

BERKSHIRE GUIDE ASSOCIATION

England & Wales · Charity number 300496

Details

Other names	BERKSHIRE COUNTY GIRL GUIDES ASSOCIATION, GIRLGUIDING ROYAL BERKSHIRE
Status	Registered
Legal form	Other
Registered	1962-01-16
Register	View on the Charity Commission register

Contact

Address	52 Hazel Drive Woodley Reading RG5 3SA
Phone	0118 3769666
Email	countyadmin@girlguidingroyalberkshire.org.uk
Website	www.girlguidingroyalberkshire.org.uk

Activities

Objects: PURPOSES OF THE BERKSHIRE COUNTY GIRL GUIDES ASSOCIATION

Activities: Education/training. Girlguiding UK enables girls and young women to develop their potential and to make a difference to the world. The aim of guiding is to help girls and young women develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world.

Classification

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

Geography

- **Area of benefit:** BERKSHIRE
- Bracknell Forest
- Reading
- Slough
- West Berkshire
- Windsor And Maidenhead
- Wokingham

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£167,409	£154,993	-	-
2023-12-31	£154,152	£160,506	-	-
2022-12-31	£148,360	£132,328	-	-
2021-12-31	£157,096	£184,198	-	-
2020-12-31	£111,060	£102,346	-	-

Trustees

Name	Role	Appointed
Jane Yorke	Chair	2014-02-24
Elizabeth Slocombe		2023-01-01
Jan Stowell		2017-11-01
Kim Prior		2021-03-23
Mary Ouseley		2021-03-01
Sarah Jane France		2015-12-01

Accounts

REGISTERED CHARITY NUMBER 300496

BERKSHIRE GUIDE ASSOCIATION

ANNUAL REPORT AND FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2024

BERKSHIRE GUIDE ASSOCIATON
ANNUAL REPORT AND ACCOUNTS OF THE TRUSTEES
(THE MEMBERS OF THE COUNTY EXECUTIVE COMMITTEE)

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BERKSHIRE GUIDE ASSOCIATION
OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

GENERAL INFORMATION
For the year ended 31 December 2024

TRUSTEES:	Mrs Jane Yorke	County Commissioner
	Kim Prior	Assistant County Commissioner
	Mary Ouseley	Chair of Finance
	Sarah France	Chair of Thirtover Place Committee
	Liz Slocome	Division Commissioner
	Jan Stowell	Division Commissioner

CHARITY RESISTRATION NUMBER 300496

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS GIRLGUIDING ROYAL BERKSHIRE

REPORT OF THE TRUSTEES For the year ended 31 December 2024

The trustees present their report with the financial statements of the Berkshire Guide Association for the year ended 31 Dec 2024

STRUCTURE AND GOVERNANCE MANAGEMENT

Berkshire Guide Association is a separately constituted branch of the Guide Association, which is incorporated by Royal Charter. It is registered as a charity (number 300496). The Royal Berkshire Guide Association is responsible for the administration of the Association's affairs within the County and for the general development of the principles, aims, organisation and rules of the Association in accordance with the Royal Charter, Bye-laws and the Guiding Manual.

It is headed by one of the joint County Commissioners, who is Chair of the Executive Committee.

Members of the Executive Committee are nominated or appointed in accordance with the procedures established by the Berkshire Guide Association. The charity trustees of the Berkshire Guide Association are the voting members of the Executive Committee. The Trustees who served during the year are shown on page 1. The trustees determine the general policies of the Berkshire Guide Association. The day to day running is delegated to the County Administrator/Finance team and other volunteers.

OBJECTIVES AND ACTIVITIES

Berkshire Guide Association shares the aims and objectives of the Guide Association: giving girls and young women a space where they can be themselves, have fun, build friendships, gain valuable life skills and make a positive difference to their lives and communities. We give them opportunities to be challenged and experience adventures that otherwise they would not have done.

It is due to the commitment and excellent leadership of our adult volunteers, all of who give their time willingly and freely, that these opportunities are delivered and enjoyed by our members.

ACHEIVEMENTS AND PERFORMANCE

The County Commissioner produced an annual report which was presented at a meeting of the Board of Trustees

This report details what members of the County have achieved to meet the aims and objectives of the Guide Association.

To read the annual report, please refer to the appendix at the end of this report.

FINANCIAL REVIEW

The results for the year and the financial position of the Berkshire Guide Association are as shown in the Statement of Financial Account and Balance Sheet.

BERKSHIRE GUIDE ASSOCIATION
OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

REPORT OF THE TRUSTEES
For the year ended 31 December 2024
Continued.....

RESERVES

It is the policy of Berkshire Guiding Association to hold in reserve a maximum of £100,000, this is required to cover up to 3 month's salary payment and if needed redundancy money. This will also cover 3 months running costs for Thirtover Place, redundancy costs for the site manager, any repair work that many need to be undertaken on the building and grounds and loss of income due to circumstance beyond our control. This fund will also be held for the purpose of repair work to any other Guiding property owned by Berkshire Guiding Association and to cover any unforeseen losses resulting from the cancellation of large scales events (e.g. Windsor International Guide and Scout Camp (WINGS)) due to circumstances beyond out control. This policy is reviewed yearly.

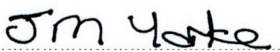
STATEMENT OF TRUSTEES' RESPONSIBILITES

Law applicable to charities in England and Wales requires the trustees to prepare financial statement for each financial year which gives a true and fair view of the state of arrears of the County Association and of its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statement;
- prepare the financial statement on the going concern basis unless it is inappropriate to presume that the County Association will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the County Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:

Signed by:

61D0B2F4E6C54F1...

County Commissioner

Signed by:

AEA5CBAF2AE485...

Chair of Finance

Date 06/10/2025

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS

GIRLGUIDING ROYAL BERKSHIRE

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2024

	Unrestricted funds £	Designated funds £	Restricted funds	Total 2024 £	Total 2023 £
Incoming resources					
Membership subscriptions				66227	66210
Donations				20880	38337
Bequest					0
Training courses				6330	3465
Activities receipts				3103	2770
Income from facilities at county centres				63884	52473
Social activities				0	0
Sundry income				0	0
Sales of badges and sundry items				5284	2449
Grants received					0
Insurance Claims					6570
Interest				1701	629
Joint arrangement					0
Total incoming resources	<u>0</u>	<u>0</u>	<u>0</u>	<u>167409</u>	<u>172902</u>
Resources expended					
Running costs of county centres				94480	106510
Grants				3940	7440
Training costs/expenses				7808	6463
Activities expenses				1381	1107
Communications/PR				875	978
Social activities expenses				0	0
Administration expenses				17162	15139
County Personnel Expenses				2469	1821
County Co-ordinators expenses				0	0
Special Events				0	0
Purchases of badges and sundry items				0	0
Equipment Replacement/Maintenance				0	0
Storage				4671	4332
Special Projects				7260	1575
Depreciation				14946	15142
Joint arrangement				0	0
Total resources expended	<u>0</u>	<u>0</u>	<u>0</u>	<u>154993</u>	<u>160506</u>
Net incoming resources	<u>0</u>	<u>0</u>	<u>0</u>	<u>12416</u>	<u>12395</u>

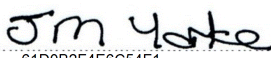
The notes on pages 6 to 9 form part of these accounts

BERKSHIRE GUIDE ASSOCIATION
OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

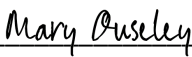
BALANCE SHEET
For the year ended 31 December 2024

	Notes	2024		2023	
		£	£	£	£
Fixed Assets:					
Tangible assets	2		360584		375531
Current Assets:					
Stock	3	9306		5929	
Debtors	4	858		10297	
Overpayment	4				
Prepayments	4	2140		1913	
Loans	4	4778		2424	
Cash at bank & in hand		347483		309974	
		<u>364564</u>		<u>330537</u>	
Creditors: amounts falling due within one year					
Creditors	5	6640		6957	
Loan	5	3310		294	
Income in advance	5	10031		6593	
Security Deposits	5				
Accruals/Expenses	5	685		39	
		<u>20666</u>		<u>13884</u>	
Net Current Assets			343898		316653
Net Assets			<u>704482</u>		<u>692184</u>
Funds					
Restricted Funds	6		80077		82597
Designated Funds	7		362430		377376
Unrestricted Funds			261975		232211
	8		<u>704482</u>		<u>692184</u>

Approved by the Board of Trustees at their meeting on 6th Oct 2025 and signed on it
behalf by:

Signed by:


Jane Yorke - County Commissioner

Signed by:


Mary Ouseley - Chair of Finance

Date 06/10/2025

The notes on pages 6 to 9 form part of these accounts

BERKSHIRE GUIDE ASSOCIATION

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

1 ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice on Accounting by Charities 2019 (SORP 2019), the Charities Act 1996 and applicable accounting standards.

GOING CONCERN

The Trustees consider that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future and for this reason they continue to adopt the going concern basis in preparing the annual financial statements.

FUNDS

General funds represent the funds of the Executive Committee that are not subject to any restrictions regarding their use and are available for application on the general purpose of the Executive Committee. Funds designated for a particular purpose by the Executive Committee are also unrestricted.

Restricted funds are funds given to the charity for a sole purpose which is either designated by the donor or agreed by the Executive Committee.

The accounts include all transaction, assets and liabilities for which the Executive Committee is responsible in law.

INCOMING RESOURCES

Voluntary income and capital sources

Membership Subscription income is recognised when due.

Monies relating to events held are recognised when received and in conjunction with the date of the event.

Income from investments

Interest is accounted for when receivable.

RESOURCES USED

Activities directly relating to the work of the Executive Committee

Expenditure is recognised when incurred or legally enforceable liability arises.

FIXED ASSETS

Property

The Guides Centre at Thirtover Place is recorded at historic cost and depreciation is charged on a straight line basis over 50 years.

Other Equipment

Equipment used by the Charity is depreciated at 25% of written down value.

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2024 cont....

2 Tangible Assets	Land and buildings	Training Equipment	General Equipment	Total
	£	£	£	£
Cost				
at 31st December 2023	718683	3562	25076	747322
additions				
disposals				
at 31st December 2024	718683	3562	25076	747322
Depreciation				
at 31st December 2023	345498	3042	23251	371791
change for the year	14360	130	456	14946
adjustment re disposals				
at 31st December 2024	359858	3172	23707	386737
Net book value				
at 31st December 2024	358825	390	1370	360584
at 31st December 2023	373185	520	1826	375531

3 Stocks	2024	2023
	£	£
Badges	4358	1192
Other stock for resale	4948	4737
	<u>9306</u>	<u>5929</u>

4 Debtors	2024	2023
	£	£
Due within one year		
Debtors	858	10297
Prepayments	2140	1913
Loan	4778	2424
Overpayments	0	0
	<u>7775</u>	<u>14634</u>

5 Creditors	2024	2023
	£	£
Amounts falling due within one year		
Creditors	6640	6957
Loan	3310	294
Income in advance	10031	6593
Security Deposits		
Accrued expenses	685	39
	<u>20666</u>	<u>13884</u>

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2024 cont....

