

# COLNEIS DIVISION GUIDE ASSOCIATION

England & Wales · Charity number 1091326

## Details

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**Other names** COLNEIS DIVISION GUIDE HQ FUND RAISING

**Status** Registered

**Legal form** Other

**Registered** 2002-03-22

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 2 Holland Road  
Felixstowe  
IP11 2BA

**Phone** 01394270775

**Email** [colneisdivision@gmail.com](mailto:colneisdivision@gmail.com)

**Website** <https://www.girlguidingcolneis.org/>

## Activities

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**Objects:** EDUCATING GIRLS AND YOUNG WOMEN TO HELP THEM DEVELOP EMOTIONALLY, MENTALLY, PHYSICALLY AND SPIRITUALLY SO THAT THEY CAN MAKE A POSITIVE CONTRIBUTION TO THEIR COMMUNITY AND THE WIDER WORLD.

**Activities:** Girlguiding Colneis covers the Felixstowe Peninsula and supports the Units and Volunteers who bring Girlguiding to the Felixstowe Area. The Division includes the Girlguiding Colneis Division Centenary Headquarters, which is run by a Sub-Committee, for use not only by Girlguiding members but the local community as a community space.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Amateur Sport, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- Suffolk

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2024-12-31 | £35,487 | £40,635     | -      | -         |
| 2023-12-31 | £3,641  | £3,536      | -      | -         |
| 2022-12-31 | £3,136  | £10,000     | -      | -         |
| 2021-12-31 | £3,052  | £7,160      | -      | -         |
| 2020-12-31 | £3,032  | £5,929      | -      | -         |

## Trustees

| Name                  | Role  | Appointed  |
|-----------------------|-------|------------|
| Lucy Irene Kent       | Chair | 2019-08-08 |
| Helen Anne Kent       |       | 2018-01-01 |
| Judith Jones          |       | 2018-04-17 |
| Judith Potter         |       | 2018-04-17 |
| Julie Diane Thorogood |       | 2018-04-17 |
| Sheila Tall           |       | 2018-04-17 |

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# Accounts

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## Girlguiding Colneis

Email: [colneisdistrict@gmail.com](mailto:colneisdistrict@gmail.com)

Website: [www.girlguidingcolneis.org](http://www.girlguidingcolneis.org)

Tel: 01394 270775

2 Holland Rd, Felixstowe, IP11 2BA



# ANNUAL REPORT 2024

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# OUR MISSION & VALUES

## Our Mission

**Wherever they are in the UK, we help girls know they can do anything**

Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

More than 300,000 girls meet as Rainbows, Brownies, Guides and Rangers. We fire their imaginations through challenges and adventures for all personalities and abilities, from 4 to 18 years old.

Guiding is so much more than an after-school club. Here's why we're special.

## **We give girls a space just for them**

Girls face pressures and expectations in every area of their lives. They're limited by gender stereotypes and face barriers to accessing things they need to feel happy. They tell us they don't feel safe in their daily lives.

In our relaxed and encouraging spaces, girls can be themselves and feel at home. No pressure, no judgement – just fun and learning with other girls, guided by our inspiring volunteers.

We won't tell them an activity is 'for boys'. Our girls score tries at rugby, go bouldering or simply play the games that they enjoy most.

We give girls somewhere they can talk openly about what affects them and get support from other girls.

## **Girls speak, then we listen and act**

We've been by girls' sides for over 100 years. Today, we're squarely focused on what drives, challenges and excites girls here and now. We listen to what girls tell us, and this guides what we offer and what we fight for.

All girls in Girlguiding get the chance to choose what they do - from Rainbows picking activities, to Rangers sitting on our council.

Every year, our Girls' Attitudes Survey gives girls a chance to tell the world about the issues they face and the change they want to see. Then we plan campaigns with advocates, our youth panel, and make that change happen.

## **Girls don't stand still, so neither do we**

Throughout our history, Girlguiding has evolved as the needs of girls have changed.

At their regular meetings, girls take part in loads of activities related to things that matter to them.

## **Wherever they are in the UK - girls have a home at Girlguiding**

At Girlguiding, we give girls an equal sense of belonging.

Girls with additional needs are always included in guiding. We offer grants to ensure that they, and their carers, can join in on camps and trips.

We invite all members to make their promise to 'be true to themselves and develop their own beliefs'. We welcome girls from every faith – and no faith.

We support our volunteers to make guiding a safe space for LGBTQ+ members too. And we have a great time attending Pride events all over the UK.

