

THAME DISTRICT GIRL GUIDES ASSOCIATION

England & Wales · Charity number 304443

Details

Other names	THAME AND DISTRICT BRANCH OF THE GIRL GUIDES ASSOCIATION
Status	Registered
Legal form	Other
Registered	1969-12-12
Register	View on the Charity Commission register

Contact

Address	36 Maple Road Thame OX9 2BH
Phone	07760223790
Email	thametreasurer@oxfordshiregirlguiding.org.uk
Website	www.thameguides.org.uk

Activities

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

Activities: HAS A FULL STRUCTURED PROGRAMME OF ACTIVITIES FOR GIRLS AND WOMEN AGED 5 YRS -65 YRS. GIRL GUIDING ENABLES GIRLS AND YOUNG WOMEN TO DEVELOP THEIR POTENTIAL TO MAKE A DIFFERENCE TO THE WORLD.

Classification

- **How:** Other Charitable Activities
- **What:** General Charitable Purposes
- **Who:** Children/young People

Geography

- **Area of benefit:** THAMES AND DISTRICT
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£47,800	£32,648	-	-
2024-12-31	£49,625	£47,021	-	-
2023-12-31	£51,100	£62,080	-	-
2022-12-31	£36,043	£27,998	-	-
2021-12-31	£35,486	£41,344	-	-

Trustees

Name	Role	Appointed
Annabel Laver		2025-09-30
Carolyn Wright		2019-01-24
DEBORAH THOMPSON		
Elizabeth Verchase-Manger		2023-11-08
Janet Choldcroft		2023-02-04
Katherine Openshaw		2024-01-25
Kathryn Shorter		2025-04-11
LINDA NEWTON		
Linda Emery		2018-01-30
Nicola Harding		2023-02-04
Punita Mark		2024-02-02
SALLY BRETNALL		
WENDY GIBSON		2012-10-29

Accounts



Thame District Girl Guide Association

Financial Statement and Annual Report

For the Year ended 31st December 2025

Girlguiding Thame

Administrative Information as at 31st December 2025

REGISTRATION DETAILS

Registered Charity 304443

GOVERNING DOCUMENT

Girlguiding Thame is governed by its Constitution.

Name	Position	Date (if not whole year)
Sally Brentnall	Leader	
Janet Choldcroft	Leader	
Linda Emery	Leader	
Wendy Gibson	Leader	
Nicola Harding	Leader	
Annable Laver	Leader	Added 30 th September 2025
Catherine MacLennan	Leader	Removed 30 th September 2025
Punita Mark	Leader	
Linda Newton	Treasurer	
Katherine Openshaw	Leader	
Laura Shirley	Leader	Removed 30 th September 2025
Kathryn Shorter	Leader	Added 11th April 2025
Deborah Thompson	Leader	
Elizabeth Verchase-Manger	District Commissioner	
Carolyn Wright	Leader	

Registered Office

36 Maple Road, Thame, OX9 2BH

Bankers

Nat West, Direct Business Banking, 4th Floor Hardman
Boulevard, Manchester M3 3AQ

Independent Examiner

Fizz Accounting Ltd Unit A St Andrews Ct, Thame OX9
3WT

STRUCTURE, GOVERNANCE & MANAGEMENT:

The Thame District Girl Guide Association, which also operates under the name Girlguiding Thame, is part of The Guide Association of the United Kingdom, which also operates as Girlguiding UK and is incorporated by Royal Charter dated 14th December 1922.

The Thame District Girl Guide Association is governed by a member committee.

The Thame District Girl Guide Association is an association consisting of over 175 members.

Trustees are appointed once the Leadership Qualification is completed, and all Trustees are reminded annually of their responsibilities and are covered by Trustee Insurance.

OBJECTIVES:

Girlguiding exists to help girls and young women find their voice and build skills and confidence – inspiring them to discover the best in themselves and empower them to make a positive difference in their community. Between school, social media, friendships, and relationships – there's a lot going on for girls today.

Girlguiding offers a place where girls can just be themselves. They can make friends, learn skills, grow in confidence, and find their voice. We're a supportive community, with solid foundations and a rich heritage that we can all lean on.

DEVELOPMENTS AND ACHIEVEMENTS DURING THE YEAR 2025

The year 2025 has been a year of steady progress, renewed energy, and continued dedication within Thame Girlguiding. Building on the challenges and achievements of 2024, we have focused on strengthening our volunteer base, enriching the programme for our young members, and deepening our connections within the community.

A key focus this year has remained volunteer recruitment. Although the long-standing volunteer shortage continues to affect our capacity, we have made meaningful progress. Our Recruitment Coordinator has continued to raise the profile of Girlguiding across Thame, attending local events, hosting engagement activities, and proactively reaching out to potential volunteers. These efforts are beginning to generate new interest, and we are optimistic about welcoming additional adult volunteers in the coming year.

This has been a particularly important year for our Guide section. We were delighted to welcome new leaders into the unit, who have brought fresh ideas, enthusiasm, and stability. Their commitment has ensured the continued success of the combined Guide unit and has allowed us to maintain a high-quality programme for our older girls. Their arrival has been one of the most positive developments of the year and a clear sign that our recruitment work is beginning to make an impact.

