

Essex South East Guide Association

Charity Registration Number: 1029086

Working title:

Girlguiding Essex South East

Annual Reports and Financial Statements

1st March 2022 to 28th February 2023

Trustees:

Alison Tompkinson – county commissioner – end 30th November 2022
Carole Davies – county commissioner – start 1st December 2022
Amanda Gardner – assistant county commissioner
Susan Bishop – assistant county commissioner – start 1st January 2023
Carole Davies – division commissioner, Basildon – end 30th November 2022
Andrea Bray – division commissioner, Basildon – start 5th January 2023
Tina Wing – division commissioner, Billericay – start 1st March 2022
Vacant – division commissioner, Castle Point
Carol Roberts – division commissioner, Rayleigh
Sally Baskett – division commissioner, Southend East
Susan Bishop – division commissioner, Southend West – end 31st October 2022
Rosalyn Jones – division commissioner, Southend West – start 1st November 2022
Carol Crowhurst – outdoor activities adviser
Julie Nye – guiding development coordinator
Anne Wright – county treasurer

Executive Committee:

County president
County commissioner
Assistant county commissioner/s
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
78 High Street
Rayleigh
Essex
SS6 7EB

Santander
Bootle
Merseyside
L30 4GB

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 program,

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 2022 – February 2023

At the start of this financial year, all units were now back meeting face to face. However, unfortunately numbers generally across all sections had dropped as a result of the last couple of years, but I am pleased to report are now on the increase. Many units have large waiting lists of girls. All restrictions were finally lifted and units were able to go back to doing all their exciting meetings and very gradually additional events.

Some leaders still unsure about larger scale events as guiding life, along with life in general, eased back into “normality”. Gradually throughout the year the larger scale events, for girls and leaders, have seen an increase

Many of the leaders who had needed to take a break due to Covid-19, returned to their units but sadly several were no longer able to volunteer which resulted in the closure of a few units.

We were fortunate enough to hold our first face to face County Training Day in April 2022, although numbers were considerably down on previous years, with about 50 leaders attending. It was, however, lovely to see so many leaders, many meeting up with others for the first time face to face for quite a while.

One of our highlights of the year was all the celebrations that took place, across the county to celebrate the Queen's Jubilee. Celebrations were wide and varied. Some just at unit meeting levels, others with many units joining together for larger events.

Several leaders were part of the official helpers at the celebrations in London and had an extremely long but very memorable weekend!!

We have been fortunate enough to be able to offer several events this last year for a range of ages, including adults. These include:

A county group of girls, working on their Bronze Duke of Edinburgh and going on a practice camp in July and then being assessed for their award in September. They were able to use newly purchased equipment.

A leader and 2 girls, who were part of the Southend Gang show cast, attended the Gang Show 90 event, taking part in the rehearsals and then the actual show at Eventim Apollo in July.

We held a joint Outdoor Training Weekend for leaders, along with Essex West at Guideacres. Several adult leaders from our county took part, learning camping and catering skills. A good time was had by all.

Our county Outdoor Team arranged another amazingly successful Pudding Day at Guideacres in October, with over 100 girls and their leaders attending the day. They learnt how to make a steamed sponge pudding from scratch and then cooked it over a wood fire and of course finally eat it!! Great fun was had by all and I am sure this will, once again, become an annual event!!

We were very pleased to return back to our face to face Awards evening for leaders. This has become an annual event with leaders being thanked and recognised for all their sterling work and support they do for the girls and for each other. It is a great atmosphere and a very popular event. The evening was rounded off with a cream tea!!

Amongst the award presentations were five Queen's Guide Awards presented to members between the ages of 16 – 26 who had completed the award over a period of 3 years. This is an incredible achievement and is the highest award which can be worked for in Girlguiding. We are very proud of these young women.

Trainings for leaders in First Response and Safe Space continued to be delivered via zoom and face-to-face trainings. We were also introduced to our new Leadership Training Platform, which we are all now getting to grips with.

Opportunities for our young members to take part in are now on the increase after a couple of very difficult years but I am pleased to be able to say I think we are now back to “normal”.

Larger events have now also been able to start again. Several districts have resumed district events particularly around the Queen’s Jubilee. Although we are now able to hold larger events, many leaders are still wary of attending events where there are large numbers of people so no county events for girls have yet been held.

Leaders are now beginning to plan and run residential events for their girls both camping and indoor events. The paperwork needed for these has a long lead-in time which commissioners were very lenient with initially but as we get back into the swing of things they are now getting back on track. Thanks must be given to all those involved in the paperwork as it is very time consuming.

Our annual subscriptions payments were due to be paid to Girlguiding at the end of February 2023.

Several units face financial difficulties, but I am pleased to report all annual subscriptions were paid on time. It has been very difficult for some areas, particularly where there is a large level of social deprivation and the general cost of living. Leaders are having to think long and hard about next year’s unit budgets, as we know the annual subscriptions are going to increase yet again.

I am pleased to be able to report we are now back to normal in all areas of guiding within the county and girls are working hard to achieve badges and awards while enjoying attending their weekly meetings.

Thanks must go to all the leaders who have worked hard to keep their units running over the difficult times we have had and for all the help and support they give the girls and to each other.

Carole Davies – County commissioner for Girlguiding Essex South East

Financial Review

This year, as units became more active, the county decided to take a closer look at unit finances to ensure that all accounts were being maintained and independently examined. Letters were sent to those who had not produced accounts and assistance was offered. All unit accounts have now been successfully brought up to date.

