

# HERTFORDSHIRE COUNTY GUIDES ASSOCIATION

England & Wales · Charity number 274225

## Details

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Other names	3RD BUSHEY HEATH GUIDE COMPANY, HERTFORDSHIRE COUNTY OF THE GIRL GUIDES ASSOCIATION, GIRLGUIDING HERTFORDSHIRE
Status	Registered
Legal form	Other
Registered	1977-09-19
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	County Office Girlguiding Hertfordshire Cottered Buntingford Hertfordshire SG9 9QP
Phone	07918 167 366
Email	<a href="mailto:admin@girlguidinghertfordshire.org.uk">admin@girlguidinghertfordshire.org.uk</a>
Website	<a href="http://www.girlguidinghertfordshire.org.uk">www.girlguidinghertfordshire.org.uk</a>

## Activities

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**Objects:** THE INSTRUCTION OF GIRLS OF ALL CLASSES IN PRINCIPLES OF DISCIPLINE LOYALTY AND GOOD CITIZENSHIP

**Activities:** Statement of Purpose Girlguiding UK enables girls and young women to develop their potential and to make a difference to the world

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** HERTFORDSHIRE
- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£204,638	£190,374	-	-
2023-12-31	£402,390	£202,687	-	-
2022-12-31	£161,375	£149,422	-	-
2021-12-31	£156,542	£139,370	-	-
2020-12-31	£177,064	£145,223	-	-

## Trustees

Name	Role	Appointed
Anne Johns		2019-01-01
Claire Kemp		2024-07-22
Elaine Alexandra Willson		2020-09-01
Elizabeth Louise Pinnington		2024-09-05
JANET ELIZABETH EAVIS		2020-09-29
Karin Hunter		2020-07-01
Nicola Weisfeld		2021-11-17

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# Accounts

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**REGISTERED CHARITY NUMBER: 274225**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024  
FOR  
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

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# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019).

### OBJECTIVES AND ACTIVITIES

#### Objectives and Aims

Hertfordshire County Guides Association known as Girlguiding Hertfordshire is registered with the Charity Commission (No: 274225) and is governed by Royal Charter dated 14 December 1922. As a Charity it is committed to promote Guiding within the County. Hertfordshire Guides adhere to the aims and objectives of The Guide Association as set out in the Policy Statement. The trustees confirm that they have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

#### Girlguiding - Policy Statement

Girlguiding Hertfordshire is an operating name of the Hertfordshire County Guides Association, Hertfordshire, and is part of Girlguiding, the operating name of the Guide Association.

#### Statement of Purpose

Girlguiding enables girls and young women to develop their potential and to make a difference to the world.

#### Aim of Guiding

Guiding offers girls and young women opportunities to:

- \* be challenged by new adventures and experiences and achieve a sense of pride in accomplishment
- \* develop self-awareness, self-respect and self-confidence
- \* develop a personal faith and values to give life meaning and direction
- \* think for themselves, govern themselves and make their own decisions
- \* make friends and have fun in the family of Guiding
- \* develop a sense of tolerance, justice, kindness and honour
- \* learn teamwork and acquire leadership skills, working with and for others to appreciate the environment and how to live in it
- \* understand about the world, its people and cultures

#### Method

Guiding uses a method with five distinct elements that interlink:

- \* Guides work together in small groups
- \* Guides are encouraged to govern themselves and make their own decisions
- \* Guides have a balanced and varied programme
- \* Guides care for the individual
- \* Guides share a commitment to a common standard

#### Membership

Girlguiding is open and inclusive for girls and women from all faiths, cultures and races. The extensive, balanced and varied programme in all sections of Guiding, cover the five outcomes outlined in 'Every Child Matters'.

#### The Sections

Guiding takes place in four sections:

Rainbow: from fourth birthday

Brownie: from seventh birthday

Guide: from tenth birthday

Ranger: from fourteenth to nineteenth birthday

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### Recruitment and appointment of new trustees

Potential new Trustees are nominated by members of the Hertfordshire County Guide Association to the County Commissioner whose duties include the appointment of new Trustees. Before making an appointment, consultation with senior members of the Association is undertaken. The nominee is then approached to ascertain their willingness to become a Trustee and the role and importance of the position is explained. Upon acceptance of the appointment, the nominee is offered Commissioner training.

### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Charity number** 274225

#### Principal address

County Office  
Hertfordshire Guide Centre  
Cottered  
Buntingford  
Hertfordshire  
SG9 9QP

#### Trustees

Mrs S Beswick  
Mrs E Mclaughlin  
Ms N Weisfeld  
Mrs J Bushe  
Mrs J Eavis  
Mrs S Settle  
Ms S Hill  
Miss E Wilson  
Miss K Hunter  
Mrs L O'Bryan  
Mrs A Johns  
Mrs C Alonso – Mora (resigned 20 February 2024)  
Mrs S Sayce (resigned 30 April 2024)  
Mrs R Ashdown (resigned 6 September 2024)  
Mrs J Maskrey (resigned 6 September 2024)  
Ms K Pett (appointed 1 May 2024)  
Mrs C Kemp (appointed 22 July 2024)  
Mrs E Pinnington (appointed 5 September 2024)

#### Independent examiner

Mercer & Hole  
Accountants  
72 London Road  
St Albans  
Hertfordshire  
AL1 1NS

Approved by order of the board of trustees on 15 August 2025 and signed on its behalf by:



Miss K Hunter - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**Independent examiner's report to the trustees of Hertfordshire County Guide Association**

I report to the charity trustees on my examination of the accounts of the Hertfordshire County Guide Association (the Trust) for the year ended 31 December 2024.

**Responsibilities and basis of report**

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

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

**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:

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Steve Robinson FCA  
Mercer & Hole Chartered Accountants  
72 London Road  
St Albans  
Hertfordshire  
AL1 1NS

Date: 18 August 2025

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2024

		Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		15,056	-	15,056	234,874
<b>Charitable activities</b>					
Direct charitable activities		-	45,101	45,101	37,054
Other charitable activities		76,858	-	76,858	75,484
Other trading activities	2	51,263	-	51,263	49,436
Investment income	3	<u>16,360</u>	-	<u>16,360</u>	<u>5,542</u>
<b>Total</b>		<b>159,537</b>	<b>45,101</b>	<b>204,638</b>	402,390
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Direct charitable activities		-	24,135	24,135	34,838
Other charitable activities		<u>158,368</u>	<u>7,871</u>	<u>166,239</u>	<u>167,849</u>
<b>Total</b>		<b>158,368</b>	<b>32,006</b>	<b>190,374</b>	202,687
<b>NET INCOME/(EXPENDITURE)</b>		<u><b>1,169</b></u>	<u><b>13,095</b></u>	<u><b>14,264</b></u>	<u><b>199,703</b></u>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<u><b>1,169</b></u>	<u><b>13,095</b></u>	<u><b>14,264</b></u>	<u><b>199,703</b></u>
<b>RECONCILIATION OF FUNDS</b>					
As previously reported		<u><b>409,441</b></u>	<u><b>293,351</b></u>	<u><b>702,792</b></u>	<u><b>503,089</b></u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><b>410,610</b></u>	<u><b>306,446</b></u>	<u><b>717,056</b></u>	<u><b>702,792</b></u>

The notes form part of these financial statements

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**BALANCE SHEET  
AT 31 DECEMBER 2024**

		2024	2023
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	8	182,569	190,846
<b>CURRENT ASSETS</b>			
Debtors	9	-	-
Cash at bank		<u>545,359</u>	<u>529,633</u>
		545,359	529,633
<b>CREDITORS</b>			
Amounts falling due within one year	10	(10,872)	(17,687)
<b>NET CURRENT ASSETS</b>		<u>534,487</u>	<u>511,946</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>717,056</b>	<b>702,792</b>
<b>NET ASSETS</b>		<b>717,056</b>	<b>702,792</b>
<b>FUNDS</b>	<b>12</b>		
<b>Unrestricted funds:</b>			
General Fund		333,694	332,197
Designated International Camp Fund		3,767	3,767
Designated Disabilities Fund		8,822	8,822
Designated Cost of Living Fund		355	1,027
Designated Activity Fund		63,972	63,628
		<u>410,610</u>	<u>409,441</u>
<b>Restricted funds:</b>			
Flexible guiding Fund		3,630	3,684
Restricted donations		508	508
International Fund		41,121	20,155
Buildings Fund		41,422	42,650
Disability Fund		219,765	226,354
		<u>306,446</u>	<u>293,351</u>
<b>TOTAL FUNDS</b>		<b>717,056</b>	<b>702,792</b>

The financial statements were approved by the Board of Trustees on 15 August 2025 and were signed on its behalf by:



Miss K Hunter -Trustee

The notes form part of these financial statements

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

## 1. ACCOUNTING POLICIES

### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of Section 3 Financial Statement Presentation paragraph 3.17(d); the requirements of Section 11 Financial Instruments paragraphs 11.41(b), 11.41(c), 11.41(e), 11.41(f), 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirement of Section 33 Related Party Disclosure paragraph 33.7.

### Income

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

Income from grants is recognised on a receivable basis.

### Expenditure

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

### Tangible fixed assets

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

Freehold property	- 2% on cost
Fixtures and fittings	- 20% on cost

### Taxation

The charity is exempt from tax on its charitable activities.

### Fund accounting

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

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

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

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

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

**1. ACCOUNTING POLICIES - continued**

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Grants**

Expenditure on grants is recorded once the Charity has made an unconditional commitment to pay the grant and this has been communicated to the beneficiary or the grant has been paid, whichever is the earlier. The Charity has not made any commitments of more than one year.

**2. OTHER TRADING ACTIVITIES**

	2024	2023
	£	£
County Centre	20,364	20,994
Activities for members	21,207	13,785
Badges	7,577	13,345
Other merchandise	1,487	617
Other	628	695
	<b>51,263</b>	<b>49,436</b>

**3. INVESTMENT INCOME**

	2024	2023
	£	£
Interest received	16,360	5,542

**4. TRUSTEES' REMUNERATION AND BENEFITS**

Three trustees received remuneration or other benefits for the year ended 31 December 2024 totalling £15,055 (2023: £18,730).

**Trustees' expenses**

17 (2023 - 15) Trustees were reimbursed during the year for directly incurred expenditure totalling £23,364 (2023 - £8,575).

**5. STAFF COSTS**

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

	2024	2023
Accounting and secretarial	5	5

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

**6. INDEPENDENT EXAMINERS' FEE**

The fee for the independent examination was £3,300 (2023: £3,300).

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

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

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	8,520	226,354	234,874
Charitable activities			
Direct charitable activities	-	37,054	37,054
Other charitable activities	75,484	-	75,484
Other trading activities	49,436	-	49,436
Investment income	<u>5,542</u>	-	<u>5,542</u>
<b>Total</b>	<b>138,982</b>	<b>263,408</b>	<b>402,390</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Direct charitable activities	-	34,838	34,838
Other charitable activities	163,017	4,832	167,849
Other	-	-	-
<b>Total</b>	<b>163,017</b>	<b>39,670</b>	<b>202,687</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b><u>(24,035)</u></b>	<b><u>223,738</u></b>	<b><u>199,703</u></b>
Transfers between funds	-	-	-
Net movement in funds	<u>(24,035)</u>	<u>223,738</u>	<u>199,703</u>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	<u>433,476</u>	<u>69,613</u>	<u>503,089</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b><u>409,441</u></b>	<b><u>293,351</u></b>	<b><u>702,792</u></b>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

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

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 January 2024	357,506	40,534	398,040
Additions	-	-	-
At 31 December 2024	<u>357,506</u>	<u>40,534</u>	<u>398,040</u>
<b>DEPRECIATION</b>			
At 1 January 2024	167,345	39,849	207,194
Charge for year	<u>7,979</u>	<u>298</u>	<u>8,277</u>
At 31 December 2024	<u>175,324</u>	<u>40,147</u>	<u>215,471</u>
<b>NET BOOK VALUE</b>			
At 31 December 2024	<u>182,182</u>	<u>387</u>	<u>182,569</u>
At 31 December 2023	<u>190,161</u>	<u>685</u>	<u>190,846</u>

Included in cost or valuation of land and buildings is freehold land of £24,500 (2023 - £24,500) which is not depreciated.

Ownership of Cottered County Centre shown under the heading Freehold Land & Buildings above is registered with Guide Association Trust Corporation who hold the title as Custodian or Holding Trustees for the Hertfordshire County Guides or the Trusts of the Guide Association 1938 Trust Deed.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

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

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
Other debtors	-	-
Prepayments and accrued income	<u>-</u>	<u>-</u>
	-	-

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
Trade creditors	<b>108</b>	-
Deferred income	<b>3,985</b>	10,250
Accrued expenses	<b>3,683</b>	3,749
Other creditors	<b><u>3,096</u></b>	<b><u>3,688</u></b>
	<b>10,872</b>	17,687

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted funds	2024 Total funds	2023 Total funds
Fixed assets	<b>169,909</b>	<b>12,660</b>	<b>182,569</b>	190,846
Current assets	<b>247,588</b>	<b>297,771</b>	<b>545,359</b>	529,633
Current liabilities	<b><u>(6,887)</u></b>	<b><u>(3,985)</u></b>	<b><u>(10,872)</u></b>	<b><u>(17,687)</u></b>
	<b>410,610</b>	<b>306,446</b>	<b>717,056</b>	702,792

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

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

12. MOVEMENT IN FUNDS

	1.1.24	Net movement in funds	Transfers between funds	At 31.12.24
	£	£	£	£
<b>Unrestricted funds</b>				
General Fund	332,197	1,477	20	333,694
Designated International Camp Fund	3,767	-	-	3,767
Designated Disabilities Fund	8,822	-	-	8,822
Designated Cost of Living Fund	1,027	(672)	-	355
Designated Activity Fund	<u>63,628</u>	<u>364</u>	<u>(20)</u>	<u>63,972</u>
	409,441	1,169	-	410,610
<b>Restricted funds</b>				
Restricted donations	508	-	-	508
International Fund	20,155	20,966	-	41,121
Flexible Guiding Fund	3,684	(54)	-	3,630
Disability Fund	226,354	(6,589)	-	219,765
Buildings Fund	<u>42,650</u>	<u>(1,228)</u>	-	<u>41,422</u>
	293,351	13,095	-	306,446
<b>TOTAL FUNDS</b>	<b>702,792</b>	<b>14,264</b>	<b>-</b>	<b>717,056</b>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General Fund	158,215	(156,738)	1,477
Designated International Camp Fund	-	-	-
Designated Disabilities Fund	-	-	-
Designated Cost of Living Fund	958	(1,630)	(672)
Designated Activity Fund	364	-	364
	<b>159,537</b>	<b>(158,368)</b>	<b>1,169</b>
<b>Restricted funds</b>			
International Fund	45,101	(24,135)	20,966
Restricted Donations	-	-	-
Flexible Guiding Fund	-	(54)	(54)
Disability Fund	-	(6,589)	(6,589)
Buildings Fund	-	(1,228)	(1,228)
	<b>45,101</b>	<b>(32,006)</b>	<b>13,095</b>
<b>TOTAL FUNDS</b>	<b>205,638</b>	<b>(190,374)</b>	<b>14,264</b>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

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

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.23	Net Movement in funds	Transfers between funds	At 31.12.23
<b>Unrestricted Funds</b>				
General Fund	348,681	(20,146)	3,662	332,197
Designated International Camp Fund	3,967	-	(200)	3,767
Designated Disabilities Fund	9,122	(300)	-	8,822
Designated Cost of Living Fund	-	1,027	-	1,027
Designated Activity Fund	<u>71,706</u>	<u>(4,616)</u>	<u>(3,462)</u>	<u>63,628</u>
	<b>433,476</b>	<b>(24,035)</b>	-	<b>409,441</b>
<b>Restricted Funds</b>				
Restricted donations	508	-	-	508
International Fund	17,938	2,216	-	20,155
Flexible Guiding Fund	3,685	-	-	3,684
Sustainability Fund	-	226,354	-	226,354
Buildings Fund	<u>47,482</u>	<u>(4,832)</u>	-	<u>42,650</u>
	<b>69,613</b>	<b>223,738</b>	-	<b>293,351</b>
<b>TOTAL FUNDS</b>	<b>503,089</b>	<b>199,703</b>	-	<b>702,792</b>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General Fund	137,955	(158,101)	(20,146)
Designated International Camp Fund	-	-	-
Designated Disabilities Fund	-	(300)	(300)
Designated Cost of Living Fund	1,027	-	1,027
Designated Activity Fund	-	(4,616)	(4,616)
	<b>138,982</b>	<b>(163,017)</b>	<b>(24,035)</b>
<b>Restricted funds</b>			
International Fund	37,054	(34,838)	2,216
Growing Guides	-	-	-
Training Fund	-	-	-
Flexible Guiding Fund	-	-	-
Disability Fund	226,354	-	226,354
Buildings Fund	-	(4,832)	(4,832)
	<b>263,408</b>	<b>(39,670)</b>	<b>223,738</b>
<b>TOTAL FUNDS</b>	<b>402,390</b>	<b>(202,687)</b>	<b>199,703</b>

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

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

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2024.

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

	<b>2024</b>	2023
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Legacies	-	226,354
Grants	<b>1,400</b>	7,954
Donations	<b>13,656</b>	566
	<b>15,056</b>	234,874
<b>Other trading activities</b>		
Training	-	-
County Centre	<b>21,207</b>	20,994
Activities for members	<b>20,364</b>	13,785
Badges	<b>7,577</b>	13,345
Other merchandise	<b>1,487</b>	617
Other	<b>628</b>	695
	<b>51,263</b>	49,436
<b>Investment income</b>		
Interest received	<b>16,360</b>	5,542
<b>Charitable activities</b>		
Subscriptions	<b>76,858</b>	74,754
200 Club	-	730
International trip income	<b>45,101</b>	37,054
	<b>121,959</b>	112,538
<b>Total incoming resources</b>	<b>204,638</b>	402,390
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Training	<b>3,206</b>	2,526
Members events	<b>7,138</b>	7,867
County centre	<b>51,799</b>	42,252
Professional fees	-	-
Travelling	<b>21,743</b>	10,639
Postage, telephone, printing and stationery	<b>1,215</b>	3,351
Website and internet costs	<b>804</b>	2,372
Commissioners and Queens guide grants	<b>990</b>	720
Carried forward	<b>86,895</b>	69,727

This page does not form part of the statutory financial statements

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

	2024	2023
	£	£
<b>Charitable activities</b>		
Brought forward	<b>86,895</b>	69,727
Grants	<b>3,800</b>	6,354
Presentations and awards	<b>1,594</b>	4,320
Sundry expenditure	<b>1,398</b>	6,387
International trip expenses	<b>24,135</b>	34,838
Badges	<b>8,516</b>	15,108
Rent	<b>3,600</b>	3,809
200 Club	<b>100</b>	500
Advertising	<b>1,623</b>	1,769
Depreciation	<b>8,277</b>	8,738
	<b>139,938</b>	151,550
<b>Support costs</b>		
<b>Governance costs</b>		
Wages	<b>42,120</b>	43,156
Social security	<b>1,044</b>	862
Pensions	<b>349</b>	346
Insurance	<b>2,223</b>	2,073
Independent examiner's fee	<b>3,300</b>	3,600
Secretarial and accounting	<b>1,400</b>	1,400
	<b>50,436</b>	51,137
<b>Total resources expended</b>	<b>190,374</b>	202,687
<b>Net income/(expenditure)</b>	<b><u>14,264</u></b>	<b><u>199,703</u></b>

## HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

### COUNTY TREASURER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

The accounts show a net surplus of £14,264 for the year compared to a net surplus in 2023 of £199,703.

#### **INCOME**

Net subscription income was up at £76,858 compared to 2023 (£74,754).

Other trading activities was higher at £51,263 compared to 2023 (£49,436) largely due to an increase in the use of the County Centre.

Donations and legacies were lower. No legacies were received in the year whilst a legacy of £226,354 was received in the prior year.

#### **EXPENDITURE**

Major expenses during 2024 were:-

- £51,799 (£42,252 in 2023) for the Hertfordshire Guide Centre at Cottered - The increase in the year was largely the result of expenditure on building projects in the year;
- £43,513 (£44,364 in 2023) on Staff costs - expense has remained stable for the year;
- £21,743 (£10,639 in 2023) on Travel expenses – The increase in the year was largely the result of increased Event travel in the year.

The Balance Sheet shows Girlguiding Hertfordshire's current worth as £717,056 an increase from 2023 (£700,792). Fixed assets decreased by £8,277 due to depreciation. The cash element of Current Assets increased while Creditors decreased. This resulted in Net Current Assets of £534,487 up from £511,946 in 2023. The Unrestricted Funds remained similar to last year. The Restricted Funds increased from £293,351 in 2023 to £306,446 due to movements on the International Fund.

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2024

### Our county in numbers

Divisions	Districts	Units
10	46	458
<b>Comparison to 2023</b>		
Young Members	7026	↓ 450
Volunteer Members	1636	↓ 61
Rainbows	1610	↓ 80
Brownies	3315	↓ 232
Guides	1841	↓ 51
Rangers	260	↓ 87

### Mission

We are committed to aligning with the mission statements of both Girlguiding UK and Girlguiding Anglia. Providing a safe, fun space where girls and young women can be themselves, we inspire them to have a positive impact on their community and empower them to find their voice.

### Our Values

We endeavour to be inclusive, empowering, inspiring and caring and provide an exceptional guiding experience. These fundamental guiding values ensure young members and volunteers feel supported, valued and free to be themselves.

### Girlguiding Themes



#### Creating exceptional experiences for girls

Inspiring girls, young women and volunteers to join Girlguiding by providing existing young members and volunteers with access to fun, accessible and empowering opportunities.

#### Rewarding volunteer experience

Making volunteering more appealing by ensuring opportunities offer flexibility to fit around people's lives.



#### Inclusive and impactful

Spreading awareness of Girlguiding and ensuring that as we grow in numbers, both girls and volunteers, we accurately reflect the world we live in.

## 2024 Aims and Objectives



In 2024 Girlguiding Hertfordshire reached the incredible milestone of 110 years of guiding and planned to recognise and celebrate this achievement with our members. 2 county activity days were held in April at PACCAR Scout Camp, 1 for Rainbows and Guides and the other for Brownies and Rangers. 360 members booked to attend each day.



Unfortunately, due to adverse weather conditions, the day for Brownies and Rangers was cancelled. A competition was also run at the start of the year to design a special commemorative 110<sup>th</sup> birthday badge. The winning design was created by a Guide from 4th Harpenden Guide unit.

A big focus this year was fundraising for the county centre refurbishment project. April saw the launch of the fundraising campaign and the aim was for works to commence before the end of the year. The media and communications team played a big role raising awareness of the campaign and encouraged fundraising across the county by publishing social media posts and sharing details of fundraising events that had taken place. Units from East division took part in a loose coin challenge and raised an amazing £1,445.43. A fundraising committee for the project was set up and they successfully applied for grants. Generous donations were received from Trefoil Guilds as well as other external organisations. The incredible efforts of everyone involved resulted in phase 1 of the works starting just before Christmas.



Working weekends to improve the facilities at Gaddesden Row Guide Centre and events to raise funds including wreath making and gingerbread scene decorating took place. The aim being to increase bookings at the Centre.

## Structure

In September the reins were handed over to a new county commissioner team. This brought about changes to the county structure to improve the collaborative working of the county team and enhance the guiding experience of our members and volunteers. The 3 new assistant county commissioners were each given an area of responsibility: adventure and opportunity, membership support and promote and grow, overseeing the county team members whose roles fell within their category.

Sadly, 2024 saw the passing of 2 of our 4 county vice presidents. Both long serving and highly regarded members who held numerous roles during their time with Girlguiding. In the latter part of the year, a further county vice president was appointed. Their long history with Girlguiding, being well known across the county for providing unwavering support to members and being awarded an MBE in His Majesty the King's 2024 Birthday Honours List for outstanding volunteer work made them the perfect choice to become an ambassador for guiding in the county.



## Supporting the Community

Members from all sections have been out in the community. 1<sup>st</sup> Welwyn Brownies visited Oakview Lodge Care Home and spent the afternoon doing crafts with the residents and sang songs.

1<sup>st</sup> Wheathampstead Rainbows planned and took part in a Grand National in the summer. They made their won hobby horse and named it, to take part with their parents watching and joining in. The money raised was donated to their chosen charity, the local RDA.

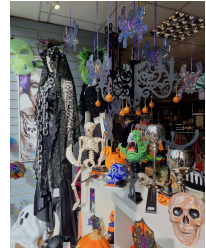
17<sup>th</sup> Harpenden Brownies took part in a 'reverse advent calendar challenge'. They collected hygiene products for the Kings Pantry Foodbank and decorated Christmas cards to go with the donations, which were distributed to families in need across Harpenden.

2<sup>nd</sup> Ware Guides visited their local Asda where they learnt about the Hertford and District Foodbank. They were given a £10 budget and challenged to select food items and consider meal ideas whilst choosing.

4<sup>th</sup> Welwyn Garden City Brownies held a 'Dress as an Elf' evening and raised money for the Alzheimer's Society. They had great fun playing bingo, a quiz and lots of other games.

Berkhamsted district held their annual Christmas Cracker fundraising market at the end of November and raised over £1,000.

24<sup>th</sup> St Albans Brownies made Halloween decorations for the Hospice of St Francis charity shop in St Albans.



2<sup>nd</sup> Royston Guides took part in the Swimathon for Royston raising almost £500 and splitting the money raised between the Rotary Club Charity and the Teenage Cancer Trust.

Rangers from Harpenden and Redbourn division assisted Santa by touring Harpenden town with his sleigh collecting money for charity at Christmas time.

Letchworth district had a stall at the Letchworth Armed Forces Day in May and held a fundraising jumble sale in September as well as a fundraising film afternoon in December.

Districts from South West division took part in the town summer fairs using the opportunity to recruit volunteers and girls and Sawbridgeworth & High Wych district opened a pop-up cafe at the town's May Fayre.

Members from across the county represented Girlguiding at Remembrance Day services and took part in parades, with some young members from South West division laying wreaths in memory of servicemen and women. Members from Harpenden and Redbourn division attended St George's Day parades and held a campfire and sang classic campfire songs afterwards.

Some young members and leaders from South West division attended the 75th anniversary of the Commonwealth service at St Albans Cathedral where they met the Duke and Duchess of Gloucester.

### **Rainbows, Brownies, Guides and Rangers**

Girls from all sections have achieved their Gold, Silver and Bronze section awards, with 2 girls from Datchworth Guides being the first in their unit to get their Gold award.

Rainbows from West division took part in a division Rainbow event at Leighton Buzzard narrow gauge railway.

Royston district's special Heather Savage Memorial award, created in honour of a wonderful former leader, was awarded to a young member from 2<sup>nd</sup> Royston Brownie unit and presented at the district AGM.

Brownies from Bishop's Stortford district held their own festival in the summer, Brownie Fest, watch out Glastonbury!

Districts within South West division organised Brownie "Revels" which was great fun for the Brownies and the leaders.

1<sup>st</sup> Thorley Brownies sent messages to the King about the "Go Explore" badge they were doing and received a letter back from Buckingham Palace saying the King hoped they were successful in achieving it!

