



**Audited Financial Statements  
for the Year Ended  
31 December 2021**

**for**

**The Guide Association - Midlands  
Known as Girlguiding Midlands**

The Rowleys Partnership Ltd  
Statutory Auditors  
Chartered Accountants  
Charnwood House  
Harcourt Way  
Meridian Business Park  
Leicester  
Leicestershire  
LE19 1WP

**The Guide Association - Midlands  
Known as Girlguiding Midlands**

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for the Year Ended 31 December 2021**

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The Guide Association - Midlands  
Known as Girlguiding Midlands

Reference and Administrative Details  
for the Year Ended 31 December 2021

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<b>TRUSTEES</b>	J Brocklehurst C Shinton W Cowdrey Y Eaton (resigned 31.7.21) M Lewis J Howle S Myers C Kerr A Holmes (resigned 8.12.21) N Lomas K Hunt (resigned 31.5.21) A Cooney S Harrold K Pogson S Bucknell J Long (appointed 1.8.21)
<b>CHIEF COMMISSIONER</b>	C Shinton
<b>DEPUTY CHIEF COMMISSIONER</b>	J Brocklehurst
<b>CHAIRMAN OF FINANCE</b>	Mr G Littlewood (until 06.04.21) Mrs Janita Mackin (from 06.04.21)
<b>PRINCIPAL ADDRESS</b>	21 Lower Church Street Ashby de la Zouch Leicestershire LE65 1AB
<b>REGISTERED CHARITY NUMBER</b>	521781
<b>INDEPENDENT AUDITORS</b>	The Rowleys Partnership Ltd Statutory Auditors Chartered Accountants Charnwood House Harcourt Way Meridian Business Park Leicester Leicestershire LE19 1WP

**The Guide Association - Midlands**  
**Known as Girlguiding Midlands**

**Report of the Trustees**  
**for the Year Ended 31 December 2021**

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The trustees present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of 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 financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts 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 published in October 2019.

**Statement of purpose**

Girlguiding promotes the well-being of girls and young women to help them develop emotionally, mentally, physically and spiritually so they can make a positive contribution to their community and the wider world.

**Constitution**

The Guide Association Midlands (known as Girlguiding Midlands) is a registered Charity which administers guiding in the Midlands Region of the United Kingdom on behalf of The Guide Association (known as Girlguiding). The latter is a separately registered Charity and is incorporated by Royal Charter. The Constitution was updated and approved by the Girlguiding Board of Trustees on 25 September 2021.

**Organisation Structure**

The Guide Association Midlands is governed by an Executive Committee.

There are eleven counties within the Midlands Region, each having a County Commissioner, who is appointed by the Chief Commissioner of Girlguiding Midlands, in consultation with the County Executive Committee, and as such they are responsible for the overseeing of administration in their County.

During 2021 the constitution of Girlguiding Midlands was updated and approved by the Board of Trustees at Girlguiding UK. The Trustees of the region are the Chief Commissioner and the Deputy Chief Commissioner and the 11 County Commissioners all of whom have voting rights. In line with Charity Commission guidance, each county has only one Trustee on the Girlguiding Midlands Executive Committee. Girlguiding Staffordshire agreed that Cat Kerr would be the named Trustee of the Region representing her county. A full list of Trustees is given on page 1.

## OBJECTIVES AND ACTIVITIES

### Objectives and aims

Girlguiding Midlands is part of Girlguiding, the leading charity for girls and young women in the UK. We build girls' confidence and raise their aspirations; give them a chance to discover their potential and encourage them to be a powerful force for good. We give them a space to have fun.

Our leaders run Rainbows (4 to 7 years), Brownies (7 to 10 years), Guides (10 to 14 years) and Rangers (14 to 18 years). During 2020 Girlguiding formed a community called Inspire for members aged 18-30.

We enable girls and young women to be the best they can be, whatever their ability or background. We offer new opportunities to girls in a broad diversity of communities through our network of volunteers.

Our Strategic Plan focuses on supporting volunteers to enable them to be inspirational leaders and offering every girl the chance to be her best and to have her voice heard.

We aim to maintain a large membership of girls who benefit from guiding and to strengthen the support to our volunteers to make guiding happen in the best way, across the region.

The Board of Trustees warmly thanks every volunteer for enabling our charity and our girls to thrive.