While we have not yet been able to reopen the Rainbow unit, we remain committed to doing so when we have the leadership capacity. Flexibility and collaboration continue to be essential as we balance the needs of our members with the availability of volunteers.

Leader development has also remained a strong focus. Several volunteers have undertaken essential training—including Safe Space, First Aid, and leadership modules—strengthening both our practice and our confidence in delivering safe, meaningful activities. Their willingness to develop new skills demonstrates the dedication within our guiding community.

Across all units, our programme has remained vibrant and varied. The girls have enjoyed activities that build confidence, creativity, and teamwork, supported by volunteers who work tirelessly to bring the ethos of Girlguiding to life.

Our partnership with young volunteers completing their Duke of Edinburgh Award continues to flourish. Their energy, commitment, and positivity have added huge value to meetings, and we are grateful for the ongoing relationship with the DofE framework.

This year has also been strong for fundraising. Through the generosity of families, local businesses, and the broader community, we have been able to invest in new

resources and experiences that benefit our members. These contributions ensure that our young people enjoy safe, engaging, and memorable opportunities.

Looking ahead to 2026, our priorities remain clear:

- Growing and strengthening our volunteer team
- Supporting our new Guide leaders as they settle into their roles
- Reopening the Rainbow unit when leadership allows
- Expanding membership across all sections
- Continuing to support volunteers with training and development
- Delivering an inclusive, inspiring programme for every girl

We offer heartfelt thanks to all volunteers, parents, young leaders, and supporters who contribute to making Thame Girlguiding a thriving and empowering community. Together, we look forward to another year of guiding adventures and opportunities.

Liz Manger

District Commissioner

2025 BUILD COMMITTEE AND FINANCIAL REVIEW

Thame Girl Guiding is privileged to have our own wonderful HQ, serving both our Guiding groups from Rainbows to Trefoil and the wider community. The facility is regularly used by a diverse range of hirers, including a nursery, churches, support groups, social and fitness activities, and private events. We maintain our commitment to community engagement by offering discounted rates to charities and support organisations, and, in 2025, provided complimentary use to groups such as Red Kite Centre, First Aid Training, Thame Youth Projects, and a Suicide First Aid Course. The ability to be able to offer this support embeds our ethos of being a community accessible facility and remains at the forefront of our mind. Demand use for the building remained strong throughout 2025, reflecting the quality and versatility of our facilities offered.

Our ongoing programme of improvement, initiated in 2023, continued in 2025 with a further investment of £15,496, (further expenditure of £8,385 is committed for 2026 when the work has been completed).

This included new flooring for the small hall, replacement of three external door sets, and installation of sound reduction panelling in both halls. These enhancements have improved functionality, reduced noise, and minimised heat

loss. Where possible, local providers for these investments were engaged to support the community further. The solar panels installed in 2024 have begun to yield significant benefits, resulting in a £912 saving and surplus energy income over a full year.

We have actively promoted Thame Girl Guiding at events such as Thame Pride, Thame Charities Fair, and Kingsey Festival, which both raise our profile, generated support, donations and fund raising for ongoing investment into the building. We are also extremely grateful for the support of Haddenham Window Cleaners who kindly clean our external windows on a free of charge basis.

Financial Review and Governance

As part of our commitment to robust financial governance, Thame Girl Guiding has adopted a reserves policy to ensure adequate contingencies and funding for the ongoing demands of the building and to future-proof the charity. In addition, we have engaged Fizz Accounting Ltd to provide an independent Examiner's Report on the accounts.

Thame Girl Guiding recognises that the continued success of our building management and investment programme is made possible by the dedication of our amazing volunteers, to whom we extend our sincere gratitude for the support they give each week.

Debbie Thompson
Building Manager

Linda Newton
Treasurer

TANGIBLE FIXED ASSETS

The Guide HQ which is run and maintained by Girlguiding Thame is under a lease with the Thame Town Council and is currently insured for £1,405,900.

Fixtures and Fittings have recently been valued at £23,000 and a full list of tangible assets is available on request.

FUNDS AVAILABLE

These accounts are based on income or recorded as being received before the end of the financial year. Income promised but not received is not included as it would not have been available to spend in this particular year.

Girlguiding Thame produces their own accounts on a payments and receipts basis.



Girlguiding Thame District Building Fund
Income & Expenditure Account

	2025	2024
INCOME		
Donations/Grants	1597	8003
Hire Income: Regular	36966	34600
Hire Single event	4323	3665
Prepayments		
Total income from building	42886	46268
Fundraising	1887	610
District Activities	950	1040
	2837	1650
Bank interest	2077	
Misc		1707
	2077	1707
Total income:	47800	49625
EXPENDITURE		
General running expenses HQ:		
Fire / alarm maintenance	704	926
Boiler maintenance/Plumbing	252	336
Electrician/PAT Testing	676	343
Insurance renewal	1875	2217
Licenses/Certification/Training	1649	1829
Thame Town Council lease	3	3
Garden Maintenance	207	253
Caretaker	2190	2588
Cleaning maintenance	4018	5810
Bookings admin	0	1000
Electricity	240	767
Gas	1511	2422
Water	453	513
WIFI	466	410
Refunds	14244	19417
Equipment	285	16136
Renewals & repairs:	15496	9120
	15781	25256
General expenses District:		
Website	162	0
Gifts	121	177
Independent examiner's fees	250	250
Stationery/ stamps	159	147
District Activities	1833	1684
Subscriptions	98	90
	2623	2348
Total Expenses:	32648	47021
Surplus for the year:	15152	2604
Add: opening bank balance (31.12.24)		
Reserve Account	82608	80004
Current Account	0	0
Pre payments		0
Closing balance:	97760	82608
Represented by:		
Reserve Account: contingency for the building	35000	35000
non-contingency	62760	47608
Current Account	0	0
Total:	97760	82608

