SURREY WEST COUNTY OF THE GUIDE ASSOCIATION

England & Wales · Charity number 273344

Details

Other names	SURREY WEST COUNTY OF THE GIRL GUIDES ASSOCIATION, GIRLGUIDING SURREY WEST
Status	Registered
Legal form	Other
Registered	1977-05-16
Register	View on the Charity Commission register

Contact

Address	Paxmead Dockett Eddy Lane Shepperton Middlesex TW17 9NT
Phone	01483454788
Email	office@ggsw.org.uk
Website	www.ggsw.org.uk

Activities

Objects: THE INSTRUCTION OF GIRLS OF ALL CLASSES IN THE PRINCIPLES OF GOOD CITIZENSHIP.

Activities: Girlguiding Surrey West covers the Boroughs of Elmbridge, Guildford, Runnymede, Spelthorne, Surrey Heath, Woking and Waverley. We aim to sustain and promote a stimulating and enjoyable programme of activities based on Guiding principles for girls and young women aged 5 - 25 years, delivered by trained volunteer leaders.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training, Amateur Sport
- **Who:** Children/young People

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Geography

- **Area of benefit:** WEST SURREY
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£345,580	£380,370	-	-
2023-12-31	£292,028	£294,969	-	-
2022-12-31	£221,786	£229,164	-	-
2021-12-31	£167,834	£151,306	-	-
2020-12-31	£145,465	£210,361	-	-

Trustees

Name	Role	Appointed
Venetia Cooper	Chair	2020-04-01
Bethan Godfrey		2025-05-31
Ellen Louw		2024-01-01
JANET FREEMANTLE		2015-01-24
Janet Cowley		2016-01-05
Jill Judd		2024-11-09
Michael Kelly		2018-09-15
Sarah Ings		2023-09-01

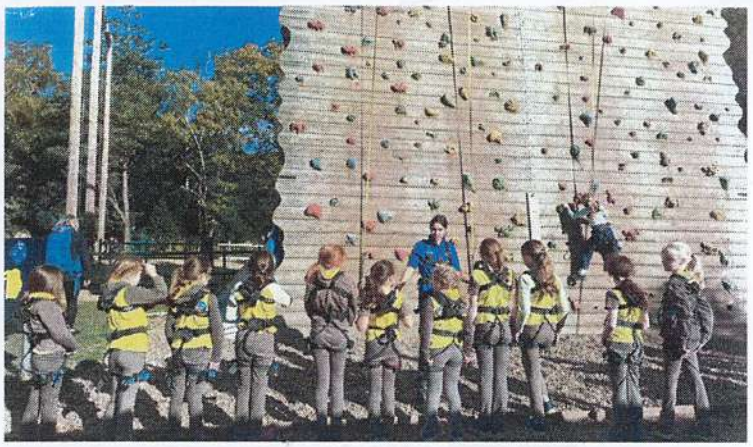
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SURREY WEST COUNTY OF THE GUIDE ASSOCIATION

England & Wales - Charity number 273344

Accounts





Girlguiding
Surrey West county

Girlguiding Surrey West County

Annual Report and Financial Statements 2024

www.ggsw.org.uk Charity number: 273344







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Welcome

From Sarah Ings, County Commissioner



2024 was my first full year as County Commissioner (Lead Volunteer) for Girlguiding Surrey West having taken over in September 2023.

The year started with a series of engagement sessions with volunteers across the County to gain their feedback on the following topics:-



- Events for girls
- Support for residentials
- Support for YL's & DofE helpers
- Welcoming new volunteers
- Training, learning & development
- Communication
- Fun for volunteers
- Celebrating success
- Commissioner support
- One wish for the county

The feedback collated was used to develop our County Plan for my tenure which ends in 2028. The plan was approved by our Trustee Board in May 2024.

Vision & strategy



Our vision in line with Girlguiding London and South East Region is that our county will be a diverse, supportive and connected community that offers exceptional experiences to girls and young women. Our membership will be empowered and inclusive and we will be a leading organisation for girls, young women and volunteers in Surrey West. We will achieve our vision through four strategic priorities:-



- Exceptional experiences for girls
- Rewarding volunteer experience
- Inclusive and impactful
- Sustainable organisation



During 2024 we implemented a number of operational initiatives under each Strategic priority in line with our County plan.



Exceptional experience for girls



Working in partnership with Brooklands Musuem and the Radio Society for Great Britain we gave girls the opportunity to ask questions to an astronaut on the International Space Station via a live link up. We held our first County PGL weekend for Brownies, giving girls the opportunity for a residential experience.

We have continued to provide a variety of events for young people as well as challenge badges to enhance their experience of Girlguiding including two Ninja Warrior takeovers and a Guide Night Hike.

Inclusive and impactful



Over 100 volunteers attended our first County Thank You event. We also relaunched our County newsletter during 2024 with a regular monthly cadence.
We started Commissioner support sessions.

Rewarding volunteer experience

We launched our first annual County welcome morning in 2024 giving new volunteers the opportunity to network and learn more about the Girlguiding programme.



Sustainable organisation

We continue to be mindful of environmental impacts of our activities and take an ethical approach to procurement. With robust governance in place to ensure decisions are made to sustain the future of the County.

Purpose, plan & public benefit

Girlguiding is the leading charity for girls and young women in the UK. Girlguiding Surrey West is a branch of Girlguiding, which with its branches forms the United Kingdom's leading charity for girls and young women. A report on Girlguiding's Public benefit activities during the previous year can be found in its latest annual report. Surrey West is the biggest County within the London and South East Region of Girlguiding.

We have around 7,184 girls and leaders. As a subsidiary of Girlguiding we promote the objectives of Girlguiding and provide our own public benefit by aiming to be a girl led County, responding to their suggestions and those of their leaders and to meet the requirements of the leaders regarding support and training to enable us to give girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.



Our County covers West Surrey and is made up of 11 Divisions each of which is split into local Districts. Governing Document: The Guide Association is incorporated by Royal Charter. Our County is an unincorporated Association governed by this same Royal Charter and its bylaws. Operational decisions are made by the Steering Group in conjunction with relevant teams e.g. Management, Steering, Growth, and Inclusion and Diversity. Governance decisions are made in line with our constitution by the Trustee Board. A copy of our constitution can be found on our website www.ggsw.org.uk

To create a space that provides residential experiences and opportunities specifically in the fields of physical activity, nature education and historical education.

Herons Wey
Campsite & Residential Centre

Paxmead
Riverside Base

To create a genuine riverside base providing residential experiences and opportunities that make the most of its location and access to the Thames

Responsibilities of Trustees & Chair report

Over the past year, the Trustees of GGSW's have overseen the development and launch of our 2024-28 county strategy. As detailed in this Report, our incoming County Commissioner, Sarah, led extensive, multi-stakeholder engagement to ensure broad input and feedback on early ideas. We are delighted to have approved the new strategy and look forward to seeing the results of its implementation. Indeed, this report already highlights some of the successes from early initiatives. It was particularly pleasing to see new activities and events being offered to girls already this year.

In addition to launching the new strategy, 2024 was a busy year for our ongoing operations. We spent a significant amount of time at our Trustee meetings discussing investment in the county's campsites, taking urgent actions where required, and building the teams of volunteers to prevent over-burdening key individuals. As usual, we dedicated time to oversight of risk management across the county, including safeguarding, financial management and governance.

Thank you to my fellow trustees for their continued support, to the management team for their hard work and commitment, and to all our volunteers. As showcased in this report, we are truly making a positive difference and creating lasting memories for the young women and girls we support.

Venetia Cooper, Chair of Trustees

List of Trustees

Chair of Trustees – Venetia Cooper

County Commissioner - Sarah Ings

Risk Trustee - Janet Cowley until 31st August, now vacant

Finance Trustee - Ellen Louw from January 2024

Safeguarding Assistant Lead Volunteer - Jan Freemantle

Health and Safety Adviser - Mike Kelly

Campsites - Janet Cowley from 1st September

Legal Trustee - vacant

Trustee Representative from Steering Group - Hannah Roberts until September 24, Jill Judd from September 24

18 – 30yrs Trustee - Julia Stimpson





Campsites report







Herons Wey
Campsite & Residential Centre

In 2024 Herons Wey welcomed many Girlguiding and Scouting groups, Duke of Edinburgh Award Expedition participants and a small single parent festival style event for 5 days in August. Over 4,000 people camped at the site and Weyside usage has remained similar to previous years with approx. 100 nights being booked.

With a change to the Lead Volunteer in May 2023, 2024 has been a year of taking stock to ensure we are meeting the legal, health and safety requirements which continue to change, and to review how the site operates and the associated running costs.

Herons Wey runs with an incredibly small team. We have 5 volunteers on the Management Committee which now meet every 4 to 8 weeks along with Lara Hughes, Girlguiding Surrey West's Campsite Development & Operations Manager. On site we have a handful of very dedicated volunteers who work incredibly hard to keep what they can running on a day-to-day basis. In 2024 we have added the services of a handy man for 2 x half days per month to assist with all sorts of bits and pieces which supplements the existing 2 days per month of gardening services and weekly cleaning of Weyside that have been in place for many years.

All operating costs have increased in 2024, but we have been hit very hard by the increase in electricity prices, with the costs for heating Weyside now exceeding £6,500.

A number of changes have been made to improve user experience which include:

- new key tags
- the introduction of key safes for the campsites
- improved signage
- the parachute shelter at Pax Wey
- new mattresses in Weyside
- the helmets & activity equipment being moved to the relevant activity area

We have also added emergency lighting to Enid's Cabin and replaced the poles for the archery nets. In addition money from designated funds has been used to help cover the costs of ensuring the electrics in Weyside meet with current regulations, to add various valves to aid with the water hygiene requirements and to refurbish Go Wild!.

A large number of shutters on Weyside suffered significant damage early in the year through misuse by a group and as a result we have retired their use and sadly the zip wire has reached the end of its lifespan having failed the safety inspection.

As we move to 2025, the review will continue, to ensure information and knowledge about the site's operation is documented and added to the county share point. We are also aiming to continue to ensure we invest in the site's existing assets whilst balancing this with improving the user experience and ensuring we continue meeting the legal, health and safety requirements of running the site.

Janet Cowley, Lead Volunteer for Herons Wey

Paxmead Riverside Base

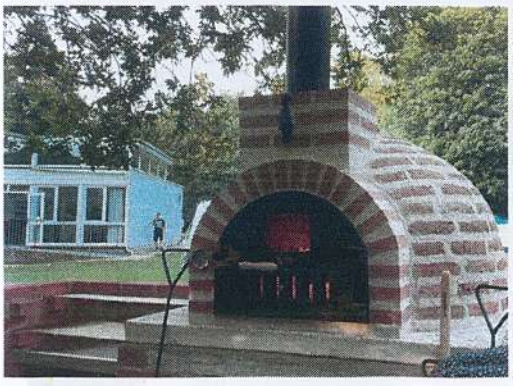
2024 has been another busy year at Paxmead, with 60% of our weekends and holidays booked for residential stays an increase of 10% vs 2022. The weather sadly put pay to many paddle sport sessions in 2024 – not because we can't go out in the rain but because too much water or wind and a fast-flowing stream in the Thames make it non-navigable.

Many grant applications were successful which have enabled the installation of a Tomahawk range, a pizza oven, a soft archery set and a new swing. All these activities make residential stays more exciting for our young members and can also be utilised for an evening as a unit meeting or adult social. Importantly, they generate more revenue for the site. Paxmead hosted three highly successful county events in 2024 which were all fully subscribed; Guide and Brownie water-based days and Rainbow's winter wonderland.

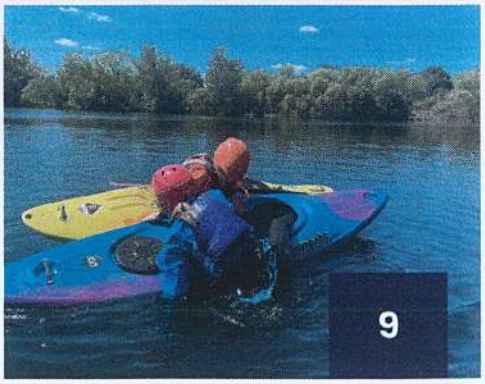
In 2025 there will be more paddle sport training for young members and adults; Tomahawk training to allow residential groups who don't have their own instructors to do that activity. We hope to re-introduce evening paddle sport on a small scale and weather permitting have a longer paddle sport season enabled by grant funded new splash tops to keep everyone warmer and dryer!

Lastly, Paxmead would not be so successful without the significant time and support given by a relatively small number of highly committed volunteers; a huge thank you to everyone who made it happen at Paxmead in 2024.

Annabel Hitchin, Lead Volunteer for Paxmead







Financial review

Girlguiding Surrey West continued to deliver on progress in the 2024 financial year – across both revenues and investing in the safety of our sites and quality of activities we offer to Guiding units.

Our total income remains robust at £345.6k or 26% higher than 2023, supported by stable member numbers as the teams continue to drive engagement with Guiding units, increased bookings revenue across both Heron's Wey and Paxmead sites and successful events such as the PGL Brownie Holiday, Ninja Warrior and Winter Wonderland. We also continue to benefit from the strong cases put forward by our operational teams to win grant funding and secure donations, with 2024 at £25.6k almost doubling the level achieved in the prior year – most notably this has gone toward creating additional revenue driving activities for Paxmead and supporting events such as Scoutabout and Night Hikes and a Narrowboat weekend.

Conversely, our total expenditure landed at £380k or 22% higher than 2023. Although some of this increase is volume-based and reflects the cost to deliver the increased events revenue, there were a number of required maintenance activities needed across our sites, with our Freehold site, Herons Wey, specifically focusing on water hygiene, electrics and refurbishment of activities. Given the age of our sites, we expect there to be an ongoing requirement for spend on maintenance activities into 2025 to ensure we maintain a safe, compliant and engaging space for our members.

Girlguiding Surrey West remains in a healthy financial position with the continued use of Xero and adherence to our policies making it a well-managed and robust charity.

We maintained a healthy level of financial reserves in 2024, in line with our reserves policy. Reserves totaled £193,729 as at 31 December 2024 (£211,125 in 2023). A proportion of financial reserves continue to be invested in accordance with the Investment Policy with a view to maintaining their real value over time. As in 2023, this was done by investing through an investment vehicle designed specifically for charities, with a low-medium risk rating. The value of the invested funds was £82,612 as at 31 December 2024 (£77,334 in 2023).

Fund	Income	Expenditure
Unrestricted other than Designated	See Note 3 - 6	See Note 7 - 9
Restricted	See Note 16	See Note 16
Designated	See Note 17	See Note 17

Risk assessment statement of public benefit

Girlguiding takes Risk Management seriously, regularly reviewing risks with the Trustees, one of whom has accountability for "Safeguarding" and another for "Risk" within the County.

- We carried out a regular review of our Risks in all areas.
- Girlguiding Surrey West is a branch of Girlguiding, which with its branches, forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding's Public Benefit activities during the previous year can be found in its latest annual report.
- As a subsidiary of Girlguiding within Surrey West, we have continued to provide our own public benefit activities. In particular we have provided organisational and administrative support and training, and organised activities principally for the benefit of our members. We promote more broadly the charitable objects of Girlguiding for the benefit of girls and young women. The trustees have considered the guidance provided by the Charity Commission in connection with public benefit.
- With respect to financial risks, the Trustees believe that Girlguiding Surrey West has a strong financial position and healthy cashflows. Specifically, the Trustees believe that Girlguiding Surrey West is a going concern; the level of reserves currently in place are more than sufficient to cover an extremely prudent assumption on the possible losses that may be incurred.

Volunteer hours

Our Volunteers give an average of 3.5 hours a week, in a normal year, in the service of Girlguiding Surrey West at unit level with the Senior Management Team, Herons Wey & Paxmead Site teams, Division & District Commissioners, Advisors and Trainers volunteering for an average of 10 hours per week for duties outside their units with some working an additional 20 hours per week. This time is all voluntary and is significant. We do currently have volunteers willing to dedicate that time but we also pay for some services which would be difficult for volunteers do. This includes our County Office team.

Forward plans

During 2024 Girlguiding Surrey West developed our County Plan which sets our strategy and operational deliverables until 2028

Approval of accounts

These accounts were approved by the Trustees on 31st May 2025 and signed on their behalf by

Sarah Ings
County Commissioner
Girlguiding Surrey West
(Charity No 273344)

Venetia Cooper
Chair of Trustees
Girlguiding Surrey West
(Charity No 273344)

Statement of financial activities for the year ending 31st December, 2024

		2024				2023
		Unrestricted	Restricted	Designated	Total	Total
	Notes	£	£	£	£	£
Income and endowments from:						
Donations and legacies	2	44,102	613	-	44,715	42,504
Charitable activities	3	165,596	68,158	-	233,754	185,386
Other Trading Activity	4	22,612	4,895	-	27,507	37,467
Investments	5	11,777	2,225	-	14,002	13,151
Other Income	6	7,095	18,507	-	25,602	13,520
Total		251,182	94,398	-	345,580	292,028
Expenditure on:						
Charitable Activities	7/8	265,669	88,246	6,575	360,490	268,079
Other trading activities	9	18,598	1,282	-	19,880	26,890
Total		284,267	89,528	6,575	380,370	294,969
Investment Assets		4,222	1,056	-	5,278	3,209
Net income/(expenditure)		(28,864)	5,926	(6,575)	(29,513)	268
Transfers between funds		22,394	(7,800)	(14,594)	-	-
Reconciliation of funds:						
Total funds brought forward	16,17	1,113,307	293,690	134,802	1,541,799	1,541,531
Total funds carried forward		1,106,837	291,816	113,633	1,512,286	1,541,799

Balance sheet at 31st December, 2024

		2024				2023
	Notes	Unrestricted	Restricted	Designated	Total	Total
		£	£	£	£	£
Fixed assets:						
Tangible assets	12	960,588	161,798	-	1,122,386	1,159,435
Investments	13	66,090	16,522	-	82,612	77,334
Total fixed assets		1,026,678	178,320	-	1,204,998	1,236,769
Current assets:						
Stocks		7,072	1,462	-	8,534	7,070
Debtors	14	40,228	13,233	-	53,461	50,073
Cash at bank and in hand		77,684	103,472	113,633	294,789	318,785
Total current assets		124,984	118,167	113,633	356,784	375,928
Liabilities:						
Creditors - amounts falling due within one year	15	44,825	4,671	-	49,496	70,898
Net current assets		80,159	113,495	113,633	307,287	305,030
Total net assets		1,106,837	291,816	113,633	1,512,286	1,541,799
The funds of the charity:						
Restricted Funds	16	-	291,816	-	291,816	293,690
Unrestricted Funds	17	1,106,837	-	113,633	1,220,470	1,248,109
Total funds		1,106,837	291,816	113,633	1,512,286	1,541,799

These accounts were approved by the Trustees on 31st May 2025 and signed on their behalf by

S.Ings

Sarah Ings
County Commissioner
Girlguiding Surrey West
(Charity No 273344)

Venetia Cooper

Venetia Cooper
Chair of Trustees
Girlguiding Surrey West
(Charity No 273344)

Notes for the accounts

1. Accounting policies

Basis of accounting

The Accounts (financial statements) are for the entity Girlguiding Surrey West and have been prepared on the accruals basis in accordance with the historic cost convention.
The financial statements have been prepared in accordance with The Statement of Recommended Practice : Accounting and Reporting by Charities preparing their account in accordance with the Financial Reporting Standard applicable in the UK & Republic of Ireland (FRS102) issued on 16 July 2014 and the Charities Act 2011.
The trust constitutes a public benefit entity as defined by FRS 102.
The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

The presentational currency is sterling and the accounts have been rounded to the nearest £1.
The financial statements have been prepared 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) (Second Edition)', the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following '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) (Second Edition)'rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Incoming Resources

Income
The main income streams for the charity are subscriptions received from the membership, donations, grants, campsite and boating activities and from the sale of badges and shops at Herons Wey and Paxmead.
Income is recognised when receivable. Grants are recognised when receivable except to the extent that performance conditions have not been met. Income relating to bookings at Herons Wey and Paxmead is deferred to the year of the activity taking place.

Donations, legacies and similar incoming resources
These are included in the Statement of Financial Activities (SOFA) when:
·The charity becomes entitled to the donations, legacy or similar income
·The income receivable can be measured reliably, and it is probable the income will be received.

Tax relief on donations and gifts
Incoming resources from tax claims are included in the SOFA at the same time as the gift to which they relate.

Gifts in kind for sale or distribution
These are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount realised.

Gifts in kind for use by the charity
These are included in the SOFA as incoming resources when available.

Interest receivable
Interest on funds held on deposit is included when receivable and the amount can be measured reliably.

Other Income
Grants receivable from Government via local authorities during the pandemic.

Outgoing resources

Support costs
Support costs include the cost of administering the county office, governance costs and depreciation.

Grants payable
These represent the cost of subsidising international events plus discretionary grants but excludes Lettings Subsidy paid to units to help with Hall hire costs.

Expenditure and liabilities
Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Operating leases
Rents paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Expenditure
Redundancy payments are made in line with the statutory requirements

Assets

Tangible fixed assets for use by the charity
These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt. The charity does not have a policy of revaluation.

Depreciation is provided on a straight line basis, no less than 3 years. Where appropriate the Depreciation period is taken to be the life of any guarantee on that item or work. For Paxmead nothing will be depreciated beyond the end of the term of the lease. The current lease ends in December 2034.

Debtors
Debtors are recognised at settlement amount due after any trade discount. Prepayments are valued at the amount prepaid net of any trade discounts due.

Investment
Investments are initially recorded at transaction value and subsequently measured at fair market value at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation.

Stocks
Shop Stocks are valued at the lower of cost and market value.

Creditors
Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for trade discounts.

Funds
Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for a particular area of the Charity's work.

Financial Instruments

The charity's financial assets and liabilities qualify as basic financial instruments and as such are initially recorded at cash, transaction or settlement value. Current Assets and liabilities are measured at cash or settlement value

Pension

The charity contributes to a money purchase scheme on behalf of its employees. This is operated by the Pensions Trust for Charities and Voluntary Organisations. Contributions to the scheme are a set percentage of salaries and are charged to the unrestricted fund.

Going Concern

The Trustees have considered going concern up to one year from the date of signing these accounts. The Trustees based on a review of the forecast and budgets believe there are sufficient reserves for GGSW to continue operating for the foreseeable future.

Judgements in applying accounting policies and key sources of estimation uncertainty

The preparation of these accounts requires the Trustees to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily available from other sources. The estimates and assumptions are based on historical experience and other factors and are reviewed on an ongoing basis. The Trustees do not consider there are any critical judgements or sources of estimation uncertainty requiring disclosure.

2. Donations

	2024 (£)	2023 (£)
Donations	44,715	42,504

Donations in the year were £44,715 (2023: £42,504) of which £44,102 (2023: £42,351) were unrestricted and £613 (2023: £153) were restricted.

3. Incoming resources from charitable activities

	2024 (£)	2023 (£)
County Events & Training	46,909	4,239
International Trips	-	26,788
Herons Wey	96,487	88,008
Paxmead excluding shop	69,358	57,351
Campsite Contribution to County Office	21,000	9,000
	233,754	185,386

Incoming resources from Charitable activities was £233,754 (2023: £185,386) of which £165,596 was unrestricted (2023: £102,047), £0 (2023: £400) was Designated and £68,158 was restricted (2023: £82,939).

4. Incoming resources from other trading activities

	2024 (£)	2023(£)
County Sales including Badges	17,534	25,521
Herons Wey Shop Sales	5,078	8,550
Paxmead Badges Sales	4,895	3,396
	27,507	37,467

Incoming resources from Other Trading activities was £27,507 (2023: £37,467) of which £22,612 was unrestricted (2023: £33,921), £0 was Designated (2023: £150) and £4,895 was restricted (2023: £3,396).