We want to welcome more girls so we're reaching out to new communities throughout the UK.

## **An inspirational network of volunteers**

Our leaders and volunteers give their time so that girls get their voices heard and do great activities. They're inspirational role models for girls too.

In return we provide them with training opportunities so they can grow their skills in guiding and beyond.

© 2026, Girlguiding

***We're committed to being caring, challenging, empowering, fun, inclusive and inspiring***

## **Our Values**

Our 6 values describe how we want to be as an organisation. They're a shared commitment for everyone who's part of Girlguiding.

### **Caring**

- Make an effort to take an interest in colleagues and their work.

- Recognise when someone is finding things difficult and offer a friendly ear, helping hand or signpost them onto support.
- Listen actively to one another.
- Behave respectfully towards one another, our volunteers and girls.
- Consider the impact of our work on colleagues, girls and volunteers.

### **Challenging**

- Be open to doing things differently.
- Offer ideas for improvements to our processes and current ways of being.
- Encourage one another to have work life balance.
- Challenge ourselves to develop our own skills and knowledge to stretch and grow.
- Hold ourselves and each other to account in living our values.
- Correct misconceptions about Girlguiding with pride.

### **Empowering**

- Encourage each other to be personally responsible.
- Take ownership of our workload actions and decisions.
- Push our boundaries – try new things out of our comfort zone.
- Encourage each other to collaborate and work as a team.
- Celebrate each other's achievements.
- Champion girls and young women.

### **Fun**

- Share impromptu fun moments in the working day.
- Come together as teams for social occasions.
- Spend time with our girls and young women.

### **Inclusive**

- Warmly welcome staff, visitors and members to our organisation.
- Avoid jargon or explain jargon so everyone understands what is being said.
- Consider diversity and avoid assumptions about people.
- Treat people equally, inclusively and fairly.

### **Inspiring**

- Bring forward new ideas for consideration.
- Talk with passion about Girlguiding and our work nationally and on the ground.



- Share successes with each other and other teams.

# EXECUTIVE SUMMARY

## 2024 achievements

As an embodiment of our values girls from all sections in Girlguiding Colneis celebrated World Thinking Day on 22nd February with sister Rainbows, Brownies, Guides and Rangers from Girlguiding Heathlands. The girls took part in activities which focused on friendship and learning how guiding looks different in other parts of the world.

To allow the girls to push their boundaries and try new things outside of their comfort zone, girls from Brownies, Guides and Rangers were given the opportunity to attend three events over the summer:

- Give It A Go Day where they had the chance to try new skills from the more usual guide activities of outdoor cooking and orienteering to using a mini digger and archery.
- Wet Weekend where the girls could learn the basics of sailing on the local river Deben in various sized boats with experienced sailors.
- Thorpeness Mere Day where they joined with local Scout groups to take part in a rowboat-based scavenger hunt and later built rafts to race around the nearest island on a large pond.

In the summer Colneis Girlguiding also held our annual Division Fun Night in partnership with Girlguiding Heathlands, where we invite the friends and families of our girls to come have fun with crafts, rides, face painting and to learn more about Girl Guiding.

In October, both our Guide units attended the Pleasurewood Hills take over day arranged by Girlguiding Suffolk. Units from Girlguiding Colneis attended the local Remembrance Services at the church and the Cenotaph. To round the year, off units entered Christmas trees in the local Salvation Army Christmas Tree festival, the decorations being made by the girls in group and several of the units went to the local panto.



# FINANCIAL SUMMARY

**Overall, the combined elements of Colneis District recorded a loss during the period. However, this deficit was partially offset by the addition of funds from a closed bank account to the district's finances.**

**The Volunteer Shop operated at a break-even level, generating sufficient income to cover its costs.**

**In contrast, the Colneis District Centenary Headquarters reported a significant loss. This was largely due to reduced revenue caused by ongoing building works being carried out by Kier on behalf of East Suffolk Council, which has made it increasingly difficult to hire out the premises. In addition, the district remains committed to a higher-cost energy contract, which has further contributed to the financial shortfall.**



