

**The Guide Association  
Lancashire North West  
Accounts**

**For The Year Ended  
31 October 2020**

**THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST**

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# THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST

## CHARITY INFORMATION

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County Commissioner	Audrey Suart (801564 Appointed 01/11/2018)
Assistant County Commissioner	Rachael Hall (809469 Appointed 01/11/2018)
County Treasurer	Helen Adams (810449 Appointed 01/11/2018)
County Secretary	Helen Crook (2120540 Appointed 01/11/2018)
Chair of Guiding Development	Elaine McGougan (814089 Appointed 19/05/2018)
Outdoor Activities Advisor	Gillian Rees (2147531 Appointed 01/09/2019 > Ended 17/10/2020) Role Vacant
Chorley Division Commissioner	Gill Steele (805638 Appointed 23/10/2017)
Lancaster & Garstang Division Commissioner	Sarah Porter (was Clinch 2023203 Appointed 1/10/2015 > Ended 10/10/2020) Emma Maudsley (2004756 Appointed 01/10/2020)
Morecambe Division Commissioner	Sophie Smalley (2092196 Appointed 3/10/2016 > Ended 19/10/2020) Role currently being supported jointly by Morecambe Division, District Commissioners: Hayley Clarke 2052817; Karen Hine 2019029; Joyce Stansforth 807205.
Preston N Division Commissioner	Sandra Davies (2706919 Appointed 18/12/17)
Preston SW Division Commissioner	Patricia Brandwood (809396 Appointed 22/08/15 > Ended 17/10/2020) Barbara Wright (801531 Appointed 01/07/2020)
Preston SE Division Commissioner	Margaret Atkinson (805632 Appointed 09/11/2017)
Preston W Division Commissioner	Christine Chapman (105897 Appointed 11/2/2015)

### Governing Instrument – The Guide Association Trust Deed 1938

Registered Charity Number	1025310
Address	326 Brindle Road Bamber Bridge Preston PR5 6YN
Independent Examiner	N Mason FCA DChA MHA Moore & Smalley Chartered Accountants Richard House Winkley Square Preston PR1 3HP

# **THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST**

## **ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 OCTOBER 2020**

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#### **Structure, Governance & Management**

The trustees present their report for the year ended 31 October 2020.

The charity is governed by The Guide Association Deed of 1938.

Details of the trustees / officers who served during the year are shown on page 1 of this document.

Officers are normally appointed by the County Commissioner for a term of up to 5 years. All Commissioners are assigned a mentor and follow the Guide Association District and Division Commissioner Handbook and undertake training both formally and informally as required to carry out their role, and as relevant to meet individual needs.

The trustees have examined the major strategic, business and operational risks, which the charity faces. These are detailed in a risk register and the trustees will review them annually. Policies, systems, and processes exist to mitigate risks as far as possible.

#### **Objectives and activities met and undertaken in the past 12 months**

Our County objectives align with those of Girlguiding, which is dedicated to creating a better world for girls and young women "Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community."

To enable us to do this we ensure that all our volunteer adult leaders receive the training and development they need to provide the best experience possible to our young members and ensure that we support them throughout their time with us.

As part of our County meetings, we discuss and make financial decisions on grant applications for things such as supporting girls and young women to undertake international trips with the Guide Association. Each grant application is considered on its own merit and decisions made independently.

The charity consists entirely of volunteers and the County trustees thank all our volunteers for their commitment and dedication to the charity. Further details of the work of Lancashire North-West can be found on our website [www.girlguidinglnw.org](http://www.girlguidinglnw.org)

The Guide Association Lancashire North West is a branch of Girlguiding, which with its branch's forms part of the United Kingdom's largest voluntary organisation for girls and young women. The trustees have regard for the Charities Commissions guidance on public benefit

#### **Achievements and Performance**

Our objectives within the strategic plan reinforce our County's achievements during the financial year 1<sup>st</sup> November 2019 until 31<sup>st</sup> October 2020.

Again, in November we held our annual County Training Weekend at Girlguiding's Waddow Hall in Clitheroe, Lancashire. Waddow is a beautiful venue, and always popular with our members – the places available filled up quickly and an enjoyable weekend was had by all who attended. After our weekend there last year which introduced the new Guiding Programme our focus was to embed the new programme which we were all now following.

# THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST

## ANNUAL REPORT

### FOR THE YEAR ENDED 31 OCTOBER 2020

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Lots was learnt over the weekend, and while some leaders admitted struggling with the new programme it was felt that the programme was becoming easier to follow and the mood was positive. The leaders were engaged in the activities provided and we enjoyed a full weekend of Guiding activity.

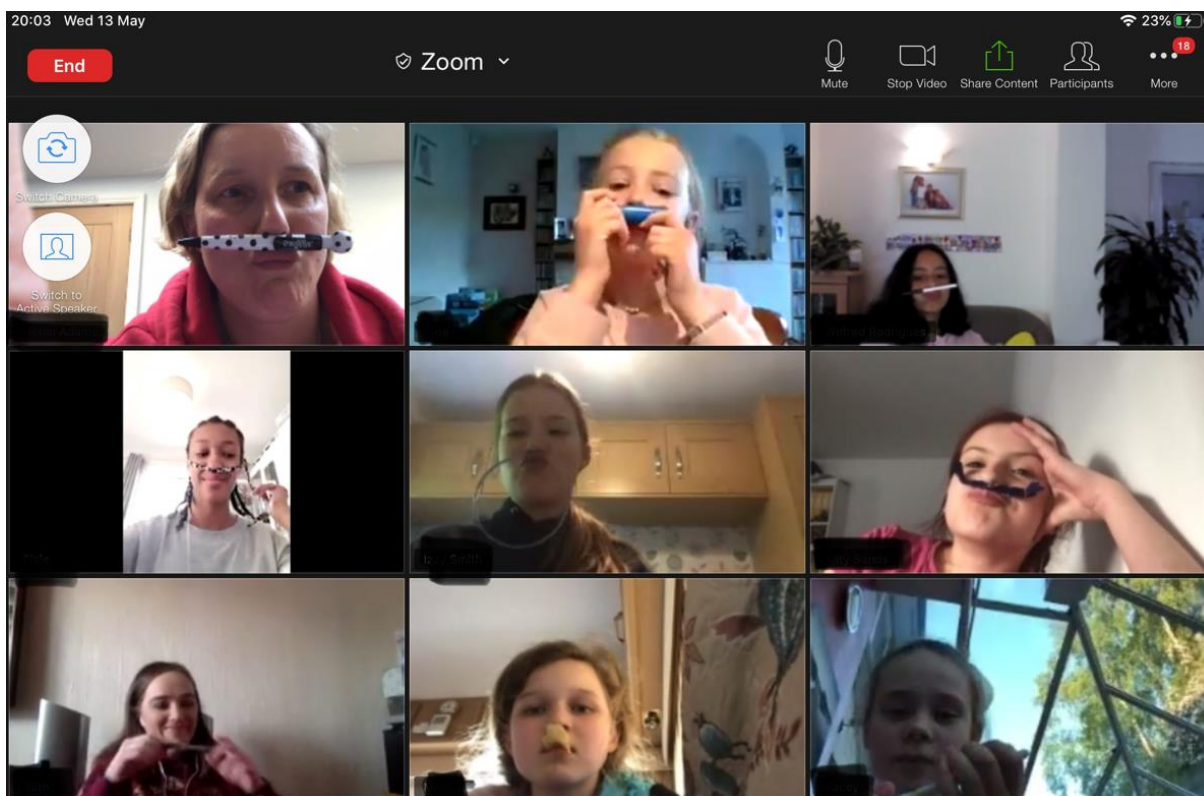
Girlguiding has introduced several new mandatory training modules and updated others. So many of our leaders have undertaken Safe Space L 1, 2, 3 and 4 training. This is at differing levels and ensures that volunteers offer girls a safe space where they can have fun, learn and grow.

Having welcomed new leaders into our County we held a New Leader County Training weekend at our Activity Centre Guys Farm starting on 24<sup>th</sup> January 2020. This was a popular weekend and all the leaders managed to complete several parts of the leadership programme.

In early March we had planned our Annual County Training Day but this was cancelled because of the Covid 19 Pandemic which was spreading across the County and we felt it was the right thing to do.

