

BEDFORDSHIRE GUIDE ASSOCIATION

England & Wales · Charity number 1054718

Details

Other names BEDFORDSHIRE GUIDE ASSOCAITION

Status Registered

Legal form Other

Registered 1996-04-19

Register [View on the Charity Commission register](#)

Contact

Address 63 Station Road
Flitwick
Bedford
MK45 1JU

Phone 07917160761

Email cc@bedsguiding.org.uk

Website www.bedsguiding.org.uk

Activities

Objects: THE INSTRUCTION OF GIRLS OF ALL AGES IN THE PRINCIPLES OF DISCIPLINE, LOYALTY AND GOOD CITIZENSHIP.

Activities: To pursue the objectives of the Girlguiding UK within Bedfordshire, overseeing @870 volunteers and @3300 young members aged 4-18.

Classification

- **How:** Provides Human Resources
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** BEDFORDSHIRE
- Bedford
- Central Bedfordshire
- Luton

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£68,906	£70,434	-	-
2023-12-31	£39,638	£59,188	-	-
2022-12-31	£43,949	£68,666	-	-
2021-12-31	£64,255	£75,825	-	-
2020-12-31	£75,890	£24,932	-	-

Trustees

Name	Role	Appointed
Amanda Barker	Chair	2019-03-07
Adrian Maynard		2017-12-31
Alison Wenham		2020-02-08
Allison Simms		2023-11-17
Amanda Briscoe		2024-01-03
Carol Mayr		2022-02-28
Danielle Ellis		2023-10-13
Emma Bowley		2024-09-18
Emma Simms		2024-05-09
Hazel Donald		2024-03-18
Julia Chetwynd		2023-11-17
Karen Keeling		2011-07-22
Linda Jane Oliver		2024-02-28
Samantha Chisman		2020-09-11
Susan Bartlett		2024-02-08
Victoria Davy		2016-03-21
Zoe Swinburn		2023-10-13

BEDFORDSHIRE GUIDE ASSOCIATION

England & Wales - Charity number 1054718

Accounts



Bedfordshire Guide Association

Annual Trustees Report & Financial Statements

Year ended 31 December 2024

Registered Charity No. 1054718

Bedfordshire Guide Association

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Report of the Trustees

For the Year Ended 31 December 2024

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st December 2024.

Reference and administration details

Registered charity name:	Bedfordshire Guide Association
Registered charity number:	1054718
Correspondence address:	Mrs A Barker, 26 Grosvenor Gardens, Biggleswade, SN18 0NF
Independent Examiner:	Miss C Wilmot, 32 Selsey Drive, Luton LU2 8HZ
Bankers:	Lloyds, High Street, Leighton Buzzard Branch

Trustees

The Trustees serving during the year and in office on the date of approval of this report were as follows:

Mrs A Barker	County Commissioner	
Ms A Wenham	Assistant County Commissioner	
Ms H Donald	Assistant County Commissioner	(Appointed 18/03/2024)
Ms L Oliver	Assistant County Commissioner	(Appointed 28/02/2024)
Mr A Maynard	County Treasurer	
Ms C Mayr	Mid Beds Division Commissioner	
	Bedford Division Commissioner	
Ms R Hayler	Luton South Division Commissioner Team	(Appointed 25/03/2023)
Miss D Ellis	East Beds Division Commissioner Team	
Miss Z Swinburn	East Beds Division Commissioner Team	
Ms A Gibbons	Luton North Division Commissioner	(Appointed 02/05/2024)
Ms A Simms	Leighton Linslade Division Commissioner	
Ms S Bartlett	Woburn Division Commissioner	(Appointed 02/05/2024)
Miss S Chisman	Dunstable Division Commissioner	
Ms A Briscoe	North Beds Division Commissioner	(Appointed 26/12/2024)
Mrs C Dickman	County Training Advisor	(Resigned 31/07/2024)
Ms K Keeling	County Training Advisor	(Appointed 01/09/2024)
Ms C Hare	County Programme Advisor	(Resigned 18/09/2024)
Ms E Bowley	County Programme Advisor	(Appointed 18/09/2024)
Mrs V Davy	County Membership Support Adviser	
	County Inspire Advisor	
Mrs J Weir	County Marketing & Communications Adviser	(Resigned 30/06/2024)
Ms E Simms	County Marketing & Communications Adviser	(Appointed 09/05/2024)

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Instrument

The Association's objects and regulations are regulated by the Guiding Manual and a deed of constitution dated 1910, with subsequent revision and, under that deed, is constituted as an unincorporated association.

The Bedfordshire Guide Association has operated under the name of 'Girlguiding Bedfordshire' since May 2002, following the national launch of The Guide Association's new identity as 'Girlguiding UK'.

Organisation of the Association

Guiding within the United Kingdom is organised in a series of areas to provide support, lines of two-way communication and opportunities for young members, Leaders, and Commissioners to make decisions and take responsibility. Each of the six Regions of England and the three Countries of Scotland, Ulster and Wales has a Chief Commissioner, who is Chairperson of an Executive Committee which is appointed according to the Country or Region constitution, and which is responsible for the administration of Guiding in that Country or Region.

This County is situated within the Anglia Region. Each County, Division and District has a commissioner who is responsible for the organisation and development of Guiding in her area. She is supported by an Executive Committee which meets regularly. The members of the County Executive Committee are the trustees of the Association and policies on Guiding initiatives and activities are implemented by delegation from County through to Division, District and finally Unit level.

At the year end the County has approximately 3300 young members who are supported by approximately 800 adult and young volunteers, all of whom operate within the County's 9 Divisions, 16 Districts and 217 Units.

Appointment of Trustees

The voting members of the County Executive Committee are the Trustees of the Association and the office holders who comprise the County Executive are as set out in the Constitution.

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

All Trustees give their time freely and no Trustee remuneration was paid in the year. Details of Trustees' expenses are disclosed in note three of the accounts.

Bedford Division Commissioner role was vacant at the end of the year. The Division is being supported by the County Commissioner and the Division has been represented at the County Executive Committee meetings by members from the Division.

Luton South Division and Luton North Division Commissioner are being run as Division Teams. The Division teams are in the process updating their constitutions and a nominated representative from each division represents the division at the county executive.

OBJECTIVES AND ACTIVITIES

Objectives

The Association provides a balanced programme of activities, aiming to help girls and young women, within the age range 4 to 18 years and who live in Bedfordshire, to develop emotionally, mentally, physically, and spiritually so that they can make a positive contribution to their community and the wider world.

Public Benefit

When planning the activities of Girlguiding Bedfordshire, the Trustees have considered the Charity Commission's guidance on public benefit and in particular the specific guidance on charities for the advancement of citizenship or community development. They are of the opinion that the foregoing objectives and activities together with the achievements demonstrate the public benefit of the work of Girlguiding Bedfordshire

ACHIEVEMENTS AND PERFORMANCE

Girlguiding Bedfordshire has continued to implement the county strategy and action plan to support our recovery following the impact of COVID pandemic. 2024 was a stable year with our membership continuing to grow.

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

The strategy focused on continued financial stability, membership growth, training, providing adventure, community support and safety.

Units are all meeting face to face with many offering day trips and residential events. At the end of 2024, the organisation is financially stable, our girl membership and volunteer numbers grown steadily throughout the year.

Member Experiences

Plans for a County trip to Iceland in 2025 are ongoing.

700 members took part in a County Day at Bletchley Park, where we decoded messages and learned about a Woman's Role during WWII

Both the Wrest Park Quest and Shuttleworth Quest have been enjoyed by many units. We have launched a new partnership with the Forest of Marson Vale focussing on the environment and nature. We are also working on partnerships with Bletchley Park and Woburn Safari Park, and these will launch in 2025.

We continued our partnership with Keech Hospice in 2024. We raised money by taking part in the Short Tail Trail with Artemis, our Hare. This followed in a similar vein to Olivia the Elephant.

The Archery and Tomahawk teams have continued to deliver numerous sessions throughout the County. Our Climbing club held regular sessions throughout the year at Big Rock for Guides and Rangers. In the summer, they 'Rocked all over the Peaks' – enjoying climbing in the Peak District.

Member Voices – We will listen to members and promote their voice.

At our annual Commissioner's day, held in May, with a focus on supporting Division's, financial compliance and a review of the awards and recognition process.

Artemis, our Keech cottage Hare, will visit units around the County with all profit from the badges being passed on to Keech Cottage.

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

Delivery of Guiding

Our Go Guiding publication was produced electronically and emailed directly to parents with details of our adventures. Our paid PR support has also led to more exposure in the press and in social media for what we are doing, with the focus on encouraging more adults to volunteer so that we can offer more girls the opportunities they want and need.

The welcome and induction sessions have continued to be run by the county Growth team to help new volunteers joining to gain an understanding of the organisation and the opportunities available.

Recruitment of volunteers is a key priority. This has been supported by developing materials for units to use. In addition, targeted social media campaigns have been developed to help units who need volunteers to continue running.

Resources and capacity

Girlguiding Bedfordshire supports all these activities and actions through a structured plan and budget, with each team having a clear objective shown below:

The Membership Support Advisor and her team focused on supporting Mentors in being part of the team that ensures new volunteers receive a warm welcome into Girlguiding Bedfordshire, supporting new commissioners and developing the thanks and recognition that volunteers receive to improve retention.

The new leadership development programme was launched in the autumn of 2022, at the end of 2024 we have twenty-four volunteers working on the new scheme with one volunteer successfully gaining their qualification.

Our valuing volunteers' event was held in November at the Rufus Centre where over 130 awards were given out. This included 54 long service awards, 1 Laurel Award, 2 Anglia Region Brooches, 1 Anglia Region Youth Award, 2 Region Thank You awards, 21 Bedfordshire Brooches, 7 Good Service awards, 1 Bedfordshire Youth Awards, 8 Thanks badges, and 12 Hero certificates.

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

The Marketing and Communications Advisor and her team focused on providing effective external communications that delivers on the key PR messages that increases awareness of Girlguiding in Bedfordshire and internal communication that supports adult members in the delivery of Good Guiding. The development of the County website continued throughout the year. The County LinkedIn account was also launched to support recruitment of volunteers and trustees.

The Programme and Adventure team have worked hard in 2024 developing relationships and preparing events. We have continued to work with Wrest Park, Shuttleworth and Keech Cottage. New partnerships were also initiated with Bletchley Park and the Forest of Marston Vale.

The Training team aim to provide training opportunities that enable new and experienced Leaders to broaden their skills and provide good guiding throughout the County as well as delivering sessions for the region. In addition, twenty sessions covering safe space, first response, finance, mentoring, young leaders, programme, risk assessment and Commissioners were run within County. Within County we ran 13 sessions covering safer guiding, first response, finance, property management and Commissioner Training.

This exciting and adventurous programme is only possible due to the dedication and support of our amazing 800+ volunteer workforce.

FINANCIAL REVIEW

As part of our ongoing governance, the Trustees have been working to reduce the free reserves of the County as it was felt that the charity has surplus reserves against the reserves policy. We had therefore budgeted a reduction in the free reserves by approximately £12,000 during the year. The actual results were decrease in free reserves of £2,283

The Trustees will continue to budget with the expectation of reducing the free reserves for another year with the aim over that time to gradually increase the income to meet the level of expenditure.

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

The Statement of Financial Activities on page 9 discloses the charity had net outgoing resources of £2,283 from funds available for unrestricted use during the year.

The Trustees are satisfied that the assets of the charity are adequate to fulfil the obligations of the charity on a fund-by-fund basis.

Principal Funding Source

The principal funding source continues to be the County share of the annual subscription. The annual subscription is levied on all members of the County.

Sustainability Grant

A sustainability has been set up to support any units with financial challenges. Units can apply for support for subscriptions, rent or resources to support running the unit.

The aim of the grant is to support units and members impacted by the cost-of-living crisis to provide opportunities for all members.