At the start of 2021 the Trustees and other representatives of Girlguiding Midlands updated the region's Strategic Plan which was aligned with Girlguiding's updated aims and objectives.

Our Trustees are delighted to present this report according to the themes of the 2021 Strategic Plan:

- |  |  |
|--|--|
| <b>1. Exceptional Experiences for Girls</b>    | <b>2. Rewarding Volunteer Experience</b> |
| <b>3. Inclusive and Impactful Organisation</b> | <b>4. Brilliant Basics</b>               |

It must be acknowledged that the pandemic Covid-19 continued to impact our members and the region's ability to deliver its activities, though many of the plans were adapted to enable delivery of an alternative way of training and taking part in adventures.

Regular monitoring of the situation with Girlguiding nationally and regionally, the National Youth Agency, the UK Government and adaption of plans has taken place throughout the year.

## OBJECTIVES AND ACTIVITIES

### Significant activities

#### THEME 1: Exceptional experiences for Girls

A weekend of virtual sessions was offered to members to celebrate World Thinking Day, 22 February 2021, known as SMILE. Activities ranged from fitness, dance, yoga, cookery, storytelling, crafts for girls and adults from around the world, talks by the Army and the Navy, Wildlife Aid Foundation, learning about creepy crawlies, drumming, virtual campfire songs and an online Promise Renewal session. This was extremely well received and most sessions were made available after the weekend for leaders to use at a unit meeting. During the summer a STEM pack of activities was made available by working with external partner companies. The pack was accompanied by videos so that members could take part individually or as a unit.

Internationally, the service projects postponed from 2020 were regrettably cancelled as they were not achievable during 2021 due to the continued restrictions on travel. Refund calculations for every individual have been carried out (some still in progress depending on when information is received) and payments have been made to donors, guiding supporters, participants and their families in accordance with Charity Commission and Girlguiding guidelines.

Region advisers did meet in person in October to network with county representatives and collect input for the 2022 plans; they also took part in self-development training. Later in October, the region advisers joined the Chief, Deputy and Senior Leadership Team in October to consolidate the plans.

#### THEME 2: Rewarding Volunteer experience

The pandemic significantly affected membership figures. Subscriptions were paid by 43,672 members in February 2021 (compared to 62,227 in 2020). Since February there has been a positive increase in numbers during the remainder of 2021.

New enquiries for girl members were higher than in previous years, though lower for adult volunteers.

In September the region held a Thank You tea event at Blackwell Court, Worcestershire, for invited guests. The chance to meet up with friends, listen and dance to music, enjoy an afternoon tea was appreciated by all who attended.

The region continues to hold regular Awards meetings and managed to hold the postponed Chief Commissioner's Awards event in September for the 2020 nominees, before holding a second event in December for the 2021 nominees.

In June, a post card and a badge saying Thank You, was sent to all volunteers during Volunteer's Week and was well received. At Christmas, a Brownie from Derbyshire designed the card that was shared with our volunteers.

Training continued, mainly by virtual means. Throughout the year the region trainers made sure that sufficient courses were offered in Safeguarding and First Response. An online training day for Commissioners was delivered in May.

## **OBJECTIVES AND ACTIVITIES**

### **THEME 3: Inclusive and Impactful organisation**

Girlguiding Midlands established an Inclusion and Diversity team who will link with county coordinators and provide support as needed.

The region launched an activity pack in partnership with Wildlife Aid and donated 25p of every badge sold to the charity. During the year members were encouraged to 'Share a Smile' linked with a social action pack that contained suggestions for doing things in the local community.

Details of online events and opportunities were regularly updated on the region's website and promoted on social media. Regular e-newsletters were sent to volunteers containing key news items.

### **THEME 4: Brilliant Basics**

The lead volunteer organisational structure was amended during 2021 with the introduction of a Senior Leadership Team. Made up of experienced volunteers most of whom have previously been a Trustee of the region, they share the workload across these 4 themes and provide support to the Chief Commissioner. A Risk and Compliance committee was established to regularly review the risks of the region which include Governance, Financial and Reputational subjects.

Changes to the Trustees are listed above. These arose when roles ended or to ensure that there is only one Trustee per county.

The Finance Committee had a change of Chairperson due to the end of an appointment period.

