



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

Date

32 Selsey Drive
Luton
LU2 8HZ

Bedfordshire Guide Association

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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

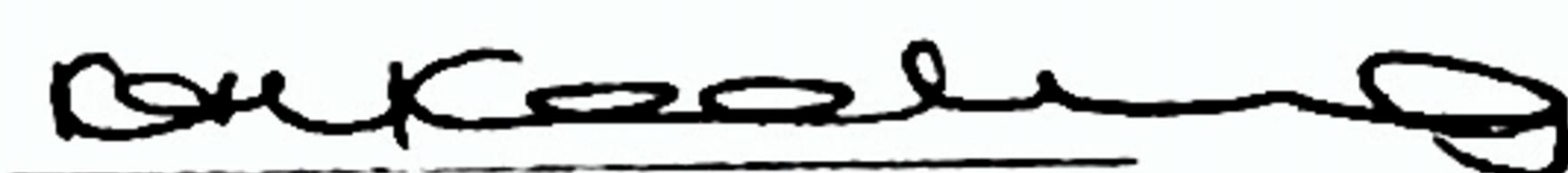
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Balance sheet

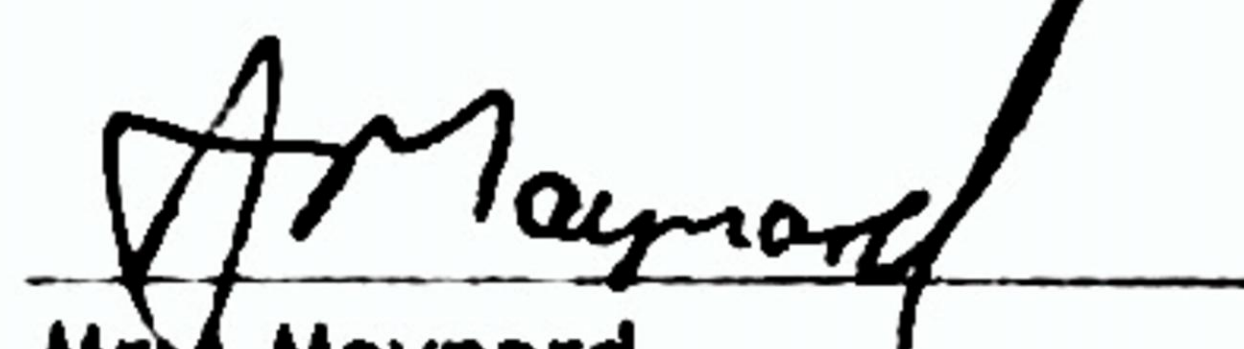
At 31 December 2021

	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)	-
Net Current Assets		156,976	168,591
Total Assets less Liabilities		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.

2 Analysis of expenditure

Guiding activities

	Unrestricted funds £	Restricted funds £	Total 2021 £	2020 £
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
	16,321	-	16,321	12,201

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:

1,231	1,611
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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
	1,516	1,616

2021	2020
£	£

5 Creditors and accruals

Accrued expenses	-	-
Youth event income	525	-
	525	-

2021	2020
£	£

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	119,414	132,345

	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
	8,003	-	-	8,003

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
	33,943	6,228	(4,867)	35,304

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