5. Investment income

The investment income from dividends of £14,002 (2023: £13,151) arises from money held in interest bearing accounts.

6. Other income

Girlguiding Surrey West received, in 2024, £6,982 over several grants for boat replacement and boating equipment upgrades. A £950 grant was received for marketing and "Growth" activities, and £11,733 for new non-boating activities at Paxmead. All grants were spent in the year.

Girlguiding UK also granted Girlguiding Surrey West a number of Adventure Fund grants for specific events and activities, amounting to £12,120. £6,474 remain to be spent on activities planned for 2025 and has been treated as "income in advance".

7. Charitable activities

	Guiding Activities	Grant Funding of Activities	2024 (£)	2023 (£)
Grants & Gifts		2,685	2,685	1,185
Lettings Subsidy		6,575	6,575	8,685
General Guiding activities	49,521		49,521	8,650
International trips	-		-	26,788
Training expenses	8,377		8,377	7,518
County Day	-		-	3,901
Herons Wey Camp Site	112,916		112,916	51,613
Paxmead	58,512		58,512	48,105
Support Costs	121,904		121,904	111,634
	351,230	9,260	360,490	268,079

See Note 8 for a breakdown of support costs.

Expenditure on Charitable activities was £360,490 (2023: £268,079) of which £265,669 (2023: £154,731) was unrestricted, £6,575 (2023: £12,586) was Designated and £88,246 (2023: £99,150) was restricted

8. Support cost

	2024 (£)	2023 (£)
Stationery, Printing, Copying	200	768
Phone, Postage, Mileage	-	-
Archivist & Website	562	911
County Office	70,271	57,670
Other	3,982	3,398
Depreciation	44,214	44,911
Governance	2,674	3,976
	121,904	111,634

Expenditure on support costs was £121,871 (2023: £111,634) of which £92,137 (2023: £83,777) was unrestricted and £29,734 (2023: £27,857) was restricted. Independent Examination Fees in 2024 were £2,646 (2023: £2,520).

9. Cost of trading and other sales

	2024 (£)	2023 (£)
County Sales including Badges	14,526	21,381
Paxmead Shop Sales	1,282	232
Herons Wey Shop Sales	4,072	5,278
	19,880	26,890

Expenditure on Trading and Other Sales was £19,880 (2023: £26,890) of which £18,598 (2023: £26,659) was unrestricted, £0 (2023: £0) was designated and £1,282 (2023: £232) was restricted.

10. Salary costs

	2024 (£)	2023 (£)
Payroll Administration @ £10/month	360	360
Salary	59,669	46,831
Employers Pension contribution	5,817	5,611
Employers National Insurance	4,144	3,005
	69,990	55,807

Girlguiding Surrey West's Payroll is operated by Girlguiding LaSER (London & South East Region).
No salaries were paid to Key Management Personnel including Trustees, Senior Management or Steering Committee representatives.

11. Trustees and other related parties

No remuneration was paid to a trustee or connected person, and there were no payments to related parties. As normal Trustees could claim expenses for eg Mileage.

12. Fixed assets

	Land	Buildings structure & maintenance Freehold	Buildings structure & maintenance Leased	Equipment & site	Total
Cost					
Cost at 1/1/24	942,500	580,923	352,634	166,127	2,042,184
Additions in year	-	-	-	7,166	7,166
Disposals	-	-	-	-	-
Cost at 31/12/24	942,500	580,923	352,634	173,293	2,049,350
Depreciation					
Provision at 1/1/24	-	569,413	171,124	142,213	882,750
Disposals in Year	-	-	-	-	-
Provided in year	-	3,177	25,566	15,471	44,214
Provision at 31/12/24	-	572,590	196,690	157,684	926,964
Net Book value at 31/12/24	942,500	8,333	155,944	15,609	1,122,386
Net Book value at 1/1/24	942,500	11,510	181,510	23,915	1,159,435

13. Investments

	2024 (£)	2023 (£)
Value at Start of Year	77,334	74,125
Investment in Year	-	-
(Losses) / Gains on re-valuation	5,278	3,209
Value at End of Year	82,612	77,334

14. Debtors and prepayments

	2024 (£)	2023 (£)
Debtors	40,324	49,623
Prepayments	13,137	450
	53,461	50,073

15. Creditors and accruals

	2024 (£)	2023 (£)
Creditors	9,999	9,388
Deferred Income	36,802	53,153
Accruals	2,695	8,357
	49,496	70,898

Deferred Income consists of

	2024 (£)	2023 (£)
Weyside /Herons Wey	6,928	36,029
Paxmead	4,617	16,621
First Response Training	558	503
County International Trips 2025	18,150	-
Grants carried over from 2024	6,474	-
Other	75	-
	36,802	53,153

16. Restricted funds

Analysis of movement in restricted fund

	2024 (£)
Balance at 1st January 2024	293,690
Income Resources	94,398
Resources Expended	(89,528)
Transfers	(7,800)
Gain on revaluation of Investment	1,056
Balance at 31st December 2024	291,816

Paxmead Operating Fund : Paxmead Boating Centre was taken over on the basis it was entirely self-supporting and would not result in a Financial drain to GGSW. The site continues to run at a profit with the money being re-invested in the site and its activities.

The Paxmead Building Project Phase 2 will provide better facilities for boating. No funds were received for this in 2024. The carried forward value of the fund after accounting for depreciation is £67,597.

No International trips took place in 2024, the next trips are planned for 2025

17. Unrestricted funds

Analysis of movement in Unrestricted & Designated funds

	Balance at 1 January 2024 (£)	Incoming Resources (£)	Resources Expended (£)	Transfers (£)	Gains on Investment Assets (£)	Balance at 31 December 2024 (£)
General Fund	1,113,307	251,182	(284,267)	22,394	4,222	1,106,838
Lettings Subsidy Fund	7,862	-	(6,575)	10,406	-	11,693
County Day	4,649	-	-	5000		9,649
Herons Wey Improvements	122,291	-	-	(30,000)		92,291
Total	1,248,109	251,182	(290,842)	7,800	4,222	1,220,471

Lettings Subsidy
GGSW allocates surplus funds at the end of each year toward providing a subsidy to our units for hall hire. This means the subs paid by the girls can be used by the units for activities, materials and so on and not for the meeting rooms. GGSW has allocated a further £10,000 to the Lettings Subsidy in 2024 to help units to dedicate their resources to re-building the membership and units.

Herons Wey
No further funds have been allocated in 2023 for Herons Wey projects. Essential work on site has been carried out with some of the cost being borne by the Designated Fund.

County Day
Our next County Day will be in January 2025, there was no County Day in 2024. The Carried Forward figure of £9649 will be used for the 2025 event and includes £5,000 allocated from the 2024 annual subscription.

18. Financial commitments

In 2015 the charity signed a lease agreement to rent Paxmead Riverside Base for 20 years, initially at a rent of 1,500 per annum, reviewed every 5-7 years. Following a rent review, we have paid £2,000 pa since 2019, which will be increased to £2,668 from 2025.

The lease is between The Girlguiding Trust Corporation and Spelthorne Borough Council with Girlguiding Surrey West taking over the tenancy from Girlguiding LaSER (London and South East Region) in December 2014. The charity is able to withdraw from the lease without penalty at any time, Spelthorne Council cannot. This involves running the Paxmead site for boating and related activities. The site makes considerable profit, in normal years, which are being re-invested for refurbishment of the facilities.

19. Funds by Net Assets

2024	Unrestricted (£)	Restricted (£)	Designated (£)	Total (£)
Investments	66,090	16,522	-	82,612
Fixed assets	960,588	161,798	-	1,122,386
Current assets	124,984	118,167	113,633	356,784
Current Liabilities	(44,825)	(4,671)	-	(49,496)
	1,106,837	291,816	113,633	1,512,286

2024	Unrestricted (£)	Restricted (£)	Designated (£)	Total (£)
Investments	61,867	15,467	-	77,334
Fixed assets	975,117	184,318	-	1,159,435
Current assets	130,600	110,526	134,802	375,928
Current Liabilities	(54,277)	(16,621)	-	(70,898)
	1,113,307	293,690	134,802	1,541,799

20. Related party transactions

No key personnel, trustees or the families of key personnel have benefited financially from the relationship with Girlguiding Surrey West. There are no related party transactions.

20. Capital commitments

There are no capital commitments carried forward from 2024 to 2025.

Independent Examiner's report

Independent Examiner's Report to the Trustees of Girlguiding Surrey West
I report to the trustees on my examination of the financial statements of Girlguiding Surrey West ('the charity') for the year ended 31 December 2024 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. 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 this 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, for this report, or for the opinions I have formed.

Responsibilities and basis of report
As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

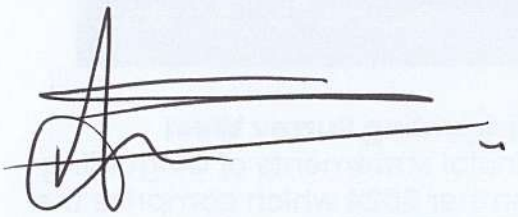
An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements 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 financial statements to be reached.



Andrew Skilton
ICAEW
Brewers Chartered Accountants
3 Birtley Courtyard
Bramley,
Surrey,
GU5 0LA

27 August 2025

100

Guides and Brownies attended the NASA Brooklands event





140

Brownies & 40 leaders attended a weekend away at PGL



230

Rainbows attended Winter Wonderland

7

young leaders became Paddlesport Instructors

33

adults completed Bushcraft Training

9

adults qualified as Tomahawk instructors

273

members completed first response training



560

girls tried paddlesport at Paxmead

3900

campers stayed at Herons Wey

200

Guides and Rangers completed the night hike

1090

Brownies and Guides aced Ninja Warrior



17 Peer Educators delivered
27 sessions reaching
474 young members

200

nights away at Paxmead & Herons Wey

Appendix 1
Address and Personnel

Principal office	Girlguiding Surrey West Paxmead Riverside Base Shepperton, TW17 9NT
Websites	www.ggsw.org.uk www.heronswey.org.uk www.paxmead.org.uk
Bank	CAF Bank Ltd 25 Kings HIll Avenue West Malling Kent, ME19 4JQ
Independent examiner	Andrew Skilton ACA Brewers Chartered Accountants 3 Birtley Courtyard Bramley, Surrey, GU5 0LA

SURREY WEST COUNTY OF THE GUIDE ASSOCIATION

England & Wales - Charity number 273344

Accounts









GIRLGUIDING SURREY WEST COUNTY

ANNUAL REPORT AND FINANCIAL STATEMENTS

Girlguiding
Surrey West county

www.ggsw.org.uk
Charity number: 273344

2023

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Welcome

Sarah Ings, County Commissioner

During 2023 we continued to offer amazing opportunities to our young members including 50 girls participating in the Lord Mayors Show, where we had representation from all 11 of our divisions.

2023 was a year of transition for Girlguiding Surrey West as Hannah Roberts passed over the leadership of the county to myself in September.

During Hannah's tenure she has worked hard to deliver her strategy

- To grow and broaden our membership and develop our culture to be more inclusive.
- Provide adult members with practical support in the aim of reducing their workloads whilst also offering rewarding opportunities to help them reach their potential.

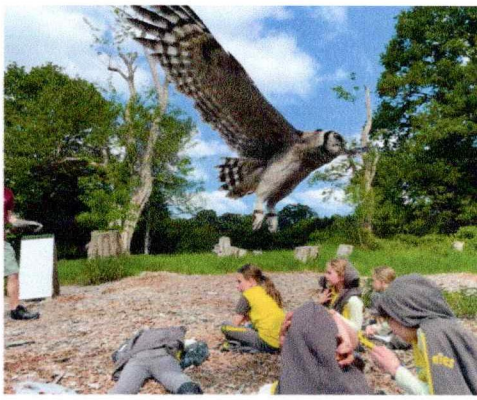
This has been achieved by putting in place supporting roles in the office dedicated to supporting the training team, events and PR, as well as a role to support commissioners predominantly with compliance.

Our county campsites are our biggest asset and during her tenure Hannah protected these through Covid and has put in place an office role to support growth of the campsites post covid. We saw an increase in booking on our campsites in 2023 compared to 2022 and held several events for our county including Brownies Ahoy at Paxmead and Rainbows Winter Wonderland at Herons Wey.

I am excited to lead our county into its next era which will start by evolving our strategy and developing our operational plan for 2024 – 2028 to ensure all our girls know they can do anything.

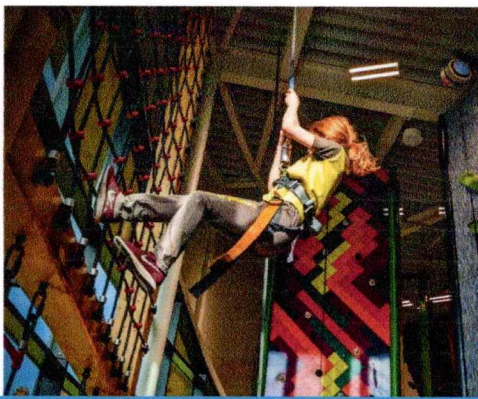
Without the commitment of our fantastic volunteers our members wouldn't have the opportunity to experience amazing activities which develop their skills and resilience, including camps and residentials, canoeing, climbing, and so much more.
Girls can do anything!









Our local volunteers are supported by commissioners within a structure of districts & divisions. In addition we have specialist support from a range of county advisers, great campsite teams, a knowledgeable trustee board and an amazing office team.

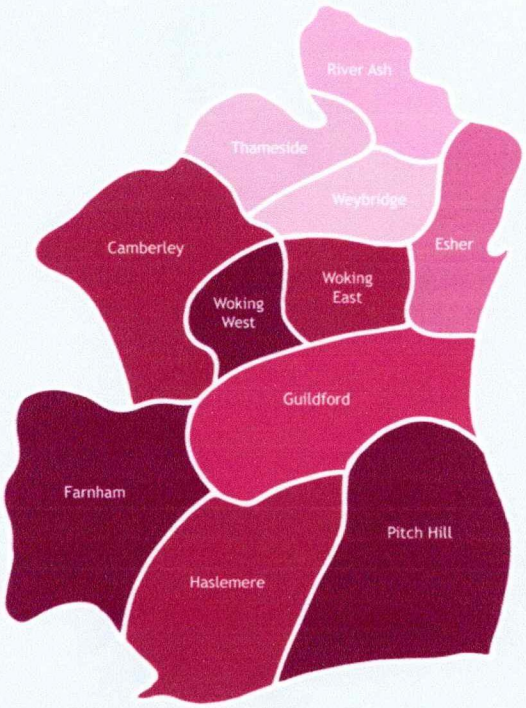
A BIG thank you to everyone for making Girlguiding possible in Surrey West.

Purpose, plan and public benefit

Girlguiding is the leading charity for girls and young women in the UK. Girlguiding Surrey West is a branch of Girlguiding, which with its branches forms the United Kingdom's leading charity for girls and young women. A report on Girlguiding's Public benefit activities during the previous year can be found in its latest annual report. Surrey West is the biggest County within the London and South East Region of Girlguiding.

We have around 7,200 girls and leaders. As a subsidiary of Girlguiding we promote the objectives of Girlguiding and provide our own public benefit by aiming to be a girl led county, responding to their suggestions and those of their leaders and to meet the requirements of the leaders regarding support and training to enable us to give girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.





Our county covers West Surrey and is made up of 11 divisions each of which is split into local districts. Governing Document: The Guide Association is incorporated by Royal Charter. Our county is an unincorporated Association governed by this same Royal Charter and its bylaws. Operational decisions are made by the steering group in conjunction with relevant teams e.g. management, steering, growth, and inclusion and diversity. Governance decisions are made in line with our constitution by the trustee board. A copy of our constitution can be found on our website www.ggsw.org.uk

GGSW Vision



INSPIRE

We held our first county Day since the pandemic. It was really positive to get over 150 volunteers together to build networks, make new friends and learn something new. The day also saw volunteers be inspired in our opening ceremony by one of our region ambassadors, Colonel Lucy Giles.



INNOVATE

Guides and Rangers from across the county in units and county teams attended Girlguiding LaSER's Breakaway to Belgium event. This residential event saw the greatest number of girls go overseas for the first time in years



IMPACT

Our inclusion and diversity team ran a stall at county day, posted several really useful information posts in neurodiversity week, and supported a brilliant training day for young leaders.



IMAGE

The county represented Girlguiding at the Lord Mayor's Show with a fabulous display of what Girlguiding means for all girls.

Our Strategy



- Grow and broaden our membership and develop our culture to be more inclusive.
- Provide volunteers with practical support, reduced workloads and rewarding opportunities to help them reach their potential.
- Our properties will become more economically viable with strong teams to drive forward their individual visions.

Herons Wey

Campsite & Residential Centre

To create a space that provides residential experiences and opportunities specifically in the fields of physical activity, nature education and historical education.

Paxmead Riverside Base

To create a genuine riverside base providing residential experiences and opportunities that make the most of its location and access to the Thames

Responsibilities of Trustees & Chair's report

The Trustees of GGSW have the responsibility of ensuring that the county operates safely, in line with our ethical standards, and with sound financial management, in pursuit of its charitable objectives. Much of our time has been taken up over the year with routine matters, such as reviews of policies, risk assessments and registers, compliance matters, and reviewing the financial position and flows. Investment in the campsites has remained a high priority area, with oversight of the work being done to invest in the campsites, challenging plans as needed. In addition, Trustee discussions have focused on growth – specifically how we can look to maximise opportunities available to girls in the county , and how workloads can be alleviated for volunteers to free up their time to run units.

This year marked the end of Hannah Robert's 5-year tenure as GGSW's county commissioner. Under Hannah's leadership, the county not only successfully navigated and bounced back from the covid pandemic but continued to invest in priority areas such as our campsites and diversity and inclusion programme. Hannah brought buckets of enthusiasm, unwavering commitment and was always willing to step in and help where help was required. A careful listener, Hannah could be relied on by her team to support and find collaborative solutions. On behalf of the Trustees and everyone in our county: thank you Hannah.

We were delighted to welcome Sarah Ings as the new county commissioner. Having been involved in county-level guiding in previous roles and for a number of years, we are fortunate to have Sarah's expertise and experience now deployed through the county commissioner role. Supported by able deputies, Nicola Kitney and Annabel Hitchin, we are confident the county will continue to go from strength to strength.

We also welcomed Ellen Louw to the Trustees as finance trustee, taking over aspects of what had previously fallen under the county treasurer's remit. Significant thanks are due to Denise Clark who has managed both strategic and operational finance issues under the county treasurer's role hitherto. She has acted with extreme professionalism, wisdom, efficiency, and good spirits for so long, and will focus going forward only on operational aspects. Thank you, Denise.

During 2023, we saw the departure of two long-standing trustees. Georgina Churchlow finished her role as chair of campsites. Georgina was instrumental in articulating a refreshed plan for the county's two campsites; thank you for your hard work, energy and drive Georgina. Nick Richardson retired as GGSW's legal trustee; Nick's probing questions and legal skills will be sorely missed on the trustee Board and we thank him for his contributions over many years.

Venetia Cooper, Chair of Trustees

Campsites Report

Herons Wey had a very busy 2023 with Weyside, the residential building, being booked for most weekends throughout the year and for a number of nights in the school holidays. The camping season kicked off early in March and continued through to late October, with the summer holidays seeing the return of volunteers family camping for a 2-week period. Girlguiding and Scouting groups from Farnham, Haslemere and Godalming held a festive style camp in July taking over the whole site for a weekend and in December our ever-popular Winter Wonderland event, provided a day filled with Christmas activities for over 200 Rainbows.

Janet Cowley, Lead Volunteer of Herons Wey



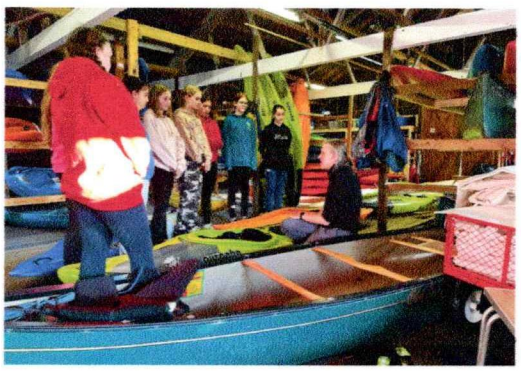




Our focus at Paxmead in 2023 was on developing our paddle sports offer by providing bespoke training for our instructors and tightening up on our policies and procedures to make our delivery more consistent for groups coming to paddle with us. We also enhanced the experience of those booking the centre. This included replacing the jetty, buying more equipment to make paddle sports more accessible to different people, replacing the mattresses and rebranding our signage. The Paxmead team ran several successful events for girls across the county to help them try paddle sports. This also helped to generate income for some of the changes we have made. 2024 is all about developing our paddle sports offer including providing a new event for Brownies.

Hannah Roberts, Lead Volunteer of Paxmead







List of Trustees

Chair of Trustees – Venetia Cooper

County Commissioner
Hannah Roberts to September 2023, Sarah Ings from September 2023

County Treasurer – Denise Clark

Risk Trustee – Janet Cowley

Finance Trustee – Ellen Louw from January 2024

Safeguarding Assistant Lead Volunteer – Jan Freemantle

Health and Safety Adviser – Mike Kelly

Chair of Campsites – Vacant

Legal Trustee – Nick Richardson until September 2023, position currently vacant

Trustee Representative from Steering Group – Julie Waters until September 2023, Hannah Roberts from September 2023

18 – 30yrs Trustee - Julia Stimpson







Financial Review

After the pandemic years, 2023 has seen Girlguiding Surrey West return to normal with the Campsites operating at near capacity, badge sales doing well and our membership numbers starting to recover. Events run for the various groups have been well subscribed and, as a charity, we felt it important to provide additional admin and other support to our members, funded from our annual subscription. For the first time since 2019 we ran an International Trip, to Belgium this time, giving Guides the chance to experience other countries and cultures. We hope it will be possible to offer them more International trips in the future.

Apart from the costs of running the County Office, with its 3 employees, we have invested In Paxmead Riverside base, the Boating Centre on the River Thames which we lease from Spelthorne Borough Council. Our jetty, giving access to the river, was wearing out, so it has been replaced with something far more robust and that takes into account the eroding river bank. More than half of the cost was covered by grants and donations.
Investment was also made in the skills and knowledge of the Boating Instructors, new boats, particularly kayaks and Stand-up Paddleboards, and in replacing our buoyancy aids which were getting old. We are confident now that we can deliver a high calibre Boating experience to Guiding and Scouting Groups.

Our other Campsite, Herons Wey, had some changes too, mostly in the activities offered to people using the site. We also upgraded some of the buildings with new doors and windows but there will be a period of stabilisation in 2024, with spend on bringing some of the other buildings up to higher standards. 2023 was dedicated to assessment of the site and starting to tackle high priority issues.

After the last few years, it is good news that Girlguiding Surrey West is in a healthy financial position, ready to go forward into the future as a strong charity with sound financial Control.

GGSW maintained a healthy level of financial reserves in 2023, in line with its reserves policy. Reserves totalled £211,125 as at 31 December 2023 (£209,854 in 2022)

A proportion of financial reserves were invested in accordance with the Investment Policy with a view to maintaining their real value over time. As in 2022, this was done by investing through an investment vehicle designed specifically for charities, with a low-medium risk rating. The value of the invested funds was £77,334 as at 31 December 2023 (£74,125 in 2022).

Fund	Income	Expenditure
Unrestricted other than Designated	See Note 3 - 6	See Note 7 - 9
Restricted	See Note 16	See Note 16
Designated	See Note 17	See Note 17

Risk Assessment
Statement of Public Benefit

Girlguiding takes Risk Management seriously, regularly reviewing risks with the Trustees, one of whom has accountability for "Safeguarding" and another for "Risk" within the County.