Prepared by:
Linda Newton
Treasurer - Thame District
Charity Number 304443
Date:

I confirm that this is a true record based on the books and records made available to me

Linda Newton

Independent Examiner

Date: 12/2/26

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Thame District Girlguide Association

On accounts for the year ended

31st December 2025

Charity no
(if any)

304443

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2026**.

Responsibilities and basis of report

As the charity's trustees, 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
examiner's statement**

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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:

Erika Lewis

Date:

12/2/26

Name:

Erika Lewis

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

ICAEW

Address:

*FIZZ ACCOUNTING LTD, UNIT A ST ANDREWS COURT,
WELLINGTON STREET, THAME, OX9 3WT.*

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgments and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps to prevent and detect fraud and other irregularities.

This report was approved by the Trustees 16th February 2026

Signed



Liz Manger
District Commissioner

THAME DISTRICT GIRL GUIDES ASSOCIATION

England & Wales - Charity number 304443

Accounts



Thame District Girl Guide Association

Financial Statement and Annual Report

For the Year ended 31st December 2024

Girlguiding Thame

Administrative Information as at 31st December 2024

REGISTRATION DETAILS

Registered Charity 304443

GOVERNING DOCUMENT

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Sally Brentnall	Leader	
Janet Choldcroft	Leader	
Linda Emery	Leader	
Wendy Gibson	Leader	
Nicola Harding	Leader	
Catherine MacLennan	Leader	
Punita Mark	Leader	Started 2 nd February 2024
Linda Newton	Treasurer	
Katherine Openshaw	Leader	Started 25 th January 2024
Laura Shirley	Leader	
Deborah Thompson	Leader	
Elizabeth Verchase-Manger	District Commissioner	

Registered Office

36 Maple Road, Thame, OX9 2BH

Bankers

Nat West, Direct Business Banking, 4th Floor
Hardman Boulevard, Manchester M3 3AQ

Independent Examiner

Jaye Greenow

STRUCTURE, GOVERNANCE & MANAGEMENT:

The Thame District Girl Guide Association, which also operates under the name Girlguiding Thame, is part of The Guide Association of the United Kingdom, which also operates as Girlguiding UK and is incorporated by Royal Charter dated 14th December 1922.

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The Thame District Girl Guide Association is an association consisting of over 175 members.

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OBJECTIVES:

Girlguiding exists to help girls and young women find their voice and build skills and confidence – inspiring them to discover the best in themselves and empower them to make a positive difference in their community. Between school, social media, friendships, and relationships – there's a lot going on for girls today.

Girlguiding offers a place where girls can just be themselves. They can make friends, learn skills, grow in confidence, and find their voice. We're a supportive community, with solid foundations and a rich heritage that we can all lean on.

DEVELOPMENTS AND ACHIEVEMENTS DURING THE YEAR 2024

The year 2024 has been another significant year for Thame Girlguiding, marked by challenges, resilience, and a renewed commitment to our guiding community. Building on the successes and difficulties of 2023, we are proud to share our key developments over the past year.

One of the major changes this year has been the amalgamation of our two Guide units due to a persistent shortage of volunteers. Despite our best efforts, we were unable to reopen the temporarily closed Rainbow unit. The challenge of recruiting and retaining volunteers remains a critical issue, but we are tackling it with determination and new strategies.

To address these challenges, we have introduced a dedicated Recruitment Coordinator. This role has been instrumental in raising awareness about Girlguiding within our community. By attending local events and organising activities such as a quiz night, we are actively working to attract more volunteers and ensure the sustainability of our units.

Our commitment to leader development has continued, with several leaders completing essential training modules, including First Aid and Camping. These skills have strengthened our leadership team and enhanced our ability to deliver safe and enriching experiences for our members.

In addition to leader training, we have continued to enrich our program offerings. This year, our girls have participated in a variety of activities fostering their confidence, teamwork, and curiosity.

We have also deepened our collaboration with Duke of Edinburgh volunteers, whose energy and dedication continue to inspire our members. Their contributions have been invaluable in creating vibrant and engaging meetings, and we are immensely grateful for their involvement.

While it has been a challenging year, our fundraising efforts have seen great success, allowing us to invest in new resources and experiences for our members. The support from parents, friends, and local businesses has been overwhelming and deeply appreciated.

As we look ahead to 2025, our focus remains on overcoming our volunteer shortage, expanding our membership, and delivering a diverse and enriching program for all. Together, we are determined to build a stronger, more inclusive Girlguiding community in Thame.

We extend our heartfelt thanks to everyone who has contributed to this challenging but rewarding year, and we eagerly anticipate the opportunities and adventures that await us in the coming year.