6 Restricted Funds

	Balance at 1st January 2024	Incoming resources	Resources expended	Balance at 31st December 2024
	£	£	£	£
Jenkins Trust	1517			1517
Stratton Bursary	0			0
Doris Bridgeman Fund	20799		2060	18739
Janet Shurmer Fund	19384			19384
E Turner Fund	25587			25587
June Braithwaite Fund	2810		460	2350
Tractor Fund	12500			12500
	<u>82597</u>	<u>0</u>	<u>2520</u>	<u>80077</u>

- Jenkins Trust - Thirtover Place is for the costs relating to the provision and maintenance of climbing equipment.
- Doris Bridgeman Fund - this fund was rename in 2019, it was previously The Douglas Martin Trust Fund. It is a hardship fund to provide grant assistance for young girls aged under 18 in the relief of poverty or health or educational purposes.
- Janet Shurer Fund - this fund is for the provision of an Archive Headquarters.
- June Braithwaite Fund - remaining fund moved to Longleat
- Janet Shurer Fund - this fund is for the provision of an Archive Headquarters.
-

7 Designated Funds

	Balance at 1st January 2024	Incoming resources	Resources expended/tr ansfers	Balance at 31st December 2024
	£	£	£	£
Fixed Assets Fund	375530		14946	360584
Leadership & Training	1846			1846
	<u>377376</u>	<u>0</u>	<u>14946</u>	<u>362430</u>

8 Funds allocation summary

	Fixed Assets £	Net Current Assets £	2024 Total £	2023 Total £
Restricted Funds	0	80077	80077	82597
Designated Funds	360584	1846	362430	377376
Unrestricted Funds	0	261975	261975	232210
	<u>360584</u>	<u>343898</u>	<u>704482</u>	<u>692184</u>

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2024 cont....

9 Trustees' Remuneration and expenses

Trustees' received expenses totalling £2,278.49(2023 - 680.64) in respect of travel costs.

No trustees received any remuneration in the current or previous year

There were 0 related party transactions in the reporting period.

BERKSHIRE GUIDE ASSOCIATION

**OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE**

**ANNUAL REPORT
For the year ended 31 December 2024**

Girlguiding Royal Berkshire Annual Report 2024

Girlguiding Royal Berkshire strives to provide girls and young women with fun, friendship and adventure. Our incredible adult members and volunteers continue to support girls and young women across the county, helping all girls know they can do anything through fun, adventure and the space to discover their potential.

Membership numbers, for both young members and volunteers, grew slightly in 2024 to a total of just over 5900, partly due to the national recruitment campaigns that took place towards the end of the year. We hope that growth can continue in 2025, particularly for volunteers as we have a significant number of young members

We have continued to make progress with our County Strategy and will be working on updating this at the next Commissioners Conference with direction for the next 2-3 years:

In addition to all the fantastic opportunities girls have in the unit meetings, lots of units have resumed taking their girls on residentials, as confidence of parents and leaders has grown following the pandemic.

An increasing numbers of leaders are undertaking their Going Away With Licence or adding modules, including several International modules, so hopefully more and more girls will experience the adventure of staying away

An event for Guides was held at Thirtover Place where girls from across the County joined together to cook for themselves and to have a campfire, followed by a sleepover in the Tented Village.

Despite not having a Duke of Edinburgh adviser in the County, we have been able to join with other Counties so the girls don't miss out on the opportunity to participate in the award.

Many units have attended region events including Glow24, an all Section event, a Night with the Tigers at Dartmoor Zoo and a visit to the Mary Rose Experience.

In 2024 we had girls and leaders selected for Region International trips to Malaysia (3 girls & 2 leaders) and one girl took part in the Interrailing across Europe (1 girl) and this year we are looking forward to hearing from 3 more

Following the launch of the national Young Leader Development programme, a County YL Adviser has been appointed – to support both the YLs and their leaders with the programme. Sian is planning some events later in

BERKSHIRE GUIDE ASSOCIATION

Annual Report for the year ended 31st December 2024 cont...

All volunteers across the County were invited to the Thanks and Recognition Afternoon Tea held in June at Thirtover Place It was very well attended with double the number of attendees from 2023. We presented 20, 30, 40 & 50 year LSAs as well as Berkshire Stags, County Standards, County Merit Awards, the Liz Bracewell Award, Team

Several County Leaders have been presented the Region Compass Award and nominated for Region "Hidden Hero"

In June several members, along with members of the Trefoil Guild, attended the Garter Day Procession, at Windsor

Meetings of the County Operations and Trustee Boards, Divisions and Districts continue being held on zoom, although they have been interspersed with in-person meetings as networking/team-building is much easier this way. The benefit in the reduction of travel time and costs has been recognised by everyone.

Despite many hurdles along the way, the development of the refreshed County website is near completion. Watch

The planning of Windsor International Guide and Scout Camp (WINGS), is continuing at pace, with 2 representatives appointed to the Governing Board and Berkshire leaders being appointed as the Head of

The County property, Thirtover Place, continues to be very busy, with every weekend last year booked for the House. The tented village was also booked for a significant number of weekends and during the school holidays. The redevelopment plans have been reviewed and the costs and fundraising opportunities reassessed and the results are very positive. Despite some increases in costs, the redevelopment is still viable and we are progressing

Girlguiding in Royal Berkshire is still thriving and providing exceptional guiding opportunities for young members and volunteers alike and we hope to continuing growing our volunteers to ensure the girls and young women, current members, those on our waiting lists and those looking to join don't miss out.

Signed by:

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Jane Yorke, County Commissioner

Accounts

REGISTERED CHARITY NUMBER 300496

BERKSHIRE GUIDE ASSOCIATION

ANNUAL REPORT AND FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2023

BERKSHIRE GUIDE ASSOCIATON
ANNUAL REPORT AND ACCOUNTS OF THE TRUSTEES
(THE MEMBERS OF THE COUNTY EXECUTIVE COMMITTEE)

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BERKSHIRE GUIDE ASSOCIATION
OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

GENERAL INFORMATION
For the year ended 31 December 2023

TRUSTEES:	Mrs Jane Yorke	County Commissioner
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	Sarah France	Chair of Thirtover Place Committee
	Liz Slocome	Division Commissioner
	Jan Stowell	Division Commissioner
	Helen Randall	Division Commissioner

CHARITY RESISTRATION NUMBER 300496

BERKSHIRE GUIDE ASSOCIATION

**OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE**

REPORT OF THE TRUSTEES For the year ended 31 December 2023

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BERKSHIRE GUIDE ASSOCIATION

OPERATING AS
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REPORT OF THE TRUSTEES
For the year ended 31 December 2023
Continued.....

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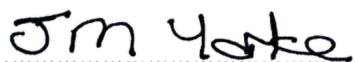
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The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the County Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:



County Commissioner



Chair of Finance

Date 14/10/2024

29/10/2024

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS GIRLGUIDING ROYAL BERKSHIRE

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2023

	Unrestricted funds £	Designated funds £	Restricted funds	Total 2023 £	Total 2022 £
Incoming resources					
Membership subscriptions				66210	65405
Donations			18750	19587	10308
Bequest				0	0
Training courses				3465	5145
Activities receipts				2770	1701
Income from facilities at county centres				52473	60147
Social activities				0	2310
Sundry income				0	0
Sales of badges and sundry items				2449	140
Grants received				0	0
Insurance Claims				6570	3189
Interest				629	15
Joint arrangement				0	0
Total incoming resources	<u>0</u>	<u>0</u>	<u>18750</u>	<u>154152</u>	<u>148360</u>
Resources expended					
Running costs of county centres				106510	83513
Grants				7440	3335
Training costs/expenses				6463	5637
Activities expenses				1107	2992
Communications/PR				978	1579
Social activities expenses				0	0
Administration expenses				15139	14341
County Personnel Expenses				1821	1713
County Co-ordinators expenses				0	0
Special Events				0	0
Purchases of badges and sundry items				0	0
Equipment Replacement/Maintenance				0	0
Storage				4332	3815
Special Projects				1575	0
Depreciation				15142	15402
Joint arrangement				0	0
Total resources expended	<u>0</u>	<u>0</u>	<u>0</u>	<u>160506</u>	<u>132328</u>
Net incoming resources	<u>0</u>	<u>0</u>	<u>18750</u>	<u>-6355</u>	<u>16032</u>

The notes on pages 6 to 9 form part of these accounts

BERKSHIRE GUIDE ASSOCIATION

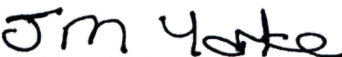
OPERATING AS GIRLGUIDING ROYAL BERKSHIRE

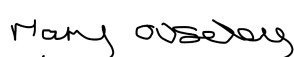
BALANCE SHEET

For the year ended 31 December 2023

	Notes	2023		2022	
		£	£	£	£
Fixed Assets:					
Tangible assets	2		375531		390672
Current Assets:					
Stock	3	5929		7853	
Debtors	4	10297		6808	
Overpayment	4				
Prepayments	4	1913		2131	
Loans	4	2424		4975	
Cash at bank & in hand		309974		297060	
		<u>330537</u>		<u>318827</u>	
Creditors: amounts falling due within one year					
Creditors	5	6957		3298	
Loan	5	294		1728	
Income in advance	5	6593		5499	
Security Deposits	5				
Accruals/Expenses	5	39		324	
		<u>13884</u>		<u>10849</u>	
Net Current Assets			316653		307978
Net Assets			<u>692184</u>		<u>698650</u>
Funds					
Restricted Funds	6		82597		68452
Designated Funds	7		377376		392518
Unrestricted Funds			232210		237680
	8		<u>692184</u>		<u>698650</u>

Approved by the Board of Trustees at their meeting on 14th Oct 2024 and signed on it
behalf by:





Jane Yorke - County Commissioner

Mary Ouseley - Chair of Finance

Date 14/10/2024

The notes on pages 6 to 9 form part of these accounts

BERKSHIRE GUIDE ASSOCIATION

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

1 ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice on Accounting by Charities 2019 (SORP 2019), the Charities Act 1996 and applicable accounting standards.

GOING CONCERN

The Trustees consider that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future and for this reason they continue to adopt the going concern basis in preparing the annual financial statements.

FUNDS

General funds represent the funds of the Executive Committee that are not subject to any restrictions regarding their use and are available for application on the general purpose of the Executive Committee. Funds designated for a particular purpose by the Executive Committee are also unrestricted.

Restricted funds are funds given to the charity for a sole purpose which is either designated by the donor or agreed by the Executive Committee.

The accounts include all transaction, assets and liabilities for which the Executive Committee is responsible in law.

INCOMING RESOURCES

Voluntary income and capital sources

Membership Subscription income is recognised when due.

Monies relating to events held are recognised when received and in conjunction with the date of the event.

Income from investments

Interest is accounted for when receivable.

