

Essex South East Guide Association

Charity Registration Number: 1029086

Working title:

Girlguiding Essex South East

Annual Reports and Financial Statements

1st March 2020 to 28th February 2021

Trustees:

Alison Tompkinson - County Commissioner
Amanda Gardner - Assistant County Commissioner from 1st September 2020
Carole Davies - Division Commissioner, Basildon
Janet Nelson - Division Commissioner, Billericay
Jacqueline Cole - Division Commissioner, Castle Point
Paula Bower - Division Commissioner, Rayleigh
Sally Baskett - Division Commissioner, Southend East
Susan Bishop - Division Commissioner, Southend West
Carol Crowhurst - Outdoor Activities Adviser
Julie Nye - Guiding Development Coordinator
Anne Wright - County Treasurer

Executive Committee:

County President
County Commissioner
Assistant County Commissioner
Division Commissioners
County Secretary
County Treasurer
County Guiding Development Coordinator
County Outdoor Activities Adviser
County Trefoil Guild Chairman
Other Advisers as appointed by the County Commissioner

Registered Address:

7 Great Hautbois Road
Coltishall
Norfolk
NR12 7JN

Independent Examiner:

Karen Batman
2 Vine Close
Basildon
Essex
SS14 1GF

Bankers:

Lloyds Bank	Santander
78 High Street	Bootle
Rayleigh	Merseyside
Essex	L30 4GB
SS6 7EB	

Structure, governance and management

Girlguiding Essex South East (the County) is part of the Anglia Region of Girlguiding. It has its own Executive Committee as set out in its constitution. The Executive is chaired by the County Commissioner and meets a minimum of four times a year. Girlguiding Essex South East operates in accordance with all policies adopted by Girlguiding. Girlguiding is governed by Royal Charter.

Trustees are responsible for the recruitment and appointment of new trustees. All new trustees are given a detailed introduction to the workings and activities of the organisation.

Aims and Objectives

As a member of Girlguiding, Girlguiding Essex South East aims to help girls and young women to develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world.

This is achieved through activities which are relevant to the age group and which encourage learning by doing, through working in small groups, making their own decisions, having a balanced and varied programme, caring for each individual and sharing a commitment to a common standard.

Public Benefit Statement

The Trustees of Girlguiding Essex South East accept the need to have regard to the Charity Commission's guidance on public benefit. They recognize that it is their responsibility to ensure that the benefits offered are realised in Essex South East by promoting all aspects of Guiding within the county, both within the membership and in the wider community.

Annual Review by the County Commissioner

Girlguiding Essex South East Annual Report March 2020 - February 2021

This year has certainly been a very different and challenging one for the members of Girlguiding Essex South East with most of the year spent in lockdown meaning face-to-face guiding meetings could not take place.

Many leaders rose to the challenge and found different ways of keeping their units active. Some used their daily exercise time to walk round their girls' houses to deliver activity packs through letterboxes, others posted or emailed out activities while some met on Zoom or other digital platforms. Some leaders needed to take a step back from guiding to deal with increased workloads, working from home,

home-schooling etc. Where possible, local commissioners and other leaders supported these units to allow Guiding to continue and we are very grateful to anyone who took on extra guiding during this time.

When restrictions eased in the Autumn of 2020, some leaders went back to face-to-face meetings outdoors completing the necessary risk assessments and following strict safety guidelines but this was short lived as tighter restrictions were re-imposed.

Our County Training Day due to take place in April had to be cancelled but the County Training Team continued to run trainings throughout the year focussing on First Response and Safe Space trainings although these all had to be done on Zoom. The training team trained a large number of leaders during this time and arranged Covid safe face-to-face First Aid trainings when allowed, to enable leaders to complete their qualification.

Opportunities for our young members to take part in larger events was sadly curtailed. Basildon Gang Show was due to take place in April 2020 and Essex International Jamboree in August 2020 but both sadly had to be cancelled as did many other events, camps, holidays and outings.

The Outdoor team organised a virtual sleepover which took place in November. All the activities and a challenge pack were shared online and the girls were encouraged to sleep somewhere other than their own bed. Many of our young members took part, finding some interesting places to sleep.

Our annual celebration of Thinking Day, when we think about Guiding around the world also had to be a virtual celebration. Again, activities were published on-line and girls and leaders were invited to renew their Promise virtually.

Our Annual Subscriptions payments were due to be paid to Girlguiding at the end of February 2021. Most units had either not met at all or had only met virtually since March 2020 which meant that many leaders were reluctant to ask parents to pay their usual 'subs'. To help support units who might be facing financial difficulties making the annual subscriptions payments, the county made the decision to make a grant to each unit that applied, of 20% of their Annual Subscriptions bill.

As we reach the end of this financial year, we are still living under quite tight restrictions and units are still not able to meet in person. This has not stopped some girls from achieving the highest awards available to them - the Bronze, Silver and Gold Section Awards.

Thanks must go to all the leaders who have worked hard to keep their units active and provided girls with much needed activities during the last 12 months and we

hope that the leaders who have needed to take a break during this time will be able to reopen their units when we are allowed to meet in person again.

Alison Tompkinson - County Commissioner for Girlguiding Essex South East

Financial Review

Not surprisingly this has been a very different year with events being cancelled resulting in the return of fees and grants. Also grants being received to help units facing financial difficulties.

The year started with the cancellation of Essex International Jamboree and the return of grants given to girls, leaders and staff. Subsequently the County paid monies to cover expenses incurred and ongoing costs until February 2022.

Funds for international trips were held by County pending decisions. Following the cancellations insurance payouts are slowing being received and the funds returned to the girls.

A Sustainability Grant was received from Anglia Region to support struggling units until February 2022. Four units successfully applied.

Four other units successfully applied for Financial Assistance from County.