- We carried out a review of our Risks in all areas. previous review, will next be reviewed at the Trustee meeting in May 2024
- Girlguiding Surrey West is a branch of Girlguiding, which with its branches, forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding's Public Benefit activities during the previous year can be found in its latest annual report.
- As a subsidiary of Girlguiding within Surrey West, we have continued to provide our own public benefit activities. In particular, we have provided organisational and administrative support and training, and organised activities principally for the benefit of our members. We promote more broadly the charitable objects of Girlguiding for the benefit of girls and young women. The trustees have considered the guidance provided by the Charity Commission in connection with public benefit.
- With respect to financial risks, the Trustees believe that Girlguiding Surrey West has a strong financial position and healthy cashflows. Specifically, the Trustees believe that Girlguiding Surrey West is a going concern; the level of reserves currently in place are more than sufficient to cover an extremely prudent assumption on the possible losses that may be incurred.

Volunteer Hours

Our Volunteers give an average of 3 hours a week, in a normal year, in the service of Girlguiding Surrey West at Unit Level with the Senior Management Team, Herons Wey & Paxmead Site teams, Division & District Commissioners, Advisors and Trainers volunteering for an average of 7-10 hours per week for duties outside their units with some working an additional 20 hours per week. This time is all voluntary and is significant. We do currently have volunteers willing to dedicate that time but we also pay for some services which would be difficult for volunteers to do. This includes our County Admin Office staff.

Forward Plans

During 2024 Girlguiding Surrey West will be evolving our strategy to set our direction to 2028 and implementing a new operational plan to support that. We will be engaging our membership in early 2024 to feed into these plans to ultimately grow our membership and ensure we have a sustainable to organisation to help our girls know they can do anything

Approval of Accounts

These accounts were approved by the Trustees on 11th May 2024
And signed on their behalf by

Sarah Ings
County Commissioner
Girlguiding Surrey West
(Charity No 273344)

Venetia Cooper
Chair of Trustees
Girlguiding Surrey West
(Charity No 273344)

Statement of Financial Activities for the year ending 31st December, 2023

		2023				2022
		Unrestricted	Restricted	Designated	Total	Total
	Notes	£	£	£	£	£
Income and endowments from:						
Donations and legacies	2	42,351	153	-	42,504	41,928
Charitable activities	3	102,047	82,939	400	185,386	122,079
Other Trading Activity	4	33,921	3,396	150	37,467	41,274
Investments	5	12,683	468	-	13,151	6,684
Other Income	6	837	12,683	-	13,520	9,821
Total		191,839	99,639	550	292,028	221,786
Expenditure on:						
Charitable Activities	7/8	156,343	99,150	12,586	268,079	209,474
Other trading activities	9	26,658	232	-	26,890	19,690
Total		183,001	99,382	12,586	294,969	229,164
Investment Assets		2,567	642	-	3,209	(5,612)
Net income/(expenditure)		11,405	899	(12,036)	268	(12,990)
Transfers between funds		9,464	(8,400)	(1,064)	-	-
Reconciliation of funds:						
Total funds brought forward	16,17	1,092,438	301,191	147,902	1,541,531	1,554,521
Total funds carried forward		1,113,307	293,690	134,802	1,541,799	1,541,531

Balance Sheet
at 31st December, 2023

		2023				2022
	Notes	Unrestricted	Restricted	Designated	Total	Total
		£	£	£	£	£
Fixed assets:						
Tangible assets	12	975,117	184,318	-	1,159,435	1,158,228
Investments	13	61,867	15,467	-	77,334	74,125
Total fixed assets		1,036,984	199,785	-	1,236,769	1,232,353
Current assets:						
Stocks		6,471	599	-	7,070	11,463
Debtors	14	32,984	17,089	-	50,073	45,682
Cash at bank and in hand		91,145	92,838	134,802	318,785	329,649
Total current assets		130,600	110,526	134,802	375,928	386,794
Liabilities:						
Creditors - amounts falling due within one year	15	54,277	16,621	-	70,898	77,616
Net current assets		76,323	93,905	134,802	305,030	309,178
Total net assets		1,113,307	293,690	134,802	1,541,799	1,541,531
The funds of the charity:						
Restricted Funds	16	-	293,690	-	293,690	301,191
Unrestricted Funds	17	1,113,307	-	134,802	1,248,109	1,240,340
Total funds		1,113,307	293,690	134,802	1,541,799	1,541,531

These accounts were approved by the Trustees on May 11th, 2024 and signed on their behalf by

S. Ings

Sarah Ings
County Commissioner
Girlguiding Surrey West
(Charity No 273344)

Venetia Cooper

Venetia Cooper
Chair of Trustees
Girlguiding Surrey West
(Charity No 273344)

Notes for the Accounts

1) Accounting Policies

Basis of accounting

The Accounts (financial statements) are for the entity Girlguiding Surrey West and have been prepared on the accruals basis in accordance with the historic cost convention. The financial statements have been prepared in accordance with The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their account in accordance with the Financial Reporting Standard applicable in the UK & Republic of Ireland (FRS102) issued on 16 July 2014 and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.
The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

The presentational currency is sterling and the accounts have been rounded to the nearest £1.

The financial statements have been prepared 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) (Second Edition)', the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following '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) (Second Edition)'rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Incoming Resources

Income

The main income streams for the charity are subscriptions received from the membership, donations, grants, campsite and boating activities and from the sale of badges and shops at Herons Wey and Paxmead.

Income is recognised when receivable. Grants are recognised when receivable except to the extent that performance conditions have not been met. Income relating to bookings at Herons Wey and Paxmead is deferred to the year of the activity taking place.

Donations, legacies and similar incoming resources

These are included in the Statement of Financial Activities (SOFA) when:
The charity becomes entitled to the donations, legacy or similar income
The income receivable can be measured reliably, and it is probable the income will be received.

Tax relief on donations and gifts

Incoming resources from tax claims are included in the SOFA at the same time as they gift to which they relate.

Gifts in kind for sale or distribution

These are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount realised.

Gifts in kind for use by the charity

These are included in the SOFA as incoming resources when available.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably.

Other Income

Grants receivable from Government via local authorities during the pandemic.

Outgoing Resources

Support costs
Support costs include the cost of administering the county office, governance costs and depreciation.

Grants payable
These represent the cost of subsidising international events plus discretionary grants but excludes Lettings Subsidy paid to units to help with Hall hire costs.

Expenditure and Liabilities
Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Operating Leases
Rents paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

Expenditure
Redundancy payments are made in line with the statutory requirements

Assets

Tangible fixed assets for use by the charity
These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt. The charity does not have a policy of revaluation.
Depreciation is provided on a straight-line basis, no less than 3 years. Where appropriate the Depreciation period is taken to be the life of any guarantee on that item or work. For Paxmead nothing will be depreciated beyond the end of the term of the lease. The current lease ends in December 2034.

Debtors
Debtors are recognised at settlement amount due after any trade discount. Prepayments are valued at the amount prepaid net of any trade discounts due.

Investment

Investments are initially recorded at transaction value and subsequently measured at fair market value at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation.

Stocks

Shop Stocks are valued at the lower of cost and market value.

Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for trade discounts.

Funds

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for a particular area of the Charity's work.

Financial Instruments

The charity's financial assets and liabilities qualify as basic financial instruments and as such are initially recorded at cash, transaction or settlement value. Current Assets and liabilities are measured at cash or settlement value

Pension

The charity contributes to a money purchase scheme on behalf of its employees. This is operated by the Pensions Trust for Charities and Voluntary Organisations. Contributions to the scheme are a set percentage of salaries and are charged to the unrestricted fund.

Going Concern

The Trustees have considered going concern up to one year from the date of signing these accounts. The Trustees based on a review of the forecast and budgets believe there are sufficient reserves for GGSW to continue operating for the foreseeable future.

Judgements in applying accounting policies and key sources of estimation uncertainty

The preparation of these accounts requires the Trustees to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily available from other sources. The estimates and assumptions are based on historical experience and other factors and are reviewed on an ongoing basis. The Trustees do not consider there are any critical judgements or sources of estimation uncertainty requiring disclosure.

2) Donations

	2023 (£)	2022 (£)
Donations	**42,504**	**41,928**

Donations in the year were £42,504 (2022: £41,928) of which £42,351 (2022: £41,928) were unrestricted and £153 (2022: £0) were restricted.

3) Incoming resources from charitable activities

	2023 (£)	2022 (£)
County Events & Training	**4,239**	**5,427**
International Trips	**26,788**	**-**
Herons Wey	**88,008**	**57,883**
Paxmead excluding shop	**57,351**	**52,769**
Campsite Contribution to County Office	**9,000**	**6,000**
	185,386	**122,079**

Incoming resources from Charitable activities was £185,386 (2022: £122,079) of which £102,047 was unrestricted (2022: £69,310), £400 (2022: £0) was Designated and £82,939 was restricted (2022: £52,769).

4) Incoming resources from other trading activities

	2023 (£)	2022(£)
County Sales including Badges	**25,521**	**32,486**
Herons Wey Shop Sales	**8,550**	**4,476**
Paxmead Badges Sales	**3,396**	**4,312**
	37,467	**41,274**

Incoming resources from Other Trading activities was £37,467 (2022: £41,274) of which £33,921 was unrestricted (2022: £36,962), £150 was Designated (2022: £0) and £3,396 was restricted (2022: £4,312).

5) Investment Income

The investment income from dividends of £13,151 (2022: £6,684) arises from money held in interest bearing accounts.

6) Other Income

£11,500 was received for the jetty replacement at Paxmead, of which £10,000 came from the Surrey Community Foundation. All other grants and donations are from individuals.

7) Charitable Activities

	Guiding Activities	Grant Funding of Activities	2023 Total (£)	2022 Total (£)
Grants & Gifts		**1,185**	**1,185**	**20**
Lettings Subsidy		**8,685**	**8,685**	**5,005**
General Guiding activities	**8,650**		**8,650**	**1,279**
International trips	**26,788**		**26,788**	**-**
Training expenses	**7,518**		**7,518**	**8,710**
County Day	**3,901**		**3,901**	**-**
Herons Wey Camp Site	**51,613**		**51,613**	**49,549**
Paxmead	**48,105**		**48,105**	**32,883**
Support Costs	**111,634**		**111,634**	**112,028**
	258,209	**9,870**	**268,079**	**209,474**

See Note 8 for a breakdown of support costs.

Expenditure on Charitable activities was £268,079 (2022: £209,474) of which £156,343 (2022: £151,286) was unrestricted, £12,586 (2022: £5,005) was Designated and £99,150 (2022: £53,183) was restricted.

8) Support Costs

	2023 (£)	2022 (£)
Stationery, Printing, copying	768	62
Phone, postage, Mileage	-	-
Archivist & Website	911	2,240
County Office	57,670	56,308
Other	3,398	2,561
Depreciation	44,911	47,558
Governance	3,976	3,299
	111,634	112,028

Expenditure on support costs was £111,634 (2022: £112,028) of which £83,777 (2022: £89,673) was unrestricted and £27,857 (2022: £22,355) was restricted. Independent Examination Fees in 2023 were £2,520 (2022: £2,400).

9) Cost of Trading and Other Sales

	2023 (£)	2022 (£)
County Sales including Badges	21,381	16,187
Paxmead Shop Sales	232	921
Herons Wey Shop Sales	5,278	2,582
	26,890	19,690

Expenditure on Trading and Other Sales was £26,890 (2022: £19,690) of which £26,658 (2022: £18,769) was unrestricted, £0 (2022: £0) was designated and £232 (2022: £921) was restricted.

10) Salary Costs

	2023 (£)	2022 (£)
Payroll Administration @ £10/month	360	150
Salary	46,831	44,693
Employers Pension contribution	5,611	3,534
Employers National Insurance	3,005	2,912
	55,807	51,289

Girlguiding Surrey West's Payroll is operated by Girlguiding LaSER (London & South East Region).

No salaries were paid to Key Management Personnel including Trustees, Senior Management or Steering Committee representatives.

11) Trustees and Other Related Parties

No remuneration was paid to a trustee or connected person, and there were no payments to related parties. As normal Trustees could claim expenses for eg Mileage.

12) Fixed Assets

	Land	Building's structure & maintenance Freehold	Building's structure & maintenance Leased	Equipment & site	Total
Cost					
Cost at 1/1/23	942,500	569,859	330,800	152,907	1,996,066
Additions in year	-	11,064	21,834	13,220	46,118
Disposals	-	-	-	-	-
Cost at 31/12/23	942,500	580,923	352,634	166,127	2,042,184
Depreciation					
Provision at 1/1/23	-	565,435	145,558	126,846	837,839
Disposals in Year	-	-	-	-	-
Provided in year	-	3,978	25,566	15,366	44,910
Provision at 31/12/23	-	569,413	171,124	142,212	882,749
Net Book value at 31/12/23	942,500	11,510	181,510	23,915	1,159,435
Net Book value at 1/1/23	942,500	4,425	185,242	26,061	1,158,228

13) Investments

	2023 (£)	2022 (£)
Value at Start of Year	74,125	51,187
Investment in Year	-	28,550
(Losses) / Gains on re-valuation	3,209	(5,612)
Value at End of Year	77,334	74,125

14) Debtors and Prepayments

	2023 (£)	2022 (£)
Debtors	49,623	38,704
Prepayments	450	6,978
	50,073	45,682

15) Creditors and Accruals

	2023 (£)	2022 (£)
Creditors	9,388	5,321
Deferred Income	53,153	62,992
Accruals	8,357	9,303
	70,898	77,616

Deferred Income consists of

Item	Amount Deferred 2023 (£)	Amount Deferred 2022 (£)
Weyside /Herons Wey	36,029	33,286
Paxmead	16,621	28,936
First Response Training	503	420
County Day	-	350
Other	-	-
	53,153	62,992

16) Restricted funds

Analysis of movement in restricted fund

	2023 (£)
Balance at 1st January 2023	301,191
Income Resources	99,639
Resources Expended	(99,382)
Transfers	(8,400)
Gain on revaluation of Investment	642
Balance at 31st December 2023	293,690

Paxmead Operating Fund : Paxmead Boating Centre was taken over on the basis it was entirely self-supporting and not giving a Financial drain to GGSW. Included in the restricted fund above was a brought forward balance of £204,340, income of £72,698 including interest of £468, costs of £39,477, depreciation of £15,728 and gains on investments of £642. The transfer of £8,400 from Restricted to Unrestricted funds is 20% repayment of a loan of 30,000 from Girlguiding Surrey

West towards the Paxmead Building Work carried out in 2019, £2,400 contribution for Office . The balance on the fund at the end of the year was £214,074. The major incomes in 2023 were £42,095 from bookings and £9,477 from Boating, £3,396 from the shop & £12,682 from Donations and other Grants. Events were held this year bringing in £5,779.

The Paxmead Building Project Phase 1 is completed but planning for Phase 2 will be starting in 2024. This will provide better facilities for boating. No funds were received for this in 2023. The carried forward value of the fund after accounting for depreciation is £79,462.

The Paxmead Boat replacement fund took the fund from a starting value of £6,189, depreciation of £870 & £5,319 which means that the carry forward value is now zero.

One International trip took place in 2023, in the late autumn. There is some money still to spend but this will be accounted for in the 2023 accounts, giving a £0 carried forward. This includes refunds for the attendees as the costs were less than expected. Some participants will donate the refund to the Restricted fund.

17) Unrestricted funds

Analysis of movement in Unrestricted & Designated funds

	Balance at 1 January 2023 (£)	Incoming Resources (£)	Resources Expended (£)	Transfers (£)	Gains on Investment Assets (£)	Balance at 31 December 2023 (£)
General Fund	**1,092,438**	**191,839**	**(183,001)**	**9,464**	**2,567**	**1,113,307**
Designated Lettings Subsidy Fund	**6,547**	**-**	**(8,685)**	**10,000**	**-**	**7,862**
County Day	**8,000**	**550**	**(3,901)**	**-**	**-**	**4,649**
Designated HW Equipment	**133,355**	**-**	**-**	**(11,064)**	**-**	**122,291**
Total	**1,240,340**	**192,389**	**(195,587)**	**8,400**	**2,567**	**1,248,109**

Lettings Subsidy: GGSW allocates surplus funds at the end of each year toward providing a subsidy to our units for hall hire. This means the subs paid by the girls can be used by the units for activities, materials and so on and not for the meeting rooms. GGSW has allocated a further £10,000 to the Lettings Subsidy in 2024 to help units to dedicate their resources to re-building the membership and units.

Herons Wey: No further funds have been allocated in 2023 for Herons Wey projects.

County Day 2023: Our major training day is free to attend but costs are funded from Annual Subscription over 2 years as the event is held every 18-24 months. The last County Day was in January 2023

18) Financial Commitments

In 2015 the charity signed a lease agreement to rent Paxmead Riverside Base for 20 years, initially at a rent of 1,500 per annum, reviewed every 5-7 years. Following a rent review, we have paid £2,000 pa since 2019 .

The lease is between The Girlguiding Trust Corporation and Spelthorne Borough Council with Girlguiding Surrey West taking over the tenancy from Girlguiding LaSER (London and South East Region) in December 2014. The charity is able to withdraw from the lease without penalty at any time, Spelthorne Council cannot. This involves running the Paxmead site for boating and related activities. The site makes considerable profit, in normal years, which are being re-invested for refurbishment of the facilities.

19) Funds by Net Assets

2023	Unrestricted (£)	Restricted (£)	Designated (£)	Total (£)
Investments	61,867	15,467	-	77,334
Fixed assets	975,117	184,318	-	1,159,435
Current assets	130,600	110,526	134,802	375,928
Current Liabilities	(54,277)	(16,621)	-	(70,898)
	1,113,307	293,690	134,802	1,541,799

2022	Unrestricted (£)	Restricted (£)	Designated (£)	Total (£)
Investments	59,300	14,825	-	74,125
Fixed assets	971,186	187,042	-	1,158,228
Current assets	109,570	129,322	147,902	386,794
Current Liabilities	(47,618)	(29,998)	-	(77,616)
	1,092,438	301,191	147,902	1,541,531

20) Related Party Transactions

No key personnel, trustees or the families of key personnel have benefited financially from the relationship with Girlguiding Surrey West. There are no related party transactions.

21) Capital Commitments There are no capital commitments carried forward from 2023 to 2024.

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Girlguiding Surrey West

I report to the trustees on my examination of the financial statements of Girlguiding Surrey West ('the charity') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. 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 this 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, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

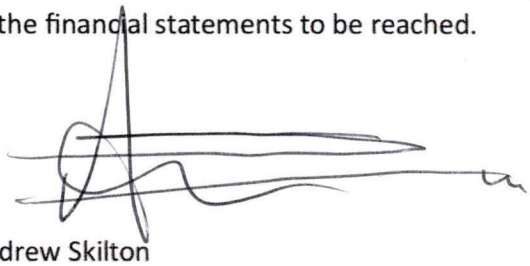
Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements 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 financial statements to be reached.



Andrew Skilton
ICAEW
Brewers Chartered Accountants
Bourne House
Queen Street
Gomshall
Surrey
Gu5 9LY

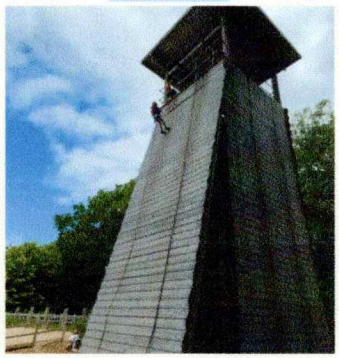
Date 12 June 2024

Our year in numbers

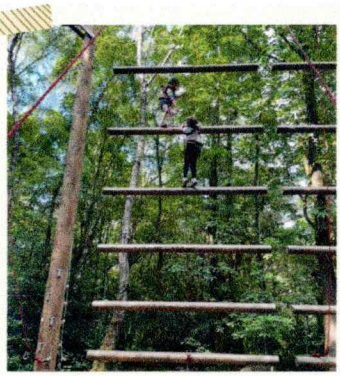


6 Queens Guide Awards





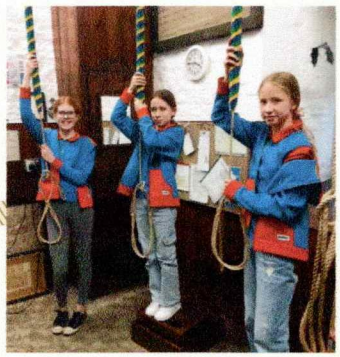
6 members achieved their Going Away with Scheme with Brownies



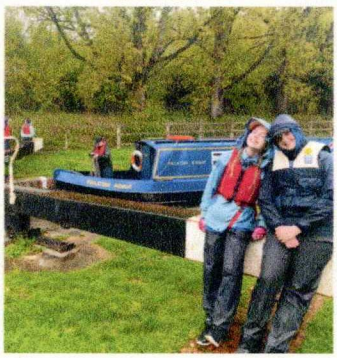
4 lead away permits



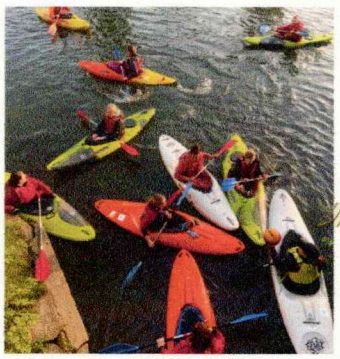
49 peer education sessions delivered by 10 peer educators



8 members achieved their Going Away with Scheme with Guides



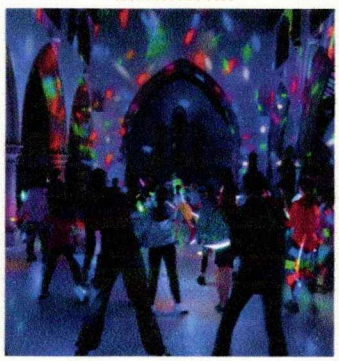
2 narrow boating qualifications



1300 opportunities for young people to experience paddlesport at Paxmead



1 Royal visit





1 Lord Mayor's Show

Appendix 1
ADDRESS AND PERSONNEL

Principal office	Girlguiding Surrey West Paxmead Riverside Base Shepperton TW17 9NT
Websites	www.ggsw.org.uk www.heronswey.org.uk www.paxmead.org.uk
Bank	CAF Bank Ltd 25 Kings Hill Avenue West Malling KENT ME19 4JQ
Independent examiner	Andrew Skilton ACA Brewers Chartered Accountants Bourne House Queen Street Gomshall SURREY GU5 9LY

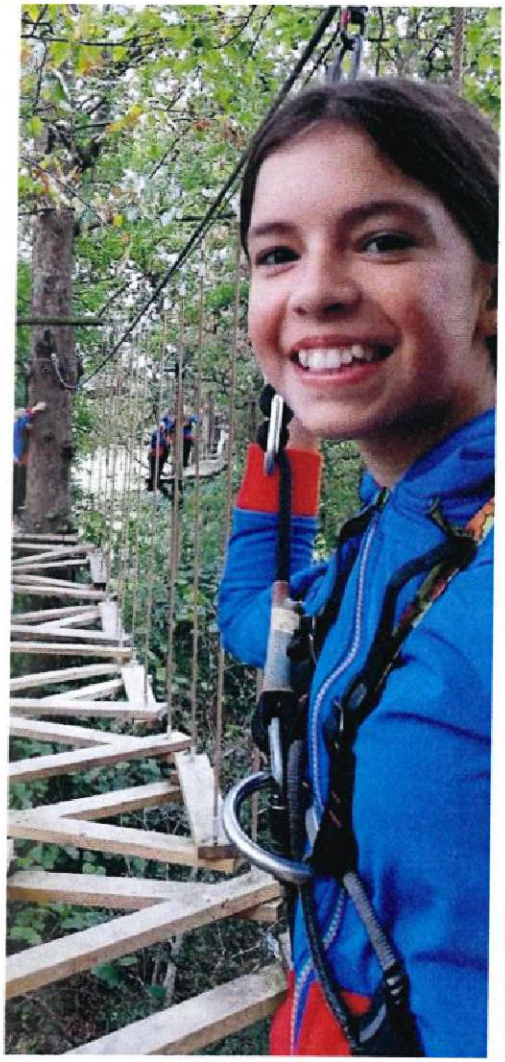
SURREY WEST COUNTY OF THE GUIDE ASSOCIATION

England & Wales - Charity number 273344

Accounts











GIRLGUIDING SURREY WEST COUNTY

ANNUAL REPORT AND FINANCIAL STATEMENTS

2022

Surrey West County
WE DISCOVER. WE GROW
Girlguiding

www.ggsw.org.uk

Charity number: 273344

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Welcome

Dr Hannah Roberts, County Commissioner



2022 felt like a much more normal year for Girlguiding Surrey West and saw the return of a full programme of events for girls and face to face training and social activities for leaders

Management and Steering Teams have sought to continue to implement our strategy which has included:

Grow and broaden our membership and develop our culture to be more inclusive.