Reserves Policy

The Trustees strive to maintain free reserves in unrestricted funds at a level which equates to approximately two years of budgeted expenditure and to ensure that sufficient funds are available for unforeseen expenditure that may be incurred by international events organised by Girlguiding Bedfordshire and unforeseen exceptional expenditure incurred by Units, Districts or Divisions within the County. This policy would provide sufficient funds to ensure the continuation of the charitable activities across the County for at least a two-year period. The balance of free reserves at the balance sheet date, being unrestricted reserves not designated to or invested in fixed assets and investments, was £85,540.

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

APPROVAL

This report was approved by the Trustees on the date shown below and signed on their behalf by:


.....

Mrs A Barker
County Commissioner

Date: 31/12/25

Independent Examiner's Report on the Accounts**For the Year Ended 31 December 2024**

I report to the trustees on the accounts of the Bedfordshire Guide Association for the year ended 31st December 2024, which are set out on pages 9 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

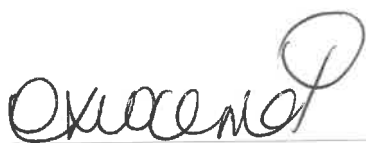
Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Miss C Wilmot

30/9/25.
Date

32 Selsey Drive

Luton

LU2 8HZ

Statement of Financial Activities

For the Year Ended 31 December 2024

		Unrestricted Restricted		Total	
	Notes	funds	funds	2024	2023
		£	£	£	£
Incoming resources					
Income from guiding activities					
Membership subscriptions		29,280		29,280	15,676
County badges		2,669		2,669	3,710
Training income		2,346		2,346	4,970
Youth events		31,470		31,470	10,464
Adult events		-		-	-
International trips		250		250	375
Sundry income		-		-	200
Donations received		-		-	58
Grants received			1,958	1,958	3,334
Deposit interest		933		933	851
Total incoming resources		66,948	1,958	68,906	39,638
Resources expended					
Guiding activities	2	41,413	1,203	42,616	33,530
Adminstration and general	2	27,818	-	27,818	25,658
Total resources expended		69,231	1,203	70,434	59,188
Net (outgoing)/ incoming resources		(2,283)	755	(1,528)	(19,550)


The notes on pages 13 to 15 form part of these accounts.


Balance sheet

At 31 December 2024

	Notes	2024 £	2023 £
Investments			
The Scout Association Investment Account		-	-
		-	-
Current Assets			
Stock of badges		3,915	5,701
Debtors and prepayments	4	4,337	-
Cash		11	11
Bank current accounts		34,514	1,065
Deposit account		77,823	86,890
NSB savings		25,420	25,420
		146,020	119,087
Current Liabilities			
Creditors and accruals	5	(29,025)	(566)
Net Current Assets		116,995	118,521
Total Assets less Liabilities		116,995	118,521
Income funds			
Unrestricted funds	6	85,540	87,788
Unrestricted designated funds	7	7,408	7,443
Restricted funds	8	23,978	23,223
		116,926	118,454

This report was approved by the trustees on the date shown below and signed on their behalf by:


 Mrs A Barker
 County Commissioner


 Mr A Maynard
 County Treasurer

Date: 31/8/25

31-8-25

The notes on pages 12 to 14 form part of these accounts.

Notes

For the Year Ended 31 December 2024

1 Accounting policies

a) Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance

b) Incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resource; and
- the monetary value can be measured with sufficient reliability.

c) Resources expended

Expenditure is included in the SoFA on an accruals basis.

d) Fixed assets

Tangible fixed asset expenditure is capitalised if the asset can be used for more than one

e) Stocks

Stocks are stated at the lower of cost and net realisable value.

	Unrestricted funds	Restricted funds	Total	
	£	£	2024	2023
	£	£	£	£
2 Analysis of expenditure				
Guiding activities				
Membership subscription	893	-	893	668
County badges for resale	3,325	-	3,325	3,505
County awarded badges	708	-	708	1,775
Training costs	3,204	-	3,204	8,203
Youth events	30,257	-	30,257	10,723
Adult events	214	-	214	343
International trips	914	-	914	779
Opportunities grants awarded	340	-	340	370
Outdoor expenses	1,523	-	1,523	1,327
Lloyds Bank Grant (1st Arsley)	-	1,000	1,000	500
Transport grants	35	-	35	480
Learning & Development Grant	-	-	-	988
Region sustainability grant	-	53	53	3,869
Region Cost of Living Grant	-	150	150	-
	41,413	1,203	42,616	33,530

Notes (continued)

For the Year Ended 31 December 2024

	Unrestricted funds	Restricted funds	Total	
	£	£	2024	2023
			£	£
2 Analysis of expenditure (continued)				
Administration and general				
Membership support	3,349		3,349	2,873
Volunteer expenses	1,036		1,036	2,527
Marketing & communication costs	10,260		10,260	10,980
Administration Support	12,604		12,604	7,378
Sundry expenses	569		569	1,900
	27,818	-	27,818	25,658
3 Trustee expenses				
			2024	2023
			£	£
All members of the Executive Committee are entitled to be reimbursed out of pocket expenses together with travelling expenses. Claims made during the year:			1,036	2,527
None of the Trustees received remuneration for their role as Trustee.				
4 Debtors and prepayments				
			2024	2023
			£	£
Youth event prepayment			4,337	-
			4,337	-
5 Creditors and accruals				
			2024	2023
			£	£
Accrued expenses			5,064	546
Youth event income			23,962	20
			29,026	566

Notes (continued)

For the Year Ended 31 December 2024

	2024	2023
	£	£
6 Unrestricted funds		
Balance brought forward	87,788	104,835
Net (outgoing)/incoming resources	(2,283)	(17,527)
Amounts designated during year	(340)	(370)
Expenses against designated funds	375	850
Balance carried forward	85,540	87,788

	At 1st Jan	Expenses	Designated	At 31st Dec
	2024	£	during year	2024
	£	£	£	£
7 Unrestricted designated funds				
Transport fund	2,691	(35)		2,656
Opportunities grant fund	4,752	(340)	340	4,752
	7,443	(375)	340	7,408

These funds are part of the unrestricted funds which the trustees have earmarked for a particular use, without restricting or committing the funds legally.

The designation may be cancelled by the trustees if they later decide that the charity should not proceed or continue with the use for which the funds were designated.

	At 1st Jan	Income	Expenses	At 31st Dec
	2024	£	£	2024
	£	£	£	£
8 Restricted funds				
Growing guiding	40			40
Programme Update grant	-			-
Learning & Development grant	2,209			2,209
Jean Cooper donations	76			76
Anglia Sustainability Grant	893		(53)	840
Anglia Cost of Living Grant		958	(150)	808
Gale Family Trust Grant	20,000			20,000
Generation Green Grant	5			5
Lloyds Bank – Held for 1st Arlesey	-	1,000	(1,000)	-
	23,223	1,958	(1,203)	23,978

These funds represent grants and donations received by the charity and are restricted by the donor for a particular purpose.

BEDFORDSHIRE GUIDE ASSOCIATION

England & Wales - Charity number 1054718

Accounts



Bedfordshire Guide Association

Annual Trustees Report & Financial Statements

Year ended 31 December 2023

Registered Charity No. 1054718

Bedfordshire Guide Association

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Report of the Trustees

For the Year Ended 31 December 2023

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st December 2023.

Reference and administration details

Registered charity name: Bedfordshire Guide Association
Registered charity number: 1054718
Correspondence address: Mrs K Keeling, 63 Station Road, Flitwick, MK45 1JU
Independent Examiner: Miss C Wilmot, 32 Selsey Drive, Luton LU2 8HZ
Bankers: Lloyds, High Street, Leighton Buzzard Branch

Trustees

The Trustees serving during the year and in office on the date of approval of this report were as follows:

Mrs K Keeling	County Commissioner	(Resigned 31/12/2023)
Mrs A Barker	County Commissioner	(Appointed 01/01/2024)
Ms A Wenham	Assistant County Commissioner	
Mr A Maynard	County Treasurer	
Ms C Mayr	Mid Beds Division Commissioner	
Mrs A Bollada	Luton South Division Commissioner	(Resigned 28/03/2023)
Ms P Whittall	Luton South Division Commissioner	(Resigned 10/08/2023)
	Luton South Division Commissioner	
Mrs A Barker	East Beds Division Commissioner	(Resigned 31/12/2023)
Miss D Ellis	East Beds Division Commissioner	(Appointed 01/01/2024)
Miss Z Swinburn	East Beds Division Commissioner	(Appointed 01/01/2024)
Mrs L Oliver	Luton North Division Commissioner	(Resigned 10/09/2023)
	Luton North Division Commissioner	
Mrs D Smith	South Beds Division Commissioner	(Resigned 04/08/2023)
Ms A Simms	Leighton Linslade Division Commissioner	(Appointed 17/11/2023)
Ms Z Pascoe	Woburn Division Commissioner	(Appointed 07/06/2023, Resigned 29/11/2023)
	Woburn Division Commissioner	
Miss S Chisman	Dunstable Division Commissioner	
	Bedford Division Commissioner	
Ms K Jones	North Beds Division Commissioner	
Mrs C Dickman	County Training Advisor	
Ms C Hare	County Programme Advisor	
Mrs V Davy	County Membership Support Adviser	
Ms E Bowley	County Inspire Advisor	(Resigned 10/12/2023)
	County Inspire Advisor	
Mrs J Weir	County Marketing & Communications Adviser	

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Instrument

The Association's objects and regulations are regulated by the Guiding Manual and a deed of constitution dated 1910, with subsequent revision and, under that deed, is constituted as an unincorporated association.

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This County is situated within the Anglia Region. Each County, Division and District has a commissioner who is responsible for the organisation and development of Guiding in her area. She is supported by an Executive Committee which meets regularly. The members of the County Executive Committee are the trustees of the Association and policies on Guiding initiatives and activities are implemented by delegation from County through to Division, District and finally Unit level.

STRUCTURE GOVERNANCE AND MANAGEMENT (continued)

At the year end the County has approximately 3400 (2022 – 3300) young members who are supported by approximately 720 (2021 – 706) adult volunteers and 81 (2021 – 76) young volunteers, all of whom operate within the County's 9 Divisions, 19 Districts and 223 Units.

Appointment of Trustees

The voting members of the County Executive Committee are the Trustees of the Association and the office holders who comprise the County Executive are as set out in the Constitution.

All Trustees give their time freely and no Trustee remuneration was paid in the year. Details of Trustees' expenses are disclosed in note three of the accounts.

Bedford Division Commissioner vacant at the end of the year. The division is being supported by the county commissioner and members from the division have represented the division at the county executive.

South Bedfordshire Division and its districts were closed and replaced by two new divisions, Leighton Linlade and Woburn.

Luton South Division and Luton North Division Commissioner are vacant, division teams are in the process of being put in place with new constitutions being developed.

Karen Keeling's term as County Commissioner ended on 31/12/2023. Amanda Barker was appointed as her successor.

OBJECTIVES AND ACTIVITIES

Objectives

The Association provides a balanced programme of activities, aiming to help girls and young women, within the age range 4 to 18 years and who live in Bedfordshire, to develop emotionally, mentally, physically, and spiritually so that they can make a positive contribution to their community and the wider world.

OBJECTIVES AND ACTIVITIES (continued)

Public Benefit

When planning the activities of Girlguiding Bedfordshire, the Trustees have considered the Charity Commission's guidance on public benefit and in particular

Report of the Trustees

For the year ended 31 December 2023

the specific guidance on charities for the advancement of citizenship or community development. They are of the opinion that the foregoing objectives and activities together with the achievements demonstrate the public benefit of the work of Girlguiding Bedfordshire

ACHIEVEMENTS AND PERFORMANCE

Girlguiding Bedfordshire has continued to implement the county strategy and action plan to support our recovery following the impact of COVID pandemic. 2023 was a stable year with our membership continuing to grow.