Liz Manger
District Commissioner

BUILD COMMITTEE AND FINANCIAL REVIEW

Thame Girl Guiding are extremely fortunate to have our own wonderful HQ, that we not only utilise for the benefit of all the Guiding groups across the ages from Rainbows to Trefoil, but also as a facility that is accessible by the local community for a vast range of activities. We have regular hirers including a Nursery, Churches, Support Groups, Social Activities, Sports, Fitness, as well as private hirers for parties and alike. We are fortunate to be able to offer discounted hire rates to charity and support organisations, as well as some free of charge use in specifically reviewed requests. It is important to us as an organisation that although our primary use is for Guiding, that our ethos of being a community accessible facility remains at the forefront of our mind. 2024 has seen a consistent demand for the use of the hall which is testament to the quality of the facilities that the building has to offer.

Following on from 2023, during 2024 we have continued to invest in the facility to ensure the building is well maintained and offer a well equipped venue that meets the needs of Girl Guiding and our hirers. We have demonstrated a strong commitment to enhance the building with targeted investments, namely the installation of solar panels to reduce energy consumption and costs, redecoration of the internal building, deep clean of the floors and replacement tables across both halls, which we were very fortunate to have support to procure with help from Grants and donations from organisations such as the National Lottery, Thame Round Table, Towersey Fete, as well as individual donations. These major building investments had been part of the strategic planning for the past 3 years. As part of the solar panel installation we transitioned our utility provider to Octopus Energy, a change that enabled us to begin exporting surplus energy from the solar panels to generate income. This move aligns with our commitment to sustainability and cost-effectiveness in utility management.

Our management of the building and strong commitment to the local community has enabled us to contribute £2,760 in volunteer hours to various community groups, including the Ukrainian Support Group, a local Alcoholics Anonymous women's group, a neighbourhood nursery, and other local initiatives, which we are very proud to have been able to facilitate.

Following the resignation of the booking clerk, we have been extremely fortunate to have a volunteer take on the role of booking clerk, reducing the costs associated with this administrative function and contributing to overall operational savings. We have also reviewed the accounts that our income and existing balances are deposited to earn interest, with the ability to access funds should it be required.

Thame Guiding recognises the need to support our income with raising our profile in community initiatives and fundraising. This will be a focus for us during 2025 to maintain income streams, together with continued investment in the building in line with our strategy.

Debbie Thompson – Building Manager

Linda Newton – Treasurer

TANGIBLE FIXED ASSETS

The Guide HQ which is run and maintained by Girlguiding Thame is under a lease with the Thame Town Council and is currently insured for £1,405,900.

Fixtures and Fittings have recently been valued at £23,000 and a full list of tangible assets is available on request.

FUNDS AVAILABLE

These accounts are based on income or recorded as being received before the end of the financial year. Income promised but not received is not included as it would not have been available to spend in this particular year.

Girlguiding Thame produces their own accounts on a payments and receipts basis.



Girlguiding Thame District Building Fund
Income & Expenditure Account

	2024	2023
INCOME		
Donations/Grants	8003	11759
Hire Income: Regular	34600	31257
Hire Single event	3665	3309
Prepayments		
Total income from building	46268	46325
Fundraising	610	320
District Activities	1040	3449
	1650	3769
Bank interest		978
Misc	1707	28
	1707	1006
Total Income:	49625	51100

EXPENDITURE

General running expenses HQ:

Fire / alarm maintenance	926	744
Boiler maintenance/Plumbing	336	1032
Electrician/PAT Testing	343	1473
Insurance renewal	2217	1904
Licenses/Certification/Training	1829	1775
Thame Town Council lease	3	3
Garden Maintenance	253	239
Caretaker	2588	3690
Cleaning maintenance	5810	4247
Bookings admin	1000	3227
Electricity	767	1443
Gas	2422	2482
Water	513	526
WIFI	410	343
Refunds		557
	19417	23685

Equipment	16136	13719
Renewals & repairs:	9120	
	25256	20511
		34230

General expenses District:

Website	0	58
Gifts	177	395
Honorarium for indep auditors fees	250	250
Stationery/ stamps	147	117
District Activities	1684	3165
Subscriptions	90	180
	2348	4165

Total Expenses:	47021	62080
Surplus for the year:	2604	-10980

Add: opening bank balance (31.12.23)

Reserve Account	80004	90984
Current Account	0	0
Pre payments		0
Closing balance:	82608	80004

Represented by:

Reserve Account: contingency for the building	35000	35000
non-contingency	47608	45004
	82608	80004
Current Account	0	0
Total:	82608	80004

Prepared by:

Linda Newton
Treasurer - Thame District
Charity Number 304443
Date:

I confirm that this is a true record based on the books and records made available to me

Independent Examiner

Date: 6/2/25



Section A Independent Examiner's Report

Report to the trustees/ members of	Thame District Girl Guide Association		
Accounts for the year ended	31 st Dec 2024	Charity no (if any)	304443
	Set out on pages		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

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

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

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

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

Signed:  Date: 6/2/25

Name: Jaye Greenow

Relevant professional qualification(s) or body (if any): AIA C. Act
Associate of the Institute and Faculty of Actuaries

Address: FLAT 3, 1 HEMSTAL ROAD
LONDON
NW6 2AB

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- • select suitable accounting policies and then apply them consistently;
- • observe the methods and principles in the Charities SORP;
- • make judgments and estimates that are reasonable and prudent;
- • state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- • Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safekeeping the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 7th February 2025

Signed



Liz Manger

District Commissioner

THAME DISTRICT GIRL GUIDES ASSOCIATION

England & Wales - Charity number 304443

Accounts



Thame District Girl Guide Association

Financial Statement and Annual Report

For the Year ended 31st December 2023

Girlguiding Thame

Administrative Information as at 31st December 2023

REGISTRATION DETAILS

Registered Charity 304443

GOVERNING DOCUMENT

Girlguiding Thame is governed by its Constitution.