Our numbers have grown to 5907 girls and 1171 volunteers.

The Inclusion and Diversity team have met regularly and provided support to unit leaders for members of their groups. We represented the County at Surrey Pride for the first time and invited Guides and Rangers to join us. For 2023 the team intends to develop its viability on social media and provide information leaflets to leaders at County Day. This training day in January, which we have not run since 2020 will also see a significant number of sessions on Inclusion and Grow provided.

Provide adult members with practical support in the aim of reducing their workloads whilst also offering rewarding opportunities to help them reach their potential.

We welcomed Becky Shakespeare to the County Office as our Commissioner Support Administrator and Annabel Hitchin as Assistant County Commissioner to support this new role. Significant amounts of compliance matters are now being managed by this role which has taken pressure off Commissioners. They are also working together to manage the introduction of the new Leader Development Programme, which will come to replace the Leadership Qualification.

In September we held a successful strategy day with members of the County Steering and a trustee teams to help consider our strategy going forward and to share ideas to take the pressure off Commissioner roles. Outcomes of this included sharing good practise around creating district teams and ideas for growth.

Our Training Team ran a Guiding Development Day early in the year, giving volunteers opportunities to develop themselves and make new connections with others.

My thanks to the amazing volunteers who provide brilliant activities for our members every week. This year has seen the return of units going on camps and residentials. Districts have run large scale events like craft afternoons, campfires and weekends away full of adventure.





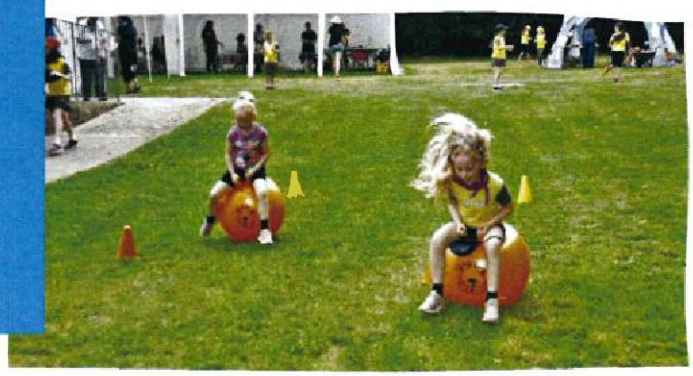


Big highlights were Bazaaz where Rainbows joined in on super activities with Beavers at Merrist Wood for the day, and Scoutabout in July. At this event 6000 Guides, Scouts and Leaders had a spectacular weekend at the South of England Showground. At Herons Wey a camp skills weekend was held to support Guides and their leaders to develop their camping knowledge and at Paxmead a fabulous Winter Wonderland was held for Rainbows in December.





Huge thanks also go to the county teams who have enabled great Girlguiding opportunities this year, including Laura, Lara and Becky as the office team, my management team, Trustees, Steering Team and the Campsite teams who have gone above and beyond.



Purpose, plan and public benefit

Girlguiding is the leading charity for girls and young women in the UK. Girlguiding Surrey West is a branch of Girlguiding, which with its branches forms the United Kingdom's leading charity for girls and young women. A report on Girlguiding's Public benefit activities during the previous year can be found in its latest annual report. Surrey West is the biggest County within the London and South East Region of Girlguiding.

We have around 7,000 girls and leaders. As a subsidiary of Girlguiding we promote the objectives of Girlguiding and provide our own public benefit by aiming to be a girl led County, responding to their suggestions and those of their leaders and to meet the requirements of the leaders regarding support and training to enable us to give girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.





Our County covers West Surrey and is made up of 11 Divisions each of which is split into local Districts. Governing Document: The Guide Association is incorporated by Royal Charter. Our County is an unincorporated Association governed by this same Royal Charter and its bylaws. Operational decisions are made by the Steering Group in conjunction with relevant teams e.g. Management, Steering, Growth, and Inclusion and Diversity. Governance decisions are made in line with our constitution by the Trustee Board. A copy of our constitution can be found on our website www.ggsw.org.uk

GGSW Vision



INSPIRE

We held a strategy day for the Steering and Trustee teams, which helped us focus on issues such as growth and overcoming barriers for volunteers to join us. It was a really positive day that has helped lead to the creation of new District Teams where it was challenging to appoint a District Commissioner.



INNOVATE

A really successful Guide camp skills weekend was held, providing girls and volunteers valuable skills that they had missed out on during the pandemic. We have also partnered with the Royal Entomological Society by creating a challenge badge about insects.



IMPACT

We have grown our number of Peer Educators (aged 14-25) from three to eleven. These young women provide sessions for units on issues focused on important social issues from mental health issues to safety.



IMAGE

Local districts have received help to develop their own social media and messaging from our new Commissioner support administrator. We attended Surrey Pride for the first time.

Our Strategy







- Grow and broaden our membership and develop our culture to be more inclusive.
- Provide volunteers with practical support, reduced workloads and rewarding opportunities to help them reach their potential
- Our properties will become more economically viable with strong teams to drive forward their individual visions.

HERONS WEY

To create a space that provides residential experiences and opportunities specifically in the fields of physical activity, nature education and historical education.

Herons Wey Campsite
Girlguiding Surrey West County

PAXMEAD

To create a genuine riverside base providing residential experiences and opportunities that make the most of its location and access to the Thames

Paxmead Riverside Base
Girlguiding Surrey West

Responsibilities of Trustees & Chair's report

As Trustees of Girlguiding Surrey West, our purpose is to ensure that the organization meets its charitable goals, both today and for future generations of girls and women. We have a robust long-term strategy in place for the County, as set out in this Report, that aims to grow and broaden our memberships so that more people can experience Girlguiding, to reduce the burden on our volunteers, and to invest in our properties. We have made good progress across each of these goals over the year, especially the significant investment that has been made in Herons Wey and Paxmead. We held a strategy day for Trustees and senior management to discuss how to accelerate progress. The county's financial position has remained healthy, and we have implemented improvements to how our investments are managed. We have continued to ensure that all risks, including those relating to safeguarding, are well managed.

On behalf of the Trustees, I would like to thank our volunteers for their dedication, infectious enthusiasm, and sheer hard work over 2022. Against the backdrop of the recovery from the pandemic, the cost of living crisis and other challenges, it is incredible that so many people continue to give so much to provide others with opportunities and pleasure. A particular thanks to our outstanding County Commissioner, Hannah; our Treasurer, Denise; and our Chair of Campsites Georgina.

As Trustees, we are always keen to hear from our stakeholders and ensure that all views are taken into consideration. Please get in touch with your feedback and thoughts.

Venetia Cooper, Chair of Trustees



Chair of Campsites Report

2022 saw the return to near normality for both Paxmead and Herons Wey as Covid restrictions were lifted and residentials and camps could take place. Income on both sites was considerably higher than in 2021 and 2020 and the benefit of remaining open during those years continued to be felt as there was a continued high level of DofE bookings and family camping has been added to the Herons Wey calendar.

Both sites also saw events with Paxmead reintroducing Evening Boating and Water Fun Days and adding Winter Wonderland for the first time to run alternate years with Herons Wey continuing to run it the other years. Herons Wey introduced a very successful camp skills day for Guides aimed at developing skills that would encourage more units to camp.

On both sites, increased use by external organisations such as a Forest School at Herons Wey and a Home Schooling group at Paxmead, have extended the use of the site into daytimes in termtime. This has not only enabled us to gain income from times when the sites would not be used but also enabled us to apply for grants towards the jetty and the Spiders Web.

In January 2022, the new strategic plan was launched for each site. Each site has its own challenges but we are confident that the five year plans will underpin their continuing success.

In Paxmead the focus is very much on developing the boating offering and all aspects of this is being reviewed including the offer to young people, the appropriate boating stock, the deal for instructors, replacement of the jetty and development of improved changing facilities. This work is being headed by Hannah Roberts helped by Lara Hughes and Laura Harrison.

At Herons Wey, the work is far more focussed on improvement of facilities and development of activities.2022 was very much a year of planning with the refurbishment of Sackville and Cranstone, development of more accessible facilities and the addition of further activities being scheduled for 2023 and 2024. We also hope to convert Copper Nash into a small Nature Reserve. For all of these projects , we have engaged professionals to ensure all permissions are in place and to help manage the projects.

However, in 2022 the track through the site was improved, clear signage added, an automatic gate installed and the Birds Nest at Weyside replaced with a Spiders Web climbing frame.Thanks go to Hazel and Ian Chant for their continued support of the site and their hard work to get these projects completed.

Georgina Churchlow, Chair of Campsites

List of Trustees

Chair of Trustees - Venetia Cooper

County Commissioner - Hannah Roberts

County Treasurer - Denise Clark

Risk Trustee - Janet Cowley

Finance Trustee - vacant

Safeguarding Assistant Lead Volunteer - Jan Freemantle

Health and Safety Adviser - Mike Kelly

Chair of Campsites - Georgina Churchlow

Legal Trustee - Nick Richardson

Trustee Representative from Steering Group - Julie Waters

Trustee - Diane Vasey







Financial Review

Girlguiding Surrey West had a much more "normal" Financial Year in 2022 with both Campsites able to operate fully. One of our main sources of income for the County itself remains the Annual Subscriptions paid by our members which fell dramatically over 2020/1 as our membership was significantly lower. This is starting to grow again but is not yet close to the number prior to the pandemic. Our budgets were adjusted to accommodate this.

There was however a real appetite for the Guiding Units to get out and use our campsites and come to the many events organised across the county. At first there was some reluctance to make bookings for other than the minimum number of girls and there was a slow start to the year. In January we implemented Checkfront as our booking system which has enabled us to make sure that all bookings are well controlled. As a result, we saw very quickly that most units paid us far more than expected for a booking as they brought more girls and used far more of the facilities and activities. The revenue to the sites is therefore comparable to or slightly higher than the revenue in the last full year of operation in 2019.

We expect that trend to continue in 2023 and 2024 but are investing in the sites to keep them attractive to groups. We are starting to attract bookings from other youth organisations such as schools and DofE groups. This makes use of our sites at times when they would not normally be used, particularly during the week. Our Freehold site, Herons Wey, has had a number of improvement projects during the year looking at environmental projects, replacement of older or obsolete equipment, improving the water supply and other opportunities.

Following the agreement of the new investment policy, and having taken advice from a Financial Advisor, we changed the provider of our investment funds in 2022.

The use of Xero and adherence to our policies makes Girlguiding Surrey West a well-managed and robust charity with respect to its financial situation.

Fund	Income	Expenditure
Unrestricted other than Designated	See Note 3 - 6	See Note 7 - 9
Restricted	See Note 16	See Note 16
Designated	See Note 17	See Note 17

Risk Assessment
Statement of Public Benefit

Girlguiding takes Risk Management seriously, regularly reviewing risks with the Trustees, one of whom has accountability for "Safeguarding" and another for "Risk" within the County.

- We carried out a review of our Risks in all areas in June 2022. The Risk Assessments, and actions from 2022, will next be reviewed at the Trustee meeting in September 2023.
- Girlguiding Surrey West is a branch of Girlguiding, which, with its branches, forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding's Public Benefit activities during the previous year can be found in its latest annual report.
- As a subsidiary of Girlguiding within Surrey West, we have continued to provide our own public benefit activities. In particular we have provided organisational and administrative support,training, and organised activities principally for the benefit of our members. We promote more broadly the charitable objects of Girlguiding for the benefit of girls and young women. The Trustees have considered the guidance provided by the Charity Commission in connection with public benefit.
- With respect to financial risks, the Trustees believe that Girlguiding Surrey West has a strong financial position and healthy cashflows. Specifically, the Trustees believe that Girlguiding Surrey West is a going concern; the level of reserves currently in place are more than sufficient to cover an extremely prudent assumption on the possible losses that may be incurred.

Investment Policy

- Our Investment Policy has been to invest our Contingency fund (increased from £46,954 at the end of 2020 to £51,187 at the end of 2021) in a specialist Investment fund for Charities, which is Low-Medium risk.
- The Investment Policy was reviewed in 2022 as part of a regular cycle of policy review. The main changes to the policies were to: articulate the investment risk appetite more clearly; and to embed responsible investment principles into the investment policy, going beyond a purely exclusionary approach. The Trustees believe that this updated policy better reflects Girlguiding Surrey West's aims, and will ensure that the County's strong financial position is safeguarded in light of inflationary pressure.

Volunteer Hours

- Our Volunteers give an average of 3 hours a week in the service of Girlguiding Surrey West at Unit Level with the Senior Management Team, Herons Wey & Paxmead Site teams, Division & District Commissioners, Advisors and Trainers volunteering for an average of 7-10 hours per week for duties outside their units with some working an additional 20 hours per week. This time is all voluntary and is significant. We do currently have volunteers willing to dedicate that time but we also pay for some services which would be difficult for volunteers to do. This includes our County Office Admin staff.

Forward Plans

Girlguiding Surrey West will be continuing to focus on two key areas over 2023:

1. Members.
    a. Grow and broaden our membership, and develop our culture to be more inclusive.
    b. Provide volunteers with practical support, reduced workloads; and rewarding opportunities to help them reach their potential.

Our strategic plan for our assets – Herons Wey and Paxmead Riverside Base – sets out an ambitious 5-year vision that will see each site developed significantly. Specifically, we aim to:

1. Ensure our properties will become more economically sustainable, with strong teams to drive forward their individual visions.
2. Create a riverside base at Paxmead providing residential experiences and opportunities that make the most of its location and access to the river Thames.
3. Create a space at Herons Wey that provides residential experiences and opportunities, specifically in the fields of physical activity, nature education and historical education.

Reserves Policy & Approval of Accounts

Unrestricted free Reserves total about £209,854 (£249,000 in 2021).

The Trustees consider that 6 months expenditure should normally be kept to meet the Trustees' responsibilities including the need to address any unexpected issues at Herons Wey/Weyside and Paxmead Riverside Base. The difference is held to fund on-going programmes for the development of the Herons Wey Campsite & Paxmead Riverside Base, with plans to invest heavily in the sites over the coming 5 years, and other opportunities that will come up from time to time.

These accounts were approved by the Trustees on 20th May 2023

And signed on their behalf by

Hannah Roberts
County Commissioner
Girlguiding Surrey West (Charity No 273344)

Venetia Cooper
Chair of Trustees
Girlguiding Surrey West (Charity No 273344)

Statement of Financial Activities for the year ending 31st December, 2022

		2022				2021
		Unrestricted Funds	Restricted Funds	Designated Funds	Total Funds	Prior Period Total Funds
	Notes	£	£	£	£	£
Income and endowments from:						
Donations and legacies	2	41,928	-	-	41,928	37,962
Charitable activities	3	69,310	52,769	-	122,079	62,207
Other Trading Activity	4	36,962	4,312	-	41,274	32,659
Investments	5	6,084	600	-	6,684	4,786
Other Income	6	5,600	4,221	-	9,821	30,220
Total		159,884	61,902	-	221,786	167,834
Expenditure on:						
Other trading activities	7/8	151,286	53,183	5,005	209,474	22,925
Charitable activities	9	18,769	921	-	19,690	128,381
Total		170,055	54,104	5,005	229,164	151,306
Investment Assets		(3,929)	(1,683)	-	(5,612)	4,233
Net income/(expenditure)		(14,100)	6,115	(5,005)	(12,990)	20,761
Transfers between funds		(1,800)	(7,200)	9,000	-	-
Reconciliation of funds:						
Total funds brought forward	16,17	1,108,338	302,276	143,907	1,554,521	1,533,760
Total funds carried forward		1,092,438	301,191	147,902	1,541,531	1,554,521

Balance Sheet
at 31st December, 2022

		2022				2021
	Notes	Unrestricted	Restricted	Designated	Total	Total
		£	£	£	£	£
Fixed assets:						
Tangible assets	12	971,187	187,041	-	1,158,228	1,176,782
Investments	13	59,300	14,825	-	74,125	51,187
Total fixed assets		1,030,487	201,866	-	1,232,353	1,227,969
Current assets:						
Stocks		11,052	411	-	11,463	7,492
Debtors	14	32,764	12,918	-	45,682	1,382
Cash at bank and in hand		65,753	115,994	147,902	329,649	338,375
Total current assets		109,569	129,323	147,902	386,794	347,249
Liabilities:						
Creditors - amounts falling due within one year	15	47,618	29,998	-	77,616	20,697
Net current assets		61,951	99,325	147,902	309,178	326,552
Total net assets		1,092,438	301,191	147,902	1,541,531	1,554,521
The funds of the charity:						
Restricted Income Funds	16	-	301,191	-	301,191	302,276
Unrestricted Funds	17	1,092,438	-	147,902	1,240,340	1,252,245
Total funds		1,092,438	301,191	147,902	1,541,531	1,554,521

These accounts were approved by the Trustees on 20th May 2023 and signed on their behalf by

Hannah Roberts
County Commissioner
Girlguiding Surrey West (Charity No 273344)
273344)

Venetia Cooper
Chair of Trustees
Girlguiding Surrey West (Charity No

Notes for the Accounts

1. Accounting Policies

Basis of accounting

The Accounts (financial statements) are for the entity Girlguiding Surrey West and have been prepared on the accruals basis in accordance with the historic cost convention. The financial statements have been prepared in accordance with The Statement of Recommended Practice : Accounting and Reporting by Charities preparing their account in accordance with the Financial Reporting Standard applicable in the UK & Republic of Ireland (FRS102) issued on 16 July 2014 and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

The presentational currency is sterling and the accounts have been rounded to the nearest £1.

The financial statements have been prepared 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) (Second Edition)', the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following '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) (Second Edition)'rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Incoming Resources

Income

The main income streams for the charity are subscriptions received from the membership, donations, grants, campsite and boating activities and from the sale of badges and shops at Herons Wey and Paxmead.

Income is recognised when receivable. Grants are recognised when receivable except to the extent that performance conditions have not been met. Income relating to bookings at Herons Wey and Paxmead is deferred to the year of the activity taking place.

Donations, legacies and similar incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

The charity becomes entitled to the donations, legacy or similar income

The income receivable can be measured reliably and it is probable the income will be received.

Tax relief on donations and gifts

Incoming resources from tax claims are included in the SOFA at the same time as the gift to which they relate.

Gifts in kind for sale or distribution

These are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount realised.

Gifts in kind for use by the charity

These are included in the SOFA as incoming resources when available.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably.

Other Income

Grants receivable from Government via local authorities during and following the pandemic.

Outgoing Resources

Support costs

Support costs include the cost of administering the county office, governance costs and depreciation.

Grants payable

These represent the cost of subsidising international events plus discretionary grants but excludes Lettings Subsidy paid to units to help with Hall hire costs.

Expenditure and Liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Operating Leases

Rents paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Expenditure

Redundancy payments are made in line with the statutory requirements

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt. The charity does not have a policy of revaluation.

Depreciation is provided on a straight line basis, no less than 3 years. Where appropriate the Depreciation period is take to be the life of any guarantee on that item or work. For Paxmead nothing will be depreciated beyond the end of the term of the lease. The current lease ends in December 2034.

Debtors

Debtors are recognised at settlement amount due after any trade discount. Prepayments are valued at the amount prepaid net of any trade discounts due.

Investment

Investments are initially recorded at transaction value and subsequently measured at fair market value at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation.

Stocks

Shop Stocks are valued at the lower of cost and market value.

Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for trade discounts.

Funds

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for a particular area of the Charity's work.

Financial Instruments

The charity's financial assets and liabilities qualify as basic financial instruments and as such are initially recorded at cash, transaction or settlement value. Current Assets and liabilities are measured at cash or settlement value

Pension

The charity contributes to a money purchase scheme on behalf of its employees. This is operated by the Pensions Trust for Charities and Voluntary Organisations. Contributions to the scheme are a set percentage of salaries and are charged to the unrestricted fund.

Going Concern

The Trustees have considered going concern up to one year from the date of signing these accounts. The Trustees based on a review of the forecast and budgets believe there are sufficient reserves for GGSW to continue operating for the foreseeable future.

Judgements in applying accounting policies and key sources of estimation uncertainty

The preparation of these accounts requires the Trustees to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily available from

other sources. The estimates and assumptions are based on historical experience and other factors and are reviewed on an ongoing basis. The Trustees do not consider there are any critical judgements or sources of estimation uncertainty requiring disclosure.

2. Donations

	2022 (£)	2021 (£)
Donations	**41,928**	**37,962**

Donations in the year were £41,928 (2021: £37,962) of which £41,928 (2021: £37,962) were unrestricted and £0 (2021: £0) were restricted.

3. Incoming resources from charitable activities

	2022 (£)	2021 (£)
County Events & Training	**5,427**	**6,444**
International Trips	**-**	**-**
Herons Wey	**57,883**	**31,431**
Paxmead excluding shop	**52,769**	**24,332**
Campsite Contribution to County Office	**6,000**	**-**
	122,079	**62,207**

Incoming resources from Charitable activities was £122,079 (2021: £62,207) of which £69,310 was unrestricted (2021: £38,940) and £52,769 was restricted (2021: £24,332).

At the start of 2022 GGSW introduced Checkfront as its booking system for Herons Wey and Paxmead. This is fully integrated into our accounting software, Xero. Income therefore is now the value of the invoice for the original booking plus any additional payments. In prior years we only reported the actual income.

4. Incoming resources from other trading activities

	2022 (£)	2021 (£)
County Sales including Badges	**32,486**	**29,522**
Herons Wey Shop Sales	**4,476**	**1,829**
Paxmead Badges Sales	**4,312**	**1,308**
	41,274	**32,659**

Incoming resources from Other Trading activities was £41,274 (2021: £32,659) of which £36,962 was unrestricted (2021: £31,351), £0 was Designated (2021: £0) and £4,312 was restricted (2021: £1,308).

5. Investment Income

The investment income from dividends of £6,684 (2021: £4,786) arises from money held in interest bearing accounts.

6. **Other Income**

Other income includes Omicron Hospitality Leisure Grants of £2,667 for both Herons Wey, which is unrestricted, and Paxmead, which is Restricted. In addition, Paxmead received grants and donations worth £1,702, which is Restricted, and Herons Wey received £1,510 which is Unrestricted.

7. **Charitable Activities**

	Guiding Activities	Grant Funding of Activities	2022 Total (£)	2021 Total (£)
Grants & Gifts	-	20	20	-
Lettings Subsidy	-	5,005	5,005	1,303
General Guiding activities	1,279	-	1,279	539
International trips	-	-	-	-
Training expenses	8,710	-	8,710	6,075
County Day	-	-	-	-
Herons Wey Camp Site	49,549	-	49,549	26,579
Paxmead	32,883	-	32,883	12,987
Support Costs	112,028	-	112,028	80,898
	204,449	5,025	209,474	128,381

See Note 8 for a breakdown of support costs.

