



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1/1/21** Period start date To
31/12/21 Period end date

Charity name: **Saltford District Guides**

Charity registration number: **1029921**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Royal Charter 14 December 1922 Instruction of Girls of all classes in the principles of discipline, loyalty, and good citizenship.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Activities consistent with Girlguiding within the hall based in Saltford and beyond. Within Girlguiding, participants take on adventurous activities, such as climbing, canoeing, sailing and orienteering and have the opportunity to get involved in camps and international events, including girl-only festivals and overseas development projects.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Guiding is a national organisation with a long history of serving the public benefit. Trustees and volunteers meet regularly alongside district leaders to plan activities and community events in line with the statement of Public Benefit and wider goals of Girlguiding.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related	Para 1.38	

investment		
Contribution made by volunteers	Para 1.38	<p>The contribution made by volunteers is enormous. They make guiding happen and without them we would not function as a unit.</p> <p>Volunteers are at the core of Girlguiding. Without them, our young members wouldn't be able to learn new skills, play games, find out about the world around them and have amazing adventures.</p>
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Across 2021 our achievements include:</p> <ul style="list-style-type: none"> • Returning to face-to-face sessions following the pandemic within our hall. • Working with girls to develop their skills and confidence demonstrated through badges and continued attendance. • Involvement and support of local community events including: <ul style="list-style-type: none"> ◦ Saltford Festival ◦ Saltford Santa Dash ◦ Remembrance Parade ◦ Saltford School Fare • Running off site events and camps including: <ul style="list-style-type: none"> ◦ Division Camp ◦ Sleepovers at FlipOut, training and activity centre and our own hall • Supporting our volunteers by meeting regularly, rewarding long service and developing former guides as young leaders. • Continuing to implement the findings of our risk assessment to ensure the Guide Hut remains a safe, pleasant and secure place for guiding into the future.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>During Covid guiding income and ability to raise funds was curtailed.</p> <p>During this time, we applied for and were successful at funds from BANES local authority to support the upkeep and maintenance of the Charity's facilities and hall.</p> <p>Our financial situation is positive with reserves capable of covering operational costs and risks identified during a review of our hut.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>We aim to hold reserves covering 6 to 12 months of running costs as our reserves, enough to cover the subs for everyone in our unit. Currently we hold sufficient reserves for approximately 18 months of operations without income.</p> <p>We are also reviewing the suitability and accessibility of our facilities and holding reserves to cover these costs, such as the replacement of fire doors. This does not count towards our reserve amount.</p> <p>We do not aim to excess amounts of money that we do not plan to spend. Currently our reserves are higher than they need to be, and we are considering ways to reduce this. Current mitigations include a pause in claiming Gift Aid, reviewing our support for families and children who may struggle to access guiding in the coming year including absorbing cost increases such as heating and electricity costs for our facilities.</p> <p>We are also considering support for other guiding partners within our Girl Guide division.</p>
Amount of reserves held	Para 1.22	£31k
Reasons for holding zero reserves	Para 1.22	Reserves held
Details of fund materially in deficit	Para 1.24	No deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity is a going concern

Additional information (optional)

You may choose to include further statements where relevant about:

		Subscription from families
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The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<p>Rising energy costs and of living affecting cost of guiding.</p> <p>Own property that is >30 years of age.</p> <p>Risk assessment conducted for public use identified some yellow risks which we have worked to address.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Royal Charter
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Written constitution with appointed trustees confirmed through district meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	SALTFORD DISTRICT GUIDE ASSOCIATION
Other name the charity uses	
Registered charity number	1029921

Charity's principal address	The Guide Hut - Radcliffe, Lansdown Road, Saltford, Bristol, BS31 3BB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jo Prideaux			
2	Catherine Banfield			
3	Dianne Hooper			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Jo Prideaux		
Catherine Banfield		

Dianne Hooper		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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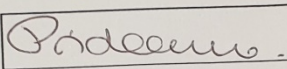
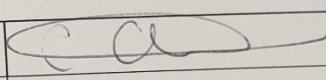
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Joanne Pideaux	CATHERINE BANFIELD
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	25. 10. 22.	