A new committee was set up to consider Risk and Compliance matters for the region. This committee reviews matters and makes recommendations to the region executive committee for decision making.

All committees held regular online meetings throughout the year. One Executive committee meeting was held in person.

One member of staff resigned in August. Her replacement was recruited and began work in January 2022. An additional staff member was recruited to help balance the workload as activities increase.

Annual maintenance of the office fittings was carried out as planned.

### **Conclusion**

2021 was another challenging year for Girlguiding Midlands. However, it did continue to show how flexible, resilient and responsive our members can be.

Unit meetings were held in person when it was possible to do so; some units have had to try and source new meeting places. During lockdown periods, many units continued to offer online sessions.

Training for adults continued as online sessions ensuring that our leaders received the support they needed to continue to run meetings and ensure compliance with Girlguiding requirements for Safeguarding and First Reponse.

### **OBJECTIVES AND ACTIVITIES**

Budgets and plans were reviewed and updated during the year. The revised plans enabled the region's lead volunteer and staff teams to its support members.

The region business plan is updated on an annual basis and progress reported at the end of every quarter.

#### **Public benefit**

The Charity's aims and objectives reflect those of The Guide Association which are described in the Royal Charter. The Trustees confirm that they have complied with the duty of section 17 of the Charities Act 2011 in that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

### **FINANCIAL REVIEW**

#### **Financial position**

The charity is heavily reliant on its main income from subscriptions.

The charity aims to operate at a small loss or break even with the organisation of events for members. In 2021, a surplus of £3,231 (2020: £417 surplus) was generated from these activities.

The finances of Girlguiding Midlands are governed by two basic principles:

- Financial resources should be used for the benefit of members
- Financial resources should be managed prudently having regard to both current and future members.

#### **Investment policy and objectives**

The investment policy is governed by the Reserves policy as stated below and in particular the aims and objectives of the organisation. Other than amounts agreed by the Board of Trustees to be used for specifically designated projects, surplus Reserves may be invested primarily to generate income. Such income helps to cover annual costs and thus keeps members subscriptions lower than they would otherwise be. Work is being carried out with the Investment Managers to ensure that only ethical investments are procured.

## **FINANCIAL REVIEW**

### **Reserves policy**

For this purpose, Reserves are defined as Free Reserves i.e. the liquid resources available to the Trustees to spend at their discretion to achieve the objectives of the organisation.

Free Reserves in Girlguiding Midlands are the Unrestricted Funds less the Tangible Fixed Assets.

Girlguiding Midlands retains adequate Free Reserves as working capital to meet its day to day needs and safeguard against unexpected deficits of income against expenditure. Reserves will be sufficient to not only cover such deficits but also allow enough headroom to deal with an uneven cash flow throughout the year. The minimum Free Reserves figure required is considered to be an amount equal to the organisation's annual expenditure and is reviewed annually in the light of changes to expenditure levels and the pattern of cash flows.

Any Reserves held by the organisation over and above that figure are at the disposal of the Trustees to meet their longer term strategic objectives. To the extent that these involve capital projects the estimated amounts will be designated for those purposes in the financial statements.

The free reserves as calculated above, represent about £5.68 per member (2020: £8.69).

The balance of restricted funds at the year end was £4,758 (2020: £14,286).

## **FUTURE PLANS**

The annual plan is updated in preparation for delivery of 2022's activities. Groups of key volunteers reviewed plans and provided input for use by the Senior Leadership Team. The plan is presented to the Trustees for approval.

This process enables the region to make sure that its plan and subsequent actions and activities reflect the needs of the charity and the voice of its members.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Girlguiding Midlands is governed by an Executive Committee.

### **Trustees Induction and Training**

Most trustees are already familiar with the practical work of the Charity having undertaken similar roles within their County. Trustee training is carried out to support volunteers.

### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The major risks facing Girlguiding Midlands are regularly reviewed by the Risk and Compliance committee which makes recommendations to members of the Executive Committee.

