

## GUIDEWOODS ANNUAL GENERAL MEETING

7.30 pm WEDNESDAY 8<sup>TH</sup> MAY 2024

Present - Carol Roberts, Sharon Lacey, Mandy Gardner, Hilary Skaggs, Kate Ferris, Terri Bush, Jacque Buckley, Alison Tompkinson and Pat Ensum.

The meeting opened at 7.40 pm and Carol and Sharon welcomed all present and offered apologies from Sally-Ann Elkington and Georgina Elkington.

The AGM Report to December 31, 2023 was presented to the meeting by Sharon with apologies for late distribution of the Accounts due to unforeseen circumstances. Sharon put forward the Report for adoption and this was seconded by Mandy.

Hilary presented the Annual Financial Report for 2023 which has been reviewed. Some issues relating to the finances were highlighted by Mandy and Hilary and it was agreed these should be discussed further at the next meeting.

Hilary proposed adoption of the Financial Report and Jacque seconded.

Angela Jones name was put forward as reviewer for the accounts for 2024 and this was approved.

Carol thanked Alison Tompkinson for her contribution since joining the committee and all her help and advice. A small thank you gift was presented in appreciation and an invitation extended to the join the committee at the next meeting in June.

The meeting closed at 8.00 pm

*Carol Roberts 5.6.24*  
*Sharon 5/6/24*



## Rayleigh & Castle Point Divisions - Guidewoods Account

01 January 2023 to 31/12/2023

	This year £	Last year £
Income in		
CP & Ray Divisions	5,984.60	2,882.20
Outside Groups	8,764.70	7,601.15
Grants	2,505.44	4,641.57
Events	0.00	0.00
Badges	98.50	133.15
FOG	0.00	20.00
Breakages	25.00	0.00
Levy	580.00	0.00
Builders Fine	10,000.00	0.00
Donation	50.00	0.00
Details 11	0.00	0.00
Details 12	0.00	0.00
Details 13	0.00	0.00
Details 14	0.00	0.00
Details 15	0.00	0.00
2nd bank account (manual)	0.00	0.00
<b>Totals</b>	<b>28,008.24</b>	<b>15,278.07</b>
Expenditure out	£	£
Council Tax	144.00	326.40
Telephone / WIFI	478.82	430.37
Honorariums	0.00	1,775.00
Events	0.00	0.00
FOG	0.00	0.00
Electricity	6,419.64	4,867.91
Cleaning Materials	141.78	109.01
Outside Materials	24.00	204.18
Other	555.21	6,707.43
Shop/Badges	0.00	0.00
Insurance	2,472.00	1,539.83
Details 12	0.00	0.00
pat/fire/electrical testing	0.00	1,585.00
Maintenance	5,217.70	1,057.53
Water	500.89	99.84
2nd bank account (manual)	0.00	0.00
<b>Totals</b>	<b>15,954.04</b>	<b>18,702.50</b>
<b>Surplus or (deficit) for the year</b>	<b>12,054.20</b>	<b>-3,424.43</b>
Balances brought forward		
Bank 1	45,867.15	0.00
Bank 2	0.00	0.00
Cash	0.00	0.00
	<b>45,867.15</b>	<b>0.00</b>
Balances in hand at year end		
Bank 1	57,921.35	45,867.15
Bank 2	0.00	0.00
Cash	-0.00	0.00
	<b>57,921.35</b>	<b>45,867.15</b>

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 0.00 and there are no other assets or liabilities.

Prepared by: H Skeggs  
(PRINT NAME)

Signature and date: H Skeggs 4/4/24

Reviewer's Certificate: The above statements agree with the records and vouchers of Rayleigh & Castle Point Divisions - Guidewoods for the financial year ended 31/12/2023

Reviewed by: Angela Jones  
(PRINT NAME)

Signature and date: 29th April 2024

### Notes:

Reserve policy for Guidewoods is £28,000 which is included in the balance.  
This reserve amount is to be reviewed in 2024.

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# Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

Name of unit or level:	GUIDEWORDS
Name of local commissioner:	CAROL ROBERTS
Contact details for local commissioner (email address or phone number):	

Independent reviewer - to complete the rest of the form:

Name of independent reviewer:	ANGELA JONES
Contact details for independent reviewer (email address or phone number):	07816 317004

I confirm that I have carried out the following checks on the accounts for the above unit or level:

A bank account exists in the name of the unit or level, and most income is recorded here	<input checked="" type="checkbox"/>
Spending and income are accurately recorded across financial records, including: <ul style="list-style-type: none"> <li>• Bank statements</li> <li>• Paying in books</li> <li>• Cheque books</li> <li>• Invoices</li> <li>• Receipts</li> </ul>	<input checked="" type="checkbox"/>
Grant money has been used for the right purpose	<input checked="" type="checkbox"/>
Cash held is minimal	<input checked="" type="checkbox"/>
Money collected for another charity has been passed on appropriately	<input checked="" type="checkbox"/>

During my review, there have been no concerns about how the above unit or level keeps accounts or spends money;

Or

During my review, the following matters have been raised with the commissioner or HQ:

\* Continue on a separate page if required

You can find more information about this process in our [end of year reviews](#).

Signature Angela Jones

Date 29th April 2024