The strategy focused on continued financial stability, membership growth, training, providing adventure, community support and safety.

Units are all meeting face to face with many offering day trips and residential events. At the end of 2023, the organisation is financially stable, our girl membership and volunteer numbers grown steadily throughout the year.

Member Experiences

Plans for a county trip to Iceland in 2025 have commenced with 2 International experience weekends planned for girls interested in attending,

Three members started working on their Queens Guide Award in 2023. This is the highest award available for young members to achieve and it shows a huge commitment to guiding taking up to 3 years to complete.

Units throughout the county celebrated the Kings Coronation. Some volunteers were in London helping on the day. The county also participated in the Big Help Out.

ACHIEVEMENTS AND PERFORMANCE (continued)

A Rainbow Circus was an event run at Redbourne school in July for Rainbows from across the county. Games, dancing, circus skills, crafts and bouncy castles were enjoyed by all.

Both the Wrest Park Quest and Shuttleworth Quest have been enjoyed by many units and we were happy to support the family day at Shuttleworth in August. A new partnership also began with Bletchley Park and plans of a county day for all sections in 2024 has started.

The archery team have continued to deliver numerous sessions throughout the county. The climbing club held regular sessions throughout the year at Big Rock for guides and rangers. In the summer they enjoyed a weekend in the Peak District. A team of volunteers achieved their Tomahawk Throwing qualification and are now offering sessions throughout the county.

Member Voices – We will listen to members and promote their voice.

At our annual commissioner's day was held in January with a focus on growth, inclusion and supporting the divisions.

A county weekend was held for volunteers at Hautbois in October. A weekend focused on celebrating guiding, reflecting on our recent achievements, and planning for the future.

Olivia, our Keech cottage Elephant, has continued visiting units around the county with all profit from the badges being passed on to Keech Cottage.

Delivery of Guiding

Our Go Guiding publication was produced electronically and emailed directly to parents with details of our adventures. Our paid PR support has also led to more exposure in the press and in social media for what we are doing, with the focus on encouraging more adults to volunteer so that we can offer more girls the opportunities they want and need.

ACHIEVEMENTS AND PERFORMANCE (continued)

The welcome and induction sessions have continued to be run by the county Growth team to help new volunteers joining to gain an understanding of the organisation and the opportunities available.

Report of the Trustees

For the year ended 31 December 2023

Recruitment of volunteers is a key priority. This has been supported by developing materials for units to use. In addition, targeted social media campaigns have been developed to help units who need volunteers to continue running.

Resources and capacity

Girlguiding Bedfordshire supports all these activities and actions through a structured plan and budget, with each team having a clear objective shown below:

The Membership Support Advisor and her team focused on supporting Mentors in being part of the team that ensures new volunteers receive a warm welcome into Girlguiding Bedfordshire, supporting new commissioners and developing the thanks and recognition that volunteers receive to improve retention.

The existing Leadership Qualification was retired in the summer with thirty-six leaders completing their Leadership Qualification in 2023.

The new leadership development programme was launched in the autumn of 2022, at the end of 2023 we have thirty-seven volunteers working on the new scheme with one volunteer successfully gaining their qualification.

Our valuing volunteers' event was held in November at the Rufus Centre where over 130 awards were given out. This included fifty-four long service awards, 1 Laurel Award, 2 Anglia Region Brooches, 1 Anglia Region Youth Award, 2 Region Thank You awards, 21 Bedfordshire Brooches, 7 Good Service awards, 1 Bedfordshire Youth Awards, 8 Thanks badges, and 12 Hero certificates.

The Marketing and Communications Advisor and her team focused on providing effective external communications that delivers on the key PR messages that increases awareness of Girlguiding in Bedfordshire and internal communication that supports adult members in the delivery of Good Guiding. The development of the county website continued throughout the year. The county LinkedIn account was also launched to support recruitment of volunteers and trustees.

The Programme and Adventure team have worked hard in 2023 developing relationships and preparing events. We have continued to work with Wrest Park,

Shuttleworth and Keech Cottage. A new partnership was also initiated with Bletchley Park.

The Training team aim to provide training opportunities that enable new and experienced Leaders to broaden their skills and provide good guiding throughout the County. Two members of the team gained their training qualification, and all the team were all involved in delivering sessions for the region. In addition, twenty sessions covering safe space, first response, finance, mentoring, young leaders, programme, risk assessment and Commissioners.

This exciting and adventurous programme is only possible due to the dedication and support of our amazing 800+ volunteer workforce.

FINANCIAL REVIEW

As part of our ongoing governance, the Trustees have been working to reduce the free reserves of the County as it was felt that the charity has surplus reserves against the reserves policy. We had therefore budgeted a reduction in the free reserves by approximately £12,000 during the year. The actual results were decrease in free reserves of £17,257.

The Trustees will continue to budget with the expectation of reducing the free reserves for another year with the aim over that time to gradually increase the income to meet the level of expenditure.

The Statement of Financial Activities on page 9 discloses the charity had net outgoing resources of £17,257 from funds available for unrestricted use during the year.

FINANCIAL REVIEW (continued)

The Trustees are satisfied that the assets of the charity are adequate to fulfil the obligations of the charity on a fund-by-fund basis.

Principal Funding Source

The principal funding source continues to be the County share of the annual subscription. The annual subscription is levied on all members of the County.

Opportunities Grant

During the year, the County continued to designate funds for the Opportunities Grant. This grant is available to ensure that all events and opportunities that Girlguiding offers are available to all members, regardless of their financial background.

Sustainability Grant

A sustainability has been set up to support any units with financial challenges. Units can apply for support for subscriptions, rent or resources to support running the unit.

The aim of the grant is to support units and members impacted by the cost-of-living crisis to provide opportunities for all members.

Reserves Policy

The Trustees strive to maintain free reserves in unrestricted funds at a level which equates to approximately two years of budgeted expenditure and to ensure that sufficient funds are available for unforeseen expenditure that may be incurred by international events organised by Girlguiding Bedfordshire and unforeseen exceptional expenditure incurred by Units, Districts or Divisions within the County. This policy would provide sufficient funds to ensure the continuation of the charitable activities across the County for at least a two-year period.

The balance of free reserves at the balance sheet date, being unrestricted reserves not designated to or invested in fixed assets and investments, was £87,788.

APPROVAL

This report was approved by the Trustees on the date shown below and signed on their behalf by:



.....
Mrs A Barker
County Commissioner
.....

Date: 15/7/24.

Bedfordshire Guide Association**Independent Examiner's Report on the Accounts****For the Year Ended 31 December 2023**

I report to the trustees on the accounts of the Bedfordshire Guide Association for the year ended 31st December 2023, which are set out on pages 9 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

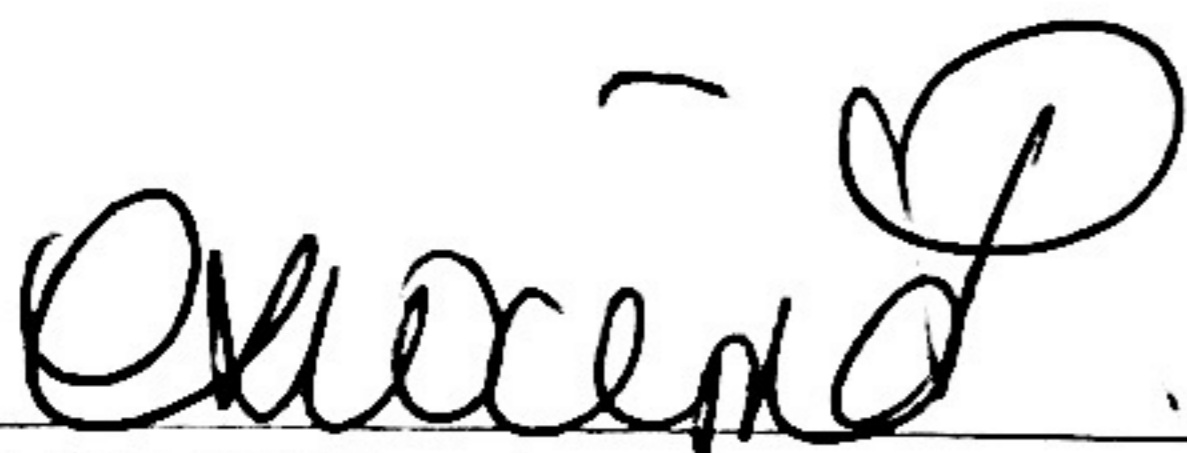
Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Miss C Wilmot

24/9/2024

Date

32 Selsey Drive

Luton

LU2 8HZ

Statement of Financial Activities

For the Year Ended 31 December 2023

	Notes	Unrestricted	Restricted	Total	
		funds	funds	2023	2022
		£	£	£	£
Incoming resources					
Income from guiding activities					
Membership subscriptions		15,676		15,676	11,245
County badges		3,710		3,710	3,940
Training income		4,970		4,970	1,400
Youth events		10,464		10,464	26,284
Adult events		-		-	-
International trips		375		375	-
Sundry income		200		200	-
Donations received		58		58	-
Grants received			3,334	3,334	1,000
Deposit interest		851		851	80
Total incoming resources		36,304	3,334	39,638	43,949
Resources expended					
Guiding activities	2	28,173	5,357	33,530	50,257
Administration and general	2	25,658	-	25,658	18,409
Total resources expended		53,831	5,357	59,188	68,666
Net (outgoing)/ incoming resources		(17,527)	(2,023)	(19,550)	(24,717)

The notes on pages 13 to 15 form part of these accounts.


Balance sheet

At 31 December 2023

	Notes	2023 £	2022 £
Investments			
The Scout Association Investment Account		-	5,325
		-	5,325
Current Assets			
Stock of badges		5,701	6,152
Debtors and prepayments	4	-	1,096
Cash		11	11
Bank current accounts		1,065	13,879
Deposit account		86,890	85,714
NSB savings		25,420	25,420
		119,087	132,272
Current Liabilities			
Creditors and accruals	5	(566)	(25)
Net Current Assets			
		118,521	132,247
Total Assets less Liabilities			
		118,521	137,572
Income funds			
Unrestricted funds	6	87,788	104,835
Unrestricted designated funds	7	7,443	7,923
Restricted funds	8	23,223	25,246
		118,454	138,004

This report was approved by the trustees on the date shown below and signed on their behalf by:


 Mrs A Barker
 County Commissioner


 Mr A Maynard
 County Treasurer

Date: 15/7/24

The notes on pages 13 to 15 form part of these accounts.

Notes

For the Year Ended 31 December 2023

1 Accounting policies

a) Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance

b) Incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resource; and
- the monetary value can be measured with sufficient reliability.

c) Resources expended

Expenditure is included in the SoFA on an accruals basis.

d) Fixed assets

Tangible fixed asset expenditure is capitalised if the asset can be used for more than one

e) Stocks

Stocks are stated at the lower of cost and net realisable value.

	Unrestricted funds	Restricted funds	Total	
	£	£	2023	2022
			£	£
2 Analysis of expenditure				
Guiding activities				
Membership subscription	668	-	668	1,037
County badges for resale	3,505	-	3,505	4,130
County awarded badges	1,775	-	1,775	1,864
Training costs	8,203	-	8,203	6,725
Youth events	10,723	-	10,723	24,148
Adult events	343	-	343	221
International trips	779	-	779	583
Opportunities grants awarded	370	-	370	55
Outdoor expenses	1,327	-	1,327	356
Lloyds Bank Grant (1st Arsley)	-	500	500	-
Transport grants	480	-	480	80
Learning & Development Grant	-	988	988	1,468
Region sustainability grant	-	3,869	3,869	8,975
New Rainbow unit grant awarded	-	-	-	120
Generation Green Grant	-	-	-	495
	28,173	5,357	33,530	50,257

Notes (continued)

For the Year Ended 31 December 2023

	Unrestricted funds	Restricted funds	Total	
	£	£	2023 £	2022 £
2 Analysis of expenditure (continued)				
Administration and general				
Membership support	2,873		2,873	3,262
Volunteer expenses	2,527		2,527	1,231
Marketing & communication costs	10,980		10,980	5,621
Administration Support	7,378		7,378	4,225
Sundry expenses	1,900		1,900	1,982
	25,658	-	25,658	16,321

3 Trustee expenses

	2023 £	2022 £
--	-----------	-----------

All members of the Executive Committee are entitled to be reimbursed out of pocket expenses together with travelling expenses. Claims made during the year:

	2,527	2,181
--	-------	-------

None of the Trustees received remuneration for their role as Trustee.