**TRUSTEES' RESPONSIBILITY STATEMENT**

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 21 May 2022 and signed on its behalf by:

.....  
C Shinton - Trustee

### **Opinion**

We have audited the financial statements of The Guide Association - Midlands (the 'charity') for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Trustees' Responsibilities Statement, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- We assessed the susceptibility of the entity's financial statements to material misstatement, including how fraud might occur;
- Our testing considered unusual or unexpected journal entries on a sample basis;
- We evaluated the assumptions and judgements used by management within significant accounting estimates and assessing if these indicate evidence of management bias;
- We tested significant transactions, in particular the evaluation of the business rationale for any which appear unusual or outside the charity's normal course of business;
- We assessed the appropriateness of the collective competence and capabilities of the engagement team by understanding the practical experience with audit engagements of a similar nature and complexity, plus ensuring the team had appropriate and relevant training of the financial reporting framework and the relevant tax compliance regulations specific to the entity;
- We reviewed the financial statements and tested the disclosures against supporting documentation;
- We communicated relevant matters to all members of the audit team to ensure they understood the risks specific to the entity and the audit procedures planned to mitigate these.

## Report of the Independent Auditors to the Trustees of The Guide Association - Midlands

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Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Paula Swann - Jones FCA (Senior Statutory Auditor)  
For and on behalf of The Rowleys Partnership Ltd  
Statutory Auditors  
Chartered Accountants  
Charnwood House  
Harcourt Way  
Meridian Business Park  
Leicester  
Leicestershire  
LE19 1WP

Date: 21 May 2022

The Guide Association - Midlands  
Known as Girlguiding Midlands

Statement of Financial Activities  
for the Year Ended 31 December 2021

	Notes	Unrestricted funds £	Restricted funds £	31.12.21 Total funds £	31.12.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	7,812	215	8,027	(405)
<b>Charitable activities</b>					
Guiding activities	5	313,309	-	313,309	733,222
Investment income	4	18,797	-	18,797	13,373
Other income	6	-	-	-	10,020
<b>Total</b>		<b>339,918</b>	<b>215</b>	<b>340,133</b>	<b>756,210</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Guiding activities	7	104,764	9,705	114,469	396,318
Management support costs		64,095	38	64,133	65,389
Direct costs		115,328	-	115,328	132,094
<b>Total</b>		<b>284,187</b>	<b>9,743</b>	<b>293,930</b>	<b>593,801</b>
Net gains on investments		75,239	-	75,239	6,016
<b>NET INCOME/(EXPENDITURE)</b>		<b>130,970</b>	<b>(9,528)</b>	<b>121,442</b>	<b>168,425</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		1,271,106	14,286	1,285,392	1,116,967
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>1,402,076</b>	<b>4,758</b>	<b>1,406,834</b>	<b>1,285,392</b>

The notes form part of these financial statements

The Guide Association - Midlands  
Known as Girlguiding Midlands

Balance Sheet  
31 December 2021

	Notes	Unrestricted funds £	Restricted funds £	31.12.21 Total funds £	31.12.20 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	31,676	-	31,676	31,987
Investments	14	<u>1,122,524</u>	<u>4,758</u>	<u>1,127,282</u>	<u>703,248</u>
		1,154,200	4,758	1,158,958	735,235
<b>CURRENT ASSETS</b>					
Stocks	15	19,283	-	19,283	10,694
Debtors: amounts falling due within one year	16	12,146	-	12,146	115,005
Cash at bank		<u>285,223</u>	-	<u>285,223</u>	<u>579,830</u>
		316,652	-	316,652	705,529
<b>CREDITORS</b>					
Amounts falling due within one year	17	(68,776)	-	(68,776)	(155,372)
<b>NET CURRENT ASSETS</b>					
		<u>247,876</u>	-	<u>247,876</u>	<u>550,157</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>1,402,076</u>	4,758	<u>1,406,834</u>	<u>1,285,392</u>
<b>NET ASSETS</b>					
		<u><u>1,402,076</u></u>	<u><u>4,758</u></u>	<u><u>1,406,834</u></u>	<u><u>1,285,392</u></u>

The notes form part of these financial statements

The Guide Association - Midlands  
Known as Girlguiding Midlands

Balance Sheet - continued  
31 December 2021

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<b>FUNDS</b>	18		
Unrestricted funds:			
General Fund		279,552	572,654
Capital Fund		<u>1,122,524</u>	<u>698,452</u>
		<u>1,402,076</u>	<u>1,271,106</u>
Restricted funds:			
D H Marshall		4,758	4,796
Buchanan Legacy Fund		<u>-</u>	<u>9,490</u>
		<u>4,758</u>	<u>14,286</u>
<b>TOTAL FUNDS</b>		<u><u>1,406,834</u></u>	<u><u>1,285,392</u></u>