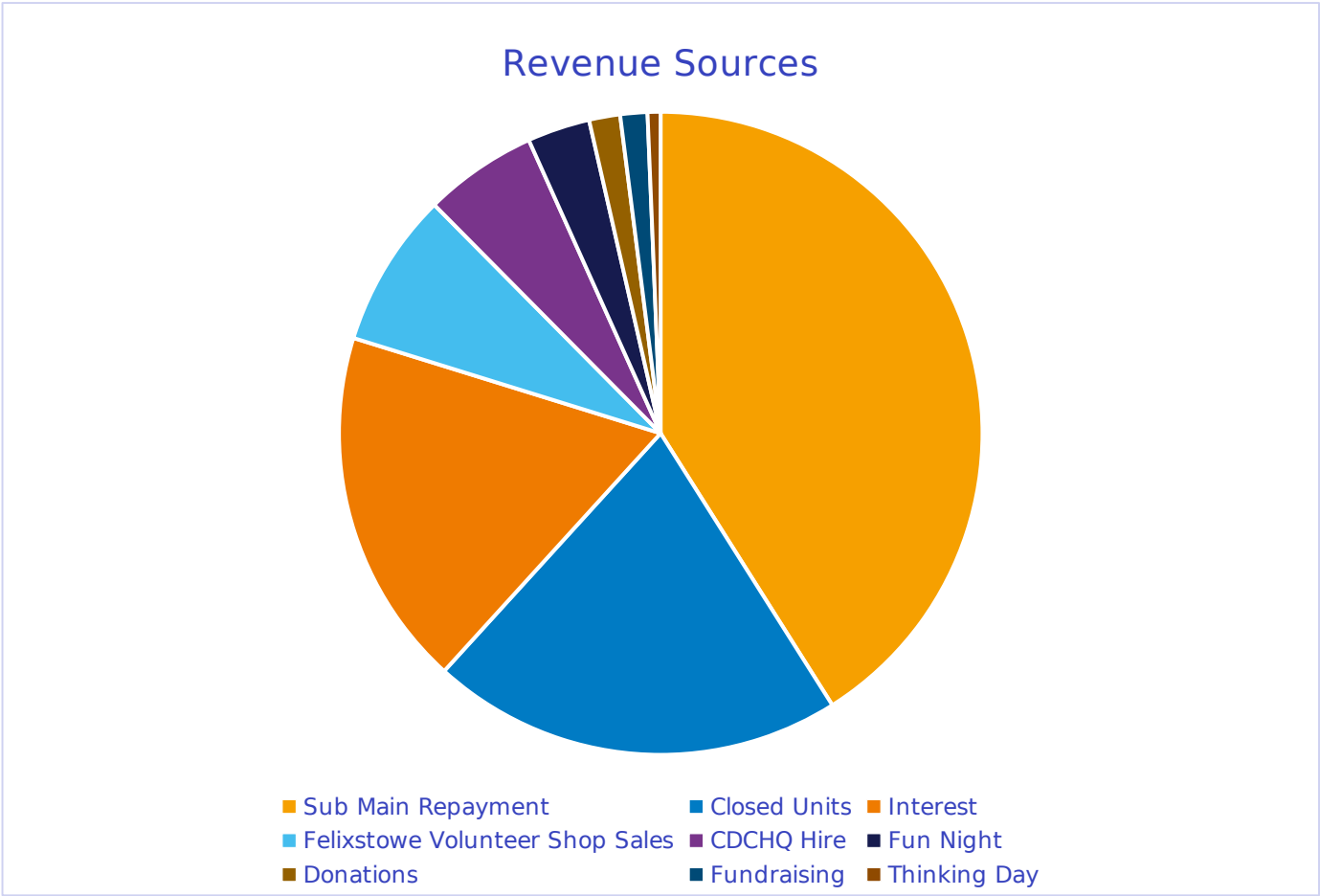
# FINANCIAL STATEMENTS

| Income & Expenditure              | 2024 | Colneis Dis       |
|-----------------------------------|------|-------------------|
| <i>1st January to 31 December</i> |      |                   |
| <b>Expenditure</b>                |      |                   |
| EOM                               |      | £36,337.10        |
| East Suffolk Council              |      | £64.56            |
| Anglian Water                     |      | £108.00           |
| Compliance                        |      | £1,420.60         |
| Cleaning                          |      | £284.40           |
| Maintenance                       |      | £494.00           |
| Stationary                        |      | £0.00             |
| Website/Invoicing                 |      | £300.46           |
| Miscellaneous                     |      | £45.00            |
| Census                            |      | £50.00            |
| Division Fun Night                |      | £420.00           |
| Commssioner Expenses              |      | £0.00             |
| Insurance                         |      | £0.00             |
| PR                                |      | £0.00             |
| Subs Support                      |      | £40.00            |
| Party & Gifts                     |      | £115.00           |
| Postage                           |      | £0.00             |
| Donations                         |      | £27.50            |
| County Day/ Training              |      | £0.00             |
| Girlguiding Trading Service       |      | £929.11           |
| <b>Totals</b>                     |      | <b>£40,635.73</b> |
| <b>Income</b>                     |      |                   |
| Hall Hire & Rent                  |      | £667.50           |
| SUB MAIN                          |      | £4,799.84         |
| Interest                          |      | £2,110.25         |
| Miscellaneous                     |      | £23,754.43        |
| Census                            |      | £0.00             |
| Thinking Day                      |      | £76.00            |
| Fun Night                         |      | £367.65           |
| Closed Unit                       |      | £2,421.82         |
| County Day                        |      | £0.00             |
| Donation                          |      | £182.66           |
| Fundraising                       |      | £159.40           |
| Felixstowe Volunteer Shop Sales   |      | £989.05           |
| <b>Totals</b>                     |      | <b>£35,528.60</b> |
| <b>Surplus/Deficit</b>            |      | <b>-£5,107.13</b> |

