



# Trustees' Annual Report for the period from 01 January to 31 December 2023

## Section A Reference and administration details

|                                 |                                   |
|---------------------------------|-----------------------------------|
| Charity name                    | Hampshire North Guide Association |
| Other names charity is known by | Girlguiding Hampshire North       |
| Registered charity number       | 1043313                           |
| Charity's principal address     | 62 Western Way                    |
|                                 | Basingstoke                       |
|                                 | Hampshire                         |
|                                 | RG22 6DE                          |

### Names of the charity trustees who manage the charity

|    | Trustee name       | Office (if any)                               | Dates acted if not for whole year |
|----|--------------------|---|-----------------------------------|
| 1  | Victoria Taylor    | County Commissioner                           | To 31-Mar-2023                    |
| 2  | Lena Ponting       | County Commissioner                           | From 01-Apr-2023                  |
| 3  | Eileen Beard       | County Assistant Commissioner                 | To 31-Mar-2023                    |
| 4  | Janet Franks       | County Assistant Commissioner                 | From 21-May-2023                  |
| 5  | Emily Wiggins      | County Assistant Commissioner                 | From 01-Jun-2023                  |
| 6  | Tracy Betteridge   | Chair of Finance                              |                                   |
| 7  | Sarah Hill         | Aldershot Division Commissioner               |                                   |
| 8  | Gwen Clifford      | Alton Division Commissioner                   | To 02-Oct-2023                    |
| 9  | Judith Appleby     | Andover Division Commissioner                 | To 31-Dec-2023                    |
| 10 | Jane Day           | Joint Basingstoke Division Commissioner       |                                   |
| 11 | SallyAnne Humphrys | Joint Basingstoke Division Commissioner       |                                   |
| 12 | Laura Ann Wares    | Joint Basingstoke Division Commissioner       | To 20-Jan-2023                    |
| 13 | Andrina Knight     | Blackwater Valley Division Commissioner       | To 20-Oct-2023                    |
| 14 | Liz Brown          | Joint Blackwater Valley Division Commissioner | From 21-Oct-2023                  |
| 15 | Lesley Martin      | Joint Blackwater Valley Division Commissioner | From 21-Oct-2023                  |
| 16 | Michelle Richards  | Farnborough Division Commissioner             | To 27-Mar-2023                    |
| 17 | Joanne Barker      | Farnborough Division Commissioner             | From 22-Feb-2023                  |
| 18 | Pauline Warner     | Fleet Division Commissioner                   |                                   |
| 19 | Clare Blake        | Hartley Wintney Division                      |                                   |
| 20 | Sarah Garvey       | Kingsclere & Silchester Division Commissioner |                                   |



## Section B Structure, governance and management

### Description of the charity's trusts

|                                |  |
|--------------------------------|--|
| Type of governing document     | Royal Charter Granted 14-December-1922 |
| How the charity is constituted | Executive Committee                    |
| Trustee selection method       | Appointed                              |

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

Through fun, friendship, challenge and adventure, Girlguiding Hampshire North, in accordance with our National Organisation, empowers girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Girlguiding Hampshire North has undertaken a range of activities throughout the year. These have included regularly weekly meetings for girls in all sections of Guiding where girls have experienced outdoor adventures, arts and crafts, service projects and residential experiences.

Governance of the county has been achieved through regular meetings with the Trustees where due regard has been taken of our policies and financial responsibility.

## Section D Achievements and performance

### Summary of the main achievements of the charity during the year

In this year our focus has continued with increasing membership and providing opportunities for our young members. We selected young members to go on International trips and support them in their fundraising efforts as well as offer grants to help girls at local levels due to the cost-of-living situation.

Our members helped to organise and take part in many community events to celebrate the Coronation of King Charles III across our County. This led into participation at local Big Help Out events too, demonstrating community spirit and involvement.

Our local Units continue to offer our members a wide and varied weekly experience, developed within the Girlguiding Programme as well as additional events such as residential/camps/sleepovers. Members continue to undertake trainings to ensure they are compliant with Girlguiding standards (first response and safeguarding, for example), with additional trainings also provided by our dedicated group of Trainers, which all increase the overall experiences for our young members and develop and enhance our adult volunteers' skills. Many volunteers have undertaken their Leadership qualification, with many 14-18-year-olds succeeding with their Young Leadership qualification to become valued members of their Unit teams. The County were also proud to acknowledge girls who achieved their Queen's Guide Award, Duke of Edinburgh awards (Gold, Silver and Bronze), Section awards and the Guiding Hero award.

An awards event was held for adult volunteers, who had been nominated by their Guiding peers and included recognition of long service to those who have volunteered for 40/50/60 years.



## Section E Financial review

### Brief statement of the charity's policy on reserves

To endeavour to maintain free Reserves of at least 12 months operational expenditure, (i.e. in 2022 this equates to approximately £22,000). Members of the Executive Committee consider that current services would be able to continue for at least this duration in the event of a significant drop in income.

In addition, a Reserve of 30% of the annual membership subscription (i.e. in 2022 this equates to approximately £6,000) should be held for Growing Guiding to encourage growth in membership and therefore income.

An Events Reserve of 50% of operational expenditure (i.e. in 2022 this equates to approximately £14,000) should be held to mitigate against unexpected loss for County events.

2023 expenditure was exceptional, hence figures used for reserves are those in 2022 which was a more typical year.

