

SUFFOLK COUNTY GUIDE ASSOCIATION

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

SUFFOLK COUNTY GUIDE ASSOCIATION

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SUFFOLK COUNTY GUIDE ASSOCIATION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2024

Trustees	Mrs Katherine West, County Commissioner (resigned 30 April 2025) Mrs Catherine Holmes, County Commissioner (appointed 2 May 2025) Ms Georgina Garrod, Assistant County Commissioner Mrs Coral Milner, Assistant County Commissioner (appointed 30 June 2025) Mrs Jenny Allen, County Treasurer Miss Alison Smith, County Finance Mrs Mandy Grimwood, Division Commissioner Mrs Joyce Stark, Division Commissioner Mrs Linda West, Division Commissioner Mrs Jan Butler, Division Commissioner (resigned 14 April 2024) Miss Caroline Dunn, Division Commissioner (resigned 14 April 2024) Miss Helen Kent, Division Commissioner (resigned 14 April 2024) Ms Adele Morley, Division Commissioner (resigned 14 April 2024) Ms Hannah Panting, Division Commissioner (resigned 14 April 2024) Mrs Joy Garrod, Division Commissioner (resigned 14 April 2024) Miss Fiona Dunachie, County Outdoors Activities Adviser (resigned 14 April 2024) Miss Amy Gorham, County Senior Section Adviser (resigned 14 April 2024) Ms Sarah Lyons, County International Adviser (resigned 14 April 2024)
Charity registered number	1144434
Principal office	Sunny Fields Whatfield Road Elmsett Suffolk IP7 6LZ
Accountants	Larking Gowen LLP Chartered Accountants 1 Claydon Business Park Great Blakenham Ipswich Suffolk IP6 0NL

SUFFOLK COUNTY GUIDE ASSOCIATION

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees, who are the voting members of the Girlguiding Suffolk Executive Committee, present their report with the financial statements which details our core work throughout the year and summaries the achievements of Girlguiding Suffolk for the year ended 31 December 2024.

Girlguiding Suffolk is a separately constituted division of The Guide Association, which is incorporated by Royal Charter. The Executive committee is responsible for the administration of the Association's affairs within the County and for the general development of the principles, aims, policy, organisation and rules of the Association in accordance with the Royal Charter and By-Laws and the Policy Organisation and Rules.

Objectives and Activities of The Guide Association

The Guide Association (operating as Girlguiding UK) is the leading charity for girls and women in the UK. Our remarkable volunteers inspire girls to find their voice and grow in confidence, giving them space where they can be themselves, have fun, build new friendships, gain valuable life skills, and make a positive difference to their lives and their communities.

a. Charitable purpose

To promote the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so they can make a positive contribution to their community and the wider world.

b. Our Vision

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.

c. Our Mission

Whoever they are, wherever they are from, girls can do anything.

d. Our Values

Shared commitment to be Caring, Challenging, Empowering, Fun, Inclusive, Inspiring.

SUFFOLK COUNTY GUIDE ASSOCIATION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Objectives and Activities of The Guide Association (continued)

Girlguiding UK in the future

Girlguiding UK is a forward-thinking organisation and, despite being established over 100 years ago, is still relevant today. It keeps its members informed of new initiatives and is proud to offer positions on various subcommittees to 'grass-roots' leaders so that the views of all are known and considered. By using a network of committees' information is discussed fully and has ensured that all are happy with the outcomes.

The organisation is very much 'girl-led' and young women are encouraged to speak out and lead the way. The numbers of younger women who are wishing to join Girlguiding as leaders is on the increase. This has had a very positive impact on both Girlguiding UK and Girlguiding Suffolk. A younger image and outlook have led to a far more encouraging welcome to new members.

A flexible approach to Guiding is encouraged which again can only be good news for busy, hardworking women who wish to become leaders. Role sharing is encouraged so that the workload is spread out and, this too, is a positive move.

Girlguiding's strategy 2020 - 2025: "Today, tomorrow, together".

Girlguiding exists to help girls and young women find their voice and build skills and confidence - inspiring them to discover the best in themselves and empower them to make a positive difference in their community. Between school, social media, friendships and relationships - there's a lot going on for girls today. Not to mention the future, the planet, education and what jobs might be around in few years' time. That's why Girlguiding is more important than ever. Girlguiding offers a place where girls can just be themselves. They can make friends, learn skills, grow in confidence and find their voice. We're a supportive community, with solid foundations and a rich heritage that we can all lean on.