# Financial Overview

| DESCRIPTION                   | REVENUE   | EXPENSES  | SURPLUS/DEFICIT |
|-------------------------------|-----------|-----------|-----------------|
| Colneis District              | £3,207    | £652.50   | +£2555.03       |
| Felixstowe Volunteer Shop     | £910.30   | £929.11   | -£18.81         |
| Colneis District Centenary HQ | £31,332.0 | £39,054.1 | -£7,722.10      |
|                               | 2         | 2         |                 |
| Combined District Accounts    | £35,528.6 | £40,635.7 | -£5,107.13      |
|                               | 0         | 3         |                 |

# Revenue Sources



# NOTES TO FINANCIAL STATEMENT

## Accounts

As shown in the revenue pie chart, sub-main repayments from Kier represented the largest proportion of the district's income during the period. However, these repayments also accounted for the largest area of expenditure. The associated costs led to the district entering into debt with E.ON, as a workable payment arrangement had not yet been established between the district and Kier.

The £27,354.43 recorded as Miscellaneous Income relates primarily to failed Direct Debits that were returned to the account. At the time these payments were attempted, there were insufficient funds available, resulting in the transactions being reversed and subsequently appearing in the accounts as miscellaneous income.

## Debt

As of 31 December 2024, CDCHQ had an outstanding liability of £24,291.61 payable to EON. In addition, the organisation had amounts payable of £7,272.46 to L. Kent and £10.50 to H. Kent.

**“Reduced income from building works at CDCHQ contributed to District losses during the year.**

## Going Concern

There are two aspects of the District to consider when assessing going concern: the Felixstowe Volunteer Shop and the Colneis District Centenary Headquarters (CDCHQ).

With regard to the Volunteer Shop, while it is currently operating at a break-even level, this raises the question of whether it can be considered a sustainable going concern. The increasing ease of online ordering from the main Girlguiding shop for both units and parents may be impacting sales. If the current trend of minimal or no surplus continues over the next few years, the shop may not remain economically viable in the longer term.

In respect of the CDCHQ, it is difficult to determine its status as a going concern

compliance and maintenance obligations. Until the works are completed and normal levels of activity and trading resume, it will remain challenging to accurately assess the financial sustainability of the headquarters.



at present. Ongoing building works have significantly reduced the building's ability to generate income through hire, while the district must still meet

# VOLUNTEER AKNOWLEDGEMENTS

## **Kingsfleet Division Commissioner**

Hannah Panting

## **Colneis District Centenary Headquarters Committee**

Lucy Kent, *Chair*, Helen Kent, *Secretary*, Judy Jones, Judith Potter, Julie Thorogood, Sheila Tall

## **Felixstowe Volunteer Shop Committee**

Julie Thorogood, *Chair*, Helen Kent, *FVS Manager*, Sheila Tall, *Secretary*, Helen Swift



[girlguidingcymru.org.uk](http://girlguidingcymru.org.uk)

Annual Report prepared by Helen Kent, Colneis District Administrator

# INDEPENDENT AUDITOR'S REPORT

## Auditor's Report



## Independent reviewer's checklist and confirmation form

### Unit or level to complete this section

|                                         |                                    |
|-----------------------------------------|------------------------------------|
| Name of unit or level                   | Colneis District Combined Accounts |
| Name of local commissioner              | Hannah Panting                     |
| Contact details for local commissioner* | hannahpanting@hotmail.com          |