The financial statements were approved by the Board of Trustees and authorised for issue on 21 May 2022 and were signed on its behalf by:

.....  
C Shinton - Trustee

The notes form part of these financial statements

The Guide Association - Midlands  
Known as Girlguiding Midlands

Cash Flow Statement  
for the Year Ended 31 December 2021

	Notes	31.12.21 £	31.12.20 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>37,271</u>	<u>135,503</u>
Net cash provided by operating activities		<u>37,271</u>	<u>135,503</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(3,547)	(3,245)
Purchase of fixed asset investments		(583,707)	(6,487)
Sale of tangible fixed assets		1,667	-
Sale of fixed asset investments		111,737	16,198
Movement in cash investments		123,175	1,852
Interest received		11	399
Dividends received		<u>18,786</u>	<u>12,974</u>
Net cash (used in)/provided by investing activities		<u>(331,878)</u>	<u>21,691</u>
<b>Change in cash and cash equivalents in the reporting period</b>			
Cash and cash equivalents at the beginning of the reporting period		<u>579,830</u>	<u>422,636</u>
Cash and cash equivalents at the end of the reporting period		<u>285,223</u>	<u>579,830</u>

The notes form part of these financial statements

Notes to the Cash Flow Statement  
for the Year Ended 31 December 2021

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	31.12.21	31.12.20	
	£	£	
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	121,442	168,425	
<b>Adjustments for:</b>			
Depreciation charges	2,191	3,704	
Gain on investments	(75,239)	(6,016)	
Loss on disposal of fixed assets	-	250	
Interest received	(11)	(399)	
Dividends received	(18,786)	(12,974)	
(Increase)/decrease in stocks	(8,589)	3,421	
Decrease in debtors	102,859	140,399	
Decrease in creditors	<u>(86,596)</u>	<u>(161,307)</u>	
<b>Net cash provided by operations</b>	<u>37,271</u>	<u>135,503</u>	
2. ANALYSIS OF CHANGES IN NET FUNDS			
	At 1.1.21	Cash flow	At 31.12.21
	£	£	£
<b>Net cash</b>			
Cash at bank	<u>579,830</u>	<u>(294,607)</u>	<u>285,223</u>
	<u>579,830</u>	<u>(294,607)</u>	<u>285,223</u>
<b>Total</b>	<u>579,830</u>	<u>(294,607)</u>	<u>285,223</u>

## 1. CHARITY INFORMATION

The Guide Association - Midlands is an unincorporated charity registered with the Charity Commission for England and Wales. The contact address is 21 Lower Church Street, Ashby de la Zouch, Leicestershire LE65 1AB.

## 2. ACCOUNTING POLICIES

### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

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 the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations, grants, legacies, subscriptions and dividend income are included in the year in which they are receivable, which is when the charity becomes entitled to the resource. Bank interest received on deposits is accounted for on an accruals basis.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from events is recognised at the point of delivery of the event.

Government grants receivable in relation to the job retention scheme are recognised as income over the periods necessary to match them against the related costs which they are intended to compensate, on a systematic basis.

## 2. ACCOUNTING POLICIES - continued

### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include management costs. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Expenditure on events is recognised at the point of delivery of the event.

### Charitable activities

The charity has met its charitable purpose by undertaking training and education programmes on a weekly basis to girls and young women across the Midland Region. In addition the charity has provided support and grants to individuals to allow them to attend events.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 0% depreciation
Plant and machinery	- 33% on cost
Fixtures and fittings	- 20% on cost

Freehold property is maintained to such a standard that the residual value is at least equal to the book value at any given time. Consequently no depreciation has been provided and any provision that would otherwise be required under FRS102 is not considered to be material.

Fixed assets are reviewed for impairment if events or changes in circumstances indicate that the carrying amount may not be recoverable or as otherwise required by relevant accounting standards.

### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

### Taxation

The charity is exempt from tax on its charitable activities. Expenses are inclusive of VAT where applicable.

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

## 2. ACCOUNTING POLICIES - continued

### Fund accounting

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### Donated services

A large number of training and education programmes have been taken and supervised by volunteers. These are not valued in the accounts in accordance with FRS 102 due to the difficulty in ascertaining the hours involved and a reliable cost figure.