RESOURCES USED

Activities directly relating to the work of the Executive Committee

Expenditure is recognised when incurred or legally enforceable liability arises.

FIXED ASSETS

Property

The Guides Centre at Thirtover Place is recorded at historic cost and depreciation is charged on a straight line basis over 50 years.

Other Equipment

Equipment used by the Charity is depreciated at 25% of written down value.

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2023 cont....

2 Tangible Assets	Land and buildings	Training Equipment	General Equipment	Total
	£	£	£	£
Cost				
at 31st December 2022	718683	3562	25076	747322
additions				
disposals				
at 31st December 2023	<u>718683</u>	<u>3562</u>	<u>25076</u>	<u>747322</u>
Depreciation				
at 31st December 2022	331138	2869	22642	356649
change for the year	14360	173	608	15142
adjustment re disposals				
at 31st December 2023	<u>345498</u>	<u>3042</u>	<u>23251</u>	<u>371791</u>
Net book value				
at 31st December 2023	373185	520	1826	375531
at 31st December 2022	387545	693	2434	390672

3 Stocks	2023	2022
	£	£
Badges	1192	1601
Other stock for resale	<u>4737</u>	<u>6252</u>
	5929	7853

4 Debtors	2023	2022
	£	£
Due within one year		
Debtors	10297	6808
Prepayments	1913	2131
Loan	2424	4975
Overpayments	<u>0</u>	<u>0</u>
	<u>14634</u>	<u>13914</u>

5 Creditors	2023	2022
	£	£
Amounts falling due within one year		
Creditors	6957	3298
Loan	294	1728
Income in advance	6593	5499
Security Deposits		
Accrued expenses	<u>39</u>	<u>324</u>
	<u>13884</u>	<u>10849</u>

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2023 cont....

6 Restricted Funds

	Balance at 1st January 2023 £	Incoming resources £	Resources expended £	Balance at 31st December 2023 £
Jenkins Trust	1517			1517
Stratton Bursary	519		519	0
Doris Bridgeman Fund	16635	6250	2085	20799
Janet Shurmer Fund	19384			19384
E Turner Fund	25587			25587
June Braithwaite Fund	4810		2000	2810
Tractor Fund	0	12500		12500
	<u>68452</u>	<u>18750</u>	<u>4604</u>	<u>82597</u>

- Jenkins Trust - Thirtover Place is for the costs relating to the provision and maintenance of climbing equipment.
- Stratton Bursary - the interest from the fund of £500 is to be used towards a grant to send a girl on an international visit.
- Doris Bridgeman Fund - this fund was rename in 2019, it was previously The Douglas Martin Trust Fund. It is a hardship fund to provide grant assistance for young girls aged under 18 in the relief of poverty or health or educational purposes.
- Janet Shurer Fund - this fund is for the provision of an Archive Headquarters.
- June Braithwaite Fund - this fund is for WINGS 2021 grants

7 Designated Funds

	Balance at 1st January 2023 £	Incoming resources £	Resources expended/tr ansfers £	Balance at 31st December 2023 £
Fixed Assets Fund	390672		15142	375530
Leadership & Training	1846			1846
	<u>392518</u>	<u>0</u>	<u>15142</u>	<u>377376</u>

8 Funds allocation summary

	Fixed Assets £	Net Current Assets £	2023 Total £	2022 Total £
Restricted Funds	0	82597	82597	68452
Designated Funds	375530	1846	377376	392518
Unrestricted Funds	0	237680	237680	237680
	<u>375530</u>	<u>322123</u>	<u>697654</u>	<u>698650</u>

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2023 cont....

9 Trustees' Remuneration and expenses

Trustees' received expenses totalling £680.64(2022 - 571.62) in respect of travel costs.

No trustees received any remuneration in the current or previous year

There were 3 related party transactions in the reporting period for a total value of £7977.18.

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

ANNUAL REPORT
For the year ended 31 December 2023

Girlguiding Royal Berkshire Annual Report 2023

Girlguiding in Royal Berkshire is enjoying being back to normally following the last few years of disruption due to the Covid pandemic with all units being able to give the girls exceptional experiences whether that was trips out, visitors to the unit or residential experiences along with all the activities carried out as part of the programme.

Membership numbers, for both young members and volunteers, remained constant in 2023 following a large increase in 2022 post-Covid. This is reflected across the whole of the UK. We are hoping that the national recruitment campaigns, particularly for volunteers, will boost numbers in 2024 as we have a significant number of young members on our waiting lists that we would love to be able to welcome into units.

We have continued to make progress with our County Strategy, on the 4 themes from the Girlguiding Strategy, Today, Tomorrow, Together:

- Exceptional experiences for girls
- Rewarding volunteer experience
- Inclusive and impactful
- Getting the basics right

The County Awards committee reviewed the County awards and introduced 3 new awards; the team award - recognising exceptional teamwork, the merit award – for young members under the age of 30 who have shown initiative and responsibility and the Guiding Light award – for members who have highlighted Girlguiding in the media or on social media.

The first of these awards were presented at the County Thanks and Recognition event at Thirtover Place in June. All volunteers across the County were invited to this event as we felt it was important to thank everyone for their contribution to Guiding across Berkshire. We were pleased to present 3 Berkshire Stags, 7 County Standards, 5 County Merit Awards and the Liz Bracewell Award, along with the long service awards including one 50-year award, five 40-year awards, seven 30 year awards and fifteen 20 year awards, a number of County Thanks badges and certificates and recognising young members who had gained Duke of Edinburgh awards.

In May, all units celebrated the Coronation of King Charles III, and we were fortunate to be offered a number of tickets to go to the Coronation Concert at Windsor Castle. It was a fantastic experience for the Leaders and young members alike and something we will never forget. Our royal experiences continued in June when several members, along with members of the Trefoil Guild, attended the Garter Day Procession, again at Windsor Castle.

BERKSHIRE GUIDE ASSOCIATION

Annual Report for the year ended 31st December 2023 cont...

Meetings of the County Operations and Trustee Boards, Divisions and Districts continue being held on zoom, although they have been interspersed with in-person meetings as networking/team building is much easier this way. The benefit in the reduction of travel time and costs has been recognised by everyone.

Following the cancellation of WINGS due to the pandemic I am pleased that planning has started for the Windsor International Guide and Scout Camp (WINGS), which will take place in 2026

Region international trips resumed this year with a number of girls and adults from Berkshire taking part in trips to Malaysia, Inter-railing around Europe and to Essex International Jamboree. Leaders are also feeling more confident about taking their units on international trips; several are currently being planned.

The County property, Thirtover Place, continues to be very busy, with every weekend last year booked for the House. The tented village was also booked for a significant number of weekends and during the school holidays. The redevelopment plans have been reviewed with quotations being obtained to reassess the impact of Covid and the current economic climate on the costs and the ability to raise the required funds. Next steps are currently being discussed.

Girlguiding in Royal Berkshire is still thriving despite the difficulties of the last few years, and we are looking forward to providing exceptional guiding opportunities for young members and volunteers alike in 2024 and beyond.

Jane Yorke, County Commissioner

REGISTERED CHARITY NUMBER 300496

BERKSHIRE GUIDE ASSOCIATION

ANNUAL REPORT AND FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2023

BERKSHIRE GUIDE ASSOCIATON
ANNUAL REPORT AND ACCOUNTS OF THE TRUSTEES
(THE MEMBERS OF THE COUNTY EXECUTIVE COMMITTEE)

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STATEMENT OF FINANCAIL ACTIVITIES	4
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BERKSHIRE GUIDE ASSOCIATION
OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

GENERAL INFORMATION
For the year ended 31 December 2023

TRUSTEES:	Mrs Jane Yorke	County Commissioner
	Kim Prior	Assistant County Commissioner
	Mary Ouseley	Chair of Finance
	Sarah France	Chair of Thirtover Place Committee
	Liz Slocome	Division Commissioner
	Jan Stowell	Division Commissioner
	Helen Randall	Division Commissioner

CHARITY RESISTRATION NUMBER 300496

BERKSHIRE GUIDE ASSOCIATION

**OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE**

REPORT OF THE TRUSTEES For the year ended 31 December 2023

The trustees present their report with the financial statements of the Berkshire Guide Association for the year ended 31 Dec 2022

STRUCTURE AND GOVERNANCE MANAGEMENT

Berkshire Guide Association is a separately constituted branch of the Guide Association, which is incorporated by Royal Charter. It is registered as a charity (number 300496). The Royal Berkshire Guide Association is responsible for the administration of the Association's affairs within the County and for the general development of the principles, aims, organisation and rules of the Association in accordance with the Royal Charter, Bye-laws and the Guiding Manual.

It is headed by one of the joint County Commissioners, who is Chair of the Executive Committee.

Members of the Executive Committee are nominated or appointed in accordance with the procedures established by the Berkshire Guide Association. The charity trustees of the Berkshire Guide Association are the voting members of the Executive Committee. The Trustees who served during the year are shown on page 1. The trustees determine the general policies of the Berkshire Guide Association. The day to day running is delegated to the County Administrator/Finance team and other volunteers.

OBJECTIVES AND ACTIVITIES

Berkshire Guide Association shares the aims and objectives of the Guide Association: giving girls and young women a space where they can be themselves, have fun, build friendships, gain valuable life skills and make a positive difference to their lives and communities. We give them opportunities to be challenged and experience adventures that otherwise they would not have done.

It is due to the commitment and excellent leadership of our adult volunteers, all of who give their time willingly and freely, that these opportunities are delivered and enjoyed by our members.

ACHEIVEMENTS AND PERFORMANCE

The County Commissioner produced an annual report which was presented at a meeting of the Board of Trustees

This report details what members of the County have achieved to meet the aims and objectives of the Guide Association.

To read the annual report, please refer to the appendix at the end of this report.

FINANCIAL REVIEW

The results for the year and the financial position of the Berkshire Guide Association are as shown in the Statement of Financial Account and Balance Sheet.

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

REPORT OF THE TRUSTEES
For the year ended 31 December 2023
Continued.....

RESERVES

It is the policy of Berkshire Guiding Association to hold in reserve a maximum of £100,000, this is required to cover up to 3 month's salary payment and if needed redundancy money. This will also cover 3 months running costs for Thirtover Place, redundancy costs for the site manager, any repair work that many need to be undertaken on the building and grounds and loss of income due to circumstance beyond our control. This fund will also be held for the purpose of repair work to any other Guiding property owned by Berkshire Guiding Association and to cover any unforeseen losses resulting from the cancellation of large scales events (e.g. Windsor International Guide and Scout Camp (WINGS)) due to circumstances beyond out control. This policy is reviewed yearly.