Expenditure on Charitable activities was £209,474 (2021: £128,381) of which £151,286 (2021: £88,610) was unrestricted, £5,005 (2021: £1,303) was Designated and £53,183 (2021: £38,468) was restricted.

8. **Support Costs**

	2022 (£)	2021 (£)
Stationery, Printing, copying	62	377
Phone, postage, Mileage	-	197
Archivist & Website	2,240	2,357
County Office	56,308	34,661
Other	2,561	2,962
Depreciation	47,558	37,675
Governance	3,299	2,669
	112,028	80,898

Expenditure on support costs was £112,028 (2021: £80,898) of which £89,673 (2021: £55,417) was unrestricted and £22,355 (2021: £25,481) was restricted. Independent Examination Fees in 2022 were £2,400 (2021: £2,400).

9. **Cost of Trading and Other Sales**

	2022 (£)	2021 (£)
County Sales including Badges	**16,187**	**21,274**
Paxmead Shop Sales	**921**	**214**
Herons Wey Shop Sales	**2,582**	**1,437**
	19,690	**22,925**

Expenditure on Trading and Other Sales was £19,690 (2021: £22,925) of which £18,769 (2021: £22,711) was unrestricted, £0 (2021: £0) was designated and £921 (2021: £214) was restricted.

10. **Salary Costs**

	2022 (£)	2021 (£)
Payroll Administration	**150**	**120**
Salary	**44,693**	**30,371**
Employers Pension contribution	**3,534**	**2,320**
Employers National Insurance	**2,912**	**1,761**
	51,289	**34,572**

Girlguiding Surrey West's Payroll is operated by Girlguiding LaSER (London & South East Region).

No salaries were paid to Key Management Personnel including Trustees, Senior Management or Steering Committee representatives.

11. **Trustees and Other Related Parties**

No remuneration was paid to a trustee or connected person, and there were no payments to related parties. As normal, Trustees could claim expenses for e.g. Mileage. 4 Trustees claimed expenses in 2022, totalling £1,639 of which £329 was expenditure specifically for Herons Wey Campsite. 2 Trustees claimed expenses relating to their roles as Trustees.

12. Fixed Assets

	Land	Buildings structure and maintenance Freehold	Buildings structure and maintenance Leased	Equipment & site	Total
Cost					
Cost at 1/1/22	942,500	569,859	330,800	121,893	1,965,052
Additions in year	-	-	-	31,014	31,014
Disposals	-	-	-	-	-
Cost at 31/12/22	942,500	569,859	330,800	152,907	1,996,066
Depreciation					
Provision at 1/1/22	-	554,904	124,360	109,006	788,270
Disposals in Year	-	-	-	2,011	2,011
Provided in year	-	10,530	21,198	15,829	47,557
Provision at 31/12/22	-	565,434	145,558	126,846	837,838
Net Book value at 31/12/22	942,500	4,425	185,242	26,061	1,158,228
Net Book value at 1/1/22	942,500	14,955	206,440	12,887	1,176,782

13. Investments

	2022 (£)	2021 (£)
Value at Start of Year	51,187	46,954
Investment in Year	28,550	-
(Losses) / Gains on re-valuation	(5,612)	4,233
Value at End of Year	74,125	51,187

14. Debtors and Prepayments

	2022 (£)	2021 (£)
Debtors	38,704	1,382
Prepayments	6,978	-
	45,682	1,382

15. **Creditors and Accruals**

	2022 (£)	2021 (£)
Creditors	**5,321**	**3,609**
Deferred Income	**62,992**	**11,011**
Accruals	**9,303**	**6,077**
	77,616	**20,697**

Deferred Income consists of

Item	Amount Deferred 2022 (£)	Amount Deferred 2021 (£)
Weyside /Herons Wey	**33,286**	**6,331**
Paxmead	**28,936**	**4,373**
First Response Training	**420**	**289**
County Day	**350**	**-**
Other	**-**	**18**
	62,992	**11,011**

16. **Restricted funds**

Analysis of movement in restricted fund

	2022 (£)
Balance at 1st January 2022	**302,276**
Income Resources	**61,902**
Resources Expended	**(54,104)**
Transfers	**(7,200)**
Gain on revaluation of Investment	**(1,683)**
Balance at 31st December 2022	**301,191**

Paxmead Operating Fund: Paxmead Boating Centre was taken over on the basis it was entirely self-supporting and not a Financial drain on GGSW. Included in the restricted fund above was a brought forward balance of £193,356, income of £61,901 including interest of £600, costs of £31,749 and depreciation of £10,285 and losses on investments of £1,683. The transfer of £7,200 from Restricted to Unrestricted funds is 20% repayment of a loan of 30,000 from Girlguiding Surrey West towards the Paxmead Building Work carried out in 2019, £2,400 contribution for Office Admin and a return of £1,200 paid by County (unrestricted) for Office storage space. The balance on the fund at the end of the year was £204,340. The major incomes in 2022 were £32,389 from bookings and £11,858 from Boating, £4,312 from the shop & £4,221 from COVID related & other Grants. Events were held bringing in £9,721.

The Paxmead Building Project Phase 1 is completed but fundraising for Phase 2 will be starting soon. This will provide better facilities for boating. No funds were received for this in. 2022 The carried forward value of the fund after accounting for depreciation is £90,660.

Depreciation in the Paxmead Boat replacement fund took the fund from a starting value of £7,059, depreciation of £870 which means that the carry forward value is £6,189.

There were no costs and no income for International trips in the Restricted Fund in 2021 as trips planned for 2022 were cancelled. We expect International trips will start afresh in 2023.

17. **Unrestricted funds**

Analysis of movement in Unrestricted & Designated funds

	Balance at 1 January 2022 (£)	Incoming Resources (£)	Resources Expended (£)	Transfers (£)	Gains on Investment Assets (£)	Balance at 31 December 2022 (£)
General Fund	**1,108,338**	**159,884**	**(170,055)**	**(1,800)**	**(3,929)**	**1,092,438**
Designated Lettings Subsidy Fund	**5,552**	**-**	**(5,005)**	**6,000**		**6,547**
County Day	**5,000**	**-**	**-**	**3,000**		**8,000**
Designated HW Equipment	**133,355**	**-**	**-**	**-**	**-**	**133,355**
Total	**1,252,245**	**159,884**	**(175,060)**	**7,200**	**(3,929)**	**1,240,340**

Lettings Subsidy: GGSW allocates surplus funds at the end of each year toward providing a subsidy to our units for hall hire. This means the subs paid by the girls can be used by the units for activities, materials and so on and not for the meeting rooms. GGSW has allocated a further 5,000 to the Lettings Subsidy in 2022 to help units to dedicate their resources to re-building the membership and units.

Herons Wey: No further funds have been allocated in 2022 for Herons Wey projects.

County Day : Our major training day is free to attend but costs are funded from Annual Subscription over 2 years as the event is held every 18-24 months. £3,000 from the 2022 Annual Subscription has been designated for County Day 2023, currently planned for January 2023.

18. **Financial Commitments**

In 2015 the charity signed a lease agreement to rent Paxmead Riverside Base for 20 years, initially at a rent of £1,500 per annum, reviewed every 5-7 years. Following a rent review, we have paid £2,000 pa since 2019 except in 2022. We have allowed for the additional payment due in the 2022 accounts.

The lease is between The Girlguiding Trust Corporation and Spelthorne Borough Council with Girlguiding Surrey West taking over the tenancy from Girlguiding LaSER (London and South East Region) in December 2014. The charity is able to withdraw from the lease without penalty at any time, Spelthorne Council cannot. This involves running the Paxmead site for boating and related activities. The site makes considerable profit, in normal years, which are being re-invested for refurbishment of the facilities.

19. **Funds by Net Assets**

2022	Unrestricted (£)	Restricted (£)	Designated (£)	Total (£)
Investments	59,300	14,825	-	74,125
Fixed assets	971,186	187,042	-	1,158,228
Current assets	109,570	129,322	147,902	386,794
Current Liabilities	(47,618)	(29,998)	-	(77,616)
	1,092,438	301,191	147,902	1,541,531

2021	Unrestricted (£)	Restricted (£)	Designated (£)	Total (£)
Investments	35,831	15,356	-	51,187
Fixed assets	967,324	209,458	-	1,176,782
Current assets	119,747	83,595	143,907	347,249
Current Liabilities	(14,564)	(6,133)	-	(20,697)
	1,108,338	302,276	143,907	1,554,521

20. **Related Party Transactions**

No key personnel, trustees or the families of key personnel have benefited financially from the relationship with Girlguiding Surrey West. There are no related party transactions.

21. **Capital Commitments**

There is a capital commitment at Herons Wey Campsite which is to replace some doors on one of the buildings. A deposit of £2,947 has been paid against a total cost of £7,500

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Girlguiding Surrey West

I report to the trustees on my examination of the financial statements of Girlguiding Surrey West ('the charity') for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. 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 this 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, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

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

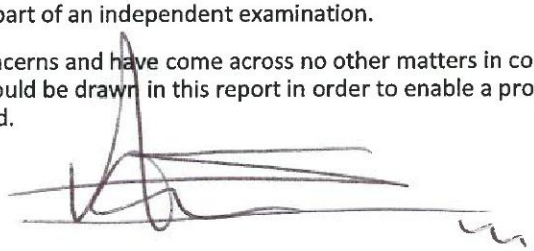
An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements 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 financial statements to be reached.



Andrew Skilton

ICAEW
Brewers Chartered Accountants

27 June 2023

Bourne House

Queen Street

Gomshall

Surrey

GU5 9LY

Our Year in Numbers







2 Region Chief Commissioner Awards

34 peer educator sessions delivered



1 Region Diamond Award

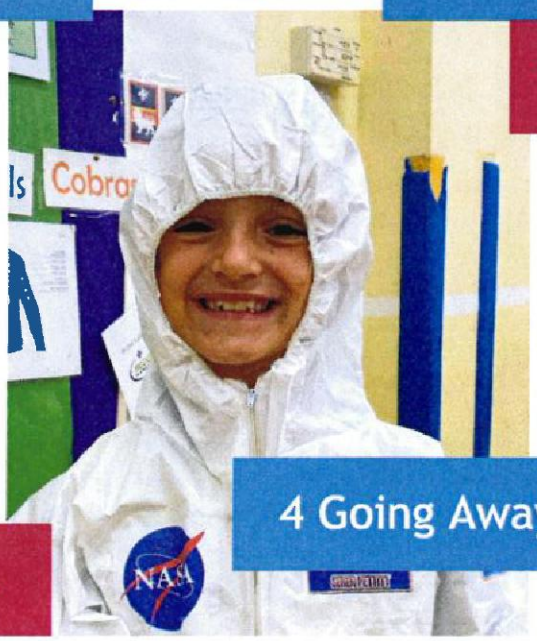


4 Queens Guide Awards

2 Narrowboating Permits

1 Good Service Award







3 Lead Away Permits

4 Going Away With Qualifications

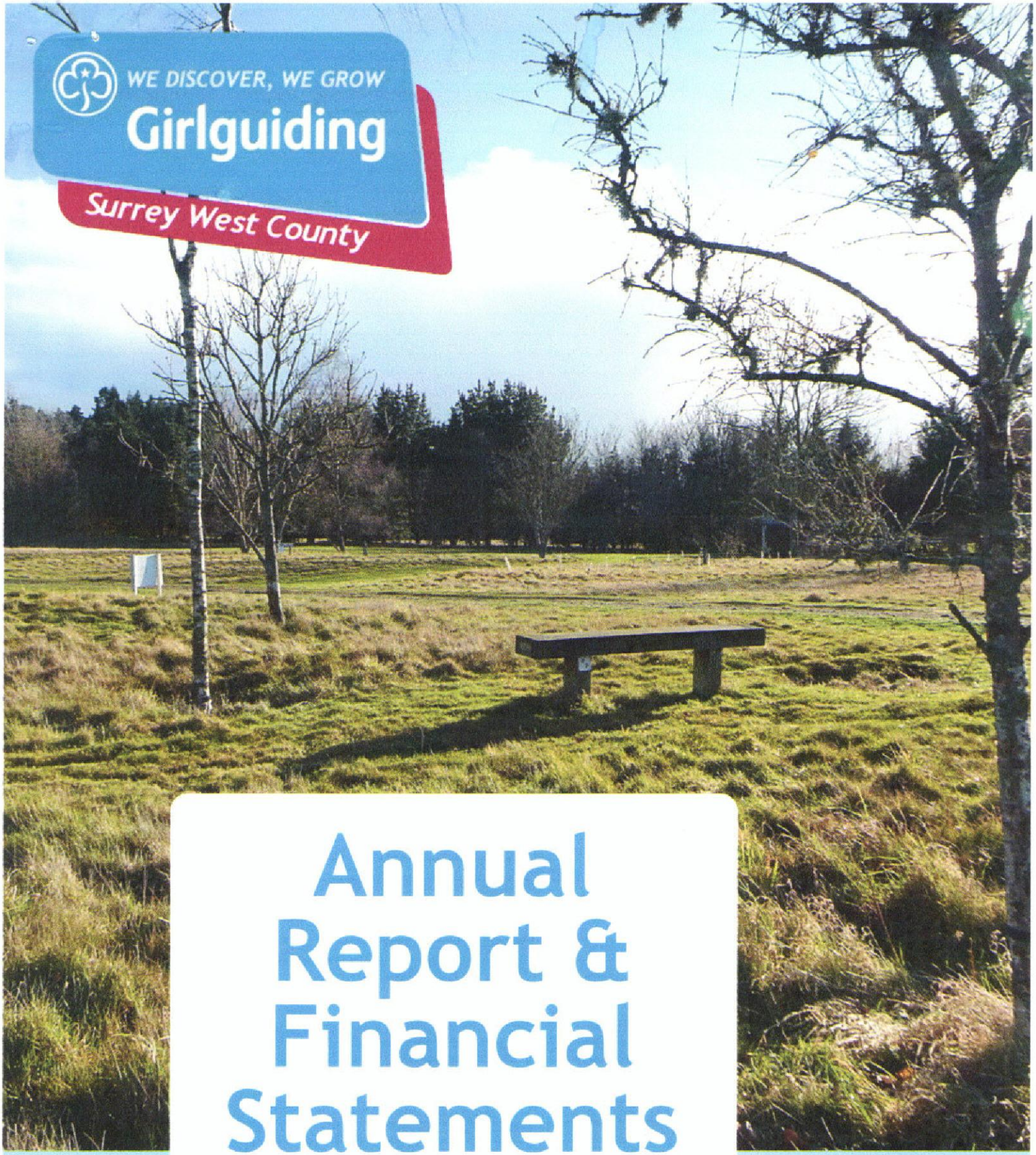
Appendix 1
ADDRESS AND PERSONNEL

Principal office	Girlguiding Surrey West Paxmead Riverside Base Shepperton TW17 9NT
Websites	www.ggsw.org.uk www.heronswey.org.uk www.paxmead.org.uk
Bank	CAF Bank Ltd 25 Kings Hill Avenue West Malling KENT ME19 4JQ
Independent examiner	Andrew Skilton ACA Brewers Chartered Accountants Bourne House Queen Street Gomshall SURREY GU5 9LY

SURREY WEST COUNTY OF THE GUIDE ASSOCIATION

England & Wales - Charity number 273344

Accounts



Annual Report & Financial Statements

www.ggsw.org.uk

Charity number: 273344

2021



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Welcome

From Dr Hannah Roberts,
County Commissioner



The beginning of 2021 saw the introduction of another national lockdown, which meant units returning to meeting virtually and sending activity packs out to members. It really wasn't until the summer that units started getting a bit more back to 'normal' by meeting outdoors, but with the additional challenge of social distancing.

Despite the challenges of meeting in this way, no least due to the increased level of risk assessments required to be written by Leaders and signed off by Commissioners, our volunteers faced this head on and provided lots of opportunities for fun and adventure for girls and young women in our county. Mitigations for Covid-19 have had to be maintained and we have not been able to grow to the extent we would have wished coming out of 2020.



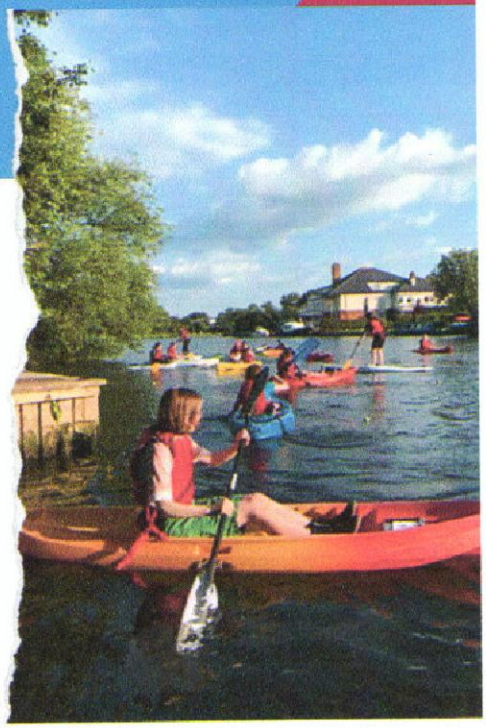
Our numbers have grown by approximately 300 young members, which is positive, but some areas are very much struggling due to a lack of volunteers. This has led to a review of the strategic plan for the County and our two main points of focus for the coming years will be to:

- Grow and broaden our membership and develop our culture to be more inclusive.
- Provide adult members with practical support in the aim of reducing their workloads whilst also offering rewarding opportunities to help them reach their potential.

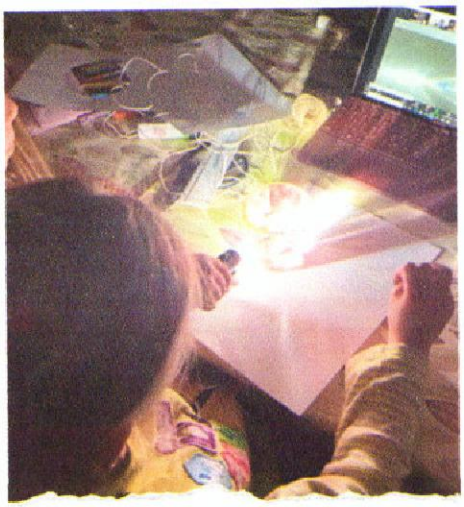
As part of these key aims two new teams were created: Growth + Retention and Inclusion + Diversity. In the coming years they will work alongside other county teams and employees in the County Office to support these key areas, which are crucial for the long-term health of our charity.



In addition to units and local teams meeting virtually, all our training was carried out online for the first half of the year. National and regional provision meant that the backlog of volunteers needing First Aid training were able to undertake an online course and then complete a practical session when rules permitted. We are indebted to Jean Earl for the amount of first aid training she carried out this year.



With rules relaxing in the latter part of the year, we ran the first face to face Commissioners Air and Share for two years. At this event the new strategic plan was revealed with sessions run on these topics. One discussion held on this day was around the increasing burden being placed on Commissioner roles (which we as a county had raised with Girlguiding) and how we could mitigate this risk, both in terms of the burn out of volunteers and the challenge of recruiting to these vital roles. As a result, and with further consultation, we have decided to appoint a new Administrator role to the office, which will specifically be there to support Commissioners. Owing to a lower than predicted spend in the budget for the past two years and careful accounting, this 22-month role (initially) has not led to the increase in our yearly subscription and should make being a Commissioner a more rewarding experience.



2021 also saw the initial development of the strategic planning of the two county campsites, which will be presented and actioned early in 2022. This planning is being well supported by the new Business Development Officer: Lara Hughes, who joined us in October, and has already had a significant impact on making our booking systems easier to manage. My thanks to Georgina Churchlow for the huge amount of research and work she has put in to develop these plans, which intend to secure the economic position of the sites for the future and provide more opportunities for adventure and fun for girls and women in our county.

Fun was also had in 2021, with girls enjoying the second version of the 40 Days of Summer and Countdown to Christmas badges. We also held a successful virtual sleepover filmed from Brooklands Museum (our partners for 2021) and many units joined in on our Pioneers of Land and Air badge. My thanks to Laura Harrison for leading the team for the challenge pack and for putting together the footage for the virtual event. In addition thanks to Claire Cottrell and girls from Girlguiding Hersham District for making it such a fun event to do. Over 1500 badges have been sold to units all over the UK with interest going into 2022.

It is our willingness to think around problems that makes me very proud of our county. It certainly hasn't been an easy couple of years, but in typical Girlguiding Surrey West style, we have faced our challenges head on. I'm very excited for what 2022 will bring, in terms of training that will develop our strategic goals, many events being held at Paxmead and Herons Wey, and the opportunity to meet lots of volunteers at events like Scoutabout, Bazazz and County Day. As ever, none of this would be possible without the brilliant Leaders, Commissioners, County Team members, Office Staff, Campsite Teams, Trainers, Trustees, and young members who make Girlguiding Surrey West the fantastic charity it is.

Purpose, plan & public benefit

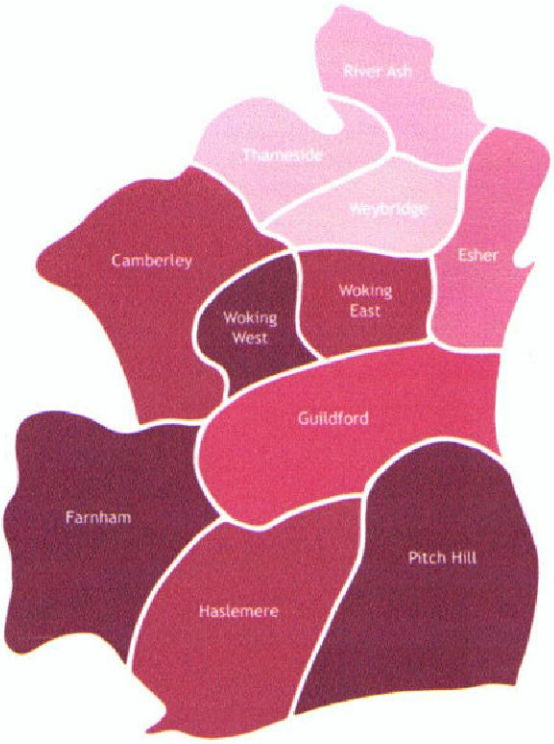




Girlguiding is the leading charity for girls and young women in the UK. Girlguiding Surrey West is a branch of Girlguiding, which with its branches forms the United Kingdom's leading charity for girls and young women. A report on Girlguiding's Public benefit activities during the previous year can be found in its latest annual report. Surrey West is the biggest County within the London and South East Region of Girlguiding.

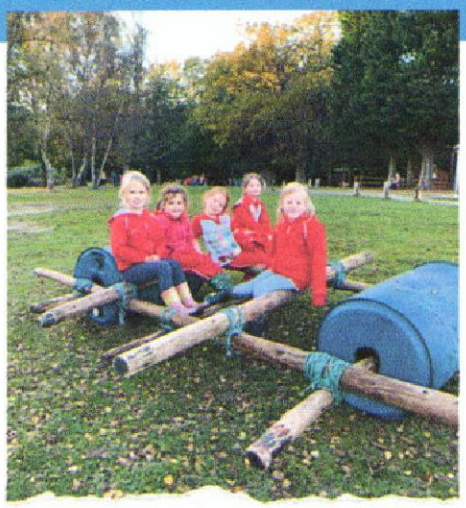
We have around 7,500 girls and leaders. As a subsidiary of Girlguiding we promote the objectives of Girlguiding and provide our own public benefit by aiming to be a girl led County, responding to their suggestions and those of their leaders and to meet the requirements of the leaders regarding support and training to enable us to give girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.

