

# *Annual Report and Accounts*



**2025**

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# Chair's Introduction

**The Board of Trustees is delighted to present the Annual Report of a charity committed to enriching the lives of individuals and the community as a whole.**

This report serves as an overview of our principal activities and community initiatives along with a summary of achievements and developments for the year under review, August 2024 - July 2025.

This has been the first year for some time when crisis management was not the main focus of the board's activities. The opening of the Community & Wellbeing Centre was the culmination of the project to bring the ground floor of The Guildford Institute (GI) building back into community use after being vacated by the bank. This was a complex project which involved relocating many of our tenants from the top floor into new, upgraded and better facilities at the front of the building. This also involved a great deal of necessary refurbishment of the fabric of the building despite being conducted to a very tight budget. With further work done on the top floor, the GI has facilitated a great deal of refurbishment of the building and now has exclusively tenants who work within the local community.

While the financial rewards of these major changes have had an increasingly stabilising effect as the year has gone on, they do not compensate for the loss of the bank's revenue. We have therefore had a second major project, increasing the number of courses and activities offered, particularly during our traditionally quiet periods. Moving away from the three-term structure has been central to this rethinking of our core offer. We have also worked hard to improve our offer in the evenings and weekends, most notably through a series of music events held in the early months of 2025.

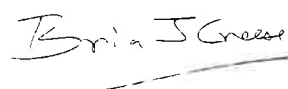
The next challenge for us will be to look at ways in which we can respond to the North Street development which will bring increased workers and town centre residents into our immediate proximity.

Just prior to the start of the financial year we saw the return of GI Manager Amy Rice from maternity leave with Lisa Taylor becoming our Business Development Manager. It has been clear for some time that we need a more professional fundraising/grant applications approach to help fund the maintenance of the building. Lisa has succeeded in securing some major fundraising for the GI and has also gained welcome sponsorship funding for the brochure and special events such as the VE Day tea party.

Throughout my time as Chair, I have been supported by an exceptional board, and during the year we have been successful in recruiting a number of new trustees which I am sure will help refresh our approach as we enter a new era. After almost six years as Chair, I feel very comfortable to hand over the reins to Sallie Barker knowing that we have a strong team of trustees to support her, an exceptionally able and enthusiastic staff and a stable financial position on which to build.

It has been a huge privilege to lead the GI for these past few years and I feel very confident that the future will be one of ever greater contribution to the local community of Guildford.

**BRIAN CREESE**





## Our year at a glance



Won the **Work in the Community Award** at the Experience Guildford Business Awards



Increased the number of afternoon talks by **25%**



Selected as tea shop **Bird & Blend's ChariTEA** of the year 2025



Our brand new **Community & Wellbeing Centre** was opened by the **Mayor of Guildford**



Ran a successful fundraising quiz, raising over **£1,280**



Grew our volunteer team with **5 new supporters** in the library & at events



Created the **GI Music Lounge**. **79%** of people attending the first 2 events were new to the GI



Served almost **10,500** people in our vegetarian community café



Changed our programme to **increase evening, weekend & holiday activities**



Provided an accessible meeting place, with **82%** of room hire bookings from other charities



Collaborated with **Keep Me Cosy** to **collect warm winter donations**



The number of people we reached on **social media** grew by **233%**



Offered **65** online sessions, for those who find it easier to take part from home



Introduced **Pay What You Can** scheme for our afternoon talks



Provided staff training for **Mental Health First Aid**

## Our year at a glance



Received grants from **Garfield Weston & Community Foundation for Surrey**



Ran a **community tea party** to celebrate the **80<sup>th</sup> anniversary of VE Day**



Saw a **20%** increase in room hire, providing us with important income



Provided **1,114** hours of teaching as part of our course programme



Introduced new subjects including **Interior Design, Essential Oils** and **Soap Making**



Welcomed **500** brand new attendees to our activity programme



Promoted wellbeing by offering **175** Tai Chi sessions



Introduced a **lunchtime music series** with **Guildford Jazz**



Offered **50** free drop-in sessions to tackle loneliness



Continued to be part of the **Safe Places National Network** & drop-off point for a **Community Food Bank**



Celebrated **10 year** long service awards with **1** staff member & **3** volunteers



Supported local artists with **11** free exhibitions



Provided space for music clubs, who ran **2** performances per month throughout the year



Hosted **free drop-in groups**, including **language, writing, knitting** & **reading circles**



Partnered with Open Access Arts to offer free & creative **dementia-friendly sessions**

## Who we are

**The Guildford Institute is a local registered charity and limited company, providing cultural education to people in Guildford and beyond in an accessible and friendly environment.**

We are open to all and serve a diverse audience from across the local community, including older people, professionals, young people and children.

We are governed by a board of trustees and operate with a small professional staff team, supported by volunteers and interns.

## What we do

**We deliver a flexible, high quality and diverse range of activities and provide space to support a variety of local groups and charities.**

Our principal business is the provision of education and cultural events to the adult community through courses, events, visits, talks and access to our historic library and archive. We focus on offering a welcoming space for everyone to learn, socialise and take time for their wellbeing.

We are also home to a group of talking therapists, including counsellors, psychologists, psychotherapists and family mediators. Since September 2025, these therapists have operated from our dedicated, newly-opened Community & Wellbeing Centre, on our ground floor.

We run an accessible community café, which is open to all, providing quality, healthy and nourishing food and refreshments in a comfortable and welcoming space. It has been proudly vegetarian for over 40 years.

In order to subsidise our charitable activities we also lease out parts of Grade II listed building.

## Where we are

We are based on the corner of North Street and Ward Street, in the heart of Guildford, where we have been educating, inspiring, and uniting people across the local area for over 130 years.

“

***Guildford Institute is a wonderful resource and our town is very lucky to have it!***

”

## Our values

**Our values are simple, we**

- **are inclusive**
- **value participation**
- **deliver quality in all we do**
- **are committed to a culture of teamwork and collaboration**

## Our key achievements this year



**We made significant changes to our activity programming. We succeeded in increasing our audience and the breadth of events on offer**

In **February 2025**, we moved away from our long-standing three-termly, traditional academic structure and instead switched to **two six-monthly programmes per year**. By doing this, we aimed to make greater use of previously quiet times in the academic calendar, such as August and school half terms, and ensure our only closure periods are national holidays.