Name	Position	Date (if not whole year)
Sally Brentnall	Leader	
Janet Choldcroft	Leader	Started 4 th February 2023
Kirsty Cunningham	Leader	Ended 13 th November 2023
Jo Doyle	Leader	Ended 19 th November 2023
Christine Dromgoole	Leader	Ended 26 th October 2023
Linda Emery	Leader	
Wendy Gibson	Leader	
Nicola Harding	Leader	Started 4 th February 2023
Catherine MacLennan	Leader	
Linda Newton	Treasurer	
Becky Reid	Leader	Ended 9 th November 2023
Laura Shirley	Leader	
Kathryn Shorter	Leader	Ended 14 th June 2023
Deborah Thompson	Leader	
Elizabeth Verchase-Manger	District Commissioner	Started 8 th November 2023

Registered Office

36 Maple Road, Thame, OX9 2BH

Bankers

Nat West, Direct Business Banking, 4th Floor
Hardman Boulevard, Manchester M3 3AQ

Independent Examiner

Jaye Greenow

STRUCTURE, GOVERNANCE & MANAGEMENT:

The Thame District Girl Guide Association, which also operates under the name Girlguiding Thame, is part of The Guide Association of the United Kingdom, which also operates as Girlguiding UK and is incorporated by Royal Charter dated 14th December 1922.

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OBJECTIVES:

Girlguiding exists to help girls and young women find their voice and build skills and confidence – inspiring them to discover the best in themselves and empower them to make a positive difference in their community. Between school, social media, friendships, and relationships – there's a lot going on for girls today.

Girlguiding offers a place where girls can just be themselves. They can make friends, learn skills, grow in confidence, and find their voice. We're a supportive community, with solid foundations and a rich heritage that we can all lean on.

DEVELOPMENTS AND ACHIEVEMENTS DURING THE YEAR 2023

2023 has marked a year of challenge, transformation, success, and achievement for Thame Girlguiding. As we entered the year, the challenge of a shortage of leaders loomed large, leading us to contemplate the closure of some of our units. However, through a concerted effort in recruitment, we have successfully brought on board more leaders across some of our Guiding units. While we regretfully have had to close one Rainbow unit, we are optimistic about reopening it in 2024 and will continue our recruitment efforts.

Notably, several leaders have successfully completed the new online training module, bringing about a significant change in how Guiders receive their training. This shift has made it more convenient for them to complete training at their own pace, reflecting a positive change in our approach and a fantastic achievement for those Guiders.

Additionally, we remain committed to supporting external volunteers who are diligently working towards their Duke of Edinburgh Award. Their involvement continues to inject a sense of fun and excitement into our meetings, enriching the overall experience for our members. We look forward to building on all these fantastic achievements in the coming year and maintaining the positive momentum within Thame Girlguiding.

Liz Manger
District Commissioner

BUILD COMMITTEE AND FINANCIAL REVIEW

Thame Girl Guiding are extremely fortunate to have our own wonderful HQ, that we not only utilise for the benefit of all the Guiding groups across the ages from Rainbows to Trefoil, but also as a facility that is accessible by the local community for a vast range of activities. We have regular hirers including a Nursery, Churches, Support Groups, Social Activities, Sports, Fitness, as well as private hirers for parties and alike. We are fortunate to be able to offer discounted hire rates to charity and support organisations, as well as some free of charge use in specifically reviewed requests. It is important to us as an organisation that although our primary use is for Guiding, that our ethos of being a community accessible facility remains at the forefront of our mind.

With both considered and thoughtful due diligence we have been able to invest heavily in the facility during 2023 and ensure it remains accessible to a diverse range of users. The investments made in 2023 include a new kitchen, replacement of chairs including DDA and a community accessible defibrillator – which we were very fortunate to have support to procure with help from Grants and donations from organisations such as the National Lottery, Oxfordshire District Council, Thame Town Council, Thame Round Table, Howdens, as well as individual donations. These major building investments had been in the planning for the past 3 years and had been put on hold due to the pandemic, and ensuring we understood the impact that the pandemic

would have on us as an organisation, however with the support of the donations received and our own due diligence, during a period of uncertainty, with planning we were delighted to see these improvements come to fruition.

It does not stop there though, during 2023 we have continued to plan for 2024 and future proof the building wherever possible to remain viable and protect ourselves to the extent we are able, with the ever burdening of energy and cost of living crisis. 2024 will see continued investment in the building, with the installation of solar panels to significantly reduce the outlay of energy running costs, for which the National Lottery Grant received this year, will be utilised to fulfil part of the cost, we also intend to redecorate the building internally using a locally sourced independent provider. We will not rely or depend upon grants or donations solely during 2024, will have plans with our wonderful District Guiding team to look at fund raising activities that both promote, support and benefit the Thame Girl Guiding Organisation as well as providing funds to both replenish funds and continue to invest in the building.

