

# **The Guide Association Greater London West**

## **Report and Financial Statements**

**For the year ended 31 December 2020**

### **The Guide Association Greater London West**

**Charity Registration No. 305817**

<b>Contents</b>	<b>Page</b>
Trustees and advisers	1
Trustees Report	2-4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the financial statements	8-10
<b>Trustees</b>	County Commissioner Division Commissioners
<b>Charity number</b>	305817
<b>Independent examiner</b>	Derek Holmes 3 Larks Close Ferndown Dorset BH22 9TF
<b>Banker</b>	Lloyds Bank Plc 49/53 High Street Sutton Surrey SM1 1DT

# **The Guide Association Greater London West**

The Trustees present their report in accordance with the Charity's governing document and the relevant Statement of Recommended Practice (the Charities' SORP 2019).

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The County is governed by an Executive Committee, comprising, inter alia, representatives of each of the Divisions within the area of operation.

The Guide Association is incorporated by Royal Charter. The County is an unincorporated Association governed by the same Royal Charter and its bylaws under which the constitution of the Executive Committee has been established.

The Trustees are the voting members of the Executive Committee. With the exception of the County Commissioner, who is appointed by the Region Chief Commissioner in consultation with members of the Executive Committee, all members of the Executive Committee are appointed by the County Commissioner in consultation, where appropriate, with members of the local County Executive Committees.

The County Executive Committee shall have the following members:

The County Commissioner\*

The Division Commissioners\*

\*who are also Trustees

The County Secretary\*

The County Treasurer\*

The County President

The County Badge Secretary

The County Trefoil Guild Chairperson

The Chairperson of the Heyswood Committee and other Advisers appointed to the Executive by the County Commissioner and whose appointments the County Executive Committee ratifies will also be members of the County Executive Committee.

## **OBJECTIVES**

The objectives of the County are those of the Girl Guides Association and can be summarised as:

To enable and encourage girls and young women to fulfil their potential to take an active and responsible role in society;

To have sufficient adult volunteer leaders to enable every girl and young woman to have the opportunity to join us;

To sustain and promote a stimulating and enjoyable programme of activities based on guiding principles;

To ensure that all adult leaders within the County are appropriately trained and fully supported;

To identify and make use of all available resources and expertise for the benefit of members;

To act as a communication channel between the Divisions and other units in the County as well as the Region and Guide Association nationally.

## **Aims**

## **The Guide Association Greater London West**

The Guide Association, as part of a world-wide movement, enables girls and young women to fulfil their potential to take an active and responsible role in society through its distinctive, stimulating and enjoyable programme of activities delivered by trained volunteer leaders.

# **The Guide Association Greater London West**

## **Vision**

The vision is to be recognised as the leading organisation for girls and young women and to widen and increase its membership.

## **Statement of public benefit**

The County of Greater London West is a branch of Girlguiding UK, which with its branches forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding UK's public benefit activities during the previous year can be found in its latest Annual Report.

The county of Greater London West has continued to provide its own public benefit activities in particular by providing organisational and administrative support and training to subsidiary branches of Girlguiding UK within the County, and organising activities principally for the benefit of those branches, and also promoting more broadly the charitable objectives of Girlguiding UK for the benefit of girls and young women.

## **County of Greater London West**

The purpose of the County is to deliver the above in the County of Greater London West in accordance with the current Guiding Manual. The County consists of just over 6000 members and covers the area of the four London Boroughs of Kingston, Merton, Richmond and Sutton.

# **The Guide Association Greater London West**

## **ACHIEVEMENTS AND PERFORMANCE**

I am delighted to be able to report that the girls and leaders of Greater London West have had another busy and successful year with many achievements despite the impact of Covid-19 during 2020.

Many units have been active using a virtual platform to continue to meet throughout lockdowns and tier restrictions. Others used WhatsApp and Facebook Closed Groups to keep in touch with their girls and provide a range of activities to keep the girls interested.

We had 9 girls complete the Guide Gold Award.

14 adults completed their Adult Leadership Qualification

3 girls completed their Young Leader Qualification

7 adults completed their Residential Qualification & 3 their International Qualification

We were delighted that one adult was awarded the MBE and another adult was awarded the Silver Fish! Fantastic to have their voluntary work valued in this way!