We offered more of everything and a wider range of activities too. Particular achievements this year included:

- We developed our music offering under the labelling of **GI Music Lounge** and created a brand-new series of evening and weekend music events. These were extremely successful in attracting a new audience: **79%** of people **attending the first two of these events** were **new to the GI**.
- In addition to our music events, we programmed a **greater number of events** taking place during **evenings, weekends and school holidays**. Particularly successful was a fully-booked **evening quiz night**, which succeeded in **raising over £1,280** for our organisation.
- Our **courses continued to be the cornerstone of our programme**. We offered **1,114 hours of activities**. The popularity of subjects such as Art History was maintained and reflected in our programming, with over 45 of these courses running this year. **New subjects** succeeded in helping us diversify our audience, with additions including **Interior Design, Soap Making and Essential Oils**. In the **Essential Oils** course, for example, **100%** of **attendees** had **never been** to a **GI activity** before.
- We **reached a larger number of people this year**. We retained a **very strong base of loyal customers**, whilst also welcoming **500 brand-new people** to our activities. An enhanced focus on social media advertising was extremely valuable: this year, we saw a **233% increase** in our **reach on social media**.
- Our **talks programme grew** significantly this year, with a **25% increase** in the number of these **activities on offer**.
- We continued to **focus on accessibility in our programming**. We introduced a brand-new **Pay What You Can Scheme** for our talks. **Online activity sessions** also continued to be important for those who find it easier to join in from home, and we offered **65** of these throughout the year.



***With thanks for another year's diverse, interesting, mind-stretching programme of happenings, so many on offer.***





## Our key achievements this year



### Our new Community & Wellbeing Centre was completed in September 2024

Having begun redevelopment works on the ground-floor of our building in the previous financial year, these were completed in September 2024.

As part of this project, we created **six purpose-built therapy rooms**, to be used to **provide much-needed mental health support for the community** in the daytime, evenings and weekends.

Importantly, with our new Community & Wellbeing Centre open, we were able to **utilise this area** of our building to **support local people for the first time in over 60 years**; with it having previously being leased out to a bank since 1964. From the beginning, all the therapy rooms have been fully occupied and thus have also provided an important new income for the Institute.

We marked this achievement by hosting an **opening ceremony** for the space in **November 2024**, which was covered by Surrey radio station Brooklands Radio. The Mayor of Guildford, Sallie Barker MBE, officially opened the Community & Wellbeing Centre, and we were joined by local individuals, including Zoe Franklin (MP for Guildford) and Guildford Borough Councillors Vanessa King and Amanda Creese.



“

Opening the Community & Wellbeing Centre, **The Mayor of Guildford, Councillor Sallie Barker MBE** said: *I'm really delighted to be here to open this new facility at the Institute...having helped and supported our town for over 100 years, it is wonderful to see that [the Institute] is adapting and evolving to meet the changing needs of our community.*

”



## Our key achievements this year

“

*As a team of psychotherapists and psychologists with a diverse range of special interests and expertise, we provide a much-needed service for psychological support, trauma recovery, and training. The Community & Wellbeing Centre is a purpose built, peaceful and confidential space in the heart of Guildford.*

”

*Steven & Becci Hayward, Therapists  
in the Community & Wellbeing Centre*



**Community work continued to be central to our organisation. This is something we were formally recognised for in 2025**

We ran a wealth of **successful community events** this year. Of particular note was our **tea party** to celebrate the **80th anniversary of VE Day**. With the support of **Waitrose**, we welcomed many community members free of charge. We partnered with **Open Access Arts** to encourage guests to **share their experiences of wartime** which resulted in the creation of a beautiful memory tree. One very special guest, **104-year-old Dorothy**, shared her memories as a **codebreaker at Bletchley Park**. Occasions like this, when we can bring people together, are at the heart of what we do.

“

***I worked at Bletchley. I was the first to know war was over! Soldiers burnt 3 chairs to celebrate.***

*Dorothy, former codebreaker*

”

“

***To my dear husband Fred. Sorry I couldn't tell you what I really did during the war and that, when the time came that I could, you had unfortunately passed away x***

”



## Our key achievements this year

In addition to our events programme, we continued to utilise our building with the aim of promoting community wellbeing. For example we:

- Partnered with **Keep Me Cosy** and collected a vast amount of warm winter donations for those struggling with cold over the winter
- Were part of the **Safe Places National Network**, offering help to those in need of support when they're in the town centre
- Acted as a **drop-off point** for a local **Community Food Bank**

We were thrilled to be selected as **winners** of the **Work in the Community Award** at **Experience Guildford's Business Awards** in **July 2025**, which saw us compete against numerous long-established organisations within the town.

“

**Category judge Guildford Borough Council**

**Councillor Stephen Hives** stated that he selected us as the award winner *“for their tireless imagination for what more can be done”*. He elaborated: *“The Guildford Institute champions community wellbeing by offering affordable courses, free talks, and social activities that bring people together and combat isolation. Its lively programme—spanning art, history, languages, wellbeing and more—welcomes hundreds of residents each week, making the Institute a true hub for learning, friendship and local support.”*

”

When opening their new store in Guildford in **November 2024**, independent tea company **Bird & Blend** selected us as their **ChariTEA of the Year** in recognition for our work within the local community. Having been selected, **50% of in-store profits** of unique store blend, **Surrey Hills**, are **donated** to our organisation.





## Our key achievements this year



### We collaborated with a wealth of local organisations and charities

Examples of collaborative projects included:

Work with **Open Access Arts** to deliver a series of free creative sessions for those with Dementia.

We continued our long-standing relationship with **Halow Project**. Halow supports people aged 16+ with learning disabilities and/or autism on their journey into and through adult life. GI Tutor, Hilary Underwood, supports attendees each week to produce creative projects. We ran a free exhibition from May – July to showcase the artwork of group members in our café.