### Fixed assets investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

### Cash and cash equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances are initially measured at transaction price including transaction costs and subsequently carried at amortised cost using effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

### 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 receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

### Employee benefits

The cost of short-term employee benefits are recognised as a liability and an expense. The cost of any unused holiday entitlement is recognised in the period in which the employees' services are received. Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2. ACCOUNTING POLICIES - continued

**Pension costs and other post- retirement benefits**The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statements of Financial Activities in the period to which they relate.

**Leasing commitments**

Operating leases and the payments made under them are charged to the Statement of Financial Activities on a straight line basis over the lease term.

**Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from the date of approving these financial statements. The budgeted income and expenditure is sufficient with the level of reserves, for the charity to be able to continue as a going concern.

3. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total 31.12.21 £	Unrestricted Funds £	Restricted Funds £	Total 31.12.20 £
HQ new unit grant	1,362	-	1,362	(5,069)	-	(5,069)
Buchanan Legacy Fund	-	215	215	-	262	262
HQ King George A	831	-	831	1,011	-	1,011
HQ King George B	107	-	107	130	-	130
HQ Space to Grow Together New Unit Grant	3,402	-	3,402	(4,138)	-	(4,138)
Donations & other income	2,110	-	2,110	7,399	-	7,399
	<u>7,812</u>	<u>215</u>	<u>8,027</u>	<u>(667)</u>	<u>262</u>	<u>(405)</u>

4. INVESTMENT INCOME

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	31.12.21	31.12.21	31.12.21	31.12.20	31.12.20	31.12.20
	£	£	£	£	£	£
Bank deposit interest	11	-	11	74	-	74
Interest on investments	-	-	-	325	-	325
Dividends	<u>18,786</u>	<u>-</u>	<u>18,786</u>	<u>12,832</u>	<u>142</u>	<u>12,974</u>
	<u>18,797</u>	<u>-</u>	<u>18,797</u>	<u>13,231</u>	<u>142</u>	<u>13,373</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	31.12.21	31.12.20
	Guiding activities	Total activities
	£	£
Subscriptions	261,414	373,362
Events	28,650	346,044
Badge and books income	<u>23,245</u>	<u>13,816</u>
	<u>313,309</u>	<u>733,222</u>

Of total income from charitable activities £313,309 (2020: £733,222) was unrestricted and £Nil (2020: £Nil) was restricted.

Events income relates to camps, outings and overseas trips organised by the region for the benefit of its members.

6. OTHER INCOME

	31.12.21	31.12.20
	£	£
Job Retention Scheme grant	<u>-</u>	<u>10,020</u>

**7. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 8) £	Support costs (see note 9) £	Totals £
Guiding activities	113,569	900	114,469
Management support costs	-	64,133	64,133
Direct costs	<u>115,328</u>	<u>-</u>	<u>115,328</u>
	<u>228,897</u>	<u>65,033</u>	<u>293,930</u>

Of total expenditure on charitable activities £284,187 (2020: £593,555) was unrestricted and £9,743 (2020: £246) was restricted.

**8. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	31.12.21 £	31.12.20 £
Staff costs	105,642	112,667
Printing and stationery	9,686	19,427
Events	25,419	345,627
Bursaries and grants	23,823	19,636
Conferences and committees	14,145	15,121
Training and development	24,939	8,498
Badge and books cost of production	<u>25,243</u>	<u>7,436</u>
	<u>228,897</u>	<u>528,412</u>

The region offers several events to its young members throughout the year most of which are self-funding. For some international events an agreed bursary is offered to leaders and participants.

9. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Guiding activities	900	-	900
Management support costs	<u>46,024</u>	<u>18,109</u>	<u>64,133</u>
	<u>46,924</u>	<u>18,109</u>	<u>65,033</u>

**Management support costs**

	31.12.21 £	31.12.20 £
Water rates	214	820
Light and heat	2,420	3,743
Telephone, postage and broadband	18,183	17,538
Insurance	1,916	2,504
Accountancy	5,059	5,232
Hire of equipment	1,755	3,546
Repairs and renewals	5,103	3,694
Depreciation	3,859	3,704
Loss on disposal of tangible fixed assets	-	250
Sundry expenses	2,817	2,658
Bank charges	90	90
Investment management costs	<u>5,508</u>	<u>4,862</u>
	<u>46,924</u>	<u>48,641</u>

**Governance costs**

	31.12.21 £	31.12.20 £
Staff costs	11,738	12,518
Auditors' remuneration	3,200	3,120
Legal fees	<u>3,171</u>	<u>1,110</u>
	<u>18,109</u>	<u>16,748</u>

**10. AUDITORS' REMUNERATION**

The amount payable to the auditor was £7,170 (2020: £6,960), including £3,200 (2020: £3,120) for audit services and £3,970 (2020: £3,840) for other services.

