

## **South Shields Division of the Guide Association**

**Trustees' Annual Report period: 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021**

**Charity registration number: 520711**

### **Objectives and Activities**

South Shields Division of the Guide Association aligns to the overall objectives of Girlguiding UK.

Girlguiding UK's main aim is to give all girls an equal sense of belonging. All members are invited to make their Promise to be "true to themselves and develop their own beliefs". We welcome girls from every faith – and no faith.

The aim of South Shields Division is to continue to create experiences for girls and young women by delivering the Girlguiding UK Programme throughout the South Shields area.

To do this we have placed a strong focus on the need to develop new and existing volunteers, working towards providing better more flexible facilities and opportunities within our local area and beyond.

As member numbers have dropped recently, we need to continue to grow our units so we can build our membership across the borough.

During this financial year South Shields Division has focussed on updating our existing facilities and maintaining our membership numbers by keeping existing Girlguiding units operating. By renovating South Shields Guide Headquarters, a 3-storey building, we believe, once finished this will be enable the members of Girlguiding South Shields to reconnect to bring in more members and volunteers therefore providing a service to the wider community.

All decisions taken by Trustees have been in line with the charity's overall purpose ensuring all who benefit are consistent with our overall aims and objectives.

## **Achievements and Performance**

The ability to provide benefits throughout this reporting period has been limited due to the impact of the COVID pandemic. We have been focussed on keeping units open, providing support advice and funding where required for units to remain available to continue to support members of Girlguiding UK in the South Shields area.

We have also concentrated our efforts into the renovation of our building, Guide Headquarters, which will offer an opportunity for units to hold joint Girlguiding events, and volunteers to train and share experience.

## **Our Building - Guide Headquarters**

### Renovation

During this reporting period we continued our work to refurbish Guide Headquarters concentrating on making the building safe, complying with current planning and fire regulations. Moving onto the internal decoration and signage.

The work has comprised of replacement/insertion of key lintels at the front of the building to maintain the buildings' structure, a new front window, fitting of a hard-wired fire alarm, an emergency lighting system, and the removal of all polystyrene tiles from all internal ceilings. Then moving on to the decoration of the downstairs and ceilings, with new signage fitted to promote the use of the building.

Refurbishment work will need to continue to ensure the building is made accessible and that stage of the work is planned for the next reporting period.

### Building costs

Costs in relation to utilities, Gas, water, electricity, and council tax have also been incurred as well as the cost to insure the building to align with Girlguiding UK guidelines.

## **Our Members**

South Shields Division comprises of 17 Girlguiding UK units. There are:

- 4 Rainbow units, supporting girls aged 5 – 7 years,
- 9 Brownie units, supporting girls aged 7 – 10 and
- 4 Guide units, supporting girls aged 10 - 14.

1 Rainbow unit and 1 Brownie unit have been provided with financial support to enable them to pay the subscription levy (known as capitation) which is incurred by Girlguiding UK each February.

2 units have used the Division accounts to pay Girlguiding UK their subscription levy.

As a result of this funding these units continue to operate in South Shields. These units required additional help this period as they had been unable to fundraise ahead of the subscription levy becoming due because of the lockdown restrictions imposed during the COVID pandemic.

## Financial Review

Funding for South Shields Division concentrates on fundraising by existing volunteers and units in addition to any donations from the wider community.

The Covid pandemic has contributed to a significant reduction in income in 2020 and in 2021 however this has been mitigated by an increase in donations and HQ income.

Once our building, known as, South Shields Guide Headquarters is fully renovated this will also allow for income to be generated from the hiring out of rooms and facilities.

| <b>Statement of Year end Balances</b>  | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|--|-------------------|-------------------|
| <b>Receipts:</b>                       |                   |                   |
| Capitation                             | 1,064.00          | 1,175.10          |
| HQ Income                              | 19,063.00         | 350.00            |
| Rotary                                 | 115.30            | 0.00              |
| Donations                              | 20,500.00         | 21,000.00         |
| Division costs                         |                   | 10,000.00         |
| Fundraising                            |                   | 255.00            |
| <b>Total Income</b>                    | <b>40,742.30</b>  | <b>32,780.10</b>  |
| <b>Payments:</b>                       |                   |                   |
| Capitation                             | 1,400.00          | 690.00            |
| HQ Rent, Rates, Ins.                   | 671.67            | 458.70            |
| HQ Gas                                 | 145.20            | 1,285.57          |
| HQ Electricity                         | 283.56            | 218.84            |
| HQ Water                               | 122.81            | 194.19            |
| Division Costs                         | 32.00             | 14,952.82         |
| Rotary                                 | 0.00              | 559.68            |
| Building Repairs                       | 18,060.00         | 0.00              |
| HQ cleaning and Maintenance            |                   | 276.00            |
| <b>Total Expenditure</b>               | <b>20,715.24</b>  | <b>18,635.80</b>  |
| <b>Surplus or deficit for the year</b> | <b>20,027.06</b>  | <b>14,144.30</b>  |
| <b>Balance brought forward</b>         |                   |                   |
| <b>Bank</b>                            | 20,374.59         | 6,410.30          |
| <b>Cash</b>                            | 789.20            | 609.28            |
|  | <b>21,163.79</b>  | <b>7,019.58</b>   |
| <b>Balances in hand at year end</b>    |                   |                   |
| <b>Bank</b>                            | 40,433.65         | 20,374.59         |
| <b>Cash</b>                            | 757.20            | 789.20            |
| <b>Total</b>                           | <b>41,190.85</b>  | <b>21,163.79</b>  |