Rainbows and Brownies from Hertford district enjoyed an amazing pyjama disco and raised £635 towards major refurbishments to their Guide hut.

1<sup>st</sup> Tring Guides celebrated their 70th anniversary.

A West division Guide event was organised at Bounce, followed by pizza and a sleepover at Leverstock Green Guide Hut.

Many Guides from across the county took part in the annual Great Patrol Hunt competition with 1<sup>st</sup> place going to the 'Leaky Tents' patrol from 4<sup>th</sup> Goffs Oak Guide unit.

The 60<sup>th</sup> anniversary camp at Lees Wood Scout and Guide Campsite and Activity Centre's proved very popular. A Guide from 4<sup>th</sup> Bushey Guides won the competition to design a commemorative badge for the occasion and her prize was officially opening the weekend. The challenge for the weekend was to complete 60 activities and most of the Guide and Ranger units from South West division took part and met the challenge.



Guides from Sawbridgeworth and High Wych district attended Hautbois Fest at the Hautbois Activity Centre, where they enjoyed listening to music and taking part in adventurous activities, arts and crafts and pamper sessions.

Guides and Rangers from Buntingford district decorated old wooden pallets and transformed them into Christmas trees.



Flexible Ranger units for 14-17 year olds who cannot attend regular face to face meetings started up again. The girls met weekly mainly via Zoom.

Broxbourne Rangers celebrated 40 years with an afternoon tea which was attended by many past members and the new county commissioner.

Royston district worked incredibly hard this year fundraising, with support from volunteers, young members, families and the local community and raised an amazing £4,973.86, with £2,500 being raised at their spring fayre, with 2<sup>nd</sup> Royston Brownies winning the stall competition for their cake stall. The monies raised have gone towards essential improvements to the district Guide HQ.

Baldock district held many fundraising events, including a very successful cake stall at the Baldock classic car rally in May, to raise vital funds for the Gwen Keech Baldock Guide HQ. Thanks to a great effort from leaders, young members and their families and the Baldock Trefoil Guild, enough funds were raised to purchase new chairs and tables for the building.

SEN units across the county delivered fantastic Guiding to members with special needs. 10<sup>th</sup> St Albans Guides made Beatbox music with Kimmy Beatbox, grew plants following a visit to St Albans Earthworks, had an evening of bowls at Clarence Park with St Albans bowling club, attended a workshop at Bayfordbury Observatory where they were able to look through a special telescope at

the Sun, went on a canal trip with Waterways Experiences and had a great visit from Ark Farm. The unit held a Christmas show for parents and families and "A Bad Start for Father Christmas" was specially written as one of the girls wanted to star in a play. 10th Goffs Oak All Sections were a brilliant guard of honour at their leader's wedding.

The St Albans Scout and Guide Gang Show took place at St Albans Arena in February, with over 50 Girlguiding members taking part. As always, the reviews were amazing, and the girls had a brilliant time. In May, the cast went camping, which gave them the opportunity to see another show in Chelmsford and have a great time post the stress of the show week!

Central division held a division Fiesta Day in the autumn. The 140 girls who attended enjoyed a range of activities including Bollywood dancing, silent disco, storytelling, drumming and inflatable assault course.

In June, the St Albans division skills builder camp returned, with 50+ Guides over 2 sub camps. They learnt to cook outdoors, built shelters and pitched their own tents.

Ware district began their 100th anniversary celebrations early with a district camp/holiday at Gilwell Park. All sections attended, the weather was kind, and everyone had an amazing time!



A young leader from South West division was chosen to take part in the week long National Scout and Guide Symphony Orchestra summer course in Stourbridge, West Midlands.

A 'pizza' evening was held for young leaders from West division so they could get to know each other. It was well attended and enjoyed by all.

### More fun...



There have been trips to the de Havilland aircraft museum, Hatfield Police Station bunker, Sky Studios, local cinemas to watch the Girlguiding viewings of Moana 2, local theatres to watch Pantomimes, Hornbeam Wood Hedgehog Sanctuary, Whipsnade Zoo, University Museum of Zoology in Cambridge, Wiced, Richard Cox House, Gosling Sports Park, ESSA, Glazed Creations, Royston Museum, Willows Activity Farm, Clip 'n

Climb, and Rock Up, Watford. 8 young members from 2<sup>nd</sup> Royston Brownies attended a special session at Bows Books with a local children's author, Maria Sproule, who writes about Max and his adventures in space and earned their Space Interest badge.



Holidays, camps and sleepovers have taken place with sleepovers at Hendon RAF museum, Whipsnade Zoo, Shepreth Wildlife Park, Kip on a Ship at HMS Belfast, Steeple Morden and Gulliver's Land in Milton Keynes. 5<sup>th</sup> Hoddesdon Brownies travelled by train to Scotland in May where they visited Loch Ness and explored the surrounding areas.

### Trooping the Colour

Girlguiding Hertfordshire were invited, for the second year in a row, to attend the 2024 Trooping the Colour. 6 young members and 2 adult volunteers travelled to London in June and enjoyed prime views from the Uniformed Youth Group's viewing area.



## **Celebrating Thinking Day**

Thinking Day events were held across the county and time was taken to remember Girlguiding's founders, Lord and Lady Baden Powell. In South West division each district celebrated locally with most taking part in the WAGGS activity 'Our World, Our Thriving Future'.

## **Visits from the community**

42 units have been visited by a Scout volunteer who passed on his wood whittling skills. 1<sup>st</sup> Grovehill Guides received a visit from the local Police Inspector who spoke to them about the role of the Police and what he/they do on a daily basis. The evening ended with the girls trying on jackets and helmets. Hertfordshire Golf have visited numerous units across the county running golf sessions as part of the county's Girls Golf challenge badge. 1<sup>st</sup> Wheathampstead Rainbows had ballet lessons from Ballet Bugs, as well as learnt some circus skills.



## **Guiding development**

The training team organised many Girlguiding 1<sup>st</sup> response and external first aid courses as well as a county training day in March, which saw an excellent turn out by our volunteers.

Many of the team have been involved in Anglia region webinars.

The Anglia region trainers who cover Hertfordshire continued to support with county trainings including 1st response, division commissioner support, a safe space and other adhoc webinars as requested. This ensured our volunteers were provided with great learning and development opportunities.

The trainers helped share lots of resources to sharpen leaders' skills and get participants fully involved with learning and development.

## **Outdoor and residential**

Throughout 2024, girls from all sections continued to enjoy a multitude of activities outside their usual meeting place. From geocaching with the walking team, to sleepovers in unique locations, residentials, camps, Duke of Edinburgh's Award and the Great Patrol Hunt, there have been opportunities for everyone to get involved with.

22 leaders completed their going away with qualification, or associated modules this year, ensuring that girls can continue to gain residential experiences. This included leaders who had gained additional modules to support in running international trips.

In the 2023-2024 academic year, 12 girls completed their Duke of Edinburgh's Award, with 8 completing Bronze, 3 completing Silver and 1 completing their Gold Award. Currently, there are 27 active participants working towards 3 levels of the award (8 Gold, 10 Silver and 9 Bronze).

In June, 96 girls joined together at Wymondley Wood Scout and Guide Centre for round 3 of the Great Patrol Hunt for 2023-2024. Completing challenges in line with the Guiding History interest badge, they enjoyed Blitz cooking, pioneering, communication methods and traditional songs.

September brought 170 Guides from across Hertfordshire together to take part in round 1 of the Great Patrol Hunt for 2024-2025 with a navigation round in Wheathampstead. Girls explored the heritage trail, played boules in the Crinkle Crinkle gardens, decorated story-telling horseshoes at Marford Hall and sheltered from the rain in a disused railway station. This was the first of 3 rounds for this academic year, with the following rounds to take place in March and June of 2025.

The walking team continue to arrange social walks for adult members, geocaching for both adults and girls and events to encourage young people to explore the outdoors.

Introduction to the Hills (ITTH) was attended by 72 young people from both Girlguiding Hertfordshire and Hertfordshire Scouts. Young people experienced hillwalking in the Dark Peak area of Derbyshire; climbing at Birchen Edge; cycling on the Peak and Tissington Trails; and caving at Stony Middleton. This event will take place again in May 2025.

### **International**

A county international selection day was held in June to select young members and leaders for international trips in 2025.

2 county international trips took place during the summer. 14 Guides and 4 adult leaders took part in the Essex Jamboree and 16 Rangers and 4 adult leaders visited Our Chalet in Switzerland.

Several adult leaders from Hertfordshire took part in the Anglia region, adult leader only, trips to Our Chalet in Switzerland for Friendship Week and Sangam, India.



3 Hertfordshire leaders were selected to take part in GOLD projects: GOLD Barbados, GOLD Madagascar MEM and GOLD UK/Greece.



### **Youth opportunities**

The team have been working with young leaders and Ranger leaders to make sure contact information is correct on the GO membership system to ensure they are kept up to date about opportunities available to them.

Over the course of 2024, 6 Commonwealth awards were presented and the Commonwealth award lead volunteer visited numerous units to promote the award.

### **Inspire**

2024 saw the team expand with the addition of a second, joint team lead as well as a dedicated Inspire social media volunteer.

The team have raised awareness of Inspire amongst the 18-30 age group, participated in the county training day and enhanced Hertfordshire's Inspire presence on Instagram, TikTok and Facebook, ensuring content was engaging and effective. An active Hertfordshire channel in the Anglia region Inspire WhatsApp community was also created.

The team created a postcard which provided Inspire aged members with clear and accessible ways to learn more and get involved.

Having received her Queen's Guide award, 1 of our joint Inspire coordination lead volunteers was interviewed for the Girlguiding magazine. This highlighted the opportunities and achievements available through Girlguiding and hopefully inspired other young women to aim high and get involved.

The team were involved in the development of the Anglia region Inspire challenge badge, with Hertfordshire's theme being 'Leading the way'.

2024 established an excellent foundation for growth of Inspire in Hertfordshire county, and with lots of ideas and events ahead in 2025 the future looks bright!

## **Trefoil Guild**

In January the Guilds provided coffees and lunch at the county training day in Stevenage and a "posh" lunch was held with 80 attendees to celebrate Thinking Day in February.

At the annual review the county was delighted to have Tracy Foster, Chief Guide, as speaker. She gave a heartwarming talk about the spirit of Guiding.



In April the reins were handed over to the new county Trefoil chair and her team whose first event, a Dabble Day, in October proved successful. Activities ranged from a river walk and visit to a wildlife sanctuary to craft and sessions on Signing.

One member gained their Bronze Voyage award and another their Silver.

The year ended with a traditional carol service in London Colney in December.

One of the aims going forward is to become more involved in mainstream Guiding which hopefully will inspire leaders to join the Trefoil Guild.

## **Inclusion**

Members of the team have delivered 1:1 training on the use of adjustment plans with units across the county, responded to queries from leaders about supporting neurodiverse young members and visited units to observe girls and offer tips and advice.

One member of the team did an International Women's Day talk. Attendees donated over £600, which was put into a social inclusion account for St Albans South district - meaning girls from the district were able to go on trips they wouldn't have been able to afford.

Members of the inclusions team helped run the "Nightline" activity base at the county activity day in April and manned a PR stall at Herts Pride in August.

## **Membership support**

Volunteers have been supported following many new changes which included a new process for returning leaders, the introduction of a new login system for both GO, the Girlguiding membership system, and the learning platform as well as the new digital process for DBS checks.

Work on compliance issues and the data integrity of GO continued throughout the year.

All long service awards due up to the end of December were delivered to division commissioners for presentation. These included 2 x 60-year awards, 1 x 50-year award, 6 x 40-year awards, 13 x 30-year awards, 33 x 20-year awards, 46 x 10-year awards and 74 x 5-year awards.

The county membership systems coordinator was awarded a national Good Service award at this year's awards celebrations.

## **Media and communications team**

The media and communications team collected stories and took photos at events to share on social media, the website and with local press to promote Girlguiding across Hertfordshire (and further afield) and help grow county membership.

The team worked closely with other members of the county team and helped create recruitment graphics, both for volunteers and girls as well as promoted international selection days and shared stories from various international trips.

A series of county recruitment campaigns were run across the year including 'Meet the leader' posts to highlight insights into the lives of volunteers, and Girlguiding's recruitment campaign was supported.

The number of followers on the county Facebook page reached 2,700 and the team continued to grow the county Instagram and X (Twitter) accounts with almost 900 and 500 followers respectively. The number of followers of the county LinkedIn page increased to 125 and has proved a good way to connect with volunteers, Hertfordshire businesses and as a recruitment tool.

### **Growth and retention**

The growth and retention team supported the county training day, recruitment events and activities that took place across the county by supplying advice and PR materials.

Example posters were created that could be displayed in units where volunteers were urgently required. The posters included an easy QR code for possible new volunteers to sign up with.

2024 saw a large increase in volunteer enquiries and joiners. This was down to the amazing work of our volunteers who supported recruitment campaigns and shared the word about volunteering.

Recruitment for team members began with the aim of having a volunteer from each division.



The biggest recruitment event of 2024 was the Herts County Show that ran over the weekend of 25 and 26 May. Girlguiding Hertfordshire were given a prime location right opposite the entrance and the new PR material stood out. Visitors to the stand took part in 1 minute challenges and soft axe throwing. Herts County Show confirmed county's stand at their 2025 event.

### **Awards**

This year's award ceremony was held in September at Leventhorpe School in Sawbridgeworth. A larger venue was needed this year due to the increase in attendee numbers.

Over 90 people attended the event where all our county awards were presented, by one of the deputy Lord Lieutenants of Hertfordshire, to the worthy recipients. In addition to the county awards, we also awarded 2 Queens Guides, 2 National Good Service, 1 Coronation Medal and 1 MBE.

#### **Member and Long Service brooch**

60 years – 3

50 years – 1

40 years – 7

30 years – 11

#### **County Thanks award**

5

#### **County Good Service award**

9

#### **County Good Guiding award**

5

#### **County Youth award**

3

#### **National Good Service award**

2

## Archives

Both county archivists took a small uniform display and a surplus books and badges to the county training day. The surplus was sold to help raise funds towards the refurbishment of Hertfordshire Guide Centre.

Research was carried out with the aim of finding proof of provenance for articles previously donated to Foxlease, either by Hertfordshire or by individuals from the county. Those that could be proven were claimed, including the wonderful wrought iron fireguard purpose made for the barn. Scanned copies of two logbooks from the 1924 World Camp at Foxlease written by the Hertfordshire Commandant, Miss Trotter, and by a Hertfordshire Patrol Leader, were acquired.



A webinar on digital preservation run by the Scottish Council for Archives and a 2 day course on book preservation and repair were attended.

The county archives continued to grow with donations received on a regular basis. Cataloguing of the archives continued and this made it easier to answer requests for information and provide loans for research, display and exhibitions. The majority of the archive was moved into protective storage ahead of refurbishment works commencing at Hertfordshire Guide Centre.

## Badges and depots

2024 was a year of significant change for badges and the beginning of transformation for shops.

The sale of Bronze, Silver and Gold awards changed from restricted 'county sale only' status to broader availability which allowed purchase from all shops. It was decided to maintain the option to purchase through county to ensure those unable to visit local shops could still obtain the awards.

County badges were made available for order via post directly from the county to give leaders an alternative method of obtaining them, in addition to attending local shops.

Work began on implementing changes to the way shops run following an announcement by Girlguiding HQ in June.

## Conclusion

As we reflect on a year of significant change on a local, national, and global scale, we are forever grateful for the time, effort, and dedication of all our volunteers. Continuing major armed conflicts, natural disasters, the ongoing cost-of-living crisis, riots across the UK, and Royal Family cancer battles have blighted our headlines. However, Girlguiding has continued to provide a safe haven and numerous positive experiences for many.

A highlight of the year is the county reaching the amazing milestone of 110 years of guiding and the celebration with numerous Guide and Rainbow units attended the 110<sup>th</sup> birthday activity day at PACCAR plus the creation of the special commemorative birthday badge.

2025 will be an exciting year with new opportunities for growth, development and adventure. We have a new patron in Her Royal Highness The Duchess of Edinburgh, a new vice president, a new county team, and numerous plans.

Karin Hunter  
County commissioner Girlguiding Hertfordshire

**HERTFORDSHIRE COUNTY GUIDES ASSOCIATION**

England & Wales - Charity number 274225

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# Accounts

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**REGISTERED CHARITY NUMBER: 274225**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023  
FOR  
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

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# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019).

### OBJECTIVES AND ACTIVITIES

#### Objectives and Aims

Hertfordshire County Guides Association known as Girlguiding Hertfordshire is registered with the Charity Commission (No: 274225) and is governed by Royal Charter dated 14 December 1922. As a Charity it is committed to promote Guiding within the County. Hertfordshire Guides adhere to the aims and objectives of The Guide Association as set out in the Policy Statement. The trustees confirm that they have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

#### Girlguiding - Policy Statement

Girlguiding Hertfordshire is an operating name of the Hertfordshire County Guides Association, Hertfordshire, and is part of Girlguiding, the operating name of the Guide Association.

#### Statement of Purpose

Girlguiding enables girls and young women to develop their potential and to make a difference to the world.

#### Aim of Guiding

Guiding offers girls and young women opportunities to:

- \* be challenged by new adventures and experiences and achieve a sense of pride in accomplishment
- \* develop self-awareness, self-respect and self-confidence
- \* develop a personal faith and values to give life meaning and direction
- \* think for themselves, govern themselves and make their own decisions
- \* make friends and have fun in the family of Guiding
- \* develop a sense of tolerance, justice, kindness and honour
- \* learn teamwork and acquire leadership skills, working with and for others to appreciate the environment and how to live in it
- \* understand about the world, its people and cultures

#### Method

Guiding uses a method with five distinct elements that interlink:

- \* Guides work together in small groups
- \* Guides are encouraged to govern themselves and make their own decisions
- \* Guides have a balanced and varied programme
- \* Guides care for the individual
- \* Guides share a commitment to a common standard

#### Membership

Girlguiding is open and inclusive for girls and women from all faiths, cultures and races. The extensive, balanced and varied programme in all sections of Guiding, cover the five outcomes outlined in 'Every Child Matters'.

#### The Sections

Guiding takes place in four sections:

Rainbow: from fourth birthday

Brownie: from seventh birthday

Guide: from tenth birthday

Ranger: from fourteenth to eighteenth birthday

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2023

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### Recruitment and appointment of new trustees

Potential new Trustees are nominated by members of the Hertfordshire County Guide Association to the County Commissioner whose duties include the appointment of new Trustees. Before making an appointment, consultation with senior members of the Association is undertaken. The nominee is then approached to ascertain their willingness to become a Trustee and the role and importance of the position is explained. Upon acceptance of the appointment, the nominee is offered Commissioner training.

### REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number 274225

#### Principal address

County Office  
Hertfordshire Guide Centre  
Cottered  
Buntingford  
Hertfordshire  
SG9 9QP

#### Trustees

Mrs S Beswick (appointed 1 September 2023)  
Mrs E Mclaughlin (appointed 1 September 2023)  
Ms N Weisfeld  
Mrs J Bushe  
Mrs J Eavis  
Mrs S Settle  
Mrs R Ashdown  
Ms S Hill  
Miss E Wilson  
Miss K Hunter  
Mrs L O'Bryan  
Mrs J Maskrey  
Mrs A Johns  
Mrs C Alonso – Mora (appointed 1 September 2023, resigned 20 February 2024)  
Mrs S Sayce (resigned 30 April 2024)  
Ms K Pett (appointed 1 May 2024)

#### Independent examiner

Mercer & Hole  
Accountants  
72 London Road  
St Albans  
Hertfordshire  
AL1 1NS

Approved by order of the board of trustees on 11 July 2024 and signed on its behalf by:



Mrs J Maskrey - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**Independent examiner's report to the trustees of Hertfordshire County Guide Association**

I report to the charity trustees on my examination of the accounts of the Hertfordshire County Guide Association (the Trust) for the year ended 31 December 2023.

**Responsibilities and basis of report**

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

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

**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:

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Steve Robinson FCA  
Mercer & Hole Chartered Accountants  
72 London Road  
St Albans  
Hertfordshire  
AL1 1NS

Date: 22 July 2024

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2023

		Unrestricted Funds	Restricted funds	2023 Total funds	2022 Total funds
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		8,520	226,354	234,874	20,615
<b>Charitable activities</b>					
Direct charitable activities		-	37,054	37,054	13,141
Other charitable activities		75,484	-	75,484	75,298
Other trading activities	2	49,436	-	49,436	46,926
Investment income	3	5,542	-	5,542	5,395
<b>Total</b>		<b>138,982</b>	<b>263,408</b>	<b>402,390</b>	<b>161,375</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Direct charitable activities		-	34,838	34,838	8,448
Other charitable activities		163,017	4,832	167,849	138,078
Other		-	-	-	2,896
<b>Total</b>		<b>163,017</b>	<b>39,670</b>	<b>202,687</b>	<b>149,422</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b><u>(24,035)</u></b>	<b><u>223,738</u></b>	<b><u>199,703</u></b>	<b><u>11,953</u></b>
<b>Transfers between funds</b>		-	-	-	-
<b>Net movement in funds</b>		<b><u>(24,035)</u></b>	<b><u>223,738</u></b>	<b><u>199,703</u></b>	<b><u>11,953</u></b>
<b>RECONCILIATION OF FUNDS</b>					
As previously reported		<b><u>433,476</u></b>	<b><u>69,613</u></b>	<b><u>503,089</u></b>	<b><u>491,136</u></b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>409,441</u></b>	<b><u>293,351</u></b>	<b><u>702,792</u></b>	<b><u>503,089</u></b>

The notes form part of these financial statements

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

BALANCE SHEET  
AT 31 DECEMBER 2023

		2023	2022
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	8	190,846	197,613
<b>CURRENT ASSETS</b>			
Debtors	9	-	-
Cash at bank		529,633	327,581
		<b>529,633</b>	<b>327,581</b>
<b>CREDITORS</b>			
Amounts falling due within one year	10	(17,687)	(22,105)
<b>NET CURRENT ASSETS</b>		<b><u>511,946</u></b>	<b><u>305,476</u></b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>702,792</b>	503,089
<b>NET ASSETS</b>		<b>702,792</b>	503,089
<b>FUNDS</b>	<b>12</b>		
<b>Unrestricted funds:</b>			
General Fund		332,197	348,681
Designated International Camp Fund		3,767	3,967
Designated Disabilities Fund		8,822	9,122
Designated Cost of Living Fund		1,027	-
Designated Activity Fund		63,628	71,706
		<b><u>409,441</u></b>	<b><u>433,476</u></b>
<b>Restricted funds:</b>			
Flexible guiding Fund		3,684	3,684
Restricted donations		508	508
International Fund		20,155	17,939
Buildings Fund		42,650	47,482
Disability Fund		226,354	-
		<b><u>293,351</u></b>	<b><u>69,613</u></b>
<b>TOTAL FUNDS</b>		<b>702,792</b>	503,089

The financial statements were approved by the Board of Trustees on 11 July 2024 and were signed on its behalf by:



Mrs J Maskrey -Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of Section 3 Financial Statement Presentation paragraph 3.17(d); the requirements of Section 11 Financial Instruments paragraphs 11.41(b), 11.41(c), 11.41(e), 11.41(f), 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirement of Section 33 Related Party Disclosure paragraph 33.7.

**Income**

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

Income from grants is recognised on a receivable basis.

**Expenditure**

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

**Tangible fixed assets**

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

Freehold property	- 2% on cost
Fixtures and fittings	- 20% on cost

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

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

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

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

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**1. ACCOUNTING POLICIES - continued**

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Grants**

Expenditure on grants is recorded once the Charity has made an unconditional commitment to pay the grant and this has been communicated to the beneficiary or the grant has been paid, whichever is the earlier. The Charity has not made any commitments of more than one year.

**2. OTHER TRADING ACTIVITIES**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Training	-	360
County Centre	<b>20,994</b>	18,608
Activities for members	<b>13,785</b>	17,632
Badges	<b>13,345</b>	9,890
Other merchandise	<b>617</b>	436
Other	<b>695</b>	-
	<b>49,436</b>	46,926

**3. INVESTMENT INCOME**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Interest received	<b>5,542</b>	5,395

**4. TRUSTEES' REMUNERATION AND BENEFITS**

Three trustees received remuneration or other benefits for the year ended 31 December 2023 totalling £18,730 (2022: £7,039).

**Trustees' expenses**

15 (2022 - 15) Trustees were reimbursed during the year for directly incurred expenditure totalling £8,575 (2022 - £2,495).

**5. STAFF COSTS**

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

	<b>2023</b>	<b>2022</b>
Accounting and secretarial	<b>5</b>	4

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

**6. INDEPENDENT EXAMINERS' FEE**

The fee for the independent examination was £3,900 (2022: £3,300).

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2023

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	3,115	17,500	20,615
<b>Charitable activities</b>			
Direct charitable activities	-	13,141	13,141
Other charitable activities	75,238	60	75,298
Other trading activities	46,926	-	46,926
Investment income	<u>5,395</u>	-	<u>5,395</u>
<b>Total</b>	<b>130,674</b>	<b>30,701</b>	161,375
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Direct charitable activities	-	8,448	8,448
Other charitable activities	125,001	13,077	138,078
Other	<u>2,896</u>	-	<u>2,896</u>
<b>Total</b>	<b>127,897</b>	<b>21,525</b>	149,422
<b>NET INCOME/(EXPENDITURE)</b>	<u>2,777</u>	<u>9,176</u>	<u>11,953</u>
<b>Transfers between funds</b>	<b>(30,000)</b>	<b>30,000</b>	-
<b>Net movement in funds</b>	<u>(27,223)</u>	<u>39,176</u>	<u>11,953</u>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>460,669</b>	<b>30,437</b>	<u>491,136</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>433,476</u>	<u>69,613</u>	<u>503,089</u>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2023

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 January 2023	355,534	40,534	396,068
Additions	1,972	-	1,972
At 31 December 2023	<u>357,506</u>	<u>40,534</u>	<u>398,040</u>
<b>DEPRECIATION</b>			
At 1 January 2023	159,366	39,089	198,455
Charge for year	<u>7,979</u>	<u>760</u>	<u>8,739</u>
At 31 December 2023	<u>167,345</u>	<u>39,849</u>	<u>207,194</u>
<b>NET BOOK VALUE</b>			
At 31 December 2023	<u>190,161</u>	<u>685</u>	<u>190,846</u>
At 31 December 2022	<u>196,168</u>	<u>1,445</u>	<u>197,613</u>

Included in cost or valuation of land and buildings is freehold land of £24,500 (2022 - £24,500) which is not depreciated.