**11. TRUSTEES' REMUNERATION AND BENEFITS**

	31.12.21	31.12.20
The average weekly number of trustees during the year	<u>15</u>	<u>15</u>

None of the trustees received any remuneration during the current or previous year.

**Trustees' expenses**

Expenses totalling £3,888 (2020: £5,655) were paid to 13 trustees (2020: 17) during the year for travelling expenses and administration costs.

**12. STAFF COSTS**

	31.12.21	31.12.20
	£	£
Staff costs were as follows:		
Wages and salaries	107,487	114,130
Pension costs - defined contribution scheme	5,050	5,188
Social security costs	<u>4,843</u>	<u>5,867</u>
	<u>117,380</u>	<u>125,185</u>

The average monthly number of employees during the year was as follows:

	31.12.21	31.12.20
Administration staff	<u>4</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

13. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Totals £
<b>COST</b>				
At 1 January 2021	26,416	24,955	16,571	67,942
Additions	-	3,547	-	3,547
Disposals	-	(1,667)	-	(1,667)
At 31 December 2021	<u>26,416</u>	<u>26,835</u>	<u>16,571</u>	<u>69,822</u>
<b>DEPRECIATION</b>				
At 1 January 2021	-	19,385	16,570	35,955
Charge for year	-	3,858	-	3,858
Eliminated on disposal	-	(1,667)	-	(1,667)
At 31 December 2021	-	<u>21,576</u>	<u>16,570</u>	<u>38,146</u>
<b>NET BOOK VALUE</b>				
At 31 December 2021	<u>26,416</u>	<u>5,259</u>	<u>1</u>	<u>31,676</u>
At 31 December 2020	<u>26,416</u>	<u>5,570</u>	<u>1</u>	<u>31,987</u>

14. FIXED ASSET INVESTMENTS

	31.12.21 £	31.12.20 £
Shares	1,027,160	479,951
Other	<u>100,122</u>	<u>223,297</u>
	<u>1,127,282</u>	<u>703,248</u>

14. FIXED ASSET INVESTMENTS - continued

Additional information as follows:

		Listed investments £
<b>MARKET VALUE</b>		
At 1 January 2021		479,951
Additions		583,707
Disposals		(111,737)
Revaluations		<u>75,239</u>
At 31 December 2021		<u>1,027,160</u>
<b>NET BOOK VALUE</b>		
At 31 December 2021		<u>1,027,160</u>
At 31 December 2020		<u>479,951</u>
	31.12.21	31.12.20
	£	£
Quilter Cheviot fixed interest investments	160,789	99,884
Quilter Cheviot UK equities	214,378	136,339
Quilter Cheviot overseas equities	508,938	180,839
Quilter Cheviot alternative investments	<u>143,055</u>	<u>62,889</u>
	<u>1,027,160</u>	<u>479,951</u>

Investments (neither listed nor unlisted) were as follows:

	31.12.21	31.12.20
	£	£
Cash investments	<u>100,122</u>	<u>223,297</u>

The Guide Association - Midlands  
Known as Girlguiding Midlands

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2021

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<b>15. STOCKS</b>	<b>31.12.21</b>	<b>31.12.20</b>
	£	£
Stocks	<u>19,283</u>	<u>10,694</u>
<b>16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>31.12.21</b>	<b>31.12.20</b>
	£	£
Trade debtors	370	16,419
Amounts paid in advance	6,505	96,701
Prepayments	<u>5,271</u>	<u>1,885</u>
	<u>12,146</u>	<u>115,005</u>
<b>17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>31.12.21</b>	<b>31.12.20</b>
	£	£
Trade creditors	505	735
Social security and other taxes	5,411	3,040
Other creditors	716	692
Events deferred income	54,542	143,651
Accrued expenses	<u>7,602</u>	<u>7,254</u>
	<u>68,776</u>	<u>155,372</u>