### Details of any funds materially in deficit

None

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.  
Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Lena Ponting

Emily Wiggins

Position

County Commissioner

Joint Assistant County Commissioner

Date

20 - JUNE - 2024

20 - JUNE - 2024

For the period from 01 January to 31 December 2023  
Receipts and payments accounts

## Section A: Receipts and payments

|                                       | 2023<br>Unrestricted<br>funds<br>to the nearest £ | 2022<br>Unrestricted<br>funds<br>to the nearest £ |
|---------------------------------------|---|---|
| <b>Receipts</b>                       |   |   |
| <b>Donations, legacies and grants</b> |   |   |
| Membership subscriptions              | 9,493   | 18,526  |
| Donations                             | 65  | 5,050   |
| Grants                                | -   | -   |
| Other similar income                  | -   | 382   |
| <b>Sub total</b>                      | <b>9,558</b>                                      | <b>23,958</b>                                     |
| <b>Charitable activities</b>          |   |   |
| Guiding activities - for girls        | 24,333  | 12,377  |
| Guiding activities - for volunteers   | -   | 1,709   |
| Supporting our members                | -   | -   |
| Running the County                    | 4,452   | 4,079   |
| Other                                 | 680   | 263   |
| <b>Sub total</b>                      | <b>29,465</b>                                     | <b>18,428</b>                                     |
| <b>Investment interest</b>            |   |   |
| Barclays Bank                         | 93  | 11  |
| Lloyds Bank                           | 69  | -   |
| Redwood Bank                          | 1,221   | 627   |
| United Trust Bank                     | 1,456   | 517   |
| <b>Sub total</b>                      | <b>2,839</b>                                      | <b>1,155</b>                                      |
| <b>Total receipts</b>                 | <b>41,862</b>                                     | <b>43,541</b>                                     |
| <b>Payments</b>                       |   |   |
| Guiding activities - for girls        | 42,699  | 21,355  |
| Guiding activities - for volunteers   | 2,950   | 6,159   |
| Supporting our members                | 27,132  | 2,778   |
| Running the County                    | 22,059  | 17,269  |
| Others                                | 715   | 1,799   |
| <b>Total payments</b>                 | <b>95,555</b>                                     | <b>49,360</b>                                     |
| <b>Net of receipts/(payments)</b>     | <b>- 53,693</b>                                   | <b>- 5,819</b>                                    |
| Cash funds last year end              | 186,676   | 192,495   |
| <b>Cash funds this year end</b>       | <b>132,983</b>                                    | <b>186,676</b>                                    |




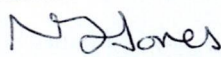
## Section B: Statement of assets and liabilities at the end of the period

Unrestricted  
funds  
to nearest £

| Cash fund                         |                |
|-----------------------------------|----------------|
| Bank current (treasurers) account | 3,232          |
| Bank account (BB Inst Online)     | 20,069         |
| Redwood Bank                      | 64,031         |
| United Trust Bank                 | 40,000         |
| D of E account                    | 4,305          |
| Badge bank current account        | 1,346          |
| <b>Total cash funds</b>           | <b>132,983</b> |

|  | Unrestricted<br>funds<br>to nearest £ | Restricted<br>funds<br>to nearest £ | Endowment<br>funds<br>to nearest £ |
|--|---------------------------------------|-------------------------------------|------------------------------------|
| <b>Other monetary assets</b>                     |                                       |                                     |                                    |
| None   | -                                     | -                                   | -                                  |
| <b>Investment assets</b>                         | Fund to which asset<br>belongs        | Cost (optional)                     | Current value<br>(optional)        |
| None   | -                                     | -                                   | -                                  |
| <b>Assets retained for the charity's own use</b> | Fund to which asset<br>belongs        | Cost (optional)                     | Current value<br>(optional)        |
| None   | -                                     | -                                   | -                                  |
| <b>Liabilities</b>                               | Fund to which<br>liability relates    | Amount due<br>(optional)            | When due<br>(optional)             |
| None   | -                                     | -                                   |                                    |

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 27-Jun-2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by:

| Signature   | Print Name                           | Date of approval |
|---|--------------------------------------|------------------|
|  | Lena Ponting,<br>County Commissioner | 20-JUNE-24       |
|  | Nicola Jones,<br>County Treasurer    | 20-JUNE-24       |



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Hampshire North Guide Association

On accounts for the year  
ended

31-December-2023

Charity no  
(if any)

1043313

Set out on pages

1 to 6 plus accompanying documents & statements

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/Dec/2023.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*Michael John Hughes*

Date:

9/6/2024

Name:

Michael John Hughes

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

Address:

17 Swale Road

Farnborough

GU14 9NH

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



Give here brief details of any items that the examiner wishes to disclose.

|   |                    |
|---|--------------------|
| <p>Report to the Institute of Chartered Accountants in England and Wales</p>  |                    |
| <p>On account for the year ended 31 December 2017</p>   | <p>Page 1 of 1</p> |
| <p>As a Chartered Accountant of the Institute, you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the Act).</p>   |                    |
| <p>I report in respect of my examination of the financial statements prepared under section 145 of the 2006 Act and in carrying out my examination have followed the applicable provisions of the Chartered Accountants' Handbook (CAH) of the Act.</p> |                    |
| <p>I have completed my examination. I confirm that the financial statements have been prepared in accordance with the requirements of the Companies Act 2006 (the Act) and that the accounts do not contain any material misstatements.</p>             |                    |
| <p>Accounting records were not kept in accordance with section 145 of the Act or</p>  |                    |
| <p>The accounts do not accord with the accounting records</p>   |                    |
| <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to ensure a correct understanding of the accounts to be prepared.</p>  |                    |
| <p>Signature</p>  | <p>Date</p>        |
| <p>Michael John Hughes</p>  | <p>01/12/2017</p>  |
| <p>Address</p>  |                    |
| <p>17 Swan Road</p>   |                    |
| <p>Farnborough</p>  |                    |
| <p>GU14 0NH</p>   |                    |