These partnerships enable us to widen the support we can give to the community.



For the first time, we also launched a **sponsorship programme**, designed to forge stronger ties with local businesses and organisations.

**Andertons Music Co. sponsored** our new series of **GI Music Lounge events**, which enabled us to experiment with confidence in this new venture and **Waitrose Community Matters** sponsored our **VE Day Anniversary event**.

Our new **six-monthly brochures** were also **sponsored and supported** by various organisations including: **Experience Guildford**, **The David and Anne Weir Rhodes Charitable Trust**, local solicitors **Cheyney Goulding** and estate agents **Knight Frank**. This provided a new income stream for our organisation and exposure for our sponsors across print and digital platforms. This presents an opportunity for local businesses to showcase their support of our charitable aims and values.



## Our key achievements this year



### Our room hire offering went from strength to strength

We are proud to reflect a **20% increase in income** received from **room hire**. This comes directly following a 31% increase in room hire income in the 2023 – 2024 financial year.

In addition to providing vital income for our charity, our room hire offering enables us to provide an **accessible space for diverse community members to meet and socialise**. 82% of our room hire clients were **charitable or not for profit organisations** and we provide significant discounts for these groups in our room hire fees as a means of supporting their work.

Included in our list of regular charity hirers are:

- Eikon LGBT+ Youth Group
- Surrey Family Mediation
- Educatch Charity, an organisation that provides targeted support for young people

### Focus on Room Hirers: The Elizabeth Johnson Organisation



*We at The Elizabeth Johnson Organisation have been using facilities at The Institute for many years and have always been extremely happy with the service provided. We run English language camps for overseas children and so use the rooms for teaching English.*

*So why do we love being at The Institute? Of course, there is the excellent location and different sized rooms to allow the flexibility to split groups according to language ability levels and the very reasonable costs. But the overriding factor that keeps us wanting to return again and again has to be the fantastic staff and how they welcome us and make us feel valued as clients. The personalised and high quality service. The friendly faces making sure they are doing all they can to make you feel welcome and a part of the community. Their willingness to go that extra mile to make sure your time at The Institute is a positive experience. Some premises can make you feel like your being there is a nuisance, but at The Institute you feel welcomed, valued and an important addition to their community.*





## Our key achievements this year



**Our community vegetarian café provided healthy meals for local people, whilst also providing a friendly space for free events to take place**

Our community vegetarian café **served 10,500 people**, a **23% rise** on the previous year, having increased its operating days. A daily-changing menu offers nutritious, freshly-cooked meals with a warm welcome.

The café provides a friendly space for community groups to meet free of charge, including:

- The Macular Degeneration Society
- Meetings on behalf of the national Chatty Café Scheme – the UK's leading non-profit organisation tackling loneliness
- A Guildford Artists Support Platform (AGASP), which facilitates collaboration between local artists

We created a **partnership with Guildford Jazz**, who have begun hosting **monthly Jazz Lunch events** in the café. These events are extremely popular and succeed in bringing new people into our building, whilst providing Guildford Jazz with a free venue to host their events.



“

*A great combination of very good homestyle cooking, nice staff, a building with history and a welcoming, immersive atmosphere that just makes you to want to come back as soon as possible!*

*Tripadvisor Review*

”



## Our key achievements this year



**We continued to grow the use of our library, to ensure as many people as possible see this wonderful historic asset**

Our library has been open to the public since 1892 and remains a free resource for the local community to borrow books and access our impressive historic archive.

A key focus for us has been to **promote and diversify the use of this special treasure trove**, opening the space up for local events, our activity programme and room hirers alike. For example, the library was used by private room hirers on **137 occasions**, with hirers ranging from **Guildford Astronomical Society** to the **NHS**, who use the space weekly to host a support group for those with personality disorders.

We are lucky to have a team of extremely dedicated volunteers who run our Library. Between the **12 individuals** involved, they have been volunteering for our organisation for an impressive **combined total of 86.5 years!** We are incredibly grateful for their support.



**We received lots of support and want to say thank you**

We are proud to have been supported by many individuals, organisations, trusts and foundations. Generous supporters included ***The Garfield Weston Foundation*** and ***Community Foundation for Surrey***. Following the sad dissolution of ***The Friends of Guildford House***, we were grateful to have been voted by their membership as one of the key beneficiaries of their charity's funds. We are really appreciative of the generosity of these organisations and for donations from kind individuals who have supported the GI and would like to take this opportunity to formally thank everyone who has been involved.



## *Important Developments since July 2025 & Future Plans*

**Brian Creese** has decided that after a period of **more than five years as our Chair**, he will be **stepping down from the board of trustees** at the **end of December 2025**.



During Brian's time as Chair, **the Institute has faced some considerable challenges**, which have included navigating the impact of the **COVID-19 pandemic** and the **loss of our banking tenant** (The Royal Bank of Scotland) on the ground-floor of our building after a period of 58 years in occupation. These events have put significant financial pressure on the GI and it has been only with **considerable hard work and creativity** that we've been able to **positively navigate** these challenges, all under the **leadership of Brian**. On behalf of everyone involved in the GI, we would like to extend a **special thank you to Brian** for the huge impact he has had on our organisation and the extensive amount of time that he has dedicated.

We are pleased to announce that **Sallie Barker MBE** will be taking on the **role of Chair in January 2026**. Sallie was co-opted to the trustee board in November 2025 and is very familiar with the GI having been Mayor of Guildford in 2024 - 2025. She has a passion for working within the community and is Chair of a number of organisations, including British Blind Sport and Guildford in Bloom.



We have begun the **2025 - 2026 financial year** with a **focus on partnership working** with other like-minded organisations. In August 2025, we partnered with **Foodwise** to deliver two successful, free family activity days in our building, with the aim of reaching families in need. We were also **one of the primary venues** for successful inaugural years of **Sustain Film Festival** and **Guildford Festival of the Arts**. The latter saw our historic library visited by over 350 individuals during the event weekend. We plan to maintain this momentum throughout the financial year.