18. MOVEMENT IN FUNDS

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
<b>Unrestricted funds</b>				
General Fund	572,654	44,436	(337,538)	279,552
Capital Fund	<u>698,452</u>	<u>86,534</u>	<u>337,538</u>	<u>1,122,524</u>
	1,271,106	130,970	-	1,402,076
<b>Restricted funds</b>				
D H Marshall	4,796	(38)	-	4,758
Buchanan Legacy Fund	<u>9,490</u>	<u>(9,490)</u>	-	-
	<u>14,286</u>	<u>(9,528)</u>	-	<u>4,758</u>
<b>TOTAL FUNDS</b>	<u><u>1,285,392</u></u>	<u><u>121,442</u></u>	-	<u><u>1,406,834</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General Fund	323,115	(278,679)	-	44,436
Capital Fund	<u>16,803</u>	<u>(5,508)</u>	<u>75,239</u>	<u>86,534</u>
	339,918	(284,187)	75,239	130,970
<b>Restricted funds</b>				
D H Marshall	-	(38)	-	(38)
Buchanan Legacy Fund	<u>215</u>	<u>(9,705)</u>	-	<u>(9,490)</u>
	<u>215</u>	<u>(9,743)</u>	-	<u>(9,528)</u>
<b>TOTAL FUNDS</b>	<u><u>340,133</u></u>	<u><u>(293,930)</u></u>	<u><u>75,239</u></u>	<u><u>121,442</u></u>

18. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
<b>Unrestricted funds</b>				
General Fund	399,044	153,956	19,654	572,654
Capital Fund	<u>703,795</u>	<u>14,311</u>	<u>(19,654)</u>	<u>698,452</u>
	1,102,839	168,267	-	1,271,106
<b>Restricted funds</b>				
D H Marshall	5,042	(246)	-	4,796
Buchanan Legacy Fund	<u>9,086</u>	<u>404</u>	<u>-</u>	<u>9,490</u>
	<u>14,128</u>	<u>158</u>	<u>-</u>	<u>14,286</u>
<b>TOTAL FUNDS</b>	<u><u>1,116,967</u></u>	<u><u>168,425</u></u>	<u><u>-</u></u>	<u><u>1,285,392</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General Fund	742,649	(588,693)	-	153,956
Capital Fund	<u>13,157</u>	<u>(4,862)</u>	<u>6,016</u>	<u>14,311</u>
	755,806	(593,555)	6,016	168,267
<b>Restricted funds</b>				
D H Marshall	-	(246)	-	(246)
Buchanan Legacy Fund	<u>404</u>	<u>-</u>	<u>-</u>	<u>404</u>
	<u>404</u>	<u>(246)</u>	<u>-</u>	<u>158</u>
<b>TOTAL FUNDS</b>	<u><u>756,210</u></u>	<u><u>(593,801)</u></u>	<u><u>6,016</u></u>	<u><u>168,425</u></u>

**Restricted Funds**

**D H Marshall**

This fund is utilised for the purchase of additional uniform as required by the current Chief and Deputy Chief Commissioners, as agreed by the Midlands Region Executive Committee.

**Buchanan Legacy Fund**

This fund is available for use at the sole discretion of the Region Chief Commissioner.

**19. EMPLOYEE BENEFIT OBLIGATIONS**

**Defined Contribution**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund.

	31.12.21	31.12.20
	£	£
Contributions payable by the charity for the year	<u>5,050</u>	<u>5,188</u>

**20. OTHER FINANCIAL COMMITMENTS**

The following are the total future minimum lease payments under non-cancellable operating leases:

	2021	2020
	£	£
Due within one year	-	960
Due between one and five years	<u>-</u>	<u>-</u>
	<u>-</u>	<u>960</u>

**21. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2021.

**Connected Charities**

The Guide Association of 17/19 Buckingham Palace Road, London SW1W 0PT is the leading charity for girls and young women. Girlguiding Midlands is one of a number of charities administering guiding on behalf of the Association in the different counties and regions of the United Kingdom.

As part of a national administrative process Girlguiding Midlands subscriptions are collected on its behalf by The Guide Association and remitted back.