

GIRLGUIDING MIDDLESEX NORTH WEST

FINANCIAL STATEMENTS

For the year ended 31 December 2022

Charity No. 1062138

GIRLGUIDING MIDDLESEX NORTH WEST

INDEX TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

Page

3	Legal and Administrative Information
4	Trustees' Report
9	Independent Examiner's Report
10	Statement of Financial Activities
11	Balance Sheet
12	Notes to the Financial Statements

GIRLGUIDING MIDDLESEX NORTH WEST

LEGAL AND ADMINISTRATIVE INFORMATION

Name	Girlguiding Middlesex North West	
Charity Number	1062138	
Principal Address	Willow Tree Centre Breakspear Road North Harefield Middlesex UB9 6LZ	
Trustees	Miss H Hutchings Sharon Cargill Anne Porcheron Marian Brown Mrs C Hughes	Miss E Calderbank Mrs S Past Jennifer Maidment - Chair (from 1/5/22) Jade Fardon (from 1/6/22)
Bankers	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
Independent examiner	Corrie Irwin	

GIRLGUIDING MIDDLESEX NORTH WEST

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees present their report and accounts for the year ended 31 December 2022. The trustees have adopted the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issues in 2019 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 2022 (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

A new County Commissioner was appointed in March 2022 with two Assistant County Commissioners taking on their roles shortly after. They began the building of a new County Team drawing on expertise as well as enlisting the support of those new to County level roles to build on the work of the previous County Team. We ran a very successful Meet the County Team drop in at Willow Tree to enable volunteers to get help and support.

As a County we continued to be open to new ideas and new experiences and held our first Leaders Outdoor Weekend in 2022, equipping leaders with skills and ideas to take back to their unit, as well as a social event. We celebrated the Queen's Platinum Jubilee in 2022 with the Queen's Guide Afternoon Tea celebrations and the Beacon Event held at Willow Tree, attended by the Deputy Mayor of Hillingdon.

We said our goodbyes to our Patron, Her Majesty Queen Elizabeth II, with volunteers from across our County volunteering to help marshal in London.

Looking forward we hope to build on our County offering and share more of what our units and Divisions get up to as well as celebrate our wonderful volunteers.

GIRLGUIDING MIDDLESEX NORTH WEST

Although our filing has been delayed due to changes in our volunteer team because of illness and family matters, the trustees now have a suitable team in place. Ongoing financial monitoring of income, expenditure and cash flow has continued at County Executive level throughout.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)

FINANCIAL REVIEW

The statement of financial activities shows total income of £67,759 (2021: £38,300) and total expenditure of £85,459 (2021: £77,870).

Income increased by £29,459 in the year, with increased bookings for Willow Tree centre following two years of curtailed activity due to Covid-related restrictions. This more than compensated for the absence of external grants which had been higher in the previous two years as Covid-related support was available from the local authority.

The Willow Tree management committee's ongoing efforts to deliver efficiencies meant that although the costs of running the centre such as power were higher in 2022, the in-year deficit in restricted funds fell to £23,214 (2021: £40,279).

A significant part of the restricted fund expenditure in the statement of financial activities is depreciation (2022: £35,730). The balance of restricted fund expenditure in 2022, £41,362, is covered by trading and rental income of £51,507, a welcome return to a cash surplus for the year after a difficult period. The Trustees recognise the effort of the Willow Tree Management Committee and other volunteers who have helped to achieve this.

PRINCIPAL FUNDING SOURCES

Income included donations and grants received of £2,356 (2021: £29,431) and membership fees received of £12,067 (2021: £2,757). Membership fees have recovered after lower member numbers and fees during Covid when activities were significantly curtailed.

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 2022 (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 418.

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 the 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. During the Covid-related closures of Willow Tree, costs were limited to essential items only and this approach continued into 2021 and 2022.

Bookings have since increased, and although early 2022 saw continued restrictions there has been an encouraging recovery. Rising power costs present a challenge to all charities, but with cash balances remaining in excess of £110,000 in unrestricted funds throughout 2023 the Trustees are confident that the charity can continue to operate for the foreseeable future.

GIRLGUIDING MIDDLESEX NORTH WEST

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)

APPROVAL

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

A handwritten signature in black ink, appearing to be 'J. Maidment', with a stylized flourish at the end.

Jennifer Maidment

Chairperson

Date: 24/3/25

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 2022.