Strategy's three pillars:

1. Let's create exceptional experiences for girls and young women

We want to offer experiences which are so fun, accessible, and empowering that they inspire more girls, young women and volunteers to join than ever before. So, we are going to keep putting girls at the centre of everything we do. Every decision we make - big or small should be led by our girls and young women.

2. Let's develop a rewarding volunteer experience

We want volunteering to be flexible, so it is easier for people to give their time. So, we are going to create opportunities that fit around people's lives. This will give more people the opportunity to share their talents and deliver great guiding to reach more girls and young women.

3. Let's be more inclusive and make a bigger impact

We want Girlguiding to have an even bigger impact and influence on local communities and across the UK. We are going to find fresh and exciting ways to welcome new girls and volunteers to make sure our community develops to reflect the world around us. We are going to make more people better aware of Girlguiding by proudly telling the world about our amazing achievements, and we are going to keep making girls' voices heard.

The best way to do brilliant things is to get the basics right, this includes strong structures and processes, empowering girls to lead the way, new ways of working.

Girlguiding Suffolk supports all the above aspirations, goals and we will do everything we can to achieve them.

SUFFOLK COUNTY GUIDE ASSOCIATION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Achievements and performance

a. Main achievements of the charity

Girlguiding instigates many initiatives both for members and the wider community. Girl led campaigns giving girls a voice at all levels has produced fantastic results. Encouraging girls to speak out and get heard at the highest levels of government and media. This in turn has encouraged younger members at a local level to realise that they do matter with some signing up to be 'Peer Educators' to visit other girls and inspire them to 'be their best'.

County events included:

- Guides Give it a go day had numerous adventure activities from wall climbing, circus skills, grass sledging, go karting, team building, outdoor cooking and many more.
- Event included Wet weekend camp and the Thorpeness Meare day for the Guides provided many water-based adventurous activities for the girls to try.
- 13+ Adventure enabled guides to be inspired, have adventures, and make new friends.
- International adventure for Brownies and Guides to France.

b. Public Benefit

The trustees of Girlguiding Suffolk accept the need to have regard to the Charity Commission's guidance on public benefit when reviewing our vision and mission and in planning our future activities. They recognise it's their responsibility to ensure the benefits offered are realised in Suffolk by promoting all aspects of guiding within the county, both within the membership of circa. 4,000, and in the wider community. Membership for both girls and leaders is voluntary, and the organisation believes in being fair, open and inclusive, making guiding available to every girl and woman who wants to take part.

c. Risk Assessment

The major risks, to which Girlguiding Suffolk is exposed, as identified on behalf of and in consultation with the Trustees, have been reviewed and systems have been established to mitigate those risks. Major risks which have been identified as threats to the charity are; loss of members, failure to attract and retain adult leaders of the required caliber, failure to comply with legislation and regulations and failure to raise the required funding to sustain the organisation, failure to pay annual subscriptions. Ownership of each of these risks has been identified and the appropriate steps taken to mitigate them such as investment in public relations and advertising to encourage a continuous flow of members and adult volunteers, making sure relevant legal advice is available when required and ensuring realistic budgets are set and adhered to. A full risk register detailing all the risks to which the charity considers itself to be exposed, owners of the risks and mitigating action has been compiled and is available from the County Commissioner.

The County Executive Team and its four subgroups meet on a regular basis virtually and / or face to face.

Much of the Financial outgoings of Girlguiding Suffolk reflect the delivery of activities for girls, the majority of events are self-funding, however as a County we will continue financially support events which give our members adventures. Our Fixed costs are being met by the current subscriptions that were collected annually and these have been reviewed by the county Exec to ensure they can be met. Support has been given to Units as necessary from our Reserves to support 2024 subscriptions.

All policies and guidance from Girlguiding and Anglia Region continue to be followed to ensure the county is compliant.

SUFFOLK COUNTY GUIDE ASSOCIATION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Financial and operational review

a. Financial Review and Reserves

Girlguiding Suffolk aims to promote and develop Guiding throughout the County and, as such, needs to generate sufficient funds to undertake this work.