**SALTFORD DISTRICT GUIDES
INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2021**

PREPARED BY:

Matthew King

The attached Income and Expenditure Account has been examined by myself ar
with the books and vouchers presented to me. The receipts and payments are t
knowledge, authorised transactions.

SIGNED BY INDEPENDENT REVIEWER:

Jane Withey

id is in accordance
o the best of my

SALTFORD DISTRICT GUIDES

INCOME AND EXPENDITURE

FOR THE YEAR ENDED 31 DECEMBER 2021

		£	£
INCOME			
Subscriptions		8,849	
Gift Aid		-	
Over/Under Badges sold		-	
Interest		73	
Donations		130	
Grant		<u>18,636</u>	
			27,688
EXPENDITURE			
Allowances		1,440	
Heat and Light		801	
water rates		110	
Insurance		379	
Maint and Repairs		9,603	
Uniforms		50	
Cleaning		75	
Census		2,841	
		-	
subs refund		-	
sundry		<u>265</u>	
			15,564
EXCESS OF INCOME OVER EXPENDITURE			<u>12,125</u>
REPRESENTED BY:			
Opening Balance	Bank	19,199	
	Building Society	<u>6,354</u>	
			25,553
Closing Balance	Bank	31,250	
	Building Society		
	Cash	<u>6,428</u>	
			37,678
NET MOVEMENT			<u>12,125</u>