Our County covers West Surrey and is made up of 11 Divisions each of which is split into local Districts. Governing Document: The Guide Association is incorporated by Royal Charter. Our County is an unincorporated Association governed by this same Royal Charter and its bylaws. Operational decisions are made by the Steering Group in conjunction with relevant Groups e.g. Management, Programme, Guiding Development and Adventure. Governance decisions are made in line with our constitution by the Trustee Board. A copy of our constitution can be found on our website www.ggsw.org.uk



Vision

For Girlguiding Surrey West



INSPIRE

We have sought to help overcome the increased workload of the Commissioner role by deciding to appoint a new Administrator in early 2022 to support admin needs and make this very important volunteer role more appealing.

INNOVATE

We developed new partnerships with Brooklands Museum, running a very successful virtual event in October. New partnerships were also developed for the campsites, including with the RSPB, which has helped to diversify our revenue income.



IMPACT

Two new teams have been created: Growth + Retention and Inclusion + Diversity to support our two key strategic aims.

IMAGE

Improvements continue to be made to our websites, including the introduction of easier booking for day events at our campsites. One of our big goals for 2022 is to help local teams develop their social media skills.

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.

GIRLGUIDING MISION STATEMENT



Vision

For Girlguiding Surrey West

OUR STRATEGY

Grow and broaden our membership and develop our culture to be more inclusive.

Provide volunteers with practical support, reduced workloads and rewarding opportunities to help them reach their potential

Our properties will become more economically viable with strong teams to drive forward their individual visions.

HERONS WEY

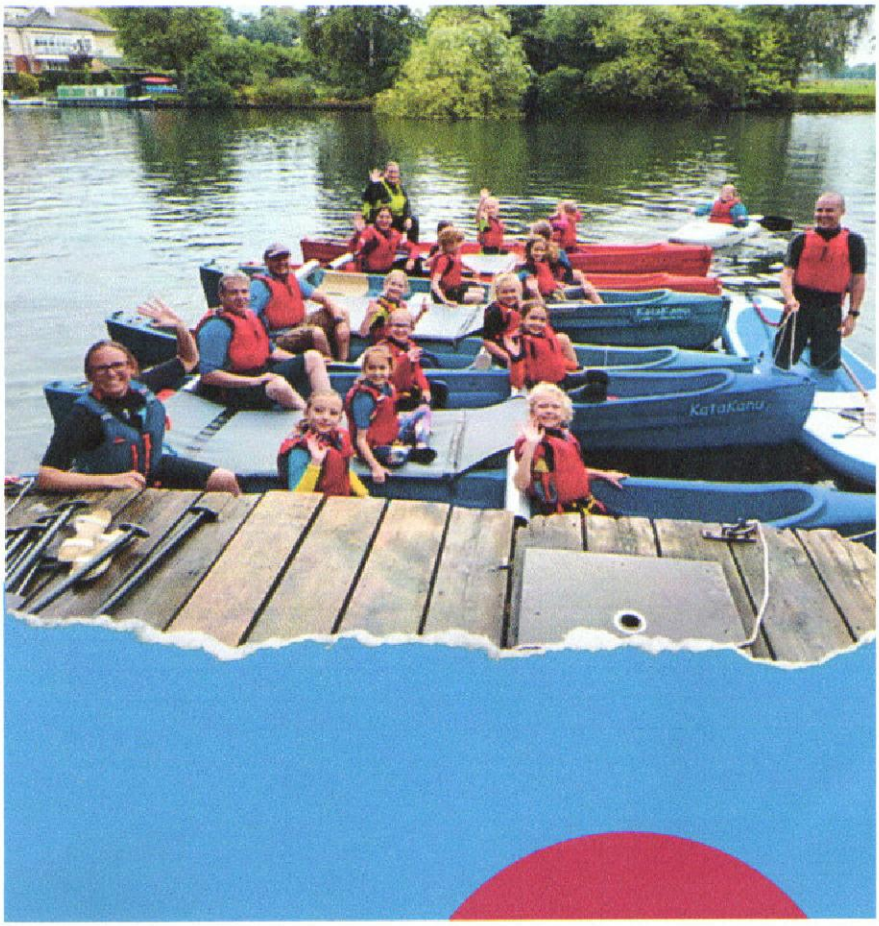
To create a space that provides residential experiences and opportunities specifically in the fields of physical activity, nature education and historical education.

Herons Wey Campsite
Girlguiding Surrey West County

PAXMEAD

To create a genuine riverside base providing residential experiences and opportunities that make the most of its location and access to the Thames

Paxmead Riverside Base
Girlguiding Surrey West



Responsibilities of Trustees and Chair's report

Venetia Cooper, Chair of Trustees

We are proud of how Girlguiding Surrey West has continued to deliver its mission during 2021 inspiring thousands of girls and young women, and supporting our amazing teams of dedicated volunteers.

The pandemic has continued to make it challenging for us to deliver face to face activities, but we are delighted by how our volunteers and girls have innovated and adapted to the circumstances. We were pleased that our significant county assets - Paxmead Riverside Base and Herons Wey campsite - have weathered the closures necessitated by the pandemic relatively well, and both remain in a sound financial position. We are in the fortunate position to be able to invest in both sites for the benefit of our members, and to ensure they continue help us deliver our mission in the years to come.

None of this would be possible without our volunteers. I would like to thank in particular Hannah Roberts, our County Commissioner. As well as her excellent county team, she has been ably supported by our Trustee Board, who I would also like to thank for their contributions and support over 2021. We welcomed Julie Waters to the Trustees in September 2021, and Mike Kelly agreed to extend his term by a further two years.



Future Strategy for Herons Wey and Paxmead



In 2020 and 2021, Covid had a serious impact on the financial results of both Paxmead and Herons Wey. However, it enabled us to develop into new areas that contributed to surpluses in both. Adding these new customer bases to our traditional Guiding ones should strengthen our cashflow as we move out of Covid.

For the five years from 2022, we have established an investment plan designed to carry the sites forward.

For Paxmead this focusses on building a successful boating operation. There are several strands to this including understanding our users and providing what they want, building the instructor team as well as investing in a new jetty and changing rooms.

For Herons Wey, the challenge is different and reflects the age of the buildings on site. Some of the original buildings are coming to the end of their lives and will be refurbished and refreshed to provide the facilities the modern Guide is looking for. The activities on site are being expanded to link closely to the new programme while exploiting the natural assets we have. So we are creating a small nature reserve to enhance biodiversity and linking it with a range of activities developed partly through a partnership with RSPB. Surrey Wildlife Trust have also been helping us to develop ideas.

To help fund these projects, we have developed a fundraising policy and are actively pursuing opportunities as they arise.



List of trustees

Chair of Trustees - Venetia Cooper (from April 2021)

Chair of Trustees - Alison Hone (until April 2021)

County Commissioner - Hannah Roberts

County Treasurer - Denise Clark

Risk Trustee - Janet Cowley

Finance Trustee - Venetia Cooper

Safeguarding Assistant Lead Volunteer - Jan Freemantle

Health and Safety Adviser - Mike Kelly

Chair of Campsites - Georgina Churchlow

Legal Trustee - Nick Richardson

Trustee Representative from Steering Group - Julie Waters (from September 2021)

Trustee - Diane Vasey



Financial Review

Having hoped that 2021 was a recovery year from COVID, it turned out to be similar to 2020. We have kept our County Office going throughout the year but the Campsites were largely shut or just open for small scale camping and boating. The precautions we had taken in 2020 to avoid unnecessary cost continued but income from the Annual subscription was reduced (as anticipated) as our membership declined, predominantly due to the lack of Rainbows coming into our units during the year.

Thanks to COVID grants and the precautions we took the campsites made a profit and the charity also returned a profit for the year. No capital projects were undertaken but we plan to make some significant changes at Herons Wey starting in 2022 so we have increased the Designated Funds by £28,000 for those works. The Herons Wey and Paxmead Strategies were documented and submitted for approval to provide guidelines on what needs to be done. Herons Wey is wholly owned by us whereas Paxmead is leased so we took the decision to concentrate largely on Herons Wey but to boost the Boating Opportunities at Paxmead, which started in 2021. Boating was something that we could continue with during the pandemic.

Furthermore, the trustees re-assessed, in the light of what we learnt over the past 2 years, the level of reserves we hold and have increased this by 50% to around £75,000. This will be invested, as the current Reserve is, but the Investment Policy, also agreed by the Trustees, has updated our requirements. We are currently looking for suitable Investment opportunities and expect to have invested the full reserve in the first half of 2022.

Despite the Pandemic having a major negative impact on us we are proud that we have remained financially resilient and even made a profit to re-invest in our girls, our campsites and to expand the services offered by our Office.

Fund *	Income	Expenditure
Unrestricted other than Designated	See Note 3 - 6	See Note 7 - 9
Restricted	See Note 16	See Note 16
Designated	See Note 17	See Note 17

(* Funds are defined in Note 1, "Funds")

Risk Assessment
Statement of Public Benefit

Girlguiding takes Risk Management seriously, regularly reviewing risks with the Trustees, one of whom has accountability for "Safeguarding" and another for "Risk" within the County.

- Girlguiding Surrey West is bound by, and operates in accordance with, Girlguiding UK's Safeguarding Policies & Procedures
- We carried out a review of our Risks in all areas in September 2021. The Risk Assessments, and actions from the previous review, will next be reviewed at the Trustee meeting in September 2022.
- Girlguiding Surrey West is a branch of Girlguiding, which with its branches, forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding's Public Benefit activities during the previous year can be found in its latest annual report.
- As a subsidiary of Girlguiding within Surrey West, we have continued to provide our own public benefit activities. In particular, we have provided organisational and administrative support and training, and organised activities principally for the benefit of our members. We promote more broadly the charitable objects of Girlguiding for the benefit of girls and young women. The trustees have considered the guidance provided by the Charity Commission in connection with public benefit.
- With respect to financial risks, the Trustees believe that Girlguiding Surrey West has a strong financial position and healthy cashflows. Specifically, the Trustees believe that Girlguiding Surrey West is a going concern; the level of reserves currently in place are more than sufficient to cover an extremely prudent assumption on the possible losses that may be incurred.

Investment Policy

- Our Investment Policy has been to invest our Contingency fund (increased from £46,954 at the end of 2020 to £51,187 at the end of 2021) in a specialist Investment fund for Charities, which is Low-Medium risk.
- The Investment Policy was reviewed in 2021 as part of a regular cycle of policy review. The main changes to the policies were to: articulate the investment risk appetite more clearly; and to embed responsible investment principles into the investment policy, going beyond a purely exclusionary approach. The Trustees believe that this updated policy better reflects GGSW's aims, and will ensure that the GGSW's strong financial position is safeguarded in light of inflationary pressure.

Volunteer Hours

- Our Volunteers give an average of 3 hours a week, in a normal year, in the service of Girlguiding Surrey West at Unit Level with the Senior Management Team, Herons Wey & Paxmead Site teams, Division & District Commissioners, Advisors and Trainers volunteering for an average of 7-10 hours per week for duties outside their units with some working an additional 20 hours per week. This time is all voluntary and is significant. We do currently have

volunteers willing to dedicate that time but we also pay for some services which would be difficult for volunteers to do. This includes our County Admin Office staff.

Forward Plans

Girlguiding Surrey West will be focusing on two key areas over 2022:

1. Members.
    a. Grow and broaden our membership, and develop our culture to be more inclusive.
    b. Provide volunteers with practical support, reduced workloads; and rewarding opportunities to help them reach their potential.
2. Assets: Our properties will become more economically sustainable, with strong teams to drive forward their individual visions.

Our strategic plan for our assets – Herons Wey and Paxmead Riverside Base – sets out an ambitious 5-year vision that will see each site developed significantly. Specifically, we aim to:

1. Create a riverside base at Paxmead providing residential experiences and opportunities that make the most of its location and access to the river Thames.
2. To create a space at Heron's Wey that provides residential experiences and opportunities, specifically in the fields of physical activity, nature education and historical education.

Reserves Policy & Approval of Accounts

Unrestricted free Reserves total about £249,000 (£211,000 in 2020).

The trustees consider that 6 months expenditure should normally be kept to meet the trustees' responsibilities including the need to address any unexpected issues at Herons Wey/Weyside and Paxmead Riverside Base. Through the updated Reserves Policy, the target level of reserves has been increased in recognition of the impact of Coronavirus on the income to the campsite and boating centre. However, this needs to higher than previous years in recognition of the risk of the continuing impact on the income to the campsite and boating centre. The difference is held to fund on-going programmes for the development of the Herons Wey Campsite & Paxmead Riverside Base, with plans to invest heavily in the sites over the coming 5 years and other opportunities that will come up from time to time.

These accounts were approved by the Trustees on 7 May 2022
And signed on their behalf by

Hannah Roberts
County Commissioner
Girlguiding Surrey West (Charity No 273344)

Venetia Cooper
Chair of Trustees
Girlguiding Surrey West (Charity No 273344)

Statement of Financial Activities for the year ending 31st December, 2021

		2021				2020
	Notes	Unrestricted Funds	Restricted Funds	Designated Funds	Total Funds	Prior Period Total Funds
		£	£	£	£	£
Income and endowments from:						
Donations and legacies	2	37,962	-	-	37,962	51,013
Charitable activities	3	38,940	23,267	-	62,207	37,385
Other Trading Activity	4	31,351	1,308	-	32,659	31,670
Investments	5	4,049	737	-	4,786	5,397
Other Income	6	20,118	10,102	-	30,220	20,000
Total		132,420	35,414	-	167,834	145,465
Expenditure on:						
Other trading activities	7	22,711	214	-	22,925	22,796
Charitable activities	8,9	88,610	38,468	1,303	128,381	187,565
Total		111,321	38,682	1,303	151,306	210,361
Investment Assets		2,963	1,270	-	4,233	(7,160)
Net income/(expenditure)		24,062	(1,998)	(1,303)	20,761	(72,056)
Transfers between funds		(25,481)	(6,000)	31,481	-	-
Reconciliation of funds:						
Total funds brought forward	16,17	1,109,757	310,274	113,729	1,533,760	1,605,816
Total funds carried forward		1,108,338	302,276	143,907	1,554,521	1,533,760

Balance Sheet
at 31st December, 2021

	Notes	2021 Unrestricted	Restricted	Designated	Total	2020 Total
		£	£	£	£	£
Fixed assets:						
Tangible assets	12	967,324	209,458	-	1,176,782	1,214,457
Investments	13	35,831	15,356	-	51,187	46,954
Total fixed assets		1,003,155	224,814	-	1,227,969	1,261,411
Current assets:						
Stocks		6,633	859	-	7,492	9,936
Debtors	14	1,382	-	-	1,382	3,101
Cash at bank and in hand		111,732	82,736	143,907	338,375	273,947
Total current assets		119,747	83,595	143,907	347,249	286,984
Liabilities:						
Creditors - amounts falling due within one year	15	14,564	6,133	-	20,697	14,635
Net current assets		105,183	77,462	143,907	326,552	272,349
Total net assets		1,108,338	302,276	143,907	1,554,521	1,533,760
The funds of the charity:						
Restricted Income Funds	16	-	302,276	-	302,276	310,274
Unrestricted Funds	17	1,108,338	-	143,907	1,252,245	1,223,486
Total funds		1,108,338	302,276	143,907	1,554,521	1,533,760

These accounts were approved by the Trustees on May 7th, 2022 and signed on their behalf by

Hannah Roberts
County Commissioner
Girlguiding Surrey West (Charity No 273344)

Venetia Cooper
Chair of Trustees
Girlguiding Surrey West (Charity No 273344)

Notes for the Accounts

1. Accounting Policies

Basis of accounting

The Accounts (financial statements) are for the entity Girlguiding Surrey West and have been prepared on the accruals basis in accordance with the historic cost convention. The financial statements have been prepared in accordance with The Statement of Recommended Practice : Accounting and Reporting by Charities preparing their account in accordance with the Financial Reporting Standard applicable in the UK & Republic of Ireland (FRS102) issued on 16 July 2014 and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

The presentational currency is sterling and the accounts have been rounded to the nearest £1.

The financial statements have been prepared 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) (Second Edition)', the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following '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) (Second Edition)'rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Incoming Resources

Income

The main income streams for the charity are subscriptions received from the membership, donations, grants, campsite and boating activities and from the sale of badges and shops at Herons Wey and Paxmead.

Income is recognised when receivable. Grants are recognised when receivable except to the extent that performance conditions have not been met. Income relating to bookings at Herons Wey and Paxmead is deferred to the year of the activity taking place.

Donations, legacies and similar incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

The charity becomes entitled to the donations, legacy or similar income

The income receivable can be measured reliably and it is probable the income will be received.

Tax relief on donations and gifts

Incoming resources from tax claims are included in the SOFA at the same time as they gift to which they relate.

Gifts in kind for sale or distribution

These are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount realised.

Gifts in kind for use by the charity

These are included in the SOFA as incoming resources when available.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably.

Other Income

Grants receivable from Government via local authorities during the pandemic.

Outgoing Resources

Support costs

Support costs include the cost of administering the county office, governance costs and depreciation.

Grants payable

These represent the cost of subsidising international events plus discretionary grants but excludes Lettings Subsidy paid to units to help with Hall hire costs.

Expenditure and Liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Operating Leases

Rents paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Expenditure

Redundancy payments are made in line with the statutory requirements

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt. The charity does not have a policy of revaluation.

Depreciation is provided on a straight line basis, no less than 3 years. Where appropriate the Depreciation period is take to be the life of any guarantee on that item or work. For Paxmead nothing will be depreciated beyond the end of the term of the lease. The current lease ends in December 2034.

Debtors

Debtors are recognised at settlement amount due after any trade discount. Prepayments are valued at the amount prepaid net of any trade discounts due.

Investment

Investments are initially recorded at transaction value and subsequently measured at fair market value at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation.

Stocks

Shop Stocks are valued at the lower of cost and market value.

Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for trade discounts.

Funds

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for a particular area of the Charity's work.

Financial Instruments

The charity's financial assets and liabilities qualify as basic financial instruments and as such are initially recorded at cash, transaction or settlement value. Current Assets and liabilities are measured at cash or settlement value

Pension

The charity contributes to a money purchase scheme on behalf of its employees. This is operated by the Pensions Trust for Charities and Voluntary Organisations. Contributions to the scheme are a set percentage of salaries and are charged to the unrestricted fund.

Going Concern

The Trustees have considered going concern up to one year from the date of signing these accounts. The Trustees based on a review of the forecast and budgets believe there are sufficient reserves for GGSW to continue operating for the foreseeable future.

Judgements in applying accounting policies and key sources of estimation uncertainty

The preparation of these accounts requires the Trustees to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily available from

other sources. The estimates and assumptions are based on historical experience and other factors and are reviewed on an ongoing basis. The Trustees do not consider there are any critical judgements or sources of estimation uncertainty requiring disclosure.

2. Donations

	2021 (£)	2020 (£)
Donations	**37,962**	**51,013**

Donations in the year were £37,962 (2020: £51,013) of which £37,962 (2020: £50,234) were unrestricted and £0 (2020: £779) were restricted.

3. Incoming resources from charitable activities

	2021 (£)	2020 (£)
Events & Training	**6,444**	**5,541**
International Trips	-	-
Herons Wey	**31,431**	**20,258**
Paxmead excluding shop	**24,332**	**11,586**
Campsite Contribution to County Office	-	-
	62,207	**37,385**

Incoming resources from Charitable activities was £62,207 (2020: £37,385) of which £38,940 was unrestricted (2020: £25,799) and £23,267 was restricted (2020: £11,586).

4. Incoming resources from other trading activities

	2021 (£)	2020 (£)
County Sales including Badges	**29,522**	**30,540**
Herons Wey Shop Sales	**1,829**	**326**
Paxmead Badges Sales	**1,308**	**804**
	32,659	**31,670**

Incoming resources from Other Trading activities was £32,659 (2020: £31,670) of which £31,351 was unrestricted (2020: £30,540), £0 was Designated (2020 : £326) and £1,308 was restricted (2020: £804).

5. **Investment Income**

The investment income from dividends of £4,786 (2020: £5,397) arises from money held in interest bearing accounts.

6. **Other Income**

Other income includes Girlguiding Surrey West Tier 4 Grants for Closed Businesses and Local Restriction Support Grants for our sites amounting to £17,907 for Herons Wey, which is unrestricted, and £10,102 for Paxmead, which is Restricted. In addition £500 was received for a specific Wildlife project at Herons Wey which is Unrestricted.

7. **Cost of Trading and Other Sales**

	2021 (£)	2020 (£)
County Sales including Badges	**21,274**	**21,217**
Paxmead Shop Sales	**214**	**441**
Herons Wey Shop Sales	**1,437**	**1,138**
	22,925	**22,796**

Expenditure on Trading and Other Sales was £22,925 (2020: £22,796) of which £22,711 (2020: £21,217) was unrestricted, £0 (2020: £441) was designated and £214 (2020: £1,138) was restricted.

8. **Charitable Activities**

	Guiding Activities	Grant Funding of Activities	2021 Total (£)	2020 Total (£)
Grants & Gifts	-	-	-	250
Lettings Subsidy	-	1,303	1,303	2,135
General Guiding activities	539	-	539	1,695
International trips	-	-	-	515
Training expenses	6,075	-	6,075	2,764
County Day	-	-	-	8,965
Herons Wey Camp Site	26,579	-	26,579	34,870
Paxmead	12,987	-	12,987	13,142
Support Costs	80,898	-	80,898	123,229
	127,078	1,303	128,381	187,565

See Note 9 for a breakdown of support costs.

Expenditure on Charitable activities was £128,381 (2020: £187,565) of which £88,610 (2020: £143,612) was unrestricted, £1,303 (2020: £5,205) was Designated and £38,468 (2020: £38,748) was restricted.

9. **Support Costs**

	2021 (£)	2020 (£)
Stationery, Printing, copying	377	-
Phone, postage, Mileage	197	154
Archivist & Website	2,357	605
County Office	34,661	35,881
Other	2,962	3,616
Depreciation	37,675	80,302
Governance	2,669	2,671
	80,898	123,229

Expenditure on support costs was £80,898 (2020: £123,229) of which £55,417 (2020: £97,678) was unrestricted and £25,481 (2020: £25,551) was restricted. Independent Examination Fees in 2021 were £2,400 (2020: £2,400).

10. **Salary Costs**

	2021 (£)	2020 (£)
Payroll Administration @ £10/month	**120**	**120**
Salary	**30,371**	**31,860**
Employers Pension contribution	**2,320**	**672**
Employers National Insurance	**1,761**	**1,106**
	34,572	**33,758**

Girlguiding Surrey West's Payroll is operated by Girlguiding LaSER (London & South East Region).

No salaries were paid to Key Management Personnel including Trustees, Senior Management or Steering Committee representatives.

11. **Trustees and Other Related Parties**

No remuneration was paid to a trustee or connected person, and there were no payments to related parties. As normal Trustees could claim expenses for their volunteer roles (ie non-Trustee roles) eg Mileage. 4 Trustees claimed volunteer expenses in 2021, totalling £1,848 of which £932 was expenditure specifically for Herons Wey Campsite. In addition, 2 Trustees claimed expenses relating to their roles as Trustees.

