

BRIGHTON WEST DIVISION GUIDES

ANNUAL REPORT FOR THE YEAR ENDED 31 DEC 2021

Charity commission number: 1072597

Registered address (for correspondence): 11 VARNDEAN GARDENS, BRIGHTON, BN1 6WJ

Constitution or Trust deed: Guide Association Royal Charter

Trustees:

Appointment

Ms G Sullivan	Division Commissioner
Mrs A Longhurst	Division Treasurer
Ms T Salvage	Chair of Brighton West Guide Depot
Mrs C Williams	District Commissioner - The Hill
Mrs J Hallett	District Commissioner – Patcham
Ms F Russell	District Commissioner – Patcham
Mrs P Linscott	District Commissioner – Patcham
Ms A Edgar	District Commissioner - Preston Park

Objects:

To pursue the objectives of the Guide Association concerned with assisting girls and young women to fulfil their potential to take an active and responsible role in society.

Activities:

Due to the global Covid 19 pandemic, new and innovative ways were found to continue offering guiding to our members via on-line platforms, using facebook live to record sessions and delivering packages of supplies. Members of the Division took part in on-line virtual sleepover weekends organised by the County team. In the Autumn there was a successful "We Rise Again" event bringing girls together to celebrate the return to face to face guiding. Following the difficult trading conditions during 2020 due to the pandemic, the Guide Depot has returned to its previous strong trading position.

Declaration:

The attached income and expenditure accounts for the year ended 31 December 2021 and the balance sheets as at the year end were approved by the trustees at a meeting held on 27 September 2022

Signed:



Name: Gemma Sullivan

Appointment: Division Commissioner

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRIGHTON WEST DIVISION GUIDES

I report on the accounts of Brighton West Division Guides for the year ended 31st December 2021

Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed.

It is my responsibility to:

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

Basis of examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.

Signed:



Date

1/10/22

BRIGHTON WEST DIVISION GUIDES

Income & Expenditure Account for the year ending 31st December 2021

	2021		2020	
	£	£	£	£
INCOME				
We Rise Again	582		-	
Badge sale / Olave Raffle	-		28	
Guiders' meal	300		24	
Interest on deposit a/c	0		4	
	<u>0</u>		<u>4</u>	
		882		55
EXPENDITURE				
Census payments	135		104	
Grants	-		229	
We Rise Again	582		-	
Division Insurance	74		71	
Guiders' meal	300		-	
Gift - County Commissioner	-		50	
Bank charges	7		-	
Print, Postage, Stationery and Telephone	18		-	
	<u>18</u>		<u>-</u>	
	-	1,115	-	454
(Deficit) for the year		<u>(233)</u>		<u>(399)</u>

BALANCE SHEET as at 31st December 2021

	2021		2020	
	£	£	£	£
CURRENT ASSETS				
Current Account Balance	4,358		888	
Deposit Account Balance	-		3,702	
	<u>-</u>		<u>3,702</u>	
		4,358		4,591
LESS CURRENT LIABILITIES				
Accrued costs	-		-	
	<u>-</u>		<u>-</u>	
		-		-
	<u>4,358</u>		<u>4,591</u>	
REPRESENTED BY				
Surplus Account b/f		4,591		4,990
Surplus/(Loss) for the year		(233)		(399)
		<u>4,358</u>		<u>4,591</u>

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRIGHTON WEST DIVISION GUIDE DEPOT

I report on the accounts of Brighton West Division Guide Depot for the year ended 31st December 2021

Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed.

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(1) which gives me reasonable cause to believe that in any material respect the requirements

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- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.

Signed:

Date



20/10/2022

**BRIGHTON WEST DIVISION GUIDES
BRIGHTON GUIDE DEPOT TRADING ACTIVITIES
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST DECEMBER 2021**

	2021		2020	
	£	£	£	£
Sales		26,863		14,655
Less refunds		<u>(20)</u>		<u>-</u>
		26,843		14,655
Less Cost of Sales				
Opening stock	17,424		18,126	
Purchases	<u>21,705</u>		<u>11,717</u>	
	39,129		29,843	
Less Closing Stock	<u>(18,857)</u>		<u>(17,424)</u>	
		20,272		12,419
Gross Profit		<u>6,571</u>		<u>2,236</u>
Sundry Income		-		
Expenditure				
Rent	1,400		1,000	
Insurance	283		280	
Stationery and sundries	-		-	
Equipment	215		-	
Alarm	78		-	
Telephone	141		154	
Bank charges/card machine	<u>298</u>		<u>273</u>	
		2,415		1,707
Profit/(Loss)		<u>4,156</u>		<u>529</u>
Gross profit margin		24%		15%
Net profit margin		15%		4%

**BALANCE SHEET
AT 31ST DECEMBER 2021**

	2021	2020
Current Assets		
Stock	18,857	17,424
Debtor	44	-
Bank current account	14,737	12,175
Cash	<u>40</u>	<u>40</u>
	33,678	29,639
Current liabilities		
Creditors	<u>(25)</u>	<u>(142)</u>
Net Current Assets	<u>33,653</u>	<u>29,497</u>
Reserves		
Opening balance	29,497	28,968
Profit / (Loss) for the year	<u>4,156</u>	<u>529</u>
	<u>33,653</u>	<u>29,497</u>