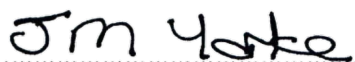
STATEMENT OF TRUSTEES' RESPONSIBILITES

Law applicable to charities in England and Wales requires the trustees to prepare financial statement for each financial year which gives a true and fair view of the state of arrears of the County Association and of its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statement;
- prepare the financial statement on the going concern basis unless it is inappropriate to presume that the County Association will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the County Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:



County Commissioner



Chair of Finance

Date 14/10/2024

29/10/2024

BERKSHIRE GUIDE ASSOCIATION
OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2023

	Unrestricted funds £	Designated funds £	Restricted funds	Total 2023 £	Total 2022 £
Incoming resources					
Membership subscriptions				66210	65405
Donations			18750	19587	10308
Bequest				0	0
Training courses				3465	5145
Activities receipts				2770	1701
Income from facilities at county centres				52473	60147
Social activities				0	2310
Sundry income				0	0
Sales of badges and sundry items				2449	140
Grants received				0	0
Insurance Claims				6570	3189
Interest				629	15
Joint arrangement				0	0
Total incoming resources	<u>0</u>	<u>0</u>	<u>18750</u>	<u>154152</u>	<u>148360</u>
Resources expended					
Running costs of county centres				106510	83513
Grants				7440	3335
Training costs/expenses				6463	5637
Activities expenses				1107	2992
Communications/PR				978	1579
Social activities expenses				0	0
Administration expenses				15139	14341
County Personnel Expenses				1821	1713
County Co-ordinators expenses				0	0
Special Events				0	0
Purchases of badges and sundry items				0	0
Equipment Replacement/Maintenance				0	0
Storage				4332	3815
Special Projects				1575	0
Depreciation				15142	15402
Joint arrangement				0	0
Total resources expended	<u>0</u>	<u>0</u>	<u>0</u>	<u>160506</u>	<u>132328</u>
Net incoming resources	<u>0</u>	<u>0</u>	<u>18750</u>	<u>-6355</u>	<u>16032</u>

The notes on pages 6 to 9 form part of these accounts

BERKSHIRE GUIDE ASSOCIATION

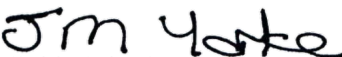
OPERATING AS GIRLGUIDING ROYAL BERKSHIRE

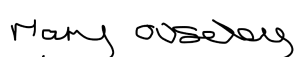
BALANCE SHEET

For the year ended 31 December 2023

	Notes	2023		2022	
		£	£	£	£
Fixed Assets:					
Tangible assets	2		375531		390672
Current Assets:					
Stock	3	5929		7853	
Debtors	4	10297		6808	
Overpayment	4				
Prepayments	4	1913		2131	
Loans	4	2424		4975	
Cash at bank & in hand		309974		297060	
		<u>330537</u>		<u>318827</u>	
Creditors: amounts falling due within one year					
Creditors	5	6957		3298	
Loan	5	294		1728	
Income in advance	5	6593		5499	
Security Deposits	5				
Accruals/Expenses	5	39		324	
		<u>13884</u>		<u>10849</u>	
Net Current Assets			316653		307978
Net Assets			<u>692184</u>		<u>698650</u>
Funds					
Restricted Funds	6		82597		68452
Designated Funds	7		377376		392518
Unrestricted Funds			232210		237680
	8		<u>692184</u>		<u>698650</u>

Approved by the Board of Trustees at their meeting on 14th Oct 2024 and signed on it
behalf by:





Jane Yorke - County Commissioner

Mary Ouseley - Chair of Finance

Date 14/10/2024

The notes on pages 6 to 9 form part of these accounts

BERKSHIRE GUIDE ASSOCIATION

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

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Monies relating to events held are recognised when received and in conjunction with the date of the event.

Income from investments

Interest is accounted for when receivable.

RESOURCES USED

Activities directly relating to the work of the Executive Committee

Expenditure is recognised when incurred or legally enforceable liability arises.

FIXED ASSETS

Property

The Guides Centre at Thirtover Place is recorded at historic cost and depreciation is charged on a straight line basis over 50 years.

Other Equipment

Equipment used by the Charity is depreciated at 25% of written down value.

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2023 cont....

2 Tangible Assets	Land and buildings	Training Equipment	General Equipment	Total
	£	£	£	£
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at 31st December 2022	718683	3562	25076	747322
additions				
disposals				
at 31st December 2023	718683	3562	25076	747322
Depreciation				
at 31st December 2022	331138	2869	22642	356649
change for the year	14360	173	608	15142
adjustment re disposals				
at 31st December 2023	345498	3042	23251	371791
Net book value				
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Other stock for resale	4737	6252
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4 Debtors	2023	2022
	£	£
Due within one year		
Debtors	10297	6808
Prepayments	1913	2131
Loan	2424	4975
Overpayments	0	0
	<u>14634</u>	<u>13914</u>

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	£	£
Amounts falling due within one year		
Creditors	6957	3298
Loan	294	1728
Income in advance	6593	5499
Security Deposits		
Accrued expenses	39	324
	<u>13884</u>	<u>10849</u>

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2023 cont....

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	Balance at 1st January 2023 £	Incoming resources £	Resources expended £	Balance at 31st December 2023 £
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7 Designated Funds

	Balance at 1st January 2023 £	Incoming resources £	Resources expended/tr ansfers £	Balance at 31st December 2023 £
Fixed Assets Fund	390672		15142	375530
Leadership & Training	1846			1846
	<u>392518</u>	<u>0</u>	<u>15142</u>	<u>377376</u>

8 Funds allocation summary

	Fixed Assets £	Net Current Assets £	2023 Total £	2022 Total £
Restricted Funds	0	82597	82597	68452
Designated Funds	375530	1846	377376	392518
Unrestricted Funds	0	237680	237680	237680
	<u>375530</u>	<u>322123</u>	<u>697654</u>	<u>698650</u>

BERKSHIRE GUIDE ASSOCIATION

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BERKSHIRE GUIDE ASSOCIATION

OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

ANNUAL REPORT
For the year ended 31 December 2023

Girlguiding Royal Berkshire Annual Report 2023

Girlguiding in Royal Berkshire is enjoying being back to normally following the last few years of disruption due to the Covid pandemic with all units being able to give the girls exceptional experiences whether that was trips out, visitors to the unit or residential experiences along with all the activities carried out as part of the programme.

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The first of these awards were presented at the County Thanks and Recognition event at Thirtover Place in June. All volunteers across the County were invited to this event as we felt it was important to thank everyone for their contribution to Guiding across Berkshire. We were pleased to present 3 Berkshire Stags, 7 County Standards, 5 County Merit Awards and the Liz Bracewell Award, along with the long service awards including one 50-year award, five 40-year awards, seven 30 year awards and fifteen 20 year awards, a number of County Thanks badges and certificates and recognising young members who had gained Duke of Edinburgh awards.

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BERKSHIRE GUIDE ASSOCIATION

Annual Report for the year ended 31st December 2023 cont...

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Girlguiding in Royal Berkshire is still thriving despite the difficulties of the last few years, and we are looking forward to providing exceptional guiding opportunities for young members and volunteers alike in 2024 and beyond.

Jane Yorke, County Commissioner

**Independent Examiners Report to the trustees of
Berkshire Guide Association**

I report to the trustees on my examination of the accounts of the Berkshire Guide Association (the Trust) for the year ended 31st 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 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

Signed: 

Name: Sandie Thomason

Address: ST Business Services
43, Chaucer Crescent, Newbury, Berks. RG14 1TP

Date: 25.10.2024

Accounts

REGISTERED CHARITY NUMBER 300496

BERKSHIRE GUIDE ASSOCIATION

ANNUAL REPORT AND FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2022

BERKSHIRE GUIDE ASSOCIATON
ANNUAL REPORT AND ACCOUNTS OF THE TRUSTEES
(THE MEMBERS OF THE COUNTY EXECUTIVE COMMITTEE)

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BERKSHIRE GUIDE ASSOCIATION
OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

GENERAL INFORMATION
For the year ended 31 December 2022

TRUSTEES:	Mrs Jane Yorke	County Commissioner
	Sarah Callaghan	Assistant County Commissioner
	Kim Prior	Assistant County Commissioner
	Mary Ouseley	Chair of Finance
	Sarah France	Chair of Thirtover Place Committee
	Melanie Thomas	Division Commissioner
	Jan Stowell	Division Commissioner
	Sue Jones	
	Clive Stevenson	

CHARITY RESISTRATION NUMBER 300496

BERKSHIRE GUIDE ASSOCIATION

**OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE**

REPORT OF THE TRUSTEES For the year ended 31 December 2022

The trustees present their report with the financial statements of the Berkshire Guide Association for the year ended 31 Dec 2022

STRUCTURE AND GOVERNANCE MANAGEMENT

Berkshire Guide Association is a separately constituted branch of the Guide Association, which is incorporated by Royal Charter. It is registered as a charity (number 300496). The Royal Berkshire Guide Association is responsible for the administration of the Association's affairs within the County and for the general development of the principles, aims, organisation and rules of the Association in accordance with the Royal Charter, Bye-laws and the Guiding Manual. It is headed by one of the joint County Commissioners, who is Chair of the Executive Committee.

Members of the Executive Committee are nominated or appointed in accordance with the procedures established by the Berkshire Guide Association. The charity trustees of the Berkshire Guide Association are the voting members of the Executive Committee. The Trustees who served during the year are shown on page 1. The trustees determine the general policies of the Berkshire Guide Association. The day to day running is delegated to the County Administrator/Finance team and other volunteers.

OBJECTIVES AND ACTIVITIES

Berkshire Guide Association shares the aims and objectives of the Guide Association: giving girls and young women a space where they can be themselves, have fun, build friendships, gain valuable life skills and make a positive difference to their lives and communities. We give them opportunities to be challenged and experience adventures that otherwise they would not have done.

It is due to the commitment and excellent leadership of our adult volunteers, all of who give their time willingly and freely, that these opportunities are delivered and enjoyed by our members.

ACHIEVEMENTS AND PERFORMANCE

The County Commissioner produced an annual report which was presented at a meeting of the Board of Trustees

This report details what members of the County have achieved to meet the aims and objectives of the Guide Association.

To read the annual report, please refer to the appendix at the end of this report.

FINANCIAL REVIEW

The results for the year and the financial position of the Berkshire Guide Association are as shown in the Statement of Financial Account and Balance Sheet.

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

REPORT OF THE TRUSTEES For the year ended 31 December 2022

Continued.....

RESERVES

It is the policy of Berkshire Guiding Association to hold in reserve a maximum of £100,000, this is required to cover up to 3 month's salary payment and if needed redundancy money. This will also cover 3 months running costs for Thirtover Place, redundancy costs for the site manager, any repair work that many need to be undertaken on the building and grounds and loss of income due to circumstance beyond our control. This fund will also be held for the purpose of repair work to any other Guiding property owned by Berkshire Guiding Association and to cover any unforeseen losses resulting from the cancellation of large scales events (e.g. Windsor International Guide and Scout Camp (WINGS)) due to circumstances beyond out control. This policy is reviewed yearly.