Ownership of Cottered County Centre shown under the heading Freehold Land & Buildings above is registered with Guide Association Trust Corporation who hold the title as Custodian or Holding Trustees for the Hertfordshire County Guides or the Trusts of the Guide Association 1938 Trust Deed.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2023

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
Other debtors	-	-
Prepayments and accrued income	<u>-</u>	-
	-	-

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
Deferred income	<b>10,250</b>	17,755
Accrued expenses	<b>3,749</b>	4,350
Other creditors	<b><u>3,687</u></b>	-
	<b>17,687</b>	22,105

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted funds	2023 Total funds	2022 Total funds
Fixed assets	<b>189,070</b>	<b>1,776</b>	<b>190,846</b>	197,613
Current assets	<b>227,808</b>	<b>301,825</b>	<b>529,633</b>	327,581
Current liabilities	<b><u>(7,437)</u></b>	<b><u>(10,250)</u></b>	<b><u>(17,687)</u></b>	<b><u>(22,105)</u></b>
	<b>409,441</b>	<b>293,351</b>	<b>702,792</b>	503,089

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2023

12. MOVEMENT IN FUNDS

	1.1.23	Net movement in funds	Transfers between funds	At 31.12.23
	£	£	£	£
<b>Unrestricted funds</b>				
General Fund	348,681	(20,146)	3,662	332,197
Designated International Camp Fund	3,967	-	(200)	3,767
Designated Disabilities Fund	9,122	(300)	-	8,822
Designated Cost of Living Fund	-	1,027	-	1,027
Designated Activity Fund	<u>71,706</u>	<u>(4,616)</u>	<u>(3,462)</u>	<u>63,628</u>
	433,476	(24,035)	-	409,441
<b>Restricted funds</b>				
Restricted donations	508	-	-	508
International Fund	17,939	2,216	-	20,155
Flexible Guiding Fund	3,685	-	-	3,684
Disability Fund	-	226,354	-	226,354
<b>Buildings Fund</b>	<u>47,482</u>	<u>(4,832)</u>	-	<u>42,650</u>
	69,613	223,738	-	293,351
<b>TOTAL FUNDS</b>	<b>503,089</b>	<b>199,703</b>	<b>-</b>	<b>702,792</b>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General Fund	137,955	(158,101)	(20,146)
Designated International Camp Fund	-	-	-
Designated Disabilities Fund	-	(300)	(300)
Designated Cost of Living Fund	1,027	-	1,027
Designated Activity Fund	-	(4,616)	(4,616)
	<b>138,982</b>	<b>(163,017)</b>	<b>(24,035)</b>
<b>Restricted funds</b>			
International Fund	37,054	(34,838)	2,216
Growing Guides	-	-	-
Training Fund	-	-	-
Flexible Guiding Fund	-	-	-
Disability Fund	226,354	-	226,354
Buildings Fund	-	(4,832)	(4,832)
	<b>263,408</b>	<b>(39,670)</b>	<b>223,738</b>
<b>TOTAL FUNDS</b>	<b>402,390</b>	<b>(202,687)</b>	<b>199,703</b>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2023

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.22	Net Movement in funds	Transfers between funds	At 31.12.22
<b>Unrestricted Funds</b>				
General Fund	377,518	1,163	(30,000)	348,681
Designated International Camp Fund	3,967	-	-	3,967
Designated Disabilities Fund	9,122	-	-	9,122
Designated Activity Fund	<u>70,092</u>	<u>1,614</u>	-	<u>71,706</u>
	<b>460,699</b>	<b>2,777</b>	<b>(30,000)</b>	<b>433,476</b>
<b>Restricted Funds</b>				
Restricted donations	508	-	-	508
International Fund	7,428	10,510	-	17,938
Flexible Guiding Fund	4,760	(1,075)	-	3,685
Sustainability Fund	8,448	(8,448)	-	-
Buildings Fund	<u>9,293</u>	<u>8,189</u>	<u>30,000</u>	<u>47,482</u>
	<b>30,437</b>	<b>9,176</b>	<b>30,000</b>	<b>69,613</b>
<b>TOTAL FUNDS</b>	<b>491,136</b>	<b>11,953</b>	<b>-</b>	<b>503,089</b>

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

	Incoming resources	Resources expended	Movement in funds
<b>Unrestricted funds</b>			
General Fund	128,973	(127,810)	1,163
Designated Activity Fund	1,701	(87)	1,614
	<b>130,674</b>	<b>(127,897)</b>	<b>2,777</b>
<b>Restricted funds</b>			
International Fund	13,141	(2,631)	10,510
Flexible Guiding Fund	60	(1,135)	(1,075)
Sustainability Fund	-	(8,448)	(8,448)
Buildings Fund	17,500	(9,311)	8,189
	<b>30,701</b>	<b>(21,525)</b>	<b>9,176</b>
<b>TOTAL FUNDS</b>	<b>161,375</b>	<b>(149,422)</b>	<b>11,953</b>

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2023.

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

	2023	2022
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Legacies	226,354	-
Grants	7,954	15,200
Donations	566	5,415
	<b>234,874</b>	<b>20,615</b>
<b>Other trading activities</b>		
Training	-	360
County Centre	20,994	18,608
Activities for members	13,785	17,632
Badges	13,345	9,890
Other merchandise	617	436
Other	695	-
	<b>49,436</b>	<b>46,926</b>
<b>Investment income</b>		
Interest received	5,542	5,395
<b>Charitable activities</b>		
Subscriptions	74,754	73,935
200 Club	730	1,363
International trip income	37,054	13,141
	<b>112,538</b>	<b>88,439</b>
<b>Total incoming resources</b>	<b>402,390</b>	<b>161,375</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Training	2,526	2,860
Members events	7,867	10,074
County centre	42,252	24,122
Professional fees	-	7,728
Travelling	10,639	15,157
Postage, telephone, printing and stationery	3,351	3,316
Website and internet costs	2,372	644
Share magazine	-	4,615
Commissioners and Queens guide grants	720	499
Carried forward	69,727	69,015

This page does not form part of the statutory financial statements

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

	2023	2022
	£	£
<b>Charitable activities</b>		
Brought forward	<b>69,727</b>	69,015
Grants	<b>6,354</b>	12,149
Presentations and awards	<b>4,320</b>	560
Sundry expenditure	<b>5,787</b>	3,504
International trip expenses	<b>34,838</b>	2,631
Badges	<b>15,108</b>	14,246
Rent	<b>3,809</b>	-
200 Club	<b>500</b>	-
Advertising	<b>1,769</b>	-
Depreciation	<b>8,738</b>	8,823
	<b>150,950</b>	110,928
<b>Support costs</b>		
<b>Governance costs</b>		
Wages	<b>43,156</b>	29,886
Social security	<b>862</b>	554
Pensions	<b>346</b>	205
Insurance	<b>2,073</b>	1,653
Independent examiner's fee	<b>3,900</b>	3,300
Secretarial and accounting	<b>1,400</b>	2,896
	<b>51,737</b>	38,494
<b>Total resources expended</b>	<b>202,687</b>	149,422
<b>Net income/(expenditure)</b>	<b><u>199,703</u></b>	<b><u>11,953</u></b>

## HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

### COUNTY TREASURER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

The accounts show a net surplus of £199,703 for the year compared to a net surplus in 2022 of £11,953.

#### **INCOME**

Net subscription income was up at £74,754 compared to 2022 (£73,935).

Other trading activities was higher at £49,436 compared to 2022 (£46,926) largely due to an increase in the income from the County Centre and badges.

Donations and legacies were higher due to a legacy of £226,354 received in the year.

#### **EXPENDITURE**

Major expenses during 2023 were:-

- £42,252 (£24,122 in 2022) for the Hertfordshire Guide Centre at Cottered. The increase in the year was largely the result of expenditure on building projects in the year;
- £44,364 (£30,645 in 2022) on Staff costs — largely due to one extra staff member;
- £10,639 (£15,157 in 2022) on Travel expenses.

The Balance Sheet shows Girlguiding Hertfordshire's current worth as £702,792 an increase from 2022 (£503,089). Fixed assets decreased by £6,767, mainly due to depreciation. The cash element of Current Assets increased while Creditors increased. This resulted in Net Current Assets of £511,946 up £206,470 on 2022. Within the Unrestricted Funds the General fund decreased by £20,146 while other funds remained similar to last year. The Restricted Funds increased from £47,304 in 2022 to £293,351 due in large part to a legacy for the disability fund and movements on the International Fund.

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2023

### Our county in numbers

<b>Divisions</b>		<b>Districts</b>		<b>Units</b>
	10		46	457
				<b>Comparison to 2022</b>
Young Members	7476		↓	10
Volunteer Members	1697		↓	233
Rainbows	1690		↓	46
Brownies	3547		↓	97
Guides	1892		↑	85
Rangers	347		↑	48

### Mission

Our mission statement works in alignment with those of Girlguiding Anglia and Girlguiding UK. By expanding the skill set within our county team to achieve our aims we support girls to find their voice, encourage them to be the best they can be and to have a positive impact on their community.

### Our Values

We are committed to providing an inclusive, caring, fun environment for our girls and members whilst challenging, empowering, supporting and inspiring them. These are the key guiding values which enable everyone to achieve their best and have an exceptional guiding experience.

### Girlguiding Themes

#### Access

Ensuring girls and adults from all backgrounds are able to access guiding and benefit from the opportunities.

#### Excellence

Helping our volunteers to deliver good guiding by ensure access to the relevant support is available.

#### Voice

Commitment to listening to and promoting our girls' and volunteers' voices.

#### Capacity

Reviewing and updating our processes and working together to make guiding easier for our volunteers and to help them provide a better guiding experience.

### 2023 Aims and Objectives

2023 saw the launch of a Girlguiding branding refresh in the early part of the year. As a county we aimed to be one of the first to rebrand our website, resources and pr materials, and ensured our volunteers were well supported, especially during the initial period of change.

The King's Coronation was also a big focal point for guiding, particularly within our county where there was great excitement in the lead up and some of our members were very lucky to be invited to take part in the Trooping the Colour event.

Recruitment featured heavily especially with the King encouraging volunteering and Girlguiding being an official partner of The Big Help Out volunteer recruitment drive. We were also invited again to have a stand at the annual Hertfordshire County Show and our media and communications team ran a 'meet the volunteer' recruitment campaign to showcase who we are, ordinary people who together can achieve amazing things, and members were encouraged to share these posts. Volunteers from Berkhamsted district manned a stall in Hemel Hempstead on Armed Forces Day and volunteers from Stevenage division set up a stand at Stevenage Day in June, with the Mayor of Stevenage taking time to stop and chat.



Working to retain volunteers by making them feel valued and recognising the work they put has been important. As well as our annual county awards event, South West division held an afternoon tea in November as a thank you for all leaders and helpers in the division. The Goffs Oak district commissioner applied for, and received a grant towards the tea from a local councillor. The division team for West division held their own awards evening to celebrate the leaders who had received awards, giving those who were unable to attend the county event the chance to celebrate and be celebrated. To make the commissioner role less onerous we started looking at creating division and district teams where the workload would be spread amongst team members.

One of our leaders from 1st Rickmansworth Rainbows, was nominated to attend a red carpet event in London in November, for her contributions to Girlguiding. She was greeted with a glass of bubbly, had an afternoon tea and got to meet volunteers from across the country.

## **Structure**

Many county team roles came to an end this year and their successors brought with them fresh ideas and their enthusiasm was wonderful to see. We have continued to strive to work collaboratively as a county team and ensure information is cascaded to all levels to allow members to access wonderful experiences and opportunities. The county growth and retention coordinator role, created towards the end of last year, proved effective in ensuring new volunteer enquiries were dealt with speedily.

## **Supporting the Community**

Members of all sections have been out in the community. Rangers and young leaders from East division helped organise and participate in various community fetes. Brownies from Harpenden and Redbourn division went to a care home and sang songs, chatted to residents and played Bingo and Rangers from the same division helped the local Round Table with the Santa sleigh that goes around town.

Members from across the county represented Girlguiding and paid their respects at Remembrance Day parades and services.

Berkhamsted district raised £1350 by holding a Christmas cracker market with girls helping to run their unit stalls; there was face painting, tombolas, games, crafts, a hamper raffle, cakes/biscuits and reindeer food.

1st Goffs Oak Rainbows held fundraising events for Guide Dogs for the Blind raising over £200 and they are now sponsoring a Guide Dog.

A Brownie from 1st Cuffley Brownie unit completed her Brownie Gold award by running a unit meeting and fundraising. She called the register, gave instructions and with her chosen team, organized an amazing evening of games and cake decorating. The district and division commissioners joined the unit leaders to become Brownies for the evening, wearing yellow t-shirts to blend in. £92.40 was raised and £40 was used to adopt two animals at Whipsnade Zoo with the remainder donated to Children in Need.

St Albans South Rangers hosted a charity disco for 100 Brownies, Rainbows, Beavers and Cubs as part of their Take Action badge and raised an amazing £1000 for Youth Talk a local charity.

1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> Rickmansworth Rainbows completed the 'Help your Community' challenge from the Helper interest badge, by each bringing a food item to make a huge hamper that was donated to the Rickmansworth Food Bank.



A Brownie from 10<sup>th</sup> Harpenden Brownies collected over 55kgs of toiletries for The Hygiene Bank Harpenden and St Albans as part of her Charities badge.

### Rainbows, Brownies, Guides and Rangers



Girls across all sections have been achieving their Gold, Silver and Bronze section awards. With one Rainbow from St Albans division also earning all 12 interest badges. 9th St Albans Rainbows presented their super Rainbow her Gold award just before Christmas under the gold bauble in St Albans city centre.

7th St Albans Brownies celebrated their centenary with a talent show for parents and invited guests.



Brownies from Harpenden and Redbourn division took part in the Harpenden Christmas carnival.

150 Brownies from St Albans division attended a very successful division Gilwell Brownie adventure weekend, enjoying 2 days of fun and adventure, supported by 40 adult guiders and young leaders.

Guides, Brownies and families from Broxbourne district attended a 'family' holiday and camp at



Belchamps camp site near Southend over the spring bank holiday, taking part in onsite activities, fire lighting, BBQ's and camp fire.

A number of Rangers from Harpenden and Redbourn division attended the Girlguiding Wellies and Wristband festival in August.

This year saw the spectacular return of the St Albans Scout and Guide Gang Show, following a 2 year hiatus due to the pandemic. Over 50 Girlguiding members aged 11 to 70 spent 5 months preparing for the show.

Young leaders from the Hemel Hempstead districts held a 'pizza' evening social event so they could get to know each other.

Stevenage division ran a circus skills day for Brownies and Guides which was well attended and fun for everyone involved.

Members from across Radlett district decorated 'winter trees' made from repurposed wooden pallet which were put on display around the local area.



### **More fun...**

There have been trips along the Grand Union Canal and to Whipsnade Zoo, the cinema to watch the Girlguiding viewings of the Disney films the Little Mermaid and Wish, bowling alleys, Rickmansworth Aquadrome, Jump City, Woodoaks Farm in Maple Cross and to various Golf Clubs where girls completed their Girls Golf challenge badge.

Holidays, camps and sleepovers have taken place across the county with sleepovers at the Science Museum, the RAF Museum in London for the Pillows and Pilots event, HMS Belfast and one district from Harpenden and Redbourn division went to Paris.

### **Celebrating The King's Coronation**

There were many celebration events and parties held across the county with activities including making union flag windmills and window decorations, crown decorating, playing coronation bingo, baking Coronation cupcakes and making willow crowns.

12 girls from Hertfordshire county were selected to attend the Trooping the Colour parade in June and watched the historic occasion from inside the youth enclosure. After the parade they walked The Mall, in front of the public, to Buckingham Palace where they saw the Royal family on the balcony and watched the flypast. One lucky girl from our county was selected to be positioned at the Queen Victoria Memorial grandstand opposite Buckingham Palace where she directed guests in the grandstand area, handed out flags and ponchos and entertained the crowds while they waited for the King and Queen to arrive back at the Palace after the service.



A Guide from Harpenden and Redbourn division and a Brownie from St Albans division represented the county at an Evensong at St Albans Cathedral. The girls carried their unit flags alongside other youth organisations and our Brownie read a prayer in front of congregation.



Lots of events took place as part of The Big Help Out to raise awareness of volunteering. A working party at our County Centre in Coterred was well attended, with volunteers helping to paint the new camp shelter. Ware district spent a morning painting benches and litter picking at Ware Priory, and Brownies from Rickmansworth district litter picked.

## **Celebrating Thinking Day**

Rainbows, Brownies, Guides and volunteers from South East division celebrated World Thinking Day by wearing their guiding uniforms to school. A number of schools even included a quote in their newsletters to promote Girlguiding and encourage people to join. Rainbows, Brownies and Guides from Hoddesdon district held a Thinking Day afternoon get together and completed the World Association of Girl Guides and Girl Scouts (WAGGGS) challenge. Around 100 girls from Berkhamsted district celebrated Thinking Day by undertaking the Police challenge badge with support from Dacorum Police.

## **Visits from the community**



Many units across the county were visited by a Scout volunteer who passed on his wood whittling skills to the girls. As part of the Make Change badge and UK Parliament Week activities 9<sup>th</sup> Watford Rainbows received a visit from their local MP Dean Russell who gave an interactive short talk about rules, laws and voting. 3<sup>rd</sup> Baldock Guides were visited by Essex and Herts Air Ambulance.

## **Guiding development**

All team members are qualified trainers and renewals continue every 3 years. Many of the team have been involved in Anglia region webinars throughout 2023.

The Anglia trainers who cover Hertfordshire have continued to support with county trainings such as 1<sup>st</sup> Response, division commissioner support, a safe space and other adhoc webinars as requested. This ensures that our volunteers are provided with great learning and development opportunities.

The trainers help share lots of resources to sharpen leaders' skills and get participants fully involved with learning and development.

The majority of the team will be involved in the upcoming Hertfordshire county training day in January 2024.

## **Outdoor activities**

We ran 3 county 'fun days' during 2023. One for Rainbows and Brownies at Paradise Wildlife Park in July, another for Guides at Phasels Wood Activity Centre, and the third, for Rangers, at Wyboson Lakes where girls took on a water obstacle course and army assault course.



The walking team listened to girls' voices and improved their events by making them more accessible to all members, girls in particular, and opened some up to include families as well as units.

Hertfordshire continued to be a strong walking county, attracting a good number of trainees and social walkers each year.

Walking team members went to units and ran geocaching sessions. To facilitate more groups being able to have a go, some gps devices were purchased.



Mountain Experience, a joint Scout and Guide navigation training weekend for Rangers and Explorers, as well as an adult training group, took place early in the year.

Ranger teams from the county competed in Hertfordshire Peak Assault; with Buntingford winning the Visitors' trophy.

Members of the walking team, with extra help from some Trefoil Guild members, ran compass based activities for Brownies and Guides at the South West division outdoor activity day. The team also led hill walks and other outdoor activities on Introduction to the hills (Itth).

A Sensory Safari for Rainbows and Brownies took place in Broxbourne Woods along the existing sculpture trail route and in September, a 26 mile challenge event along the Norfolk coast was coordinated for Rangers, young leaders and adult members.



During 2022/23, 11 Bronze, 4 Silver and 1 Gold Duke of Edinburgh Awards were completed by members.

The walking team plans to run an equally full schedule of events in 2024.

### **Residential**

There have been lots of residential activities this year with girls enjoying trips, sleepovers and camps. The early part of the year saw the appointment of new joint county residential lead volunteers who have continued to provide support and advice to our leaders to ensure they are confident their events are well planned.

### **International**

The team organised a county international selection day, Lorne residential and Azores residential. It was wonderful that after 3 years of not being able to offer an International experience to girls we were able to run two trips this year. The trip to Lorne was aimed at giving younger members the opportunity to get a feel for what an International trip involves. The girls came away with a sense of achievement and a thirst for adventure.



21 Rangers and 4 adult leaders went on the Azores trip. An action filled week which included dolphin and whale watching, canyoning, biking and kayaking and lots of water activities.

A few girls were selected by Anglia region to attend the World Scout Jamboree in South Korea, which despite the many challenges was a fantastic opportunity.

### **Youth opportunities**

2023 saw big changes within the youth opportunities team with the majority of teams' roles ending and successors being appointed.

Our young leader lead volunteer visited units providing support to young leaders and other leaders, as well as started preparing training sessions which will be run across the county as required. 24 young leader qualifications (YLQ) have been completed.

Our Ranger lead volunteer ran an event for Ranger leaders to enable sharing of ideas and good practice for this age range. Our county peer education coordination lead volunteer focused on events to engage more peer educator members aged 14-25 within the county.

There were 5 new sign ups for the Queens Guide award and two young members completed and were presented with their awards.

The county young leader lead volunteer was appointed as a tutor and reviewer on the Anglia regional training team.

The team will be looking to increase the Commonwealth award uptake amongst our young members.

### **Inspire**

The focus of our county Inspire coordination lead volunteer, fresh in role at the beginning of the year, was to grow Inspire Hertfordshire. A survey was shared throughout the county to find out what 18-30 year olds want.

September saw the launch of an Inspire Blog and plans to create more of an impactful social media presence were formulated.

Our county Inspire coordination lead volunteer started work on a Region Inspire challenge badge, a tool for the whole region to learn more about Inspire and improve connections between counties within Anglia region.

Our county Inspire coordination lead volunteer completed her Queen's Guide award this year.

### **Trefoil Guild**



2023 saw Trefoil Guild celebrate its 80<sup>th</sup> birthday and members took part in the 80th birthday challenge set by National Trefoil Guild with some units all gaining the badge as they based their programme on it. A birthday picnic at Tolmers Scout Camp site was held and a craft day at Hemel Hempstead.

The Hertfordshire Trefoil Guild annual review took the format of Creative Spree in '23 with each Guild providing a display on the theme of 80 years of Trefoil Guild. The creative arts included many mediums such as song and poetry.

The Guilds continued to provide a full and active programme for their members, as well as supporting local Girlguiding in various ways, including supporting the 200 Club for the Hertfordshire County Centre at Cottered and helping at working parties there. Members regularly helped with activities and served refreshments at district, division and county training and activity days as well as supporting regional and National Trefoil Guild events throughout the year.

The individual Guilds had a variety of speakers and have been out and about exploring their local area.

Guilds have continued to support the local community in various ways by collecting stamps, bottle tops, etc. and knitting for premature baby units, and the shoe box appeal. The amount that has been raised for charities over the year by the various Guilds is substantial.

Stevenage Guild celebrated their 75th anniversary and other Guilds have celebrated their 45th anniversary and other landmarks.

5 members completed their Voyage award with 2 gaining the gold, 1 the silver and 2 the bronze.

It has been good to see numbers rising to pre pandemic levels as members gain in confidence and it is good to see new younger members being recruited.

### **Inclusion**

In 2023, the inclusions team were busy supporting leaders and responding to requests for advice on how to adapt activities to include all young members. There was a rise in the number of units asking for help with supporting autistic and neurodiverse members this year. Members of the team made visits to units to tailor advice to individual circumstances. Plans are currently being made to offer a training session for leaders around the topic of neurodiversity in the coming year.

The team have also helped leaders with the writing of adjustment plans for young members. Informal advisory work has been undertaken in St Albans and Central divisions about including girls and leaders with additional needs.

Members of the team have undertaken e-learning about disability and inclusion to ensure their knowledge remains up to date and are able to provide appropriate support and advice.

### **Membership support**

The membership systems team supported volunteers by being the first stop for queries related to GO and Girlguiding policies. This involved covering areas of the database including safe practice, compliance, girl enquiries, training on GO and resolving problems where possible. Our county membership systems coordinator supported members, dealing with high levels of queries surrounding the setting up of logins for GO and the learning platform.

The responsibility for maintaining the volunteer enquiries moved to the membership growth coordinator.

The leadership qualification team worked hard to encourage completion of the leadership qualification (LQ), before it was withdrawn at the end of September. The new leadership development programme (LDP) replaced the LQ.

A group for GO coordinators in the region was set up following a region training day.

All long service awards for 2023, bar one, were given to division commissioners for presentation. Total Awards for the year are: 5-year = 100, 10-year = 45, 20-year = 20, 30-year = 12, 40-year = 16, 50-year = 4.

### **Media and communications team**

There was a change in leadership within the media and communications team early in the year.

Following the launch of the new branding in March, the team helped everyone in the county to embrace the change by providing support to divisions, districts and units.

The team have attended lots of events, including Hertfordshire County Show, county activity days, St Albans Gang Show, Trooping the Colour and the county awards celebration, to collect stories and take photos to share on social media, website and local press.

The team have continued to share posts across the county social media channels about what has been taking place. Facebook remains very strong with over 2,500 followers. There have been some particularly popular posts with one about Halloween crafts gaining an engagement of over 1,000 and reach of 30,000 people. The Instagram and Twitter accounts continue to grow with over 700 and 500 followers respectively. This year saw the launch of the county's LinkedIn page, to connect with volunteers, Hertfordshire businesses and as a recruitment tool.

The team helped create recruitment graphics for a variety of purposes and sharing posts on social media as well as supporting Girlguiding Anglia's 'Pass it on' campaign. To encourage volunteer recruitment, graphics have been shared throughout the year, such as 'meet the volunteer' posts to highlight the benefits to volunteering. Later in the year, the Girlguiding girl recruitment campaign to encourage new Rainbows, Brownies, Guides and Rangers to join was shared across social media platforms.

### **Growth and retention**

The growth and retention team organised the county participating in the Hertfordshire County Show with volunteers supporting on the main gates. With the rebranding taking place not long before the team worked very hard to ensure the stand and advertising was up to date.

There has been a big focus again this year on recruitment across the county and the team have provided support to units/districts and divisions with PR events.

2023 was a very successful year with local pr events taking place all over the county. The events varied from stands, stalls and displays at local community day to multiple events taking place over the county as part of the national Big Help Out event in May. The team provided support to units, districts and divisions with PR events.

As a county we ran multiple recruitment campaigns. Our most successful recruitment tools have been word by mouth and social media. More campaigns will be run in 2024.

2023 saw a change in the Girlguiding leadership qualification, moving to a new program called leadership development programme. To date we have 4 fully new leaders on the new program and 78 registered. The county growth and retention coordinator took over the coordinating of the leadership development programme (LDP) qualification for the county.

At region level the growth team were involved with the Promote and Grow challenge badge.

In 2024 Girlguiding Hertfordshire will be celebrating its 110th birthday, this will create amazing opportunities to run events to celebrate, promote and grow the county.

### **Awards**

This year saw a big change over to an online web-based nomination system, which opened the nominations out to the girls and their parents, as well as adult members.

A new county Youth award was created, and the badge designed by a member working towards their Queens Guide award.

We held a well attended awards presentation and garden party at Cottered at the end of the Summer, for all county award winners and long service award recipients.

40 years – 14

30 years – 9

**County Thanks award**

13

**County Good Service award**

11

**County Good Guiding award**

10

**County Youth award**

1

**National Good Service award**

4

Hertfordshire will again be on the rota as one of the representative members on the Anglia region team from January 2024.

**Archives**

The annual Anglia archivists weekend took place at Hautbois in October and was attended by the Girlguiding HQ lead volunteer for the National Archive Project and the recently appointed HQ Archivist.

An escape room was trialled at one session, a talk on Waste not Want not, ideas for using surplus items such as badges for activities and display ideas, was very useful. A conservator verified identification and dating of older uniforms and gave a presentation on conservation and preservation of archive material.

Work began on the new Anglia badge book for the Guide section to prepare it for publication and the final draft for the Rainbow section was available. Brownie, Ranger and Adult sections remain in progress.

Hertfordshire archivists have attended courses, including a full day digitisation workshop, a seminar on digital archiving processes and a full day workshop on conservation for archivists.

Heritage week at Foxlease was attended, which included presentations on safe storage for archives and Girlguiding history.

Uniform has been loaned for display and a visit to a Brownie unit with archive items was well received. Requests, for available information about the history of units and other levels, were frequently received, particularly around significant anniversary dates.

