



# Thame District Girl Guide Association

## Financial Statement and Annual Report

For the Year ended 31<sup>st</sup> December 2023

## Girlguiding Thame

Administrative Information as at 31<sup>st</sup> 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 <sup>th</sup> February 2023
Kirsty Cunningham	Leader	Ended 13 <sup>th</sup> November 2023
Jo Doyle	Leader	Ended 19 <sup>th</sup> November 2023
Christine Dromgoole	Leader	Ended 26 <sup>th</sup> October 2023
Linda Emery	Leader	
Wendy Gibson	Leader	
Nicola Harding	Leader	Started 4 <sup>th</sup> February 2023
Catherine MacLennan	Leader	
Linda Newton	Treasurer	
Becky Reid	Leader	Ended 9 <sup>th</sup> November 2023
Laura Shirley	Leader	
Kathryn Shorter	Leader	Ended 14 <sup>th</sup> June 2023
Deborah Thompson	Leader	
Elizabeth Verchase-Manger	District Commissioner	Started 8 <sup>th</sup> November 2023

### Registered Office

36 Maple Road, Thame, OX9 2BH

### Bankers

Nat West, Direct Business Banking, 4<sup>th</sup> 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 14<sup>th</sup> 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 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 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
<b>INCOME</b>		
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
<b>Total income:</b>	<b>51100</b>	<b>36042</b>
<b>EXPENDITURE</b>		
<b>General running expenses HQ:</b>		
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
<b>General expenses District:</b>		
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
<b>Total Expenses:</b>	<b>62080</b>	<b>27998</b>
<b>Surplus for the year:</b>	<b>-10980</b>	<b>8044</b>
Add: opening bank balance (31.12.22)		
Reserve Account	90984	82940
Current Account	0	0
Pre payments		0
<b>Closing balance:</b>	<b>80004</b>	<b>90984</b>
Represented by:		
Reserve Account: contingency for the building	35000	35000
non-contingency	45004	55984
	80004	90984
Current Account	0	0
<b>Total:</b>	<b>80004</b>	<b>90984</b>

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):

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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 4<sup>th</sup> February 2024

Signed



Liz Manger

District Commissioner