



# **Bedfordshire Guide Association**

## **Annual Trustees Report & Financial Statements**

**Year ended 31 December 2020**

**Registered Charity No. 1054718**



# Bedfordshire Guide Association

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For the Year Ended 31 December 2020

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## Report of the Trustees

For the Year Ended 31 December 2020

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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 Advisor	(Appointed 8th Feb 2020)
Ms E Bowley	County Senior Section Adviser/ County Inspire Advisor	(Appointed 8th Feb 2020)
Mrs J Weir	County Marketing & Communications Adviser	



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

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**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**

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**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**

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**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**

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**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**

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**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**

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**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

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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

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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

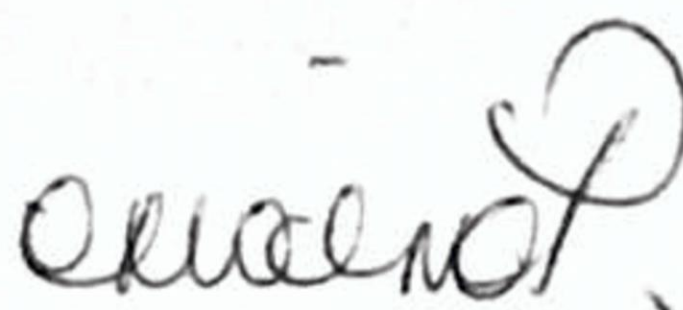
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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 £
<b>Incoming resources</b>					
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
<b>Total incoming resources</b>		<b>46,848</b>	<b>29,042</b>	<b>75,890</b>	<b>63,265</b>
<b>Resources expended</b>					
Guiding activities	2	11,242	1,489	12,731	41,510
Adminstration and general	2	12,201	-	12,201	21,228
<b>Total resources expended</b>		<b>23,443</b>	<b>1,489</b>	<b>24,932</b>	<b>62,738</b>
<b>Net (outgoing)/ incoming resources</b>		<b>23,405</b>	<b>27,553</b>	<b>50,958</b>	<b>527</b>

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



## Balance sheet

At 31 December 2020

	Notes	2020 £	2019 £
<b>Investments</b>			
The Scout Association Investment Account		5,269	5,269
		<u>5,269</u>	<u>5,269</u>
<b>Current Assets</b>			
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
		<u>168,591</u>	<u>119,139</u>
<b>Current Liabilities</b>			
Creditors and accruals	5	-	(1,506)
<b>Net Current Assets</b>		<u>168,591</u>	<u>117,633</u>
<b>Total Assets less Liabilities</b>		<u>173,860</u>	<u>122,902</u>
<b>Income funds</b>			
Unrestricted funds	6	132,345	108,940
Unrestricted designated funds	7	8,003	8,003
Restricted funds	8	33,943	6,390
		<u>174,291</u>	<u>123,333</u>

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 £
<b>2 Analysis of expenditure</b>				
<b>Guiding activities</b>				
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	-	-	-	-
	<b>11,242</b>	<b>1,489</b>	<b>12,731</b>	<b>41,510</b>



Notes (continued)

For the Year Ended 31 December 2020

	Unrestricted funds £	Restricted funds £	Total 2020 £	2019 £
<b>2 Analysis of expenditure (continued)</b>				
<b>Administration and general</b>				
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
	<b>12,201</b>	<b>-</b>	<b>12,201</b>	<b>21,228</b>

## 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**