The principal sources of income are; subscriptions, donations, legacies, fundraising and payments made by members participating in events organised by the Association as part of its programme of activities.

For 2024 the national element of the subscription increased by £3.00 to £13.00, the Region increased by £1.50 to £14.00. The Finance committee agreed that the County element of the annual subscription will be subsidised from our Reserves to maintain it at 2022 level of £5.00 per member of 2024.

For 2025 and beyond we anticipate future increases in Annual subscription at all levels.

Reserves are needed to bridge the gap between the spending and receiving of income, and to cover unplanned emergency expenditure. It is the policy of the Association to maintain sufficient reserves to:

- (a) Provide support for the development of Guiding within the County.
- (b) Cover the operation and staffing of the County Office and to meet other administration, support and training costs, including the purchase of equipment.
- (c) Cover the operation of the Stoke Ash Centre.
- (d) Support the development of the County's property Stoke Ash Centre should other funding sources and/or fundraising be unavailable or insufficient.
- (e) Be able to meet repairs and other expenditure as necessary in connection with the County's property Stoke Ash Centre and particularly emergency repairs should they arise.
- (f) Support major events within the County and meet any deficits arising from them when necessary.
- (g) Implement any requirements arising from regional or national initiatives and keep up to date with changes as necessary.
- (h) be able to respond to any emergency applications for support from our membership which may arise.
- (i) Meet any unforeseen contingencies.

The level of reserves the trustees consider necessary to meet the above amount to £150,000, representing an estimate of 12 months expenditure, including the operation of Stoke Ash Centre.

The level of general unrestricted free reserves amounted to £223,580 at the year end (2023 - £231,258) and these will be monitored on a regular basis by the trustees at the meetings of the Finance Committee and the County Executive Committee. The charity also has unspent designated funds of £3,410 (2023 - £6,293) and a further designated fixed asset fund of £586,300. There are additional restricted reserves of £98,069 (2023 - £104,601 excluding fixed assets). The reclassification of the Stoke Ash property from restricted to an unrestricted designated fund is explained in note 15

b. Going Concern

The Trustees have considered the charity's position at the time of signing the financial statements, and in particular the issues caused by Cost-of-living impacts on the charity and the wider economy. Nevertheless, the Trustees have considered the current financial strength of the charity, together with the range of measures the Trustees can take to mitigate ongoing costs should they need to, and ultimately should it be required, any support offered by the UK government for which the charity would be eligible to apply.

Based on this, the Trustees have concluded that the charity will have adequate resources to continue in operational existence for the foreseeable future, and they continue to adopt the going concern basis of accounting in preparing these financial statements.

SUFFOLK COUNTY GUIDE ASSOCIATION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

c. Operational review

We are aware of financial challenges which families (volunteers, young members) can find themselves in and the detrimental effect this can have on members being able to participate in the guiding opportunities which are offered. We will continue to make provision to support our members by challenging costs, seek value for money and look to obtain grants where appropriate to minimise financial circumstances as being a barrier to take part in guiding (local / county) opportunities.

The County Executive Team in conjunction with the Treasurer review our financial position on a regular basis. Girlguiding Suffolk has budgeted well over the past years and ends with a healthy balance. We have sufficient funds to ensure that we can continue our work offering opportunities and experiences for girls and young women.

Our international budget is protected thus ensuring that our programme of International Opportunities can continue. A county international residential event in France happened in 2024.

We have made allowances for the continuing provision of the Stoke Ash Centre. In time, we hope this project will be self-funding but until then we will be using necessary funds to maintain the property.

Girl Guiding campaign "You awesome, pass it along and volunteer with us and share what makes you amazing" is used by Girl Guiding Suffolk to promote guiding. Our Guiding membership within the county is circa 4,000, we encourage the promotion of guiding at every opportunity with the aim of increasing our membership.

Our organisation could not function without enthusiastic and well-trained volunteers (leaders, unit helpers). Girlguiding UK, and Anglia region provide varied training via on line guiding learning platform, e-learning, webinars, so Leaders can learn at their own place when it is convenient to them. The new leadership development (which started in 2023) programme (LDP) is fully operational and we have had a number of new volunteers who have completed their qualification. Trainings are provided by Girl Guiding Suffolk included various topics on programme developments, new leader training, safe space, GO, First Response, mentoring. We also encourage Leaders and Units to provide flexible guiding to meet the needs of their particular units.