There were no requests during the year for financial assistance as units finances became more stable with girls returning to guiding. There were two grants awarded for international trips.

Following approval by the trustees it was agreed that the county treasurer and later that the new county commissioner should have debit cards to avoid the necessity of payment of large amounts from personal accounts. Written approval by two trustees would be required before any purchases were made. The new county commissioner was added as a signatory to all accounts held by the county.

This year there were two large expenses, one for a much needed new county website and the other for a trial of administration support from region which it was decided not to continue with. A further loan payment was made to support Essex International Jamboree 2024.

There was an unplanned expense following a tree survey at Riffhams campsite, jointly owned with Essex North East. It was discovered that emergency safety work was required and that further work would be needed next year.

The finance committee met four 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.

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.

Anne Wright – county treasurer for Girlguiding Essex South East

Annual reports and financial statements approved at a meeting of the executive committee of Girlguiding Essex South East on 10th July 2023.

Julie Nye

Trustee

Andrea Bray

Trustee



Girlguiding

Essex South East county

Statement of Accounts

1st March 2022 to 28th February 2023

Income	2021/22	2022/23	Expenditure	2021/22	2022/23
Annual Subscriptions	13,710.00	16,490.00	Annual Subscriptions	719.50	626.90
Donations	50.00	150.00	Awards & Presentations	1,929.46	2,367.42
CC - AT gift		790.00	Donations	0.00	55.00
Grants:			CC - AT gift	0.00	790.00
Learning & Development Grant	0.00	0.00	Grants:		
Sustainability Grant	5,484.00	3,333.50	Learning & Development Grant	695.27	1,185.28
Grassroots	11,959.19	0.00	Sustainability Grant	1,151.60	190.00
Anglia Training Grant	0.00	270.00	Grassroots	11,959.21	0.00
Jack Petchey	30,123.00	8,315.00	Annual Subscription - units	22,624.14	72.00
Events:			Anglia Training Grant	0.00	270.00
Activities - Girls	388.00	38.70	Jack Petchey	21,123.00	16,315.00
Outdoor	58.00	2,050.75	Events:		
County Trainings	30.00	223.75	Activities - Girls	468.00	0.00
International	2,194.09	0.00	Outdoor	284.80	2,242.05
Badges	1,823.98	2,984.58	Leader Event	0.00	773.32
Archive Badges	408.49	0.00	County Trainings	98.95	365.45
Interest:			International	1,828.22	689.00
COIF Investment	388.09	395.87	Essex International Jamboree	833.33	3,833.34
COIF Deposit	7.29	622.30	Badges	2,261.75	3,488.79
Lloyds 32 Day Notice	11.56	221.49	Archive Badges	39.22	0.00
Santander	48.44	670.92	New Resources Publications	149.93	0.00
			County Equipment	215.66	0.00
			Insurance	544.08	572.57
			Officer Expenses	261.50	898.42
			Mobile Phone		50.72
			Website & newsletters	703.62	2,002.40
			Zoom		114.27
			Storage	3,315.97	3,415.82
			Subscriptions	40.00	40.00
			Venue Hire	225.00	420.00
			Admin Support from Anglia	0.00	2,184.00
			Riffhams - Trees	0.00	810.00
			Santander bank charges	0.05	0.85
				<u>71,472.26</u>	<u>43,772.60</u>
	<u>66,684.13</u>	<u>36,556.86</u>	Income Over Expenditure	-4,788.13	7,215.74

Accounts examined by



(Karen Batman)

Date 21/05/2023

Essex South East Guide Association t/a Girlguiding Essex South East

Charity Registration No. 1029086

Balance Sheet
1st March 2022 to 28th February 2023

	2021/22	2022/23
Bank accounts		
Lloyds Bank	14,441.56	8,171.44
Lloyds 32 Day Notice	40,281.48	40,513.06
Santander	44,367.73	42,568.23
COIF Deposit Account	50,576.52	51,198.82
	149,667.29	142,451.55
COIF Investment Account	13,843.07	13,521.03
	163,510.36	155,972.58
Funds		
General Funds	38,886.46	51,996.20
Learning & Development Grant	1,185.28	0.00
Sustainability Grant	10,962.40	3,333.50
Dawn Crampin Fund	809.55	809.55
Jack Petchey	9,000.00	1,000.00
Reserve	50,000.00	50,000.00
Essex International Jamboree	52,666.67	48,833.33
	163,510.36	155,972.58

Additional Assets:

Stock: Badges – Purchase value £5,750.55 Resale value – £4,128.28

Equipment: Based on purchases over £250 per item. Depreciation at 20% per annum.

	New	Value at 28/02/2023
Projector	2019/20 £302.26	£80.61
Lifepak Defib Trainer	2021/22 £378.00	£239.40

Essex Scout & Guide International Jamboree:

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

Riffhams Campsite:

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

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

Liabilities:

Essex International Jamboree £33,333.33 due April 2023

Accounts examined by  (Karen Batman)

Date 21/05/2023

Essex South East Guide Association t/a Girlguiding Essex South East Charity Registration No. 1029086



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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 2023

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 **28/02/2023**.

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: 21/05/2023

Name:

Karen Batman

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

ICB LEVEL 2 ~~IN~~ CERTIFICATE IN BOOKKEEPING

Address:

2 Vine Close, Basildon, Essex SS14 1GF