On 23<sup>rd</sup> March 2020 the Prime Minister Boris Johnson made the decision to put the Country into "Lock-Down", so all our units had to cancel their meetings due to the Covid 19 Pandemic which affected everyone. This was an extremely worrying time, and nobody could have foreseen at that point the length of time the lock-down would go on for.

Ever resourceful our leaders rallied and lots of our units managed to continue contact with their members in various ways. Many of them used Zoom meetings where they could meet virtually via the internet, and some of them by taking packs out and delivering to their girls, or by arranging pick-up points where the girls and their parents could pick up their activities.



**THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST**  
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**FOR THE YEAR ENDED 31 OCTOBER 2020**

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Guides ever resourceful enjoying a Zoom Guide meeting!



And some very funny faces!!



These Guides are making Cakes in Mugs – a favourite activity during Lock-Down!

The leaders have found some benefits – no clearing up after cooking, as the girls did it in their own homes via Zoom!



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As we couldn't have our usual holidays we had a County Staycation and of course we could earn a badge if we took part.

**Doing our best – helping with the Pandemic:-**

And while we had to close Guys Farm Activity Centre many of our County Members chose to make great use of their time by doing maintenance work there.



A new safety fence was erected between the stream and the campfire circle...

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From this...



To this!



Hedges given a severe trim!

**Fund raising and Community action:-** Many of our members helped in any way they could, from working as Key Workers to fund raising and making Face masks.

One of our young members from Lancaster has been busy sewing face coverings in different prints for the community, free of charge while asking for donations to her local food bank.

The Guide and her mum excelled in their efforts in response to the pandemic and used fabric to make face masks.



## THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST

### ANNUAL REPORT

#### FOR THE YEAR ENDED 31 OCTOBER 2020

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Together they hit over a whopping 3,000 face coverings and didn't stop there! With her kind gesture, the food bank has been able to provide vital services to those in need. WELL DONE, Matilda, on the well-deserved Region President's Award that was presented by our Assistant Region Chief Commissioner, Emma ❤️



Wonderful Grimsargh Senior Section built over 40 festive food hampers tonight for the families that use the ShareIT food bank in Ingol. Superstars!



**THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST**  
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**FOR THE YEAR ENDED 31 OCTOBER 2020**

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LEP.CO.UK

**Guides group support Lostock Hall food bank to help struggling families**

A Guides group has rallied round families in Lostock Hall and Bamber Bridge who are strugglin...

### **Financial Review**

The charity's policy is to maintain unrestricted funds that will cover administration and training costs and support grant applications, sometimes at short notice. At the year end there were unrestricted reserves of £90,151 (2019 £89,666).

The trustees continue to adopt a low risk policy based on maximising income.

The income and expenditure of the charity has increased this year 2019/2020. We continue to hold county events and encourage increased participants. The charity has net receipts of £485 as shown in the receipts and payments accounts. This includes a legacy of £36,754 which we received in 2017-2018 which we have made plans for but have not yet spent.

**THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST**  
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**Connected Charities / Ventures**

Guys Farm Activity Centre is jointly owned by us (Lancashire North West) and Lancashire West County and has its own Management Committee, made up of a chair, treasurer, the 2 County Commissioners and the 2 assistant County Commissioners. The site employs a manager, but he does not sit on the committee.

The Centres deeds are held by The Guide Association Trust Corporation, a charitable company limited by guarantee.

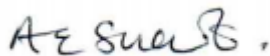
**Plans for future years**

The plan for 2020-2021 is to continue with our virtual Guiding meetings until we can meet again safely face to face. We want to support our members and reassure them and reintroduce Guiding at a pace which suits each member – recognising that it has been more difficult for some. We aim to provide a robust programme of learning and development for our volunteers to enable us to provide wide variety and wide-ranging opportunities and activities for our members. Safeguarding will continue to be at the heart of everything we do providing a safe space for all our members to achieve their best.

The new programme launched in 2018 will be embedded into the unit meetings and we will encourage our members to gain their Bronze, Silver and Gold Awards.

Plans will be submitted to develop the Managers Office, Reception Area and Shop at our Guys Farm activity centre using money left to our fund-raising group "Friends of Guys Farm".