Our Social Media presence continues to increase, our public facing website launched in 2022 and a private Facebook group for Volunteers. During 2024, we promoted Guiding with a Stand at the Suffolk County Show. The local press continues to highlight guiding activities and the opportunities guiding offers. Marketing and Communications remains a priority for the county, we want people to know what guiding offers, life skills you can learn, confidence you build in both girls and volunteers. We encourage local publicity and have PR resources available for this which can be borrowed.

The County's property, Stoke Ash Guide Centre had been operational as a residential centre, meeting place and campsite for 9 years. Bookings at the centre for Guiding events have been increasing, we continue to promote it use by Guiding, the local community and non-guiding groups. A recent legacy has enabled us to provide a variety of new equipment and activities for hirers of the centre to use.

SUFFOLK COUNTY GUIDE ASSOCIATION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Structure, governance and management

a. Structure, governance and management

Girlguiding Suffolk falls under the jurisdiction of The Guide Association organisation and is ultimately controlled by them. The County offers support to the ten Divisions and their Commissioners. In accordance with By-Law 9.2c of the Royal Charter of the Guide Association, all major decisions regarding the County are made by The Executive Committee which determines the direction of the general principles, aims, policy, organisation and rules of the Association as set out in the current issues of a) The Royal Charter and By-Laws, b) The guiding Manual and c) The Handbooks.

Girlguiding Suffolk appoints new trustees following the term of office set by Guide Association guidelines. This is either a 3- or 5-year term depending on the role. Trustees are nominated by those within their Division and agreed and appointed by the County Commissioner.

Girlguiding Suffolk is run by volunteers. We do however, have two part time members of paid staff, who run the County Office, provide administrative support and are vital to our day-to-day operation. Our staff are used to communicate information to leaders, support the County Commissioner, deal with Volunteer joining enquiries, oversee bookings for our various events and keeps us updated on the progress of these. The arrangement for setting staff salaries is discussed at our Finance Committee Meetings and agreed at our County Executive meetings.

County's Transition to our new operating Structure, Governance from April 2024

Our new structure and governance previously designed, discussed during Sept 2023 was agreed in 1st quarter of 2024 and formally adopted in April 2024. This brings the County in line with how Region and Girl Guiding UK operate.

The structure provides effective governance and management, strong teams to deliver support our volunteers and provide opportunities for our girls and young women. The County roles have reasonable workloads which all support the ongoing viability of the county.

The structure comprises of:

- Executive Board of Trustees (who will provide oversight and strategic direction). The Board of Trustees will include an External Trustee (not a member of Guiding) and a Grassroots Leader.
- Four 'doing' groups (Adventure and Opportunity, Learning & Development, Promote & Grow, Properties and Kit).

b. County Development Plan

Communication

Regular communication is key to our Guiding volunteers (Commissioners, Leaders, Unit Helpers, Supporters) and girls to know what opportunities are available, any changes etc, are all encouraged to stay in touch either virtually or face to face as appropriate. The County Commissioner sends regular emails direct to all Leaders.

County Finance meetings and County Executive meetings will continue to be held via Zoom with the minimum of one face to face meeting per year.

The new board has drafted county plan to share with the four groups, alongside headline roles and responsibilities for each group.

SUFFOLK COUNTY GUIDE ASSOCIATION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Membership

We are aware of the effect that cost of living has on our membership numbers. Membership has stabilised at circa 4,000; however, we cannot standstill, Guiding will be promoted at every opportunity by our members and through publicity. We will encourage all members to talk about guiding during their everyday lives to raise awareness of what we do and how it helps us as a person grow. Highlighting the many benefits, it brings to all, including building life skills, well-being, friendship, making a positive difference to your life and our local communities. We will also look to develop partnerships with other organisations.

Recruitment Campaigns are regularly run at national level and we will encourage these to be shared widely at local level. We will be using resources and advice obtained to assist us and encourage local publicity and have Public Relations resources (gazebo's banners, leaflets etc) available for use.

We continue to work to increase and improve our social media presence to ensure this is utilised to our advantage.

We will be working with leaders to ensure that existing members are aware of the next stage in their Guiding journey, utilising advice and resources from Girlguiding and our learning from our experience, best practices and use of blended guiding.

