

**GIRLGUIDING MIDDLESEX NORTH WEST**

**FINANCIAL STATEMENTS**

**For the year ended 31 December 2021**

**Charity No. 1062138**

**GIRLGUIDING MIDDLESEX NORTH WEST**

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## **GIRLGUIDING MIDDLESEX NORTH WEST**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Name</b>	Girlguiding Middlesex North West	
<b>Charity Number</b>	1062138	
<b>Principal Address</b>	Willow Tree Centre Breakspear Road North Harefield Middlesex UB9 6LZ	
<b>Trustees</b>	Mrs M Frost (resigned 31/12/21) Miss H Hutchings Sharon Cargill Anne Porcheron Marian Brown	Mrs C Hughes Miss E Calderbank Mrs S Past Jennifer Maidment (from 1/5/22) Jade Fardon (from 1/6/22)
<b>Bankers</b>	Lloyds Bank plc Station Road Harrow Branch PO Box 1000 BX1 1LT  HSBC High Street Uxbridge UB8 1BY	Barclays Bank plc 54 High Street Ruislip Middlesex HA4 7AT
<b>Independent examiner</b>	Corrie Irwin	

## **GIRLGUIDING MIDDLESEX NORTH WEST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021**

The trustees present their report and accounts for the year ended 31 December 2021. The trustees have adopted the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issues in March 2005 in preparing the annual report and financial statements of the charity.

#### **GOVERNING DOCUMENT**

The Guide Association is incorporated by Royal Charter. The County is an unincorporated Association governed by the same Royal Charter and its bylaws under which the constitution of the Executive Committee has been established.

#### **TRUSTEES**

The trustees named on page 3 have served throughout the year, except where otherwise shown. Appointment of trustees is governed by the Trust Deed of the charity. The Board of Trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee.

#### **TRUSTEE INDUCTION AND TRAINING**

The chair of trustees is responsible for the induction of any new trustee which involves awareness of trustee's responsibilities, the governing document, administrative procedures, the history and approach of the charity.

#### **RISK ASSESSMENT**

The trustees actively review the major risks which the Charity faces on a regular basis and have established systems to mitigate the risks. Procedures are in place to minimise any financial risk in areas of budget control and expenditure authorisation. All large events have an individual risk assessment prior to agreement for the event to go ahead. The trustees ensure that the Charity is adequately insured.

#### **ORGANISATIONAL STRUCTURE**

The charity is organised so that the trustees meet regularly to manage its affairs. A number of unpaid volunteers assist in the charitable activities of the charity.

## **GIRLGUIDING MIDDLESEX NORTH WEST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021 (CONTINUED)**

#### **PURPOSE AND AIMS**

The purpose of the County is the same as Girlguiding, namely to enable girls and young women to develop their potential and make a difference to the world.

#### **POLICIES**

The County follows the policies and rules set out in the Guiding Manual published by the Guide Association. In providing activities, the County promotes the use of the Guiding method which is also set out in this manual.

#### **VOLUNTARY SERVICES**

All adult member of the Guide Association are unpaid volunteers.

#### **REVIEW OF ACTIVITIES**

The COVID-19 crisis meant so many changes none of us could foresee and one thing we can be proud of is having managed to keep guiding going, in one way or another throughout a pandemic. Guiding has survived by reinventing itself and not standing still. The County were open to new ideas and new experiences - even if they felt a little daunting at first. We introduced a new Marketing and Communication Advisor Team which greatly improved our social media offering and heightened our communication across the County.

The Mayor of Hillingdon attended online unit meetings across the Ruislip-Northwood Division getting involved in World Book Day discussions and activities focusing on resilience.

Celebrations were plentiful including milestone birthdays for units across the county, and 2 volunteers receiving Gold Duke of Edinburgh Awards.

After the success of the first share the light event in 2020 the County's Marketing and Communications Team brought together participants from across the county for the 2021 event which happened to fall on the hottest day of the year! A group of Guiders and Young Leaders went along to Willow Tree Centre to take part in a Facebook live "Share the Light" event round an equally hot campfire. There was a beautiful afternoon tea in September at The Willow Tree Centre where volunteers had a great opportunity to enjoy the beautiful surroundings of Willow Tree in its 21st year and catch up with fellow leaders.

It's been brilliant to see units enjoying face to face meetings, trips and camps as we look forward with positivity and excitement for the new year.

Being a volunteer is a demanding task, so thank you for contributing so much of your time, energy, and efforts to it. You are so appreciated.