Work commenced on creating history activity boxes for loan to units across the county and work on sorting, cataloguing, conserving and moving more items into archival quality boxes for protection has continued. New donations have been received throughout the year.

**Badges and depots**

An online form for ordering section Bronze, Silver and Gold awards went live this year, allowing orders to be placed anytime with the most up to date information and has resulted in a reduction in time for processing orders.

Across the county this year, the awards achieved by girls was as followed:

**Bronze:** Rainbows 450, Brownies 781, Guides 247, Rangers 23

**Silver:** Rainbows 258, Brownies 460, Guides 153, Rangers 3

**Gold:** Rainbows 146, Brownies 285, Guides 86, Gold 4

(End of year totals may be higher).

### **Conclusion**

The year has been packed with excitement, achievement and celebration. Our numbers have unfortunately dropped for most young member sections and volunteers, but our growth and retention lead and local teams have put a lot of effort into recruitment and being visible in the community, which we hope will have a positive impact in the coming year.

A highlight of the year has to be the activity around the King's Coronation and Girlguiding Hertfordshire had two volunteers who were selected to support the event in London, as well as many members holding local celebrations and supporting the Big Help Out initiative.

The length of service of our volunteers continues to be outstanding, and many more awards were presented again this year at our celebration event. Young member awards were also in abundance and units and districts have been fantastic at celebrating these, with Gold parties and social media stories.

Our online presence continues to develop and we have been able to generate a great following across all of the social media channels as well as an improved website experience where we aim to support volunteers with resources, as well as share great news and provide members of the public with an insight as to the great things Girlguiding has to offer.

As always, Girlguiding Hertfordshire volunteers strive to do the best they can to help girls achieve anything and everything, giving up countless hours of their time whilst benefiting from long-lasting friendships and experiences.

Jenny Maskrey  
County commissioner Girlguiding Hertfordshire

**HERTFORDSHIRE COUNTY GUIDES ASSOCIATION**

England & Wales - Charity number 274225

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# Accounts

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**REGISTERED CHARITY NUMBER: 274225**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2022  
FOR  
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2022**

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# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019).

### OBJECTIVES AND ACTIVITIES

#### Objectives and Aims

Hertfordshire County Guide Association known as Girlguiding Hertfordshire is registered with the Charity Commission (No: 274225) and is governed by Royal Charter dated 14 December 1922. As a Charity it is committed to promote Guiding within the County. Girlguiding Hertfordshire adhere to the aims and objectives of The Guide Association as set out in the Policy Statement. The trustees confirm that they have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

#### Girlguiding - Policy Statement

Girlguiding Hertfordshire is an operating name of the Hertfordshire County Guide Association and is part of Girlguiding, the operating name of The Guide Association.

#### Statement of Purpose

Girlguiding enables girls and young women to develop their potential and to make a difference to the world.

#### Aim of Guiding

Guiding offers girls and young women opportunities to:

- \* be challenged by new adventures and experiences and achieve a sense of pride in accomplishment
- \* develop self-awareness, self-respect and self-confidence
- \* develop a personal faith and values to give life meaning and direction
- \* think for themselves, govern themselves and make their own decisions
- \* make friends and have fun in the family of Guiding
- \* develop a sense of tolerance, justice, kindness and honour
- \* learn teamwork and acquire leadership skills, working with and for others to appreciate the environment and how to live in it
- \* understand about the world, its people and cultures

#### Method

There are five interlinking principles that run throughout our programme. These are known as the five essentials:

- \* working together in small groups
- \* encouraging self-government and decision making
- \* a balanced and varied programme which is girl-led
- \* caring for the individual
- \* sharing a commitment to a common standard

#### Membership

Girlguiding is open and inclusive for girls and women from all faiths, cultures and races. The extensive, balanced and varied programme in all sections of Guiding, cover the five outcomes outlined in 'Every Child Matters'.

#### The Sections

Guiding takes place in four sections:

Rainbows: from fourth birthday

Brownies: from seventh Birthday

Guides: from tenth birthday

Rangers: from fourteenth to nineteenth birthday

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### Recruitment and appointment of new trustees

Potential new Trustees are nominated by members of Girlguiding Hertfordshire to the County Commissioner whose duties include the appointment of new Trustees. Before making an appointment, consultation with senior members of the Association is undertaken. The nominee is then approached to ascertain their willingness to become a Trustee and the role and importance of the position is explained. Upon acceptance of the appointment, the nominee is offered training.

### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Charity number** 274225

#### Principal address

County Office  
Hertfordshire Guide Centre  
Cottered  
Buntingford  
Hertfordshire  
SG9 9QP

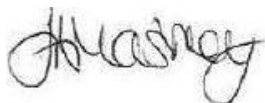
#### Trustees

Mrs J Maskrey  
Mrs A Johns  
Mrs L O'Bryan  
Mrs J Smith  
Mrs S Sayce  
Mrs J Wheeler (resigned 1 September 2022)  
Miss K Hunter  
Mrs R Ashdown  
Mrs S Settle  
Mrs C Hildrop  
Ms S Hill  
Miss E Wilson  
Mrs J Eavis  
Mrs J Bushe  
Ms N Weisfeld  
Ms V Richards (appointed 1 September 2022, resigned December 2022)

#### Independent examiner

Mercer & Hole  
Accountants  
72 London Road  
St Albans  
Hertfordshire  
AL1 1NS

Approved by order of the board of trustees on 28 June 2023 and signed on its behalf by:



Mrs J Maskrey - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**Independent examiner's report to the trustees of Hertfordshire County Guide Association**

I report to the charity trustees on my examination of the accounts of the Hertfordshire County Guide Association (the Trust) for the year ended 31 December 2022.

**Responsibilities and basis of report**

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

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

**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:

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Steve Robinson FCA  
Mercer & Hole Chartered Accountants  
72 London Road  
St Albans  
Hertfordshire  
AL1 1NS

Date: 26 July 2023

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2022

		<b>2022</b>	<b>Restricted</b>	<b>Total funds</b>	<b>2021</b>
		<b>Unrestricted</b>	<b>funds</b>		<b>Total funds</b>
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		3,115	17,500	20,615	55,319
<b>Charitable activities</b>					
Direct charitable activities		-	13,141	13,141	10,817
Other charitable activities		75,238	60	75,298	58,388
Other trading activities	2	46,926	-	46,926	31,912
Investment income	3	5,395	-	5,395	106
<b>Total</b>		<b>130,674</b>	<b>30,701</b>	<b>161,375</b>	<b>156,542</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Direct charitable activities		-	8,448	8,448	27,549
Other charitable activities		125,001	13,077	138,078	110,563
Other		2,896	-	2,896	1,467
<b>Total</b>		<b>127,897</b>	<b>21,525</b>	<b>149,422</b>	<b>139,370</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b><u>2,777</u></b>	<b><u>9,176</u></b>	<b><u>11,953</u></b>	<b><u>17,172</u></b>
Transfers between funds		(30,000)	30,000	-	-
<b>Net movement in funds</b>		<b><u>(27,223)</u></b>	<b><u>39,176</u></b>	<b><u>11,953</u></b>	<b><u>17,172</u></b>
<b>RECONCILIATION OF FUNDS</b>					
As previously reported		460,699	30,437	491,136	473,964
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>433,476</u></b>	<b><u>69,613</u></b>	<b><u>503,089</u></b>	<b><u>491,136</u></b>

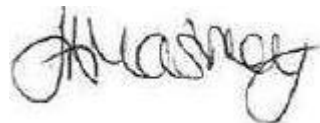
The notes form part of these financial statements

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**BALANCE SHEET  
AT 31 DECEMBER 2022**

		2022	2021
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	8	197,613	190,605
<b>CURRENT ASSETS</b>			
Debtors	9	-	1,571
Cash at bank		327,581	302,495
		<b>327,581</b>	<b>304,066</b>
<b>CREDITORS</b>			
Amounts falling due within one year	10	(22,105)	(3,535)
<b>NET CURRENT ASSETS</b>		<b><u>305,476</u></b>	<b><u>300,531</u></b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>503,089</b>	491,136
<b>NET ASSETS</b>		<b>503,089</b>	491,136
<b>FUNDS</b>	12		
<b>Unrestricted funds:</b>			
General Fund		348,681	377,274
Designated International Camp Fund		3,967	3,967
Designated Disabilities Fund		9,122	9,122
Designated Building Equipment Fund		-	-
Designated Activity Fund		71,706	70,091
		<b><u>433,476</u></b>	<b><u>460,454</u></b>
<b>Restricted funds:</b>			
Flexible guiding Fund		3,684	4,760
Sustainability Fund		-	8,448
Restricted donations		508	508
International Fund		17,939	7,673
Buildings Fund		47,482	9,293
		<b><u>69,613</u></b>	<b><u>30,682</u></b>
<b>TOTAL FUNDS</b>		<b>503,089</b>	491,136

The financial statements were approved by the Board of Trustees on 28 June 2023 and were signed on its behalf by:



Mrs J Maskrey -Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2022

## 1. ACCOUNTING POLICIES

### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of Section 3 Financial Statement Presentation paragraph 3.17(d); the requirements of Section 11 Financial Instruments paragraphs 11.41(b), 11.41(c), 11.41(e), 11.41(f), 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirement of Section 33 Related Party Disclosure paragraph 33.7.

### Income

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

Income from grants is recognised on a receivable basis.

### Expenditure

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

### Tangible fixed assets

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

Freehold property	- 2% on cost
Fixtures and fittings	- 20% on cost

### Taxation

The charity is exempt from tax on its charitable activities.

### Fund accounting

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

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

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

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2022

1. ACCOUNTING POLICIES - continued

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Grants**

Expenditure on grants is recorded once the Charity has made an unconditional commitment to pay the grant and this has been communicated to the beneficiary or the grant has been paid, whichever is the earlier. The Charity has not made any commitments of more than one year.

2. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Training	360	744
County Centre	18,608	10,320
Activities for members	17,632	2,180
Badges	9,890	3,136
Other merchandise	436	-
	46,926	31,912

3. INVESTMENT INCOME

	2022	2021
	£	£
Interest received	5,395	106

4. TRUSTEES' REMUNERATION AND BENEFITS

Three trustees received remuneration or other benefits for the year ended 31 December 2022 totalling £7,039 (2021: £350).

**Trustees' expenses**

15 (2021 - 20) Trustees were reimbursed during the year for directly incurred expenditure totalling £2,495 (2021 - £6,726).

5. STAFF COSTS

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

	2022	2021
Accounting and secretarial	4	4

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

6. INDEPENDENT EXAMINERS' FEE

The fee for the independent examination was £3,300 (2021: £3,000).

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2022

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	37,988	17,331	55,319
<b>Charitable activities</b>			
Direct charitable activities	-	10,817	10,817
Other charitable activities	58,388	-	58,388
Other trading activities	31,912	-	31,912
Investment income	<u>106</u>	-	<u>106</u>
<b>Total</b>	<b>128,394</b>	<b>28,148</b>	156,542
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Direct charitable activities	-	27,549	27,549
Other charitable activities	103,499	6,855	110,563
Other	<u>1,467</u>	-	<u>1,467</u>
<b>Total</b>	<b>104,966</b>	<b>34,404</b>	139,370
<b>NET INCOME/(EXPENDITURE)</b>	<b><u>23,428</u></b>	<b><u>(6,256)</u></b>	<b><u>17,172</u></b>
<b>Transfers between funds</b>	<b>7,277</b>	<b>(7,277)</b>	-
<b>Net movement in funds</b>	<b><u>30,705</u></b>	<b><u>(13,533)</u></b>	<b><u>17,172</u></b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b><u>429,994</u></b>	<b><u>43,970</u></b>	<b><u>473,964</u></b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b><u>460,699</u></b>	<b><u>30,437</u></b>	<b><u>491,136</u></b>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2022

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 January 2022	339,703	40,534	379,913
Additions	15,831	-	15,831
At 31 December 2022	<u>355,534</u>	<u>40,534</u>	<u>396,068</u>
<b>DEPRECIATION</b>			
At 1 January 2022	151,585	38,047	189,632
Charge for year	<u>7,781</u>	<u>1,042</u>	<u>8,823</u>
At 31 December 2022	<u>159,366</u>	<u>39,089</u>	<u>198,455</u>
<b>NET BOOK VALUE</b>			
At 31 December 2022	<u>196,168</u>	<u>1,445</u>	<u>197,613</u>
At 31 December 2021	<u>188,112</u>	<u>2,487</u>	<u>190,604</u>

Included in cost or valuation of land and buildings is freehold land of £24,500 (2021 - £24,500) which is not depreciated.

Ownership of the County Centre at Cottered shown under the heading Freehold Land & Buildings above is registered with Guide Association Trust Corporation who hold the title as Custodian or Holding Trustees for the Hertfordshire County Guides or the Trusts of the Guide Association 1938 Trust Deed.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2022

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
Other debtors	-	-
Prepayments and accrued income	<u>-</u>	<u>1,571</u>
	-	1,571

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
Deferred income	<b>17,755</b>	-
Accrued expenses	<u><b>4,351</b></u>	<u>3,535</u>
	<b>22,105</b>	3,535

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted funds	2022 Total funds	2021 Total funds
Fixed assets	<b>183,365</b>	<b>14,248</b>	<b>197,613</b>	190,605
Current assets	<b>255,896</b>	<b>71,685</b>	<b>327,581</b>	304,066
Current liabilities	<u><b>(5,785)</b></u>	<u><b>(16,320)</b></u>	<u><b>(22,105)</b></u>	<u><b>(3,535)</b></u>
	<b>433,476</b>	<b>69,613</b>	<b>503,089</b>	491,136

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2022

12. MOVEMENT IN FUNDS

	1.1.22	Net movement in funds	Transfers between funds	At 31.12.22
	£	£	£	£
<b>Unrestricted funds</b>				
General Fund	377,518	1,163	(30,000)	348,681
Designated International Camp Fund	3,967	-	-	3,967
Designated Disabilities Fund	9,122	-	-	9,122
Designated Activity Fund	<u>70,092</u>	<u>1,614</u>	-	<u>71,706</u>
	460,699	2,777	(30,000)	433,476
<b>Restricted funds</b>				
Restricted donations	508	-	-	508
International Fund	7,428	10,510	-	17,938
Flexible Guiding Fund	4,760	(1,075)	-	3,685
Sustainability Fund	8,448	(8,448)	-	-
Buildings Fund	<u>9,293</u>	<u>8,189</u>	<u>30,000</u>	<u>47,482</u>
	30,437	9,176	30,000	69,613
<b>TOTAL FUNDS</b>	<b>491,136</b>	<b>11,953</b>	<b>-</b>	<b>503,089</b>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General Fund	128,973	(127,810)	1,163
Designated Activity Fund	1,701	(87)	1,614
	<b>130,674</b>	<b>(127,897)</b>	<b>2,777</b>
<b>Restricted funds</b>			
International Fund	13,141	(2,631)	10,510
Flexible Guiding Fund	60	(1,135)	(1,075)
Sustainability Fund	-	(8,448)	(8,448)
Buildings Fund	17,500	(9,311)	8,189
	<b>30,701</b>	<b>(21,525)</b>	<b>9,176</b>
<b>TOTAL FUNDS</b>	<b>161,375</b>	<b>(149,422)</b>	<b>11,953</b>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2022

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.21	Net Movement in funds	Transfers between funds	At 31.12.21
<b>Unrestricted Funds</b>				
General Fund	352,331	23,158	2,029	377,518
Designated International Camp Fund	3,967	-	-	3,967
Designated Disabilities Fund	9,122	-	-	9,122
Designated Activity Fund	64,574	270	5,248	70,092
	<b>429,994</b>	<b>23,428</b>	<b>7,277</b>	<b>460,699</b>
<b>Restricted Funds</b>				
Restricted donations	508	-	-	508
International Fund	9,051	5,654	(7,277)	7,428
Growing Guides	-	-	-	-
Training Fund	-	-	-	-
Flexible Guiding Fund	4,460	300	-	4,760
Sustainability Fund	20,658	(12,210)	-	8,448
Buildings Fund	9,293	-	-	9,293
<b>TOTAL FUNDS</b>	<b>442,123</b>	<b>31,841</b>	<b>-</b>	<b>473,964</b>

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

	Incoming resources	Resources expended	Movement in funds
<b>Unrestricted funds</b>			
General Fund	127,524	(104,366)	23,158
Designated Activity Fund	870	(600)	270
	<b>128,394</b>	<b>(104,966)</b>	<b>23,428</b>
<b>Restricted funds</b>			
International Fund	12,446	(6,355)	6,091
Flexible Guiding Fund	500	(200)	300
Sustainability Fund	15,202	(27,849)	(12,647)
Buildings Fund	-	-	-
	<b>28,148</b>	<b>(34,404)</b>	<b>(6,256)</b>
<b>TOTAL FUNDS</b>	<b>156,542</b>	<b>(132,637)</b>	<b>17,172</b>

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2022**

The Buildings Fund is represented by capitalised expenditure and the International, Flexible Guiding and Sustainability Funds by bank balances.

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2022.

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

	2022	2021
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Legacies	-	-
Grants	15,200	34,222
Donations	5,415	23,097
	<b>20,615</b>	<b>55,319</b>
<b>Other trading activities</b>		
Training	360	745
County Centre	18,608	10,320
Activities for members	17,632	2,180
Badges	9,890	15,532
Other merchandise	436	3,136
	<b>46,926</b>	<b>31,912</b>
<b>Investment income</b>		
Interest received	5,395	106
<b>Charitable activities</b>		
Subscriptions	73,935	56,979
200 Club	1,363	1,409
International trip income	13,141	10,817
	<b>88,439</b>	<b>69,205</b>
<b>Total incoming resources</b>	<b>161,375</b>	<b>158,542</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Training	2,860	2,491
Members events	10,074	975
County centre	24,122	23,182
Professional fees	7,728	-
Travelling	15,157	1,669
Postage, telephone, printing and stationery	3,316	3,527
Website and internet costs	644	1,953
Share magazine	4,615	4,068
Commissioners and Queens guide grants	499	80
Carried forward	69,015	37,945

This page does not form part of the statutory financial statements

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

	2022	2021
	£	£
<b>Charitable activities</b>		
Brought forward	<b>69,015</b>	37,945
Grants	<b>12,149</b>	30,569
Presentations and awards	<b>560</b>	3,088
New programme costs	-	948
Sundry expenditure	<b>3,504</b>	5,385
International trip expenses	<b>2,631</b>	6,555
Badges	<b>14,246</b>	14,215
Depreciation	<b>8,823</b>	8,898
	<b>110,928</b>	107,605
<b>Support costs</b>		
<b>Governance costs</b>		
Wages	<b>29,886</b>	25,288
Social security	<b>554</b>	335
Pensions	<b>205</b>	179
Insurance	<b>1,653</b>	1,498
Independent examiner's fee	<b>3,300</b>	3,000
Secretarial and accounting	<b>2,896</b>	1,467
	<b>38,494</b>	31,765
<b>Total resources expended</b>	<b>149,422</b>	139,370
<b>Net income/(expenditure)</b>	<b><u>11,953</u></b>	<b><u>17,172</u></b>

This page does not form part of the statutory financial statements

## HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

### COUNTY TREASURER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

The accounts show a net surplus of £11,953 for the year compared to a net surplus in 2021 of £17,172.

#### **INCOME**

Net subscription income was up at £73,935 compared to 2021 (£56,979) due to an increase in the per member subscription from £7.30 to £8.50 as well as an increase in total membership.

Other trading activities were higher at £46,926 compared to 2021 (£31,912) largely due to an increase in the income from the County Centre and Members Events.

#### **EXPENDITURE**

Major expenses during 2022 were:-

- £24,122 (£23,182 in 2021) for the Hertfordshire Guide Centre at Cottered;
- £7,728 (£nil in 2021) for professional fees in relation to a potential refurbishment to the Hertfordshire Guide Centre at Cottered;
- £29,886 (£25,288 in 2021) on Staff costs — largely due to inflationary pay rises;
- £4,615 (£4,068 in 2021) for SHARE magazine.
- £3,316 (£3,527 in 2021) for Postage, Telephone, printing & stationery. The decrease is largely due to a decrease in the volume of items sent by post;
- £2,860 (£2,491 in 2021) for Training.

The Balance Sheet shows Girlguiding Hertfordshire's current worth as £503,089 an increase from 2021 (£491,136). Fixed assets increased by £7,008 due to additions for a Camp shelter of £15,831 less depreciation charged in the year of £8,823. The cash element of Current Assets increased while Debtors decreased. Creditors increased due to an increase in deferred income. This resulted in Net Current Assets of £305,476 up £4,945 on 2021. Within the Unrestricted Funds the General Fund decreased by £28,593 while other funds increased by £1,615. The decrease in the General Fund is partly due to a transfer of £30,000 to restricted funds. The Restricted Funds increased from £30,682 in 2021 to £69,613 due for the most part on the transfer from the General fund and donations into the Buildings Fund.

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2022

### Our county in numbers

Divisions	Districts	Units	
10	46	458	
			<b>Comparison to 2021</b>
Young Members	7486	é	512
Volunteer Members	1930	é	182
Rainbows	1736	é	199
Brownies	3644	é	239
Guides	1807	é	27
Rangers	299	é	47

### Mission

We work in alignment with the mission statements from both Girlguiding UK and Girlguiding Anglia and strive to ensure our members receive the best guiding experience possible. By working collaboratively and having such a wide range of knowledge and skills within the county team, we are able to achieve this.

### Our Values

We strive to always be inclusive, caring and inspirational; key guiding values which ensure our girls and members feel supported, valued, free to be themselves and in turn get the most out of their guiding experience.

### Girlguiding Themes

#### Access

Provide more girls and adults with the opportunity to access guiding and benefit from what we do.

#### Excellence

Providing more support to our volunteers to enable them to deliver great guiding

#### Voice

Improving the way we listen to and promote our girls' and volunteers' voices

#### Capacity

Enabling a better guiding experience to be delivered by working collaboratively to improve our structures, processes and capacity.

### 2022 Aims and Objectives

Hertfordshire county aims to deliver a varied programme of fun and adventure for young members. We aim to enhance the experience for volunteers to encourage more and retain existing.

Many lead adviser roles came to an end during 2022 and the county plans to encourage applications rather than individuals being approached. This is to enable everyone to have an opportunity to take on new challenges and learn new skills, rather than it be members who are already known. It is hoped that younger adult members will see the benefits of holding roles in guiding to enhance their careers and wellbeing.

### **Structure**

Ensuring our county teams are represented at a division level is something that we have continued to work towards, to ensure two-way communication and cascading of information/ideas is as effective as possible; as well as sharing the load and considering the impact of activities across the breadth of the county.

We have been looking to recruit successors to some county team lead adviser roles, which will bring fresh ideas and enthusiasm, and enable us to continue to offer our girls and volunteers exciting opportunities.

The creation of a new, paid Growth and Retention Coordinator role will ensure new volunteer enquiries are dealt with more effectively and efficiently, and new volunteers will be moved from the enquiry stage into a unit quickly. There is also an expectation that this role will help us retain volunteers by keeping in touch and checking in regularly.

### **Supporting the Community**

Members of all sections have been out in the community litter picking with Stevenage Division organising a Community Litter Pick around Thinking Day to help all the girls understand the importance of looking after the environment.

Members from across the county took part in Remembrance Day parades, laying wreaths, and several Brownie units from Harpenden and Redbourn division made their own wreath to lay. A Young Leader from 5<sup>th</sup> St Albans Guides paraded the flag and 2 Young Leaders from 24<sup>th</sup> St Albans Brownies, one of whom is a Syrian refugee who joined guiding nearly 5 years ago, laid their wreath.

1<sup>st</sup> Watton-at-Stone Guides had a collection for the local food bank, took part in the Coats for Kids collection and organised a bingo night, raising £100 for the the Kanyike Project in Uganda.

1<sup>st</sup> Grovehill Brownies and Guides spent an evening donating food and other items to DENS – Helping Rebuild Lives. Each was given £1 to buy something non-perishable and put in the food donation point at Sainsburys.

Radlett district's Project Winter Tree was a wonderful example of community outreach. Volunteers took unused wooden pallets and reshaped them into Christmas trees, which were given out to units and local community groups with an invitation to decorate and display the 'tree' in any way they chose. The trees were placed in various locations around Radlett and Shenley for everyone to enjoy.

Rainbows from South East division made poppies out of plastic bottles and planted them at a new development for their community project.

### **Rainbows, Brownies, Guides and Rangers**

Girls across all sections have achieved their Bronze, Silver and Gold awards and enjoying taking part in activities at unit meetings and working towards various Interest badges.

Two Rainbow units within Harpenden & Redbourn division held their first sleepover. The first time there has been a Rainbow overnight stay in the division.

As part of the Region's Super Rainbows event in October, over 60 Rainbows from Stevenage division attended a special day at the county centre where they took part in crafts and activities from the Super Rainbows event box, such as creating your own 'Super Cape', lots of games and toasting marshmallows for s'mores. A Rainbow from 1<sup>st</sup> Woodhall Farm Rainbow unit was one of the winners of the Region's Super Rainbow badge competition.

In May, a Tweet from a Rainbow's Dad went viral with over 100,000 likes, his daughter had come home clutching a St Albans Girlguiding Chippy Hike badge. The division was inundated with requests to buy the badge and following existing stock selling out, a further 3,000 badges were ordered, which also sold out! Badges went to Rainbow, Brownie, Guide and Ranger units across the UK from Inverness to Bodmin and further afield to Canada, the USA, Australia and New Zealand.

Brownies from Potters Bar district did crafts, cooking and outdoor activities during an overnight stay at Morven.

8<sup>th</sup> Rickmansworth Brownies won the prize for the best window display in the local church's annual 'decorate a window' competition. The theme was pantomimes and they created a gingerbread house and gingerbread characters depicting the story of Hansel and Gretel.

Guides and Rangers from Potters Bar district and Guides from Radlett district attended the 3-night Wellies and Wristband event in August, and Guides from both St Albans North and St Albans South districts attended the 2022 Poachers camp during the summer, with many experiencing their first large scale event.

Guides and Rangers from Radlett district went to Scotland, with the trip focusing on outdoor activities and Scottish culture.

Rangers from Stevenage Pin Green district and West division have successfully completed their Bronze DofE Expedition.

A number of Rangers from East division attended selection days for international trips and were chosen to travel to Lorne and the Azores in the summer of 2023.

### **More fun...**

There have been trips to Cadbury World in Birmingham, ESSA, Porters Park Golf Club, Jump, Standalone Farm, the Snow Centre, the theatre, the cinema to watch Matilda, HMS Belfast and the Tower of London.

Holidays, camps and sleepovers have taken place across the county with themes such as our county Book Challenge, Anglia Outdoors and Around the World in 80 Days. St Albans South district Rangers had an overnight trip to London and Brownies and Guides from Hatfield district had an adventure weekend at Paccar Scout Camp in Buckinghamshire.

### **Celebrating Thinking Day**

South West division, in conjunction with the Scouts wrote to every primary and junior school in the area requesting that members could wear their uniform to school on 22 February. Thinking Day was a great opportunity for girls to tell everyone about the fun they have and a way to show the wider community that Guiding is relevant to young people today. Girls and adults went to school in uniform, raising the profile of Guiding and creating conversations and publicity.