SALT FORD DISTRICT GUIDES			31.12.2021										
INCOME													
Date	Ref	£	over/under badges'	interest	hire of hut	gift aid	Grant	donations	subs	chq no.	chq date	Child Ref	
Jan 14		Subs	35						35			Harrison	
Jan 21		Subs	35						35			Wilkinson	
Jan 22		Subs	35						35			Kawaley	
Jan 29		Subs	35						35			Burston	
Feb 01		Subs	5						5			Sheppard	
Feb 01		Subs	20						20			Langley	
Feb 01		Subs	70						70			Twiggs	
Feb 01		Subs	2.5						2.5			Rowland	
Feb 02		Subs	35						35			MacNaughton	
Feb 05		Subs	35						35			Aylett	
Feb 05		Subs	35						35			Orchard	
Feb 05		Subs	35						35			Lees	
Feb 05		Subs	35						35			Hamlen	
Feb 08		Subs	35						35			Walsh	
Feb 08		Subs	35						35			Cummins	
Feb 08		Subs	35						35			Smith	
Feb 10		Subs	35						35			Buckland	
Feb 15		Subs	35						35			Harrington	
Feb 15		Subs	35						35			Hodgson	
Feb 15		Subs	17.5						17.5			Jardine	
Feb 15		Subs	35						35			Megan	
Feb 15		Subs	35						35			Benden	
Feb 15		Subs	35						35			Benden	
Feb 22		Subs	17.5						17.5			Hobbs	
Feb 24		Subs	15						15			Langley	
Feb 24		Subs	35						35			Rowland	
Mar 01		Subs	35						35			Dorey	
Mar 04		Subs	35						35			Phillips	
Apr 15	BANES	Grant	9431				9431						
Apr 28		Subs	90						90			Hobs	
Apr 28		Subs	90						90			Rainbow	
Apr 28		Subs	90						90			Mounter	
Apr 29		Subs	90						90			Herbert	
Apr 29		Subs	90						90			Young	
Apr 29		Subs	90						90			Andrews	
Apr 30		Subs	90						90			Gibbo	
May 04		Subs	90						90			Hussain	
May 05		Subs	90						90			Jody	
May 07	BANES	Grant	1205				1205						
May 07		Subs	90						90			Aylett	
May 07		Subs	90						90			Riddle&Metters	
May 07		Subs	90						90			A&J Andrews	
May 10		Subs	180						180			Barton	
May 11		Subs	90						90			Coombs	
May 11		Subs	90						90			Coombs	
May 12		Subs	90						90			Macnaughton	
May 12		Subs	90						90			Sypko	
May 12		Subs	90						90			Harrison	
May 13		Subs	90						90			Garliccck	
May 14		Subs	90						90			Jardine	
May 17		Subs	90						90			Boardman	
May 17		Subs	90						90			Watson-Gover	
May 18		Subs	90						90			Hamlen	
May 18		Subs	90						90			Hamlen	
May 19		Subs	90						90			Schlick	
May 19		Subs	90						90			Brown	
May 19		Subs	90						90			Brown	
May 20		Subs	90						90			MCNISH	
May 21		Subs	90						90			Pickrell	
May 24		Subs	90						90			Gwynedd	
May 24		Subs	90						90			Stafford	
May 24		Subs	90						90			Kinsler	
Jun 01		Subs	90						90			Beck	
Jun 01		Subs	90						90			Cummins	
Jun 01		Subs	90						90			Beck	
Jun 01		Subs	90						90			Benden	
Jun 01		Subs	90						90			Benden	
Jun 01		Subs	90						90			Loveys	
Jun 01		Subs	30						30			Harrington-Par	
Jun 04	Slatford Parish	Donat	75					75					
Jun 07		Subs	90						90			Ferris	
Jun 07		Subs	90						90			Lawday	
Jun 07		Subs	90						90			Rowland	
Jun 07		Subs	90						90			Rowland	
Jun 08		Subs	90						90			Caren	
Jun 09		Subs	90						90			Sheppard	
Jun 09		Subs	90						90			Watt	
Jun 09		Subs	90						90			Dorey Timothy	
Jun 09		Subs	90						90			Prideaux	
Jun 09		Subs	90						90			Oliver	
Jun 09		Subs	90						90			Risdale	
Jun 10		Subs	90						90			Williams	
Jun 10		Subs	90						90			Williams	
Jun 10		Subs	90						90			Hewitt	
Jun 10		Subs	90						90			Veitch	
Jun 11		Subs	180						180			Twiggs	
Jun 11		Subs	35						35			Carter	
Jun 11		Subs	90						90			Wilkinson	
Jun 14		Subs	90						90			Sheppard	
Jun 14		Subs	90						90			Sheppard	
Jun 15		Subs	90						90			Ker-Bridges	
Jun 17		Subs	90						90			Buckland	
Jun 18		Subs	90						90			Dominguez	
Jun 21		Subs	90						90			Barrett	
Jun 28		Subs	90						90			Burston	
Jun 30		Subs	90						90			Thain	
Jul 05		Subs	90						90			Baker	
Jul 08		Subs	35						35			Jackson	
Jul 08		Subs	90						90			Carter	
Jul 08		Subs	90						90			Conneely	
Jul 08		Subs	32						32			Smith	
Jul 08		Subs	58						58			Smith	
Jul 09		Subs	90						90			Knight	
Jul 12		Subs	90						90			Thomas	
Jul 12		Subs	90						90			Strange	

[illegible]