## **GIRLGUIDING MIDDLESEX NORTH WEST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021 (CONTINUED)**

#### **FINANCIAL REVIEW**

The statement of financial activities shows total income of £38,300 (2020: £72,022) and total expenditure of £77,870 (2020: £95,837).

Income fell by £33,722 in the year, with the main driver being reduced donation and grant income in the second year of Covid-related support. External grants were lower, and in 2021 there was no reallocation of funds from unrestricted to restricted funds to support Willow Tree (2020: £14,000) as the running costs had already been reduced following the efforts of the management committee in 2020. Although Willow Tree continued to be closed for much of 2021, there was a small increase in trading income from bookings (up from £3,594 in 2020 to £5,442), although this remains much lower than the £56,412 seen in 2019, the last pre-pandemic financial year.

Expenditure decreased by £17,966. The biggest reduction was in the reallocation of funds from unrestricted to restricted set out above (2020: £14,000), and although Willow Tree running costs had been pared back to essentials, there were increased costs incurred for services such as safety checks prior to reopening.

The overall impact of Willow Tree closures was cushioned to a large extent by the generous donations and grants received from third parties. Prior to the pandemic, Trustees had recognised the gradual decline in trading income, and the Willow Tree Management Committee continue to look at ways to boost this in the longer term. Cost savings identified over the last two years will contribute to more efficient operations in future, and although the net outgoing resources for the year were £39,570, the depreciation expense was £37,195. Income of £38,300 was close to covering the cash expenditure (expenses before depreciation) of £40,675, an encouraging performance given the limited opportunities to welcome paying guests to the site.

#### **PRINCIPAL FUNDING SOURCES**

Income included donations and grants received of £29,431 (2020: £52,578) and membership fees received of £2,757 (2020: £15,821). Of the donation and grant income, £nil was a transfer from unrestricted to restricted funds (2020: £14,000) and £29,431 was received from external donors (2020: £38,578).

#### **RESERVES POLICY**

The Trustees carry out an annual review of the charity's reserves policy in the light of known risks and future plans to try to maximise the funds it can generate from reserves.

#### **ACCOUNTING POLICIES**

There have been no material changes in accounting policies during the year.

## **GIRLGUIDING MIDDLESEX NORTH WEST**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021 (CONTINUED)**

#### **PUBLIC BENEFIT**

The Trustees have had regard to the guidelines issued by the Charity Commission relating to public benefit and are satisfied that the charity confers a public benefit. The County follows the charitable objects of Girlguiding in providing a programme of activities which has identifiable public benefit. We work to be positively open to all girls between the ages of 5 and 18 and note that with effect from 2018 Girlguiding implemented a new programme for all members and at that time introduced specific provision of activities for the 18-30 year old age group.

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees are required under the Charities Act 2011 to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis). In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **GOING CONCERN REVIEW**

The Trustees have reviewed the financial position of the charity. Following the detailed review of expenditure in 2020, when Willow Tree was closed, costs were limited to essential items only and this approach continued into 2021 with ongoing restrictions. We are grateful to London Borough of Hillingdon for their grant funding that made a significant contribution to essential running costs, and the volunteers within the County who worked so hard to prepare for Willow Tree's re-opening.

Willow Tree bookings in 2022 have been encouraging, with letting income for the first 8 months of £31,414 and running costs of £24,060. Lettings began slowly with continued restrictions in early 2022, but this demonstrates a significant recovery. Rising power costs will present a challenge to the County, eroding the surplus of income over expenditure by the end of the year, although this has been mitigated to some extent by the government's announcement of the Energy Bill Relief Scheme on 21 September 2022. Looking forward, the county's unrestricted funds have total cash balances of £120,066 at 31 July 2022, and so the Trustees are confident the charity can continue to operate for the foreseeable future.

**GIRLGUIDING MIDDLESEX NORTH WEST**

**TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021 (CONTINUED)**

**APPROVAL**

This report was approved by the trustees and signed on their behalf.

A handwritten signature in blue ink, appearing to be 'Jennifer Maidment', written in a cursive style.

Jennifer Maidment

Chairperson

Date: 9 October 2022



## **GIRLGUIDING MIDDLESEX NORTH WEST**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF GIRLGUIDING MIDDLESEX NORTH WEST**

I report to the charity trustees on our examination of the accounts of the Charity for the year ended 31 December 2021.