Another **key focus** for us will be making **improvements to our historic, Grade II listed building**. We successfully raised funds in the autumn of 2025 to conduct some essential maintenance to the exterior of our building. We hope to complete these works in early 2026. With these essential exterior works complete, we will fundraise to conduct a large-scale refurbishment project of the first floor of our building. Home to our Assembly and Old Billiard Rooms, the first floor represents the heart of the GI and is where the majority of our activities take place. We look forward to being able to modernise these areas to **help futureproof our organisation** for many years to come.

## Our People

We are governed by a board of trustees and operate with a small professional staff team along with volunteers and interns. We are extremely grateful for the hard work and dedication shown by all of these individuals.

### Trustees



**Brian Creese,  
Chair**

Background in:  
Education,  
TV/Video  
*Elected 2019*



**Sallie Barker MBE,  
Future Chair**

Background in:  
Leadership, Former  
Mayor of Guildford  
*Coopted 2025*



**David Cheeseman,  
Vice-Chair**

Background in:  
Transport and  
higher education  
*Elected 2019*



**Mike Kirby,  
Treasurer**

Background in:  
Accountancy  
*Elected 2020*



**Sophie Chapman**

Background in:  
Transport  
leadership  
*Elected 2017*



**Janet Crowe**

Background in:  
The criminal  
justice system  
*Elected 2018*



**Phil Davies**

Background in:  
Public and charity  
sector leadership  
*Elected 2022*



**Tom Heasman**

Background in:  
Strategic change,  
economics,  
computer science  
*Elected 2021*



**Alyson Stock**

Background in:  
Strategy and  
business  
development  
*Coopted 2025*



**Tammy Ellis**

Background in:  
Art Historian and  
Tutor  
*Coopted 2025*



**Andrew Waters**

Accountancy and  
Risk Management  
*Coopted 2025*



**Paul Hienkens**

Background in:  
Business  
Management &  
Strategy  
Consultation  
*Coopted 2025*

### Focus on Tammy Ellis, Trustee & Former GI Tutor for 17 years

As a former tutor and current trustee of the wonderful Guildford Institute, I really want everyone to know about its superb attributes. For me, the Institute is like a warm hug as you come in from an increasingly challenging outside world. Of course, the GI is a place of arts education and cultural stimulation but it is equally a community space where people come together to be welcomed and uplifted.



## Our People

### Staff team



**Amy Rice**  
Institute  
Manager



**Lisa Taylor**  
Business  
Development  
Manager



**Chelsea Wade**  
Programme  
Manager



**Lydia Ferguson**  
Programme  
Manager  
(Maternity  
cover)



**Emma Abrams**  
Marketing &  
Comms Officer



**Vicky Pursey**  
Finance  
Officer



**Amy Mason**  
Events &  
Community  
Engagement  
Assistant



**Mark Finn**  
Evening  
Steward



**Antonio  
Stifani**  
Caretaker

### Focus on Amy Mason, Events & Community Engagement Assistant

Amy has worked at the GI for 10 years, having coordinated various areas in the programme from Wednesday talks and visits to special events, exhibitions and volunteer recruitment/training. She loves finding new speakers to come to the GI and enjoys the ability to be creative with our offering, from costumed speakers and live singers to trips to museums and country houses. She is never happier than seeing the Assembly Room full of people awaiting a chance to learn new things. She also enjoys the community side of the GI including celebrations like the Diamond Jubilee Street Party and VE Day celebration, which have such a warm feel, as well as initiatives like Chatty Café which bring people together for company and friendship.

You will often see Amy at the main desk enthusiastically telling new people who have just found us about the many benefits of getting involved in the GI.

## Our People

### Our Interns & Volunteers

Our organisation relies on the support of a team of volunteers, who give their time in tasks as varied as:

- Running the GI library, which is staffed exclusively by a team of volunteers
- Assisting with events organisation and delivery
- Assisting with the maintenance of our Grade II listed building
- Working on our Reception and assisting with admin
- Producing greetings cards to raise funds to our organisation

This year, we celebrated the ten-year anniversary of three of our volunteers joining our team. Tom Crawshaw, Viv Crawshaw and Sandra Cumming have given a huge amount of time to the GI library and we are extremely grateful to them.

#### Focus on Becca Tompkins, Community & Engagement Intern

I have been volunteering at the GI since February 2025...I have met many lovely people, had many great laughs, and generally had the best time.

One main reason I started volunteering is to become more independent. I have volunteered at libraries and other charities but none like this one. The idea of helping the community and providing support where I can makes me want to do much more in the future.

There are many memorable moments, but the best ones are meeting regular users of the GI and catching up or seeing others who I've known from outside the GI and having that funny moment when you realise you know each other. I find the best moments are simply having a conversation or seeing a smile from someone, making their day better.

What I most like about volunteering is the environment; everyone is so welcoming and helpful. I also love working with the community and meeting the variety of people we have enter the building. The spreadsheets and website edits are also a fun bonus!

To anyone thinking about volunteering, I would say do it! It's a great environment, enjoyable experience and worthwhile. It's hard to find something I enjoy doing so much.





## Our People

We also provided development opportunities to three interns this year, each of whom dedicated significant time to the Institute and gained valuable work experience as a result. These individuals were:

- Jansu Ogulmus, Marketing Intern
- Valeriya Pukhova, Marketing Intern
- Becca Tompkins, Communications & Engagement Intern

## Our Tutors

We simply could not run our extensive activity programme without our dedicated team of tutors. Their passion and knowledge of their subject matter ensures that our courses are always of high quality, and their creativity ensures that the programme is forever growing and extremely varied. We thank them all for their hard work, particularly this year, when they've been so supportive of the significant changes we've made to our programme.

### Focus on Susan Purcell

I wear two different 'hats' at The Guildford Institute – I offer courses in Russian literature and also in how to solve cryptic crosswords. What do cryptic crosswords and Russian literature have in common?, you might ask. Well, they are both multi-layered with hidden meanings, for one thing. They can also both be rather daunting when encountered for the first time. My courses are a gentle introduction to the subjects; I hope that course attendees will later go on to tackle weighty Russian novels and tricky cryptic crosswords by themselves.