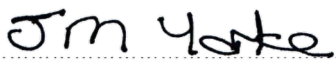
STATEMENT OF TRUSTEES' RESPONSIBILITES

Law applicable to charities in England and Wales requires the trustees to prepare financial statement for each financial year which gives a true and fair view of the state of arrears of the County Association and of its financial activities for that period. In preparing those financial statements, the trustees are required to:

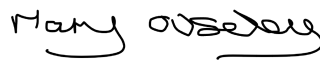
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statement;
- prepare the financial statement on the going concern basis unless it is inappropriate to presume that the County Association will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the County Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:



County Commissioner



Chair of Finance

Date 23rd October 2023

Date 23rd October 2023

BERKSHIRE GUIDE ASSOCIATION
OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2022

	Unrestricted funds £	Designated funds £	Restricted funds	Total 2022 £	Total 2021 £
Incoming resources					
Membership subscriptions	65405			65405	41298
Donations	4058		6250	10308	1340
Bequest	0			0	0
Training courses	5145			5145	5530
Activities receipts	1701			1701	1983
Income from facilities at county centres	60147			60147	22459
Social activities	2310			2310	1382
Sundry income	0			0	0
Sales of badges and sundry items	140			140	32
Grants received	0			0	20275
Insurance Claims	3189			3189	0
Interest	15			15	1
Joint arrangement				0	62798
Total incoming resources	142110	0.00	6250.00	148360	157096
Resources expended					
Running costs of county centres	83513			83513	38388
Grants	528		2807	3335	-54
Training costs/expenses	5637			5637	7863
Activities expenses	2992			2992	1360
Communications/PR	1579			1579	1611
Social activities expenses				0	0
Administration expenses	14341			14341	17440
County Personnel Expenses	1713			1713	1597
County Co-ordinators expenses	0			0.00	0
Special Events	0			0.00	0
Purchases of badges and sundry items	0			0.00	0
Equipment Replacement/Maintenance	0			0.00	0
Storage	3815			3815	6145
Special Projects	0			0	-673
Depreciation	15402			15402	15820
Joint arrangement				0	94702
Total resources expended	129521	0	2807	132328	184198
Net incoming resources	12589	0	3443	16032	-27102

The notes on pages 6 to 9 form part of these accounts

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS GIRLGUIDING ROYAL BERKSHIRE

BALANCE SHEET

For the year ended 31 December 2022

	Notes	2022	2021
		£	£
Fixed Assets:			
Tangible assets	2	390672	406074
Current Assets:			
Stock	3	7853	5657
Debtors	4	6808	5248
Overpayment	4		
Prepayments	4	2131	1741
Loans	4	4975	2900
Cash at bank & in hand		297060	278633
		<u>318827</u>	<u>294180</u>
Creditors: amounts falling due within one year			
Creditors	5	3298	5958
Loan	5	1728	0
Income in advance	5	5499	4238
Security Deposits	5		3200
Accruals/Expenses	5	324	340
		<u>10849</u>	<u>13736</u>
Net Current Assets		307978	280444
Net Assets		<u>698650</u>	<u>686518</u>
Funds			
Restricted Funds	6	68452	65009
Designated Funds	7	1846	407920
Unrestricted Funds		628352	213589
	8	<u>698650</u>	<u>686518</u>

Approved by the Board of Trustees at their meeting on 23rd Oct 2023 and signed on it
behalf by:



Chair of Finance

The notes on pages 6 to 9 form part of these accounts

BERKSHIRE GUIDE ASSOCIATION

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

1 ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice on Accounting by Charities 2019 (SORP 2019), the Charities Act 1996 and applicable accounting standards.

GOING CONCERN

The Trustees consider that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future and for this reason they continue to adopt the going concern basis in preparing the annual financial statements.

FUNDS

General funds represent the funds of the Executive Committee that are not subject to any restrictions regarding their use and are available for application on the general purpose of the Executive Committee. Funds designated for a particular purpose by the Executive Committee are also unrestricted.

Restricted funds are funds given to the charity for a sole purpose which is either designated by the donor or agreed by the Executive Committee.

The accounts include all transaction, assets and liabilities for which the Executive Committee is responsible in law.

INCOMING RESOURCES

Voluntary income and capital sources

Membership Subscription income is recognised when due.

Monies relating to events held are recognised when received and in conjunction with the date of the event.

Income from investments

Interest is accounted for when receivable.

RESOURCES USED

Activities directly relating to the work of the Executive Committee

Expenditure is recognised when incurred or legally enforceable liability arises.

FIXED ASSETS

Property

The Guides Centre at Thirtover Place is recorded at historic cost and depreciation is charged on a straight line basis over 50 years.

Other Equipment

Equipment used by the Charity is depreciated at 25% of written down value.

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2022 cont....

2 Tangible Assets	Land and buildings	Training Equipment	General Equipment	Total
	£	£	£	£
Cost				
at 31st December 2021	718683	3562	25076	747322
additions				
disposals				
at 31st December 2022	718683	3562	25076	747322
Depreciation				
at 31st December 2021	316778	2638	21831	341247
change for the year	14360	231	811	
adjustment re disposals				
at 31st December 2022	331138	2869	22642	356649
Net book value				
at 31st December 2022	387545	693	2434	390672
at 31st December 2021	401905	924	3246	406075

3 Stocks	2022	2021
	£	£
Badges	1601	1993
Other stock for resale	6252	3664
	<u>7853</u>	<u>5657</u>

4 Debtors	2022	2021
	£	£
Due within one year		
Debtors	6808	5248
Prepayments	2131	1741
Loan	4975	2900
Overpayments	0	0
	<u>13914</u>	<u>9889</u>

5 Creditors	2022	2021
	£	£
Amounts falling due within one year		
Creditors	3298	5958
Loan	1728	
Income in advance	5499	4238
Security Deposits		3200
Accrued expenses	324	340
	<u>10849</u>	<u>13736</u>

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2022 cont....

6 Restricted Funds

	Balance at 1st January 2022 £	Incoming resources £	Resources expended £	Balance at 31st December 2022 £
Jenkins Trust	1517			1517
Stratton Bursary	519			519
Doris Bridgeman Fund	13191.75	6250	2807	16635
Janet Shurmer Fund	19384			19384
E Turner Fund	25587			25587
June Braithwaite Fund	4810			4810
	<u>65008.75</u>	<u>6250</u>	<u>2807</u>	<u>68451.81</u>

- Jenkins Trust - Thirtover Place is for the costs relating to the provision and maintenance of climbing equipment.
- Stratton Bursary - the interest from the fund of £500 is to be used towards a grant to send a girl on an international visit.
- Doris Bridgeman Fund - this fund was rename in 2019, it was previously The Douglas Martin Trust Fund. It is a hardship fund to provide grant assistance for young girls aged under 18 in the relief of poverty or health or educational purposes.
- Janet Shurer Fund - this fund is for the provision of an Archive Headquarters.
- June Braithwaite Fund - this fund is for WINGS 2021 grants

7 Designated Funds

	Balance at 1st January 2022 £	Incoming resources £	Resources expended/tr ansfers £	Balance at 31st December 2022 £
Fixed Assets Fund	406074		15402	390672
Leadership & Training	1846			1846
	<u>407920</u>	<u>0</u>	<u>15402</u>	<u>392518</u>

8 Funds allocation summary

	Fixed Assets £	Net Current Assets £	2022 Total £	2021 Total £
Restricted Funds	0	68452	68452	65009
Designated Funds	390672	1846	392518	407920
Unrestricted Funds	0	237680	237680	213589
	<u>390672</u>	<u>307978</u>	<u>698650</u>	<u>686518</u>

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2022 cont....

9 Trustees' Remuneration and expenses

Trustees' received expenses totalling £571.62(2021 - 188.52) in respect of travel costs.

No trustees received any remuneration in the current or previous year

There have been no related party transactions in the reporting period

BERKSHIRE GUIDE ASSOCIATION

**OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE**

**ANNUAL REPORT
For the year ended 31 December 2022**

Girlguiding Royal Berkshire Annual Report 2022

With the whole Country back to the “new normal”, Girlguiding Royal Berkshire continued suit. Whilst our members are now experts on virtual meetings, we have all enjoyed being back to face-to-face meetings and being able to take the girls on residentials and camps to have the exceptional experiences we all love to give.

We have developed our County Strategy, on the 4 themes from the Girlguiding Strategy, Today, Tomorrow, Together:

- Exceptional experiences for girls
- Rewarding volunteer experience
- Inclusive and impactful
- Getting the basics right

The plan includes events for each section, a review of the County Awards, developing a County inclusion plan, increasing the number of volunteers, redeveloping the County website, improving external facing social media presence and refreshing the redevelopment plans for Thirtover Place.

Subscriptions in February 2022 showed an 11% growth of members on 2021 so although not back to the pre-Covid levels membership was on the increase. Recent data has shown that the number new young members is still increasing, however, there continues to be a decrease in volunteers. This is reflected across the whole of the UK and several national recruitment campaigns have proved successful for some areas of the County.

Girlguiding SWE hosted their second WTD@Home in 2022 following the huge success in 2021. Many units took part on the day and others used the resource in their unit, District or Division events. Further events for 2023-2025 are being planned.

BERKSHIRE GUIDE ASSOCIATION

Annual Report for the year ended 31st December 2022 cont...

The bi-annual Stag Holders event that was cancelled in 2021 was held in June 2022. Thirty-five Stag Holders attended the afternoon tea at Thirtover Place. We were blessed with good weather and were able to sit outside and enjoy the surroundings of our wonderful site, whilst catch up with each other

We held our thanks and recognition event on 27th November at the Holiday Inn in Reading. Thirty-one awards were presented to our volunteers, 20 long service, eight for 30 years of service and 12 for 20 years of service, and 5 new County badges celebrating the achievement of young members gaining their Bronze & Silver Duke of Edinburgh award. This new badge will be presented to DofE and Queen's Guide awardees as it was felt that this significant achievement was not celebrated at County level, as awards were presented at National events, but should be recognised.

A further 7 people received the Region Compass Award at a Region event in November

As part of the strategy under the Rewarding Volunteer Experience a review was undertaken into the County Awards as it was felt the available awards was not fully inclusive of younger members and excellence in the unit environment was not recognised, therefore, some additional awards have been added and requirements tweaked. The new awards are, a Team Award - for all ages, the Berkshire Merit Award for members under 30, the Guiding Light Award - for all members.

To showcase all County and long service awards a new County Thanks Garden Party will be held in June 2023. All adult members & young leaders will be invited to the event along with young members who have obtained their section Gold Award.

Girlguiding Leadership Platform was introduced in March 2022, giving easier access to training courses and records for all Leaders. Leaders' training continued as a blend of e-learning, webinars and face to face sessions. The revamped Leadership Qualification became Leadership Development Plan and was launched in September. Leaders doing the LQ have until 31st August 2023 to complete otherwise they will need to restart on the LDP. We currently have 79 people undertaking the LQ and 14 on the LDP. One person has completed the LDP.

BERKSHIRE GUIDE ASSOCIATION

Annual Report for the year ended 31st December 2022 cont...