Learning and Development for Volunteers

Girlguiding and Anglia Region provide online training, e-learning and webinars which has standardised training content, we encourage our Volunteers to use these methods. Some 'face to face' training will be offered when more applicable to the subject areas.

Girlguiding has transitioned to its new LDP (Leader development programme) in 2023, County have a Leader in Training (LiT) co-ordinator and Chair of Training who are co-ordinating training of new leaders, mentors and the roll out of new programme. We have already had volunteers complete the new LDP.

Adventures

Our Suffolk Adventures is open to all Guides aged 13+ regardless of their progress within the programme, we have had a number of Adventure events with further ones planned

Regular County events for Rainbows, Brownie, Guides and Rangers is a must, girls and Leaders enjoy and want these types of events. The events provide opportunities for all which are not normally accessible, affordable or have the expertise / qualifications for an individual unit to organise. A county Brownie event is planned for 2025.

Reorganisation of 'Grass roots' organisation structure (Districts and Divisions)

Plans are in progress for 2025 and 2026 to streamline the County organisational structure from its current three levels of County, Division, District to two levels of County and Divisions. This will result in a small increase in the number of Divisions and the removal Districts. The geographical location of our current Divisions has not changed for many decades and it no longer truly reflects the actual location or the number of our Rainbow, Brownie, Guides and Ranger units within the various areas of the County. This will enable the areas to be managed easier with local units to be actually be within the same Division, reduce the number of Commissioners required.

SUFFOLK COUNTY GUIDE ASSOCIATION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Stoke Ash Guiding Centre

Our property at Stoke Ash will need continued maintenance and improvement to be the success that we want it to be. We continue to review usage and the needs of visitors. A Development Plan is in place looking at all aspects of operating, developing and increasing promotion / use of the centre. Improved storage has been provided at the centre, so that further County equipment can be stored there. A legacy has been received during 2024, a plan has been agreed to utilise the funds to improve the number of adventurous activities at the centre. The plan of work is in progress and will continue in 2025. Plan includes installation of outdoor camp kitchens, shelter building, low ropes course, zip wire and indoor climbing wall at the centre.

International Opportunities

The County organised for 2024 an international adventure to France for Brownies and Guides. This was a great success. It has given the brownies and guide's the opportunity of an International Adventure whilst also enabling Leaders who had not experienced being part of a Guiding international event to learn skills and gain confidence. We encourage girls and leaders to apply for any future opportunities so they too can experience international guiding.

14+ age group

We continue to encourage participation in the D of E scheme and Queen's Guide Award.

SUFFOLK COUNTY GUIDE ASSOCIATION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

C Holmes

.....
Mrs Catherine Holmes
County Commissioner

Date: 14 July 2025

SUFFOLK COUNTY GUIDE ASSOCIATION

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Independent examiner's report to the Trustees of Suffolk County Guide Association ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 December 2024.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

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 that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed:

Dated: 15 July 2025

Giles Kerkham FCA DChA
Larking Gowen LLP
Chartered Accountants
1 Claydon Business Park
Great Blakenham
Ipswich
Suffolk
IP6 0NL

SUFFOLK COUNTY GUIDE ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	230	2,723	2,953	55,501
Charitable activities	4	39,615	11,302	50,917	68,515
Investments	5	2,718	4,811	7,529	5,874
Total income		42,563	18,836	61,399	129,890
Expenditure on:					
Charitable activities	6	81,036	25,368	106,404	115,837
Total expenditure		81,036	25,368	106,404	115,837
Net (expenditure)/income		(38,473)	(6,532)	(45,005)	14,053
Transfers between funds	15	614,212	(614,212)	-	-
Net movement in funds		575,739	(620,744)	(45,005)	14,053
Reconciliation of funds:					
Total funds brought forward		237,551	718,813	956,364	942,311
Net movement in funds		575,739	(620,744)	(45,005)	14,053
Total funds carried forward		813,290	98,069	911,359	956,364

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 14 to 28 form part of these financial statements.