This report was approved by the Trustees on 9<sup>th</sup> August 2021 and signed on their behalf by:



Mrs A Suart  
LNW County Commissioner

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 October 2020 which are set out on pages 11 to 18.

## **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.

*Nicola Mason*

**Nicola Mason FCA DChA  
MHA Moore and Smalley  
Richard House  
Winckley Square  
Preston, PR1 3HP**

Date 09/12/2021 .....



# THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST

## RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2020

				Unrestricted	
		General	Badges	2020	2019
	Note	£	Account	Total	Total
		£	£	£	£
<b>Receipts</b>					
Subscriptions		22,629	-	22,629	18,911
Training and activity fees	6	-	-	3,607	36,753
Interest Recieved	7	204	-	204	183
Sale of badges		-	3,605	3,605	2,708
Miscellaneous		596	-	596	3,046
Legacies		-	-	-	-
<b>Total Receipts</b>		<b>23,429</b>	<b>3,605</b>	<b>30,642</b>	61,601
<b>Payments</b>	8				
Cost of Fundraising		-	-	-	-
Costs of charitable activities		9,235	5,007	28,656	68,085
Governance costs		1,500	-	1,500	-
<b>Total Payments</b>		<b>10,735</b>	<b>5,007</b>	<b>30,156</b>	68,085

2019 £61,601 income split: £22,140 General, £2,708 Badges Account and £36,753 Guiding Development.

**THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST**  
**RECEIPTS AND PAYMENTS ACCOUNT (CONTINUED)**  
**FOR THE YEAR ENDED 31 OCTOBER 2020**

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				Unrestricted	Restricted		
	General	Badges	Guiding	2020	2020	2020	2019
	Total	account	development	Total	Total	Total	Total
	£	£	£	£	£	£	£
Net receipts/ (payments) for the year	12,695	(1,402)	(10,807)	486	-	486	(6,484)
Transfer between funds	(25,164)	2,661	22,503	-	-	-	-
Funds in hand at 31 October 2019	55,867	(1,259)	(1,696)	52,912	36,754	89,665	96,149
<b>Funds in hand at 31 October 2020</b>	<b>43,398</b>	<b>-</b>	<b>10,000</b>	<b>53,397</b>	<b>36,754</b>	<b>90,151</b>	89,665

# THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST

## STATEMENT OF ASSETS AND LIABILITIES

FOR THE YEAR ENDED 31 OCTOBER 2020

	Note	Unrestricted General £	Badges Account £	Guiding Development £	Unrestricted 2020 Total £	Unrestricted 2019 Total £
<b>Cash funds</b>						
CAF bank high interest account		64,699	-	-	64,699	64,386
<b>Total Receipts</b>		64,699	-	-	64,699	61,601
<b>Investments</b>						
National Savings		12,452	-	-	12,452	12,320
National Savings income bond		3,000	-	-	3,000	3,000
Scout Association investment	10	-	-	10,000	10,000	10,000
		15,452	-	10,000	25,452	25,320
<b>Total funds per receipts and payments account</b>		80,151	-	10,000	90,151	89,666
<b>Assets retained for charity's use (at cost)</b>	5	7,239	-	-	7,239	7,239
<b>Other assets</b>	4	-	1,759	-	1,759	1,783
<b>Liabilities</b>						
Accruals and deferred income		1,944	29	-	1,973	3,983

**Notes:** (1) Assets held for own use: Land and buildings – the County owns a half share in Guys Farm Activity Centre

The accounts were approved by the trustees on 9 August 2021 and signed on their behalf by:

*A E Suart*

Mrs A Suart – County Commissioner

# THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 OCTOBER 2020

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**1 Accounting policies**

These accounts have been prepared on the receipts and payments basis and in accordance with guidance issued by the Charity Commission.

**2 Employees' remuneration**

The charity has no employees.

**3 Trustees' remuneration and expenses**

No remuneration was paid directly or indirectly to any trustee or person known to be connected with them.

Reimbursement of expenses totalling £659 (2019: £678) has been paid to trustees who have attended meetings or undertaken tasks during the year.