Responsibilities and basis of report

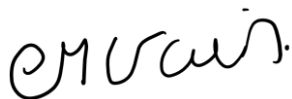
As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my 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 accordance with section 130 of the Charities 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: 24/3/2025

GIRLGUIDING MIDDLESEX NORTH WEST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
INCOMING RESOURCES					
Membership fees		12,067	0	12,067	2,757
Investment income		30	15	45	8
Trading and rental income	8		51,507	51,507	5,442
Events and sundry		1,784	0	1,784	662
Donations, grants and other income	7/9		2,356	2,356	29,431
Total incoming resources		13,881	53,878	67,759	38,300
RESOURCES EXPENDED					
Charitable activities	10	6,392	77,092	83,484	74,477
Governance costs	4	1,975	0	1,975	3,393
Donations and grants		0	0	0	-
Total resources expended		8,367	77,092	85,459	77,870
Net (outgoing)/incoming resources for the year		5,514	(23,214)	(17,700)	(39,570)
Total funds brought forward		123,585	1,095,160	1,218,745	1,258,315
Total funds carried forward		129,099	1,071,946	1,201,045	1,218,745

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 2022

		2022		2021	
	Notes	£	£	£	£
FIXED ASSETS	6		1,031,404		1,067,133
CURRENT ASSETS					
Stock – unrestricted funds		97		897	
Stock – restricted funds		-		-	
Debtors – unrestricted funds	15	2,621		2,621	
Debtors and prepayments – restricted funds		666		625	
Cash at bank – unrestricted funds	11	126,526		120,066	
Cash at bank – restricted funds	12	40,036		27,548	
			169,946		151,757
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	16				
Unrestricted funds		(145)		-	
Restricted funds		(160)		(145)	
			(305)		(145)
NET CURRENT ASSETS			169,641		151,612
NET ASSETS			1,201,045		1,218,745
CAPITAL					
Unrestricted fund			129,099		123,585
Restricted fund			1,071,946		1,095,160
			1,201,045		1,218,745

Approved by the Trustees and signed on their behalf by



Jennifer Maidment (Chairperson)



Anne Porcheron (Treasurer)

Date: 24/3/25

The notes form part of these financial statements.

GIRLGUIDING MIDDLESEX NORTH WEST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

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 2022

2. RESERVES

At 31 December 2022 free reserves amounted to £129,099 of which £50,000 has been designated to various funds (see Note 11). Restricted reserves of £1,071,946 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	2022 £	2021 £
Management and administration – unrestricted	1,975	628
Management and administration – restricted	0	2,765
	<u>1,975</u>	<u>3,393</u>

Trustees reclassified phone and IT costs as charitable activities in 2022 as they are used to support the trading and rental activities of Willow Tree Centre, or for the use of guests who have booked the centre. To allow comparison to 2021, the total of this expenditure in 2022 was £2,458.

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 £
COST			
At 1 January 2022	1,566,669	210,309	1,776,978
Additions	-	-	-
At 31 December 2022	<u>1,566,669</u>	<u>210,309</u>	<u>1,776,978</u>
DEPRECIATION			
At 1 January 2022	517,120	192,724	709,844
Charge for the year	31,333	4,396	35,730
At 31 December 2022	<u>548,453</u>	<u>197,120</u>	<u>745,574</u>
NET BOOK VALUE			
At 31 December 2022	<u>1,018,216</u>	<u>13,189</u>	<u>1,031,404</u>
At 31 December 2021	<u>1,049,549</u>	<u>17,584</u>	<u>1,067,133</u>

GIRLGUIDING MIDDLESEX NORTH WEST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

7. UNRESTRICTED FUNDS

There were no donations or grants received during the period.

8. RESTRICTED FUNDS – TRADING INCOME £51,507 (2021: £5,442)

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 donation made by Friends of Willow Tree Centre.

10. CHARITABLE ACTIVITIES – RESTRICTED FUNDS	2022	2021
	£	£
Willow Tree Centre – running costs	69,842	72,192
Administration and fundraising	7,250	197
	<u>77,092</u>	<u>72,389</u>

Administration and fundraising costs increased due to the reclassification of phone and IT costs (see note 4 above) and the reopening of the Willow Tree Shop in 2022.

11. CASH AT BANK – UNRESTRICTED FUNDS	2022	2021
	£	£
On current account	69,257	63,853
On Lloyds Bank deposit	56,026	55,997
Sub-committee bank accounts and cash	1,243	216
	<u>126,526</u>	<u>120,066</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 2022****12. CASH AT BANK – RESTRICTED FUNDS**

	2022	2021
	£	£
Bank current and deposit accounts	<u>40,036</u>	<u>27,548</u>

13. RESTRICTED FUND

Included within the restricted fund is total capital expenditure of £1,566,669 (2021: £1,566,669) in respect of the Willow Tree campsite. Against this sum depreciation of £548,453 (2021: £517,120) has been charged.

14. CAPITAL COMMITMENTS

No capital commitments have been made in respect of the leasehold land and buildings as at 31 December 2022.

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 2023.

16. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

Creditors represent running costs relating to 2022 which had not been paid at 31 December 2022.

17. SUB-COMMITTEE ACCOUNTS

	2022	2021
	£	£
GUIDING DEVELOPMENT COMMITTEE		
Income		
Fees etc.	1,153	662
Grants (from Unrestricted funds)	3,000	-
	<u>4,153</u>	<u>662</u>
Expenditure		
Accommodation, books, training costs and administration	<u>3,126</u>	<u>1766</u>
Excess of income over expenditure / (expenditure over income)	<u>1,028</u>	<u>(1,104)</u>

18. RELATED PARTY TRANSACTIONS

There have been no transactions with related parties during 2022 (2021: nil).