SUFFOLK COUNTY GUIDE ASSOCIATION

**BALANCE SHEET
AS AT 31 DECEMBER 2024**

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	11	607,059	621,262
Investments	12	146,318	144,610
		<u>753,377</u>	<u>765,872</u>
Current assets			
Debtors	13	1,257	4,761
Cash at bank and in hand		160,095	189,014
		<u>161,352</u>	<u>193,775</u>
Creditors: amounts falling due within one year	14	(3,370)	(3,283)
Net current assets		<u>157,982</u>	<u>190,492</u>
Total net assets		<u><u>911,359</u></u>	<u><u>956,364</u></u>
Charity funds			
Restricted funds	15	98,069	718,813
Unrestricted funds	15	813,290	237,551
Total funds		<u><u>911,359</u></u>	<u><u>956,364</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

C Holmes

.....
Mrs Catherine Holmes
County Commissioner
Date: 14 July 2025

The notes on pages 14 to 28 form part of these financial statements.

SUFFOLK COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1. General information

Suffolk County Guide Association is a charity registered in England and Wales, charity registration number 1144434. The principal office is 333 Norwich Road, Ipswich, IP1 4BN.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements are presented in Sterling (£) which is the functional currency of the charity and rounded to the nearest £.

Suffolk County Guide Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The Trustees have considered the charity's position at the time of signing the financial statements, and in particular the continued impact of the cost of living crisis on the charity and its activities. They have reviewed the charity's financial strength, together with the range of measures available to control ongoing costs.

Based on this, the Trustees have concluded that the charity will have adequate resources to continue in operational existence for the foreseeable future, and they continue to adopt the going concern basis of accounting in preparing these financial statements

SUFFOLK COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

2. Accounting policies (continued)

2.3 Income

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

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

SUFFOLK COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

2. Accounting policies (continued)

2.4 Expenditure

All expenditure is accounted for when incurred and all liabilities are recognised in full as soon as the obligations arise. Expenditure has been classified under the headings that aggregate all costs related to the category.

Charitable activities

Resources expended under this heading are those related to the furtherance of the charity's objects, including grants payable and an appropriate proportion of other costs which are not wholly for one purpose.

Support costs

Resources expended under this heading are those related to the support of the charity.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance cost are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

SUFFOLK COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

2. Accounting policies (continued)

2.5 Grants payable

Grants are accounted for when paid or committed.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Freehold property	- 50 years
Fixtures and fittings	- 5 - 10 years

2.8 Investments

Investments are shown at market value including accumulated interest where applicable.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

SUFFOLK COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

2. Accounting policies (continued)

2.12 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Legacies	-	1,765	1,765
Grants	230	958	1,188
	<u>230</u>	<u>2,723</u>	<u>2,953</u>

	<i>Restricted funds 2023 £</i>	<i>Total funds 2023 £</i>
International travel bursary	50,167	50,167
Grants	5,334	5,334
	<u>55,501</u>	<u>55,501</u>

SUFFOLK COUNTY GUIDE ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

4. Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Training	865	-	865
Outdoor activities	4,930	-	4,930
Badges and neckerchiefs sold	699	-	699
Event 21	-	-	-
Stoke Ash bookings	11,536	-	11,536
Stoke Ash sales	421	-	421
Membership subscriptions	17,316	-	17,316
Senior section	50	-	50
Census	1,750	-	1,750
Miscellaneous	23	-	23
13+ events	2,025	-	2,025
Disney 2024	-	11,302	11,302
	<hr/> 39,615 <hr/>	<hr/> 11,302 <hr/>	<hr/> 50,917 <hr/>
	<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Outdoor activities	4,053	-	4,053
Badges and neckerchiefs sold	1,174	-	1,174
BP weekend	18,283	-	18,283
Stoke Ash bookings	12,668	-	12,668
Stoke Ash sales	378	-	378
Membership subscriptions	18,410	-	18,410
30th rainbow celebrations	150	-	150
Census	1,033	-	1,033
13+ events	1,365	-	1,365
Disney 2024	-	11,001	11,001
	<hr/> 57,514 <hr/>	<hr/> 11,001 <hr/>	<hr/> 68,515 <hr/>

SUFFOLK COUNTY GUIDE ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

5. Investment income

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Investment income	2,718	4,811	7,529
	<u>2,718</u>	<u>4,811</u>	<u>7,529</u>
	<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Investment income	2,044	3,830	5,874
	<u>2,044</u>	<u>3,830</u>	<u>5,874</u>

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Direct and support costs	81,036	25,368	106,404
	<u>81,036</u>	<u>25,368</u>	<u>106,404</u>
	<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Total 2023 £</i>
Direct and support costs	93,495	22,342	115,837
	<u>93,495</u>	<u>22,342</u>	<u>115,837</u>