Meetings of the County Operations and Trustee Boards, Divisions and Districts continue being held on zoom, although they have been interspersed with in-person meetings as networking/team building is much easier this way. The benefit in the reduction of travel time and costs has been recognised by everyone.

The future of Windsor International Guide and Scout Camp (WINGS), a joint event with Berkshire Scouts, is currently being discussed by our trustees after I was approached by the Scout County Commissioner.

No international trips have taken place since March 2020, but Region trips have been planned for 2023. INTOPS selection days were held in April, with 20 girls attending and 8 being selected to go to the Region INTOPS. Berkshire will have girls and adults taking part in the international trips. Further trips are being planned for 2024 including an international experience in the UK to be more inclusive.

The County property, Thirtover Place, was very busy last year, with every weekend booked for the House. The tented village was also booked for a significant number of weekends and during the school holidays. The redevelopment plans are currently being reviewed with quotations being obtained to reassess the impact of Covid and the current economic climate on the costs and the ability to raise the required funds.

Girlguiding in Royal Berkshire is still thriving despite the difficulties of the last few years, and we are looking forward to providing exceptional guiding opportunities for young members and volunteers alike in 2023 and beyond.

Jane Yorke, County Commissioner.

Accounts

REGISTERED CHARITY NUMBER 300496

BERKSHIRE GUIDE ASSOCIATION

ANNUAL REPORT AND FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2021

BERKSHIRE GUIDE ASSOCIATION
ANNUAL REPORT AND ACCOUNTS OF THE TRUSTEES
(THE MEMBERS OF THE COUNTY EXECUTIVE COMMITTEE)

CONTENTS

GENERAL INFORMATION	1
TRUSTEES ANNUAL REPORT	2,3
STATEMENT OF FINANCIAL ACTIVITIES	4
BALANCE SHEET AS 31 DECEMBER 2021	5
NOTES TO THE FINANCIAL STATEMENTS	6,7,8,9

BERKSHIRE GUIDE ASSOCIATION
OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

GENERAL INFORMATION
For the year ended 31 December 2021

TRUSTEES:	Mrs Jane Yorke	County Commissioner
	Sarah Callaghan	Assistant County Commissioner
	Kim Prior	Assistant County Commissioner
	Mary Ouseley	Chair of Finance
	Sarah France	Chair of Thirtover Place Committee
	Clive Stevenson	WINGS Governance Group
	Sue Jones	WINGS Governance Group
	Melanie Thomas	Division Commissioner
	Jan Stowell	Division Commissioner

CHARITY RESISTRATION NUMBER 300496

BERKSHIRE GUIDE ASSOCIATION

**OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE**

REPORT OF THE TRUSTEES For the year ended 31 December 2021

The trustees present their report with the financial statements of the Berkshire Guide Association for the year ended 31 Dec 2021

STRUCTURE AND GOVERNANCE MANAGEMENT

Berkshire Guide Association is a separately constituted branch of the Guide Association, which is incorporated by Royal Charter. It is registered as a charity (number 300496). The Royal Berkshire Guide Association is responsible for the administration of the Association's affairs within the County and for the general development of the principles, aims, organisation and rules of the Association in accordance with the Royal Charter, Bye-laws and the Guiding Manual. It is headed by one of the joint County Commissioners, who is Chair of the Executive Committee.

Members of the Executive Committee are nominated or appointed in accordance with the procedures established by the Berkshire Guide Association. The charity trustees of the Berkshire Guide Association are the voting members of the Executive Committee. The Trustees who served during the year are shown on page 1. The trustees determine the general policies of the Berkshire Guide Association. The day to day running is delegated to the County Administrator/Finance team and other volunteers.

OBJECTIVES AND ACTIVITIES

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It is due to the commitment and excellent leadership of our adult volunteers, all of who give their time willingly and freely, that these opportunities are delivered and enjoyed by our members.

ACHIEVEMENTS AND PERFORMANCE

The County Commissioner produced an annual report which was presented at a meeting of the Board of Trustees

This report details what members of the County have achieved to meet the aims and objectives of the Guide Association.

To read the annual report, please refer to the appendix at the end of this report.

FINANCIAL REVIEW

The results for the year and the financial position of the Berkshire Guide Association are as shown in the Statement of Financial Account and Balance Sheet.

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

REPORT OF THE TRUSTEES For the year ended 31 December 2021

Continued.....

RESERVES

It is the policy of Berkshire Guiding Association to hold in reserve a maximum of £100,000, this is required to cover up to 3 month's salary payment and if needed redundancy money. This will also cover 3 months running costs for Thirtover Place, redundancy costs for the site manager, any repair work that many need to be undertaken on the building and grounds and loss of income due to circumstance beyond our control. This fund will also be held for the purpose of repair work to any other Guiding property owned by Berkshire Guiding Association and to cover any unforeseen losses resulting from the cancellation of large scales events (e.g. Windsor International Guide and Scout Camp (WINGS)) due to circumstances beyond out control. This policy is reviewed yearly.

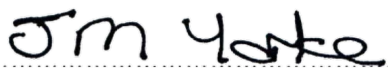
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Law applicable to charities in England and Wales requires the trustees to prepare financial statement for each financial year which gives a true and fair view of the state of arrears of the County Association and of its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
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- prepare the financial statement on the going concern basis unless it is inappropriate to presume that the County Association will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the County Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:



County Commissioner



Chair of Finance

Date 19/10/2022

Date 21st October 2022

BERKSHIRE GUIDE ASSOCIATION
OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2021

	Unrestricted funds £	Designated funds £	Restricted funds	Total 2021 £	Total 2020 £
Incoming resources					
Membership subscriptions	41298			41298	71951
Donations	1340			1340	6693
Bequest				0	0
Training courses	5530			5530	2109
Activities receipts	1983			1983	1873
Income from facilities at county centres	22459			22459	12715
Social activities	1382			1382	2135
Sundry income				0	0
Sales of badges and sundry items	32			32	857
Grants received	20275			20275	11524
Insurance Claims				0	1190
Interest	1			1	13
Joint arrangement	62798			62798	0
Total incoming resources	157096	0.00	0.00	157096	111060
Resources expended					
Running costs of county centres	38388			38388	47616
Grants	839	285	-1178	-54	8343
Training costs/expenses	7863			7863	5888
Activities expenses	1360			1360	749
Communications/PR	1611			1611	734
Social activities expenses				0	0
Administration expenses	17440			17440	16260
County Personnel Expenses	1597			1597	1329
County Co-ordinators expenses				0.00	0
Special Events				0.00	0
Purchases of badges and sundry items				0.00	0
Equipment Replacement/Maintenance				0.00	0
Storage	6145			6145	2778
Special Projects	-673			-673	8252
Depreciation		15820		15820	10397
Joint arrangement	84702	10000		94702	0
Total resources expended	159271	26105	-1178	184198	102346
Net incoming resources	-2175	-26105	1178	-27102	8714

The notes on pages 6 to 9 form part of these accounts

BERKSHIRE GUIDE ASSOCIATION

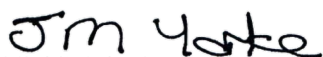
OPERATING AS GIRLGUIDING ROYAL BERKSHIRE

BALANCE SHEET

For the year ended 31 December 2021

	Notes	2021	2020
		£	£
Fixed Assets:			
Tangible assets	2	406074	420374
Current Assets:			
Stock	3	5657	6944
Debtors	4	5248	2768
Overpayment	4		290
Prepayments	4	1741	2382
Loans	4	2900	3392
Cash at bank & in hand		278633	287575
		<u>294180</u>	<u>303351</u>
Creditors: amounts falling due within one year			
Creditors	5	5958	4882
Loan	5	0	1482
Income in advance	5	4238	4537
Security Deposits	5	3200	1450
Accruals/Expenses	5	340	124
		<u>13736</u>	<u>12475</u>
Net Current Assets		280444	290876
Net Assets		<u>686518</u>	<u>711250</u>
Funds			
Restricted Funds	6	65009	65342
Designated Funds	7	407920	420374
Unrestricted Funds		213589	225534
	8	<u>686518</u>	<u>711250</u>

Approved by the Board of Trustees at their meeting on 18th July 2022 and signed on it
behalf by:





The notes on pages 6 to 9 form part of these accounts

BERKSHIRE GUIDE ASSOCIATION

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

1 ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice on Accounting by Charities 2019 (SORP 2019), the Charities Act 1996 and applicable accounting standards.

GOING CONCERN

The Trustees consider that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future and for this reason they continue to adopt the going concern basis in preparing the annual financial statements.

FUNDS

General funds represent the funds of the Executive Committee that are not subject to any restrictions regarding their use and are available for application on the general purpose of the Executive Committee. Funds designated for a particular purpose by the Executive Committee are also unrestricted.

Restricted funds are funds given to the charity for a sole purpose which is either designated by the donor or agreed by the Executive Committee.

The accounts include all transaction, assets and liabilities for which the Executive Committee is responsible in law.

INCOMING RESOURCES

Voluntary income and capital sources

Membership Subscription income is recognised when due.

Monies relating to events held are recognised when received and in conjunction with the date of the event.

Income from investments

Interest is accounted for when receivable.

RESOURCES USED

Activities directly relating to the work of the Executive Committee

Expenditure is recognised when incurred or legally enforceable liability arises.

FIXED ASSETS

Property

The Guides Centre at Thirtover Place is recorded at historic cost and depreciation is charged on a straight line basis over 50 years.

Other Equipment

Equipment used by the Charity is depreciated at 25% of written down value.

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2021 cont....

2 Tangible Assets	Land and buildings	Training Equipment	General Equipment	Total
	£	£	£	£
Cost				
at 31st December 2020	718683	2512	24967	746163
additions		1050	499	
disposals			390	
at 31st December 2021	718683	3562	25076	746163
Depreciation				
at 31st December 2020	302418	2303	21067	325788
change for the year	14360	335	1125	15820
adjustment re disposals			362	
at 31st December 2021	316778	2638	21831	341247
Net book value				
at 31st December 2021	401905	924	3246	406075
at 31st December 2020	416265	209	3900	420374

3 Stocks	2021	2020
	£	£
Badges	1993	2240
Other stock for resale	3664	4704
	<u>5657</u>	<u>6944</u>

4 Debtors	2021	2020
	£	£
Due within one year		
Debtors	5248	2768
Prepayments	1741	2382
Loan	2900	3392
Overpayments	0	290
	<u>9889</u>	<u>8832</u>

5 Creditors	2021	2020
	£	£
Amounts falling due within one year		
Creditors	5958	4882
Loan		1482
Income in advance	4238	4537
Security Deposits	3200	1450
Accrued expenses	340	124
	<u>13736</u>	<u>12475</u>

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2021 cont....