Debbie Thompson – Building Manager

Linda Newton – Treasurer

TANGIBLE FIXED ASSETS

The Guide HQ which is run and maintained by Girlguiding Thame is under a lease with the Thame Town Council and is currently insured for £1,354 781.

Fixtures and Fittings have recently been valued at £33,477 and a full list of tangible assets is available on request.

FUNDS AVAILABLE

Of the £80,004 held £7627 was a grant from the National Lottery towards the solar panels which will be installed in 2024. A deposit of £4493 has been paid in 2023.

These accounts are based on income or recorded as being received before the end of the financial year. Income promised but not received is not included as it would not have been available to spend in this particular year.

Girlguiding Thame produces their own accounts on a payments and receipts basis.



Girlguiding Thames District Building Fund
Income & Expenditure Account

	2023	2022
INCOME		
Other		
Donations/Grants	11759	1946
Hire Income: Regular	31257	25541
Hire Single event	3309	3475
Prepayments		
Total income from building	46325	30962
Fundraising	320	906
District Activities	3449	3703
	3769	4609
Bank interest	978	
Misc	28	206
	1006	471
Total income:	51100	36042
EXPENDITURE		
General running expenses HQ:		
Fire / alarm maintenance	744	526
Boiler maintenance/Plumbing	1032	120
Electrician/PAT Testing	1473	1234
Insurance renewal	1904	1608
Licenses/Certification/Training	1775	1970
Thame Town Council lease	3	3
Garden Maintenance	239	368
Caretaker	3690	4568
Cleaner	3050	2665
Bookings admin	3227	3620
EDF Electricity	1443	909
Thames water	526	207
Gas	2482	1395
Cleaning items	1197	436
WIFI	343	278
Refunds	557	316
	23685	20221
Equipment	13719	1551
	13719	1551
Renewals & repairs:		
Renewals & repairs:	20511	1216
	20511	1216
General expenses District:		
Website	58	0
Gifts	395	533
Honorarium for indep auditors fees	250	200
Stationery/ stamps	117	57
Uniform	137	270
District Activities	2815	3778
Subscriptions	180	146
Badges	213	26
	4165	5010
Total Expenses:	62080	27998
Surplus for the year:	-10980	8044
Add: opening bank balance (31.12.22)		
Reserve Account	90984	82940
Current Account	0	0
Pre payments		0
Closing balance:	80004	90984
Represented by:		
Reserve Account: contingency for the building	35000	35000
non-contingency	45004	55984
	80004	90984
Current Account	0	0
Total:	80004	90984

Prepared by:
Linda Newton
Treasurer - Thame District
Charity Number 304443
Date:

I confirm that this is a true record based on the books and records made available to me

Independent Examiner
Date: 24/01/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

THAME DISTRICT GIRL GUIDE ASSOCIATION

On accounts for the year
ended

31/12/2023

Charity no
(if any)

304443

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity's trustees, 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
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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

Signed:

[Signature]

Date:

20/01/2024

Name:

JANE GREENWOOD

Relevant professional
qualification(s) or body

MEMBER QUALIFIED ACCOUNTANT, INSTITUTE OF ACCOUNTANTS

(if any):

--

Address:

FLAT 3, 1 HEMSTAL ROAD
LONDON
NW6 2AB

Section B

Disclosure

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

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

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STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- • select suitable accounting policies and then apply them consistently;
- • observe the methods and principles in the Charities SORP;
- • make judgments and estimates that are reasonable and prudent;
- • state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- • Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safekeeping the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 4th February 2024

Signed



Liz Manger

District Commissioner

THAME DISTRICT GIRL GUIDES ASSOCIATION

England & Wales - Charity number 304443

Accounts



As we come out of the pandemic period that impacted us greatly during 2021, we are delighted to report that despite some continuing challenges, this has not prevented 2022 being a great year for Thame District Girlguiding.

Throughout 2022 we have been able to deliver a full year of Guiding activities, with few restrictions, for all members, which has resulted seeing the girls return fully to guiding, participating in a full programme and have great fun.

We have unfortunately, for many reasons, said goodbye to several unit leaders and helpers/leaders, but positively have said hello to some new volunteers who have joined the Guiding team. The recruitment of support for all units across the Thame District continues to be a challenge, which we continue to undertake during 2023 and keep at the forefront of our minds, to ensure the future provision of Guiding across all units is both possible and viable.

It was with a heavy heart that in April our Ranger unit was unable to continue. Due to a reduction in numbers attending and the struggle to find leaders that the difficult decision was made to close the unit. However, the good news from this decision was that all the Rangers, transferred across our Brownie and Rainbow units and commenced their young leader training, enabling them to continue to be part of the Guiding family and impressively is a first for Thame and it is also fantastic to see the girls gaining a qualification and continue with their personal development.

As part of continued planning for the future, a large focus for the leaders during 2022 has been a restructure of how the District operates across all of the activities, undertakings and how it communicates both internally and externally. As part of this planning, the leaders and helpers have been working on spreading the jobs undertaken by the District Commissioner across a wider team to ensure the sustainability of the Commissioner role, as it is handed over in 2023.