## Notes to financial statement

The above reflects the activities undertaken by South Shields Division on behalf of the Guide Association, Girlguiding UK. Principle accounting policies applied in the preparation of the financial statements are as follows:

- Accounts have been prepared in line with Girlguiding UK policies
- Income has been comprised of the following, donations, accounted for upon receipt; grants, accounted for when a formal offer is received
- HQ Income is comprised of sales of assets (furniture) and direct credit from South Tyneside Council – These are grants that we were invited to apply for and successful in getting during Covid.
- Capitation relates to the subscription levy a charge to be paid to Girlguiding UK covering insurance

**Structure, Governance and Management**

The Royal charter is Girlguiding’s governing document. The bye-laws within it set out the rules for how the Guide Associated (Girlguiding) must be governed.

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South Shields Division has 2 nominated signatories, details are shown below.

South Shields Division has a Division Commissioner who is appointed by Girlguiding UK.

**Reference and Administrative details**

|                             |  |
|-----------------------------|--|
| Charity name                | South Shields Division of the Guide Association                |
| Registered charity number   | 520711   |
| Charity’s principal address | Guide Headquarters<br>Westoe Road<br>South Shields<br>NE33 3PA |

**Names of signatories for financial purposes:**

1. Linda Fernandez – Division Commissioner
2. Julie Elliott – Brownie Leader

**Name of trustees holding title to property belonging to the charity**

The Guide Association (Girlguiding UK) hold the title deed for the property located at 135 Westoe Road South Shields Tyne and Wear NE33 3PA.

This is in line with policy defined by Girlguiding UK which is documented in their Trustee report as: “Guide Association Trust Corporation is a company limited by guarantee and incorporated under the Companies Act. It acts as custodian and holds land, freehold or leasehold buildings and investments on behalf of guiding units. It is funded by the Guide Association as a service to guiding units and the expenses are included in management and administration expenditure in these financial statements. Financial statements of the Guide Association Trust Corporation are available care of the Guide Association, 17-19 Buckingham Palace Road, London, SW1W 0PT.”

**Exemptions from disclosure**

There are no exemptions from disclosure

Signed .....  .....

Print ..... LINDA FERNANDEZ .....

# Girlguiding UK

## Receipts and Payments Account South Shields Division

1 Sept 2020 to 31st August 2021

| Receipts [In]  | This Year         | Last Year         |
|----------------|-------------------|-------------------|
| Capitation     | £1,064.00         | £1,175.10         |
| HQ Income      | £19,063.00        | £350.00           |
| Rotary         | £115.30           | £0.00             |
| Interest       | £0.00             | £0.00             |
| Challenge      | £0.00             | £0.00             |
| Donation       | £20,500.00        | £21,000.00        |
| Division Costs | £0.00             | £10,000.00        |
| Training       | £0.00             | £0.00             |
| Fundraising    | £0.00             | £255.00           |
| Misc           | £0.00             | £0.00             |
| <b>Totals</b>  | <b>£40,742.30</b> | <b>£32,780.10</b> |

### Payments [Out]

|                           |                   |                   |
|---------------------------|-------------------|-------------------|
| Capitation                | £1,400.00         | £690.00           |
| Challenges                | £0.00             | £0.00             |
| HQ Cleaning & Maintenance | £0.00             | £276.00           |
| HQ Rent, Rates & Ins      | £671.67           | £458.70           |
| HQ Gas                    | £145.20           | £1,285.57         |
| HQ Electric               | £283.56           | £218.84           |
| HQ Water                  | £122.81           | £194.19           |
| Division Costs            | £32.00            | £14,952.82        |
| Rotary                    | £0.00             | £559.68           |
| Building Repairs          | £18,060.00        | £0.00             |
| 0                         | £0.00             | £0.00             |
| 0                         | £0.00             | £0.00             |
| <b>Totals</b>             | <b>£20,715.24</b> | <b>£18,635.80</b> |

Surplus or deficit for the year **£20,027.06** **£14,144.30**

|                          |      |                   |                  |
|--------------------------|------|-------------------|------------------|
| Balances brought forward | Bank | £20,374.59        | £6,410.30        |
|                          | Cash | £789.20           | £609.28          |
|                          |      | <b>£21,163.79</b> | <b>£7,019.58</b> |

|                              |      |                   |                   |
|------------------------------|------|-------------------|-------------------|
| Balances in hand at year-end | Bank | £40,433.65        | £20,374.59        |
|                              | Cash | £757.20           | £789.20           |
|                              |      | <b>£41,190.85</b> | <b>£21,163.79</b> |

Assets and Liabilities: In addition to the above cash balances the unit has equipment to the value of 20.00 and there are no other assets or liabilities

Prepared by [Signature] Unit Guider LINDA FERNANDEZ - Division Commissioner

Reviewer's Certificate: The above statements agree with the records and vouchers of South Shields Division for the financial year ended 31st August 2021

[Signature] Independent Reviewer  
03/10/21

# Girlguiding UK

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