



The Guide
Association
Lancashire Border

Annual Report &
Accounts

For the Year Ended
31st December 2023

The Guide Association Lancashire Border Year Ended 31st December 2023

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The Guide Association Lancashire Border Year Ended 31st December 2023

Name	County Executive member / Charity Trustee	Division Commissioner	Property Management Team	Other Role
Mrs Sharon Weaver	✓		✓	County Commissioner
Mrs Paula Mays	✓	✓	✓	
Mrs Pauline Booth	✓	✓	✓	
Mrs Nicola Daley	✓	✓		
Mrs Racheal Chen	✓	✓		
Mrs Julie Kilas-Riding		✓		
Miss Olivia Ferris King	✓	✓		
Mrs Val Singleton	✓			County President
Mrs Rachel Volland	✓			County Treasurer
Mrs Gina J	✓		✓	Chair of Guiding Development
Mrs Julia Paradine	✓		✓	Chair of property team
Mrs Joyce Wiggins			✓	
Mrs Maureen Morrissy			✓	
Miss Karen Booth			✓	
Mrs Joan Hall			✓	
Mrs Annaleise Sims			✓	
Mr Paul Sims			✓	
Mr Dean Carman			✓	

Charity Number: 516834

Bankers:

Royal Bank of Scotland, Bolton (General)
 The Co-operative Bank (Height Nook)
 The Co-operative Bank - (Lancashire Border HQ)

Examiner of Accounts:

Christine Roberts
 CIMA Certificate in Business Accounting
 19 Gadbury Court
 Atherton
 Manchester, M46 0SQ

Contact Email: treasurer@girlguidinglancsborder.org

The Guide Association Lancashire Border
Year Ended 31st December 2023

**Charity Trustees' Annual Report for the year Ended 31st December 2023
Structure, Governance and Management**

The charity's formal name is The Guide Association Lancashire Border. Its operational name is Girlguiding Lancashire Border and is often referred to in this report as The County. The charity's governing document is The Guide Association Royal Charter of 1922. The Royal Charter and bye - laws, the Guiding Manual (4th edition) various handbooks and the County Constitution together determine how the charity is governed.

Organisational Structure

The Guide Association
(Known as Girlguiding UK)
Charity No 306016



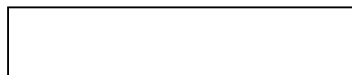
The Guide Association North West England
(The Region)
Charity Number 521694



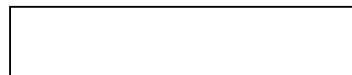
The Guide Association Lancashire Border
(The County) incorporating Height Nook
Charity Number 516834



Divisions 5



Districts 16



Units 120



The Guide Association Lancashire Border is constituted as a branch of the Guide Association in accordance with the Royal Charter and has the status of a Girlguiding County within North West England Region of the Guide Association.

The structure of the Guide Association is linked through:

- **The appointment of Commissioners and leaders.**

The County Commissioner is appointed by the Region Chief Commissioner and is an ex officio voting member of the Region Executive Committee. The County Commissioner appoints the Division Commissioners within the County and the Division Commissioners are ex officio voting members of the County Executive Committee.

- **Shared commitment to the objects of the Royal Charter and adherence to the rules and regulations set out in the Guiding Manual and Association Handbooks.**

Within Girlguiding UK and as accepted by the Charity Commissioners, the various organisational levels retain separate identity for charity registrations and accounting purposes. Accordingly, no consolidated accounts are prepared, and the County's accounts do not include transactions or assets and liabilities of any Division, District or Unit within the County.

The financial administration of the County is subject to the rules and other provisions of the Guiding Manual and Charity law.

The Charity Trustees of the Guide Association Lancashire Border have delegated responsibility for Height Nook (a property in Pick up Bank, near Darwen) to a sub-committee. The property title to Height Nook is held by The Girl Guide Trust Corporation in trust for Lancashire Border. The arrangements are based on the trusts of the Guide Association 1938 Trust Deed, under which the Trust Corporation acts at the discretion of the County Executive Committee regarding the property. The day-to-day management and administration of Height Nook is the responsibility of the sub-committee.