Thankfully, we have seen hiring of the HQ return to pre covid levels. The building continues to provide a much needed community space in Thame, with many organisations, charity groups and private hirers enjoying the space and the facilities it provides.

Early on in 2022 our nursey hirer, who were a significant revenue of income, gave notice that they had secured their own purpose built nursery space and we wished them well as they left in April.

However, we were grateful that the building could continue the tradition of being used by a nursery, as a new provider, for pre-school care, moved in at the start of

the September term, which is an excellent provision for the community and enabled the continued revenue to the building.

Community support is extremely important to our philosophy and where possible we enable use of the building to support various needs when they arise. During 2022, we were pleased to donate use of the building to a Ukrainian refugees support group, a women's support group and a food share scheme, which we were delighted to be able to facilitate and support community needs.

As the building enters its 14th year of use we are planning for various refurbishment needs, in addition to the everyday maintenance needs of the building, which are not unexpected due to the amount of use the building endures. During the year we have commenced enquiries to replace the kitchen and replace our aging chairs with new. These two major expenditure needs have been planned spend over the last two years, which we paused due to the pandemic, to ensure we had an accurate assessment of the post-covid environment. We are confident of our position and the works will be undertaken during 2023.

I would like to take this opportunity to thank everyone that is involved with Girlguiding in Thame, the support from leaders, volunteers, our caretaker, booking clerk and cleaners has been very much appreciated and with whom without we would be unable to deliver the programme offered to those attending. At the same time our thanks and appreciation goes to the girls and parents who have been incredibly supportive during the year and we look forward to 2023 being a year of being able to deliver Guiding to Thame.

Linda Newton
District Treasurer
Charity No 304443



Girlguiding Thame District Building Fund Income & Expenditure Account

	2022	2021
INCOME		
Other		
Donations/Grants	1,946.50	1,475.00
Contribution towards cleaning	0.00	0.00
Hire Income: Regular	25,540.77	26,745.10
Hire Single event	3,475.26	1,168.36
Prepayments		3,534.40
Total income from building	30,962.53	32,922.86
Fundraising	906.02	0.00
District Activities	3,702.85	2,516.27
	4,608.87	2,516.27
Bank interest	206.20	46.92
Misc	265.00	0.00
	471.20	46.92
Total income:	36,042.60	35,486.05

EXPENDITURE

General running expenses HQ:

Refunds	316.45	152.60
Fire / alarm maintenance	526.20	578.92
Boiler maintenance/Plumbing	120.00	114.00
Electrician/PAT Testing	1,233.60	120.00
Insurance renewal	1,608.27	1,757.37
Licenses/Certification/Training	1,969.70	1,335.07
Thame Town Council lease	2.50	2.50
Garden Maintenance	367.50	195.00
Caretaker	4,567.50	4,515.00
Cleaner	2,665.00	3,021.50
Bookings admin	3,619.80	3,336.70
EDF Electricity	909.16	714.63
Thames water	206.70	205.50
Gas	1,394.93	1,006.61
Cleaning items	435.91	1,243.52
WIFI	278.48	241.12
	20,221.70	18,540.04

Equipment	1,551.46	410.40
	1,551.46	410.40

Renewals & repairs:		
Renewals & repairs:	1,215.58	12,286.30
	1,215.58	12,286.30

General expenses District:

Website	0.00	0.00
Gifts	533.49	365.39
Honorarium for indep auditors fees	200.00	200.00
Stationery/ stamps	56.61	59.24
Uniform	269.80	484.80
District Activities	3,778.01	2,726.87
Subscriptions	148.00	8,291.60
Badges	25.83	0.00

	5,009.74	10,107.90
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Total Expenses:	27,998.48	41,344.64
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Surplus for the year:	8,044.12	-5,858.59
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Add: opening bank balance (31.12.21)

Reserve Account	82,940.22	92,333.21
Current Account	0.00	0.00
Pre payments		-3,534.40

Closing balance:	90,984.34	82,940.22
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Represented by:

Reserve Account: contingency for the building	35,000.00	35,000.00
non-contingency	55,984.34	47,940.22
	90,984.34	82,940.22

Current Account	0.00	0.00
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Total:	90,984.34	82,940.22
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Assets and liabilities: In addition to the above balances the District has equipment to the value of £ 18,296 and the building to the value of £1,070,000
There are no other assets or liabilities.

Prepared by:

Linda Newton
Treasurer - Thame District
Charity Number 304443
Date:

I confirm that this is a true record based on the books and records made available to me

Gordon Taylor
Independent Examiner
Date:

Feb 18th 2023

THAME DISTRICT GIRL GUIDES ASSOCIATION

England & Wales - Charity number 304443

Accounts



**Girlguiding Thame District Building Fund
Income & Expenditure Account**

	2021	2020
INCOME		
Other		
Donations/Grants	1,475.00	10,495.80
Contribution towards cleaning	0.00	0.00
Hire Income: Regular	26,745.10	22,840.45
Hire Single event	1,168.36	1,315.53
Prepayments	3,534.40	-3,534.40
Total income from building	<u>32,922.86</u>	<u>31,117.38</u>
Fundraising	0.00	0.00
District Activities	2,516.27	75.30
	<u>2,516.27</u>	<u>75.30</u>
Bank interest	46.92	63.18
Misc	0.00	41.71
	<u>46.92</u>	<u>104.89</u>
Total Income:	<u>35,486.05</u>	<u>31,297.57</u>