4 Debtors and prepayments

	2023 £	2022 £
Youth event prepayment	-	100
Training event prepayment	-	438
Other debtors	-	557
	-	1,095

5 Creditors and accruals

Accrued expenses	546	-
Youth event income	20	25
	566	25

Notes (continued)

For the Year Ended 31 December 2023

	2023 £	2022 £
6 Unrestricted funds		
Balance brought forward	104,835	119,414
Net (outgoing)/incoming resources	(17,527)	(14,659)
Amounts designated during year	(370)	(55)
Expenses against designated funds	850	135
Balance carried forward	<u>87,788</u>	<u>104,835</u>

	At 1st Jan 2023 £	Expenses £	Designated during year £	At 31st Dec 2023 £
7 Unrestricted designated funds				
Transport fund	3,171	(480)		2,691
Opportunities grant fund	4,752	(370)	370	4,752
	<u>7,923</u>	<u>(850)</u>	<u>370</u>	<u>7,443</u>

These funds are part of the unrestricted funds which the trustees have earmarked for a particular use, without restricting or committing the funds legally.

The designation may be cancelled by the trustees if they later decide that the charity should not proceed or continue with the use for which the funds were designated.

	At 1st Jan 2023 £	Income £	Expenses £	At 31st Dec 2023 £
8 Restricted funds				
Growing guiding	40			40
Programme Update grant	-			-
Learning & Development grant	3,197		(988)	2,209
Jean Cooper donations	76			76
Anglia Sustainability Grant	1,428	3,334	(3,869)	893
Gale Family Trust Grant	20,000			20,000
Generation Green Grant	5			5
Lloyds Bank - Held for 1st Arlesey	500		(500)	-
	<u>25,246</u>	<u>3,334</u>	<u>(5,357)</u>	<u>23,223</u>

These funds represent grants and donations received by the charity and are restricted by the donor for a particular purpose.

BEDFORDSHIRE GUIDE ASSOCIATION

England & Wales - Charity number 1054718

Accounts



Bedfordshire Guide Association

Annual Trustees Report & Financial Statements

Year ended 31 December 2022

Registered Charity No. 1054718

Bedfordshire Guide Association

Index

For the Year Ended 31 December 2022

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Report of the Trustees

For the Year Ended 31 December 2022

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st December 2022.

Reference and administration details

Registered charity name: Bedfordshire Guide Association

Registered charity number: 1054718

Correspondence address: Mrs K Keeling, 63 Station Road, Flitwick, MK45 1JU

Independent Examiner: Miss C Wilmot, 32 Selsey Drive, Luton LU2 8HZ

Bankers: Lloyds, High Street, Leighton Buzzard Branch

Trustees

The Trustees serving during the year and in office on the date of approval of this report were as follows:

Mrs K Keeling	County Commissioner	
Mrs J Thompson	Assistant County Commissioner	
Ms A Wenham	Assistant County Commissioner	
Mr A Maynard	County Treasurer	
Ms C Mayr	Mid Beds Division Commissioner	(Appointed 28/02/2022)
Mrs A Bollada	Luton South Division Commissioner	
Ms P Whittall	Luton South Division Commissioner	
Mrs A Barker	East Beds Division Commissioner	
Mrs L Oliver	Luton North Division Commissioner	
Mrs D Smith	South Beds Division Commissioner	
Miss S Chisman	Dunstable Division Commissioner	
	Bedford Division Commissioner	
Ms K Jones	North Beds Division Commissioner	
Mrs C Dickman	County Training Advisor	
Ms C Hare	County Programme Advisor	
Mrs V Davy	County Membership Support Adviser	
Ms E Bowley	County Inspire Advisor	
Mrs J Weir	County Marketing & Communications Adviser	

Report of the Trustees**For the year ended 31 December 2022**

STRUCTURE GOVERNANCE AND MANAGEMENT**Governing Instrument**

The Association's objects and regulations are regulated by the Guiding Manual and a deed of constitution dated 1910, with subsequent revision and, under that deed, is constituted as an unincorporated association.

The Bedfordshire Guide Association has operated under the name of 'Girlguiding Bedfordshire' since May 2002, following the national launch of The Guide Association's new identity as 'Girlguiding UK'.

Organisation of the Association

Guiding within the United Kingdom is organised in a series of areas to provide support, lines of two-way communication and opportunities for young members, Leaders, and Commissioners to make decisions and take responsibility. Each of the six Regions of England and the three Countries of Scotland, Ulster and Wales has a Chief Commissioner, who is Chairman of an Executive Committee which is appointed according to the Country or Region constitution, and which is responsible for the administration of Guiding in that Country or Region.

This County is situated within the Anglia Region. Each County, Division and District has a commissioner who is responsible for the organisation and development of Guiding in her area. She is supported by an Executive Committee which meets regularly. The members of the County Executive Committee are the trustees of the Association and policies on Guiding initiatives and activities are implemented by delegation from County through to Division, District and finally Unit level.

At the year end the County has approximately 3300 (2021 - 2786) young members who are supported by approximately 706 (2021 - 720) adult volunteers and 75 (2021 - 104) young volunteers, all of whom operate within the County's 9 Divisions, 30 Districts and 230 Units.

Report of the Trustees**For the year ended 31 December 2022**

Appointment of Trustees

The voting members of the County Executive Committee are the Trustees of the Association and the office holders who comprise the County Executive are as set out in the Constitution.

All Trustees give their time freely and no Trustee remuneration was paid in the year. Details of Trustees' expenses are disclosed in note 3 of the accounts.

Bedford Division Commissioner vacant at the end of the year. The division is being supported by the county commissioner and members from the division have represented the division at the county executive.

OBJECTIVES AND ACTIVITIES**Objectives**

The Association provides a balanced programme of activities, aiming to help girls and young women, within the age range 4 to 18 years and who live in Bedfordshire, to develop emotionally, mentally, physically, and spiritually so that they can make a positive contribution to their community and the wider world.

Public Benefit

When planning the activities of Girlguiding Bedfordshire, the Trustees have considered the Charity Commission's guidance on public benefit and in particular the specific guidance on charities for the advancement of citizenship or community development. They are of the opinion that the foregoing objectives and activities together with the achievements demonstrate the public benefit of the work of Girlguiding Bedfordshire

ACHIEVEMENTS AND PERFORMANCE

Girlguiding Bedfordshire developed a county strategy and action plan to support our recovery following the impact of COVID pandemic.

The strategy focused on continued financial stability, membership growth, training, providing adventure, community support and safety.

Report of the Trustees

For the year ended 31 December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

As a result, all our units were supported to return to face-to-face guiding, with some units completing residential events.

At the end of 2021 the organisation is financially stable, our girl membership numbers grown steadily throughout the year, whilst we saw a decline in our volunteer numbers.

Member Experiences

International experiences recommenced with 2 trips to Disneyland Paris which had been postponed from 2020. A new international advisor was appointed and planning for 2024 and 2025 trips has commenced.

2 members achieved their Queens Guide Award in 2022. This is the highest award available for young members to achieve and it shows a huge commitment to guiding taking up to 3 years to complete. ~~XX~~ members have achieved their Duke of Edinburgh award with x bronze, x silver and x gold.

Many units celebrated the Queen's platinum jubilee, with some members representing Girlguiding at the Jubilee pageant. Following the passing of the Queen, the county produced a book of condolence, with contributions from units from all sections.

Dragons and Tiaras was an event run at Wrest Park and saw 600 brownies attend over 2 days. Games, visiting HMS Wales, crafts and cooking were just some of the activities. A large parade and a salute to the Queen was a specular sight at the end of the event.

Residential events were enjoyed by many of our units in 2022. A highlight was the County Camp for Guides and Rangers at Shuttleworth in July. A STEM based camp with 120 girls. There were many highlights, including gliding, forest school, campfire, cave bus, axe throwing, archery, wide games, planetarium, cricket all enjoyed in glorious sunshine.

The Wrest Park Quest was updated in 2022 and units have enjoyed visiting the site and completing the challenge. Similarly, the Shuttleworth Quest has been enjoyed by many units and we were happy to support the family day at Shuttleworth in August.

The archery team have continued to deliver numerous sessions throughout the county, The climbing club has been re-established and is now meeting regularly and offering session to Guides and Rangers

Report of the Trustees**For the year ended 31 December 2022**

ACHIEVEMENTS AND PERFORMANCE (continued)

Member Voices - We will listen to members and promote their voice.

At our annual commissioner's day, the county moving forward together strategy was developed. The strategy was shared with divisions, districts and county teams and finalised at the County Executive meeting September.

The communication strategy has been reviewed and members voices in our communications across all platforms.

Olivia, our Keech cottage Elephant, has continued visiting units around the county with all profit from the badges being passed on to Keech Cottage. to volunteer so that we can offer more girls the opportunities they want and need.

Delivery of Guiding

Our Go Guiding publication was produced electronically and emailed directly to parents with details of our adventures and our return to guiding. Our paid PR support has also led to more exposure in the press and in social media for what we are doing, with the focus on encouraging more adults to volunteer so that we can offer more girls the opportunities they want and need.

The welcome and induction sessions have continued to be run by the county Growth team to help new volunteers joining to gain an understanding of the organisation and the opportunities available.

Recruitment of volunteers is a key priority as part of our recovery plan. This has been supported by developing materials for units to use. In addition, targeted social media campaigns have been developed to help units who need volunteers to continue running.

We welcomed 4-year-olds to the rainbow section for the first time in 2022. Whilst some units have been able to accept 4-year-olds, others have not yet been able to yet due to the numbers on their waiting lists.

Report of the Trustees**For the year ended 31 December 2022**

ACHIEVEMENTS AND PERFORMANCE (continued)**Resources and capacity**

Girlguiding Bedfordshire supports all these activities and actions through a structured plan and budget, with each team having a clear objective shown below:

The Membership Support Advisor and her team focused on supporting Mentors in being part of the team that ensures new volunteers receive a warm welcome into Girlguiding Bedfordshire, supporting new commissioners and developing the thanks and recognition that volunteers receive to improve retention. 17 leaders completed their Leadership Qualification in 2022. The new leadership development was launched in the autumn and a year transition process was initiated to support current leaders in training. All leaders received regular updates on the changing guidelines with regular newsletters.

Our valuing volunteers' event was held in November at Kings House in Bedford where over 130 awards were given out. This included 87 long service awards as well as our special awards, 13 Thanks badges, 18 Bedfordshire Brooches, 3 Good Service awards, 3 Bedfordshire Youth Awards, 4 Region Thank You awards and 6 Hero certificates.

The Marketing and Communications Advisor and her team focused on providing effective external communications that delivers on the key PR messages that increases awareness of Girlguiding in Bedfordshire and internal communication that supports adult members in the delivery of Good Guiding. The new county website was launched at the beginning of the year. The new platform is more secure and easier to maintain. The site continues to be developed over the year.

The Programme and Adventure team have worked hard in 2021 developing relationships and preparing events. We have continued to work with Wrest Park and our Wrest Park Quest was updated and wrest park hosted us for our Brownie event days. Our partnership with Shuttleworth has also continued and our Shuttleworth Quest continues to be popular, Shuttleworth also hosted us for our county camp. All partnerships have developed well in 2021.