I enjoy teaching at Guildford Institute because I find that the staff are very responsive to my requests and to suggestions for new courses. They willingly offer help when asked, but otherwise trust me to decide on course content and progression. I also appreciate the relationships I make with course participants, who are invariably enthusiastic, knowledgeable and positive; I learn a lot from them!

### What Susan's students say about her:

Thanks to Susan Purcell for her excellent lecture on Pushkin...Although I have a degree in Russian, I learnt a great deal from her talk and I was especially impressed by how the talk was both accessible to all whilst being thoroughly interesting and entertaining.

Indeed, in the four years of my degree I don't think I attended such a good lecture! It was my first event at the Institute and I hope to attend more in the future.



## Our People

### In our latest GI Stakeholder Survey:

100% of respondents rate the quality of course content as high quality or very high quality.



### Our Customers

The people who use the services that we provide are from right across the local community – people who want to learn, be entertained, socialise, or who need support – are why we do what we do. Whether attending an art history lecture or a counselling appointment, joining a Chatty Café session, playing board games, using our library, or having lunch in our café, we value each and every one that comes in to our building. We provide a warm welcome, a helping hand if needed, a promise to support personal growth for each individual, and facilitate meaningful connections within our diverse community.

“

*The Guildford Institute offers a fantastic range of courses, talks and visits and I have thoroughly enjoyed those I have attended...It is also a very friendly and sociable community with a first class office team who go out of their way to be helpful and welcoming to everyone. The V Cafe is also a unique asset providing an onsite place for lunch or coffee where visitors to the Institute can get together and enjoy the rare treat of a fully vegetarian and vegan menu.*

”

***Thanks to all of our supporters***



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# ***Structure, Management and Governance***

## **Our Organisation**

The Guildford Institute is a registered charity and company limited by guarantee. Our work is delivered by a small team of paid staff, supported by volunteers and interns, and overseen by a trustee board.

## **Our Governance and Management**

The trustees are also directors of the charity for the purposes of the Companies Act 2006. They set out our vision and strategic direction. It delegates some of its responsibilities to sub-committees. Each subcommittee includes at least one trustee who reports to the full board. Our Institute Manager, working with our management team, is responsible for delivering the board's vision and for day-to-day operation.

## **Election and Training of Trustees**

We recruit trustees through an open and competitive process, using local and national media to find people with suitable skills and experience to provide good leadership and make sound decisions. Trustees are formally elected by board members at their Annual General Meeting (AGM) and given such training as is necessary upon appointment. The trustees appoint the Chair, Vice-Chair and Treasurer from among their number.

## **Trustee Meetings**

Our trustees usually meet every six weeks, with the Institute Manager and Business Development Manager in attendance. Trustees are asked at the start of each meeting to declare any relevant interests.

## **Strategic Planning and Delivery**

Strategic planning and strategic decision making is the responsibility of the board of trustees. A formally agreed and regularly reviewed strategic plan informs and guides the work of the trustees, the manager and the professional team. Operational planning, management and management decision making is the responsibility of the manager. However, as the Institute is a small organisation, these demarcations are somewhat fluid. The manager is responsible for budgeting and general finances with the support of the trustees and the designated treasurer.

## **Risk and Internal Controls**

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

## *Statement of Trustees' Responsibilities*

The trustees, who are also the directors of The Guildford Institute for the purpose of company law, are responsible for preparing the Trustees' Report and Accounts in accordance with applicable law and United Kingdom Accounting Standards (the United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the trust and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on an ongoing basis unless it is inappropriate to presume that the trust will continue in operation.

The trustees are responsible for keeping adequate accounting records and disclosing with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Financial Review**

**The financial year to 31st July 2025 showed a significant improvement over the previous two years, notwithstanding the challenging economic background which we have been through and are still facing for the foreseeable future.**

The ground floor conversion, our Community and Wellbeing Centre, was completed very early in our financial year and has been fully occupied since then. In addition, most of the second floor has been let out to a single tenant and has made a solid contribution to revenue, although the first £30,000 of that was used to make improvements and alterations to suit the new tenants. Donations and legacies also improved significantly, although they are by their nature unpredictable. Course revenue was up by 11% to £110,000 and now exceeds the best results achieved pre-Covid by a considerable margin.

Total revenues improved by 49% to £388,977 as a result of the above factors against a year that was very challenging. That rate of improvement is unlikely to be repeated in the foreseeable future, but it is believed by the trustees that this level of revenue is sustainable.

Our team works hard to reduce and restrict cost pressures where possible, although there have been cost increases in many areas due to the general pressures that we are all aware of. Staff costs are our largest area of expenditure at 53% of our total costs and also increased by 13% year on year. We have an additional member of staff, but the additional cost is offset by a reduction in the expenditure on external fundraising consultancy. There was also a significant reduction in legal costs this year following the resolution of our property issues the previous year.

Overall, costs were up by 8% to £367,590. Net income was £21,387, compared to a loss the previous year of £78,300, a turnaround of almost £100,000.

### **Reserves Policy**

The Charity Commission expects trustees to decide, publish, implement and monitor a charity's reserves policy.

As a result of the above factors, the Institute's Unrestricted Funds have increased by £16,933 to £435,214 and Restricted Funds increased by £4,545 to £477,891. Total funds are £913,105. The Trustees have decided to allocate £334,573 of the Unrestricted Funds as "Designated Funds", detailed in note 14. Designation does not indicate that cash is available within the charity to implement these projects in the immediate future, but the Trustees are working towards raising part or all of the resources required to implement some of them over the coming years.