### **Celebrating the Queen's Platinum Jubilee**

The Platinum Jubilee was of great important to Girlguiding and lots of Jubilee celebrations took place across the county. 24 Rangers and Guides from Potters Bar district attended a Jubilee Jamboree camp for 2 nights in May and many units within Stevenage division organised their own Jubilee parties and celebrations.

Districts within South West division celebrated with outdoor activities at a local campsite and schools. Cakes were decorated, photos taken in a photo booth with a life size picture of the former Queen, union jacks decorated and a visit from the Chief Guide who was treated to an alternative version of the Brownie bells.

89 entries were received for the county Jubilee badge design competition with the final badge being a combination of two wonderful designs submitted by young members. East division team created their own Jubilee badge and held a pudding competition, where girls entered recipes within their units and each unit's winner was included in a recipe book, which was then printed for people to purchase. Ware district also produced a Platinum Jubilee Pudding recipe book with the featured recipes being the winning entries from a competition held by each unit within the district.

1<sup>st</sup> St Albans Brownies hosted a Jubilee afternoon tea and invited volunteers from a local Dementia Café to be treated to tea and cakes at their Brownie meeting. They chose to invite these guests as they run a free drop in café for anyone affected by Dementia and bake and serve the refreshments. The Brownies thought the volunteers deserved an afternoon tea themselves! Everyone enjoyed thanking other volunteers in our community.

Over 40 hedgerow trees were planted by members of all ages, along with Trefoil Guild members, at our county centre in Cottered, to support the Queen's Green Canopy.

Hertfordshire county was chosen to light one of Girlguiding 70 fires across the UK, at a special celebration campfire in June.

Following a special invitation, the County Commissioner and one of the county's Assistant County Commissioners, along with 5 young members attended the Trooping of the Colour in London. 4<sup>th</sup> Borehamwood Guides and Brownies were selected by the Ceremonial Team of the Metropolitan Police Service to attend the parade as well. Everyone had an excellent view of the parade, the Royal family and watched the fly past.

An edition of our county [Share magazine](#) was dedicated to our former Patron and contains wonderful stories of Platinum celebrations taking place across the county.

### **Visits from the community**

Rainbows from West division received superhero training from a children's self-defence instructor. 4<sup>th</sup> Harpenden Guides were visited by the MP for Hitchin and Harpenden as part of their Parliament Week activities.

Some units have been fortunate to have both in person and virtual visits this year from PCSOs, Laughter Yoga, Hornbeam Hedgehog Society, Manic Ceramics, Guide Dogs, reptiles and beekeepers.

We were excited to have a local author speak about her life as an author during an online Meet the Author event held as part of the county's Book Challenge badge. Girls were given the opportunity to share their own story or writing experience as well as ask questions.

The 5<sup>th</sup> Potters Bar Guides had an outdoor session with the retired GB Olympics team manager learning about the games and doing sport challenges.

### **Guiding Development**

The training team has been involved in organising Anglia region A Safe Space Levels 1-4 trainings, Anglia LEAP and many county 1<sup>st</sup> Response courses, and one member of the Training team achieved their Region Trainer Qualification.

All training sessions are set up to be totally inclusive allowing all volunteers to gain the most out of the session. The team play their part in ensuring girls have an exceptional guiding experience by training leaders to be the best that they can, ensuring they have the tools and confidence to deliver the Girlguiding Programme and empowering them as volunteers.

### **Outdoor Activities**

It was wonderful to see outdoor events fully recommencing this year, with the Walking team busy holding regular monthly social walks which have included Batford Springs and Preston, as well as walking weekends including a trip to the black Mountains in March, Walking Scheme training and mountain experience weekends. These have provided an opportunity for new friendships and a joy of nature and Hertfordshire to be formed for Rangers and Leaders of all ages. Numbers attending are increasing, and using the county monthly newsletters and social media posts to advertise events will hopefully encourage more members to attend.

The Walking team have also offered their services to our units teaching geocaching skills to enable our leaders and girls to venture out and enjoy the fun activity.

Two county outdoor activity days have been held, the first in April at Lees Wood Scout and Guide Activity Centre, which was attended by 44 units. The second activity day took place in September at Tolmers Activity

Centre. Rainbows took part in a Sensory Safari and activities earning a Challenge badge and their Nature Badge with Brownies and Guides Treasure Hunting as part of their Explore Level 3 Skills Builder and earning an additional Challenge badge.

The Introduction to the Hills camping weekend in the Peak District for Hertfordshire Guides and Scouts aged 11-14, took place for the first time since the pandemic, and was a great success with demand exceeding places! The leadership baton on this event was handed over of this year.

Our Duke of Edinburgh Award Adviser has been busy promoting completing DofE within guiding as well as running sessions for Rangers. Several DofE expeditions and practice/training weekends are being organised for next year.

It is hoped that the water events for Brownies and Guides which were postponed due to the pandemic will soon take place and we continue to expand our outdoor offerings to members across all sections.

### **Residential**

This year has seen a huge increase in residential activities taking place with girls enjoying trips, holidays, camps and sleepovers across the country. Our county Residential advisers continued to provide support and advice to our leaders to ensure they are confident their events are well planned. Our current advisers' terms are coming to an end and recruitment is underway to find their successors.

### **International**

Two very successful International Opportunities days (INTOPS) were held at the beginning of April, and as a result we were pleased to be able to offer two trips; one for the older girls to the Azores and a UK based experience to the Guide Centre at Lorne, Northern Ireland for the younger members.

Our International Day, postponed from 2020, was held in St. Albans and was attended by 114 Guides and Brownies accompanied by their Leaders. The girls explored the 5 WAGGGS (World Association of Girl Guides and Girl Scouts) regions and we ran workshops doing Bollywood dancing, African drumming and chocolate lolly making, plus a visit from a vintage Routemaster bus.

Our INTOPS weekend allowed girls to meet others from around the county and enables us to offer the opportunity to travel Internationally as a member of Girlguiding.

The team wants to help those without International qualifications gain the experience needed, and to work with leaders new to them from around the county, and are keen for younger members to be given the opportunity to take on a leadership role and have one member on each International trip who will have just turned 18.

It is great to see that International is back on the map after a long break.

### **Youth Opportunities**

Whilst the lead advisers continue to be experts in their field for leaders and commissioners to refer to, the team continue to be very busy supporting the county. Our Young Leaders in particular are very much appreciated in all the support they give to the unit leadership teams and the girls on a weekly basis.

The Rangers have been active, joining in events and opportunities throughout the county, often involving the Walking team or alongside the Duke of Edinburgh unit.

Our Queens Guide adviser changed this year, and the smooth handover allowed the girls to have seamless support in this Award. However, the Award that has been again very popular, is the Commonwealth Award, which can be achieved whilst a Guide or Ranger/Young Leader and it has been a pleasure visiting units all around the county speaking with them, seeing all their work and sharing their learning on this subject.

The postponed Youth Challenge Day for our 13+ age group will now take place in 2023 and plans are in full swing for an amazing day in Welwyn Garden City.

## **Inspire**

The end of the year saw the existing joint county Inspire Coordinators roles coming to an end and two enthusiastic young members appointed to share the role going into 2023.

The Inspire community, for members aged 18-30, plays a vital role within Girlguiding providing an age group, which is typically undergoing a lot of change in their life and often results in young women leaving the organisation, with flexible opportunities enabling them to remain a part of guiding and have fun.

As Inspire is not a Girlguiding 'section' a challenge the county had to overcome was finding a way to identify members who fall within the relevant age range on the Girlguiding membership database, which then enables communications specific to the community to be sent.

## **Trefoil Guild**

This year saw the 21 Guilds across the county back to meeting regularly although some members were still hesitant about mixing with large groups. We have had a number of new members join including some who have transferred from different parts of the country.

Guilds have enjoyed a full and active programme, and these have included speakers on a variety of subjects, often about charities of other community groups including dog training as well as getting out and about visiting gardens, gardens centres, having lunches and teas out. A number of members have joined the county Walking team for some of their walks.

Our Annual Review, with a cream tea, took place in April with entertainment provided by Disco Duo. Members appreciated the relaxed atmosphere of the afternoon and the chance to get together and chat. In September we held a Healthy Minds Healthy Bodies event at the County Centre with meditation and mindfulness, Pilates, a 2-hour walk, circle dancing and meditative collage followed by tea and cake and a campfire. In December we held a Carol Service.

Most Guilds use the STARS challenge to loosely base their programmes on, which means that at the end of the year members have gained a badge whilst learning something new and having fun.

Donations to charities continued and the amount of money raised by Guilds has been amazing, amounting to well in excess of £1500 in total with one Guild raising over £530 for MacMillan, and another £275 for Music for Dementia. Donations have also been made to WAGGGS, the William Low Trust and food banks.

A number of Guilds supported local churches with their Christmas Trees Festivals and decorated trees in a variety of ways. One Guilds theme was 'It's Good to talk' with speech bubbles asking a question which got visitors talking.

Guilds have continued to support their local units and districts, helping out at a variety of events, and have enjoyed their continued link with the young people.

A number of members have been working towards their Voyage Award with some gaining Bronze, Silver or Gold during the year.

A challenge to Guilds was to plant trees for the Queens Green Canopy and we are delighted that a number of members and Guilds took up the challenge. Some members also helped at the county working party day.

## **Inclusion**

The Inclusion team have supported leaders to offer Guiding to members with additional needs, ensuring a quality guiding experience for young members at a level they can access.

Members of the team run and support our SEN units offering a variety of experiences for our young members. A new SEN unit has been opened in St Albans to offer more support to members with additional needs.

The team have helped leaders with queries about autistic members and supporting young LGBTQ+ members.

The Inclusions team attended Herts Pride in Watford in August, which was a great opportunity to engage with the LGBTQ+ community and promote Girlguiding as an inclusive and safe space. Lots of positive conversations were had with attendees and awareness of our organisation was raised.

### **Membership Support**

Training on GO administration has been offered to all commissioners and has been carried out on Zoom, enabling the training to be targeted to a commissioner's own data. The LQ Coordinator has trained all new mentors.

The Membership Systems Coordinator has been involved with development of a region training for Commissioners and is currently part of a group of LIT and LQ Coordinators, looking at future training for Leaders in Training on the Leader Development Programme. The Membership Systems Coordinator is also involved with an HQ advisory group revising GO help files.

The Membership Systems Coordinator and the LQ coordinator have attended webinars and joined various groups to further their knowledge of the introduction of the new Leader Development Programme as it starts to replace the old Leadership Qualification.

Long Service awards, including the higher 30, 40, 50 and 60-year awards that were previously held back for an annual awards evening, have been awarded on a termly basis. Distribution has reverted to these being passed initially to division commissioners for presentation, or onward distribution to district commissioners where appropriate.

Total Awards for the year are as follows:

5 year = 47, 10 year = 25, 20 year = 14, 30 year = 7, 40 year = 7, 50 year = 2, 60 year = 1

The Membership Systems team aims to maintain a professional approach to dealing with all queries, responding in a timely manner, using a variety of communication methods.

The main aim is to maintain the integrity of the county's membership database, by giving help, wherever needed, particularly with GO, Safe Practice, girl and volunteer enquiries and enabling the training of new leaders by the appointment of mentors and verification of Leadership Qualifications.

The team has endeavoured to help other volunteers across the county with their queries regarding GO, recruitment checks and general policy issues, giving guidance and helping to resolve problems wherever possible and coordinating any that needed further help from HQ.

The LQ and LiT Coordinators have embraced the introduction of the new Leader Development Programme, communicating with commissioners, mentors and mentees about the changes and new requirements for the programme.

### **Safeguarding and Wellbeing**

Safeguarding is the thread that runs through all of Guiding. Ensuring guiding is accessible, safe and inclusive is the responsibility of all members, but as the adviser responding to all enquiries and concerns quickly, proportionality and with the best interests of the members in mind is vital.

Safeguarding training is supervised by the relevant commissioners and our team are supportive and reactive, responding to safeguarding concerns as they arise in a swift and proportionate manner. This allows girls to continue Guiding with suitable support.

### **PR Team**

The PR team shared a total of 28 recruitment posts on Facebook and 28 on Instagram during the volunteer recruitment campaign, which took place over two 7-week periods, one in January and the second in September. The aim was to capture people's attention by ensuring there was variation to the posts. The team also created more 'Meet the Leader' posts. The Facebook recruitment campaigns reached an audience of 161,875 and 74,944 respectively with engagement of 4,496 and 2,781.

Prior to the second campaign a series of posts were published informing people how to proactively share campaign posts within their districts and encouraging them to do so.

PR team members attend various events throughout the county taking photos for publicity purposes. This year this included the two county activity days, the County Show, Jubilee tree planting, beacon lighting and county awards. In the absence of a member attending an event the team have ensured it is still given publicity by liaising with those who do attend and requesting photos, obtaining quotes and a short write up.

Members of the PR team worked with the Book Challenge badge team to help with the Challenge pack and plan a campaign to promote it on social media platforms. The set of 4 badges were designed by one of the PR team members.

Past and present members of the PR team were delighted to each be awarded a Good Service Brooch and Certificate at the county awards event, in recognition of their contribution over the past three years.

The team share useful ideas and resources to make planning sessions easier, encourage and enable sharing of what others have enjoyed or found works well, promote trainings and opportunities which provide support, additional learning and information sharing across the county and beyond. We support the other county teams helping them to devise posts and promotional materials as necessary.

We celebrate what our wonderful volunteers do by sharing well-earned achievements, from new appointments to long service awards.

The team ensures it is inclusive by gathering together and posting a series of Girlguiding inspired blogs across a range of inclusion topics, sharing the Brownie Promise, Brownie Bells and Brownie song in Ukrainian, publishing regular Mental Health Awareness posts, LGBT+ promoting the message guiding is for all.

### **Growth and Retention**

An amazing 112 enquiries were received as a result of the New Year recruitment drive, which the PR team and all our volunteers who helped to reshare the recruitment posts played a huge part in. As part of the campaign the Growth and Retention team hosted welcome events for new volunteers and previous enquiries.

The Growth and Retention team organised the county participating in the Hertfordshire County Show, which was a success as we had volunteers supporting the show on the main gates and younger members helping in the horse show arena. This helped remind members of the public that Girlguiding Hertfordshire was still present and strong in Hertfordshire. The main stand was based on one-minute challenges which allowed families to participate in an activity as a group and also gave volunteers the opportunity to speak to parents/adults about volunteering.

Over the year we have seen a large increase in number of events/fetes that units, districts and divisions have been able to attend. Volunteers from across the county have given up their time to help make sure Girlguiding Hertfordshire has been present at a variety of events. We look forward to seeing an even higher presence at a variety of events in 2023.

Our Flexible units continue to run and the girls from the Flexible Brownie unit have all been placed within units. The Rangers and Guides have been running throughout the year over Zoom and some members attended the County Activity Day as well as joining local district and division events, including Jubilee celebrations, Thinking Day, outdoor activity days, growth events and Remembrance Day.

One of our team was fortunate to help with the planning and running of the Anglia Super Rainbow event, which was a huge success reaching over 5000 members, but also included reaching out to young members on waiting lists across the region. This gave the parents of the girls the opportunity to purchase boxes and take part at home.

The team has noticed there is a gap within our volunteer enquiries for volunteers that are below 18, therefore a main task for 2023 will be finding ways to help these volunteers get engaged and finding appropriate roles for these enquiries.

### **Awards**

We were delighted that, for the first time since the pandemic, we were able to hold our awards event in person. This year the celebrations took place at our county centre in Cottered. The awards were presented by one of the Deputy Lieutenants of Hertfordshire and the 50 and 60 year Long Service awards were presented to those recipients in attendance by our region Deputy Chief Commissioner.

Our County Commissioner was presented with a Hero Award on behalf of the Region Chief Commissioners team for being an outstanding County Commissioner and in recognition of her leadership during the pandemic.

**Member and Long Service Brooch**

60 years - 1  
50 years – 2  
40 years – 9  
30 years – 13

**County Thanks Certificate**

2

**County Good Service Certificate**

1

**Good Service Brooch and Certificate**

11

**Hertfordshire Good Guiding Badge and Certificate**

8

This year we have been looking at making the nominations process easier to encourage more nominations in future, and have been working on a new online form, which we hope will go live in 2023.

**Archives**

Anglia Archivists met for a weekend at Hautbois in October. Much was discussed and the Norfolk ARC (Archive Resource Centre) was visited to see their Royal Exhibition and Quiz.

The Cotton Reel Challenge, connected with Remembrance Day and with different activities for each section, was trialled. The new Anglia badge book for the Guide section was made available for proof-reading over the weekend and it is hoped that this may be published next year. Other sections are in progress and will follow in due course.

Uniform has been loaned for display including a competition for Guides. Handling boxes for use by units are in the process of being assembled and self-led activities to accompany these are being developed.

Covid-19 and consideration for personal safety again had an impact on the inclusion of others, but jobs are now being ear-marked that can be undertaken by interested volunteers when an archive event can be organised.

All items are reviewed as new donations arrive and need to be compared for condition and quality. A good start has been made on sorting documents and other items relating to specific areas, with division and some district boxes created. Between visits much work is done at home assessing donations received, researching and conserving items. There is constant contact with other archivists within Anglia, and elsewhere, to enable the exchange of knowledge and information. This group is invaluable in helping with preservation and conservation techniques, and with accurate identification of items.

**Badges and Depots**

We have continued to make sure that there are multiple ways for people to obtain badges whether that be by collection, drop offs if we are travelling nearby, posting, allowing collection by others as well as joint orders to help keep costs down where possible.

Awards are delivered in a timely manner, and orders for other teams are placed promptly. This means things such as the Long Service awards reach the relevant person as soon as possible, and can be given out to volunteers.

A new online form to make the process of ordering Bronze, Silver and Gold awards easier for our members is in the process of being set up and we are hoping this will go live in 2023.

### **Conclusion**

This year has seen both highs and lows in the guiding world, seeing wonderful celebrations throughout the county for the Platinum Jubilee, followed later in the year by the sad passing of our former patron.

Outside of these two important events, guiding returned to a more 'normal' experience following the pandemic, with unrestricted face to face meetings, events and training. Our volunteers continue to work tirelessly to ensure the girls have an exceptional guiding experience.

Recruitment and retention of girls and volunteers has continued to be a focus for us this year at all levels. Social media posts have again proved invaluable in volunteer recruitment, and we were lucky enough to have a stand at the 2022 Hertfordshire County Show in May. Following the creation of a template recruitment letter by the East division commissioner, around 20 new volunteers have been recruited within the division, with a large number starting their Leadership Qualification. West division are creating posters and online awareness to help boost Ranger numbers throughout the area. Rickmansworth and Chorleywood district had a stand at a canal festival in May with free craft for children and a 6 foot penguin for selfies, which created lots of interest and encouraged girls and adults to consider joining Girlguiding. Leaders from Stevenage and St Albans district represented Girlguiding at the Herts Pride event in Watford in August, with a stand in the wellbeing tent located next to main area. Everyone had to pass by on their way in, so it was a perfect recruitment opportunity. It has been a real team effort to get the word out there as to how great Girlguiding is.

We look forward to an exciting 2023!

**HERTFORDSHIRE COUNTY GUIDES ASSOCIATION**

England & Wales - Charity number 274225

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# Accounts

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**REGISTERED CHARITY NUMBER: 274225**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021  
FOR  
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

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# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### OBJECTIVES AND ACTIVITIES

#### Objectives and Aims

Hertfordshire County Guides Association known as Girlguiding Hertfordshire is registered with the Charity Commission (No: 274225) and is governed by Royal Charter dated 14 December 1922. As a Charity it is committed to promote Guiding within the County. Hertfordshire Guides adhere to the aims and objectives of The Guide Association as set out in the Policy Statement. The trustees confirm that they have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

#### Girlguiding - Policy Statement

Girlguiding Hertfordshire is an operating name of the Guide Association, Hertfordshire, and is part of Girlguiding, the operating name of the Guide Association.

#### Statement of Purpose

Girlguiding enables girls and young women to develop their potential and to make a difference to the world.

#### Aim of Guiding

Guiding offers girls and young women opportunities to:

- \* be challenged by new adventures and experiences and achieve a sense of pride in accomplishment
- \* develop self-awareness, self-respect and self-confidence
- \* develop a personal faith and values to give life meaning and direction
- \* think for themselves, govern themselves and make their own decisions
- \* make friends and have fun in the family of Guiding
- \* develop a sense of tolerance, justice, kindness and honour
- \* learn teamwork and acquire leadership skills, working with and for others to appreciate the environment and how to live in it
- \* understand about the world, its people and cultures

#### Method

Guiding uses a method with five distinct elements that interlink:

- \* Guides work together in small groups
- \* Guides are encouraged to govern themselves and make their own decisions
- \* Guides have a balanced and varied programme
- \* Guides care for the individual
- \* Guides share a commitment to a common standard

#### Membership

Girlguiding is open and inclusive for girls and women from all faiths, cultures and races. The extensive, balanced and varied programme in all sections of Guiding, cover the five outcomes outlined in 'Every Child Matters'.

#### The Sections

Guiding takes place in four sections:

Rainbow Guide: from fifth birthday

Brownie Guide: from seventh

Birthday Guide: from tenth birthday

Senior Section: from fourteenth to twenty-sixth birthday

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### Recruitment and appointment of new trustees

Potential new Trustees are nominated by members of the County Guide Association to the County Commissioner whose duties include the appointment of new Trustees. Before making an appointment, consultation with senior members of the Association is undertaken. The nominee is then approached to ascertain their willingness to become a Trustee and the role and importance of the position is explained. Upon acceptance of the appointment, the nominee is offered Commissioner training.

### REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number 274225

#### Principal address

County Office  
Hertfordshire Guide Centre  
Cottered  
Buntingford  
Hertfordshire  
SG9 9QP

#### Trustees

Mrs J Maskrey  
Mrs A Johns  
Mrs L O'Bryan  
Mrs P Hills (Retired on 01/08/2021)  
Mrs J North (Retired on 17/11/2021)  
Miss A Perry (Retired on 01/08/2021)  
Mrs J Smith  
Mrs S Sayce  
Mrs J Wheeler  
Mrs K Hunter  
Mrs R Ashdown  
Mrs T Cornish (Retired on 01/11/2021)  
Mrs S Settle  
Mrs C Hildrop  
Ms S Hill  
Mrs P Botten (Retired on 01/06/2021)  
Miss E Wilson  
Mrs J Eavis  
Mrs J Bushe (Appointed on 15/04/2021)  
Ms N Weisfled (Appointed on 17/11/2021)

#### Independent examiner

Mercer & Hole  
Accountants  
72 London Road  
St Albans  
Hertfordshire  
AL1 1NS

Approved by order of the board of trustees on 28<sup>th</sup> April 2022 and signed on its behalf by:

Mrs J Maskrey -



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**Independent examiner's report to the trustees of Hertfordshire County Guide Association**

I report to the charity trustees on my examination of the accounts of the Hertfordshire County Guide Association (the Trust) for the year ended 31 December 2021.

**Responsibilities and basis of report**

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

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

**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:

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Steve Robinson FCA  
Mercer & Hole Chartered Accountants  
72 London Road  
St Albans  
Hertfordshire  
AL1 1NS

Date: 17 May 2022

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021

		Unrestricted Funds	Restricted funds	2021 Total funds	2020 Total funds
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		37,988	17,331	55,319	48,681
<b>Charitable activities</b>					
Direct charitable activities		-	10,817	10,817	17,068
Other charitable activities		58,388	-	58,388	93,734
Other trading activities	2	31,912	-	31,912	17,411
Investment income	3	<u>106</u>	-	<u>106</u>	<u>170</u>
<b>Total</b>		<b>128,394</b>	<b>28,148</b>	<b>156,542</b>	<b>177,064</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Direct charitable activities		-	27,549	27,549	32,990
Other charitable activities		103,499	6,855	110,563	105,918
Other		<u>1,467</u>	-	<u>1,467</u>	<u>6,315</u>
<b>Total</b>		<b>104,966</b>	<b>34,404</b>	<b>139,370</b>	<b>145,223</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b><u>23,428</u></b>	<b><u>(6,256)</u></b>	<b><u>19,172</u></b>	<b><u>31,841</u></b>
Transfers between funds		7,277	(7,277)	-	-
<b>Net movement in funds</b>		<b><u>30,705</u></b>	<b><u>(13,533)</u></b>	<b><u>17,172</u></b>	<b><u>31,841</u></b>
<b>RECONCILIATION OF FUNDS</b>					
As previously reported		<u>429,994</u>	<u>43,970</u>	<u>473,964</u>	<u>442,123</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>460,699</u></b>	<b><u>30,437</u></b>	<b><u>491,136</u></b>	<b><u>473,964</u></b>

The notes form part of these financial statements

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

BALANCE SHEET  
AT 31 DECEMBER 2021

		2021	2020
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	8	190,605	197,627
<b>CURRENT ASSETS</b>			
Debtors	9	1,571	13,126
Cash at bank		302,495	281,048
		<b>304,066</b>	<b>294,174</b>
<b>CREDITORS</b>			
Amounts falling due within one year	10	(3,535)	(17,837)
<b>NET CURRENT ASSETS</b>		<b><u>300,531</u></b>	<b><u>276,337</u></b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>491,136</b>	473,964
<b>NET ASSETS</b>		<b>491,136</b>	473,964
<b>FUNDS</b>	<b>12</b>		
<b>Unrestricted funds:</b>			
General Fund		377,274	352,331
Designated International Camp Fund		3,967	3,967
Designated Disabilities Fund		9,122	9,122
Designated Building Equipment Fund		-	-
Designated Activity Fund		70,091	64,574
Designated Adventure Fund		-	-
		<b><u>460,454</u></b>	<b><u>429,994</u></b>
<b>Restricted funds:</b>			
Flexible guiding Fund		4,760	4,460
Sustainability Fund		8,448	20,658
Restricted donations		508	508
International Fund		7,673	9051
Growing Guides		-	-
Training Fund		-	-
Buildings Fund		9,293	9,293
		<b><u>30,682</u></b>	<b><u>43,970</u></b>
<b>TOTAL FUNDS</b>		<b>491,136</b>	473,964

The financial statements were approved by the Board of Trustees on 28<sup>th</sup> April 2022 and were signed on its behalf by:



Mrs J Maskrey -Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of Section 3 Financial Statement Presentation paragraph 3.17(d); the requirements of Section 11 Financial Instruments paragraphs 11.41(b), 11.41(c), 11.41(e), 11.41(f), 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirement of Section 33 Related Party Disclosure paragraph 33.7.

**Income**

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

Income from grants is recognised on a receivable basis.

**Expenditure**

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

**Tangible fixed assets**

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

Freehold property	- 2% on cost
Fixtures and fittings	- 20% on cost

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

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

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

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

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. ACCOUNTING POLICIES - continued**

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Grants**

Expenditure on grants is recorded once the Charity has made an unconditional commitment to pay the grant and this has been communicated to the beneficiary or the grant has been paid, whichever is the earlier. The Charity has not made any commitments of more than one year.

**2. OTHER TRADING ACTIVITIES**

	2021	2020
	£	£
Training	744	115
County Centre	10,320	8,701
Activities for members	2,180	3,709
Badges	3,136	4,887
Other merchandise	-	-
	<b>31,912</b>	<b>17,411</b>

**3. INVESTMENT INCOME**

	2021	2020
	£	£
Interest received	106	170

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

**Trustees' expenses**

20 (2020 - 19) Trustees were reimbursed during the year for directly incurred expenditure totalling £6,726 (2020 - £6,690).