Report of the Trustees

For the year ended 31 December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

The Training team aim to provide training opportunities that enable new and experienced Leaders to broaden their skills and provide good guiding throughout the County. There were 2 county training days in 2022, a joint day with Cambridgeshire East and Cambridgeshire west in March and a Bedfordshire event in October. In addition, 25 sessions covering safe space, first response, finance, mentoring, young leaders, programme, risk assessment and Commissioners were delivered. They team have also assisted with the roll out of the new leadership development programme.

This exciting and adventurous programme is only possible due to the dedication and support of our amazing 800+ volunteer workforce.

FINANCIAL REVIEW

As part of our ongoing governance, the Trustees have been working to reduce the free reserves of the County as it was felt that the charity has surplus reserves against the reserves policy. We had therefore budgeted a reduction in the free reserves by approximately £12,000 during the year. The actual results were decrease in free reserves of £14,659.

Most units have lost their income due to COVID, as a result the Trustees have reviewed the budget and agreed to minimize the cost of the 2022 subscription. This was achieved as County expenses were reduced due to the shutdown of face-to-face activities, therefore, the underspend from 2021 was considered as part of the budget setting. In addition, the County received a grant to support units in financial difficulty.

The Trustees will continue to budget with the expectation of reducing the free reserves for another year with the aim over that time to gradually increase the income to meet the level of expenditure.

The Statement of Financial Activities on page 11 discloses the charity had net outgoing resources of £14,659 from funds available for unrestricted use during the year.

Report of the Trustees**For the year ended 31 December 2022**

The Trustees are satisfied that the assets of the charity are adequate to fulfil the obligations of the charity on a fund-by-fund basis.

Principal Funding Source

The principal funding source continues to be the County share of the annual subscription. The annual subscription is levied on all members of the County.

Opportunities grant

During the year, the County continued to designate funds for the Opportunities Grant. This grant is available to ensure that all events and opportunities that Girlguiding offers are available to all members, regardless of their financial background.

Sustainability Grant

A sustainability has been set up to support any units with financial challenges. Units can apply for support for subscriptions, rent or resources to support running the unit.

The aim is prevented units closing due to lack of finance and ensure we can provide opportunities post COVID and considering the current cost of living crisis.

Reserves Policy

The Trustees strive to maintain free reserves in unrestricted funds at a level which equates to approximately two years of budgeted expenditure and to ensure that sufficient funds are available for unforeseen expenditure that may be incurred by international events organised by Girlguiding Bedfordshire and unforeseen exceptional expenditure incurred by Units, Districts or Divisions within the County. This policy would provide sufficient funds to ensure the continuation of the charitable activities across the County for at least a two-year period.

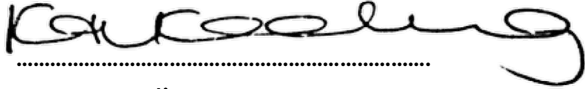
The balance of free reserves at the balance sheet date, being unrestricted reserves not designated to or invested in fixed assets and investments, was £104,835.

APPROVAL

Report of the Trustees

For the year ended 31 December 2022

This report was approved by the Trustees on the date shown below and signed on their behalf by:


.....

Mrs K Keeling
County Commissioner
.....

6/7/2023

Date:

Independent Examiner's Report on the Accounts**For the Year Ended 31 December 2022**

I report to the trustees on the accounts of the Bedfordshire Guide Association for the year ended 31st December 2022, which are set out on pages 9 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Clare Wilmot

Miss C Wilmot

32 Selsey Drive

Luton

LU2 8HZ

25/1/2024

Date

Statement of Financial Activities

For the Year Ended 31 December 2022

		Unrestricted Restricted		Total	
	Notes	funds	funds	2022	2021
		£	£	£	£
Incoming resources					
Income from guiding activities					
Membership subscriptions		11,245	-	11,245	6,367
County badges		3,940	-	3,940	3,345
Training income		1,400	-	1,400	1,450
Youth events		26,284	-	26,284	30,294
Adult events		-	-	-	10
International trips		-	-	-	15,852
Sundry income		-	-	-	473
Donations received		-	-	-	-
Grants received		-	1,000	1,000	6,228
Deposit interest		80	-	80	236
Total incoming resources		42,949	1,000	43,949	64,255
Resources expended					
Guiding activities	2	39,199	11,058	50,257	59,504
Adminstration and general	2	18,409	-	18,409	16,321
Total resources expended		57,608	11,058	68,666	75,825
Net (outgoing)/ incoming resources		(14,659)	(10,058)	(24,717)	(11,570)

The notes on pages 13 to 15 form part of these accounts.

Balance sheet

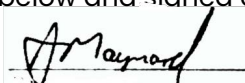
At 31 December 2022

	Notes	2022 £	2021 £
Investments			
The Scout Association Investment Account		5,325	5,315
		5,325	5,315
Current Assets			
Stock of badges		6,152	7,893
Debtors and prepayments	4	1,096	1,516
Cash		11	11
Bank current accounts		13,879	37,017
Deposit account		85,714	85,670
NSB savings		25,420	25,394
		132,272	157,501
Current Liabilities			
Creditors and accruals	5	(25)	(525)
		132,247	156,976
Net Current Assets			
		137,572	162,291
Income funds			
Unrestricted funds	6	104,835	119,414
Unrestricted designated funds	7	7,923	8,003
Restricted funds	8	25,246	35,304
		138,004	162,721

This report was approved by the trustees on the date shown below and signed on their behalf by:



Mrs K Keeling
County Commissioner



Mr A Maynard
County Treasurer

Date: 6/7/2023

The notes on pages 13 to 15 form part of these accounts.

Notes

For the Year Ended 31 December 2022

1 Accounting policies

a) Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance

b) Incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resource; and
- the monetary value can be measured with sufficient reliability.

c) Resources expended

Expenditure is included in the SoFA on an accruals basis.

d) Fixed assets

Tangible fixed asset expenditure is capitalised if the asset can be used for more than one

e) Stocks

Stocks are stated at the lower of cost and net realisable value.

	Unrestricted	Restricted	Total	
	funds	funds	2022	2021
	£	£	£	£
2 Analysis of expenditure				
Guiding activities				
Membership subscription	1,037	-	1,037	466
County badges for resale	4,130	-	4,130	4,578
County awarded badges	1,864	-	1,864	2,196
Training costs	6,725	-	6,725	836
Youth events	24,148	-	24,148	31,666
Adult events	221	-	221	-
International trips	583	-	583	14,895
Opportunities grants awarded	55	-	55	-
Outdoor expenses	356	-	356	-
Programme update support	-	-	-	-
Transport grants	80	-	80	-
Learning & Development Grant	-	1,468	1,468	-
Region sustainability grant	-	8,975	8,975	4,867
New Rainbow unit grant awarded	-	120	120	-
Generation Green Grant	-	495	495	-
	39,199	11,058	50,257	59,504

Notes (continued)

For the Year Ended 31 December 2022

	Unrestricted funds	Restricted funds	Total	
	£	£	2022 £	2021 £
2 Analysis of expenditure (continued)				
Administration and general				
Membership support	3,128		3,128	3,262
Volunteer expenses	2,181		2,181	1,231
Marketing & communication costs	8,577		8,577	5,621
Administration Support	4,158		4,158	4,225
Sundry expenses	365		365	1,982
	18,409	-	18,409	16,321
3 Trustee expenses				
			2022 £	2021 £
All members of the Executive Committee are entitled to be reimbursed out of pocket expenses together with travelling expenses. Claims made during the year:			2,181	1,231
None of the Trustees received remuneration for their role as Trustee.				
4 Debtors and prepayments				
			2022 £	2021 £
Youth event prepayment			100	1,000
Training event prepayment			439	292
Other debtors			557	224
			1,096	1,516
5 Creditors and accruals				
			2022 £	2021 £
Accrued expenses			-	-
Youth event income			25	525
			25	525

Notes (continued)

For the Year Ended 31 December 2022

	2022	2021
	£	£
6 Unrestricted funds		
Balance brought forward	119,414	132,345
Net (outgoing)/incoming resources	(14,659)	(12,931)
Amounts designated during year	(55)	-
Expenses against designated funds	135	-
Balance carried forward	104,835	119,414

	At 1st Jan		Designated	At 31st Dec
	2022	Expenses	during year	2022
	£	£	£	£
7 Unrestricted designated funds				
Transport fund	3,251	(80)		3,171
Opportunities grant fund	4,752	(55)	55	4,752
	8,003	(135)	55	7,923

These funds are part of the unrestricted funds which the trustees have earmarked for a particular use, without restricting or committing the funds legally.

The designation may be cancelled by the trustees if they later decide that the charity should not proceed or continue with the use for which the funds were designated.

	At 1st Jan		Expenses	At 31st Dec
	2022	Income	2022	2022
	£	£	£	£
8 Restricted funds				
Growing guiding	160	-	(120)	40
Programme Update grant	-	-	-	-
Learning & Development grant	4,665	-	(1,468)	3,197
Jean Cooper donations	76	-	-	76
Anglia Sustainability Grant	10,403	-	(8,975)	1,428
Gale Family Trust Grant	20,000	-	-	20,000
Generation Green Grant		500	(495)	5
Lloyds Bank - Held for 1st Arlesey		500		500
	35,304	1,000	(11,058)	25,246

These funds represent grants and donations received by the charity and are restricted by the donor for a particular purpose.

BEDFORDSHIRE GUIDE ASSOCIATION

England & Wales - Charity number 1054718

Accounts



Bedfordshire Guide Association

Annual Trustees Report & Financial Statements

Year ended 31 December 2021

Registered Charity No. 1054718

Bedfordshire Guide Association

Index

For the Year Ended 31 December 2021

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Report of the Trustees

For the Year Ended 31 December 2021

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st December 2021.

Reference and administration details

Registered charity name: Bedfordshire Guide Association
Registered charity number: 1054718
Correspondence address: Mrs K Keeling, 63 Station Road, Flitwick, MK45 1JU
Independent Examiner: Miss C Wilmot, 32 Selsey Drive, Luton LU2 8HZ
Bankers: Lloyds, High Street, Leighton Buzzard Branch

Trustees

The Trustees serving during the year and in office on the date of approval of this report were as follows:

Mrs K Keeling	County Commissioner	
Mrs J Thompson	Assistant County Commissioner	
Ms A Wenham	Assistant County Commissioner	
Mr A Maynard	County Treasurer	
	Mid Beds Division Commissioner	
Mrs A Bollada	Luton South Division Commissioner	
Ms P Whittall	Luton South Division Commissioner	
Mrs A Barker	East Beds Division Commissioner	
Mrs L Oliver	Luton North Division Commissioner	
Mrs D Smith	South Beds Division Commissioner	
Mrs S Chisman	Dunstable Division Commissioner	
Mrs V Davy	Bedford Division Commissioner	(resigned 29th Jan 2021)
	Bedford Division Commissioner	
Ms K Jones	North Beds Division Commissioner	
Mrs C Dickman	County Guiding Development (Training) Adviser	
Ms C Hare	County Guiding Development (Programme) Adviser	
Mrs V Davy	County Membership Support Adviser	
Miss K Butters	County Inspire Advisor	(Resigned 10 Dec 2020)
Ms E Bowley	County Inspire Advisor	
Mrs J Weir	County Marketing & Communications Adviser	

Report of the Trustees

For the year ended 31 December 2021

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Instrument

The Association's objects and regulations are regulated by the Guiding Manual and a deed of constitution dated 1910, with subsequent revision and, under that deed, is constituted as an unincorporated association.

The Bedfordshire Guide Association has operated under the name of 'Girlguiding Bedfordshire' since May 2002, following the national launch of The Guide Association's new identity as 'Girlguiding UK'.