## Reference and Administrative Information

### Legal and administrative details

Registered Company Number 6571640 (England and Wales)  
Registered Office Guildford Institute Ward Street Guildford GU1 4LH  
Registered Charity Number 1125031

### Bankers

CAF Bank, 25, Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

### Solicitors

Cheyney Goulding, Ward House, 6 Ward St, Guildford GU1 4LH

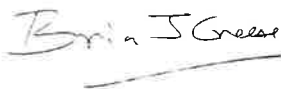
### Trustees

S Chapman	P L G Davies
M F Kirby	T O Ellis (appointed April 2025)
D S Cheeseman	A M Stock (appointed April 2025)
J Crowe	A J Waters (appointed August 2025)
B Creese	S A Barker (appointed November 2025)
T E Heasman (resigned March 2025)	P C A Hienkens (appointment November 2025)

### Independent Examiner

A J Bennewith FCA, FCPA, FFA, FFTA, FIPA, DChA, FRSA  
Upper Ground Floor  
18 Farnham Road  
Guildford  
Surrey  
GU1 4XA

Approved by order of the board of trustees on .....11/12/2025..... and signed on its behalf by:



B Creese - Trustee and Chairperson



**Independent Examiner's Report to the Trustees of  
The Guildford Institute**

**Independent examiner's report to the trustees of The Guildford Institute ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2025.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

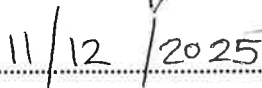
AJBennewith FCA, FCPA, FFA, FFTA, FIPA, DChA, FRSA

Upper Ground Floor  
18Farnham Road  
Guildford  
Surrey  
GU1 4XA

Signature: .....



Date: .....



**The Guildford Institute**

**Statement of Financial Activities**  
**for the Year Ended 31 July 2025**

		Unrestricted funds	Restricted funds	31.7.25 Total funds	31.7.24 Total funds
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		39,994	8,391	48,385	13,436
<b>Charitable activities</b>					
Institute Activities		23,884	-	23,884	17,560
Courses		109,832	-	109,832	99,040
Other trading activities	2	205,743	-	205,743	126,724
Investment income	3	<u>1,133</u>	<u>-</u>	<u>1,133</u>	<u>5,012</u>
<b>Total</b>		<u>380,586</u>	<u>8,391</u>	<u>388,977</u>	<u>261,772</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Library		1,720	599	2,319	2,507
Institute Activities		10,219	915	11,134	9,407
Bar		5,840	-	5,840	5,384
Courses		34,622	-	34,622	31,595
General Activities		268,675	2,347	271,022	243,566
Premises		<u>42,577</u>	<u>76</u>	<u>42,653</u>	<u>47,613</u>
<b>Total</b>		<u>363,653</u>	<u>3,937</u>	<u>367,590</u>	<u>340,072</u>
<b>NET INCOME/(EXPENDITURE)</b>		16,933	4,454	21,387	(78,300)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>418,281</u>	<u>473,437</u>	<u>891,718</u>	<u>970,018</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>435,214</u>	<u>477,891</u>	<u>913,105</u>	<u>891,718</u>

The notes form part of these financial statements

**Balance Sheet**  
**31 July 2025**

	Notes	Unrestricted funds £	Restricted funds £	31.7.25 Total funds £	31.7.24 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	395,626	470,153	865,779	732,708
<b>CURRENT ASSETS</b>					
Stocks	9	2,215	-	2,215	1,664
Debtors	10	19,230	-	19,230	76,476
Cash at bank		88,797	7,738	96,535	234,738
		110,242	7,738	117,980	312,878
<b>CREDITORS</b>					
Amounts falling due within one year	11	(58,931)	-	(58,931)	(142,443)
<b>NET CURRENT ASSETS</b>		51,311	7,738	59,049	170,435
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		446,937	477,891	924,828	903,143
<b>CREDITORS</b>					
Amounts falling due after more than one year	12	(11,723)	-	(11,723)	(11,425)
<b>NET ASSETS</b>		435,214	477,891	913,105	891,718
<b>FUNDS</b>	14				
Unrestricted funds				435,214	418,281
Restricted funds				477,891	473,437
<b>TOTAL FUNDS</b>				913,105	891,718

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements



**Balance Sheet - continued**  
**31 July 2025**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on

11/12/25 and were signed on its behalf by:

Bm. S Greese  
BCreese - Trustee

MF Kirby  
MF Kirby - Trustee

**Notes to the Financial Statements  
for the Year Ended 31 July 2025**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Lifetime memberships are credited to the Statement of Financial Activities over a period of ten years.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- Not provided
Improvements to property	- Straight line over 10 years
Fixtures and fittings	- Straight line over 3 years
Computer equipment	- Straight line over 3 years

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds, which are Unrestricted funds, have been set aside by the trustees for future expenditure as noted in the Trustees' Report.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2025**

**2. OTHER TRADING ACTIVITIES**

	31.7.25	31.7.24
	£	£
Fundraising events	605	-
Sponsorships	6,000	-
Room and Equipment Hire	91,008	76,131
Annual Membership	12,182	12,282
Bar	13,387	10,649
Rental Income	33,144	22,130
Lifetime Membership	650	502
Other Income	1,238	607
Service charges	6,000	1,500
Professional fees contribution	279	2,923
Lease income	41,250	-
	<u>205,743</u>	<u>126,724</u>

**3. INVESTMENT INCOME**

	31.7.25	31.7.24
	£	£
Deposit account interest	<u>1,133</u>	<u>5,012</u>

**4. NET INCOME/(EXPENDITURE)**

Net (income)/expenditure is stated after (crediting)/charging:	31.7.25	31.7.24
	£	£
Independent Examiner's fee	1,560	1,440
Depreciation - owned assets	21,054	4,153
Legal and professional fees	34	6,277

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 July 2025 nor for the year ended 31 July 2024.

**Trustees' expenses**

A total of £223 (2024: £30) was paid to three trustees (2024: one) in respect of travel expenses and sundry items during the year during whilst serving as trustees.



**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2025**

**6. STAFF COSTS**

	31.7.25	31.7.24
	£	£
Wages and salaries	180,066	159,285
Social security costs	9,414	8,912
Other pension costs	4,972	4,086
	<u>194,452</u>	<u>172,283</u>

The average monthly number of employees during the year was as follows:

	31.7.25	31.7.24
	9	8
Managerial and administrative	<u>9</u>	<u>8</u>

No employees received emoluments in excess of £60,000.