**5. STAFF COSTS**

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

	2021	2020
Accounting and secretarial	4	3

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

**6. INDEPENDENT EXAMINERS' FEE**

The fee for the independent examination was £3,000 (2020: £3,000).

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2021

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	12,160	36,521	48,681
<b>Charitable activities</b>			
Direct charitable activities	-	17,068	17,068
Other charitable activities	93,734	-	93,734
Other trading activities	17,411	-	17,411
Investment income	<u>170</u>	-	<u>170</u>
<b>Total</b>	<b>123,475</b>	<b>53,589</b>	<b>177,064</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Direct charitable activities	-	32,900	32,900
Other charitable activities	91,346	14,572	105,918
Other	<u>6,315</u>	-	<u>6,315</u>
<b>Total</b>	<b>97,661</b>	<b>47,562</b>	<b>145,223</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b><u>25,814</u></b>	<b><u>6,027</u></b>	<b><u>31,841</u></b>
Transfers between funds	(600)	600	-
Net movement in funds	<u>25,214</u>	<u>6,027</u>	<u>31,841</u>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	<b><u>404,780</u></b>	<b><u>37,343</u></b>	<b><u>442,123</u></b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b><u>429,994</u></b>	<b><u>43,970</u></b>	<b><u>473,964</u></b>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2021

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 January 2021	339,703	38,593	378,296
Additions	-	1,941	1,941
At 31 December 2021	<u>339,703</u>	<u>40,534</u>	<u>380,237</u>
<b>DEPRECIATION</b>			
At 1 January 2021	144,425	36,244	180,669
Charge for year	<u>7,160</u>	<u>1,803</u>	<u>8,963</u>
At 31 December 2021	<u>151,585</u>	<u>38,047</u>	<u>189,632</u>
<b>NET BOOK VALUE</b>			
At 31 December 2021	<u>188,112</u>	<u>2,487</u>	<u>190,605</u>
At 31 December 2020	<u>195,278</u>	<u>2,350</u>	<u>197,627</u>

Included in cost or valuation of land and buildings is freehold land of £24,500 (2020 - £24,500) which is not depreciated.

Ownership of Cottered County Centre shown under the heading Freehold Land & Buildings above is registered with Guide Association Trust Corporation who hold the title as Custodian or Holding Trustees for the Hertfordshire County Guides or the Trusts of the Guide Association 1938 Trust Deed.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2021

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
Other debtors	-	-
Prepayments and accrued income	<u>1,571</u>	<u>13,126</u>
	<b>1,571</b>	13,123

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
Deferred income	-	11,350
Accrued expenses	<u>3,535</u>	<u>6,487</u>
	<b>3,535</b>	17,837

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted funds	2021 Total funds	2020 Total funds
Fixed assets	190,605	-	190,605	197,627
Current assets	273,384	30,682	304,066	294,174
Current liabilities	<u>(3,535)</u>	-	<u>(3,535)</u>	<u>(17,837)</u>
	<b>460,454</b>	<b>30,682</b>	<b>491,136</b>	473,964

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2021

12. MOVEMENT IN FUNDS

	1.1.21	Net movement in funds	Transfers between funds	At 31.12.21
	£	£	£	£
<b>Unrestricted funds</b>				
General Fund	352,331	23,158	2,029	377,518
Designated International Camp Fund	3,967	-	-	3,967
Designated Disabilities Fund	9,122	-	-	9,122
Designated Activity Fund	<u>64,574</u>	<u>270</u>	<u>5,248</u>	<u>70,092</u>
	429,99	4 23,428	7,277	460,699
<b>Restricted funds</b>				
Restricted donations	508	-		508
International Fund	9,051	5,654	(7,277)	7,428
Growing Guides	-	-	-	-
Training Fund	-	-	-	-
Flexible Guiding Fund	4,460	300	-	4,760
Sustainability Fund	20,658	(12,210)	-	8,448
Buildings Fund	<u>9,293</u>	-	-	<u>9,293</u>
	43,970	(6,256)	(7,277)	30,437
<b>TOTAL FUNDS</b>	<b>473,964</b>	<b>17,172</b>	<b>-</b>	<b>491,136</b>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General Fund	127,524	(104,366)	23,158
Designated Activity Fund	870	(600)	270
	<b>128,394</b>	<b>(104,966)</b>	<b>23,428</b>
<b>Restricted funds</b>			
International Fund	12,446	(6,355)	6,091
Growing Guides	-	-	-
Training Fund	-	-	-
Flexible Guiding Fund	500	(200)	300
Sustainability Fund	15,202	(27,849)	(12,647)
Buildings Fund	-	-	-
	<b>28,148</b>	<b>(34,404)</b>	<b>(6,256)</b>
<b>TOTAL FUNDS</b>	<b>156,542</b>	<b>(132,637)</b>	<b>17,172</b>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2021

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.20	Net Movement in funds	Transfers between funds	At 31.12.20
<b>Unrestricted Funds</b>				
General Fund	327,117	25,814	(600)	352,331
Designated International Camp Fund	3,967	-	-	3,967
Designated Disabilities Fund	9,122	-	-	9,122
Designated Activity Fund	64,574	-	-	64,574
	<b>404,780</b>	<b>25,814</b>	<b>(600)</b>	<b>429,994</b>
<b>Restricted Funds</b>				
Restricted donations	508	-	-	508
International Fund	24,973	(15,922)	-	9,051
Growing Guides	500	(500)	-	-
Training Fund	11,362	(11,362)	-	-
Flexible Guiding Fund	-	3,860	600	4,460
Sustainability Fund	-	20,658	-	20,658
Buildings Fund	-	9,293	-	9,293
	<b>37,343</b>	<b>6,027</b>	<b>600</b>	<b>43,970</b>
<b>TOTAL FUNDS</b>	<b>442,123</b>	<b>31,841</b>	<b>-</b>	<b>473,964</b>

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

	Incoming resources	Resources expended	Movement in funds
<b>Unrestricted funds</b>			
General Fund	123,475	(97,661)	25,814
	<b>123,475</b>	<b>(97,661)</b>	<b>25,814</b>
<b>Restricted funds</b>			
International Fund	17,068	(32,990)	(15,922)
Growing Guides	-	(500)	(500)
Training Fund	-	(11,362)	(11,362)
Flexible Guiding Fund	3,860	-	3,860
Sustainability Fund	20,658	-	20,658
Buildings Fund	12,003	(2,710)	9,293
	<b>53,589</b>	<b>(47,562)</b>	<b>6,027</b>
<b>TOTAL FUNDS</b>	<b>177,064</b>	<b>(145,223)</b>	<b>31,841</b>

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2021**

The Building Equipment Fund is represented by capitalised expenditure on the Cottered Centre and the International Camp, Disabilities, Activity and Special Projects funds by bank balances.

The Martin / Hurford Fund came of a legacy from Beryl Martin and a donation by Barbara Hurford with the specific instruction that it be used by means of a bursary to aid Guides going abroad on Guiding "Gold" projects.

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2021.

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	2021	2020
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Legacies	-	-
Grants	<b>34,222</b>	25,678
Donations	<b>23,097</b>	23,003
	<b>57,319</b>	48,6821
<b>Other trading activities</b>		
Training	<b>745</b>	115
County Centre	<b>10,320</b>	8,701
Activities for members	<b>2,180</b>	3,708
Badges	<b>15,532</b>	4,887
Other merchandise	<b>3,136</b>	-
	<b>31,912</b>	17,411
<b>Investment income</b>		
Interest received	<b>106</b>	170
<b>Charitable activities</b>		
Subscriptions	<b>56,979</b>	92,682
200 Club	<b>1,409</b>	1,052
International trip income	<b>10,817</b>	17,068
	<b>69,205</b>	110,802
<b>Total incoming resources</b>	<b>158,542</b>	177,064
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Training	<b>2,491</b>	786
Members events	<b>975</b>	1,330
County centre	<b>23,182</b>	15,146
County centre repairs	-	15,851
Travelling	<b>1,669</b>	1,712
Postage, telephone, printing and stationery	<b>3,527</b>	4,900
Website and internet costs	<b>1,953</b>	1,982
Share magazine	<b>4,068</b>	3,330
Commissioners and Queens guide grants	<b>80</b>	-
Carried forward	<b>37,945</b>	45,037

This page does not form part of the statutory financial statements

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	2021	2020
	£	£
<b>Charitable activities</b>		
Brought forward	<b>37,945</b>	45,037
Grants	<b>30,569</b>	3,907
Presentations and awards	<b>3,088</b>	-
New programme costs	<b>948</b>	-
Sundry expenditure	<b>5,385</b>	9,940
International trip expenses	<b>6,555</b>	32,990
Badges	<b>14,215</b>	12,208
Depreciation	<b>8,898</b>	8,575
	<b>107,813</b>	112,657
<b>Support costs</b>		
<b>Governance costs</b>		
Wages	<b>25,288</b>	24,516
Social security	<b>335</b>	271
Pensions	<b>179</b>	211
Insurance	<b>1,498</b>	1,373
Independent examiner's fee	<b>3,000</b>	3,000
Secretarial and accounting	<b>1,467</b>	3,195
	<b>31,765</b>	32,566
<b>Total resources expended</b>	<b>139,578</b>	145,223
<b>Net income/(expenditure)</b>	<b><u>31,841</u></b>	<b><u>31,841</u></b>

This page does not form part of the statutory financial statements

## HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

### COUNTY TREASURER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

The accounts show a net surplus of £17,172 for the year compared to a net surplus in 2020 of £31,841.

#### **INCOME**

Net subscription income was down at £56,979 compared to 2020 (£92,682) due to a decrease in the subscription from £8.50 to £7.30 per member as well as a reduction in members from 10,329 to 7,767. The reduction in members was as a result of the COVID-19 pandemic.

Other trading activities were considerably higher at £31,912 compared to 2020 (£17,411) largely due the gradual reopening of the County Centre and sale of challenge badges.

#### **EXPENDITURE**

Major expenses during 2021 were:-

- £23,182 (£30,997 in 2020) for the Hertfordshire Guide Centre at Cottered. The decrease in the year was largely the result of events being halted due to the Coronavirus pandemic;
- £25,802 (£24,998 in 2020) on Staff costs — largely due to a pay rise for the staff members and an additional employee being recruited;
- £14,215 (£12,208 in 2020) for the purchase of badges – largely due to the increased number purchased;
- £6,555 (£32,990 in 2020) in International trip expenses — The decrease year on year was as a result of the Coronavirus pandemic where international travel was halted.
- £4,068 (£3,330 in 2020) for SHARE magazine. The increase was due to additional work required.;
- £3,527 (£4,900 in 2020) for Postage, Telephone, printing & stationery. The decrease is largely due to a decrease in the volume of items sent by post;
- £2,491 (£786 in 2020) for Training. The increase in the year was due to additional First Aid training courses being held

The Balance Sheet shows Girlguiding Hertfordshire's current worth as £491,136 an increase from 2020 (£473,964). Fixed assets decreased by £7,022, mostly due to depreciation. The cash element of Current Assets increased while both Debtors and Creditors decreased. This resulted in Net Current Assets of £300,531 up £24,194 on 2020. Within the Unrestricted Funds the General fund increased by £25,187 and the Restricted Funds decreased from £43,970 in 2020 to £30,437 due to movements on a number of different funds, most notably the International and Sustainability Funds.

## HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

### REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2021

#### Our county in numbers

Divisions		Districts		Units	
10		47		488	
					Comparison to 2020
Young Members	6974		ê	450	
Volunteer Members	1748		é	150	
Rainbows	1537		é	42	
Brownies	3405		ê	364	
Guides	1780		ê	124	
Rangers	252		ê	4	

#### Mission

We work in alignment with the mission statements from both Girlguiding UK and Girlguiding Anglia and are dedicated to empowering and inspiring our members, by providing them with fun and challenging experiences through which they make lifelong friendships, learn life skills and grow to reach their full potential.

#### Our Values

We aim to show our members a county team who work together, sharing workloads, skills and ideas, which promotes the caring, inclusive, inspiring and supportive approach to guiding we wish our members to experience and be a part of.

#### Girlguiding Themes

##### Access

Provide more girls and adults with the opportunity to access guiding

##### Excellence

Providing more support to our volunteers to enable them to deliver better guiding

##### Voice

Improving the way we listen to and promote our girls' and volunteers' voices

##### Capacity

Enabling a better guiding experience to be delivered by working collaboratively to improve our structures, processes and capacity.

#### 2021 Aims and Objectives

Following the easing of restrictions this year has seen much more of a return to face-to-face guiding for the majority of our units, although some have chosen to continue to meet virtually. All our volunteers have

worked hard and shown great resilience under difficult circumstances and have continued to offer the girls an exceptional guiding experience.

Promotion of Girlguiding to girls, recruiting volunteers through social media posts and recruitment opportunities at events following the easing of restrictions has been a big part of 2021. St Albans district were proud to be invited to have a stall to promote opportunities available to girls and young adults at The High Sheriff of Hertfordshire's International Youth Day Celebration event on 12th August in the grounds adjacent to St Albans Abbey.

Our county website has been undergoing changes which we hope will result in a more user-friendly, accessible online experience for both our members and the public and provide a platform for our county teams to demonstrate what they do and can offer our members.

## **Structure**

This year has seen the expansion of our Inclusion team enabling us to make guiding even more inclusive and provide our volunteers with the support they need to ensure we achieve this.

The growth of the county membership is vital and the launch of our flexible guiding units for Brownies, Guides and Rangers has proved a great success, enabling those unable to join a unit due to lack of spaces or who are unable to access guiding in the traditional form, the chance to experience all guiding has to offer.

The PR team have recruited 3 new members to their team and now have a representative for each division, this results in more effective two-way communication.

## **Supporting the Community**

Members of all sections have been out in the community litter picking and laying wreaths for Remembrance Day. Units from across St Albans took part in the St Albans Remembrance Day parade, which was given the go ahead very late in the day.

As random acts of kindness, 5<sup>th</sup> Hoddesdon Brownies wrote letters, filled and decorated Harvest boxes which they delivered to people in the community. They also delivered handmade Christmas decorations members of the community.

7<sup>th</sup> Ware and Stanstead Abbott Brownies and the 5<sup>th</sup> Ware Rainbows took part in the Great British Spring Clean.

In June, Hemel Hempstead South District held a Family Monopoly Run. 11 teams signed up and they raised funds for two local charities.

As part of their Pedal Power unit meeting activity, 1<sup>st</sup> Goffs Oak Rainbows did laps around a car park on their bikes and scooters, raising £336.50 for Children in Need and gaining the Children in Need badge. 7<sup>th</sup> Hitchin Brownies held a joint Children in Need danceathon/Anglia 50<sup>th</sup> Birthday party and raised approximately £383 for Children in Need.

In Radlett district, due to large district events being subsidised by various Covid grants, girls' payments for these specific events have been used to fundraise for charity. Donations have been made to a range of charities during the year totalling approximately £1500, with Shenley Park Trust received over £400 which they have used to fund children's spades.

Volunteers across the county spent much of October and November knitting and crocheting postbox toppers including reindeer, shepherds, sheep and snowmen. An activity that was first stated in St Albans in 2018 with 23 toppers, for Christmas 2021 this number increased to 82 across Hertfordshire. £30,000 was raised for charities Youth Talk and ADD-vance.

Girls from Radlett district have supported Shenley Apple day and painted part of a mural for Radlett station.

9<sup>th</sup> Hitchin Brownies made decorations for a Brownies-themed tree at the Hitchin Christmas tree festival and several units from Welwyn Garden City (Guessens) district entered the St Francis Church Christmas Tree festival, where 3<sup>rd</sup> Welwyn Garden City Guides won the uniformed section prize, their tree decorations were made from upcycled old badges.

## **Rainbows**

Rainbows have been achieving their Bronze and Silver awards with one very keen Rainbow from 7<sup>th</sup> WGC Rainbows completing all her Interest badges and is now working on her Gold award.

A number of Rainbows from the South West division flexible Rainbow unit attended a district activity day where they got to meet each other and their leaders face to face for the first time. The flexible Rainbow unit has proved a great success in giving girls, unable to get a space in a Rainbow unit, a taste of guiding.

Rainbows have done lots of craft activities in unit meetings such as making kites, cress heads in eggs shells, spaghetti and marshmallow towers, jam jar lanterns covered in dried leaves and petals, building mini rafts, paper plate weaving, and playing parachute games. 2nd Letchworth Rainbows made a sea collage including paper plate jelly fish.

Some Rainbows have continued to meet virtually and have enjoyed scavenger hunts, baking, learning to sign the Rainbow song and earning the virtual Rainbow badge. 9<sup>th</sup> Hitchin Rainbows held a 5-hour virtual 'bake off'.

25<sup>th</sup> St Albans Rainbows welcomed MP Daisy Cooper to a unit meeting in the summer term. She took the time to talk to the girls about the choices they were making in their task and explained to them what she does as an MP and what help she gives to people. She answered all the girls' questions, even when they had been asked before!

Rainbows have been working on their Influence Stage 1, Network Stage 1 and Explore Stage 1 skills builders and gaining their Have Adventures, Take Action and Be Well theme badges.

## **Brownies**

Many Brownie units held meetings with activities such as scavenger hunts, escape rooms, cooking, games and art, going for walks and Brownies from Radlett district enjoyed a circus skills workshop in June.

A district within South West division ran Brownie revels in the summer. It took place in a school field where the girls moved around a number of bases with a space theme, make popping rockets, galaxies in a jar and playing space games.

Ickleford Brownies have enjoyed carrying out space themed activities such as making rockets, astronaut type challenges, making edible sparklers and lighting real ones, and baking and 24<sup>th</sup> St Albans Brownies made clay animals inspired by the Magical Menagerie at Heartwood.

Redbourn Brownies have planted a tree in readiness for the Queen's Jubilee celebrations.

Brownies have been working on their Feel Good Stage 2, Camp and Communicate skills builder, Be Well, Have Adventure and Take Action themes. Many Brownies have achieved their Bronze, Silver and Gold awards with Brownies from 9<sup>th</sup> Hitchin Brownie unit running virtual activities and games and creating a unit recipe book.

## **Guides**

Many Guides achieved their Bronze, Silver and Gold awards, with the 1<sup>st</sup> Adeyfield Guides Gold award girls devising a Backwoodsman cooking competition.

Guides have been meeting both face to face and virtually, and have enjoyed quizzes, celebrating festivals like Diwali and Hannukkah and going for walks

9<sup>th</sup> Abbey Guides celebrated their Centenary with the main event being a service at St Albans Abbey followed by a reception at Abbey Primary School with over 120 attending. The girls had the chance to meet their 'sisters' (former Guides). There were archive displays, craft tables to create a memento and campfire songs were sung prior to the cutting of a spectacular birthday cake made by one of the unit's Young Leaders. They kicked off their Centenary celebration week with a visit from former unit leaders Margaret Silvester and Jill Lees, who spoke about their time as commanders/leaders and the company/unit and presented the girls with interesting archival information and discussed the history of the flags, one of which she created, and they practised the 'Colour Party'.

Guides from Stevenage and North divisions attended a survival skills event where they learnt how to whittle, light a fire and build dens.

As part of the Investigating interest badge, 5<sup>th</sup> Potters Bar Guides received a virtual talk from a lady on forensics and interviewed the captain of the London Bees (Barnet Football Club ladies' team) via Zoom.

Guides from Hitchin district took a day trip on a narrowboat where they learnt how to drive it and how the locks on the Grand Union Canal work.

### **Rangers**

Rangers have done a variety of activities including cycle rides, walking/hiking and playing golf.

Lots of our Young Leaders have completed their Young Leader Qualification and are now embarking on their journey to complete their Leadership Qualification.

In West division, Rangers organised a 'Come Dine with Me' event and Rangers from Ware district had a great time at a district pizza evening at Amwell Scout Hut, after receiving a 'get your community back together' grant from ASDA, which paid for the event.

The Pulsatilla Rangers completed the Pax Lodge Harry Potter challenge in London

1<sup>st</sup> Croxley Green Rangers took part in the Anglia Under the Stars virtual Festival taking part in various activities such as sleeping under the stars, making constellation cookies and Matariki stars.

### **More fun...**

There have been trips to the Sealife Centre in London with cruising on the River Thames, Vertigo, the cinema to watch Encanto, Jump In, bowling, allotments and Buzzworks to see a Queen bee in her hive and learn about what bees do and why they are so important, as well as kayaking at Stanborough Lakes and tennis lessons,

### **Celebrating Thinking Day**

The county held a virtual Thinking Day event on Sunday 21 February where girls and leaders from across Hertfordshire renewed their Girlguiding Promise.

A special Thinking Day 2021 Challenge badge was created, and a Promise Renewal video produced with the assistance of the PR team, which has been viewed over 1000 times. Many of the views were by a whole unit simultaneously, so we anticipate it has been seen by thousands of members across the county, and further afield.

Articles and stories arising from the Thinking Day event were share on the county Facebook and Instagram pages, as well as in newspapers and local My News magazines across the county afterwards – a total of over 20 posts and 14 articles.

Units from Elstree and Borehamwood district joined with Radlett district for their Thinking Day event.

### **Visits from the community**

Some units have been fortunate to have both in person and virtual visits this year from PCSOs, Laughter Yoga, Hornbeam Hedgehog Society, Manic Ceramics, Guide Dogs, reptiles and beekeepers.

The 5<sup>th</sup> Potters Bar Guides had an outdoor session with the retired GB Olympics team manager learning about the games and doing sport challenges.

## **Guiding Development**

The training team has continued to offer first class training and support during restrictions, delivering sessions in a clear and concise manner, both face-to-face and virtually. They empower our leaders, who in turn go on to drive excellence, access and a voice throughout Girlguiding. All training sessions are designed to be inclusive and impactful.

As trainers ensure that all leaders are compliant in Safe Space and up to date with their First Response, they can also assist in delivering programmes that help leaders gain confidence and reach their full potential, which in turn will assist them to go on to deliver exceptional guiding experiences.

A couple of our trainers took part and delivered sessions in the Anglia Region ROVE 2021 training in June 2021 and one volunteer achieved her Trainer Qualification in the Autumn of 2021 - a fantastic achievement and well deserved.

## **Outdoor Activities**

The Outdoor Team organised two Survival Skills days for Stevenage division and for Guides across the county. In total 125 Guides attended. They completed elements from a survival skills passport which includes Whittling, Fire Lighting and Shelter building.

The introduction of the Survival Skills days has encouraged outdoor experiences for those who want them, with many Guides learning or reinforcing the skills they already have. They and their parents/commissioner have confirmed that they had enjoyed this value for money activity.

The Outdoor team has helped those volunteers who wish to have a rewarding experience teaching girls the skills they know. In turn they have begun to form a team and helped to create the Survival Skills days and further ones are planned to continue reinforcing the Guides skills and encourage outdoor activities.

The team has continued to encourage all Guides to spend time out in nature without their leaders to enable more who are interested to attend.

The Walking Team continued to offer COVID-19 compliant social walks and introduced the very successful Marathon Challenge for the Tokyo Olympics, selling badges to members and non-members alike, encouraging walking and getting out in nature. They also ran a Brownie and Rainbow Safari in Broxbourne Woods which all those who attended thoroughly enjoyed.

The DofE coordinator has run events for those undertaking their DofE training with 24 Rangers and Young Leaders learning and reinforcing their knowledge and skills.

Two members of the Walking Team completed their Level 2 Walking Qualifications, which had been delayed from the previous year.

## **Residential**

As restrictions gradually eased, units were able to organise residential activities again. Holidays, camps and sleepovers have taken place with themes such as a year in a weekend, Harry Potter and nature. Many units remain cautious and have delayed their time away but are hopeful to plan for summer 2022.

## **International**

The continuing Covid crisis has unfortunately impacted on International trips and will continue to restrict opportunities through to 2023. The lack of International travel hasn't stopped units celebrating world Guiding with many units, districts and divisions holding virtual Thinking Day celebrations.

Although all the world centres have been closed to visitors, they have been offering virtual events and this has given many members the opportunity to take part in virtual tours, cooking classes, dance workshops and much more opening the International experience to more girls and adults.

We had a good attendance at the recent region selection day and have been offered places to attend the World Scout Jamboree in 2023 and the proposed region train trip also in 2023.

### **Youth Opportunities**

An increased number of Commonwealth Awards have been awarded this year. This non time dependent special award can be achieved if the girl is unable to attend weekly meetings, placed in isolation for instance.

Our "in training" and qualified Young Leaders continue to give valuable support and assistance to our busy unit leaders and our many Ranger units around the county have continued to support the 14-18 year age groups, enabling a better mental health and peer encouragement throughout this difficult year and uncertain time period. The adaptation of the programme and girl led activities have been of great help to many at this time.

Units have also taken part in the Parliament week 2021, as supported by Anglia Region and enjoyed the challenges and activities that this offered. Within South West division this also incorporated super peer led discussions on the voting process and some amazing campaign discussions.

The Queens' Guide has been adapted to enable girls to continue to achieve this award at the current time and the experiences offered through this challenge continue to amaze and encourage individuals to stretch their abilities.

We promote all experiences relevant to the age group through advertising in the county newsletters, website and social media platforms as well as the standard cascades within divisions and districts. The Youth Opportunities team have continued to provide advice and support for the individual as well as encouraging leaders to develop the 13+ age group and continue Girlguiding. The continuation of flexible options within Guiding enables participants to reach their potential. We have encouraged this through the continuation of newsletter activities, crafts and challenges alongside information for all.

### **Inspire**

Inspire is a concept for 18–30-year-old members to come together to enjoy experiences in addition to, or instead of volunteering with a unit. Young women at this age typically have a lot of change in their lives at this time and Girlguiding wanted to provide a flexible opportunity for them to remain part of the organisation and have fun.

In the county, the Inspire team have presented local events such as walking events and national opportunities such as GOLD and the Juliette Lowe seminar UK for Inspire members to engage with. With the event of COVID it has been challenging to put on the physical events that Inspire members want to engage with and the numbers remain relatively low. It is hoped that this will pick up throughout the coming year and that more opportunities and direction will come from region and country lead volunteers.

### **Trefoil Guild**

Monthly events were held via Zoom during the pandemic which were accessible by phone to those without computers and for those hard of hearing, where possible, typed captions were used. After each event, members split into breakout rooms to enable smaller groups to chat. There have been talks by outside speakers, Christmas miscellany, photographic competition, an international quiz, crafts and chair and secretaries airing and sharing meetings.

Within the constraints of the pandemic, we have enabled our members to feel the circle of friendship that exists throughout Girlguiding through joining with others within the county and with the World Centres and other Guilds for events and activities.

The Trefoil Guild is fully inclusive and the Warriors Trefoil Guild is a Jewish Guild mainly for those with special needs.

National and regional Competitions have been shared with all members enabling members to feel part of the wider circle of Girlguiding. Members have taken part in the Walking Team Marathon Challenge with many completing well over 5 marathons. This has helped both their physical and mental health and helped them to feel a part of the Hertfordshire Girlguiding community.

