



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

Period start date 1 January 2020 Period end date 31 December 2020

Charity name: Bookham and Effingham District Guide Association

Charity registration number: 305771

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To support the units to deliver a programme of youth-oriented events and activities from girls of 4 year upwards.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The activities provided by Girlguiding, benefit young people by developing their self-confidence through fun, friendship challenge and adventure we empower them to find their voice, inspiring them to deserve the best in themselves and to make a positive difference in their community
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All are welcomed regardless of personal background, faith, gender or personal circumstances.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>To provide meeting places and to support the leaders of all the Units within the Bookham and Effingham District. Ensuring suitable activities are provided for girls of each age group within the guidelines set by Guiding UK.</p> <p>To promote the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so they can make a positive contribution to their community and the wider world.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Total held at 31 Dec 20 is £60,802 of which £6,225 is restricted for camps and money from closed units.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	If the lease was surrendered the huts may need demolishing, cost approx. £20,000. £10,000 for unexpected repairs and maintenance, not planned. £10,000 if all income failed.
Amount of reserves held	Para 1.22	£40,000
Reasons for holding zero reserves	Para 1.22	None
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	About to sign a further lease to December 2043

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		Gift Aid was claimed up to 31 December 2019. After the financial review this is now being claimed by each unit.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Trust dated 22 Sept 1970 and amended by copy of minutes 28 Feb 1985
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Charitable incorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Division Commissioner appoints the District Commissioner/s for a period of 3 years with an option for a further 2 years. The District Commissioner/s appoint her team.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Bookham and Effingham District Guide Association
Other name the charity uses	
Registered charity number	305771
Charity's principal address	15A hale Pit Road, Bookham, Leatherhead, Surrey KT23 4BS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andrea Joy Lord	District Commissioner (Joint)	1 st July 2020	Division Commissioner
2	Susan Ann Irons	District Commissioner (Joint)	1 st July 2020	Division Commissioner
3	Sharren Bridges	District Commissioner (Joint)	1 st July 2020	Division Commissioner
4	Jenny Bryant	Secretary		District Commissioners
5	Roberta Jane Wilson	Treasurer		District Commissioners
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>R Wilson</i>	
Full name(s)	Roberta Jane Wilson	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	25 Oct 21	



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Bookham & Effingham District Guide Association

On accounts for the year
ended

31 DEC 2020

Charity no
(if any)

305771

Set out on pages

1 AND 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended *31/12/2020*

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 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:

[Signature]

Date:

25 OCT 2021

Name:

LAURENCE MERBERT

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

CIMA ASSOCIATE MEMBER 1988

Address:

*44 WOODLANDS RD, LITTLE BOOKHAM
LEATHERHEAD, SURREY, KT23 4HF*

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Section B**Disclosure**

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

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

N/A

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