Organisation of the Association

Guiding within the United Kingdom is organised in a series of areas to provide support, lines of two-way communication and opportunities for young members, Leaders and Commissioners to make decisions and take responsibility. Each of the six Regions of England and the three Countries of Scotland, Ulster and Wales has a Chief Commissioner, who is Chairman of an Executive Committee which is appointed according to the Country or Region constitution and which is responsible for the administration of Guiding in that Country or Region.

This County is situated within the Anglia Region. Each County, Division and District has a commissioner who is responsible for the organisation and development of Guiding in her area. She is supported by an Executive Committee which meets regularly. The members of the County Executive Committee are the trustees of the Association and policies on Guiding initiatives and activities are implemented by delegation from County through to Division, District and finally Unit level.

At the year end the County has approximately 2,786 (2020 - 3573) young members who are supported by approximately 808 (2020 - 914) adult volunteers and 104 (2020 - 104) young volunteers, all of whom operate within the County's 8 Divisions, 30 Districts and 249 Units.

Report of the Trustees

For the year ended 31 December 2021

Appointment of Trustees

The voting members of the County Executive Committee are the Trustees of the Association and the office holders who comprise the County Executive are as set out in the Constitution.

All Trustees give their time freely and no Trustee remuneration was paid in the year. Details of Trustees' expenses are disclosed in note 3 of the accounts.

Bedford Division Commissioner and Mid Beds Division Commissioner were both vacant at the end of the year. Both divisions are being supported by the County Commissioner and members from the Division have represented the Division at the County executive.

OBJECTIVES AND ACTIVITIES

Objectives

The Association provides a balanced programme of activities, aiming to help girls and young women, within the age range 5 to 18 years and who live in Bedfordshire, to develop emotionally, mentally, physically, and spiritually so that they can make a positive contribution to their community and the wider world.

Public Benefit

When planning the activities of Girlguiding Bedfordshire, the Trustees have considered the Charity Commission's guidance on public benefit and in particular the specific guidance on charities for the advancement of citizenship or community development. They are of the opinion that the foregoing objectives and activities together with the achievements demonstrate the public benefit of the work of Girlguiding Bedfordshire.

ACHIEVEMENTS AND PERFORMANCE

Girlguiding Bedfordshire has responded to the Global pandemic under guidance from Girlguiding and the National Youth Agency. Guiding at home and online meetings were continued by many units and Face to Face meetings were gradually reintroduced, initially meeting outdoors and then returning to indoor meetings. All units undertook detailed COVID risk assessments prior to returning to face-to-face meetings which were signed off by commissioners.

At the end of 2021 the organisation is financially stable, our membership numbers have reduced, both girls and volunteers. Many of our units are back meeting face to face and we will be working on a strategy in 2022 to continue the recovery and prioritise the activities that support this. Key areas will be continued financial stability, membership growth, training, providing adventure, community support and safety.

Report of the Trustees

For the year ended 31 December 2021

Excellence

We will get better and better at all that we do for girls.

34 Rainbows, 42 Brownies and 5 Guides have achieved their Gold Award in 2021, an amazing achievement as much of this was achieved via virtual meetings.

International trips were not permitted during 2021, some of the trips postponed from 2020 were rescheduled for 2022.

Some members continued to work on their Queens Guide Award. This is the highest award available for young members to achieve and it shows a huge commitment to Guiding taking up to 3 years to complete the timeline has been extended due to the pandemic and we are looking forward to a number of girls achieving the award in 2022. 5 members have achieved their Duke of Edinburgh award with 1 bronze, 2 silver and 2 gold

Residential events started up again in 2021, initially these were low key events, with girls sleeping at home and returning to the site during the day; some continued to hold virtual residentials and many are planning for residential events in 2022.

Our volunteer leaders are supported through a programme offering training opportunities enabling them to feel confident that they are delivering excellent guiding locally. Our programme continued online - 7 volunteers have completed their Leadership Qualification becoming a Leader. Many attended a 6-week new leader training offered by Girlguiding Anglia.

The commissioners also met online to discuss the regular updates to guidelines and discuss how to remain engaged with our volunteers and young members.

Access

More people will hear about Girlguiding and will be inspired to join.

Our Go Guiding publication was produced electronically and mailed directly to parents with details of our adventures and our return to guiding. Our paid PR support has also led to more exposure in the press and in social media for what we are doing, with the focus on encouraging more adults to volunteer so that we can offer more girls the opportunities they want and need.

New welcome and induction sessions were developed by the County Growth team to help new volunteers joining to gain an understanding of the organisation and the opportunities available.

ACHIEVEMENTS AND PERFORMANCE (continued)

Report of the Trustees

For the year ended 31 December 2021

Recruitment of volunteers is a key priority as part of our recovery plan. This has been supported by developing materials for units to use. In addition, targeted social media campaigns have been developed to help units who need volunteers to continue running.

Voice

We will listen to girls and promote their voice.

We are working with Whipsnade Zoo. We have developed a challenge badge which was launched in 2021 and it explores sustainability and the environment as well as supporting the zoo during a difficult period. The challenge pack is designed to be done with online or face to face. In September 1200 members visited the Zoo over a weekend. During the visit we presented a cheque for £2500, funds raised from the sale badges linked to the challenge pack.

We also took part in the Big Trunk Trial in Luton in support of Keech Cottage. A badge competition was held and the winning designs were included in the artwork for our elephant Olivia. Since September Olivia has been returned to us and she is visiting units around the county. Our Olivia challenge badge is raising money for Keech cottage.

Capacity

We will improve our structure, process and capacity.

Girlguiding Bedfordshire supports all these activities and actions through a structured plan and budget, with each team having a clear objective shown below:

The Membership Support Advisor and her team focused on supporting Mentors in being part of the team that ensures new volunteers receive a warm welcome into Girlguiding Bedfordshire, supporting new commissioners and developing the thanks and recognition that volunteers receive to improve retention. All leaders received regular updates on the changing guidelines with regular newsletters and all volunteers received a Thank you card for all their efforts under difficult circumstances because of COVID.

Our valuing volunteers' event was held over 2 weekends in Oct/Nov where over 200 awards were given out. This included long service awards as well as our special awards, including 14 Thanks badges, 10 Bedfordshire Brooches, 6 Good Service awards, 1 Anglia Youth Award and 1 Laurel award.

The Marketing and Communications Advisor and her team focused on providing effective external communications that delivers on the key PR messages that increases awareness of Girlguiding in Bedfordshire and internal communication that supports adult members in the delivery of Good Guiding. A review on the county website was completed and it was agreed that it would be moved to the Girlguiding Anglia platform as this would provide more security and access to staff with the relevant skills. Development work on the project has commenced and a transition to the new website is planned for 2022

Report of the Trustees**For the year ended 31 December 2021**

The Programme and Adventure team have worked hard in 2021 developing relationships and preparing events. We have continued to work with Wrest Park and our Wrest Park Quest with units visiting once the COVID restrictions were lifted. We have also continued to work with them to plan for a Brownie Day in 2022. Our partnership with Shuttleworth has also continued and our Shuttleworth challenge was launched at the Vintage airshow in September 2021. Planning for a county camp at Shuttleworth in 2022 is continuing. All partnerships have developed well in 2021.

The Training team aim to provide training opportunities that enable new and experienced Leaders to broaden their skills and provide good guiding throughout the County. The focus in 2021 was on new leader training, first response and A Safe Space training. The majority was delivered online with face-to-face sessions being planned for 2022.

This exciting and adventurous programme is only possible due to the dedication and support of our amazing 800+ volunteer workforce.

FINANCIAL REVIEW

As part of our ongoing governance, the Trustees have been working to reduce the free reserves of the County as it was felt that the charity has surplus reserves against the reserves policy. We had therefore budgeted a reduction in the free reserves by approximately £7,000 during the year. The actual results were decrease in free reserves of £12,931.

Most units have lost their income due to COVID, as a result the Trustees have reviewed the budget and agreed to minimize the cost of the 2021 subscription. This was achieved as County expenses were reduced due to the shutdown of face-to-face activities, therefore, the underspend from 2020 was considered as part of the budget setting. In addition, the County received a grant to support units in financial difficulty.

The Trustees will continue to budget with the expectation of reducing the free reserves for the next two years with the aim over that time to gradually increase the income to meet the level of expenditure.

The Statement of Financial Activities on page 9 discloses the charity had net outgoing resources of £12,931 from funds available for unrestricted use during the year. The Trustees are satisfied that the assets of the charity are adequate to fulfil the obligations of the charity on a fund-by-fund basis.

Principal Funding Source

The principal funding source continues to be the County share of the annual subscription.

The annual subscription is levied on all members of the County.

Report of the Trustees

For the year ended 31 December 2021

Opportunities grant

During the year, the County continued to designate funds for the Opportunities Grant. This grant is available to ensure that all events and opportunities that Girlguiding offers are available to all members, regardless of their financial background. There were no applications for this grant due to COVID.

Sustainability Grant

A sustainability has been set up to support any units with financial challenges. Units can apply for support for subscriptions, rent or resources to support running the unit. The aim is prevented units closing due to lack of finance and ensure we can provide opportunities post COVID.

Reserves Policy

The Trustees strive to maintain free reserves in unrestricted funds at a level which equates to approximately two years of budgeted expenditure and to ensure that sufficient funds are available for unforeseen expenditure that may be incurred by international events organised by Girlguiding Bedfordshire and unforeseen exceptional expenditure incurred by Units, Districts or Divisions within the County. This policy would provide sufficient funds to ensure the continuation of the charitable activities across the County for at least a two-year period.

The balance of free reserves at the balance sheet date, being unrestricted reserves not designated to or invested in fixed assets and investments, was £119,414.

APPROVAL

This report was approved by the Trustees on the date shown below and signed on their behalf by:



Mrs K Keeling
County Commissioner

Date: 6.7.22

Independent Examiner's Report on the Accounts For the Year Ended 31 December 2021

I report to the trustees on the accounts of the Bedfordshire Guide Association for the year ended 31st December 2021, which are set out on pages 9 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Miss C Wilmot

32 Selsey Drive
Luton
LU2 8HZ

Date

Bedfordshire Guide Association

Page 9

Statement of Financial Activities

For the Year Ended 31 December 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	2020 £
Incoming resources					
Income from guiding activities					
Membership subscriptions		6,367	-	6,367	34,679
County badges		3,345	-	3,345	2,017
Training income		1,450	-	1,450	1,043
Youth events		30,294	-	30,294	245
Adult events		10	-	10	-
International trips		15,852	-	15,852	7,579
Sundry income		473	-	473	1,062
Donations received		-	-	-	-
Grants received		-	6,228	6,228	29,042
Deposit interest		236	-	236	223
Total incoming resources		58,027	6,228	64,255	75,890
Resources expended					
Guiding activities	2	54,637	4,867	59,504	12,731
Adminstration and general	2	16,321	-	16,321	12,201
Total resources expended		70,958	4,867	75,825	24,932
Net (outgoing)/ incoming resources		(12,931)	1,361	(11,570)	50,958

The notes on pages 11 to 15 form part of these accounts.

