

# Trustees' Annual Report for the period

Period start date		Period end date		
From	01	04	2024	To 31 03 2025

## Section A Reference and administration details

Charity name

Luton South Division Guide Association

Other names charity is known by

Registered charity number (if any)

300471

Charity's principal address

C/o 3 Roman Road

Barton le Clay

Beds

Postcode

MK45 4QJ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Paula Whittall	Division Chair		
2	Mrs Naomi Hinkins	Division Treasurer	05/08/2024	
3	Miss Rachel Hayler	Division Co-ordinator		
4	Mrs Natasha Cole	Division Co-ordinator		
5	Miss Katie Trevor	District Commissioner		
6	Mrs Sarah Lyne	Division Contact	01/08/2024	
7	Mrs Emma Clark	Division Co-ordinator	07/10/2024	
8				
9				
10				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by the Division Committee, subject to approval at the following Annual General Meeting.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Association's objects and regulations are regulated by the Guiding Manual and a Deed of Constitution dated 1910, with subsequent revision and, under that Deed, is constituted as an unincorporated Association.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The Association provides a balanced programme of activities, aiming to help girls and young women, within the age range 5 to 25 years old and who live in Luton, to develop emotionally, mentally, physically, and spiritually so that they can make a positive contribution to their community and the wider world.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Section D**

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

During the year, the Division has attended Thinking Day activities.

The Division runs a Guide Shop, selling uniform and badges for its members, together with running and maintaining its building, Haverings in Luton.

Haverings is used for meetings, residential, and camping activities throughout the year and also operates a shop selling gifts and souvenirs.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

In accordance with guidelines issued by the Charity Commissioners, the Trustees have adopted a policy regarding reserves which should ensure that there are adequate funds to enable the charity to meet all current and known future liabilities. The level of reserves is considered and reviewed at regular intervals by the Trustees.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

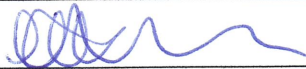
## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mrs Naomi Hinkins	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	12/07/2025	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Luton South Division Guide Association

Charity No  
300471

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2024

To

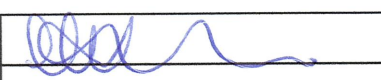
31/03/2025

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Closing Units	2,218	-	-	2,218	-
Census	2,844	-	-	2,844	676
Credit Interest	202	-	-	202	185
Fundraising Events	6,951	-	-	6,951	3,849
Lettings	8,410	-	-	8,410	10,813
Sales: Shop & Souvenirs	3,212	-	-	3,212	4,205
Donations & Gift Aid	728	-	-	728	1,060
Sundries	1,115	-	-	1,115	200
<b>Sub total (Gross income for AR)</b>	<b>25,680</b>	<b>-</b>	<b>-</b>	<b>25,680</b>	<b>20,988</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>25,680</b>	<b>-</b>	<b>-</b>	<b>25,680</b>	<b>20,988</b>
<b>A3 Payments</b>					
Expenses	189	-	-	189	-
Census	2,060	-	-	2,060	-
Other Costs	784	-	-	784	286
Fundraising Events	3,383	-	-	3,383	299
Building Running Costs	12,988	-	-	12,988	24,542
Purchases: Shop & Souvenirs	3,170	-	-	3,170	2,383
<b>Sub total</b>	<b>22,574</b>	<b>-</b>	<b>-</b>	<b>22,574</b>	<b>27,510</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>22,574</b>	<b>-</b>	<b>-</b>	<b>22,574</b>	<b>27,510</b>
<b>Net of receipts/(payments)</b>	<b>3,106</b>	<b>-</b>	<b>-</b>	<b>3,106</b>	<b>- 6,522</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>23,942</b>	<b>-</b>	<b>-</b>	<b>23,942</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>27,048</b>	<b>-</b>	<b>-</b>	<b>27,048</b>	<b>- 6,522</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Current Accounts	2,961	-	-
	Bank Deposit Accounts	23,888	-	-
	Cash in Hand	200	-	-
	<b>Total cash funds</b>	<b>27,049</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Shop Stock	8,244	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Equipment, Fixtures & Fittings	6925	-	-
	Buildings - Haverings	200000	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Mrs Naomi Hinkins	12/07/2025	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Luton South Division Guide Association

On accounts for the year  
ended

31<sup>st</sup> March 2025

Charity no  
(if any)

300471

Set out on pages

1 & 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended DD / MM / YYYY.

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 2011 Act and in carrying out my examination, I  
have followed the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have  
come to my attention (other than that disclosed below \*) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- accounting records were not kept in accordance with section 130 of  
the Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

02/09/25

Name:

HEATHER LARNOR

Relevant professional  
qualification(s) or body  
(if any):

Address:

116 GOSWELL END ROAD  
HARLINGTON  
LUS 6NT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

none