Recruitment, appointment, induction and training of new trustees

The Guide Association's Chief Guide appoints the Region Commissioner who in turn appoints the County Commissioner who in turn appoints five Division Commissioners within the County, the County Administrators (Treasurer, County Secretary, County President), County Chair of Trefoil Guild, the Chair of Height Nook and the County Chair of Guiding Development). The holders of these posts are the voting members of the County Executive and the Charity Trustees of the Guide Association Lancashire Border. They serve as charity trustees for the term of their respective appointments, which in the case of the County Appointment Holders other than the County Commissioner; terminate on the expiration of the County Commissioners term of office.

Charity trustees serve for a term of office of up to five years but would be removed as Charity Trustees should they cease to hold office as Division Commissioners/ County Advisors for any reason before their anticipated term has expired. The County Administrators are appointed with each new County Commissioner.

Charity Trustees are assigned a mentor who ensures that informal training is available to meet individual needs. They also follow the Guide Association induction program for Division Commissioners which prepares them for the Management of their Division.

Risk Management

The Charity trustees have reviewed the major strategic, business, and operational risks, which the charity faces. These are detailed in a risk document register and the trustees' annual review programme is in place. Policies, systems, and procedures exist to mitigate risks as far as possible.

Objectives and Activities *Objective*

To educate 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.

Strategies for achieving objectives

Our strategy for achieving the objective has focused on the Guide Association's strands of policy, with special emphasis on the provision of activities for girls and young women, training of adult and a focus on increase communication and heightened awareness of opportunities available.

Review of activities during the past Year

The County has enjoyed a busy year, providing opportunities for all young members and leaders within the Association to participate in training and activities. We have held a number of successful events including commemorating the Queen (our Patron) passing, the Coronation of King Charles, adventure days and much more. Volunteers have been committed to ensuring Guiding is growing and vibrant. Leaders offer a wide variety of experiences including trips and holidays.

Our 360 volunteer leaders continue to show dedication, commitment and passion to ensure all the 1288 girls in their care are able to access every opportunity for development and good citizenship that local guiding can offer.

Height Nook is accepting more bookings and still being run in conjunction with Sporting NRG who rent the building and provide low-cost outdoor activities to our members. Bookings are slowly increasing, and the refurbished building is offering a great experience to this who visit.

Tangible Assets

The main tangible asset is Height Nook, which is a freehold property managed by the Height Nook Management Committee. The property is shown in the statement of Assets and Liabilities at the index linked insurance value of £682,717 although the commercial value of the asset is in excess of this figure.

The inclusion of Lancashire Border Headquarters (Shepherd Cross Street, Bolton) is also included in the Statement of Assets and Liabilities with an insurance value of £650,883.

General Comments

The accounts have been prepared in accordance with Charity Commission regulations and on receipts and payments basis.

The Charity trustee's policy is to hold funds against specific purposes, where deemed appropriate. Interest arising from reserves is to be used to support the work of the County or is to be reinvested to maintain the value of the reserves. General funds shown on the statement of Assets and Liabilities are allocated to designate funds as detailed below;

General funds are held to enable the administration of the County and management of the Height Nook Centre running costs.

The Royal Bank of Scotland is used for operational finance. In view of the amounts held it is not deemed necessary to spread the risk further.

Extraordinary Expenditure

None reported

Extraordinary Income

None reported

Budgets held for Advisors

These are small balances managed by the County Treasurer, agreed with the appropriate advisors at the start of the year, to fund ongoing training, events and badge provision amongst other things within County. Budgets for events are requested and checked once completed against the initial budget and signed expenses lodged with the County Treasurer.

THE GUIDE ASSOCIATION LANCASHIRE BORDER
RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

	Lancashire		Lancashire	
Consolidated	Border	Consolidated	Border	
2023	2023	2022	2022	
£	£	£	£	
CONOLIDATED (Lacashire Border, Height Nook & HQ)				
RECEIPTS				
Bank Interest	663	663	112	112
County Training/Leaders Days	150	150	-	-
Donations	9,574	4,500	800	-
Events	809	734	5,417	5,417
Fundraising	138	138	-	-
Grant Received	600	600	7,589	3,922
International	7,262	7,262	-	-
Misc.	218	65	469	300
Rent	6,755	-	4,530	-
Subscriptions	14,616	14,616	16,005	12,755
TOTAL RECEIPTS	40,785	28,729	34,921	22,505