#### **Responsibilities and basis of report**

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Company as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Name: Mrs Corrie Irwin BA FCCA

Address: 35 Lawrence Drive, Ickenham, UB10 8RW

Date: 9/10/22.

**GIRLGUIDING MIDDLESEX NORTH WEST**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
<b>INCOMING RESOURCES</b>					
Membership fees		2,757	-	2,757	15,821
Investment income		6	2	8	29
Trading and rental income	8	-	5,442	5,442	3,594
Events and sundry		662	-	662	-
Donations, grants and other income	7/9	-	29,431	29,431	52,578
<b>Total incoming resources</b>		<b>3,425</b>	<b>34,875</b>	<b>38,300</b>	<b>72,022</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities	10	2,088	72,389	74,477	76,266
Governance costs	4	628	2,765	3,393	5,570
Donations and grants		-	-	-	14,000
<b>Total resources expended</b>		<b>2,716</b>	<b>75,154</b>	<b>77,870</b>	<b>95,837</b>
<b>Net (outgoing)/incoming resources for the year</b>		<b>709</b>	<b>(40,279)</b>	<b>(39,570)</b>	<b>(23,815)</b>
<b>Total funds brought forward</b>		<b>122,876</b>	<b>1,135,439</b>	<b>1,258,315</b>	<b>1,282,130</b>
<b>Total funds carried forward</b>		<b>123,585</b>	<b>1,095,160</b>	<b>1,218,745</b>	<b>1,258,315</b>

There were no recognised gains or losses other than those included in the Statement of Financial Activities.

The notes form part of these financial statements.

**GIRLGUIDING MIDDLESEX NORTH WEST**

**BALANCE SHEET AS AT 31 DECEMBER 2021**

		<b>2021</b>		<b>2020</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>	6		1,067,133		1,103,163
<b>CURRENT ASSETS</b>					
Stock – unrestricted funds		897		296	
Stock – restricted funds		-		-	
Debtors – unrestricted funds	15	2,621		1,573	
Debtors and prepayments – restricted funds		625		733	
Cash at bank – unrestricted funds	11	120,066		121,993	
Cash at bank – restricted funds	12	27,548		31,637	
Cash in hand – restricted funds		-		17	
			151,757		156,249
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	16				
Unrestricted funds		-		(987)	
Restricted funds		(145)		(110)	
			(145)		(1,097)
<b>NET CURRENT ASSETS</b>			151,612		155,152
<b>NET ASSETS</b>			1,218,745		1,258,315
<b>CAPITAL</b>					
Unrestricted fund		123,585		122,876	
Restricted fund		1,095,160		1,135,439	
			1,218,745		1,258,315

Approved by the Trustees and signed on their behalf by



Jennifer Maidment (Chairperson)



Anne Porcheron (Treasurer)

Date: 9 October 2022

**The notes form part of these financial statements.**

## **GIRLGUIDING MIDDLESEX NORTH WEST**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021**

#### **1. ACCOUNTING POLICIES**

##### **1.1 Basis of preparation of financial statements**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value 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) issued on 16 July 2014 and with the Charities Act 2011. The Charity constitutes a public benefit entity as defined by FRS 102.

There are no material uncertainties that cast significant doubt on the charity's ability to continue as a going concern.

##### **1.2 Recognition of income**

Income is included in the Statement of Financial Activities when due, except for voluntary income and donations which are accounted for when received by the charity. All trading activities are carried out with members in pursuance of the Region's charitable objectives. No permanent endowments have been received in the period.

##### **1.3 Value added tax**

VAT is not recoverable by the charity, and so is included in the relevant costs in the Statement of Financial Activities.

##### **1.4 Recognition of expenditure**

Expenditure is accounted for when due. Fundraising expenditure comprises costs incurred in inducing people and organisation to contribute financially to the charity's work, including the cost of advertising for donations and the staging of special fundraising events. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. This includes all expenditure not directly related to the charitable activities or fundraising ventures. No remuneration is paid to any of the Trustees of the charity.

##### **1.5 Fixed assets**

Tangible fixed assets are capitalised whether purchased or donated, and are valued at cost. Depreciation is provided at rates calculated to write off the value of the assets over their estimated useful lives. The rates used are:

Long leasehold buildings	2% by the straight line method
Furniture and equipment	25% by the reducing balance method

Major donations received for fixed assets are credited to restricted funds as shown in note 13.

##### **1.6 Stocks**

Stocks are valued at the lower of costs or net realisable value.