6 Restricted Funds

	Balance at 1st January 2021 £	Incoming resources £	Resources expended £	Balance at 31st December 2021 £
Jenkins Trust	1517			1517
Stratton Bursary	519			519
Doris Bridgeman Fund	14845.25		1654	13192
Janet Shurmer Fund	19384			19384
E Turner Fund	25587			25587
June Braithwaite Fund	3490		-1320	4810
	<u>65342.25</u>	<u>0</u>	<u>334</u>	<u>65008.75</u>

- Jenkins Trust - Thirtover Place is for the costs relating to the provision and maintenance of climbing equipment.
- Stratton Bursary - the interest from the fund of £500 is to be used towards a grant to send a girl on an international visit.
- Doris Bridgeman Fund - this fund was rename in 2019, it was previously The Douglas Martin Trust Fund. It is a hardship fund to provide grant assistance for young girls aged under 18 in the relief of poverty or health or educational purposes.
- Janet Shurer Fund - this fund is for the provision of an Archive Headquarters.
- June Braithwaite Fund - this fund is for WINGS 2021 grants

7 Designated Funds

	Balance at 1st January 2021 £	Incoming resources £	Resources expended/tr ansfers £	Balance at 31st December 2021 £
Fixed Assets Fund	420374	1520	15820	406074
Leadership & Training	2131		285	1846
WINGS	10000		10000	0
	<u>432505</u>	<u>1520</u>	<u>26105</u>	<u>407920</u>

8 Funds allocation summary

	Fixed Assets £	Net Current Assets £	2021 Total £	2020 Total £
Restricted Funds	0	65009	65009	65342
Designated Funds	406074	1846	407920	420374
Unrestricted Funds	0	213589	213589	225534
	<u>406074</u>	<u>280444</u>	<u>686518</u>	<u>711250</u>

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2021 cont....

9 Trustees' Remuneration and expenses

Trustees' received expenses totalling £188.52(2020 - £809) in respect of travel costs.

No trustees received any remuneration in the current or previous year

There have been no related party transactions in the reporting period

10 JOINT ARRANGEMENT

WINGS 2020 International Jamboree Experience for Guides and Scouts aged 10 - 18 from across the world. Due to the COVID-19 Pandemic this planned even was first moved to 2021 and then cancelled. This resulted in a substantial loss for the event due to a number of factors including upfront payments to suppliers not being refundable and running costs incurred during the planning period of the event.

The WINGS event is a joint venture agreement between Berkshire County Scout Council and the Girlguiding Royal Berkshire and as such 50% of the income generated and expenditure incurred is allocated to each entity as per the Charity SORP.

BERKSHIRE GUIDE ASSOCIATION

**OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE**

**ANNUAL REPORT
For the year ended 31 December 2021**

Girlguiding Royal Berkshire Annual Report 2021

2021 started off for Girlguiding Berkshire, as the rest of the Country, in lockdown following a Christmas hiatus. Our members have now become experts on virtual meetings and our annual Commissioners' Conference in January was held on Zoom. It focussed the new Girlguiding Strategy, Today, Tomorrow, Together, identifying ways we can develop as a County, Divisions and Districts under 4 key themes:

- Exceptional experiences for girls
- Rewarding volunteer experience
- Inclusive and impactful
- Getting the basics right

There was the final meeting for Joint County Commissioners, Sarah France and Kate Snell, who handed over to Jane Yorke. Jane presided over the thanks to Sarah & Kate, who were surprised by a socially distanced visit from the County President and Assistant County Commissioner, with gifts arranged in cahoots with their respective partners, Dave and Chris, who were also presented with Thanks Badges for their support.

As restrictions lifted a significant number of units started to return to face-to-face meetings although in some cases those with vulnerable members continued run meetings virtually.

Subscriptions in February 2021 showed that there had been a significant drop in membership compared with the same time in 2020. This drop was two-fold; the introduction of mandatory Safe Space training for all volunteers led to inactive members being removed and a drop in new members joining due to fewer units meeting face-to face. Recent data has shown that the number new young members is on the increase, however, this increase is not as evident with volunteers. This is reflected across the whole of the UK and several national recruitment campaigns have proved successful for some areas of the County.

BERKSHIRE GUIDE ASSOCIATION

Annual Report for the year ended 31st December 2021 cont...

Girlguiding SWE hosted their first WTD@Home in 2021 which many units and families across the County took part in. Overall, over 6000 people joined in with activities both online and at home or in units.

Due to Covid restrictions, after over a year, we held our thanks and recognition event on 4th September at the Holiday Inn in Reading. Thirty-one awards were presented to our volunteers at the event, 14 long service, including three for 50 years of service and four for 40 years of service. and 17 county awards. A further 10 people received the Region Compass Award at a Region event in September 2021. The bi-annual Stag Holders event was cancelled as a large number of the attendees were vulnerable and shielding. This has now been rescheduled for June this 2022.

In spite of Covid, Guiding did not stop but adapted. Outdoor meetings took place over the summer and into autumn, and where leaders felt comfortable, and meeting places allowed, some face-to-face meetings resumed, albeit with renewed and detailed risk assessments to include Covid risks and mitigations. Leaders and girls alike were really pleased to have some sort of normality resume. And my, how much some of the girls had grown!

As confidence grows more and more events have been taking place and leaders have been taking their girls further afield, offering girls the exceptional experiences we all love to give.

Leaders' training continued online, with the trainers working very hard to offer new training but also to change their ways of delivering existing training. First Response training was revamped with the majority of the course being delivered on-line, with a 10-minute skills check on CPR & recovery position. This was to cover those whose training expired during Covid but as of 1st April 2021 the course will convert to a new blend of face-to-face and online. The first County training day since lockdown was held on 11th October with the Region and local shop in attendance, along with advisers and some training sessions. Cake was also provided!

BERKSHIRE GUIDE ASSOCIATION

Annual Report for the year ended 31st December 2021 cont...

Meetings of County, Divisions and Districts continue being held on zoom, although they have been interspersed with in-person meetings as networking/team building is much easier this way. The benefit in the reduction of travel time and costs has been recognised by everyone.

The Windsor International Guide and Scout Camp (WINGS), a joint event with Berkshire Scouts, was cancelled in November 2020. The future of WINGS will be discussed soon but it is likely to be a few years away whilst both parties recoup some of their losses.

No international trips have taken place since March 2020 but Girlguiding have given the go ahead for plans to get underway for trips in 2023.

The County property, Thirtover Place, reopened in September and has done a roaring trade with only a few weekends free right through 2022 and bookings already in place for 2023. The Government grants for businesses affected by COVID means the site has remained financially viable. The redevelopment plans are remaining on hold at present.

So far, recovery from the pandemic is progressing well, and we are looking forward to providing exceptional guiding opportunities for young members and volunteers alike in to 2022 and beyond.

Jane Yorke, County Commissioner.

Accounts

REGISTERED CHARITY NUMBER 300496

BERKSHIRE GIRLGUIDING ASSOCIATION

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

BERKSHIRE GUIDE ASSOCIATION
ANNUAL REPORT AND ACCOUNTS OF THE TRUSTEES
(THE MEMBERS OF THE COUNTY EXECUTIVE COMMITTEE)

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BERKSHIRE GUIDE ASSOCIATION

OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

GENERAL INFORMATION For the year ended 31 December 2020

TRUSTEES:	Mrs Jane Yorke	Assistant County Commissioner
	Melanie Thomas	Division Commissioner
	Mr Clive Stevenson	WINGS Governance Group
	Pauline Fothergill	Assistant County Commissioner
	Catherine Snell	Joint County Commissioner
	Caroline Smith	Division Commissioner
	Sarah France	Joint County Commissioner
	Mrs Sue Jones	WINGS Governance Group
	Mrs Beverly Ayres	Chair of Finance
	Jan Stowell	Division Commissioner

CHARITY RESISTRATION NUMBER	300496
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BERKSHIRE GUIDE ASSOCIATION

**OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE**

**REPORT OF THE TRUSTEES
For the year ended 31 December 2020**

The trustees present their report with the financial statements of the Berkshire Guide Association for the year ended 31 Dec 2020

STRUCTURE AND GOVERNANCE MANAGEMENT

Berkshire Guide Association is a separately constituted branch of the Guide Association, which is incorporated by Royal Charter. It is registered as a charity (number 300496). The Royal Berkshire Guide Association is responsible for the administration of the Association's affairs within the County and for the general development of the principles, aims, organisation and rules of the Association in accordance with the Royal Charter, Bye-laws and the Guiding Manual. It is headed by one of the joint County Commissioners, who is Chair of the Executive Committee.

Members of the Executive Committee are nominated or appointed in accordance with the procedures established by the Berkshire Guide Association. The charity trustees of the Berkshire Guide Association are the voting members of the Executive Committee. The Trustees who served during the year are shown on page 1. The trustees determine the general policies of the Berkshire Guide Association. The day to day running is delegated to the County Administrator/Finance team and other volunteers.

OBJECTIVES AND ACTIVITIES

Berkshire Guide Association shares the aims and objectives of the Guide Association: giving girls and young women a space where they can be themselves, have fun, build friendships, gain valuable life skills and make a positive difference to their lives and communities. We give them opportunities to be challenged and experience adventures that otherwise they would not have done.

It is due to the commitment and excellent leadership of our adult volunteers, all of who give their time willingly and freely, that these opportunities are delivered and enjoyed by our members.

ACHIEVEMENTS AND PERFORMANCE

The County Commissioner produced an annual report which was presented at the AGM.

This report details what members of the County have achieved to meet the aims and objectives of the Guide Association.

To read the annual report, please refer to the appendix at the end of this report.

FINANCIAL REVIEW

The results for the year and the financial position of the Berkshire Guide Association are as shown in the Statement of Financial Account and Balance Sheet.

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS GIRLGUIDING ROYAL BERKSHIRE

REPORT OF THE TRUSTEES For the year ended 31 December 2020

Continued.....