**4 Other assets**

	2020 £	2019 £
Stock of badges	1,759	1,223
Subscriptions receivable	-	560
	<u>1,759</u>	<u>1,783</u>

**5 Assets retained for the charity's own use**

	Cost b/fwd £	Net additions/ (write offs) in year £	Cost c/fwd £
Van	6,700	-	6,700
Banner	539	-	539
	<u>7,239</u>	<u>-</u>	<u>7,239</u>



**THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2020**

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**6 Training and activity fees received- Guiding development fund**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Annual</b>		
BP weekend fees	-	2,745
County Dinner	-	1,130
County Weekend	<b>2,348</b>	504
Durham Cup	-	560
First Aid Training	-	31
GAW Training	-	70
New Leader Training	<b>483</b>	10
Young Leader Weekend	<b>30</b>	1,100
<b>Year Specific</b>		
Black Forrest	-	630
County Thinking Day 2019	-	4,580
Eurojam 2020	-	300
Gullivers World	-	780
Guystonbury	-	23,734
Malaysia 2018	-	299
Staycation	<b>416</b>	-
VP Afternoon Tea	<b>130</b>	280
Water Day	<b>200</b>	-
	<hr/>	<hr/>
	<b>3,607</b>	36,753
	<hr/>	<hr/>

**7 Interest received**

	<b>General</b>	<b>General</b>
	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>National savings:</b>		
Investment Account	<b>133</b>	123
Service	<b>71</b>	60
	<hr/>	<hr/>
	<b>204</b>	183
	<hr/>	<hr/>

# THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 OCTOBER 2020

### 8 Expenditure

				Unrestricted		
	Note	General	Badges account	Guiding Development	2020 Total	2019 Total
<b>Cost of Charitable activities</b>						
Training and activity fees		-	-	14,414	<b>14,414</b>	49,015
Annual subscription payable to Guys Farm		4,390	-	-	<b>4,390</b>	4,631
Badges		-	5,007	-	<b>5,007</b>	4,394
Miscellaneous		2,603	-	-	<b>2,603</b>	6,378
Postage, telephone and stationery		-	-	-	-	-
Travel		1,917	-	-	<b>1,917</b>	2,877
Bank charges		60	-	-	<b>60</b>	131
Website		265	-	-	<b>265</b>	255
Grants and donations		-	-	-	-	404
		<b>9,235</b>	<b>5,007</b>	<b>14,414</b>	<b>28,656</b>	68,085
<b>Governance costs</b>						
Independent examiner's fee		1,500	-	-	<b>1,500</b>	-

£4,394 badges costs were allocated to the badges fund last year.

£49,015 training and activity fees were allocated to the guiding development funds last year.

All other costs allocated to the general fund.

**THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2020**

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**9 Training and activity fees paid – Guiding development fund**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Annual</b>		
BP weekend fees	-	1,507
County Dinner	<b>200</b>	1,350
County Training Day	<b>200</b>	2,979
County Weekend	<b>6,375</b>	5,507
Equipment/Room Hire	<b>976</b>	523
First Aid Response Training	<b>956</b>	1,037
Going Away Training	-	500
New Leader Training	<b>365</b>	-
Outdoor Training	-	641
Young Leader Weekend	<b>690</b>	270
<b>Year Specific</b>		
Afternoon Tea	<b>44</b>	420
Blackforest 2019	-	850
Bus Hire Funeral	<b>147</b>	-
County Thinking Day 2019	-	5,834
Eurojam 2020	<b>4,200</b>	1,150
Gullivers World	-	2,912
Guystonbury	-	21,722
Malaysia 2018	-	829
Queens Guide	<b>61</b>	-
Skills and Chills	-	984
Water Day	<b>200</b>	-
	<hr/>	<hr/>
	<b>14,414</b>	49,015
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**THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST**  
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**10 Guiding development**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Investment in Scout Association Investment Service	<b>10,000</b>	10,000
	<hr/>	<hr/>
<b>Monies earmarked for:</b>		
Leadership training	1,000	1,000
Camp training/holiday scheme	300	300
Out of doors team	1,000	1,000
Waddow weekend	3,000	3,000
Guiders day	700	700
General training	2,300	2,300
Training grants	500	500
General purposes – equipment replacement	1,000	1,000
Senior section	200	200
	<hr/>	<hr/>
	10,000	10,000
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