As a team we have split the county up and each team member taken responsibility for liaising with a small number of Guilds. This has helped them to keep in touch regularly and support those in charge.

Two of our members were presented with their Trefoil Thanks and recognition Brooches and Certificates. Two members from St Albans Trefoil Guild achieved their Gold Voyage Award and another is working towards her Silver Voyage Award, whilst two members from Ware Trefoil Guild are working towards their Bronze Voyage Award. We are proud to see their hard work come to fruition.

All members of Trefoil Guild are volunteers, with many supporting local units and districts helping at events when asked, taking an active role in events such as Thinking Day, St George's day and Christmas tree festivals. Ware Trefoil Guild ran a Human Fruit Machine stall at a district fete and have joined Stanstead Abbotts Brownies to help teach them to knit. St Albans Trefoil Guild carried the flag at the event celebrating the 100<sup>th</sup> Anniversary of the 9<sup>th</sup> St Albans (Abbey) Guides and Brownies.

Guilds support many charities and even during the Pandemic has knitted and raised funds for a variety of them. As well as supporting Harpenden Trefoil Guild at their garden lunch event to raise money for the local fire service, St Albans Trefoil Guild have also raised money for Hautbois Activity Centre at their garden party for Anglia's 50<sup>th</sup> anniversary. Ware Trefoil Guild have collected items for the Samaritan's Purse Shoebox 2021 appeal, and made collection of items such as plastic milk bottle tops, stamps and empty cellophane wrappers from greetings cards, to raise money for various charitable causes.

### **Inclusion**

Over the year there have been some enquiries for girls who have additional needs to be placed in units in the County and they have in the main joined the 10<sup>th</sup> Goffs Oak Rainbows and Brownies and Guides and Rangers who met via monthly Zoom sessions for the first half of the year with activity packs delivered or posted to families, resulting in happy faces and many badges awarded.

Face to face meetings recommenced in the Autumn, with sensory activities, music, colouring, a disco, monthly dance sessions and play on the sideline for girls who wish to take time away from others. There are now around 22 girls attending with the youngest being 5 years old.

6<sup>th</sup> Welwyn Garden City Brownie, Guide and Ranger unit continue to meet via Zoom which has been hard due to the girls needing a lot of support which isn't always available in a busy home environment. The girls have been pumpkin picking near Redbourn, to the Stockwood Discovery Centre in Luton to look at all the elephants they had on display there, which had been part of the Big Trunk Trail over the summer, and in December met one very chilly evening to look round the lights in Welwyn Garden City town centre.

### **Membership Support**

The Membership Systems Coordinator has offered training on GO administration to all new commissioners by Zoom. This keeps the cost of training low and enables the sessions to be targeted on local data. The LQ Coordinator has trained all new mentors face-to-face or, where this has not been possible, by phone.

Long Service awards have predominantly been sent out by post. In the last term it was decided to include the higher awards so that presentation was no longer delayed, and these have all been collected by or delivered to division commissioners. Total Awards for the year are: 5-year = 85, 10-year = 50, 20-year = 22, 30-year = 20, 40-year = 13, 50-year = 6, 60-year = 1. The Membership Systems Coordinator received a 20-year long service award

The Membership Systems team aims to respond to queries within 48 hours, via communications on a variety of platforms including email, WhatsApp, text and phone. As always, the aim is to offer best advice and to maintain the integrity of our membership database. Where queries are not able to be resolved locally, help is given to pass these up the line to HQ.

Mentors are appointed speedily and LQ books are sent out as soon as this is agreed. Completed LQ books are also dealt with speedily and once verified, are updated on GO, usually within 24 hours.

## **Safeguarding and Wellbeing**

Safeguarding is the thread that runs through all of Guiding. Ensuring Guiding is accessible, safe and inclusive is the responsibility of all members. All enquiries and concerns are responded to quickly, proportionality and with the best interests of the members in mind.

Around 15 concerns, reports or questions have been dealt with ranging from concerning comments from a Brownie to simple queries around RPL. Advice regarding difficult conversations has been offered and local commissioners and leaders supported to manage any safeguarding concerns in their areas quickly and efficiently.

## **PR Team**

The PR team have been heavily involved in the promotion of various events during the year including Thinking Day and the Marathon Challenge, the latter, ensuring anyone who applied for a badge also received a recruitment leaflet!

The team have ensured that posts promoting events and activities have been shared far and wide via the county Facebook pages. We aim to encourage more engagement through regular, varied and meaningful content. Sharing members' stories inspires others, and we have been able to celebrate, via social media our award recipients, newly trained leaders and share news of unit/district/division events, as well as county, region and national opportunities.

The PR team created both 'meet the leader' posts on Facebook with the aim of showing that leaders are busy people who make time for their guiding as well as a series of volunteering posts to celebrate our volunteers. These have been very well received.

Our Facebook recruitment posts had a combined reach of over 100,000 and recruitment articles have been included in 2 papers during Volunteers Week and 4 local magazines. Units in South West division and St Albans were saved from closing as a result of two targeted articles which attracted new leaders.

The county Instagram page has a growing presence and a Girlguiding Hertfordshire Pinterest board packed with resources for leaders has been set up. The PR team has taken on the job of compiling the county Share magazine, successfully producing 2 editions so far and have set up a LinkedIn account.

Support is given to all county teams and their events, helping them devise posts and promotional materials as necessary. The PR team have shown the inclusiveness of Girlguiding through actively engaging and promoting awareness of what the Goffs Oak All Sections unit offers girls, posting Girlguiding inspired blogs across a range of inclusion topics, sharing sign language versions of the Rainbow Song, Brownie Bells and Taps and publishing regular mental health awareness posts.

All members of the PR team have completed various training courses throughout the year such as Anglia's Branding Training and LinkedIn and GDPR training as well as ensuring their Safe Space and First Response qualifications remain up to date.

## **Growth and Retention**

Headquarters arranged to run a national recruitment campaign during the summer term, which was one of our highs during the year of 2021. With the help of the PR team and volunteers across the county sharing recruitment posts we were able to receive an excess of 120 new enquiries. We trialled some new recruitment plans with how we made contact with enquirers and ran online, evening welcome events. We will be carrying on with welcome events during the next recruitment campaign and invites would still also come out from county Growth and Retention team. Another national recruitment campaign is planned for 2022.

Some units started to have local PR stands but uptake has been less as a lot of areas are cautious as a result of covid. We aim to participate in larger events in 2022 with the return of summer fairs and the County Show in May.

During volunteer week the county team sent thank you badges and cards to all volunteers across county. This year the badge was a design of a butterfly to represent the new beginning after such a tough period with the pandemic. To help with retention, region launched 1 and 3 year service awards, which have received very good feedback as new volunteers have felt appreciated sooner, rather than having to wait 5 years to receive their first award.

Thank you to all our volunteers across the county for all the help to keep guiding growing in Hertfordshire.

### **Awards**

The awards given this year acknowledge the number of individuals we have in Hertfordshire who have been nominated by their peers as outstanding in their delivery of Guiding, in all its guises. Due to the ongoing pandemic, we again used virtual presentations instead of a physical gathering. This enabled awards to be given in a timely fashion.

#### **Member and Long Service Brooch**

60 years - 1  
50 years – 6  
40 years – 10  
30 years – 13

#### **County Thanks Certificate**

2

#### **County Good Service Certificate**

4

#### **Good Service Brooch and Certificate**

2

#### **Gold Duke of Edinburgh Award**

1

#### **Anglia Guiding Star**

1

#### **Anglia Youth Award**

1

#### **Hertfordshire Good Guiding Badge and Certificate**

1

Following the 2021 awards event, the baton for the awards chair has been passed on.

### **Archives**

Anglia Archivists have met 4 times on Zoom this year. Meetings included trainings given by the Norfolk Record Office on Digitisation and Collections Management. Courses in Digital Preservation Skills, Providing Access to Preserved Digital Content, Archiving Personal Data (all run in conjunction with the National Archives), Paper Recognition (run by Preservation Equipment Limited) and Understanding Copyright (a series of webinars run by The Scottish Council on Archives) have also been attended. In October, the annual Anglia Archivists meeting was held, face-to-face, in Toft.

Uniform and other items were loaned for a display in St Albans Cathedral in celebration of the centenary of 9th St Albans Guides and Brownies.

There have been 4 visits to the county archives in the latter half of the year amounting to a total of 19 long days spent sorting, cataloguing and moving items into archival quality storage. Much of the work this year has concentrated on books, magazines and documents. Good progress has been made and these are now mostly catalogued and in appropriate archival storage. Surplus books have now been identified and these will be passed to a volunteer who will be attempting to sell them. A start has been made on creating history boxes which will eventually be available for loan to units.

Donations continue to roll in and there is a constant need to revisit those items already catalogued, to compare condition where there are duplicates.

Covid-19 restrictions and consideration for personal safety have again prevented a working day or weekend from being held. However, some jobs have been identified which could be undertaken by a group of volunteers, when conditions improve.

### **Badges and Depots**

Many of the shops/depots have now started accepting orders online via email or websites, with some offering delivery or arranging pickups. They have set been up ensure everyone is able to access the resources they want and awards they have earned. Those that needed to have made adjustments, to continue providing services throughout the restrictions, whilst making sure everyone is protected and as safe as possible.

Many of the shops/depots give back to their local guiding communities in different ways such as offering discounts.

### **Conclusion**

As guiding returns to normal, we are very conscious that our volunteers must make a personal choice as to what they feel comfortable in doing. This has proven to be challenging through the pandemic as there have been different expectations and experiences across the units. The flexible units have been a great opportunity for young members to continue a guiding experience if their unit has not been able to offer anything, or if they have not been able to offer spaces due to restrictions. We thank all of our volunteers, no matter what they have been able to do, for taking the journey with us.

As we look back on the adventures that have been had throughout 2021, it is fantastic that we have been able to engage with so many young people and bring them some relief from the challenges they have faced with school and other activities. We are excited to open up more opportunities and experiences in the coming year and we hope that our recruitment campaigns will encourage volunteers and young people alike to come and join us.

**HERTFORDSHIRE COUNTY GUIDES ASSOCIATION**

England & Wales - Charity number 274225

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# Accounts

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**REGISTERED CHARITY NUMBER: 274225**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020  
FOR  
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

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FOR THE YEAR ENDED 31 DECEMBER 2020**

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# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### OBJECTIVES AND ACTIVITIES

#### Objectives and Aims

Hertfordshire County Guides Association known as Girlguiding Hertfordshire is registered with the Charity Commission (No: 274225) and is governed by Royal Charter dated 14 December 1922. As a Charity it is committed to promote Guiding within the County. Hertfordshire Guides adhere to the aims and objectives of The Guide Association as set out in the Policy Statement. The trustees confirm that they have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

#### Girlguiding - Policy Statement

Girlguiding Hertfordshire is an operating name of the Guide Association, Hertfordshire, and is part of Girlguiding, the operating name of the Guide Association.

#### Statement of Purpose

Girlguiding enables girls and young women to develop their potential and to make a difference to the world.

#### Aim of Guiding

Guiding offers girls and young women opportunities to:

- \* be challenged by new adventures and experiences and achieve a sense of pride in accomplishment
- \* develop self-awareness, self-respect and self-confidence
- \* develop a personal faith and values to give life meaning and direction
- \* think for themselves, govern themselves and make their own decisions
- \* make friends and have fun in the family of Guiding
- \* develop a sense of tolerance, justice, kindness and honour
- \* learn teamwork and acquire leadership skills, working with and for others to appreciate the environment and how to live in it
- \* understand about the world, its people and cultures

#### Method

Guiding uses a method with five distinct elements that interlink:

- \* Guides work together in small groups
- \* Guides are encouraged to govern themselves and make their own decisions
- \* Guides have a balanced and varied programme
- \* Guides care for the individual
- \* Guides share a commitment to a common standard

#### Membership

Girlguiding is open and inclusive for girls and women from all faiths, cultures and races. The extensive, balanced and varied programme in all sections of Guiding, cover the five outcomes outlined in 'Every Child Matters'.

#### The Sections

Guiding takes place in four sections:

- Rainbow: from fifth birthday
- Brownie: from seventh Birthday
- Guide: from tenth birthday
- Ranger: from fourteenth to eighteenth birthday

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### Recruitment and appointment of new trustees

Potential new Trustees are nominated by members of the County Guide Association to the County Commissioner whose duties include the appointment of new Trustees. Before making an appointment, consultation with senior members of the Association is undertaken. The nominee is then approached to ascertain their willingness to become a Trustee and the role and importance of the position is explained. Upon acceptance of the appointment, the nominee is offered Commissioner training.

### REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number 274225

#### Principal address

County Office  
Hertfordshire Guide Centre  
Cottered  
Buntingford  
Hertfordshire  
SG9 9QP

#### Trustees

Mrs J Maskrey  
Mrs A Johns  
Mrs L O'Bryan  
Mrs P Hills  
Mrs J North  
Miss A Perry  
Mrs J Smith  
Mrs S Sayce  
Mrs J Wheeler  
Mrs K Hunter (appointed 14/3/2020)  
Mrs R Ashdown (appointed 1/9/2020)  
Mrs T Cornish (appointed 1/9/2020)  
Mrs S Settle (appointed 1/9/2020)  
Mrs C Hildrop (appointed 28/7/2020)  
Ms S Hills (appointed 1/9/2020)  
Mrs P Botten (appointed 1/9/2020)  
Miss E Wilson (appointed 1/9/2020)  
Mrs J Eavis (appointed 27/9/2020)  
Mrs J Clark (retired 1/9/2020)  
Mrs J Grahame (retired 2/4/2020)  
Mrs P Johnson (retired 9/2/2020)  
Miss C Noakes (retired 1/7/2020)

#### Independent examiner

Mercer & Hole  
Accountants  
72 London Road  
St Albans  
Hertfordshire  
AL1 1NS

Approved by order of the board of trustees on 1 July 2021 and signed on its behalf by:

Mrs J Maskrey



- Trustee Page 2

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**Independent examiner's report to the trustees of Hertfordshire County Guide Association**

I report to the charity trustees on my examination of the accounts of the Hertfordshire County Guide Association (the Trust) for the year ended 31 December 2020.

**Responsibilities and basis of report**

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

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

**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:

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Steve Robinson FCA  
Mercer & Hole Chartered Accountants  
72 London Road  
St Albans  
Hertfordshire  
AL1 1NS

Date: 7 July 2021

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted Funds	Restricted funds	2020 Total funds	2019 Total funds
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		12,160	36,521	48,681	24,521
<b>Charitable activities</b>					
Direct charitable activities		-	17,068	17,068	96,816
Other charitable activities		93,734	-	93,734	97,147
Other trading activities	2	17,411	-	17,411	83,782
Investment income	3	170	-	170	262
<b>Total</b>		<b>123,475</b>	<b>53,589</b>	<b>177,064</b>	<b>302,528</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Direct charitable activities		-	32,990	32,990	82,416
Other charitable activities		91,346	14,572	105,918	181,655
Other		6,315	-	6,315	1,160
<b>Total</b>		<b>97,661</b>	<b>47,562</b>	<b>145,223</b>	<b>265,231</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>25,814</b>	<b>6,027</b>	<b>31,841</b>	<b>37,297</b>
Transfers between funds		(600)	600	-	-
<b>Net movement in funds</b>		<b>25,214</b>	<b>6,627</b>	<b>31,841</b>	<b>37,297</b>
<b>RECONCILIATION OF FUNDS</b>					
As previously reported		<u>404,780</u>	<u>37,343</u>	<u>442,123</u>	<u>404,826</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>429,994</u></b>	<b><u>43,970</u></b>	<b><u>473,964</u></b>	<b><u>442,123</u></b>

The notes form part of these financial statements

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

BALANCE SHEET  
AT 31 DECEMBER 2020

		2020	2019
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	8	197,627	206,202
<b>CURRENT ASSETS</b>			
Debtors	9	13,126	33,253
Cash at bank		281,048	223,622
		294,174	256,875
<b>CREDITORS</b>			
Amounts falling due within one year	10	(17,837)	(20,954)
<b>NET CURRENT ASSETS</b>		276,337	235,921
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		473,964	442,123
<b>NET ASSETS</b>		473,964	442,123
<b>FUNDS</b>	12		
<b>Unrestricted funds:</b>			
General Fund		352,331	327,117
Designated International Camp Fund		3,967	3,967
Designated Disabilities Fund		9,122	9,122
Designated Building Equipment Fund		-	-
Designated Activity Fund		64,574	64,574
Designated Adventure Fund		-	-
		429,994	404,780
<b>Restricted funds:</b>			
Flexible guiding Fund		4,460	-
Sustainability Fund		20,658	-
Restricted donations		508	508
International Fund		9,051	24,973
Growing Guides		-	500
Training Fund		-	11,362
Buildings Fund		9,293	-
		43,970	37,343
<b>TOTAL FUNDS</b>		473,964	442,123

The financial statements were approved by the Board of Trustees on 1 July 2021 and were signed on its behalf by:



Mrs J Maskrey -Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

## 1. ACCOUNTING POLICIES

### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of Section 3 Financial Statement Presentation paragraph 3.17(d); the requirements of Section 11 Financial Instruments paragraphs 11.41(b), 11.41(c), 11.41(e), 11.41(f), 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirement of Section 33 Related Party Disclosure paragraph 33.7.

### Income

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

Income from grants is recognised on a receivable basis.

### Expenditure

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

### Tangible fixed assets

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

Freehold property	- 2% on cost
Fixtures and fittings	- 20% on cost

### Taxation

The charity is exempt from tax on its charitable activities.

### Fund accounting

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

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

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

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. ACCOUNTING POLICIES - continued**

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Grants**

Expenditure on grants is recorded once the Charity has made an unconditional commitment to pay the grant and this has been communicated to the beneficiary or the grant has been paid, whichever is the earlier. The Charity has not made any commitments of more than one year.

**2. OTHER TRADING ACTIVITIES**

	2020	2019
	£	£
Training	115	80
County Centre	8,701	37,134
Activities for members	3,709	39,622
Badges	4,887	6,940
Other merchandise	-	6
	<b>17,411</b>	<b>83,782</b>

**3. INVESTMENT INCOME**

	2020	2019
	£	£
Interest received	170	262

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

**Trustees' expenses**

19 (2019 - 14) Trustees were reimbursed during the year for directly incurred expenditure totalling £6,690 (2019- £3,590).

**5. STAFF COSTS**

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

	2020	2019
Accounting and secretarial	3	3

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

**6. INDEPENDENT EXAMINERS' FEE**

The fee for the independent examination was £3,000 (2019: £3,719).

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2020

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	13,159	11,362	24,521
<b>Charitable activities</b>			
Direct charitable activities	-	96,816	96,816
Other charitable activities	97,147	-	97,147
Other trading activities	83,782	-	83,782
Investment income	262	-	262
<b>Total</b>	<b>194,350</b>	<b>108,178</b>	<b>302,528</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Direct charitable activities	-	82,416	82,416
Other charitable activities	172,940	8,715	181,655
Other	1,160	-	1,160
<b>Total</b>	<b>174,100</b>	<b>91,131</b>	<b>265,231</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>20,250</b>	<b>17,047</b>	<b>37,297</b>
Transfers between funds	-	-	-
Net movement in funds	20,250	17,047	37,297
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>384,530</b>	<b>20,296</b>	<b>404,826</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>404,780</b>	<b>37,343</b>	<b>442,123</b>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2020

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 January 2020	339,703	38,593	378,296
Additions	-	-	-
At 31 December 2020	<u>339,703</u>	<u>38,593</u>	<u>378,296</u>
<b>DEPRECIATION</b>			
At 1 January 2020	137,265	34,829	172,094
Charge for year	<u>7,160</u>	<u>1,415</u>	<u>8,575</u>
At 31 December 2020	<u>144,425</u>	<u>36,244</u>	<u>180,669</u>
<b>NET BOOK VALUE</b>			
At 31 December 2020	<u>195,278</u>	<u>2,349</u>	<u>197,627</u>
At 31 December 2019	<u>202,438</u>	<u>3,764</u>	<u>206,202</u>

Included in cost or valuation of land and buildings is freehold land of £24,500 (2019 - £24,500) which is not depreciated.

Ownership of Cottered County Centre shown under the heading Freehold Land & Buildings above is registered with Guide Association Trust Corporation who hold the title as Custodian or Holding Trustees for the Hertfordshire County Guides or the Trusts of the Guide Association 1938 Trust Deed.

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
Other debtors	-	-
Prepayments and accrued income	<b>13,126</b>	33,253
	<b>13,126</b>	33,253

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
Deferred income	<b>11,350</b>	24,225
Accrued expenses	<b>6,487</b>	3,271
	<b>17,837</b>	20,954

**11. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds	Restricted funds	2020 Total funds	2019 Total funds
Fixed assets	<b>197,627</b>	-	<b>197,627</b>	206,202
Current assets	<b>238,854</b>	<b>55,320</b>	<b>294,174</b>	256,875
Current liabilities	<b>(6,487)</b>	<b>(11,350)</b>	<b>(17,837)</b>	(20,954)
	<b>429,994</b>	<b>43,970</b>	<b>473,964</b>	442,123

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2020

12. MOVEMENT IN FUNDS

	1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
<b>Unrestricted funds</b>				
General Fund	327,117	25,814	(600)	352,331
Designated International Camp Fund	3,967	-	-	3,967
Designated Disabilities Fund	9,122	-	-	9,122
Designated Activity Fund	64,574	-	-	64,574
	<b>404,780</b>	<b>25,814</b>	<b>(600)</b>	<b>429,994</b>
<b>Restricted funds</b>				
Restricted donations	508	-	-	508
International Fund	24,973	(15,922)	-	9,051
Growing Guides	500	(500)	-	-
Training Fund	11,362	(11,362)	-	-
Flexible Guiding Fund	-	3,860	600	4,460
Sustainability Fund	-	20,658	-	20,658
Buildings Fund	-	9,293	-	9,293
	<b>37,343</b>	<b>6,027</b>	<b>600</b>	<b>43,970</b>
<b>TOTAL FUNDS</b>	<b>442,123</b>	<b>31,841</b>	<b>-</b>	<b>473,964</b>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General Fund	123,475	(97,661)	25,814
	<b>123,475</b>	<b>(97,661)</b>	<b>25,814</b>
<b>Restricted funds</b>			
International Fund	17,068	(32,990)	(15,922)
Growing Guides	-	(500)	(500)
Training Fund	-	(11,362)	(11,362)
Flexible Guiding Fund	3,860	-	3,860
Sustainability Fund	20,658	-	20,658
Buildings Fund	12,003	(2,710)	9,293
	<b>53,589</b>	<b>(47,562)</b>	<b>6,027</b>
<b>TOTAL FUNDS</b>	<b>177,064</b>	<b>(145,223)</b>	<b>31,841</b>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2020

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	As restated 1.1.19	Net Movement in funds	Transfers between funds	At 31.12.19
<b>Unrestricted Funds</b>				
General Fund	221,023	20,250	85,844	327,717
Designated International Camp Fund	3,967	-	-	3,967
Designated Disabilities Fund	9,122	-	-	9,122
Designated Building Equipment Fund	83,844	-	(83,844)	-
Designated Activity Fund	64,574	-	-	64,574
Designated Adventure Fund	2,000	-	(2,000)	-
	<b>384,530</b>	<b>20,250</b>	<b>-</b>	<b>404,780</b>
<b>Restricted Funds</b>				
Restricted legacy	2,995	(2,995)	-	-
New Programme	5,720	(5,720)	-	-
Restricted donations	508	-	-	508
International Fund	10,573	14,400	-	10,472
Growing Guides	500	-	-	500
Training Fund	-	11,362	-	11,362
	<b>20,296</b>	<b>17,048</b>	<b>-</b>	<b>37,343</b>
<b>TOTAL FUNDS</b>	<b>404,826</b>	<b>37,298</b>	<b>-</b>	<b>442,124</b>

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

	Incoming resources	Resources expended	Movement in funds
<b>Unrestricted funds</b>			
General Fund	194,350	(174,100)	20,250
Designated Adventure Fund	-	-	-
	<b>194,350</b>	<b>(174,100)</b>	<b>20,250</b>
<b>Restricted funds</b>			
Restricted legacy	-	(2,995)	(2,995)
New Programme	-	(5,720)	(5,720)
Restricted donations	-	-	-
International Fund	96,816	(82,416)	14,400
Growing Guides	-	-	-
Training Fund	11,362	-	11,362
	<b>108,178</b>	<b>(91,131)</b>	<b>17,047</b>
<b>TOTAL FUNDS</b>	<b>302,528</b>	<b>(265,231)</b>	<b>37,297</b>

**HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2020.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Legacies	-	10,000
Grants	25,678	11,362
Donations	23,003	3,158
	<b>48,681</b>	<b>24,520</b>
<b>Other trading activities</b>		
Training	115	7,545
County Centre	8,701	37,134
Activities for members	3,708	32,157
Badges	4,887	6,940
Other merchandise	-	6
	<b>17,411</b>	<b>83,782</b>
<b>Investment income</b>		
Interest received	170	262
<b>Charitable activities</b>		
Subscriptions	92,682	95,365
200 Club	1,052	1,782
International trip income	17,068	96,816
	<b>110,802</b>	<b>193,963</b>
<b>Total incoming resources</b>	<b>177,064</b>	<b>302,257</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Training	786	12,748
Members events	1,330	18,032
County centre	15,146	33,897
County centre repairs	15,851	8,193
Travelling	1,712	6,521
Postage, telephone, printing and stationery	4,900	11,089
Website and internet costs	1,982	2,535
Share magazine	3,330	12,981
Commissioners and Queens guide grants	-	1,260
Carried forward	45,037	107,256

This page does not form part of the statutory financial statements

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
<b>Charitable activities</b>		
Brought forward	45,037	107,256
Grants	3,907	15,567
Presentations and awards	-	2,577
New programme costs	-	5,720
Sundry expenditure	9,940	5,426
International trip expenses	32,990	82,416
Badges	12,208	7,410
Depreciation	8,575	8,876
	<b>112,657</b>	<b>235,248</b>
<b>Support costs</b>		
<b>Governance costs</b>		
Wages	24,516	23,343
Social security	271	234
Pensions	211	210
Insurance	1,373	1,317
Independent examiner's fee	3,000	3,719
Secretarial and accounting	3,195	1,160
	<b>32,566</b>	<b>29,983</b>
<b>Total resources expended</b>	<b>145,223</b>	<b>265,231</b>
<b>Net income/(expenditure)</b>	<b><u>31,841</u></b>	<b><u>37,297</u></b>

This page does not form part of the statutory financial statements

## HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

### COUNTY TREASURER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

The accounts show a net surplus of £31,841 for the year compared to a net deficit in 2019 of £37,297.

#### INCOME

Net subscription income was down at £92,682 compared to 2019 (£95,365) due to a decrease in the number of members from 11,112 to 10,329.

Other trading activities were considerably lower at £17,411 compared to 2019 (£83,782) largely due to a significant decrease in the income from the County Centre and Members Events. This was due to the Covid-19 pandemic where the Centre was closed and all events had to be postponed.

