

The Guide Association Lancashire North West Accounts

**For the year ended
31st October 2021**

THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST

CONTENTS

Charity Information	1
Annual Report	2
Independent Examiner's report to the trustees	5
Statement of Assets and Liabilities	6
Receipts and Payments Account	7
Notes to the accounts	8

THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST

CHARITY INFORMATION

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	Claire Gibson (800491 Appointed 13/7/2021)
Chorley Division Commissioner	Gill Steele (805638 Appointed 23/10/2017)
Lancaster & Garstang Division Commissioner	Emma Maudsley (2004756 Appointed 01/10/2020)
Morecambe Division Commissioner	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 SE Division Commissioner	Margaret Atkinson (805632 Appointed 09/11/2017)
Preston SW Division Commissioner	Barbara Wright (801531 Appointed 01/07/2020)
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 Charlotte Waddington
19 Botany Brow
Chorley
PR6 0JN

THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST ANNUAL REPORT FOR THE YEAR ENDED 31 OCTOBER 2021

Structure, Governance & Management

The trustees present their report for the year ended 31 October 2021.

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

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 1st November 2020 until 31st October 2021.

Like everybody else Girlguiding has struggled with the Covid Pandemic and has had to adapt wherever possible to meet the needs of our members through such a difficult and unprecedented period of time. Eventually we were allowed to meet face to face but out of doors, and our leaders took this opportunity to reconnect with their young members.



THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST ANNUAL REPORT FOR THE YEAR ENDED 31 OCTOBER 2021

While always intending to grow our membership, it has been severely challenged throughout this time as many units have been unable to meet with their members and we have had to adapt different behaviours to encourage our leaders and young members to continue their Guiding journey.

We continue to train our members with mandatory training in First Aid and Safe Space (safeguarding) but have adapted these offerings in this time to be done mainly via the internet using different platforms, but mainly Zoom meetings.

This ensures that volunteers continue offer girls a safe space where they can have fun, learn and grow whether face to face or via media options.

During this period of time, we have also held our annual training day, again virtually using Zoom which was successful but leaders did say that they prefer face to face training when it's possible.

In July we got out face to face when we supported the Royal Lancashire Show, where local Guiding hosted the Children's village. Lots of activities were on offer including Arts & Crafts.



A young visitor learns CPR from our First Response Trainer.

Guys Farm Activity Centre, jointly owned by Lancs North West and Lancs West County, was mainly close to all visitors during this period of time but we had some volunteers who continued to help us keep on top of the maintenance work required to be done on site. However it is a worrying time for us as we continue to have bills to pay but little or no income.

However in September we were allowed to meet face to face and enjoy afternoon tea at Guys Farm with our Vice Presidents:



THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST
ANNUAL REPORT
FOR THE YEAR ENDED 31 OCTOBER 2021

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 £107,208 (2020 £90,151)

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

We continue to hold county events and encourage increased participants. The charity has net receipts of £34,743 as shown in the receipts and payments accounts on page 7. This includes a legacy of £36,000 which we received in 2017-2018 which we have made plans for but have not yet spent.

Connected Charities / Ventures

In view of the affiliation of the Charity to the Guide Association there are natural relationships with other Registered Charities within the Guiding movement. In Particular Guys Farm Activity Centre is owned jointly with the Guide Association, Lancashire West. There is, therefore, a joint and several liability for Guys Farm Activity Centre that is independently managed and for which separate accounts are prepared.

Plans for future years

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 of our members to achieve their best.

We hope the plans for the development of 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" are finally started and we look forward to seeing the new facilities when we reopen the Farm to our members.

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

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 October 2021 which are set out on pages 6 to 11.

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.



Charlotte Waddington

19 Botany Brow
Chorley
PR6 0JN

Date: 4th November 2022

THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 OCTOBER 2021

	Note	Unrestricted General £	Badges Account £	Guiding Development £	Unrestricted 2021 Total £	Unrestricted 2020 Total £
Cash funds						
CAF bank high interest account		81,661			81,661	64,698
Total receipts		81,661	-	-	81,661	64,698
Investments						
N&SI Savings		12,547			12,547	12,452
NS&I Income Bond		3,000			3,000	3,000
Scout Association Investment	10			10,000	10,000	10,000
Total investments		15,547	-	10,000	25,547	25,452
Total funds per receipts and payments account		97,208	-	10,000	107,208	90,151
Assets retained for charity's use (at cost)	5	7,239	-	-	7,239	7,239
Other Assets	4	-	1,874	-	1,874	1,759
Liabilities						
Accruals and deferred income		231			231	1,973

The accounts were approved by the trustees on 9 July 2022 and signed on their behalf by

A E Suart

Mrs A Suart - County Commissioner

THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 OCTOBER 2021

				Unrestricted	
				2021	2020
Note	General	Badges	Guiding	Total	Total
	£	Account	Development	£	£
		£	£		
Receipts					
Subscriptions	12,294			12,294	22,629
Training and Activity Fees			20,282	20,282	3,607
Sales of badges		1,992		1,992	3,605
Interest Received		115		115	204
Miscellaneous		60		60	596
Legacies				-	
Total Receipts	12,294	2,167	20,282	34,743	30,642
Payments					
Cost of Fundraising				-	
Costs of Charitable Activities	5,972		6,961	12,933	28,656
Costs of Badges		2,808		2,808	1,500
Governance Costs	1,944			1,944	
Total Payments	7,916	2,808	6,961	17,685	30,156

THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 OCTOBER 2021

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 £1,077 (2020: £659) has been paid to trustees who have attended meetings or undertaken tasks during the year.

4 Other assets

	2021 £	2020 £
Stock of badges	1,874	1,759

5 Assets retained for the charity's own use

	Cost b/fwd £	Depreciation charge in year £	Cost c/fwd £
Van	6,700	(2,233)	4,467
Banner	539	(180)	359
	7,239	(2,413)	4,826

6 Training and activity fees received - Guiding Development fund

7 Interest received

Page 9

THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 OCTOBER 2021

		Unrestricted	Badges	Guiding	Unrestricted	Unrestricted
		General	Account	Development	2021	2020
	Note	£	£	£	Total	Total
					£	£
Cost of Charitable activities						
Training and activity fees				6,961	6,961	14,414
Annual subscription payable to Guys Farm		2,859			2,859	4,390
Badges			2,808		2,808	5,007
Miscellaneous		2,695			2,695	2,603
Travel		259			259	1,917
Bank charges		124			124	60
Website		35			35	265
Grants and donations						
Total receipts		5,972	2,808	6,961	15,741	28,656
Governance costs						
Independent examiner's fee		1,944	-	-	1,944	1,500

THE GUIDE ASSOCIATION LANCASHIRE NORTH WEST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 OCTOBER 2021

9 Training and activity fees paid - Guiding Development fund

	2021	2020
	£	£
Annual		
County Dinner		200
County Training Day	167	200
County Weekend		6,375
Equipment/ Room Hire		976
First Aid Response Training		956
New Leader Training	17	365
Young Leader Weekend		690
Vice Presidents Afternoon Tea	303	44
Year Specific		
Bus Hire - funeral		147
Eurojam 2020	3,666	4,200
Guystonbury 2022	2,418	
Queens Guide		61
Staycation Virtual Sleepover	390	
Water Day		200
	6,961	14,414

10 Guiding Development

	2021	2020
	£	£
Investment in Scout Association Investment Service	10,000	10,000
Monies earmarked for:		
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
	10,000	10,000