Bedfordshire Guide Association

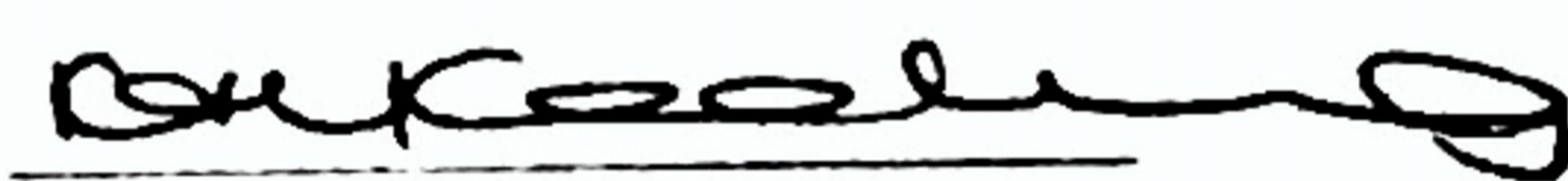
Page 10

Balance sheet

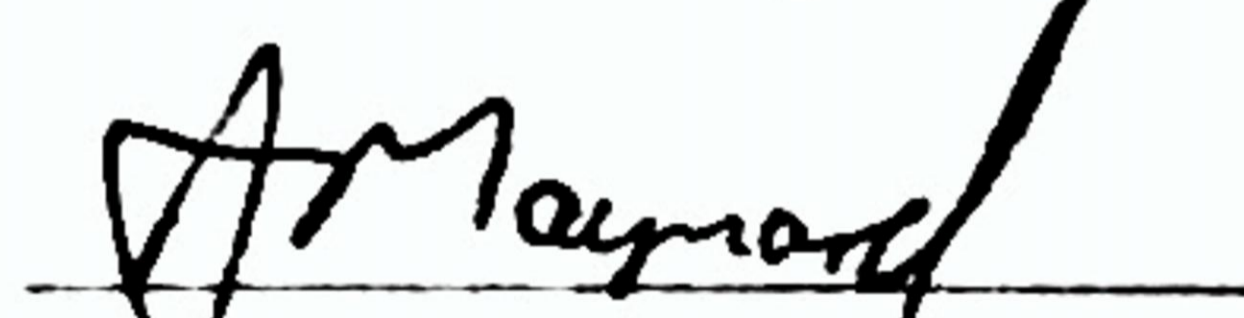
At 31 December 2021

	Notes	2021 £	2020 £
Investments			
The Scout Association Investment Account		5,315	5,269
		5,315	5,269
Current Assets			
Stock of badges		7,893	6,910
Debtors and prepayments	4	1,516	1,616
Cash		11	11
Bank current accounts		37,017	49,175
Deposit account		85,670	85,666
NSB savings		25,394	25,213
		157,501	168,591
Current Liabilities			
Creditors and accruals	5	(525)	-
		156,976	168,591
Net Current Assets			
		162,291	173,860
Income funds			
Unrestricted funds	6	119,414	132,345
Unrestricted designated funds	7	8,003	8,003
Restricted funds	8	35,304	33,943
		162,721	174,291

This report was approved by the trustees on the date shown below and signed on their behalf by:



Mrs K Keeling
County Commissioner



Mr A Maynard
County Treasurer

Date: 6.7.2022

The notes on pages 11 to 15 form part of these accounts.

Notes

For the Year Ended 31 December 2021

1 Accounting policies

a) Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

b) Incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resource; and
- the monetary value can be measured with sufficient reliability.

c) Resources expended

Expenditure is included in the SoFA on an accruals basis.

d) Fixed assets

Tangible fixed asset expenditure is capitalised if the asset can be used for more than one year and net costs greater than £500 after deducting grants received.

e) Stocks

Stocks are stated at the lower of cost and net realisable value.

	Unrestricted funds £	Restricted funds £	Total 2021 £	2020 £
2 Analysis of expenditure				
Guiding activities				
Membership subscription	466	-	466	1,104
County badges for resale	4,578	-	4,578	218
County awarded badges	2,196	-	2,196	-
Training costs	836	-	836	2,716
Youth events	31,666	-	31,666	90
Adult events	-	-	-	-
International trips	14,895	-	14,895	7,114
Opportunities grants awarded	-	-	-	-
Outdoor expenses	-	-	-	-
Programme update support	-	-	-	1,166
Transport grants	-	-	-	-
Learning & Development Grant	-	-	-	323
Region sustainability grant	-	4,867	4,867	-
New Rainbow unit grant awarded	-	-	-	-
	54,637	4,867	59,504	12,731

Notes (continued)

For the Year Ended 31 December 2021

	Unrestricted funds £	Restricted funds £	Total	
			2021 £	2020 £
2 Analysis of expenditure (continued)				
Administration and general				
Membership support	3,262	-	3,262	93
Volunteer expenses	1,231	-	1,231	1,611
Marketing & communication costs	5,621	-	5,621	5,037
Administration Support	4,225	-	4,225	3,100
Sundry expenses	1,982	-	1,982	2,360
	<u>16,321</u>	-	<u>16,321</u>	<u>12,201</u>

3 Trustee expenses

2021 £	2020 £
-----------	-----------

All members of the Executive Committee are entitled to be reimbursed out of pocket expenses together with travelling expenses. Claims made during the year:

<u>1,231</u>	<u>1,611</u>
--------------	--------------

None of the Trustees received remuneration for their role as Trustee.

4 Debtors and prepayments

Youth event prepayment	1,000	50
Training event prepayment	292	292
Other debtors	224	1,274
	<u>1,516</u>	<u>1,616</u>

2021 £	2020 £
-----------	-----------

<u>1,516</u>	<u>1,616</u>
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5 Creditors and accruals

Accrued expenses	-	-
Youth event income	525	-
	<u>525</u>	<u>-</u>

2021 £	2020 £
-----------	-----------

<u>525</u>	<u>-</u>
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Notes (continued)

For the Year Ended 31 December 2021

	2021	2020
	£	£
6 Unrestricted funds		
Balance brought forward	132,345	108,940
Net (outgoing)/incoming resources	(12,931)	23,405
Amounts designated during year		-
Expenses against designated funds		-
Balance carried forward	<u>119,414</u>	<u>132,345</u>

	At 1st Jan 2021	Expenses	Designated during year	At 31st Dec 2021
	£	£	£	£
7 Unrestricted designated funds				
Transport fund	3,251			3,251
Opportunities grant fund	4,752			4,752
	<u>8,003</u>	-	-	<u>8,003</u>

These funds are part of the unrestricted funds which the trustees have earmarked for a particular use, without restricting or committing the funds legally.

The designation may be cancelled by the trustees if they later decide that the charity should not proceed or continue with the use for which the funds were designated.

	At 1st Jan 2021	Income	Expenses	At 31st Dec 2021
	£	£	£	£
8 Restricted funds				
Growing guiding	160	-	-	160
Programme Update grant	-	-	-	-
Learning & Development grant	4,665	-	-	4,665
Jean Cooper donations	76	-	-	76
Anglia Sustainability Grant	9,042	6,228	(4,867)	10,403
Gale Family Trust Grant	20,000	-	-	20,000
	<u>33,943</u>	<u>6,228</u>	<u>(4,867)</u>	<u>35,304</u>

These funds represent grants and donations received by the charity and are restricted by the donor for a particular purpose.

BEDFORDSHIRE GUIDE ASSOCIATION

England & Wales - Charity number 1054718

Accounts



Bedfordshire Guide Association

Annual Trustees Report & Financial Statements

Year ended 31 December 2020

Registered Charity No. 1054718

Bedfordshire Guide Association

Index

For the Year Ended 31 December 2020

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Report of the Trustees

For the Year Ended 31 December 2020

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st December 2020.

Reference and administration details

Registered charity name: Bedfordshire Guide Association
Registered charity number: 1054718
Correspondence address: Mrs K Keeling, 63 Station Road, Flitwick, MK45 1JU
Independent Examiner: Miss C Wilmot, 32 Selsey Drive, Luton LU2 8HZ
Bankers: Lloyds, High Street, Leighton Buzzard Branch

Trustees

The Trustees serving during the year and in office on the date of approval of this report were as follows:

Mrs K Keeling	County Commissioner	
Mrs J Thompson	Assistant County Commissioner	(Role change 8th Feb 2020)
Ms A Wenham	Assistant County Commissioner	(Appointed 8th Feb 2020)
Mr A Maynard	County Treasurer	
Mrs S Dackombe	Mid Beds Division Commissioner	(Resigned 31st Dec 2020)
	Mid Beds Division Commissioner	
Mrs A Bollada	Luton South Division Commissioner	
Mrs A Barker	East Beds Division Commissioner	
Mrs L Oliver	Luton North Division Commissioner	
Mrs D Smith	South Beds Division Commissioner	
Mrs S Chisman	Dunstable Division Commissioner	(Appointed 11th Sept 2020)
Mrs V Davy	Bedford Division Commissioner	(Role change 1st Jan 2020)
Mrs J Thompson	North Beds Division Commissioner	(Role change 8th Feb 2020)
Ms K Jones	North Beds Division Commissioner	(Appointed 5th May 2020)
Mrs C Dickman	County Guiding Development (Training) Adviser	
Mrs C Mayr	County Guiding Development (Programme) Adviser	(Resigned 8th Feb 2020)
Ms C Hare	County Guiding Development (Programme) Adviser	(Appointed 8th Feb 2020)
Mrs V Davy	County Membership Support Adviser	(Role change 1st Jan 2020)
Miss K Butters	County Senior Section Adviser/ County Inspire Adviser	(Appointed 8th Feb 2020)
Ms E Bowley	County Senior Section Adviser/ County Inspire Adviser	(Appointed 8th Feb 2020)
Mrs J Weir	County Marketing & Communications Adviser	

Report of the Trustees**For the year ended 31 December 2020**

STRUCTURE GOVERNANCE AND MANAGEMENT**Governing Instrument**

The Association's objects and regulations are regulated by the Guiding Manual and a deed of constitution dated 1910, with subsequent revision and, under that deed, is constituted as an unincorporated association.

The Bedfordshire Guide Association has operated under the name of 'Girlguiding Bedfordshire' since May 2002, following the national launch of The Guide Association's new identity as 'Girlguiding UK'.

Organisation of the Association

Guiding within the United Kingdom is organised in a series of areas to provide support, lines of two-way communication and opportunities for young members, Leaders and Commissioners to make decisions and take responsibility. Each of the six Regions of England and the three Countries of Scotland, Ulster and Wales has a Chief Commissioner, who is Chairman of an Executive Committee which is appointed according to the Country or Region constitution and which is responsible for the administration of Guiding in that Country or Region.

This County is situated within the Anglia Region. Each County, Division and District has a Commissioner who is responsible for the organisation and development of Guiding in her area. She is supported by an Executive Committee which meets regularly. The members of the County Executive Committee are the trustees of the Association and policies on Guiding initiatives and activities are implemented by delegation from County through to Division, District and finally Unit level.

At the year end the County has approximately 3573 (2019 - 3721) young members who are supported by approximately 914 (2019 - 966) adult volunteers and 104 (2019 - 115) young volunteers, all of whom operate within the County's 8 Divisions, 30 Districts and 256 Units.

Report of the Trustees

For the year ended 31 December 2020

Appointment of Trustees

The voting members of the County Executive Committee are the Trustees of the Association and the office holders who comprise the County Executive are as set out in the Constitution.

All Trustees give their time freely and no Trustee remuneration was paid in the year. Details of Trustees' expenses are disclosed in note 3 of the accounts.

All vacancies have been filled with several appointments made during 2020.

OBJECTIVES AND ACTIVITIES

Objectives

The Association provides a balanced programme of activities, aiming to help girls and young women, within the age range 5 to 18 years and who live in Bedfordshire, to develop emotionally, mentally, physically, and spiritually so that they can make a positive contribution to their community and the wider world.

Public Benefit

When planning the activities of Girlguiding Bedfordshire, the Trustees have considered the Charity Commission's guidance on public benefit and in particular the specific guidance on charities for the advancement of citizenship or community development. They are of the opinion that the foregoing objectives and activities together with the achievements demonstrate the public benefit of the work of Girlguiding Bedfordshire

ACHIEVEMENTS AND PERFORMANCE

Girlguiding Bedfordshire has responded to the Global pandemic under guidance from Girlguiding and the National Youth Agency. Face to Face meetings were suspended in March 2020. Some units paused activities, others provided activities to complete at home and many moved to online meetings.

Excellence

We will get better and better at all that we do for girls.