EXPENDITURE

General running expenses HQ:

Refunds	152.60	142.24
Fire / alarm maintenance	578.92	1,126.83
Boiler maintenance/Plumbing	114.00	2,652.00
Electrician/PAT Testing	120.00	1,109.39
Insurance renewal	1,757.37	1,514.06
Licenses/Certification/Training	1,335.07	1,161.66
Thame Town Council lease	2.50	2.50
Garden Maintenance	195.00	438.50
Caretaker	4,515.00	4,916.02
Cleaner	3,021.50	2,572.50
Bookings admin	3,336.70	2,882.28
EDF Electricity	714.63	739.89
Thames water	205.50	406.04
Gas	1,006.61	897.42
Cleaning items	1,243.52	846.98
WIFI	241.12	237.60
	<u>18,540.04</u>	<u>21,645.91</u>

Equipment	410.40	808.88
	410.40	808.88
Renewals & repairs:		
Renewals & repairs:	12,286.30	1,839.70
	<u>12,286.30</u>	<u>1,839.70</u>

General expenses District:

Website	0.00	0.00
Gifts	365.39	457.00
Honorarium for indep auditors fees	200.00	200.00
Stationery/ stamps	59.24	74.45
Uniform	464.80	669.12
District Activities	2,726.87	911.21
Subscriptions	6,291.60	217.00
Badges	0.00	15.00
	<u>10,107.90</u>	<u>2,543.78</u>

Total Expenses:	<u>41,344.64</u>	<u>26,838.27</u>
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Surplus for the year:	<u>-5,858.59</u>	<u>4,459.30</u>
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Add: opening bank balance (31.12.20)

Reserve Account	92,333.21	84,339.51
Current Account	0.00	0.00
Pre payments	-3,534.40	3,534.40
Closing balance:	<u>82,940.22</u>	<u>92,333.21</u>

Represented by:

Reserve Account: contingency for the building	35,000.00	35,000.00
non-contingency	47,940.22	57,333.21
	82,940.22	92,333.21
Current Account	0.00	0.00
Total:	<u>82,940.22</u>	<u>92,333.21</u>

Assets and liabilities: In addition to the above balances the District has equipment to the value of £ 18 296 and the building to the value of £499,091
There are no other assets or liabilities.

Prepared by:

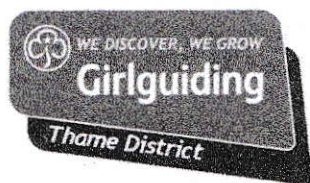
Linda Newton
Treasurer - Thame District
Charity Number 304443
Date:

I confirm that this is a true record based on the books and records made available to me

Gordon Taylor

Gordon Taylor
Independent Examiner
Date:

28/1/2022



With the continued Covid-19 pandemic resulting uncertainty and unprecedented times, 2021 has been another challenging year for all aspects of Thame District Girlguiding.

As a dedicated team we were thankful to be in a position of being able to return to face-to-face Guiding in May of this year. This was as a result of much planning and consideration which brought many challenges; however, it was great to be back to doing what we love.

As part of our planning we have continued to be able to accommodate the Nursery who hire the building in which they operate and made a number of significant changes as part of our covid secure risk assessment to ensure they stayed open and provide vital childcare to the community.

As changes in Government guidance occurred in the management of community venues, this enabled regular hirers to return slowly from mid-way through the year. Whilst we have seen many return, not unsurprisingly the number of regular hirers has still reduced in volume from previous years. In addition our one-off hire is still significantly less than previous years.

Continuing as we have undertaken in previous years we have ensured the fabric of the building is maintained to a high standard. When originally built a local company generously donated pre-used lighting units to utilise in the building that they no longer needed. These lights had served us well over the time; however, during this year it came to a point that because several of the units had failed, and were no longer energy efficient, that we it was necessary to invest in replacing them, ensuring we also looked at delivering an environmentally friendly approach and consideration. We are grateful and fortunate to have been able to secure a grant towards this sizeable cost.

The requirement to cover the annual subscriptions to Girlguiding for every girl and leader, is a considerable expenditure to the organisation and this year we covered this cost at District level, this cost would have ordinarily been met by termly subscriptions received from the girls, which were not available to us due to closure of all guiding units during the period.

The financial impact of the pandemic has again been an issue we have had to manage. Our build committee continued to meet and discuss our position as a group and we have been pragmatic and proactive in our approach to 2021 and beyond, with plans if conditions allow for us to return to our normal fundraising

activities in 2022. We have taken the decision already and notified parents of those participating in Girl Guiding of an increase in termly fees for 2022 and are currently reviewing our hourly hire rates for the HQ.

I would like to take this opportunity to thank everyone that is involved with Girlguiding in Thame, the support from leaders, volunteers, our caretaker, booking clerk and cleaners has been very much appreciated and with whom without we would be unable to deliver the programme offered to those attending. At the same time our thanks and appreciation goes to the girls and parents who have been incredibly supportive during the year.

Linda Newton
District Treasurer
Charity No 304443