PAYMENTS				
Alarm	5,948	5,673	-	-
Awards & Badges	800	800	1,121	1,121
Awards Evening	210	210	776	776
Charitable Donations	150	150	150	150
Cleaning	385	-	-	-
County Commissioners Expenses	415	415	1,001	1,001
County Equip. Insurance	-	-	924	924
County Expenses	2,557	2,643	2,773	2,773
Electric	2,604	-	1,218	-
Events (Outdoors)	5,948	5,973	6,791	6,791
Gas	2,311	-	-	-
General Repairs & Replacements	3,019	-	4,618	-
Grounds Maintenance	1,390	-	-	-
Growing Guiding	312	312	14	14
Hire Bolton HQ and Internet	-	-	670	670
Insurance	2,936	-	1,106	-
International	8,520	8,600	(272)	(272)
Leadership Co-ordination	131	131	48	48
Misc.	3,620	1,251	894	141
Oil	1,338	-	1,532	-
Postage	2	22	18	18
PRA/Communications	-	-	203	203
Subscriptions	2,115	2,115	1,321	1,321
Subscriptions (Census Levy Height Nook & HQ)	-	6,500	6,500	6,500
Telecom	974	-	62	-
Water	1,100	-	324	-
TOTAL PAYMENTS	46,786	34,796	31,789	22,178

	Lancashire		Lancashire	
Consolidated	Border	Consolidated	Border	
2023	2023	2022	2022	
£	£	£	£	
Balance				
Net receipts / (payments)	(6,001)	(6,066)	3,132	327
Balance B/F at 1 January (incl. HQ)	94,128	53,579	54,700	53,252
Balance C/F at 31 December	88,128	47,513	57,832	53,579

THE GUIDE ASSOCIATION LANCASHIRE BORDER
STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Total Funds £
ASSETS					
CASH AT BANK and in HAND					
General Funds		47,513	-	47,513	53,579
Height Nook		5,799	-	4,252	4,252
Headquarters		34,969	-	34,969	-
		88,281	-	86,735	57,832
ASSETS RETAINED FOR CHARITIES OWN USE					
Fixed Assets	1	729,012	-	729,012	637,055
Stock	2	6,974	-	6,974	-
Liquid Assets	3	2,371	-	2,371	-
		738,357	-	738,357	637,055
TOTAL NET ASSETS		826,639	-	825,092	694,887
SUMMARY OF FUNDS					
General Reserves County		47,513	-	47,513	53,579
General Reserves Height Nook		5,799	-	5,799	4,252
General Reserves Headquarters		34,969	-	34,969	-
Funds Invested in Fixed Assets		729,012	-	729,012	637,055
Stock		6,974	-	6,974	-
Funds held (individual accounts)		2,371	-	2,371	-
TOTAL FUNDS		826,639	-	826,639	694,887

Notes to the Accounts

	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Total Funds £
1. Fixed Assets (Insurance Value)				
Lancashire Border HQ	650,883	-	650,883	-
Lancashire Border HQ Contents & Equipment	66,223	-	66,223	-
Height Nook Centre	682,717	-	682,717	596,781
Height Nook Contents & Equipment	28,389	-	28,389	24,881
County Standard	4,840	-	4,840	4,658
County Equipment	13,066	-	13,066	10,735
	729,012	-	729,012	637,055
2. Stock				
County Shop	6,974	-	6,974	-
	6,974	-	6,974	-
3. Liquid Assets (Individual Accounts Held)				
County Shop	2,371	-	2,371	-
	2,371	-	2,371	-



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

The Guide Association Lancashire Border

On accounts for the year ended

31st December 2023

Charity no (if any)

516834

Set out on pages

9 & 10

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2023**.

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

2nd October 2024

Name:

Christine Roberts

Relevant professional qualification(s) or body (if any):

CIMA Certificate in Business Accounting

Address:

19 Gadbury Court

Atherton

Manchester, M46 0SQ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

2023 is the first year that the accounts have incorporated Girlguiding Lancashire Border Headquarters (charity number 509994), this charity number was closed and transferred to the Girlguiding Lancashire Border County charity number on 7th Feb 2023.