



Bedfordshire Guide Association

Annual Trustees Report & Financial Statements

Year ended 31 December 2024

Registered Charity No. 1054718

Bedfordshire Guide Association

Index

For the Year Ended 31 December 2024

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Report of the Trustees**For the Year Ended 31 December 2024**

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

Reference and administration details

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

Trustees

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

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

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Instrument

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

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

Organisation of the Association

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

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

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

Appointment of Trustees

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

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

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

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

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

OBJECTIVES AND ACTIVITIES

Objectives

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

Public Benefit

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

ACHIEVEMENTS AND PERFORMANCE

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

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

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

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

Member Experiences

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

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

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

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

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

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

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

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

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Report of the Trustees

For the year ended 31 December 2024

Delivery of Guiding

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

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

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

Resources and capacity

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

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

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

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

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

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

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

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

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

FINANCIAL REVIEW

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

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

Bedfordshire Guide Association

Report of the Trustees

For the year ended 31 December 2024

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

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

Principal Funding Source

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

Sustainability Grant

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

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

Reserves Policy

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

Bedfordshire Guide Association

Report of the Trustees

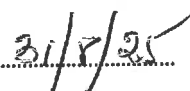
For the year ended 31 December 2024

APPROVAL

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

.....

Mrs A Barker
County Commissioner

Date:

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

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

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's statement

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

Independent examiner's statement

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

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



Miss C Wilmot

30/9/25.

Date

32 Selsey Drive

Luton

LU2 8HZ

Statement of Financial Activities

For the Year Ended 31 December 2024

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


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

Balance sheet


At 31 December 2024

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

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


Mrs A Barker
County Commissioner

Date: 31/8/25


Mr A Maynard
County Treasurer

31-8-25

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

Notes

For the Year Ended 31 December 2024

1 Accounting policies**a) Basis of accounting**

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

b) Incoming resources

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

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

c) Resources expended

Expenditure is included in the SoFA on an accruals basis.

d) Fixed assets

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

e) Stocks

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

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

Notes (continued)

For the Year Ended 31 December 2024

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

Notes (continued)

For the Year Ended 31 December 2024

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

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

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

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

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

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