



Bedfordshire Guide Association

Annual Trustees Report & Financial Statements

Year ended 31 December 2023

Registered Charity No. 1054718

Bedfordshire Guide Association

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For the Year Ended 31 December 2023

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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	

Report of the Trustees

For the year ended 31 December 2023

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.

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.

Report of the Trustees

For the year ended 31 December 2023

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.

Report of the Trustees

For the year ended 31 December 2023

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,

Report of the Trustees

For the year ended 31 December 2023

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.

Report of the Trustees

For the year ended 31 December 2023

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.

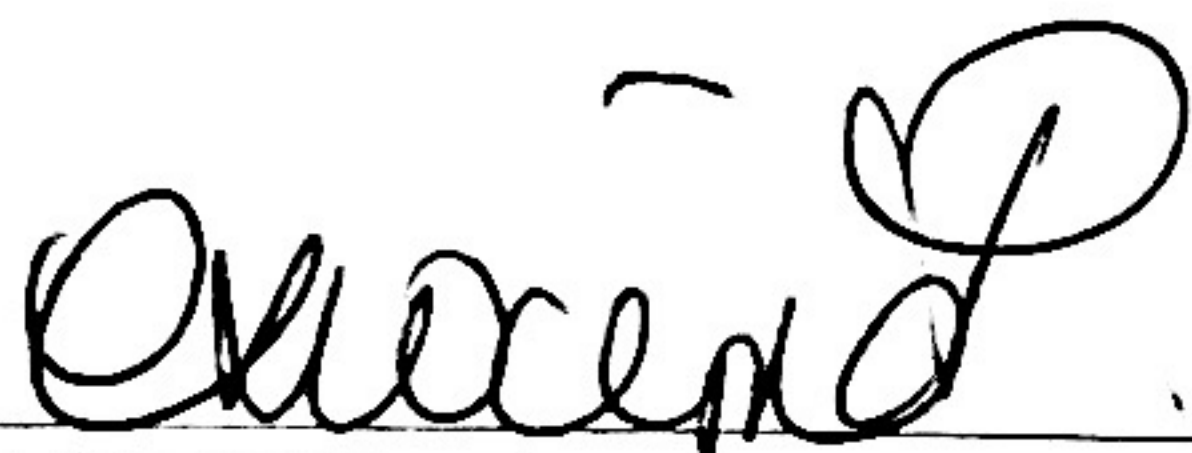
Basis of independent examiner's statement

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 Act
 have 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

		Unrestricted	Restricted	Total	
	Notes	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
Adminstration 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.

Bedfordshire Guide Association

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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

Youth event prepayment
Training event prepayment
Other debtors

2023
£

2022
£

- 100
- 438
- 557

- 1,095

5 Creditors and accruals

Accrued expenses
Youth event income

2023
£

2022
£

546 -
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	87,788	104,835

	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
	7,923	(850)	370	7,443

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)	-
	25,246	3,334	(5,357)	23,223

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