cook	J E Evison
Full name(s)	Helen Elizabeth Cook	Judith Elizabeth Evison
Position (eg Secretary, Chair, etc)	Chair (County Commissioner)	Trustee (Division Commissioner)
Date	27.09.2023	27.09.2023

**SOUTH YORKSHIRE GUIDE ASSOCIATION**  
**FINANCIAL STATEMENTS YEAR ENDED 30TH JUNE 2023**

<b><u>RECEIPTS AND PAYMENTS ACCOUNT</u></b>		<u>Note</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Designate</u> <u>d Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>This Year</u> <u>Total</u> £	<u>Last Year</u> <u>Total</u> £
<b>RECEIPTS</b>							
General Fund	Subscriptions		15858			15858	11518
	Donations / Fundraising		75			75	265
	Interest / Investment Income		9			9	0
	Grants		406			406	0
	Leadership, Training & Development	3	491			491	766
	Programme & Wider Opportunities	4	11323			11323	2698
	Other					0	0
	<b>Total</b>		<b>28162</b>	<b>0</b>	<b>0</b>	<b>28162</b>	<b>15247</b>
Trading		5		15570		<b>15570</b>	13271
Hesley Guide House		6		13050		<b>13050</b>	19388
Helping Hand Grant Fund		7		5		<b>5</b>	520
Property Reserve				24		<b>24</b>	4
Funds Holding Account		8		6468		<b>6468</b>	1060
UK Trips & Activities					13264	<b>13264</b>	103
International Trips					0	<b>0</b>	0
Future Events					0	<b>0</b>	960
Other Restricted Funds					7588	<b>7588</b>	0
<b>Total</b>			<b>28162</b>	<b>35117</b>	<b>20852</b>	<b>84131</b>	<b>50553</b>
<b>PAYMENTS</b>							
General Fund	Subscriptions		170			170	263
	Leadership, Training & Development	3	3066			3066	3227
	Programme & Wider Opportunities	4	11201			11201	2963
	AGM / Annual Review		913			913	1080
	Expenses		1156			1156	1465
	Insurance		766			766	686
	Fees & Charges		1100			1100	1028
	Website		103			103	526
	Administration Support		3086			3086	580
	Other		35			35	74
	<b>Total</b>		<b>21596</b>	<b>0</b>	<b>0</b>	<b>21596</b>	<b>11892</b>
Trading		5		13881		<b>13881</b>	10144
Hesley Guide House		6		13106		<b>13106</b>	21488
Helping Hand Grant Fund		7		252		<b>252</b>	335
Property Reserve				0		<b>0</b>	0
Funds Holding Account		8		6518		<b>6518</b>	983
UK Trips & Activities					13024	<b>13024</b>	0
International Trips					0	<b>0</b>	0
Future Events					0	<b>0</b>	183
Other Restricted Funds					4592	<b>4592</b>	0
<b>Total</b>			<b>21596</b>	<b>33757</b>	<b>17616</b>	<b>72969</b>	<b>45025</b>
<b>NET RECEIPTS (PAYMENTS)</b>			6566	1360	3236	<b>11162</b>	5528
TRANSFERS between funds			683	397	-1080	<b>0</b>	0
FUNDS B/FWD 1ST JULY			24360	46320	1517	<b>72197</b>	66669
FUNDS C/FWD 30TH JUNE			31609	48077	3673	<b>83359</b>	72197

**SOUTH YORKSHIRE GUIDE ASSOCIATION**  
**FINANCIAL STATEMENTS YEAR ENDED 30TH JUNE 2023**

<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> £
<b><u>STATEMENT OF ASSETS AND LIABILITIES</u></b>					
<b>MONETARY ASSETS</b>					
Co-operative Bank Current Account	21225	22016	3673	<b>46914</b>	35786
NS&I Investment Account	10384	26061	0	<b>36445</b>	36411
Total funds	<u>31609</u>	<u>48077</u>	<u>3673</u>	<u><b>83359</b></u>	<u>72197</u>
<b>OTHER ASSETS</b>					
Stock Badges & Resources @ cost				<b>1309</b>	955
Amounts owing to SYGA				<b>1113</b>	50
Total				<u><b>2422</b></u>	<u>1005</u>
<b>OTHER LIABILITIES</b>					
Amounts owed by SYGA				<b>1112</b>	1119
Refund share Trading Profit to units (Estimated)				<b>312</b>	241
Funds held on behalf of South Yorkshire Levels				<b>1865</b>	0
				<u><b>3289</b></u>	<u>1360</u>
<b>ASSETS RETAINED FOR OWN USE</b>					
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 :

Signature(s)	<b>H E Cook</b>	<b>J E Evison</b>
Full name(s)	Helen Elizabeth Cook	Judith Elizabeth Evison
Position (eg Secretary, Chair, etc)	Chair (County Commissioner)	Trustee (Division Commissioner)
Date	27.09.2023	27.09.2023

**SOUTH YORKSHIRE GUIDE ASSOCIATION**  
**FINANCIAL STATEMENTS YEAR ENDED 30TH JUNE 2023**

**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	24360	28162	-21596	683	31609
					0
<b>Total</b>	<b>24360</b>	<b>28162</b>	<b>-21596</b>	<b>683</b>	<b>31609</b>