\*Email address or phone number

### Independent reviewer to complete the following sections

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Name of independent reviewer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Hannah Panting            |
| Contact details for independent reviewer*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | hannahpanting@hotmail.com |
| <div><input checked="" type="checkbox"/> I confirm that I am not a member of the unit or level leadership team, a signatory of the unit or level's bank account, or related to anyone in the unit or level</div> <div><input checked="" type="checkbox"/> I confirm that I understand the checks required and that I am responsible and financially confident to complete these checks</div> <div><input type="checkbox"/> I confirm that I will hold any personal and/or financial data given to me securely, only share it with people that need to see it for the purpose of this review, and will securely destroy or return the data when it is no longer needed for review purposes</div> |                           |

\*Email address or phone number

### I confirm that I've carried out the following checks on the accounts for the above unit or level:

- ☒ A bank account exists in the name of the unit or level, and most income is recorded here
- ☒ Spending and income are accurately recorded across financial records, based on the information I have reviewed, including:
  - Bank statements
  - Paying in books
  - Cheque books
  - Invoices
  - Receipts
- ☒ If any information was missing, this has now been provided
- ☒ Payments have been dual authorised
- ☒ Where online banking is used, the users have confirmed there is no sharing of passwords
- ☒ Grant money has been used for the right purpose
- ☒ Cash held is minimal
- ☒ Money collected for another charity has been passed on appropriately
- ☒ Any errors noted have been adjusted for

**Please tick one**

- ☒ During my review, there have been no concerns about how the unit or level named above keeps accounts or spends money
- ☐ During my review, there have been concerns which have been raised with the commissioner or HQ

**Please give a summary of your findings:**

You can find more information about this process in our end of year review of accounts procedure.

|           |                   |
|-----------|-------------------|
| Signature | <i>h. parking</i> |
| Date      | <i>18/3/26</i>    |

Colneis District Combined Accounts

20241st Januaryto31 December

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Closing  
Balances

|          |            |
|----------|------------|
| Cash     | £125.70    |
| Bank ~ 1 | £698.07    |
| Bank ~ 2 | £39,988.95 |
| Bank ~ 3 | £4,049.02  |
| Bank ~ 4 | £1,252.62  |
| Bank ~ 5 | £1,117.43  |
| Total    | £47,231.79 |

### Bank Account Details

| Name                               | Sort Code       | Account No           |
|------------------------------------|-----------------|----------------------|
| Barclays <b>Treasurers Account</b> |                 | <b>23649512</b>      |
| <b>CCLA Account</b>                |                 | <b>CO3050242-001</b> |
| Barclays <b>Treasurers Account</b> | <b>20-98-07</b> | <b>00269565</b>      |
| <b>NS&amp;I Account</b>            |                 | <b>137917633</b>     |
| Barclays <b>Treasurers Account</b> | <b>20-16-12</b> | <b>33048632</b>      |

**Income & Expenditure****2024****Colneis District Combine****1st January to 31 December****Expenditure**

|                             |            |
|-----------------------------|------------|
| EON                         | £36,337.10 |
| East Suffolk Council        | £64.56     |
| Anglian Water               | £108.00    |
| Compliance                  | £1,420.60  |
| Cleaning                    | £284.40    |
| Maintenance                 | £494.00    |
| Stationary                  | £0.00      |
| Website/Invoicing           | £300.46    |
| Miscellaneous               | £45.00     |
| Census                      | £50.00     |
| Division Fun Night          | £420.00    |
| Commssioner Expenses        | £0.00      |
| Insurance                   | £0.00      |
| PR                          | £0.00      |
| Subs Support                | £40.00     |
| Party & Gifts               | £115.00    |
| Postage                     | £0.00      |
| Donations                   | £27.50     |
| County Day/ Training        | £0.00      |
| Girlguiding Trading Service | £929.11    |

**Totals****£40,635.73****Income**

|                                 |            |
|---------------------------------|------------|
| Hall Hire & Rent                | £667.50    |
| SUB MAIN                        | £4,799.84  |
| Interest                        | £2,110.25  |
| Miscellaneous                   | £23,754.43 |
| Census                          | £0.00      |
| Thinking Day                    | £76.00     |
| Fun Night                       | £367.65    |
| Closed Unit                     | £2,421.82  |
| County Day                      | £0.00      |
| Donation                        | £182.66    |
| Fundraising                     | £159.40    |
| Felixstowe Volunteer Shop Sales | £989.05    |

