



Trustees' Annual Report for the period

	Period start date			Period end date		
	1st	January	2021		31st	December
From				To		

Section A Reference and administration details

Charity name Worthing Cissbury Division Girl Guides Association

Other names charity is known by

Registered charity number (if any) 305915

Charity's principal address Guide Headquarters

Forest Road

Worthing, West Sussex

Postcode BN14 9NE

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	Zoe Walker	Division Commissioner		
2	Kara Boustead	District Commissioner	From 21 st July 2021	
3	Jane Brosnan	District Commissioner		
4	Sarah Thorpe	District Commissioner		
5	Kate Elborough	District Commissioner		
6	Becci Adlem-Knight	District Commissioner		
7	Claire Clarke	District Commissioner		
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by commissioners

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Part of Girlguiding

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote fun, friendship, challenge and adventure to empower girls to find their voice.
Inspire them to discover the best in themselves and to make a positive difference in their community.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Volunteers in Worthing Cissbury Division provide opportunities for over 350 girls and young women in our community.
Our members take heed of the Girlguiding promise to develop both themselves and others and enable girls and women to learn skills, grow in confidence, have fun and help others.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Weekly meetings for up to 30 units for girls between 4-18.
Various camps, holidays and days out organised.
Virtual sleepover arranged with local scouts.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity ended the year with adequate cash reserves thanks to the COVID related grants received.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Z Walker</i>	
Full name(s)	ZOE WALKER	
Position (eg Secretary, Chair, etc)	DIVISION COMMISSIONER	
Date	29.9.22	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Virtual Charity Bureau Online
Association

20215

Receipts and payments accounts

CC16a

For the period from	From and to date 01/01/2021	To	To and from date 31/12/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Interest from COIF Deposit	1	-	-	1	-
Guide Hall Income	7,773	-	-	7,773	-
Events	9,107	-	-	9,107	-
Guide Shop - trading surplus	839	-	-	839	-
Census (Division Levy)	-	-	-	-	-
Annual Subscription	305	-	-	305	-
Grants	16,573	-	-	16,573	-
HMRC JRS Grant	959	-	-	959	-
Misc	97	-	-	97	-
Transfers	371	-	-	371	-
Hall Maintenance refund	5	-	-	5	-
Insurance	24	-	-	24	-
Utilities refund	53	-	-	53	-
Nicola Malony	150	-	-	150	-
Amazon Smile	40	-	-	40	-
Division Grant Refund	485	-	-	485	-
Lloyds Bank compensation	25	-	-	25	-
WSIJ	3,920	-	-	3,920	-
Easy Fundraising	41	-	-	41	-
Sub total (Gross income for AR)	40,766	-	-	40,766	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	40,766	-	-	40,766	-
A3 Payments					
Shop Manager Remuneration	3,106	-	-	3,106	-
Events	4,254	-	-	4,254	-
Census	471	-	-	471	-
Hall Repairs/Maintenance/Cleaner	4,943	-	-	4,943	-
Utilities/Rates	2,245	-	-	2,245	-
Insurance	1,048	-	-	1,048	-
Misc	221	-	-	221	-
Transfers	2,083	-	-	2,083	-
Nicola Maloney	200	-	-	200	-
WSIJ	3,920	-	-	3,920	-
Wreath	39	-	-	39	-
Compound	20	-	-	20	-
Awards	99	-	-	99	-
Website	36	-	-	36	-
Swimming Gala	784	-	-	784	-
Sub total	23,468	-	-	23,468	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	23,468	-	-	23,468	-
Net of receipts/(payments)	17,298	-	-	17,298	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	54,513	-	-	54,513	-
Cash funds this year end	71,811	-	-	71,811	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at shop	17	-	-
	Shop accounts	18,929		
	Division account	11,167		
	Hall account	28,471		
	International account	5,095	-	-
	COIFF account	8,131		
			-	-
	Total cash funds	71,811	-	-

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Shop Stock	16,232	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

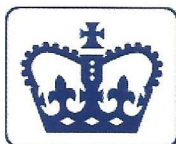
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Hall		-	400,000
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



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

WORTHING CISSBURY DIVISION GIRL GUIDES

On accounts for the year
ended

31/12/2021

Charity no
(if any)

305915

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:

8/8/2022

Name:

E. ENGLISH, TAX ASSIST ACCOUNTANTS

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

FMAAT

Address:

12 NEW BROADWAY
WORTHING
BN11 4HP

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.