12. Fixed Assets

Cost	Land (£)	Buildings structure and maintenance Freehold (£)	Buildings structure and maintenance Leased (£)	Equipment & site (£)	Total (£)
Cost at 1/1/21	942,500	569,859	330,800	121,893	1,965,052
Additions in year	-	-	-	-	-
Disposals	-	-	-	-	-
Cost at 31/12/21	942,500	569,859	330,800	121,893	1,965,052
Depreciation					
Provision at 1/1/21	-	549,168	101,780	99,647	750,595
Disposals in Year	-	-	-	-	-
Provided in year	-	5,736	22,580	9,359	37,675
Provision at 31/12/21	-	554,904	124,360	109,006	788,270
Net Book value at 31/12/21	942,500	14,955	206,440	12,887	1,176,782
Net Book value at 1/1/21	942,500	20,691	229,020	22,246	1,214,457

13. Investments

	2021 (£)	2020 (£)
Value at Start of Year	46,954	54,114
Investment in Year	-	-
(Losses) / Gains on re-valuation	4,233	(7,160)
Value at End of Year	51,187	46,954

14. Debtors and Prepayments

	2021 (£)	2020 (£)
Debtors	1,382	1,373
Prepayments	-	1,728
	1,382	3,101

15. Creditors and Accruals

	2021 (£)	2020 (£)
Creditors	3,609	1,409
Deferred Income	11,011	10,826
Accruals	6,077	2,400
	20,697	14,635

Deferred Income consists of

Item	Amount Deferred 2021 (£)	Amount Deferred 2020 (£)
Weyside /Herons Wey	6,331	6,638
Paxmead	4,373	3,893
First Response Training	289	295
Other	18	-
	11,011	10,826

16. **Restricted funds**

Analysis of movement in restricted fund

	2021 (£)
Balance at 1st January 2021	**310,274**
Income Resources	**35,414**
Resources Expended	**(38,682)**
Transfers	**(6,000)**
Gain on revaluation of Investment	**1,270**
Balance at 31st December 2021	**302,276**

Paxmead Operating Fund : Paxmead Boating Centre was taken over on the basis it was entirely self-supporting and not giving a Financial drain to GGSW. Included in the restricted fund above was a brought forward balance of £193,237, income of £30,384 including interest of £737, costs of £13,870 and depreciation of £11,665 and gains on investments of £1,270. The transfer of £6,000 from Restricted to Unrestricted funds is 20% repayment of a loan of £30,000 from Girlguiding Surrey West towards the Paxmead Building Work carried out in 2019. The balance on the fund at the end of the year was £193,356. The major incomes in 2021 were £18,237 from bookings and Boating, £1,308 from the shop & £10,102 from COVID related Grants. No events were held this year because of the COVID crisis.

The Paxmead Building Project Phase 1 is completed but fundraising for Phase 2 will be starting soon. This will provide better facilities for boating. £5,030 was received for this in 2021 although fund-raising has yet to start formally. The carried forward value of the fund after accounting for depreciation is £101,861.

The Paxmead Boat replacement fund has a carry forward value of £7,059.

There were no costs and no income for International trips in the Restricted Fund in 2021 as trips planned for 2021 were cancelled, including the planned LaSER trips. LaSER refunded GGSW the grants we had given to girls attending the 2021 (now cancelled) trips which returned to Unrestricted Funds.

17. **Unrestricted funds**

Analysis of movement in Unrestricted & Designated funds

	Balance at 1 January 2021 (£)	Incoming Resources (£)	Resources Expended (£)	Transfers (£)	Gains on Investment Assets (£)	Balance at 31 December 2021 (£)
General Fund	**1,109,757**	**132,420**	**(111,321)**	**(25,481)**	**2,963**	**1,108,338**
Designated Lettings Subsidy Fund	**1,855**	**-**	**(1,303)**	**5,000**		**5,552**
County Day	**-**	**-**	**-**	**5,000**		**5,000**
Designated HW Shop Fund	**7,019**	**-**	**-**	**(7,019)**		**-**
Designated HW Equipment	**104,855**	**-**	**-**	**28,500**		**133,355**
Total	**1,223,486**	**132,420**	**(112,624)**	**6,000**	**2,963**	**1,252,245**

Lettings Subsidy : GGSW allocates surplus funds at the end of each year toward providing a subsidy to our units for hall hire. This means the subs paid by the girls can be used by the units for activities, materials and so on and not for the meeting rooms. Our units have only paid rent from Autumn term onwards but GGSW has allocated a further £5,000 to the Lettings Subsidy in 2021 to help units to dedicate their resources to re-building the membership and units.

Herons Wey Shop : Herons Wey Shop is not now operated separately from Herons Wey Campsite and so the income and expenditure is part of Unrestricted Funds. The Designated Fund has therefore been closed down in 2021.

Herons Wey: In 2021 we designated £3,500 profit from Herons Wey Shop (itself a Designated fund) and a further £25,000 from site profits to build the funds ready for the work to start in 2022, as outlined in the Herons Strategy Document.

County Day 2022: Our major training day is free to attend but costs are funded from Annual Subscription over 2 years as the event is held every 18-24 months. £5,000 from the 2021 Annual Subscription has been designated for County Day 2022.

18. **Financial Commitments**

In 2015 the charity signed a lease agreement to rent Paxmead Riverside Base for 20 years, initially at a rent of £1,500 per annum, reviewed every 5-7 years. The rent review in 2021 increased our rent by £500 per annum but backdated the increase to 2019, although we have not yet received the invoice for the £1,500 owed.

The lease is between The Girlguiding Trust Corporation and Spelthorne Borough Council with Girlguiding Surrey West taking over the tenancy from Girlguiding LaSER (London and South East Region) in December 2014. The charity is able to withdraw from the lease without penalty at any time, Spelthorne Council cannot. This involves running the Paxmead site for boating and related activities. The site makes considerable profit, in normal years, which are being re-invested for refurbishment of the facilities.

19. **Funds by Net Assets**

2021	Unrestricted (£)	Restricted (£)	Designated (£)	Total (£)
Investments	35,831	15,356	-	51,187
Fixed assets	967,324	209,458	-	1,176,782
Current assets	119,747	83,595	143,907	347,249
Current Liabilities	(14,564)	(6,133)	-	(20,697)
	1,108,338	302,276	143,907	1,554,521

2020	Unrestricted (£)	Restricted (£)	Designated (£)	Total (£)
Investments	32,868	14,086	-	46,954
Fixed assets	979,408	235,049	-	1,214,457
Current assets	108,004	65,251	113,729	286,984
Current Liabilities	(10,523)	(4,112)	-	(14,635)
	1,109,757	310,274	113,729	1,533,760

20. **Related Party Transactions**

No key personnel, trustees or the families of key personnel have benefited financially from the relationship with Girlguiding Surrey West. There are no related party transactions.

21. **Capital Commitments**

There are no capital commitments carried forward from 2021 to 2022.

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Girlguiding Surrey West

I report to the trustees on my examination of the financial statements of Girlguiding Surrey West ('the charity') for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. 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 this 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, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

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

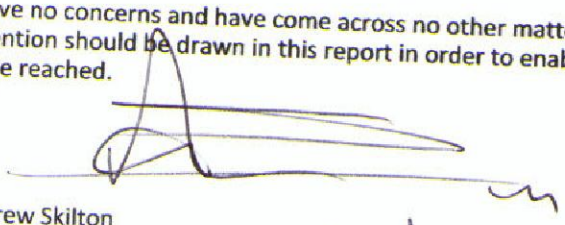
An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements 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 financial statements to be reached.



Andrew Skilton

ICAEW

Brewers Chartered Accountants

Bourne House

Queen Street

Gomshall

Surrey

GU5 9LY

1st June 2022

Our Year in Numbers





14 Leaders have completed the Leadership Qualification, with 6 completing modules 1-4 and 8 completing modules 1-3. 4 have also completed module 1.

Going Away With Scheme - 6 GAW license, 4 GAW with additional modules, 3 additional modules added to an existing GAW license

5801 young members

Thanks badge x 1

Hero Award x2

1 Queens Guide Award

2 Good Service Awards

1 new online shop

1179 volunteers

5 brand new County badges

6 GGSW Bronze Awards

386 units

23 County Commissioner's Certificates

2 GGSW Silver Awards

Appendix 1
ADDRESS AND PERSONNEL

Principal Office	Girlguiding Surrey West Old Woking Community Centre Sundridge Road Woking SURREY GU22 9AT
Websites	www.ggsw.org.uk www.heronswey.org.uk www.paxmead.org.uk
Bank	CAF Bank Ltd 25 Kings Hill Avenue West Malling KENT ME19 4JQ
Independent Examiner	Andrew Skilton ACA Brewers Chartered Accountants Bourne House Queen Street Gomshall SURREY GU5 9LY

SURREY WEST COUNTY OF THE GUIDE ASSOCIATION

England & Wales - Charity number 273344

Accounts



Annual Report & Financial Statements

Surrey West County

WE DISCOVER, WE GROW

Girlguiding



2020

www.ggsw.org.uk

Charity number: 273344

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Welcome

from Dr Hannah Roberts, County Commissioner



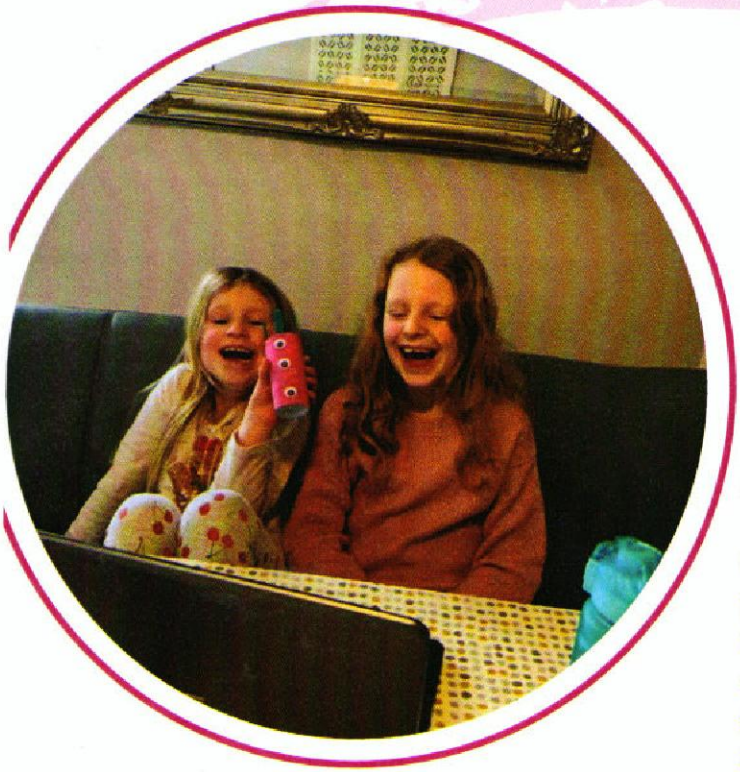


2020 certainly came with a significant number of challenges for Girlguiding Surrey West. In March the first national lockdown meant that leaders were faced with coming up with ideas of how to stay in contact with their girls. This led to a massive shift in how we deliver Girlguiding. Some leaders embracing Facebook Live and Zoom meetings early on, with others starting this as they gained confidence, and others sent out activity packs to their young members. With the increased pressures on everyone's lives it also meant that some leaders were unable to carry on running their units for the time being.
The impact has been palpable with around 25% of girls having left Girlguiding Surrey West since the start of the pandemic. Some of this loss in numbers has been due to the closing of 15 units, the pressure on girls to be online a lot with the closure of schools and challenges in providing a smooth transition to the next section which meant some left once they reached the age to move on.

Despite these huge challenges, many leaders have tried extremely hard to maintain their numbers and contact with members of their units. Around half of all units had some form of face-to-face meeting when it was allowed and an estimated two thirds maintained some form of contact (this was much higher in some Divisions). And the level of upskilling for many leaders has been huge - adapting and changing our programme materials to make them work for online meetings - and by attending trainings online. We have mitigated our big drop in numbers with sound financial planning (to be discussed further into this report) and by strengthening our strategic plan to implement a Growth and Retention team in 2021 to help provide leaders and commissioners with support, ideas and inspiration to help them grow their numbers and allow girls to move onto the next section.



Despite these considerable difficulties, the county has achieved brilliant things. We started the year with County Day for 150 leaders at St George's school in Weybridge. Sally Kettle, Atlantic rower and record breaker, gave us a really inspirational talk at the start of this day and leaders got lots of opportunities to share ideas and engage with fun activities like willow weaving. On this day we also launched our two new websites and booking system for the two campsites, which was a huge piece of work. My thanks go especially to Janet Cowley for her help in achieving this this.



When the pandemic hit the County aimed to fill some of the gaps with the provision of activities for girls by running County Facebook Live events on our county page, allowing girls to join in on the fun without their leaders.

In January 2021 we upped this by running our 'Arctic Adventures' with the amazing Jake Evans Storyteller and the inspirational Mountain Girl, Anna. Our much anticipated partnership with Brooklands Museum has had to be postponed, but we look forward to this later in 2021.

Girls from all over the country (and even the USA) have also got involved with our County challenges, including Countdown to Christmas and 40 Days of Summer, where we sold an amazing 10,000 badges! My thanks to Laura Harrison, our Projects Officer, for leading the way on these and expanding our reach beyond the county.

The office has also undergone a big change as a result of the challenges we need to face in the coming years. This led to the creation of the Business Development Officer role and the appointment of Emily Eliadis who is already working extremely hard to develop the business plan for our two properties. I would like to thank Margaret and Madeleine for their years of service in the office.

So we've got a lot of challenges to face in the coming year, but in typical Girlguiding Surrey West way we are doing so with optimism, a smile on our faces and effective planning and management in the background. I would like to thank my amazing Commissioners, Management Team, Trustees, Trainers, Office staff, Campsite Teams and Leaders who have weathered this storm together.



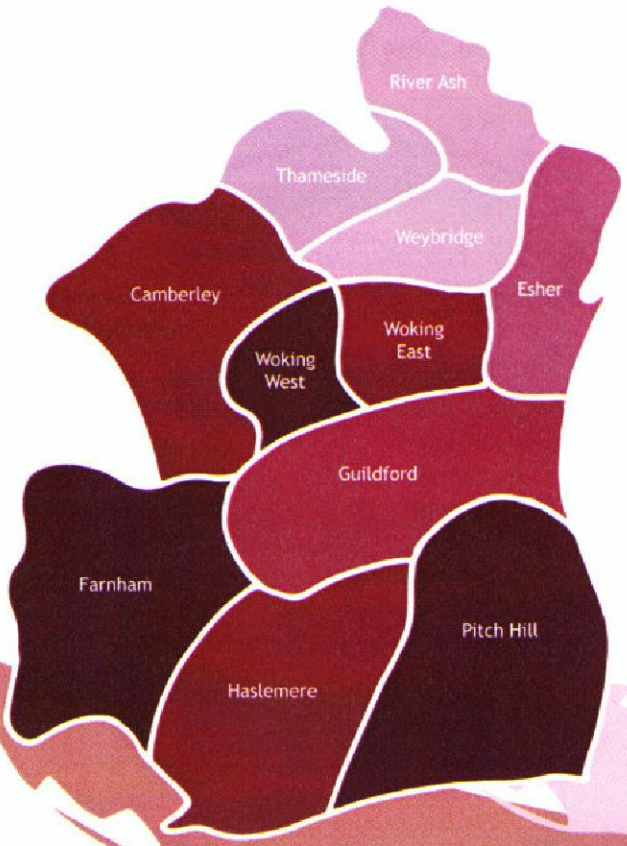
Purpose, Plan & Public Benefit

Girlguiding is the leading charity for girls and young women in the UK.

Girlguiding Surrey West is a branch of Girlguiding, which with its branches forms the United Kingdom's leading charity for girls and young women. A report on Girlguiding's Public benefit activities during the previous year can be found in its latest annual report.

Surrey West is the biggest County within the London and South East Region of Girlguiding. We have around 7,000 girls and leaders. As a subsidiary of Girlguiding we promote the objectives of Girlguiding and provide our own public benefit by aiming to be a girl led County, responding to their suggestions and those of their leaders and to meet the requirements of the leaders regarding support and training to enable us to give girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.





Our County covers West Surrey and is made up of 11 Divisions each of which is split into local Districts.

Governing Document: The Guide Association is incorporated by Royal Charter. Our County is an unincorporated Association governed by this same Royal Charter and its bylaws. Operational decisions are made by the Steering Group in conjunction with relevant Groups e.g. Management, Programme,Guiding Development and Adventure. Governance decisions are made in line with our constitution by the Trustee Board. A copy of our constitution can be found on our website www.ggsw.org.uk

Vision for Girlguiding Surrey West



INSPIRE: We are all inspired to be and do our best.

INNOVATE: We deliver a programme that provides exciting opportunities for all.



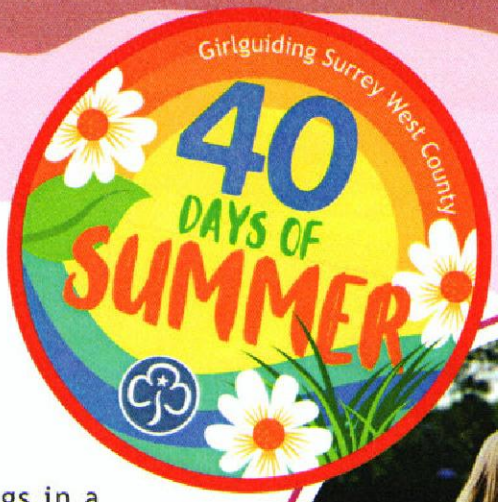
Girls and women are at the heart of what we do

IMPACT: we provide a safe environment that challenges us to be more than we ever thought possible.

IMAGE: We are positively perceived by our communities

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.

Girlguiding Mission Statement



INSPIRE

Leaders and girls have done brilliant things in a really challenging year, leading to lots of County Commissioner 'well done' certificates being presented for girls and leaders.

Our areas to focus on this year are Growth and Retention - inspiring people to re-join us.



"Our Brownies have completed nearly 80 badges with almost every girl having achieved at least one badge during lockdown"





INNOVATE

We have run very successful virtual events including our Arctic Adventures. This event inspired girls to be story tellers and adventurers, with one Brownie sleeping out in a tent in her garden during a very snowy January weekend.

We have also helped leaders adapt their programme resources for online meetings via our county website and Facebook group.

IMPACT

All of our leaders have met the Safe Space training requirements by the deadline of December 2020, which has enhanced our ability to provide a safe space for all.

Girlguiding has offered a sense of normality and fun in challenging times with really positive messages from parents and leaders being shared on our county Facebook page and event groups as a result of the opportunities we have offered.





"I would have been lost without my Guiding family during this period of uncertainty. I am very fortunate to belong to an amazing District with an outstanding group of women"



IMAGE

We have a very positive public image which is presented through both our social media and website. Our county shop has done amazingly well with our reach being both national and internationally with badges being sold in the USA.

Our social media presence is growing for the campsites and we have made booking at our sites much easier.

Responsibilities of our Trustees

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Law applicable to charities in England and Wales requires the trustee board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources of the year.

The bye-laws of the Guide Association require the trustee board to prepare accounts annually and have them independently examined in accordance with the Charities Act. In preparing financial statements giving a true and fair view the Trustee Board should follow best practice and:

•select suitable accounting policies and then apply them consistently make judgements and estimates that are reasonable and prudent

•state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and

•prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the charity and enable them to ensure that the financial statements comply with applicable law and 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. The Trustees are also responsible for ensuring that the Trustees' Report and other information included in the Annual Report are prepared in accordance with Charity Law in the United Kingdom

RISK POLICY

Girlguiding takes Risk Management seriously, regularly reviewing risks with the Trustees, one of whom has accountability for "Safeguarding" and another for "Risk" within the County. We carried out a review of our Risks in all areas in September 2020. The Risk Assessments, & actions from the previous review, will next be reviewed at Trustee meetings in September 2021.

Girlguiding Surrey West is a branch of Girlguiding, which with its branches forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding's Public benefit activities during the previous year can be found in its latest annual report.

As a subsidiary of Girlguiding within Surrey West, we have continued to provide our own public benefit activities. In particular we have provided organisational and administrative support and training, and organised activities principally for the benefit of our members. We promote more broadly the charitable objects of Girlguiding for the benefit of girls and young women. The trustees have considered the guidance provided by the Charity Commission in connection with public benefit.

Responsibilities of our Trustees

Alison Hone, Chair of Trustees

I would like to express my thanks to the Trustee Board for their commitment and devotion to the running of our County through 2020.

Our Board has a diverse set of skills and talents. The Trustees invest themselves fully to their roles. The Board welcomed Venetia Cooper and Nick Richardson in 2020 and I am grateful for their time and talents which they have bought to the Board.

Through 2020 the Board undertook a site visit to Herons Wey to discuss the future strategy for our two most important assets Herons Wey and Paxmead. The Trustee Board has adopted a new strategic plan to focus the direction of the County going forward. As the Global Pandemic broke in March 2020, the Trustees met more regularly to keep abreast of the developments in Guiding and consider the impact of this.

My role as Chair of Trustees will be coming to an end in April. I would like to welcome our new Chair and I am confident the County will go from strength to strength under its new leadership.



Our Trustees

Chair of Trustees: Alison Hone (until April 2021)

County Commissioner: Hannah Roberts

Assistant County Commissioner: Diane Vasey

County Treasurer: Denise Clark

Risk Trustee: Janet Cowley

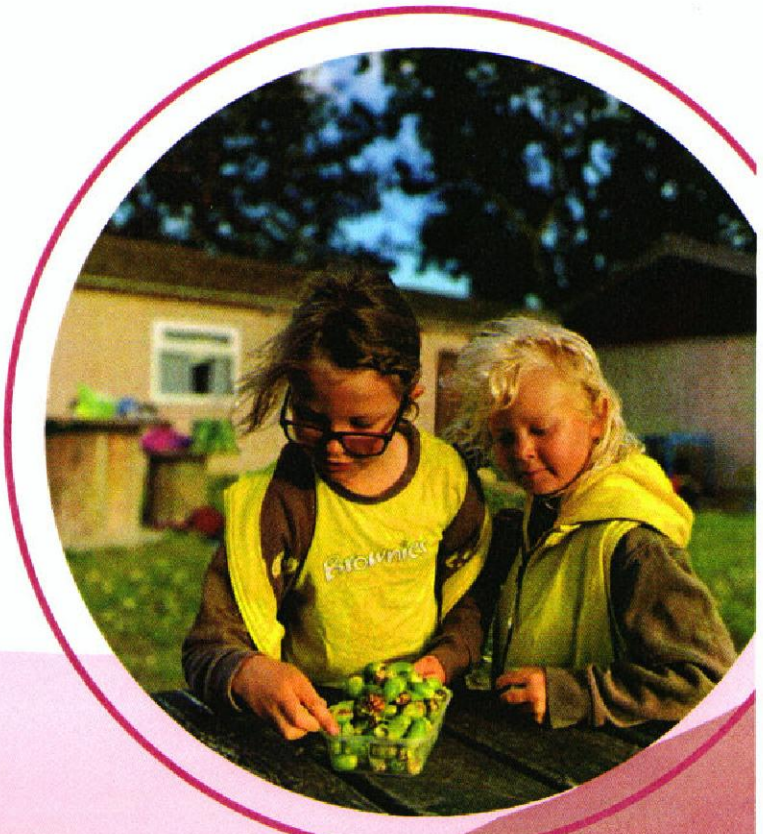
Safeguarding Assistant Lead Volunteer: Jan Freemantle

Health and Safety adviser: Mike Kelly

Chair of Campsites: Georgina Churchlow

Legal Trustee: Nick Richardson (from Feb 2020)

Financial Trustee: Venetia Cooper (from March 2020 and incoming Chair from April 2021)



Financial Review

2020 was a year like no other. Our Subscriptions, which fund our Office and a number of other trainings and events, were received in April and based on a typical year's expected expenditure which, of course, 2020 was not. Our trainings reduced in number and went online, our events had to be cancelled or delayed, but our Office continued to operate and was re-vamped this year to more closely match our needs.

The 2 Campsites. Herons Wey/Weyside and Paxmead, were closed for a large part of the year as the Coronavirus rules prevented their opening. Normally these make a profit which is invested back in the sites so this could have posed a problem but the 2 £10,000 section 2a Retail, Hospitality and Leisure Grants from the government (1 for each site) plus generous donations from Boating groups and Family Campers meant that Paxmead made a slight profit in the year and Herons Wey only a small loss. This has however had a negative impact on our accounts because the profits are normally material.