**Totals****£35,528.60****Surplus/Deficit****-£5,107.13**

|                          |                                   |                   |
|--------------------------|-----------------------------------|-------------------|
| Balances brought forward | 1. CDCHQ Treasurers Account       | £530.06           |
|                          | 2. CCLA                           | £47,878.70        |
|                          | 3. District Treasurers Accounts   | £1,493.99         |
|                          | 4. District NS&I                  | £1,252.62         |
|                          | 5. Felixstowe Volunteer Shop      | £1,136.24         |
|                          | 6. Felixstowe Volunteer Shop Cash | £46.95            |
|                          |                                   | <b>£52,338.56</b> |

|                              |                                   |                   |
|------------------------------|-----------------------------------|-------------------|
| Balances in hand at year-end | 1. Treasurers Account             | £698.07           |
|                              | 2. CCLA                           | £39,988.95        |
|                              | 3. District Treasurers Accounts   | £4,049.02         |
|                              | 4. District NS&I                  | £1,252.62         |
|                              | 5. Felixstowe Volunteer Shop      | £1,117.43         |
|                              | 6. Felixstowe Volunteer Shop Cash | £125.70           |
|                              |                                   | <b>£47,231.79</b> |

Assets and Liabilities: In addition to the above cash balances the District has equipment

to the value of £19565

and there are no other assets or liabilities.

Prepared by **Helen Kent, Division Administrator**Reviewer's Certificate: The above statements agree with the records and vouchers of  
**Colneis District** **for the financial year ended****31-Dec  
2024**\_\_\_\_\_  
Independent Reviewer\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date

[illegible]



CCLA CO3050242-001

Bank Reconciliation  
Opening Balance On 01/01/2024  
Receipts  
Payments  
Closing Balance on 31/12/2024

| Dr                | Cr                |
|-------------------|-------------------|
| 47878.70          |                   |
| 2110.25           |                   |
|                   | 10000.00          |
|                   | <b>39988.95</b>   |
| <b>£49,988.95</b> | <b>£49,988.95</b> |
|                   | £0.00             |

| Reference Code      |    |
|---------------------|----|
| CH = From Cash Held | DC |
| BT = Bank Transfer  | CH |
| IT = Internal Trans |    |

Payments

| Date        | Details    | Reference | Folio | Total     | Internal<br>Tranfers | Miscellaneous |
|-------------|------------|-----------|-------|-----------|----------------------|---------------|
| 26-March-24 | Withdrawal | IT        | 1     | 10,000.00 | 10,000.00            |               |
|             |            |           |       |           |                      |               |
|             |            |           |       |           |                      |               |
|             |            |           |       |           |                      |               |
|             |            |           |       |           |                      |               |
|             |            |           |       |           |                      |               |
|             |            |           |       |           |                      |               |
|             |            |           |       |           |                      |               |
|             |            |           |       |           |                      |               |
|             |            |           |       |           |                      |               |
|             |            |           |       |           |                      |               |
| Total 1-2   |            | 10,000.00 |       | 10,000.00 | 10,000.00            |               |

|              |
|--------------|
| DS           |
| = Debit Card |
| IQ = Cheque  |
| sfer         |

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Receipts

| Date      | Details  | Reference | Folio    | Total                                                                                 | Internal Transfers | Interest |
|-----------|----------|-----------|----------|---------------------------------------------------------------------------------------|--------------------|----------|
| 3-Jan-24  | Interest | IT        |          | 209.56                                                                                |                    | 209.56   |
| 2-Feb-24  | Interest | IT        |          | 209.83                                                                                |                    | 209.83   |
| 4-Mar-24  | Interest | IT        |          | 196.24                                                                                |                    | 196.24   |
| 3-Apr-24  | Interest | IT        |          | 201.55                                                                                |                    | 201.55   |
| 5-May-24  | Interest | IT        |          | 161.34                                                                                |                    | 161.34   |
| 4-Jun-24  | Interest | IT        |          | 167.51                                                                                |                    | 167.51   |
| 2-Jul-24  | Interest | IT        |          | 161.96                                                                                |                    | 161.96   |
| 2-Aug-24  | Interest | IT        |          | 167.50                                                                                |                    | 167.50   |
| 3-Sep-24  | Interest | IT        |          | 163.35                                                                                |                    | 163.35   |
| 2-Oct-24  | Interest | IT        |          | 157.33                                                                                |                    | 157.33   |
| 4-Nov-24  | Interest | IT        |          | 161.68                                                                                |                    | 161.68   |
| 3-Dec-24  | Interest | IT        |          | 152.40                                                                                |                    | 152.40   |
|           |          |           |          |                                                                                       |                    |          |
| Total 1-2 |          |           | 2,110.25 |  | 2,110.25           | 0.00     |
|           |          |           |          |                                                                                       |                    |          |

| Reference Codes        |                  |
|------------------------|------------------|
| CH = From Cash Held    | DC = Debit Card  |
| BT = Bank Transfer     | CHQ = Cheque     |
| IT = Internal Transfer | CB = Credit Book |