SALTFOED DISTRICT GUIDES						YE 31.12.21									
EXPENDITURE															
Date	Description	Category	Cheque No	£	Allowances	Heat and Light	water rates	Insurance	Maint and Repairs	Uniforms	Cleaning	Census		subs refund	sundry
Mar 01	EDF	Heat and Lig	385	61.70		61.70									
Mar 01	EDF	Heat and Lig	386	59.57		59.57									
Mar 25	Census	Census	387	2841.3								2,841.30			
Apr 28	Windows/Gutters	Maint and Re	390	125.00					125.00						
Apr 29	Guttering	Maint and Re	391	757.00					757.00						
May 19	EDF	Heat and Lig	388	143.86		143.86									
May 19	EDF	Heat and Lig	389	64.24		64.24									
Jun 23	Water Bill	Water Rates	394	46.82			46.82								
Jun 29	Badges	Sundry	392	21.60											21.60
Jul 01	AEGIS Fire Extinguisher Services	Maint and Re	395	186.95					186.95						
Jul 02	Insurance	Insurance	393	379.01				379.01							
Jul 15	Building expenses and development	Maint and Re	406	539.83					539.83						
Jul 20	Allowances - 2nd Guides	Allowances	404	220.00	220.00										
Jul 22	Allowances - 2nd Brownies	Allowances	405	130.00	130.00										
Jul 26	Allowances - 1st Rangers	Allowances	402	60.00	60.00										
Jul 28	Allowances - 1st Rainbows	Allowances	400	100.00	100.00										
Jul 30	EDF	Heat and Lig	397	126.08		126.08									
Jul 30	EDF	Heat and Lig	398	57.21		57.21									
Jul 30	Allowances - 1st Guides	Heat and Lig	401	100.00		100.00									
Jul 30	Allowances - 2nd Rainbows	Heat and Lig	403	150.00		150.00									
Jul 30	Electrician - Lighting upgrade	Maint and Re	407	1,188.06					1,188.06						
Aug 26	Girlguiding - gift for CC	Sundry	409	15.00											15.00
Aug 26	Girl Guiding Badge	Sundry	410	4.85											4.85
Sep 08	Flooring - New floor (50%)	Maint and Re	411	1,753.44					1,753.44						
Sep 09	Redecoration	Maint and Re	413	1,410.36					1,410.36						
Sep 20	Wickes expenses	Maint and Re	414	59.74					59.74						
Oct 04	Flooring - New floor (50%)	Maint and Re	415	1,753.43					1,753.43						
Oct 07	Fire safety consultancy	Maint and Re	416	225.00					225.00						
Oct 12	Saltford community association	Sundry	417	10.00											10.00
Oct 28	Allowances - 1st Saltford	Allowances	399	210.00	210.00										
Nov 02	Electrician - Emergency lighting and fire alarm	Maint and Re	419	1,100.00					1,100.00						
Nov 05	Louise G Uniform	Uniforms	396	49.95						49.95					
Nov 05	Security - Intruder Alarm	Maint and Re	418	90.00					90.00						
Nov 09	Allowances - 2nd Saltford	Allowances	420	190.00	190.00										
Nov 17	Allowances - 2nd Brownies	Allowances	422	150.00	150.00										
Nov 23	C Dixon - Plumber	Maint and Re	427	80.00					80.00						
Nov 25	Allowances - 2nd Saltford Rainbows	Allowances	421	140.00	140.00										
Nov 29	Asbestos check and survey	Maint and Re	408	289.20					289.20						
Dec 07	Dixons plumbing - Flu Repair	Maint and Re	431	45.00					45.00						
Dec 16	EDF	Heat and Lig	428	34.82		34.82									
Dec 16	EDF	Heat and Lig	429	3.04		3.04									
Dec 16	Water Bill	Water Rates	430	62.79			62.79								
Dec 21	Expenses - Joe (unit accounts)	Sundry	433	213.92											213.92
Dec 22	Allowances - 1st Brownies	Allowances	426	240.00	240.00										
Dec 30	Kitty (Cleaner)	Cleaning	432	75.00							75.00				
													-		
				15,563.77	1,440.00	800.52	109.61	379.01	9,603.01	49.95	75.00	2,841.30	-	-	265.37
				15,563.77											

Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

Name of unit or level:	
Name of local commissioner:	
Contact details for local commissioner (email address or phone number):	

Independent reviewer - to complete the rest of the form:

Name of independent reviewer:	
Contact details for independent reviewer (email address or phone number):	

I confirm that I have carried out the following checks on the accounts for the above unit or level:

A bank account exists in the name of the unit or level, and most income is recorded here	<input type="checkbox"/>
Spending and income are accurately recorded across financial records, including: <ul style="list-style-type: none">• Bank statements• Paying in books• Cheque books• Invoices• Receipts	<input type="checkbox"/>
Grant money has been used for the right purpose	<input type="checkbox"/>
Cash held is minimal	<input type="checkbox"/>
Money collected for another charity has been passed on appropriately	<input type="checkbox"/>

During my review, there have been no concerns about how the above unit or level keeps accounts or spends money;

Or

During my review, the following matters have been raised with the commissioner or HQ:

<div></div> <p>* Continue on a separate page if required</p>
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You can find more information about this process in our [end of year reviews](#).

Signature

Date