Following a great deal of discussion it was decided that the County would offer a 20% subsidy for the Annual Subscription to all units with girls in the County. A total of 194 units applied and received the subsidy in February 2021. It was recognized that some assistance may also be needed next year and the County wanted to be in a position to make a similar offer.

The Finance Committee met three times during the year to offer financial support and advice to Divisions and the County Executive.

The County continues to hold funds in the CCLA COIF Investment Fund account as a long term undertaking with the expectation of a higher return whilst receiving quarterly interest. The value at the end of the year is higher than the initial investment.

Having maintained a healthy balance of funds the County will be able to continue supporting the girls, leaders and units with access to new experiences and resources and financial assistance.

Reserves Policy: This is continually reviewed and agreed by the County Executive that £50,000 be held in Reserve to give strength and viability to Girlguiding Essex South East as an organisation.

Investment Policy: Any investments made need the approval of the Trustees and are made in the most secure way possible.

Risk Assessment: A full risk assessment has been carried out and copies of this document can be obtained from the County Commissioner.

Approved at a meeting of the Executive Committee of Girlguiding Essex South East on 13th September 2021.

Susan Bishop

Julie Nye

Trustee

Trustee

Balance Sheet

1st March 2020 to 28th February 2021

Bank Balances:

	2019/20	2020/21
Lloyds Bank	12,228.04	16,350.26
Lloyds 32 Day Notice	40,224.47	40,269.92
Santander	49,505.70	47,266.01
COIF Deposit Account	50,486.63	50,569.23
	<u>152,444.84</u>	<u>154,455.42</u>
COIF Investment Account	11,832.61	12,766.12
	<u>164,277.45</u>	<u>167,221.54</u>

Funds

	2019/20	2020/21
General Funds	102,595.84	102,654.00
Learning & Development Grant	3,934.00	3,661.01
Sustainability Grant	0.00	6,630.00
Dawn Crampin Fund	809.55	809.55
Jack Petchey	6,750.00	0.00
International	188.06	-33.02
Reserve	50,000.00	50,000.00
Essex International Jamboree	0	3,500.00
	<u>164,277.45</u>	<u>167,221.54</u>

Additional Assets:

Stock: Badges - Resale value - £2,163.44

Equipment: Based on purchases over £250 per item.	New	Value at 28/02/2021 Depreciation at 20% per annum
Banners, Pop Ups & Sails	2015/16 £1300	£156.66
Projector	2019/20 £302.26	£201.51

Essex Scout & Guide International Jamboree:

Essex South East have a one sixth share of the funds held in Essex Scouts EIJ Account.

Riffhams Campsite:

Site: Equally owned by Essex South East and Essex North East

Funds: Essex South East entitled to half the funds up to a maximum of £1,894

Liabilities - Nil

Statement of Accounts 1st March 2020 to 28th February 2021

Income	2019/20	2020/21	Expenditure	2019/20	2020/21
Annual Subscriptions	18,482.25	19,146.20	Annual Subscriptions	125.30	531.10
Donations	100.00	50.00	Donations	25.00	0.00
Grants:			Grants:		
Essex International	0.00	12,300.00	Essex International	12,300.00	0.00
Jamboree repaid			Jamboree participants		
Learning & Development	3,934.00	0.00	Learning & Development	0.00	272.99
Grant (Region)			Grant		
Sustainability Grant (Rgn)	0.00	7,580.00	Sustainability Grant	0.00	950.00
ECVYS	500.00	0.00	International	2,100.00	0.00
			Annual Subscription - units	0.00	16,801.26
			Financial Assistance	0.00	500.00
Jack Petchey	17,662.50	4,452.00	Jack Petchey	16,912.50	11,202.00
County Trainings	1,697.00	480.00	County Trainings	4,180.79	180.13
			New Resources Publications	1,343.43	0.00
			Awards & Presentations	1,717.57	1,394.62
Events			Events		
Activities - Girls	811.00	0.00	Activities - Girls	1,293.31	59.70
BP Challenges	335.00	0.00	BP Challenges	400.82	0.00
Outdoor	3,114.81	270.00	Outdoor	920.54	338.00
			Adults	231.97	0.00
			Hares About Town	900.00	0.00
International	6,271.26	2,203.33	International	6,115.70	2,424.41
County Contingent	0.00	900.00	Essex International	0.00	6,500.00
EuroJam Refund			Jamboree		
Badges	809.64	2,515.98	Badges	1,458.01	3,269.98
Archive Badges	1,649.65	791.94	Archive Badges	374.80	189.25
Interest			Archivist	113.49	326.40
COIF Investment	372.97	380.46	County Equipment	341.44	0.00
COIF Deposit	336.02	82.60	Insurance	498.19	544.08
Lloyds 32 Day Notice	224.47	45.45	Officer Expenses	1,115.68	481.56
Santander	192.38	106.68	PR, Web & Marketing	523.90	838.21
Royal Bank of Scotland	53.19	0.00	Safestore	2,781.48	2,920.32
			Subscriptions	40.00	40.00
RBS/Santander transfer	1,000.00	500.00	Venue Hire	287.25	30.00
bonus			Misc	474.05	0.05
	<u>57,546.14</u>	<u>51,804.64</u>		<u>56,575.22</u>	<u>49,794.06</u>

Income Over Expenditure 2,010.58

Accounts examined by



(Karen Batman)



Section A

Independent Examiner's Report

Report to the trustees/
members of

Essex South East Guide Association

On accounts for the year
ended

28th February 2021

Charity no
(if any)

1029086

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **28/02/2021**.

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 Trust's accounts carried out under section 145 of the 2011 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed:

Date: 14.08.2021

Name: Karen Batman

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

Address: 2 Vine Close, Basildon, Essex SS14 1GF