Income

| Date            | Details                                                                                                  | Reference | Folio         | Total    | Census | Thinking day | Fun night | Closed unit | County Day/Training | Donation | Fundraisin g | Misc | Internal Transfer |
|-----------------|----------------------------------------------------------------------------------------------------------|-----------|---------------|----------|--------|--------------|-----------|-------------|---------------------|----------|--------------|------|-------------------|
| 01-February-24  | Direct Credit from 1st Walton Guides ( Flx Harmonies Fundraising & District Xmas Tree Light Fundraising) | BT        | R2            | 159.40   |        |              |           |             |                     |          | 159.40       |      |                   |
| 27-February-24  | Thinking Day Monies                                                                                      | CH        | Feb Statement | 61.50    |        | 61.50        |           |             |                     |          |              |      |                   |
| 07-March-24     | Thinking Day Monies                                                                                      | CH        | Mar Statement | 14.50    |        | 14.50        |           |             |                     |          |              |      |                   |
| 20-August-24    | Direct Credit from Just Giving                                                                           | BT        | R3            | 121.01   |        |              |           |             |                     | 121.01   |              |      |                   |
| 03-September-24 | Direct Credit from Just Giving                                                                           | BT        | R3            | 14.41    |        |              |           |             |                     | 14.41    |              |      |                   |
| 27-September-24 | Direct Credit from Event Brite (Divison Fun Night Takings)                                               | BT        | R4            | 367.65   |        |              | 367.65    |             |                     |          |              |      |                   |
| 30-September-24 | Direct Credit from Just Giving                                                                           | BT        | R3            | 37.73    |        |              |           |             |                     | 37.73    |              |      |                   |
| 30-October-24   | From Closed Account 1st Old Felixstowe Brownies                                                          | CHQ       | R1            | 2421.82  |        |              |           | 2421.82     |                     |          |              |      |                   |
| 04-November-24  | Direct Credit from Just Giving                                                                           | BT        | R3            | 9.51     |        |              |           |             |                     | 9.51     |              |      |                   |
|                 |                                                                                                          |           |               |          |        |              |           |             |                     |          |              |      |                   |
|                 |                                                                                                          |           |               |          |        |              |           |             |                     |          |              |      |                   |
|                 |                                                                                                          |           |               |          |        |              |           |             |                     |          |              |      |                   |
|                 |                                                                                                          |           |               |          |        |              |           |             |                     |          |              |      |                   |
|                 |                                                                                                          |           |               |          |        |              |           |             |                     |          |              |      |                   |
|                 |                                                                                                          |           |               |          |        |              |           |             |                     |          |              |      |                   |
|                 |                                                                                                          |           |               |          |        |              |           |             |                     |          |              |      |                   |
|                 |                                                                                                          |           |               |          |        |              |           |             |                     |          |              |      |                   |
| Total 1-4       |                                                                                                          |           |               | 3,207.53 | 0.00   | 76.00        | 367.65    | ###         | 0.00                | 182.66   | 159.40       | 0.00 | 0.00              |

Bank Reconciliation  
Opening Balance On 01/01/2024  
Receipts  
Payments  
Closing Balance on 31/12/2024

| Reference Codes        |                 |
|------------------------|-----------------|
| CH = From Cash Held    | DC = Debit Card |
| BT = Bank Transfer     | CHQ = Cheque    |
| IT = Internal Transfer |                 |

\* Note: Awaiting Access to Statements

| Date      | Details | Reference | Folio | Total | Internal Transfers | Miscellaneous |
|-----------|---------|-----------|-------|-------|--------------------|---------------|
|           |         |           |       |       |                    |               |
|           |         |           |       |       |                    |               |
|           |         |           |       |       |                    |               |
|           |         |           |       |       |                    |               |
|           |         |           |       |       |                    |               |
|           |         |           |       |       |                    |               |
|           |         |           |       |       |                    |               |
|           |         |           |       |       |                    |               |
|           |         |           |       |       |                    |               |
|           |         |           |       |       |                    |               |
|           |         |           |       |       |                    |               |
| Total 1-2 |         | 0.00      | X     | 0.00  | 0.00               |               |