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	5,783	7,653	13,436
<b>Charitable activities</b>			
Institute Activities	17,560	-	17,560
Courses	99,040	-	99,040
Other trading activities	126,724	-	126,724
Investment income	<u>5,012</u>	<u>-</u>	<u>5,012</u>
<b>Total</b>	<u>254,119</u>	<u>7,653</u>	<u>261,772</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Library	1,698	809	2,507
Institute Activities	9,407	-	9,407
Bar	5,384	-	5,384
Courses	31,595	-	31,595
General Activities	243,566	-	243,566
Premises	<u>43,384</u>	<u>4,229</u>	<u>47,613</u>
<b>Total</b>	<u>335,034</u>	<u>5,038</u>	<u>340,072</u>
<b>NET INCOME/(EXPENDITURE)</b>	(80,915)	2,615	(78,300)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	499,196	470,822	970,018
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>418,281</u>	<u>473,437</u>	<u>891,718</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 July 2025**

**8. TANGIBLE FIXED ASSETS**

	Freehold property £	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>					
At 1 August 2024	696,587	33,169	45,229	7,651	782,636
Additions	<u>-</u>	<u>153,259</u>	<u>-</u>	<u>941</u>	<u>154,200</u>
At 31 July 2025	<u>696,587</u>	<u>186,428</u>	<u>45,229</u>	<u>8,592</u>	<u>936,836</u>
<b>DEPRECIATION</b>					
At 1 August 2024	-	-	42,443	7,485	49,928
Charge for year	<u>-</u>	<u>18,643</u>	<u>2,277</u>	<u>210</u>	<u>21,130</u>
At 31 July 2025	<u>-</u>	<u>18,643</u>	<u>44,720</u>	<u>7,695</u>	<u>71,058</u>
<b>NET BOOK VALUE</b>					
At 31 July 2025	<u>696,587</u>	<u>167,785</u>	<u>509</u>	<u>897</u>	<u>865,778</u>
At 31 July 2024	<u>696,587</u>	<u>33,169</u>	<u>2,786</u>	<u>166</u>	<u>732,708</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2025**

<b>9. STOCKS</b>	31.7.25	31.7.24
	£	£
Bar and other supplies	<u>2,215</u>	<u>1,664</u>
<b>10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	31.7.25	31.7.24
	£	£
Trade debtors Other debtors	10,954	8,569
Prepayments and accrued income	-	2,501
Prepayments to fixed assets	8,276	10,189
	<u>-</u>	<u>55,217</u>
	<u>19,230</u>	<u>76,476</u>
<b>11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	31.7.25	31.7.24
	£	£
Trade creditors	1,120	79,685
Social security and other taxes	1,640	2,196
Other creditors	1,400	1,248
Building project loans	10,000	10,000
Deferred income	28,712	31,582
Accrued expenses	16,059	17,732
	<u>58,931</u>	<u>142,443</u>
<p>During the project for redevelopment of the charity's building in 2013, a number of individuals made interest-free loans to the charity in order to assist the financing of the development. These loans are repayable on differing terms.</p> <p>Deferred income represents income received in advance of the period to which it relates.</p>		
<b>12. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>	31.7.25	31.7.24
	£	£
Other loans (see note 13)	10,000	10,000
Lifetime members due >1 year	<u>1,723</u>	<u>1,425</u>
	<u>11,723</u>	<u>11,425</u>



**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2025**

**13. LOANS**

An analysis of the maturity of loans is given below:

	31.7.25 £	31.7.24 £
Amounts falling due between two and five years:		
Building loans due 2-5 years	<u>10,000</u>	<u>10,000</u>

**14. MOVEMENT IN FUNDS**

	At 1.8.24 £	Net movement in funds £	At 31.7.25 £
<b>Unrestricted funds</b>			
General fund	81,294	19,347	100,641
Designated Funds	<u>336,987</u>	<u>(2,414)</u>	<u>334,573</u>
	418,281	16,933	435,214
<b>Restricted funds</b>			
Building Funds	470,437	(284)	470,153
Supportive Art Courses	3,000	(915)	2,085
Community Engagement Fund	<u>-</u>	<u>5,653</u>	<u>5,653</u>
	<u>473,437</u>	<u>4,454</u>	<u>477,891</u>
<b>TOTAL FUNDS</b>	<u>891,718</u>	<u>21,387</u>	<u>913,105</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	380,586	(361,239)	19,347
Designated Funds	<u>-</u>	<u>(2,414)</u>	<u>(2,414)</u>
	380,586	(363,653)	16,933
<b>Restricted funds</b>			
Building Funds	391	(675)	(284)
Supportive Art Courses	-	(915)	(915)
Community Engagement Fund	<u>8,000</u>	<u>(2,347)</u>	<u>5,653</u>
	<u>8,391</u>	<u>(3,937)</u>	<u>4,454</u>
<b>TOTAL FUNDS</b>	<u>388,977</u>	<u>(367,590)</u>	<u>21,387</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 July 2025**

**14. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.8.23 £	Net movement in funds £	Transfers between funds £	At 31.7.24 £
<b>Unrestricted funds</b>				
General fund	59,196	(77,902)	100,000	81,294
Designated Funds	<u>440,000</u>	<u>(3,013)</u>	<u>(100,000)</u>	<u>336,987</u>
	499,196	(80,915)	-	418,281
<b>Restricted funds</b>				
Building Funds	470,822	(406)	21	470,437
Hearing Loops	-	21	(21)	-
Supportive Art Courses	<u>-</u>	<u>3,000</u>	<u>-</u>	<u>3,000</u>
	<u>470,822</u>	<u>2,615</u>	<u>-</u>	<u>473,437</u>
<b>TOTAL FUNDS</b>	<u>970,018</u>	<u>(78,300)</u>	<u>-</u>	<u>891,718</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	254,119	(332,021)	(77,902)
Designated Funds	<u>-</u>	<u>(3,013)</u>	<u>(3,013)</u>
	254,119	(335,034)	(80,915)
<b>Restricted funds</b>			
Building Funds	403	(809)	(406)
Hearing Loops	4,250	(4,229)	21
Supportive Art Courses	<u>3,000</u>	<u>-</u>	<u>3,000</u>
	<u>7,653</u>	<u>(5,038)</u>	<u>2,615</u>
<b>TOTAL FUNDS</b>	<u>261,772</u>	<u>(340,072)</u>	<u>(78,300)</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2025**