Due to the Coronavirus, all the region trips that had been planned were at first postponed and then cancelled. This was disappointing as we had one leader who was due to be the lead for a trip to China and another leader to go on a trip to Philippines. We hope that girls who were also due to travel will get opportunities in future years.

119 Girls and 13 leaders received Jack Petchey Awards

We were unable to run any county events for the girls to take part in. Those that had been in the planning stage were indefinitely postponed. This included a Brownie activity day. Instead we set up a County Home Sleepover Challenge in the spring. We were delighted that over 200 girls submitted entries to design the badge and then over 1,000 badges were earned. We ended the year with a County Christmas Challenge.

Once face to face outdoor meetings were permitted, Heyswood Campsite was made Covid secure so that units were able to enjoy activities out-of-doors albeit no residentials were permitted. In the late summer/ early autumn between lockdowns we were able to add another activity to Heyswood Campsite. This time a twin zip wire. In addition, we had a basket swing added to the Play Area. Whilst we had a digger on site, we had the water slide area renewed with new matting to make it safer to use in 2021. The girls look forward to using all these in 2021.

Due to the Coronavirus, we were not able to have Sage Foundation back to volunteer at the site. However, we did receive a grant from them to help us improve the site. Between lockdowns the site was used by units for day /

## **The Guide Association Greater London West**

evening activities. We also had a great group of volunteers who visited frequently to keep the site tidy and make some improvements to the campsite area.

Finally, on behalf of the county team, I would like to say huge thanks to all the leaders for their enthusiasm and imagination in supporting the girls during this unprecedented time and look forward to the coming year.

Christine Donovan  
County Commissioner February 2021

# **The Guide Association Greater London West**

I report to the Trustees on my examination of the accounts on the financial statements of the Charity for the year ended 31 December 2020, which are set out on pages 6 to 11.

## **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 Trustee'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 2011 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 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 the this report to enable a proper understanding of the accounts to be reached.

**Derek Holmes FCA**  
Chartered Accountant

3 Larks Close  
Ferndown  
Dorset  
BH22 9TF

27 February 2021

# The Guide Association Greater London West

## Statement of Financial Activities for the year ended 31 December 2020

	Note	2020			2019
		Unrestrict ed funds £	Restricted Funds £	Net £	Income/Recei pts £
<b>Incoming resources</b>	2				
- Voluntary Income		59,762	-	59,762	58,593
- Activities for generating funds		24,395	-	24,395	79,042
- Investment income		114	-	114	81
Incoming resources from charitable activities		7,477	39,113	46,590	80,269
Other incoming resources		22,691	-	22,691	12,342
Highways Agency		11,271	-	11,271	9,107
Legacies and donations		58,100	-	58,100	10,000
<b>Total incoming resources</b>		<b>183,810</b>	<b>39,113</b>	<b>222,923</b>	<b>249,434</b>
<b>Resources expended</b>	2				
Costs of generating funds					
- Fundraising trading costs		36,816	-	36,816	76,518
Charitable activities		12,250	38,301	50,551	82,659
Governance costs		12,415	-	12,415	26,557
Other resources expended		75,807	-	75,807	33,876
Highways Agency		11,271	-	11,271	0
<b>Total resources expended</b>		<b>148,559</b>	<b>38,301</b>	<b>186,860</b>	<b>219,610</b>
<b>Net movement in funds</b>		35,251	812	36,063	29,824
Total funds brought forward		624,529	1,288	625,817	595,993
<b>Total funds carried forward</b>		<b>659,780</b>	<b>2,100</b>	<b>661,880</b>	<b>625,817</b>



# The Guide Association Greater London West

## Balance Sheet as at 31 December 2020

	Note	2020 £	2019 £
<b>Fixed Assets</b>			
Tangible assets	4	305,897	312,272
Total fixed assets		305,897	312,272
<b>Current assets</b>			
Cash at bank and in hand		356,593	314,145
Total current assets		356,593	314,145
Creditors: due within one year	5	600	600
Net current assets		355,993	313,545
<b>Net assets</b>		<b>661,880</b>	<b>625,817</b>
<b>Funds of the charity</b>		<b>661,880</b>	<b>625,817</b>

Approved by the trustees on  
behalf by

2021 and signed on their

**Christine Donovan**  
County Commissioner

# **The Guide Association Greater London West**

## **Notes to the Financial Statements for the year ended 31 December 2020**

### **1. Accounting policies**

#### **1.1 Charitable status**

As a charity the Guides Association Greater London West is exempt from taxation on its charitable activities.