| Date      | Details | Reference | Folio                                                                               | Total | Internal Transfers | Interest |
|-----------|---------|-----------|-------------------------------------------------------------------------------------|-------|--------------------|----------|
|           |         |           |                                                                                     |       |                    |          |
|           |         |           |                                                                                     |       |                    |          |
|           |         |           |                                                                                     |       |                    |          |
|           |         |           |                                                                                     |       |                    |          |
|           |         |           |                                                                                     |       |                    |          |
|           |         |           |                                                                                     |       |                    |          |
|           |         |           |                                                                                     |       |                    |          |
|           |         |           |                                                                                     |       |                    |          |
|           |         |           |                                                                                     |       |                    |          |
|           |         |           |                                                                                     |       |                    |          |
| Total 1-2 |         | 0.00      |  | 0.00  | 0.00               | 0.00     |

**33048632**

| Reference Codes        |                  |
|------------------------|------------------|
| CH = From Cash Held    | DC = Debit Card  |
| BT = Bank Transfer     | CHQ = Cheque     |
| IT = Internal Transfer | CB = Credit Book |

Bank Reconciliation  
Opening Balance On 01/01/2024  
Receipts  
Payments  
Unpresented Cheques  
Closing Balance on 31/12/2024

|                  |                  |
|------------------|------------------|
| Dr               | Cr               |
| 1136.24          |                  |
| 910.30           |                  |
|                  | 929.11           |
|                  | <b>0.00</b>      |
|                  | 1117.43          |
| <b>£2,046.54</b> | <b>£2,046.54</b> |
|                  | £0.00            |

## Expenses

[illegible]

## Cash Held

**Bank Reconciliation**  
**Opening Balance On 01/01/2024**  
**Receipts**  
**Payments**  
**Closing Balance on 31/12/2024**

|                |                |
|----------------|----------------|
| Dr             | Cr             |
| 46.95          |                |
| 259.50         |                |
|                | 180.75         |
|                | <b>125.70</b>  |
| <b>£306.45</b> | <b>£306.45</b> |
|                | £0.00          |

| Reference Codes        |                 |
|------------------------|-----------------|
| CH = Cash Held         | DC = Debit Card |
| BT = Bank Transfer     | CHQ = Cheque    |
| IT = Internal Transfer |                 |

## Expenses

[illegible]



# Independent reviewer's checklist and confirmation form

## Unit or level to complete this section

|                                         |                                    |
|-----------------------------------------|------------------------------------|
| Name of unit or level                   | Colneis District Combined Accounts |
| Name of local commissioner              | Hannah Panting                     |
| Contact details for local commissioner* | hannahpanting@hotmail.com          |

\*Email address or phone number

## Independent reviewer to complete the following sections

|                                           |                           |
|-------------------------------------------|---------------------------|
| Name of independent reviewer              | Hannah Panting            |
| Contact details for independent reviewer* | hannahpanting@hotmail.com |

☒ I confirm that I am not a member of the unit or level leadership team, a signatory of the unit or level's bank account, or related to anyone in the unit or level

☒ I confirm that I understand the checks required and that I am responsible and financially confident to complete these checks

☐ I confirm that I will hold any personal and/or financial data given to me securely, only share it with people that need to see it for the purpose of this review, and will securely destroy or return the data when it is no longer needed for review purposes

\*Email address or phone number

## I confirm that I've carried out the following checks on the accounts for the above unit or level:

- ☒ A bank account exists in the name of the unit or level, and most income is recorded here
- ☒ Spending and income are accurately recorded across financial records, based on the information I have reviewed, including:
  - Bank statements
  - Paying in books
  - Cheque books
  - Invoices
  - Receipts
- ☒ If any information was missing, this has now been provided
- ☒ Payments have been dual authorised
- ☒ Where online banking is used, the users have confirmed there is no sharing of passwords
- ☒ Grant money has been used for the right purpose
- ☒ Cash held is minimal
- ☒ Money collected for another charity has been passed on appropriately
- ☒ Any errors noted have been adjusted for

**Please tick one**

- ☒ During my review, there have been no concerns about how the unit or level named above keeps accounts or spends money
- ☐ During my review, there have been concerns which have been raised with the commissioner or HQ

**Please give a summary of your findings:**

You can find more information about this process in our end of year review of accounts procedure.

|           |                 |
|-----------|-----------------|
| Signature | <i>hpanning</i> |
| Date      | <i>18/3/26</i>  |