RESERVES

It is the policy of Berkshire Guiding Association to hold in reserve a maximum of £100,000, this is required to cover up to 3 month's salary payment and if needed redundancy money. This will also cover 3 months running costs for Thirtover Place, redundancy costs for the site manager, any repair work that may need to be undertaken on the building and grounds and loss of income due to circumstance beyond our control. This fund will also be held for the purpose of repair work to any other Guiding property owned by Berkshire Guiding Association and to cover any unforeseen losses resulting from the cancellation of large scale events (e.g. Windsor International Guide and Scout Camp (WINGS)) due to circumstances beyond our control. This policy is reviewed yearly.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the trustees to prepare financial statement for each financial year which gives a true and fair view of the state of affairs of the County Association and of its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statement;
- prepare the financial statement on the going concern basis unless it is inappropriate to presume that the County Association will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the County Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:

County Commissioner

Chair of Finance

Date

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS GIRLGUIDING ROYAL BERKSHIRE

STATEMENT OF FINANCIAL ACTIVITIES For the year ended 31 December 2020

	Unrestricted funds £	Designated funds £	Restricted funds	Total 2020 £	Total 2019 £
Incoming resources					
Membership subscriptions	71951			71951	68564
Donations	443		6250	6693	10904
Bequest				0	10000
Training courses	2109			2109	2820
Activities receipts	1873			1873	8514
Income from facilities at county centres	12715			12715	51114
Social activities	2135			2135	3181
Sundry income				0	300
Sales of badges and sundry items	857			857	0
Grants received	11524			11524	0
Insurnace Claims	1190			1190	
Interest	13			13	33
Total incoming resources	104810	0	6250	111060	155430
Resources expended					
Running costs of county centres	47616			47616	92961
Grants	4265	224	3854	8343	19193
Training costs/expenses	5888			5888	17088
Activities expenses	749			749	3925
Communications/PR	734			734	13033
Social activities expenses	0			0	0
Administration expenses	16260			16260	24767
County Personnel Expenses	1329			1329	4336
County Co-ordinators expenses	0			0	608
Special Events	0			0	0
Purchases of badges and sundry items	0			0	979
Equipment Replacement/Maintenance	0			0	0
Storage	2778			2778	2459
Special Projects	8252			8252	43611
Depreciation	10397			10397	16652
Total resources expended	98268	224	3854	102346	239612
Net incoming resources	6542	-224	2396	8714	-84183
Gross transfer between funds	0	0	0	0	0
Net movement in funds	6542	-224	2396	8714	-84183
Total funds brought forward	186800	452790	62946	702536	786719
Total funds carried forward	193342	452566	65342	711250	702536

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

BALANCE SHEET

For the year ended 31 December 2020

	Notes	2020		2019	
		£	£	£	£
Fixed Assets:					
Tangible assets	2		420374		430294
Current Assets:					
Stock	3	6944		5723	
Debtors	4	2768		1127	
Overpayment	4	290		709	
Prepayments	4	2382		9655	
Loans	4	3392			
Cash at bank & in hand		287575		292214	
		<u>303351</u>		<u>309429</u>	
Creditors: amounts falling due within one year					
Creditors	5	4882		10795	
Loan	5	1482		0	
Income in advance	5	4537		25665	
Securuty Deposits	5	1450		0	
Accruals/Expenses	5	124		728	
		<u>12475</u>		<u>37187</u>	
Net Current Assets			290876		272242
Net Assets			<u>711250</u>		<u>702536</u>
Funds					
Restricted Funds	6		65342		62946
Designated Funds	7		420374		452790
Unrestricted Funds			225534		186800
			<u>711250</u>		<u>702536</u>

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

BALANCE SHEET For the year ended 31 December 2020

Notes to the Accounts for the year ended 31st December 2020

1 Accounting Policies

Deprecation

Freehold property

2% straight line

Training and General Equipment

25% reducing balance

	Land and buildings	Training Equipment	General Equipment	Total
	£	£	£	£
2 Tangible Assets				
Cost				
at 31st December 2019	718683	2512	24848	746044
additions			519	
disposals			400	
at 31st December 2020	718683	2512	24967	746044
Depreciation				
at 31st December 2019	293923	1874	19952	315749
change for the year	8495	429	1473	10397
adjustment re disposals			358	
at 31st December 2020	302418	2303	21067	325788
Net book value				
at 31st December 2020	416265	209	3900	420374
at 31st December 2019	424760	638	4896	430295

3 Stocks	2020	2019
	£	£
Badges	2240	1517
Other stock for resale	4704	4206
	<u>6944</u>	<u>5723</u>

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2020 Cont.....

4 Debtors	2020	2019
Due within one year	£	£
Debtors	2768	1127
Prepayments	2382	9655
Loan	3392	0
Overpayments	290	709
	<u>8832</u>	<u>11491</u>

5 Creditors	2020	2019
Amounts falling due within one year	£	£
Creditors	4882	10795
Loan	1482	0
Income in advance	4537	25665
Security Deposits	1450	0
Accrued expenses	124	728
	<u>12475</u>	<u>37187</u>

6 Restricted Funds

	Balance at 1st January 2020	Incoming resources	Resources expended	Balance at 31st December 2020
	£	£	£	£
Jenkins Trust	1517			1517
Stratton Bursary	519			519
Doris Bridgeman Fund	10939	6250	2344	14845
Janet Shurmer Fund	19384			19384
E Turner Fund	25587			25587
June Braithwaite Fund	5000		1510	3490
	<u>62946</u>	<u>6250</u>	<u>3854</u>	<u>65342</u>

- Jenkins Trust - Thirtover Place is for the costs relating to the provision and maintenance of climbing equipment.
 - Stratton Bursary - the interest from the fund of £500 is to be used towards a grant to send a girl on an international visit.
 - Doris Bridgeman Fund - this fund was rename in 2019, it was previously The Douglas Martin Trust Fund. It is a hardship fund to provide grant assistance for young girls aged under 18 in the relief of poverty or health or educational purposes.
 - Janet Shurer Fund - this fund is for the provision of an Archive Headquarters.
 - June Braithwaite Fund - this fund is for WINGS 2021 grants
-

BERKSHIRE GUIDE ASSOCIATION

Notes to the Accounts for the year ended 31st December 2020 Cont.....

7 Designated Funds

	Balance at 1st January	Incoming resources	Resources expended/tr ansfers	Balance at 31st December
	2020			2020
	£	£	£	£
Fixed Assets Fund	430294	119	10039	420374
Leadership & Training	2355		224	2131
WINGS	10000			10000
	<u>442649</u>	<u>119</u>	<u>10264</u>	<u>432505</u>

8 Funds allocation summary

	Fixed Assets	Net Current Assets	2020 Total	2019 Total
	£	£	£	£
Restricted Funds	0	65342	65342	62946
Designated Funds	420374	0	420374	452790
Unrestricted Funds	0	225534	225534	186800
	<u>420374</u>	<u>290876</u>	<u>711250</u>	<u>702536</u>

9 Trustees' Remuneration and expenses

Trustees' received expenses totalling £809 (2019 - £3590) in respect of travel costs.

There have been no related party transactions in the reporting period

BERKSHIRE GUIDE ASSOCIATION

OPERATING AS
GIRLGUIDING ROYAL BERKSHIRE

ANNUAL REPORT

For the year ended 31 December 2020

The trustees present their report with the financial statements of the Berkshire Guide Association for the year ended 31 Dec 2020

2020 started off for Girlguiding Berkshire as a normal year. Our annual Commissioners' Conference in January focussed on Membership and Growth identifying ways that as a County, Divisions and Districts we could strengthen our membership. At the end of January Girlguiding South West England held a roadshow in Berkshire with a formal reception on Friday evening and an activity day for girls at Red Kangaroo on the Saturday. Both parts of the event were well attended and enjoyed by all.

The Region team were back in Berkshire on 22 February to host "All the worlds a stage", a theatre and arts based event for all sections celebrating Thinking Day, at Garth Hill College. 2000 girls and leaders attended from across the Region. We were joined by the Deputy Chief Guide for some of the day, and the buzz throughout the school was palpable.

Girlguiding wouldn't exist without our volunteer leaders and on 15 March we held our annual thanks and recognition event at the Calcot Hotel in Reading. Twenty seven awards were presented to our volunteers at the event, 14 long service and 13 county awards, with a further 13 awards presented locally. This event proved to be the last face to face event of the year as COVID restrictions were enforced the following week.

Despite the restrictions, Guiding did not stop, but we do now have a whole new vocabulary. Throughout the lockdown there has been no pressure on leaders to do more than they could cope with. Across the County Zoom licences were obtained, leaders posted activity ideas on Facebook, activity packs were delivered to girls' doorsteps, or leaders kept in touch by email. Units have teamed up together to run meetings and sleepovers over zoom. As restrictions lifted in the summer, some were able to meet face-to-face outdoors, albeit with reduced numbers and with COVID-safe practices in place. As restrictions tightened again in the autumn, and the evenings darkened units moved back onto zoom, with some units who had not met up to that point taking the plunge to meet online.

Leaders' training also moved online, with a particular emphasis on Safeguarding training with the requirement for all leaders to have the correct level of qualification for their role by 31 December 2020. In addition, Girlguiding and South West Region offered training to leaders on how to run a virtual meeting, from the basics to more advanced courses on the activities that worked, to running a virtual sleepover. In Berkshire we also offered trainings on keeping unit accounts, applying for gift aid, handling difficult situations, and section specific trainings on how to run the programme whilst meeting online. Many leaders were able to attend these trainings who wouldn't normally be able to attend a face-to-face training. This benefit may lead to a blended approach of on-line and face-to-face training being the norm in the future.

BERKSHIRE GUIDE ASSOCIATION

Meetings also moved online with County, Division and District meetings being held on zoom. There has been a benefit in the reduction of travel time and costs and, whilst face to face meetings are important for team building, a blended approach is likely to be the way forward in the future.

The Windsor International Guide and Scout Camp (WINGS), a joint event with Berkshire Scouts, was due to be held in August 2020, with over 6000 participants booked. In March 2020 with the pandemic worsening, the decision was taken to postpone the event to 2021. As the end of the year approached, the decision was taken in November to cancel the event. Participants will be refunded the majority of their fee (£20/head will be retained), which will result in a substantial deficit to be covered by both Girlguiding Royal Berkshire, and Berkshire Scouts.

Similarly, the international trip for Brownies to France planned for May 2020 was initially postponed to 2021. By October 2020 it was clear that there was insufficient clarity on whether residential trips, or foreign travel would be allowed so the difficult decision was made to cancel this trip too. There was no financial impact to the County of doing this.

The County property, Thirtover Place, has been closed for the majority of the year, opening briefly in the summer to offer an outdoor space for units to meet face to face. However, as a result of receiving some Government grants for businesses affected by COVID, the site has remaining financially viable, and will be able to re-open in 2021 and welcome young people back as restrictions are lifted. The redevelopment plans have been put on hold until the situation is more certain.

As we move forward into 2021, Girlguiding Royal Berkshire faces a time of change. Sarah France and Kate Snell finish their terms of office as Joint County Commissioners, and will hand over to Jane Yorke at the end of January. And COVID is still with us. The restrictions that young people have been subject to over the last year, the changes to their lifestyles, and the anxieties that have resulted means that the benefits that Girlguiding can offer are as relevant and important as ever. As the vaccination programme is rolled out, and restrictions are eventually lifted, Girlguiding will start to emerge from Zoom and spread its wings. We will still be there to give girls their own space to develop, grow and be themselves. Some units may close, but new volunteers will be found, existing units will be saved and new units will open. Girlguiding is a movement, we change and adapt, and with the commitment and dedication of our volunteers and young members we look forward to a strong, if slightly different, future.

ON BEHALF OF THE TRUSTEES:



County Commissioner
Date 29-Oct-2021



Chair of Finance
Date 29-Oct-2021

**Independent Examiners Report to the trustees of
Berkshire Guide Association**

I report to the trustees on my examination of the accounts of the Berkshire Guide Association (the Trust) for the year ended 31st 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 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

Signed:



Name: Sandie Thomason

Address: ST Business Services
43, Chaucer Crescent, Newbury, Berks. RG14 1TP

Date: 21/10/2021