SUFFOLK COUNTY GUIDE ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

7. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Total costs	71,863	34,541	106,404

	<i>Activities undertaken directly 2023 £</i>	<i>Support costs 2023 £</i>	<i>Total funds 2023 £</i>
Total costs	84,193	31,644	115,837

Analysis of direct costs

	Total funds 2024 £	<i>Total funds 2023 £</i>
Training	1,274	2,884
Outdoor activities	2,406	11,276
Badges purchased	1,761	1,787
Senior section	39	250
13+ event	6,130	10,460
Event 21	3,327	2,735
Hoot expenses	391	26,741
Census	-	1,449
International travel bursary	19,691	1,590
Public relations	800	2,862
Stoke Ash - running	27,085	17,628
Stoke Ash - development	8,959	4,531
	71,863	84,193

SUFFOLK COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

7. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2024 £	<i>Total funds 2023 £</i>
Wages and salaries	8,041	6,568
Depreciation	18,703	17,868
Printing	279	435
Bank charges	172	229
Meetings and expenses	1,716	1,656
Sundry expenses	1,370	558
Computer expenses	-	66
Governance costs	4,260	4,264
	34,541	31,644

8. Independent examiner's remuneration

	2024 £	<i>2023 £</i>
Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts	3,370	3,210

9. Trustees remuneration and expenses

During the year, no Trustees received any remuneration (2023 - £Nil).
During the year, no Trustees received any benefits in Kind (2023 - £Nil).
During the year, 3 Trustees received reimbursement of expenses of £554 (2023: £Nil) for travel costs.

10. Staff costs

	2024 £	<i>2023 £</i>
Wages and salaries	8,041	6,568
	8,041	6,568

SUFFOLK COUNTY GUIDE ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

10. Staff costs (continued)

The average number of persons employed by the charity during the year was as follows:

	2024 No.	<i>2023 No.</i>
Employees	2	<i>2</i>

No employee received remuneration amounting to more than £60,000 in either year.

11. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Total £
Cost or valuation			
At 1 January 2024	715,000	42,146	757,146
Additions	-	4,500	4,500
At 31 December 2024	715,000	46,646	761,646
Depreciation			
At 1 January 2024	114,400	21,484	135,884
Charge for the year	14,300	4,403	18,703
At 31 December 2024	128,700	25,887	154,587
Net book value			
At 31 December 2024	586,300	20,759	607,059
<i>At 31 December 2023</i>	<i>600,600</i>	<i>20,662</i>	<i>621,262</i>

The property was donated to the charity in 2015, at which time it was included at an insurance valuation, being the best estimate available for the value of the gift.

SUFFOLK COUNTY GUIDE ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

12. Fixed asset investments

	COIF deposit accounts £	National savings income bonds £	National savings investment accounts £	Total £
Cost or valuation				
At 1 January 2024	122,461	10,000	12,149	144,610
Additions	1,708	-	-	1,708
	<u>124,169</u>	<u>10,000</u>	<u>12,149</u>	<u>146,318</u>
At 31 December 2024	<u>124,169</u>	<u>10,000</u>	<u>12,149</u>	<u>146,318</u>
Net book value				
At 31 December 2024	124,169	10,000	12,149	146,318
At 31 December 2023	<u>122,461</u>	<u>10,000</u>	<u>12,149</u>	<u>144,610</u>

13. Debtors

	2024 £	2023 £
Due within one year		
Prepayments and accrued income	1,257	4,761
	<u>1,257</u>	<u>4,761</u>

Accrued income held at 31 December 2024 comprised interest income received in arrears totalling £483 (2023: £Nil).