We anticipate a reduced subscription due to a reduced membership in 2021. We anticipated a reduction of around 30% in our paying membership but it is likely to be less, around 25%. It is unlikely that the Campsites will also be able to run fully and so will need supporting as the £10,000 government grants are not likely to be available.

Following the appointment of a Projects Officer in the County Office in 2018, our online shop and online sales have really taken off. A number of initiatives helped our girls and leaders get through lockdown and also generated a good profit for us with which to fund other Girlguiding Surrey West activities. Our online shop, building on last year's redevelopment of our websites, is now THE way to buy badges and is attracting people from all over the country and the Trading income has increased significantly compared to prior years. These profits are factored into our 2021 budget as income, with the shops margin being 35% across all product lines.

We have also worked on getting better deals, more reliable suppliers for the County, particularly the Campsites and ensuring that we are not charged VAT. This has been key this year as our sites have been closed so reductions in monthly payments (& related refunds) have been essential in maintaining profitability. This will continue next year with large unavoidable costs such as insurance.

Interest remains low, and getting lower. Dividends have remained resilient, and we need to make sure we maximise our investment return. With interest rates as low as they are, though, it is difficult to find any good deals but we continue to look, in hope!

Fund	Income	Expenditure
Unrestricted other than Designated	See Note 3 - 6	See Note 7 - 9
Restricted	See Note 16	See Note 16
Designated	See Note 17	See Note 17

Risk Assessment Statement of Public Benefit

- Girlguiding takes Risk Management seriously, regularly reviewing risks with the Trustees, one of whom has accountability for "Safeguarding" & another for "Risk" within the County
- We carried out a full review of our Risks in all areas in February 2018. The Risk Assessments, & actions from the previous review, will next be reviewed at Trustee meetings in January 2021.
- Girlguiding Surrey West is a branch of Girlguiding, which with its branches, forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding's Public Benefit activities during the previous year can be found in its latest annual report.
- As a subsidiary of Girlguiding within Surrey West, we have continued to provide our own public benefit activities. In particular we have provided organisational and administrative support and training, and organised activities principally for the benefit of our members. We promote more broadly the charitable objects of Girlguiding for the benefit of girls and young women. The trustees have considered the guidance provided by the Charity Commission in connection with public benefit.
- As a result of the global pandemic COVID- 19, the Trustees have revised budgets and forecasts for 2021 through 2022 and will also critically review the financial position of the Charity throughout the next twelve months. Following this review the Trustees believe that Girlguiding Surrey West is a going concern as the level of reserves currently in place are sufficient to cover losses which are incurred for the foreseeable future.

Investment Policy

Our Investment Policy is to invest our Contingency fund (decreased from £54,000 at the end of 2019 to £46,953 at the end of 2020) in a specialist Investment fund for Charities, which is Low-Medium risk. This policy will be reviewed in 2021.

Volunteer Hours

Our Volunteers give an average of 3 hours a week, in a normal year, in the service of Girlguiding Surrey West at Unit Level with the Senior Management Team, Herons Wey & Paxmead Site teams, Division & District Commissioners, Advisors and Trainers volunteering for an average of 7-10 hours per week for duties outside their units with some working an additional 20 hours per week. This time is all voluntary and is significant. We do currently have volunteers willing to dedicate that time but we also pay for some services which would be difficult for volunteers to do. This includes our County Admin Office staff.

Forward Planning

Whilst the COVID restrictions remain in force the trustees do not consider it prudent to progress our forward plans and will concentrate on stabilising and growth once it is possible to do so.

Reserves Policy and Approval of Accounts

Unrestricted Reserves total about £211,000 (£208,000 in 2019). The trustees consider that 6 months expenditure should normally be kept to meet the trustees' responsibilities including the need to deal with the Herons Wey/Weyside and Paxmead Riverside Base. However this needs to higher than previous years in recognition of the impact of Coronavirus on the income to the campsite and boating centre. The difference is held to fund on-going programmes for the development of the Herons Wey Campsite & Paxmead Riverside Base, with plans to invest heavily in the sites over the coming 5 years and other opportunities that will come up from time to time.

These accounts were approved by the Trustees on April 17th, 2021 And signed on their behalf by

Hannah Roberts
County Commissioner
Girlguiding Surrey West

Ali Hone
Chair of Trustees (outgoing)
Girlguiding Surrey West

Venetia Cooper
Chair of Trustees (incoming)
Girlguiding Surrey West

Statement of Financial Activities for the year ending 31st December, 2020

		2020				2019
		Unrestricted Funds	Restricted Funds	Designated Funds	Total Funds	Prior Period Total Funds
	Notes	£	£	£	£	£
Income and endowments from:						
Donations and legacies	2	50,234	779	-	51,013	63,773
Charitable activities	3	25,799	11,586	-	37,385	122,218
Other Trading Activity	4	30,540	804	326	31,670	14,363
Investments	5	4,607	790	-	5,397	6,467
Other Income	6	10,000	10,000	-	20,000	-
Total		121,180	23,959	326	145,465	206,821
Expenditure on:						
Grants and donations payable		250	-	2,135	2,385	2,540
Guiding activities		45,684	13,197	3,070	61,951	94,544
Support costs		97,678	25,551	-	123,229	120,844
Charitable activities	7,8	143,612	38,748	5,205	187,565	217,928
Other trading activities	9	21,217	1,138	441	22,796	13,854
Total:		164,829	39,886	5,646	210,361	231,782
Investment Assets		(5,012)	(2,148)	-	(7,160)	6,184
Net income/(expenditure)		(48,661)	(18,075)	(5,320)	(72,056)	(18,777)
Transfers between funds		11,739	(6,000)	(5,739)	-	-
Reconciliation of funds:						
Total funds brought forward	16,17	1,146,679	334,349	124,788	1,605,816	1,624,593
Total funds carried forward		1,109,757	310,274	113,729	1,533,760	1,605,816

Notes for the Accounts

1. ACCOUNTING POLICIES

Basis of accounting

The Accounts (financial statements) are for the entity Girlguiding Surrey West and have been prepared on the accruals basis in accordance with the historic cost convention. The financial statements have been prepared in accordance with The Statement of Recommended Practice : Accounting and Reporting by Charities preparing their account in accordance with the Financial Reporting Standard applicable in the UK & Republic of Ireland (FRS102) issued on 16 July 2014 and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

The presentational currency is sterling and the accounts have been rounded to the nearest £1

The financial statements have been prepared 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) (Second Edition)', the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following '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) (Second Edition)'rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Notes for the Accounts

Incoming Resources

Income

The main income streams for the charity are subscriptions received from the membership, donations, grants, campsite and boating activities and from the sale of badges and shops at Herons Wey and Paxmead.

Income is recognised when receivable. Grants are recognised when receivable except to the extent that performance conditions have not been met. Income relating to bookings at Herons Wey and Paxmead is deferred to the year of the activity taking place.

Donations, legacies and similar incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

- The charity becomes entitled to the donations, legacy or similar income
- The income receivable can be measured reliably and it is probable the income will be received.

Tax relief on donations and gifts

Incoming resources from tax claims are included in the SOFA at the same time as they gift to which they relate.

Gifts in kind for sale or distribution

These are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount realised.

Gifts in kind for use by the charity

These are included in the SOFA as incoming resources when available.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably.

Notes for the Accounts

Outgoing Resources

Support costs
Support costs include the cost of administering the county office, governance costs and depreciation.

Grants payable
These represent the cost of subsidising international events plus discretionary grants but excludes Lettings Subsidy paid to units to help with Hall hire costs.

Expenditure and Liabilities
Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Operating Leases
Rents paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Expenditure
Redundancy payments are made in line with the statutory requirements

Assets

Tangible fixed assets for use by the charity
These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt. The charity does not have a policy of revaluation. Depreciation is provided on a straight line basis, no less than 3 years.

Debtors
Debtors are recognised at settlement amount due after any trade discount. Prepayments are valued at the amount prepaid net of any trade discounts due.

Investment
Investments are initially recorded at transaction value and subsequently measured at fair market value at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation.

Notes for the Accounts

Stocks
Shop Stocks are valued at the lower of cost and market value.

Creditors
Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for trade discounts.

Funds
Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for a particular area of the Charity's work.

Financial Instruments

The charity's financial assets and liabilities qualify as basic financial instruments and as such are initially recorded at cash, transaction or settlement value. Current Assets and liabilities are measured at cash or settlement value

Pension

The charity contributes to a money purchase scheme on behalf of its employees. This is operated by the Pensions Trust for Charities and Voluntary Organisations. Contributions to the scheme are a set percentage of salaries and are charged to the unrestricted fund.

Going Concern

The Trustees have considered going concern up to one year from the date of signing these accounts. The trustees have assessed the ongoing impact of COVID-19 and have produced budgets which take into consideration the impact on operational activities in 2021 and 2022 which show a loss being made in 2021 with a return to profitability in 2022. The trustees, based on the assessment, believe there are sufficient reserves for GGSW to continue operating for the foreseeable future.
Judgements in applying accounting policies and key sources of estimation uncertainty

The preparation of these accounts requires the Trustees to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily available from other sources. The estimates and assumptions are based on historical experience and other factors and are reviewed on an ongoing basis. The Trustees do not consider there are any critical judgements or sources of estimation uncertainty requiring disclosure.

Notes for the Accounts

2. Donations

	2020 (£)	2019 (£)
Donations	51,013	63,773

Donations in the year were £51,013 (2019: £63,773) of which £50,234 (2019: £52,584) were unrestricted and £779 (2019: £11,189) were restricted.

3. Incoming resources from charitable activities

	2020 (£)	2019 (£)
Events & Trainings	5,541	13,045
International Trips	-	12,057
Herons Wey	20,258	56,531
Paxmead including Shop	11,586	35,585
Campsite Contribution to County Office	-	5,000
Total	37,385	122,218

Incoming resources from charitable activities was £37,385 (2019: £122,218) of which £25,799 was unrestricted (2019: £86,633), £0 was Designated (2019 : £5,058) and £11,586 was restricted (2019: £35,585).

4. Income from other trading activities

	2019 (£)	2019 (£)
County Sales including Badges	30,540	6,623
Herons Wey Shop Sales	326	5,058
Paxmead Badges Sales	804	2,682
	31,670	14,363

Incoming resources from Other Trading activities was £31,670 (2019: £14,363) of which £30,540 was unrestricted (2019: £6,623), £326 was Designated (2019 : £5,058) and £804 was restricted (2019: £2,682).

5. Investment Income

The investment income from dividends of £5,397 (2019: £6,467) arises from money held in interest bearing accounts.

6. **Other Income**

Girlguiding Surrey West received a £10,000 section 2a Retail, Hospitality and Leisure Grant for each sites, being £10,000 Restricted and £10,000 Unrestricted.

Notes for the Accounts

7. Charitable Activities

	Guiding Activities	Grant Funding of Activities	2020 Total (£)	2019 Total (£)
Grants & Gifts		250	250	100
Lettings Subsidy		2,135	2,135	2,440
General Guiding activities	1,695		1,695	9,447
International trips	515		515	15,388
Training expenses	2,764		2,764	5,665
County Day	8,965		8,965	-
Herons Wey Camp Site	34,870		34,870	34,224
Paxmead	13,142		13,142	29,820
Support Costs	123,229		123,229	120,844
Total	185,180	2,385	187,565	217,928

See Note 8 for a breakdown of support costs

Expenditure on Charitable activities was £187,565 (2019: £217,928) of which £143,612 (2019: £160,802) was unrestricted, £5,205 (2019: £11,918) was Designated and £38,748 (2019: £45,208) was restricted.

Refund of Grant to LaSER worth £250 was given by Girlguiding Surrey West in 2020 as the funds should have been used in 2019.

8. Support Costs

	2020 (£)	2019 (£)
Publications and other promotional activity	-	56
Stationery, Printing, copying	-	182
Phone, postage, Mileage	154	80
Archivist & Website	605	1,055
County Office	35,881	25,224
Other	3,616	6,926
Depreciation	80,302	85,410
Governance	2,671	1,911
Total	123,229	120,844

Expenditure on support costs was £123,229 (2019: £120,844) of which £97,678 (2019: £87,877) was unrestricted and £25,551 (2019: £32,967) was restricted. Independent Examination Fees in 2020 were £2,400 (2019: £2,400).

Notes for the Accounts

9. Cost of Trading and Other Sales

	2020 (£)	2019 (£)
County Sales including Badges	21,217	7,565
Herons Wey Shop Sales	441	4,965
Paxmead Shop Sales	1,138	1,324
Total	22,796	13,854

Expenditure on Trading and Other Sales was £22,796 (2019: £13,854) of which £21,217 (2019: £7,565) was unrestricted, £441 (2019: £4,965) was designated and £1,138 (2019: £1,324) was restricted.

10. Salary Costs

	2020 (£)	2019 (£)
	£	£
Payroll Administration @ £10/month	120	120
Salary	31,860	21,145
Employers Pension contribution	672	-
Employers National Insurance	1,106	243
Total	33,758	21,508

Girlguiding Surrey West's Payroll is operated by Girlguiding LaSER (London & South East Region). No salaries were paid to Key Management Personnel including Trustees, Senior Management or Steering Committee representatives.

11. Trustees and Other Related Parties

No remuneration was paid to a trustee or connected person, and there were no payments to related parties. Payments to Trustees, to a value of £2,867, relate to the travelling and other incidental costs in respect of their roles by 4 of the trustees but excludes expenses related to events or training that they were part of. For 2020 the payments include Internet contributions, a new PC, COVID related activities and requirements, as well as a ZOOM licence.

No Trustees & Related parties to Girlguiding Surrey West donated back their expenses, so that Gift Aid could claimed during 2020.

Notes for the Accounts

12. Fixed Assets

Cost	Land (£)	Buildings structure and maintenance Freehold (£)	Buildings structure and maintenance Leased (£)	Equipment & site (£)	Total (£)
Cost at 1/1/20	942,500	565,803	330,800	117,525	1,956,628
Additions in year	-	4,056	-	4,368	8,424
Disposals	-	-	-	-	-
Cost at 31/12/20	942,500	569,859	330,800	121,893	1,965,052
Depreciation					
Provision at 1/1/20	-	501,545	78,460	90,288	670,293
Disposals in Year	-	-	-	-	-
Provided in year	-	47,623	23,320	9,359	80,302
Provision at 31/12/20	-	549,168	101,780	99,647	750,595
Net Book value at 31/12/20	942,500	20,691	229,020	22,246	1,214,457
Net Book value at 1/1/20	942,500	64,258	252,340	27,237	1,286,335

13. Investments

	2020 (£)	2019 (£)
Value at Start of Year	54,114	47,930
Investment in Year	-	-
(Losses) / Gains on re-valuation	(7,160)	6,184
Value at End of Year	46,954	54,114

14. Debtors and Prepayments

	2020 (£)	2019 (£)
Debtors	1,373	414
Prepayments	1,728	1,121
	3,101	1,535

15. Creditors and Accruals

	2020 (£)	2019 (£)
Creditors	1,409	3,287
Deferred Income	10,826	11,692
Accruals	2,400	2,400
	14,635	17,379

Notes for the Accounts

Deferred Income consists of

Item	Amount Deferred 2020 (£)	Amount Deferred 2019 (£)
Weyside /Herons Wey	6,638	5,506
Paxmead	3,893	3,849
First Response Training	295	279
Other	-	2,058
	10,826	11,692

16. Restricted funds

Analysis of movement in restricted fund

	2020 (£)
Balance at 1st January 2020	334,349
Income Resources	23,959
Resources Expended	(39,886)
Transfers	(6,000)
Gain on revaluation of Investment	(2,148)
Balance at 31st December 2020	310,274

Paxmead Operating Fund : Paxmead Boating Centre was taken over on the basis it was entirely self-supporting and not giving a Financial drain to GGSW. Included in the restricted fund above was a brought forward balance of £334,349, income of £23,959, costs of £39,886 and losses on investments of £2,148. The transfer of £6,000 from Restricted to Unrestricted funds is 20% repayment of a loan of £ 30,000 from Girlguiding Surrey West towards the Paxmead Building Work carried out in 2019. The balance on the fund at the end of the year was £310,274. The major incomes in 2020 were £7,791 from bookings, £804 from the shop & £1,724 from Boating. No events were held this year because of the COVID crisis, but donations of £12,006 were received to help defray costs.

The Paxmead Building Project Phase 1 is completed but fundraising for Phase 2 will be starting soon. This will provide changing facilities in the boatyard. £779 was received for this in 2020 although fund-raising has yet to start formally.

There were no costs and no income for International trips in the Restricted Fund in 2020. Trips planned for 2020 were cancelled.

Notes for the Accounts

17. Unrestricted funds

Analysis of movement in Unrestricted & Designated funds

	Balance at 1 January 2020 (£)	Incoming Resources (£)	Resources Expended (£)	Transfers (£)	Gains on Investment Assets (£)	Balance at 31 December 2020 (£)
General Fund	1,146,679	121,180	(164,829)	11,739	(5,012)	1,109,757
Designated Lettings Subsidy Fund	3,990	-	(2,135)	-	-	1,855
Designated HW Shop Fund	7,575	326	(882)	-	-	7,019
Designated HW Equipment	113,223	-	(2,629)	(5,739)	-	104,855
Total	1,271,467	121,506	(170,475)	6,000	(5,012)	1,223,486

Lettings Subsidy : GGSW allocates surplus funds at the end of each year toward providing a subsidy to our units for hall hire. This means the subs paid by the girls can be used by the units for activities, materials and so on and not for the meeting rooms.
Herons Wey Shop : The Closing Balance for Herons Wey Shop consists of the value of the stock £3,224 plus working capital for the start of 2021.
Herons Wey Equipment: The Trustees designated £80,000 for future capital projects in 2018 to add to what was already saved from previous years. In 2020 £4,000 spent on Track repairs and £1,739 on the Alders cabin was transferred to Unrestricted funds and a further £2,629 was spent to complete the Alders Changing rooms.

18. Financial Commitments

In 2015 the charity signed a lease agreement to rent Paxmead Riverside Base for 20 years, initially at a rent of £1,500 per annum. The lease is between The Girlguiding Trust Corporation and Spelthorne Borough Council with Girlguiding Surrey West taking over the tenancy from Girlguiding LaSER (London and South East Region) in December 2014. The charity to withdraw from the lease without penalty at any time, Spelthorne Council cannot. There will be a rent review every 5-7 years. This involves running the Paxmead site for boating and related activities. The site makes considerable profit, in normal years, which are being re-invested for refurbishment of the facilities.

Notes for the Accounts

19. **Funds by Net Assets**

2020	Unrestricted (£)	Restricted (£)	Designated (£)	Total (£)
Investments	32,868	14,086	-	46,954
Fixed assets	979,408	235,049	-	1,214,457
Current assets	108,004	65,251	113,729	286,984
Current Liabilities	(10,523)	(4,112)	-	(14,635)
Total	1,109,757	310,274	113,729	1,533,760

2019	Unrestricted (£)	Restricted (£)	Designated (£)	Total (£)
Investments	37,879	16,235	-	54,114
Fixed assets	1,025,735	260,600	-	1,286,335
Current assets	95,807	62,151	124,788	282,746
Current Liabilities	(12,742)	(4,637)	-	(17,379)
Total	1,146,679	334,349	124,788	1,605,816

20. Related Party Transactions

No key personnel, trustees or the families of key personnel have benefited financially from the relationship with Girlguiding Surrey West. There are no related party transactions.

21. Capital Commitments

There are no capital commitments carried forward from 2020 to 2021.

Notes for the Accounts

22. Impact of COVID-19 on Future Projects

As a consequence of the closure of Herons Wey Campsite, Weyside and Paxmead Riverside Base during the COVID 19 crisis, the trustees for Girlguiding Surrey West have reviewed the budgets and future plans for the sites. Whilst the sites continue to be closed no work will be carried out, under the lockdown restrictions imposed by the UK Government and our Trustees.
The work on the Alders Toilet Block at Herons Wey Campsite was completed in 2020, opening up further site for hire once we are permitted to do so. Further work on either site is suspended but are improvements rather than work that is essential for the operation of the sites.
Other than plans for the campsites or residential centres, all face to face events, most trainings and meetings continue to be suspended until further notice although our Guiding units, trustees, Senior Management teams and others continue to meet via Zoom or MSTeams . In addition, practical training for First Response have been held when appropriate and permitted by the regulations. Girlguiding Surrey West sees opportunities in continuing the meetings albeit online as it engages far more people eg parents, other children and will give us the chance to review the need for face to face meetings for Trustees, Senior Management, Steering Committee etc in the future. For unit meetings there is a strong feeling that girls prefer and benefit from face-to-face meetings which will be re-started at the earliest possible opportunity.

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Girlguiding Surrey West

I report to the trustees on my examination of the financial statements of Girlguiding Surrey West ('the charity') for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. 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 this 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, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

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

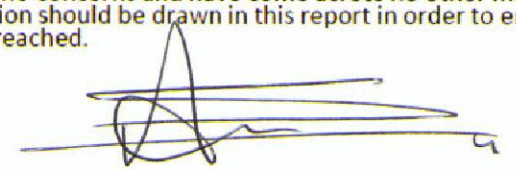
An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements 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.

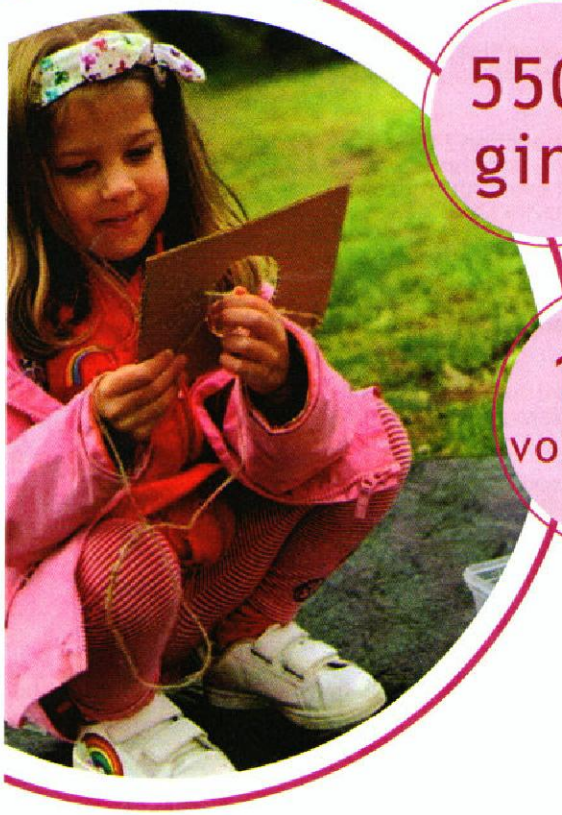
I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



10 May 2021

Andrew Skilton
ICAEW
Brewers Chartered Accountants
Bourne House
Queen Street
Gomshall
Surrey
GU5 9LY

Our Year in Numbers



5508 girls

1158 volunteers

30 County Commissioner Well Done certificates sent to girls and leaders who have done great things including donating their hair to charity, making scrub bags for members of the NHS, making posters for older members of their community, running activities at their online meetings and going above and beyond

Region Chief Commissioner's award presented to Georgina Churchlow

1 Going Away With Licence completed

5 Going Away With Licence with additional modules completed

3 people have added one or more additional modules to existing licences

About half of units had at least one meeting face to face when we were able to



APPENDIX 1
ADDRESS AND PERSONNEL

Principal Office	Girlguiding Surrey West Old Woking Community Centre Sundridge Road Woking SURREY GU22 9AT
Websites	www.ggsw.org.uk www.heronswey.org.uk www.paxmead.org.uk
Bank	CAF Ltd 25 Kings Hill Avenue West Malling KENT ME19 4JQ
Independent Examiner	Andrew Skilton ACA Brewers Chartered Accountants Bourne House Queen Street Gomshall SURREY GU5 9LY