



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

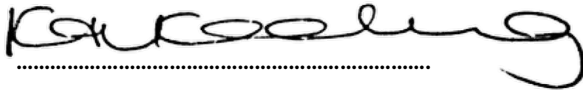
The Trustees strive to maintain free reserves in unrestricted funds at a level which equates to approximately two years of budgeted expenditure and to ensure that sufficient funds are available for unforeseen expenditure that may be incurred by international events organised by Girlguiding Bedfordshire 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

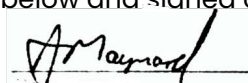
At 31 December 2022

	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)
Net Current Assets		132,247	156,976
Total Assets less Liabilities		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 funds	Restricted funds	Total 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.				
			2022	2021
			£	£
4 Debtors and prepayments				
Youth event prepayment			100	1,000
Training event prepayment			439	292
Other debtors			557	224
			1,096	1,516
			2022	2021
			£	£
5 Creditors and accruals				
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	At 31st Dec		
	2022	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	Income	Expenses	At 31st Dec
	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.