14. Creditors: Amounts falling due within one year

	2024 £	2023 £
Accruals	3,370	3,283
	<u>3,370</u>	<u>3,283</u>

SUFFOLK COUNTY GUIDE ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

15. Statement of funds

Statement of funds - current year

	Balance at 1 January 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2024 £
Unrestricted funds					
Designated funds					
Smythe fund	1,040	874	-	-	1,914
Stoke Ash Development	5,253	-	(3,757)	-	1,496
Stock Ash property	-	-	(14,300)	600,600	586,300
	<u>6,293</u>	<u>874</u>	<u>(18,057)</u>	<u>600,600</u>	<u>589,710</u>
General funds					
General Funds - all funds	<u>231,258</u>	<u>41,689</u>	<u>(62,979)</u>	<u>13,612</u>	<u>223,580</u>
Total Unrestricted funds	<u>237,551</u>	<u>42,563</u>	<u>(81,036)</u>	<u>614,212</u>	<u>813,290</u>
Restricted funds					
International travel bursary	1,104	-	(472)	-	632
Paul bursary	32,209	4,811	-	-	37,020
Stoke Ash property	614,212	-	-	(614,212)	-
Ann Boxall training fund	4,786	-	(1,274)	-	3,512
Disney Trip	13,001	11,302	(23,622)	-	681
Girlguiding Anglia	3,334	958	-	-	4,292
Stoke Ash Legacy	50,167	1,765	-	-	51,932
	<u>718,813</u>	<u>18,836</u>	<u>(25,368)</u>	<u>(614,212)</u>	<u>98,069</u>
Total of funds	<u><u>956,364</u></u>	<u><u>61,399</u></u>	<u><u>(106,404)</u></u>	<u><u>-</u></u>	<u><u>911,359</u></u>

In a review of conditions applying to the Stoke Ash property, it was concluded that there are no restrictions on use of the property narrower than the charity's objects, so the property has been transferred from restricted to a designated property fund.

SUFFOLK COUNTY GUIDE ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

15. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 January 2023 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 December 2023 £</i>
Unrestricted funds				
Designated funds				
Smythe fund	410	630	-	1,040
Stoke Ash Development	9,784	-	(4,531)	5,253
	<u>10,194</u>	<u>630</u>	<u>(4,531)</u>	<u>6,293</u>
General funds				
General Funds - all funds	<u>261,294</u>	<u>58,928</u>	<u>(88,964)</u>	<u>231,258</u>
Total Unrestricted funds	<u>271,488</u>	<u>59,558</u>	<u>(93,495)</u>	<u>237,551</u>
Restricted funds				
International travel bursary	2,694	-	(1,590)	1,104
Paul bursary	28,379	3,830	-	32,209
Stoke Ash property	632,080	-	(17,868)	614,212
Anglian Region Girlguiding L&D Grant	2,648	-	(2,648)	-
Ann Boxall training fund	5,022	-	(236)	4,786
Disney Trip	-	13,001	-	13,001
Girlguiding Anglia	-	3,334	-	3,334
Stoke Ash Legacy	-	50,167	-	50,167
	<u>670,823</u>	<u>70,332</u>	<u>(22,342)</u>	<u>718,813</u>
Total of funds	<u><u>942,311</u></u>	<u><u>129,890</u></u>	<u><u>(115,837)</u></u>	<u><u>956,364</u></u>

SUFFOLK COUNTY GUIDE ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

16. Summary of funds

Summary of funds - current year

	Balance at 1 January 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2024 £
Designated funds	6,293	874	(18,057)	600,600	589,710
General funds	231,258	41,689	(62,979)	13,612	223,580
Restricted funds	718,813	18,836	(25,368)	(614,212)	98,069
	<u>956,364</u>	<u>61,399</u>	<u>(106,404)</u>	<u>-</u>	<u>911,359</u>

Summary of funds - prior year

	Balance at 1 January 2023 £	Income £	Expenditure £	Balance at 31 December 2023 £
Designated funds	10,194	630	(4,531)	6,293
General funds	261,294	58,928	(88,964)	231,258
Restricted funds	670,823	70,332	(22,342)	718,813
	<u>942,311</u>	<u>129,890</u>	<u>(115,837)</u>	<u>956,364</u>

17. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	607,059	-	607,059
Fixed asset investments	89,134	57,184	146,318
Current assets	120,467	40,885	161,352
Creditors due within one year	(3,370)	-	(3,370)
Total	<u>813,290</u>	<u>98,069</u>	<u>911,359</u>

SUFFOLK COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Tangible fixed assets	-	621,262	621,262
Fixed asset investments	97,226	47,384	144,610
Current assets	143,608	50,167	193,775
Creditors due within one year	(3,283)	-	(3,283)
Total	237,551	718,813	956,364

18. Related party transactions

The charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the charity at 31 December 2024.