## GIRLGUIDING MIDDLESEX NORTH WEST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### 2. RESERVES

At 31 December 2021 free reserves amounted to £123,585 of which £50,000 has been designated to various funds. Restricted reserves of £1,095,160 are restricted to the purposes of the Middlesex North West Guides Development fund specifically for the development and building of the Willow Tree campsite, and for the management of the property and site under the direction of the Middlesex North West Guides Willow Tree Centre Management Committee, together with certain other restricted activities.

#### 3. LEASEHOLD LAND AND BUILDINGS

This represents the cost of buildings erected at the Willow Tree campsite. The land was previously leased by the Guide Corporation Trust for a period of 99 years from 1 October 1997.

4. GOVERNANCE COSTS	2021 £	2020 £
Management and administration – unrestricted	628	865
Management and administration – restricted	2,765	4,705
	<u>3,393</u>	<u>5,570</u>

#### 5. STAFF COSTS

There were no wages and salaries paid by the charity for the current or preceding year. No remuneration was paid to the Trustees.

6. FIXED ASSETS	Leasehold land and buildings £	Equipment £	Total £
<b>COST</b>			
At 1 January 2021	1,566,669	209,144	1,775,813
Additions	-	1,165	1,165
At 31 December 2021	<u>1,566,669</u>	<u>210,309</u>	<u>1,776,978</u>
<b>DEPRECIATION</b>			
At 1 January 2021	485,787	186,863	672,650
Charge for the year	31,333	5,861	37,195
At 31 December 2021	<u>517,120</u>	<u>192,724</u>	<u>709,845</u>
<b>NET BOOK VALUE</b>			
At 31 December 2021	<u>1,049,549</u>	<u>17,584</u>	<u>1,067,133</u>
At 31 December 2020	<u>1,080,882</u>	<u>22,281</u>	<u>1,103,163</u>

## GIRLGUIDING MIDDLESEX NORTH WEST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### 7. UNRESTRICTED FUNDS

There were no donations or grants received during the period.

#### 8. RESTRICTED FUNDS – TRADING INCOME £5,442 (2020: £3,594)

This represents letting and other income derived from the Willow Tree Centre.

#### 9. RESTRICTED FUNDS

The County continued to provide support to Willow Tree for running costs and the rolling replacement fund. The Trustees are grateful for the donations made with major external donors as follows:

- London Borough of Hillingdon

#### 10. CHARITABLE ACTIVITIES – RESTRICTED FUNDS

	2021 £	2020 £
Willow Tree Centre – running costs	72,192	71,135
Administration and fundraising	197	2,300
	<u>72,389</u>	<u>73,435</u>

#### 11. CASH AT BANK – UNRESTRICTED FUNDS

	2021 £	2020 £
On current account	63,853	64,682
On Lloyds Bank deposit	55,997	55,991
Sub-committee bank accounts and cash	216	1,320
	<u>120,066</u>	<u>121,993</u>

Of which the following are designated funds:

	£
Willow Tree Fund	30,000
Emergency Fund	20,000
	<u>50,000</u>

**GIRLGUIDING MIDDLESEX NORTH WEST****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021****12. CASH AT BANK – RESTRICTED FUNDS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Bank current and deposit accounts	<u>27,548</u>	<u>31,637</u>

**13. RESTRICTED FUND**

Included within the restricted fund is total capital expenditure of £1,566,669 (2020: £1,566,669) in respect of the Willow Tree campsite. Against this sum depreciation of £517,120 (2020: £485,787) has been charged.

**14. CAPITAL COMMITMENTS**

No capital commitments have been made in respect of the leasehold land and buildings as at 31 December 2021.

**15. DEBTORS AND PREPAYMENTS**

The unrestricted fund debtor relates to the membership fees payable from units which had not been received at the year-end. The restricted fund debtor relates to prepayments of expenses for services being provided over periods lasting into 2022.

**16. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR**

Creditors represent Willow Tree running costs relating to 2021 which had not been paid at 31 December 2021.

**17. SUB-COMMITTEE ACCOUNTS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>GUIDING DEVELOPMENT COMMITTEE</b>		
Income		
Fees etc.	662	-
Grants (from Unrestricted funds)	-	3,300
	<u>662</u>	<u>3,300</u>
Expenditure		
Accommodation, books, training costs and administration	<u>1766</u>	<u>2,829</u>
Excess of (expenditure over income) /income over expenditure	<u>(1,104)</u>	<u>471</u>

**18. RELATED PARTY TRANSACTIONS**

There have been no transactions with related parties during 2021 (2020: nil).