#### **1.2 Basis of accounting**

The financial statements are prepared on the basis of historical cost in accordance with Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2019) and with applicable accounting standards and with the Charities Act 2011.

There has been no change to the accounting policies (calculation rules and methods of accounting) since last year, and no change has been made to accounts for previous years.

#### **1.3 Incoming resources**

These are included in the Statement of Financial Activities (SofA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising and other activities) the incoming resources and related expenditure are reported gross in the SofA.

Grants and donations are only included in the SofA when the charity has received or has unconditional entitlement to the resources.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income is included in the accounts when receivable. Any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year is included in Investment gains and losses.

#### **1.4 Expenditure and liabilities**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include costs of the preparation and examination of the Report and Financial Statements and the costs of trustee meetings.

Grants payable are recognised in the accounts when paid or a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

#### **1.5 Assets**

Tangible assets are capitalised if they can be used for more than one year and cost at least £500. They are depreciated so as to write off their

**The Guide Association Greater London West**  
**Notes to the Financial Statements for the year ended 31**  
**December 2020**

cost less estimated residual value over their estimated useful lives.  
Estimated lives for the principal classes of asset are:

- Buildings: 50 years
- Fencing and outbuildings: 10 years
- Furniture and equipment: 10 years

# The Guide Association Greater London West

## Notes to the Financial Statements for the year ended 31 December 2020

### 2. Analysis of incoming and expended resources

	Incomi ng £	2020 Expend ed £	Net £	Incomin g £	2019 Expend ed £	Net £
Heyswood	4746	0	4746	47734	50212	-2478
Badge Sales/Purchases	9186	2944	6242	10754	11883	-1129
Trading/Other Sales	15209	33872	-18663	35854	29820	6034
Census/ Subs.	11960	12415	-455	48541	0	48541
Jack Petchey Awards	39113	38301	812	32535	32447	88
Census grants from county	43056	0	43056	10052	0	10052
Maintenance	0	22813	-22813	1880	2181	-301
Activities	0	859	-859	30554	32634	-2080
Training	1325	1325	0	2503	9151	-6648
Overseas Travel	600	2220	-1620	2100	4200	-2100
Highways Agency	11271	11271	0	0	0	0
Bank Interest	114	130	-16	81	0	81
Miscellaneous	16015	8272	7743	4737	18013	-13276
Administration	4751	40188	-35437	1826	26557	-25731
Grants from County	7477	12250	-4773	1176	2512	-1336
Legacies and Donations	58100	0	58100	10000	0	10000
Heyswood Development	0	0	0	9107	0	9107
Net income (outgoing)	222923	186860	36063	249434	219610	29824

### 3. Expenditure

Grants made comprise Jack Petchey awards made to Guide Units totalling £38,301 (2019 £32,447).

Resources expended include the Independent Examiner's fee of £600 (2019 £600).

**The Guide Association Greater London West**  
**Notes to the Financial Statements for the year ended 31**  
**December 2020**

**4. Tangible fixed assets**

	Freehold land and buildings £	Fencing and sheds £	Fixtures, fittings and equipment £	Aerobics £	Refurbishment BP Lodge £	Low Ropes Course £	Twin Zip Basket Swing £	Total £
<b>Cost</b>								
Balance b/wd	254,868	29,976	63,704	14,500	176,737	20,045	0	559,830
Additions	0	0	0	0	0	0	22,392	22,392
Balance c/wd	254,868	29,976	63,704	14,500	176,737	20,045	22,392	582,222
<b>Acc depreciation</b>								
Balance b/wd	101,318	27,477	63,704	8,700	42,510	3,850	0	247,559
Charge for the year	5,097	301	0	1,450	17,674	2,005	2,239	28,766
Balance c/wd	106,415	27,778	63,704	10,150	60,184	5,855	2,239	276,325
<b>Net book value</b>								
Brought forward	153,550	2,499	0	5,800	134,227	16,195	0	312,271
Carried forward	148,453	2,198	0	4,350	116,553	14,190	20,153	305,897

**5. Creditors: amounts falling due within one year**

	2020 £	2019 £
Accruals	600	600

**6. Restricted income funds**

	2020 £	2019 £
Jack Petchey	2,100	1,288