Report of the Trustees

For the year ended 31 December 2020

ACHIEVEMENTS AND PERFORMANCE (continued)

All planned international trips for 2020 were cancelled due to the pandemic. The county supported one unit in terms of recovery. All other trips were covered by insurance and claims are currently in progress.

1 member achieved their Queens Guide Award - Rebecca Smith. This is the highest award available for young members to achieve and it shows a huge commitment to guiding taking up to 3 years to complete. 30 members have achieved their Duke of Edinburgh award with 13 bronze, 4 silver and 3 gold.

All residential events were cancelled; however, many units took part in the Girlguiding Anglia Midsummer Challenge - a virtual camp where girls built dens at home or camped in their gardens and joined in a variety of activities via You Tube and Zoom. Many units also took part in Adventures online summer extravaganza

Our volunteer leaders are supported through a programme offering training opportunities enabling them to feel confident that they are delivering excellent guiding locally. Our programme continued online 27 volunteers have completed their Leadership Qualification becoming a Leader or Assistant Leader. Our trainers all completed their webinar qualifications and moved our training to an online offering which enabled A Safe Space training rollout with all leaders qualified to the appropriate level for their role by December 2020.

The commissioners also met online to discuss the regular updates to guidelines and discuss how to remain engaged with our volunteers and young members.

Access

More people will hear about Girlguiding and will be inspired to join.

Report of the Trustees

For the year ended 31 December 2020

ACHIEVEMENTS AND PERFORMANCE (continued)

Our Go Guiding publication was produced electronically and mailed directly to parents with details of the Adventures online. Our paid PR support has also led to more exposure in the press and in social media for what we are doing, with the focus on encouraging more adults to volunteer so that we can offer more girls the opportunities they want and need.

The Space to Grow project in partnership with our neighbouring county Cambridgeshire West concluded. The focus was changed from opening new units to supporting units to stay open during COVID, it focussed on providing resources to girls at home, helping units with financial challenges, and recruitment of volunteers and girls where membership numbers were impacted.

We opened a virtual unit for each section, to support girls whose units were not active. It was also open to new members who could not access guiding in their local area.

Voice

We will listen to girls and promote their voice.

We are working with Whipsnade Zoo. We have developed a challenge badge which is ready to be launched in 2021 which explores sustainability and the environment as well as supporting the zoo during a difficult period. The challenge pack is designed to be done with online or face to face. A trip to the zoo is also being planned for 2021.

Our Adventures at home offering has enabled girls to stay connected during this difficult time. Many leaders have run activities on Well being and resilience, giving young people to share their concerns and experiences and help them during a very difficult time.

Capacity

We will improve our structure, process and capacity.

Report of the Trustees

For the year ended 31 December 2020

ACHIEVEMENTS AND PERFORMANCE (continued)

Girlguiding Bedfordshire supports all these activities and actions through a structured plan and budget, with each team having a clear objective shown below:

The Membership Support Advisor and her team focused on supporting Mentors in being part of the team that ensures new volunteers receive a warm welcome into Girlguiding Bedfordshire, supporting new commissioners and developing the thanks and recognition that volunteers receive to improve retention. All leaders received regular updates on the changing guidelines with regular newsletters and all volunteers received a Thank you card for all their efforts under difficult circumstances because of COVID.

The Marketing and Communications Advisor and her team focused on providing effective external communications that delivers on the key PR messages that increases awareness of Girlguiding in Bedfordshire and internal communication that supports adult members in the delivery of Good Guiding.

The Programme and Adventure team have cancelled all county events for 2020 due to COVID. We have continued to work with Wrest Park and our Wrest Park Quest has been revised and is ready for 2021 when restrictions are lifted. We have also started planning for a Brownie Day in 2022. Our partnership with Shuttleworth has also continued and our Shuttleworth challenge launch has been delayed until 2021. Planning for a county camp at Shuttleworth in 2022 has started.

The Training team aim to provide training opportunities that enable new and experienced Leaders to broaden their skills and provide good guiding throughout the County. The focus in 2020 was on risk assessment training, online meetings and first response and A Safe Space training.

This exciting and adventurous programme is only possible due to the dedication and support of our amazing 1,000+ volunteer workforce.

Report of the Trustees**For the year ended 31 December 2020**

FINANCIAL REVIEW

As part of our ongoing governance, the Trustees have been working to reduce the free reserves of the County as it was felt that the charity has surplus reserves against the reserves policy. We had therefore budgeted a reduction in the free reserves by approximately £7,000 during the year. The actual results were an increase in free reserves of £23,405, the variance was in the most part due to receiving the Anglia Sustainability Grant and Gale Family Trust Grant.

Most units lost their income due to COVID, as a result the Trustees have reviewed the budget and agreed to minimize the cost of the 2020 subscription. This was achieved as county expenses were reduced due to the shutdown of face-to-face activities, therefore, the underspend from 2020 was considered as part of the budget setting. In addition, the county received a grant to support units in financial difficulty. The Trustees will continue to budget with the expectation of reducing the free reserves for the next two years with the aim over that time to gradually increase the income to meet the level of expenditure.

The Statement of Financial Activities on page 9 discloses the charity had net incoming resources of £23,405 from funds available for unrestricted use during the year.

The Trustees are satisfied that the assets of the charity are adequate to fulfil the obligations of the charity on a fund-by-fund basis.

Principal Funding Source

The principal funding source continues to be the County share of the annual subscription. The annual subscription is levied on all members of the County.

Opportunities grant

During the year, the County continued to designate funds for the Opportunities Grant. This grant is available to ensure that all events and opportunities that Girlguiding offers are available to all members, regardless of their financial background. There were no applications for this grant due to COVID.

Report of the Trustees

For the year ended 31 December 2020

FINANCIAL REVIEW (CONTINUED)

Sustainability Grant

A sustainability has been set up to support any units with financial challenges. Units can apply for support for subscriptions, rent or resources to support running the unit. The aim is prevented units closing due to lack of finance and ensure we can provide opportunities post COVID.


Reserves Policy

The Trustees strive to maintain free reserves in unrestricted funds at a level which equates to approximately two years of budgeted expenditure and to ensure that sufficient funds are available for unforeseen expenditure that may be incurred by international events organised by Girlguiding Bedfordshire and unforeseen exceptional expenditure incurred by Units, Districts or Divisions within the County. This policy would provide sufficient funds to ensure the continuation of the charitable activities across the County for at least a two-year period.

The balance of free reserves at the balance sheet date, being unrestricted reserves not designated to or invested in fixed assets and investments, was £127,076.

APPROVAL

This report was approved by the Trustees on the date shown below and signed on their behalf by:


.....
Mrs K Keeling
County Commissioner

Date: 11/9/2021

Independent Examiner's Report on the Accounts For the Year Ended 31 December 2020

I report to the trustees on the accounts of the Bedfordshire Guide Association for the year ended 31st December 2020, which are set out on pages 9 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

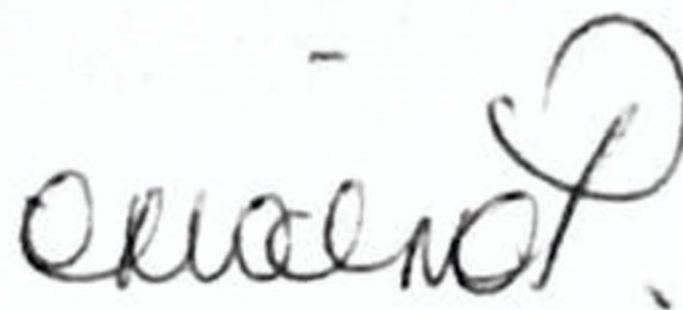
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Miss C Wilmot
32 Selsey Drive
Luton
LU2 8HZ



Date

8th November
2021

Statement of Financial Activities

For the Year Ended 31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 £	2019 £
Incoming resources					
Income from guiding activities					
Membership subscriptions		34,679	-	34,679	35,106
County badges		2,017	-	2,017	1,164
Training income		1,043	-	1,043	1,010
Youth events		245	-	245	7,699
Adult events		-	-	-	-
International trips		7,579	-	7,579	12,568
Sundry income		1,062	-	1,062	390
Donations received		-	-	-	95
Grants received		-	29,042	29,042	4,988
Deposit interest		223	-	223	245
Total incoming resources		46,848	29,042	75,890	63,265
Resources expended					
Guiding activities	2	11,242	1,489	12,731	41,510
Adminstration and general	2	12,201	-	12,201	21,228
Total resources expended		23,443	1,489	24,932	62,738
Net (outgoing)/ incoming resources		23,405	27,553	50,958	527

The notes on pages 12 to 14 form part of these accounts.

Balance sheet

At 31 December 2020

	Notes	2020 £	2019 £
Investments			
The Scout Association Investment Account		5,269	5,269
		5,269	5,269
Current Assets			
Stock of badges		6,910	3,463
Debtors and prepayments	4	1,616	180
Cash		11	11
Bank current accounts		49,175	24,834
Deposit account		85,666	65,638
NSB savings		25,213	25,013
		168,591	119,139
Current Liabilities			
Creditors and accruals	5	-	(1,506)
Net Current Assets		168,591	117,633
Total Assets less Liabilities		173,860	122,902
Income funds			
Unrestricted funds	6	132,345	108,940
Unrestricted designated funds	7	8,003	8,003
Restricted funds	8	33,943	6,390
		174,291	123,333

This report was approved by the trustees on the date shown below and signed on their behalf by:

Mrs K Keeling
County Commissioner

K Keeling

Mr A Maynard

County Treasurer

Mr. A Maynard

Date: 11.9.21

The notes on pages 12 to 14 form part of these accounts.

Approved at county Executive Meeting on

11.9.2021

Notes

For the Year Ended 31 December 2020

1 Accounting policies

a) Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

b) Incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resource; and
- the monetary value can be measured with sufficient reliability.

c) Resources expended

Expenditure is included in the SoFA on an accruals basis.

d) Fixed assets

Tangible fixed asset expenditure is capitalised if the asset can be used for more than one year and net costs greater than £500 after deducting grants received.

e) Stocks

Stocks are stated at the lower of cost and net realisable value.

	Unrestricted funds £	Restricted funds £	Total 2020 £	2019 £
2 Analysis of expenditure				
Guiding activities				
Membership subscription	1,104	-	1,104	881
County badges for resale	218	-	218	2,275
County awarded badges	-	-	-	2,528
Training costs	2,716	-	2,716	8,238
Youth events	90	-	90	8,025
Adult events	-	-	-	-
International trips	7,114	-	7,114	16,192
Opportunities grants awarded	-	-	-	1,065
Outdoor expenses	-	-	-	278
Programme update support	-	1,166	1,166	1,603
Transport grants	-	-	-	425
Learning & Development Grant	-	323	323	-
New Rainbow unit grant awarded	-	-	-	-
	11,242	1,489	12,731	41,510

Notes (continued)

For the Year Ended 31 December 2020

	Unrestricted funds £	Restricted funds £	Total	
			2020 £	2019 £
2 Analysis of expenditure (continued)				
Administration and general				
Membership support	93	-	93	2,735
Volunteer expenses	1,611	-	1,611	2,427
Marketing & communication costs	5,037	-	5,037	12,827
Administration Support	3,100	-	3,100	2,068
Sundry expenses	2,360	-	2,360	1,171
	12,201	-	12,201	21,228

3 Trustee expenses

2020
£

2019
£

All members of the Executive Committee are entitled to be reimbursed out of pocket expenses together with travelling expenses. Claims made during the year:

2,833 2,479

None of the Trustees received remuneration for their role as Trustee.

4 Debtors and prepayments

Youth event prepayment
Training event prepayment
Other debtors

2020
£

2019
£

50 50
292 -
1,274 130
1,616 180

5 Creditors and accruals

Accrued expenses
Youth event income

2020
£

2019
£

- 1,296
- 210
- 1,506