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	1601	15570	-13881	-1957	1333
Hesley Wood Guide House	11036	13050	-13106	262	11242
Helping Hand Fund	8403	5	-252	1002	9158
Property Reserve Fund	26037	24	0	0	26061
Funds Holding Account	-757	6468	-6518	1090	283
<b>Total</b>	<b>46320</b>	<b>35117</b>	<b>-33757</b>	<b>397</b>	<b>48077</b>

Note 1: Current year receipt is interest received on the NS&I account

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>	
	£	£	£	£	£
UK Trips & Activities	600	13264	-13024	362	1202
International Trips	140	0	0	0	140
Future Events	777	0	0	-777	0
Other Restricted Funds:	0	7588	-4592	-665	2331
<b>Total</b>	<b>1517</b>	<b>20852</b>	<b>-17616</b>	<b>-1080</b>	<b>3673</b>

**Analysis of total restricted funds**

UK Trips & Activities Retained Balance	0	0	0	0	0
Scotland 2023	600	13264	-13024	362	1202
International Trips Retained Balance	140	0	0	0	140
Duke of Edinburgh Award	855	0	0	-855	0
Thanks & Recognition Events	-78	0	0	78	0
Cleeves grant re Hesley Wood Guide House	0	500	-464	0	36
Girlguiding NEE grant re subscriptions	0	2661	-2060	-170	431
66th Doncaster Units	0	4427	-2068	-495	1864
<b>Total</b>	<b>1517</b>	<b>20852</b>	<b>-17616</b>	<b>-1080</b>	<b>3673</b>

**SOUTH YORKSHIRE GUIDE ASSOCIATION**  
**FINANCIAL STATEMENTS YEAR ENDED 30TH JUNE 2023**

	<u>Receipts</u> £	<u>Payments</u> £	<u>Transfer</u> £	<u>Total</u> £	<u>Prior Year</u> £
<b><u>3 Leadership, Training &amp; County Development</u></b>					
Leadership	21	-486		-465	-777
Training	470	-513		-43	271
County Development		-553		-553	-443
Thanks & Recognition		-1514	-78	-1592	-1510
	491	-3066	-78	-2653	-2459
<b><u>4 Programme &amp; Wider Opportunities</u></b>					
D of E Award				0	-120
D of E Award Equipment				0	-61
Queen's Guide Award				0	0
International Selection Weekend				0	-2
County Thinking Day Event 22.02.2022				0	-53
Sundown Adventureland	4110	-4837	370	-357	0
Glenbrook 2023	7213	-6272	225	1166	-29
Scotland 2023		-50		-50	
Meeting expenses		-42		-42	0
	11323	-11201	595	717	-265
<b><u>5 Trading</u></b>					
Trading	15570	-13610	12	1972	3290
Expenses		-98	1	-97	-85
Stripe Fees		-173		-173	-80
Trading Rebate			-1970	-1970	-2529
	15570	-13881	-1957	-268	596
Stock Holding Value @ Cost				251	188
<b><u>6 Hesley Wood Guide House</u></b>					
Letting Receipts	12323			12323	8380
Cleaning Fees	540			540	
HWGH Badges	7		172	179	168
Donations (Inc SYGA events)			90	90	
Grants	180			180	11000
Building Refurbishment				0	-12000
Maintenance		-2397		-2397	-1854
Equipment Purchases		-900		-900	0
Rent		-2383		-2383	-2383
Utilities		-2739		-2739	-2079
Consumables & Services		-516		-516	-185
Expenses		-276		-276	-265
Insurance		-1738		-1738	-1555
Statutory Inspection Fees		-444		-444	-864
Other Fees & Charges		-103		-103	-75
SYCSC Support		-1560		-1560	-220
Other		-50		-50	-16
Transfer from General Fund				0	7000
	13050	-13106	262	206	5052

**SOUTH YORKSHIRE GUIDE ASSOCIATION**  
**FINANCIAL STATEMENTS YEAR ENDED 30TH JUNE 2023**

	<u>Receipts</u> £	<u>Payments</u> £	<u>Transfer</u> £	<u>Total</u> £	<u>Prior Year</u> £
<b>7</b> <u>Helping Hand Grant Fund</u>					
Transfer ex General Fund				0	0
Transfer Trading Profit			1128	1128	1428
Unclaimed Trading Rebate			297	297	227
Sale of Badges	5	-2	52	55	287
Grants		-250	-475	-725	185
	<u>5</u>	<u>-252</u>	<u>1002</u>	<u>755</u>	<u>2127</u>

<b>8</b> <u>Funds Holding Account</u>					
Annual Subscriptions	354	-354		0	0
County Duke of Edinburgh Award	4765	-4148	766	1383	0
HWGH Badges	522	-694	-169	-341	268
County Standard Badges	103	-6	-46	51	47
County 26 Challenge Badges				0	173
GGSY Website shop expenses		-2	-6	-8	4
Trading Rebate to Levels		-558	545	-13	12
County Guide & Ranger Units	724	-756		-32	0
	<u>6468</u>	<u>-6518</u>	<u>1090</u>	<u>1040</u>	<u>504</u>

	Stock Holding @ 30.06.2023		Stock Holding @ 30.06.2022	
	<u>Qty</u>	<u>Value @ Cost</u> £	<u>Qty</u>	<u>Value @ Cost</u> £
HWGH Badges (New Branding)	1000	684	0	0
HWGH Badges	0	0	562	343
County Standard Badges	385	373	437	424
County 26 Challenge Badges	0	0	0	0
		<u>1057</u>		<u>767</u>

**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 2023 which are set out on pages 1 to 7.

### **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

5 September 2023