**14. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.23 £	Net movement in funds £	Transfers between funds £	At 31.7.25 £
<b>Unrestricted funds</b>				
General fund	59,196	(58,555)	100,000	100,641
Designated Funds	<u>440,000</u>	<u>(5,427)</u>	<u>(100,000)</u>	<u>334,573</u>
	499,196	(63,982)	-	435,214
<b>Restricted funds</b>				
Building Funds	470,822	(690)	21	470,153
Hearing Loops	-	21	(21)	-
Supportive Art Courses	-	2,085	-	2,085
Community Engagement Fund	<u>-</u>	<u>5,653</u>	<u>-</u>	<u>5,653</u>
	<u>470,822</u>	<u>7,069</u>	<u>-</u>	<u>477,891</u>
<b>TOTAL FUNDS</b>	<u>970,018</u>	<u>(56,913)</u>	<u>-</u>	<u>913,105</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	634,705	(693,260)	(58,555)
Designated Funds	<u>-</u>	<u>(5,427)</u>	<u>(5,427)</u>
	634,705	(698,687)	(63,982)
<b>Restricted funds</b>			
Building Funds	794	(1,484)	(690)
Hearing Loops	4,250	(4,229)	21
Supportive Art Courses	3,000	(915)	2,085
Community Engagement Fund	<u>8,000</u>	<u>(2,347)</u>	<u>5,653</u>
	<u>16,044</u>	<u>(8,975)</u>	<u>7,069</u>
<b>TOTAL FUNDS</b>	<u>650,749</u>	<u>(707,662)</u>	<u>(56,913)</u>



**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2025**

**14. MOVEMENT IN FUNDS - continued**

**Designated Funds**

These comprise the following items:	31.7.25	31.7.24
	£	£
Operating Reserve	100,000	100,000
Loss of revenue from losing RBS as a Tenant	-	20,000
Addressing Damp issues in the Listed Building	30,000	140,000
Refurbishment Programme for the First Floor	150,000	-
Furniture Renewal programme in Meeting and Lecture rooms	-	30,000
New External Signage	10,000	10,000
Redecorating the Listed Building Internally and Externally	40,000	30,000
Legacy Designated towards Wednesday Talks	4,573	6,987
	<hr/>	<hr/>
Total Designated Funds at 31 July 2025	334,573	336,987

**Restricted Funds** The Building Fund was established for the purposes of redeveloping the existing building and facilities, including the continued growth and development of the library. Donations towards it and expenditure relating to it are shown above. This fund also includes specific donations that have been made to the Treasures of the Guildford Institute Library Appeal.

Hearing Loop Fund

Money granted and donated for the specific purpose of the installation of a hearing loop system within our premises.

Supportive Art Fund

This restricted grant is for a project called Creative Communications: Supporting People Living With Dementia Through Art which will be used for Art sessions for people with Dementia.

Community Engagement Fund

A grant awarded to Guildford Institute to help cover the salary of our Community Engagement Assistant.

**15. RELATED PARTY TRANSACTIONS**

There were no related party transactions for the year ended 31 July 2025.

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 July 2025**

	31.7.25 £	31.7.24 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	22,652	5,249
Gift aid	2,733	2,187
Legacies	-	1,000
Grants	<u>23,000</u>	<u>5,000</u>
	48,385	13,436
<b>Other trading activities</b>		
Fundraising events	605	-
Sponsorships	6,000	-
Room and Equipment Hire	91,008	76,131
Annual Membership	12,182	12,282
Bar	13,387	10,649
Rental Income	33,144	22,130
Lifetime Membership	650	502
Other Income	1,238	607
Service charges	6,000	1,500
Professional fees contribution	279	2,923
Lease income	<u>41,250</u>	<u>-</u>
	205,743	126,724
<b>Investment income</b>		
Deposit account interest	1,133	5,012
<b>Charitable activities</b>		
Institute Activities	23,884	17,560
Courses	<u>109,832</u>	<u>99,040</u>
	<u>133,716</u>	<u>116,600</u>
<b>Total incoming resources</b>	388,977	261,772
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	180,066	159,285
Social security	9,414	8,912
Pensions	4,972	4,086
Rates and water	1,613	1,751
Insurance	5,083	4,960
Light and heat	21,595	11,609
Carried forward	222,743	190,603

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 July 2025**

	31.7.25 £	31.7.24 £
<b>Charitable activities</b>		
Brought forward	222,743	190,603
Telephone	5,497	5,275
Postage and stationery	2,634	5,276
Advertising	15,986	12,565
IT and website costs	8,496	11,184
Books	599	232
Photocopying	838	904
Subscriptions	-	30
Equipment	1,160	1,104
Travel	284	366
Bar supplies	5,631	5,491
Other costs	1,625	979
Licences	2,876	665
Cleaning	12,064	11,230
Training & recruitment	668	800
Institute activities	10,219	10,814
Tutor fees	34,622	31,335
Repairs and renewals	11,132	15,159
Bank charges	2,549	3,769
Accountancy and payroll	3,984	5,640
Legal and professional fees	34	6,277
Independent Examination fee	1,560	1,440
Fundraising consultancy	-	13,380
Temporary staff	270	1,402
Bad debt write off	75	-
Fundraising costs	915	-
Improvements to property depreciation	18,642	-
Fixtures and fittings depreciation	2,277	3,819
Computer equipment depreciation	210	333
	<u>367,590</u>	<u>340,072</u>
Total resources expended	<u>367,590</u>	<u>340,072</u>
<b>Net income/(expenditure)</b>	<u><u>21,387</u></u>	<u><u>(78,300)</u></u>



*Produced in House*