#### EXPENDITURE

Major expenses during 2020 were:-

- £32,990 (£82,416 in 2019) in International trip expenses — The decrease year on year was as a result of the Coronavirus pandemic where international travel was halted.
- £30,997 (£42,090 in 2019) for the Hertfordshire Guide Centre at Cottered. The decrease in the year was largely the result of events being halted due to the Coronavirus pandemic;
- £24,998 (£23,787 in 2019) on Staff costs — largely due to a pay rise for the staff members;
- £3,330 (£12,981 in 2019) for SHARE magazine. The decrease was due to the magazine being issued electronically rather than as a printed copy.;
- £4,900 (£11,089 in 2019) for Postage, Telephone, printing & stationery. The decrease is largely due to a decrease in the volume of items sent by post;
- £786 (£12,748 in 2019) for Training. The decrease in the year was due to the suspension of all face to face training activities
- £1,712 (£6,521 in 2019) on Travel expenses due to reduction in travel as a result of the Covid-19 pandemic.
- £nil (£5,720 in 2019) in costs associated with the introduction of the New programme introduced during 2018.

The Balance Sheet shows Girlguiding Hertfordshire's current worth as £473,964 an increase from 2019 (£442,123). Fixed assets decreased by £8,575 due to depreciation. The cash element of Current Assets increased while both Debtors and Creditors decreased. This resulted in Net Current Assets of £276,337 up £40,416 on 2019. Within the Unrestricted Funds the General fund increased by £25,214 while other funds remained as last year. The Restricted Funds increased from £37,343 in 2019 to £43,970 due to movements on a number of different funds.

# HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

## REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2020

### Our county in numbers

	<b>,Divisions</b> 10	<b>Districts</b> 47	<b>Units</b> 501	<b>Comparison to 2019</b>
Young Members	7424			↓ 1368
Volunteers	1598			↓ 359
Rainbows	1495			↓ 396
Brownies	3769			↓ 561
Guides	1904			↓ 405
Rangers	256			↓ 6

### Mission

As a county, we are committed to working in alignment with the mission statements from both Girlguiding UK and Girlguiding Anglia. We will provide a balanced programme full of fun, adventure and experiences to develop our members to grow and be the best that they can be in all elements of their lives.

### Our Values

To be caring, challenging, empowering, fun, inclusive and inspiring. We recognise the importance of a strong county team demonstrating to all members how working together, sharing ideas, utilising skill sets and sharing the load will promote a healthy, friendly, supportive and loyal approach to guiding.

### Girlguiding Themes

#### Access

Provide more girls and adults with the opportunity to access guiding

#### Excellence

Providing more support to our volunteers to enable them to deliver better guiding

#### Voice

Improving the way we listen to and promote our girls' and volunteers voices

#### Capacity

Enabling a better guiding experience to be delivered by working collaboratively to improve our structures, processes and capacity.

### 2020 Aims and Objectives

Unfortunately, the pandemic had a huge effect on guiding and prevented us from being able to offer our 'normal' guiding experiences. As a result, a lot of district, division and county events had to be cancelled or postponed and our members have been unable to take part in International trips. The commitment of our volunteers has been amazing and so many of them have adapted their unit meetings to be virtual where possible with leaders

being pro-active in keeping in contact with girls and their parents via WhatsApp, Facebook, email and posting activity packs out to girls to enable our members to continue to receive an amazing guiding experience.

The county strategy plan for the year ahead has been formulated which aims to be inclusive and impactful and hold many exciting opportunities for our girls, and a commitment to improve our volunteers' experience. Our strategy has been formed by bringing together advisers and commissioners from across the county. The document contains a detailed plan of action which will form roadmaps for each team within the County Operations Group (COG) to own and work towards and focuses on Girlguiding UK's themes of Access, Capacity, Excellence and Voice.

### **Structure**

This year has seen the County Constitution updated which has resulted in new Trustees being appointed. The county made some positive changes during the academic year. To improve support to our members, new positions of safeguarding and wellbeing advisers were created and a youth opportunities team formed to help bring together a range of possibilities for members aged 13 and above.

The growth of the county membership is key and we are pleased two 18-30s advisers were appointed who will be looking to encourage this age group to continue in guiding and develop into the leaders we need. In addition, we have launched flexible guiding units for Brownies, Guides and Rangers which enables us to offer a guiding experience to those who we are struggling to reach due to lack of spaces and those who can't access guiding in the traditional form.

A leader from South West division was appointed as a Girlguiding Trustee, which is great to see grass root leaders influencing national decisions.

### **Supporting the Community**

4th Welwyn Garden City Brownies were challenged to create a birthday card for Captain Tom Moore. One Brownie's design was included in an auction by Sworders to raise money for The Captain Tom Foundation, this resulted in the Brownie being interviewed on BBC Breakfast News and an article published in the Welwyn Hatfield Times.

Trish Hall, leader of 17th St Albans Brownies signed up to run her first ever marathon raising money for Up On Downs, a small local charity supporting children with Down Syndrome, inspired by one of her Brownies who benefits from the Charity. Unfortunately lockdown meant the Milton Keynes marathon was cancelled but she was given permission from the school where she works to run the marathon there. In May she ran 104 laps of the school running track in just under 5 hours raising £4,500.

Many fundraising activities have taken place. Guides from East division started a 'Grow a £' fundraising scheme for the charity Accuro. Hemel Hempstead South District set a challenge to complete 30 Kindness Challenges and raise funds for Charity. One Rainbow completed 19 of the 30 and raised £55.10. Rainbows from West division held a cake stall and raised £55.18. They agreed to donate £60 to the WWF. Brownies from Central division held a Macmillan fundraiser. Brownies from Berkhamsted held a Beetle Drive fundraiser for Australia. A 3rd Adeyfield Rainbow (5 years old) ran 5k in aid of the NHS raising £500 as part of her Helper badge.

A Brownie unit from St Albans division raised money for Guide Dogs for the Blind and got to meet the dogs before lockdown. The division held a competition to design a badge for Remembrance Day and 400 badges were sold with profits going to the British Legion.

West Division held an activity day to raise funds for Gaddesden Row Guide Centre. Leaders from South West division took part in a virtual sponsored walk for the Watford Peace Hospice and districts within South West division held an online pantomime event with donations going to Children in Need which will include the Girlguiding Pudsey 2020 badge.

Members of all sections have been out in the community raising awareness at village fetes across the county, litter picking, laying wreaths for Remembrance Day and taking part commemoration events. Guides from South West division did stone painting for Remembrance Day.

60 Brownies from Sawbridgeworth & High Wych district made cards for the elderly day centre (Hailey Centre) and posted them.

As random acts of kindness, Rainbows from East division decorated flower pots and delivered them to local people, 1st Adeyfield Brownies potted violas to give to people in the community. Brownies from St Albans division re-purposed Wagamama takeaway bowls as planters to create a pretty gift and wrote letters for residents of a nursing home during the first lockdown whilst others sent Christmas cards to residents of a local Care home that they would normally go and sing carols for.

Brownies from Harpenden & Redbourn division made Christmas cards to be given to those isolating in the community. Guides from St Albans division will be gifting items to the Hygiene Bank, a community led movement providing personal hygiene items to those living in hygiene poverty.

A District from South West division delivered bulbs planted before lockdown to Trefoil Guild members and one district in the division supported a local initiative supplying baked goods and thank you cards to local care homes, as a thank you to staff for their hard work during lockdown.

### **Rainbows**

Rainbows have worked on their Stage 1 Skills Builders including First Aid, Innovate, Live Smart, Feel Good, Camp Explore, Network, Reflect and Communicate and achieving the Interest badges such as Agility, Book Lover, Construction, Drawing, Family Trees, Helper, Nature and Recycling.

Many Rainbows have gained their Bronze, Silver and Gold awards during lockdown. Rainbows in Central division and West division held unit meeting activities to celebrate the Chinese New Year.

Rainbows from Harpenden & Redbourn division have achieved their Guiding is Kind Challenge badge and the 1st Baldock Brownies 'It's Christmas' badge and Rainbows from West division did the Guiding Light Challenge via Zoom meetings.

Rainbows from many divisions have taken part in Parliament Week. 7th Ware district held a carol service and Rainbow disco in March which was well attended. Rainbows from Tring district celebrated Australia Day in January and girls brought anything Australian to their unit meetings. They had a video link with an Australian relative who was on the beach and chatted about the bush fires they were experiencing at that time.

Rainbows have learnt to make rockets and lanterns, junk modelling, playing games, Disney evenings and learning to sign the Promise in Makaton in unit meetings and during lockdown many units have continued to meet via Zoom with some units sending out activities to parents via WhatsApp, email and post and keeping in touch via closed Facebook pages. A Rainbow unit from South West division secured a Tesco Covid grant which the leaders used to make up activity bags for each girl to use during a Zoom unit meeting.

### **Brownies**

Brownies worked on their Skills Builders such as Camp, Communicate, Explore, Feel Good, First Aid, Innovate, Live Smart, Make Change and Reflect and have completed Aviator, Baking, Charities, Grow Your Own, Jobs, Languages, Local History, Mindfulness, Network Stage 3, Painting, Performer, Pet Lover and Space Interest badges. Many Brownies achieved their Bronze, Silver and Gold awards.

Brownies in West division worked on their Google Digital Adventure badge. During the pandemic some unit leaders sent out activity packs to the girls filled with stationery, crafts and resources to enable them to complete Skills Builders and unit meeting activities.

Two Brownies from St Albans division ran a Zoom meeting about the Moon Festival to complete their Gold Award.

Brownies from Harpenden & Redbourn division took part in Parliament Week and were challenged to say what their favourite lockdown memory was.

Many Brownie units held virtual unit meetings during the pandemic with activities such as bingo, quizzes, escape rooms, scavenger hunts, musical statues, crafts, playing Pictionary, Scattergories, Guess Who, the knife, fork and

spoon game, having Disney princess evenings, baking, toasting marshmallows, making mug cakes and Christmas tree decorations and enjoying Christmas parties. Some Brownie units held virtual Promise ceremonies with parents stepping in to present Promise badges.

### **Guides**

Many Guides achieved their Bronze and Silver awards and worked on their Skills Builders including Camp, Communicate, Explore, Feel Good, First Aid, Innovate, Network and Reflect Skills Builders.

Guides have been working on their Meditation badge, Confectioner badge, Geocaching badge, Upcycling badge, Plant Defenders badge, Craftivism badge, Savers badge and Mixology badge and Stage 4 Skills Builders.

Guides from Harpenden & Redbourn division achieved the Canal and Rivers Trust badge. In virtual unit meetings Guides have enjoyed word games, escape rooms, stargazing, learnt origami and sign language, scavenger hunts, cooking, making mug cakes, pamper evenings, learning how to knit, campfires, puppet making, craft activities, bingo and made para woggles.

When allowed, some units met outside following social distancing rules. Guides from Hertford district took part in The Royal British Legion Cup competition for Guides (and Scouts) with a virtual and in-person competition.

2nd Ware Guides sewed pouches to send to Australia in response to the bushfires there.

Five older Guides in St Albans division completed the Commonwealth badge during lockdown and as part of the badge ran Zoom sessions on Commonwealth countries.

Guides from South West division joined Thriftwood Scout Campsite's virtual campfires and Lancashire wild weekend.

### **Rangers**

Rangers have done a mixture of indoor and outdoor face-to-face meetings and virtual meetings. Activities included cooking, quizzes and escape rooms.

Rangers from Central division worked on their Cooking badge and making a lockdown cookbook and in East division, Rangers worked on their First Aid Stage 5 Skills Builder and achieving their Costume and Self Care Interest badges.

Rangers from South West division took part in the region Under the Stars festival.

### **More fun...**

Earlier in the year, prior to lockdown, there were trips ice skating, to pantomimes, libraries, DJs Jungle, Bayfordbury Observatory, RAF Hendon, bowling, the Pottery Project in Berkhamsted, Cassiobury Park and Cadbury World. Rainbows from East division visited Hertford food bank and made donations. Ware Rainbows celebrated 20 years by going to Paradise Wildlife Park in Broxbourne.

During the pandemic, virtual trips have been made to farms, zoos and pantomimes and a unit from South West division had a virtual trip on the Brownie Bus as part of a virtual tour of Watford.

Holidays, camps and sleepovers have taken place across the county with themes such as Around the World, Fruitastic, Camp and Halloween.

As well as campsites and residential centres, Brownies from St Albans had a sleepover at RAF Hendon and units from South West division had a sleepover at Flipout Park in Wandsworth.

Due to lockdown restrictions, virtual sleepovers and pack holidays have taken place with indoor den building or camping in the garden. Many units took part in the Anglia virtual Midsummer Sleepover, Under the Stars Festival and Northumberland Scouts World Record sleepover.

Ware district produced its own special badge to celebrate 110 years of guiding due to be awarded Bronze, Silver or Gold and Bishop's Stortford district produced their own Lockdown badge challenge.

## **Celebrating Thinking Day**

Thinking Day events were held across the county in February.

A joint Pin Green and Stevenage East district Thinking Day event was held with just under 200 Rainbows, Brownies, Guides, Rangers & YL members taking part in various activities. Many Trefoil Guild members joined in offering support in activities and involving the girls in some 'campfire' singing and retaking of their Promises. Julie Bell - Deputy Chief Guide, Tracy Foster - Anglia Chief Commissioner and Jenny Maskrey - Hertfordshire County Commissioner, attended for the afternoon of activities. Berkhamsted district celebrated Thinking Day with Bollywood dancing, The Haka, African art, dream catchers and friendship bracelets.

## **Visits from the community**

Some units have been fortunate to have visits earlier in the year from Hornbeam Wood Hedgehog Sanctuary and virtual visits from yoga teachers, cheerleading instructors, puppeteers, Zumba teachers, karate teachers, drumming workshops, slime workshops, guide dogs, the Blue Cross, RNLI, virtual entertainers, the Critter Keeper, the fire brigade, libraries, authors, and drama teachers, a worker from the charity Accuro.

Several Brownie units from St Albans division were joined virtually by Daisy Cooper MP for St Albans at their online meeting during Parliament Week to tell the girls about her job as an MP and how she helps people. The MP even tweeted about her visits!

1st Leverstock Green Rainbows received a visit from DENS and 1st Adeyfield Brownies received a visit from Easyjet. Units from South West division received a virtual talk from a CBBC actress.

## **Guiding Development**

The training team continue to deliver excellence in everything they do to support leaders to keep up to date with delivering a quality programme. We now have 5 trainers who took the additional training required to enable us to run webinar training during the pandemic. This opens up opportunities and keeps training happening.

Many of our county trainers took part, and delivered sessions in the Anglia region training day, ROVE. Feedback from this has been fantastic.

Locally to Hertfordshire, we continued to deliver A Safe Space trainings and First Response refreshers to meet the compliance requirements of Girlguiding UK. We will also look to run some sessions on completing risk assessments and managing Gift Aid.

Around 100 Leadership Qualifications have been achieved.

Two of our current trainers have renewed their qualification and our prospective is working towards her trainer qualification. We have received interest from leaders in becoming trainers as we continue to grow the team.

## **Outdoor Activities**

Sadly many of our planned activities have been shelved due to the pandemic.

The Walking Team have been great at encouraging our members and their families to get outside during this difficult time. The Herts Walking 100 badge was adapted to suit social distancing; participants simply had to walk 100km but there were diverse nature activities to maintain interest along the way. It proved extremely popular and almost 500 badges were sent out.

Two leaders will complete their level 2 walking scheme qualification by leading walks in the Peak District in November.

The walking team continues to look for and welcome innovative ways of getting our members outside and enjoying walking.

The team continues to meet on Zoom and plan for the better times ahead. In 2021, we look forward to being able to offer:

Water Day for all sections,  
Come to Camp weekend  
Badge Days outside  
A walking event involving the WGC Centenary Walk

### **Residential**

We started the year full of plans and optimism. We had the role out of the new Guide Camp permit and lead away for 14-18's and welcomed a new county outdoor activity adviser to our termly division residential advisers meeting and held a Going Away with Training in early March in Welwyn Garden City attended by 10 ladies.

Unfortunately, due to Government restrictions no camps or holidays have gone ahead since March. Our team of division advisers have been offering support for any leader planning for 2021 and held a Zoom advisers meeting in November.

In 2021, we will be holding either a Zoom Going Away with Training, or a face to face training day if restrictions allow and will be offering a weekend camp similar to that offered in 2020.

We are discussing the possible interest of a camping skills day/overnight for adult members. All Covid regulations permitted. Hopefully 2021 will be a very busy camping year, and we are very grateful to our team of division advisers for all their time, energy and support.

### **International**

A year that started full of promise has unfortunately seen many challenges both in the UK and globally. The main international event, the European Jamboree in Poland, a gathering of over 10,000 Guides and Scouts from around the world for which Hertfordshire had secured 30 places was unfortunately postponed until 2021 and has now been sadly cancelled along with most large scale International events in 2021 due to the global pandemic.

We managed to hold our International Selection weekend on the last weekend before lockdown. This was a wonderful event held over a weekend at our County Centre in Cottered, attended not only by girls but adults hoping to run trips in 2021. It was a wonderful opportunity for the new International team to meet some of our amazing young members who took part in a number of challenges from this year's WAGGGS initiative.

In the true spirit of International Guiding we have not let current events dampen our spirits and there is currently a wealth of experiences being shared. The World Centres are offering virtual Zoom tours, you can join our friends at Sangam for Bollywood dance sessions and cookery courses and there was an opportunity to join Guiding volunteers at Our Cabana for their recent Day of the Dead celebrations.

### **Youth Opportunities**

Following our initial Youth Opportunities team meeting, held centrally in St Albans, the majority of our ideas and plans have had to be rescheduled or adapted. The lead advisers continue to be experts in their field for leaders and commissioners to refer to.

Our termly newsletters have been well received and circulated around the county and via the county website. In particular the one dedicated to Young Leaders was filled with ideas on how to use your YL aimed at leaders and key points for being a great YL and obtaining your qualification for those of the YL age group. These newsletters celebrate successes and of note is the increase in girls achieving their Commonwealth award, a badge which has been useful to promote to girls during remote Girlguiding. Our next edition of the newsletter is due in Spring 2021 which will have an international theme.

The planned meet up for our 13+ age group had to be postponed until it is safe to meet in such a way but we hope this will be possible in 2021.

## **18-30s**

Proceedings for 18-30 were effectively paused by Girlguiding Headquarters whilst waiting for a name to be decided, and then unfortunately due to the pandemic.

Virtual events have taken place in December following the new name launch of Girlguiding Inspire. Two meetings have been held with the Anglia 18-30 co-ordinators and other county 18-30 champions; and a face-to-face meeting in March.

As a region-wide team, the county 18-30 champions are looking to develop an optional regional 18-30 points based challenge, and are investigating running an residential / retreat (likely to be in 2022).

## **Trefoil Guild**

The county Trefoil Service took place at Hertford Methodist Church on 23 February and county Annual Review was held via Zoom due to the pandemic.

A county Zoom talk was done by Mark Lewis on The Customs and Traditions of the City of London and Christmas Miscellany - an afternoon of music, poems, carols and readings by members across the county. Brenda Dove received recognition for 35 years managing Talking Trefoil for Hertfordshire and latterly Buckinghamshire as well.

Each Guild has been assigned a member of the county Trefoil Guild team who is responsible for 4-5 Guilds and keeps in touch by telephone and email providing support, advice and help. Regular meetings have taken place enabling the Guild Chairman to share concerns and experiences including activities they have organised.

The county Annual Report was emailed to all Guilds. Hard copies were also produced with the Guiding County Team and Vice Presidents receiving one each and each Guild having 5.

As a county we have done more this year than in a normal year as we were conscious of the need for our members, many of whom were shielding, to feel connected and entertained. We have many things planned in December and throughout 2021.

## **Inclusion**

Leaders have done their best to keep in touch with the girls in their units but inevitably contact with some has been lost for the time being. There have been no recent requests for the support or advice from the Inclusion team as inevitably the units have not been meeting. It has been difficult to hold Zoom meetings due to the girls' inability to communicate and comprehend what is expected of them.

The Guiding light has been kept alive for the girls by sending out activities via Communicate in Print, a desktop publishing program for creating symbol supported resources, and adapting them to enable the girls to access them on a level appropriate to them. These have included a VE Day Challenge, Baking, Helper at Home, Grow your own, Booklover and Photography. Parents have sent photos, videos and emails of the girls' work.

Girls from the 6th Welwyn Garden City all sections units joined in a successful Singing Hands Zoom session singing and signing pop songs which was thoroughly enjoyed and 10th Goffs Oak all sections unit are hoping to hold a Zoom meeting and follow activities for the 'In it to win it' Challenge badge, with items posted to the girls beforehand to enable them to participate.

## **Membership Support**

The Membership Systems team strives to offer best advice and to maintain the integrity of our membership database by continually monitoring data and keeping up to date with developments within Guiding.

GO support has been provided by email, telephone and Zoom to volunteers at all levels. Queries have been very varied, some simple, requiring no more than an email response, and others more complicated needing some investigation.

All new commissioners have been offered GO trainings relevant to their new role. These have been run on Zoom on a one-to-one basis. The ability to share a screen and go through the training using commissioners' own data

has been very effective. The pandemic has had a big impact and has highlighted means of communication that were little used previously.

At the beginning of the pandemic there was a huge learning curve while people adapted to new technology. The introduction of Microsoft Teams, Zoom and WhatsApp groups has transformed the way we communicate. Contact is easier and often responses can be given almost immediately. The use of Teams has also allowed the easy sharing of documents in a secure environment at county and division levels.

### **Safeguarding and Wellbeing**

Safe Space has been the primary focus and all commissioners are working hard to ensure that volunteers have completed the required training for their role by the end of the year. Support has been available over the phone and online. If a difficult conversation is required the volunteer is given the choice of Zoom or telephone as they prefer. Support with risk assessments etc. is available to encourage leaders to return to face to face guiding when permitted.

A Wellbeing page has created on the county website and has been fully updated as access has changed since lockdown, with resources including a number of ways to improve wellness including:

- Breathing techniques
- Give yourself a boost
  - Mindful activities
  - Self talk

The welfare of all our members is the primary concern of Safeguarding and Wellbeing. Each safeguarding concern has been dealt with in a sensitive yet swift and accurate manner in order to protect the people involved whilst understanding the cause of the problem to try and reduce the chance of the situation reoccurring in another area.

### **PR Team**

We have recently recruited two new members to the PR team to support and highlight what is going on in the county and hold team meetings on Zoom every 2/3 months. We have also set up a WhatsApp group for sharing ideas and support in between meetings. The team bring a range of skills from social media to IT, branding to photography. We hope to have a contact person within each division for more effective communications in both directions.

Daily posts are made on Facebook which have been very well received it has boosted followers from 1,300 to nearly 1,800 in just 8 months. Posts have included crafts, activities and recipes for girls to do at home or in a virtual meeting, games to play on Zoom or with the family, updates from Girlguiding and Anglia, news from our Advocates, special virtual events.

The aim has been to show that guiding is continuing in a time of adversity, and to empower everyone to do their best and keep guiding going in whatever way they can as well as to inspire others to come and join us.

### **Growth and Retention**

Due to the pandemic we created a new Flexible division within the county. The division has a Brownie, Guide and Ranger unit within it. The Flexible Guiding units have been created for anyone interested in Girlguiding, whether their regular unit isn't currently meeting or they are unable to commit to weekly meetings, within Hertfordshire.

Flexible guiding means we can offer all the benefits of being a Girlguiding member in a way that fits around the girls needs and schedule. It's fun, flexible and full of the same great opportunities. We are very excited to see these units grow in the next year.

The team have a representative as part of the Region Growth and Retention team, where as a team they created newsletters that came out every quarter. These newsletters were produced as an easy way to share activities with girls where units have not been able to meet online or face to face when it was allowed.

As a team we know how hard everyone has worked to keep guiding in Hertfordshire moving forward and we look forward to welcoming more volunteers and girls in 2021 to our amazing county.

We would like to say a massive thank you to the team and to all our volunteers in Hertfordshire with helping to promote and keep guiding moving forward. It has been a year of learning new skills and adapting and we look forward to running recruitment campaigns in 2021 with all the new skills we have learnt to help us grow in numbers and recover from the pandemic.

### **Awards**

Due to the pandemic the awards were presented virtually this year during three sessions in the presence of family members:

#### **Member and Long Service Brooch**

50 years – 1  
40 years – 5  
30 years – 11

#### **County Thanks Certificate**

1

#### **County Good Service Certificate**

6

#### **Good Service Brooch and Certificate**

2

#### **Queen's Guide Award**

5

#### **Gold Duke of Edinburgh Award**

1

#### **Anglia Brooch and Certificate**

2

#### **Anglia Youth Award**

1

#### **Laurel Award**

1

#### **Hertfordshire Good Guiding Badge and Certificate**

21

#### **Service Awards**

22 x 20-year award  
50 x 10-year award  
70 x 5-year award

### **Archives**

2020 started well with 4 days spent at the County Centre, Cotted sorting uniform, although this highlighted the desperate need to either cull our collection further or seek more storage space.

During the pandemic people have been busy in the lockdown periods tidying, sorting and clearing out, which has resulted in many offers of items for the archives. There will be lots to do when work can resume.

At an Archivists meeting there was a discussion as to whether archivists could do anything special to mark the 50th anniversary of the creation of Anglia region, in particular capturing the memories of those people who remember guiding pre-regionalisation. Progress on the National Heritage Centre project, being led by Julie MacDonald, has sadly been put on hold.

At the beginning of January, Girlguiding was invited to make a full submission for funding, but at the end of March was informed that NLHF (National Heritage Lottery Fund) would not be accepting any new applications for the time being.

### **Badges and Depots**

Approximate number of badges sent out in 2020:

<b>Rainbows:</b>	<b>Brownies:</b>	<b>Guides:</b>	<b>Rangers:</b>
Gold – 65	Gold – 64	Gold – 40	Gold – 5
Silver – 128	Silver – 108	Silver – 36	Silver – 3
Bronze - 314	Bronze -366	Bronze – 69	Bronze - 8

Many shops/depots are running from home during the pandemic and are doing contactless collections/deliveries.

There have been a few able to open when it was allowed ensuring social distancing, one way systems, QR codes for track and trace were displayed, risk assessments and all other suggestions were taken on board and implemented where possible. By allowing collections and delivery where possible of goods leaders needed to keep meetings running, they have ensured leaders to continue to provide a guiding experience.

### **Conclusion**

It has been a very challenging year for Girlguiding in general. In the county, we have managed to deliver some form of guiding to a large number of our units, whether it be by virtual online meetings, emailing activities or delivering packages of resources; our volunteers have excelled themselves in their commitment to our young members. Many planned activities, events and trainings have been adapted to be run virtually or postponed until we can be together again. When the short window of opportunity opened in the autumn of 2020, leaders couldn't wait to meet up with their girls and many did so on multiple nights in order to meet the girls in groups of 15, to meet with guidelines.

Safeguarding is a priority for Girlguiding and all but one of our active members in Hertfordshire met the deadline to complete their compulsory training. They were all rewarded for their efforts with a collection of badges. The time during the pandemic has seen us lose members but we hope that by opening our flexible units, we may be able to welcome more. It has highlighted to us the importance and strength of our guiding family as volunteers have looked out for and supported one another. When we are able to meet in person again, we plan to launch a recruitment campaign and encourage those who didn't want to participate in guiding, for their own individual reasons, to return. As we enter a new year, we look forward to the opportunity to run the events that we have planned and to meet together again in our units.