

THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

Registered Charity: 516246



Annual Report and Accounts for 2020

Introduction

The Trustees' Report and the Accounts of The Guide Association North Yorkshire South for the year ended 31 December 2020 were approved by the Trustees at a meeting held on dd-mon-2021. The accounts have been prepared to comply with the Statement of Recommended Practice for Accounting by Charities (Revised 2015).

Constitutional and Legal framework

The Guide Association nationally is incorporated under a Royal Charter dated 14 December 1922 which gives powers to form area Associations, of which North Yorkshire South is one.

The Guide Association North Yorkshire South was registered with the Charity Commission on 12 March 1985 under number 516246. It uses the working name Girlguiding North Yorkshire South.

Trustees and Management

Responsibility for the management of the business of Guiding in North Yorkshire South County is vested in the Executive Committee, which includes the trustees of this charity.

The following people were trustees during the year and at the date this report was approved:

Nicola Booth
Helen Feetenby
Alison Cunningham
Karen Taylor (to October 2020)
Sally Jackson
Hannah Cook (October 2020 onwards)
Alison Wadsworth

Lesley Strathie
Diane Harryman
Ann Booker
Alison Tant-Brown
Jennifer Dealtry
Carole Wilson
Clare Cockroft

Charity trustee selection

The Charity is chaired by the County Commissioner(s) for the North Yorkshire South area, having been appointed to that role by the Girlguiding North East England Commissioner in consultation with the existing trustees. The County Commissioner(s) then invites other adult leaders within North Yorkshire South to become her co-trustees, and these will usually be the five Division Commissioners together with all other members of the Executive committee, as resolved in a revised constitution dated 28 November 2015. The term of the County Commissioner's office is usually five years.

Appointment and induction of trustees

New trustees are appointed by the continuing trustees. There are established procedures for the induction of each trustee to ensure that they are aware of the responsibilities of a trustee and the ways of working within the charity. The charity trustees of Girlguiding North Yorkshire South are the voting and non-voting members of the Executive Committee.

Aims and Objectives

The aim of Guiding is to help girls and young women develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world.

The objectives of Girlguiding North Yorkshire South are to develop, promote and advance Guiding in North Yorkshire South in line with The Guide Association's own national objectives. We are a part of the leading charity for girls and young women in the United Kingdom. We build girls' confidence and raise their aspirations. We give them the chance to discover their potential and encourage them to be a powerful force for good. We give them a space to have fun.

The Trustees deliver these objectives by providing training for leaders, running a residential facility for girls and their leaders to use, and arranging events on a larger and more ambitious scale than would be possible for smaller, local Guiding units. They provide support to local Guiding Divisions, Districts and individual Units throughout the North Yorkshire South region.

Review of the year's activities and Summary of the main achievements during the year

Due to the Covid 19 pandemic 2020 was a vastly different year for Girlguiding North Yorkshire South. We did manage to celebrate Thinking Day in an incredibly special way with a sleepover at the Tower Ballroom in Blackpool for 300 Brownies, Guides, Rangers, and volunteers. We were thrilled to be joined in the evening by Emma Guthrie - Assistant Chief Guide.

From March 2020 all our guiding activities were put on hold, weekly meetings were cancelled, weekend camps and holidays postponed and large multi section county events moved to future dates. The pandemic really did make us all look at Guiding in a new way, our amazing volunteers took on a range of new skills to offer the girls a range of blended guiding options; on-screen weekly meetings, activity pack delivered or posted, some very talented volunteers even organised on-screen sleepovers and camps. Following a change to the meeting restrictions several of our units started to meet, first outdoors, and then indoors in their usual meeting places. Mandatory A Safe Space and First Response trainings for our volunteers continued throughout the year (via e-learning and webinar) to ensure compliance with our Safe Practice policy. 2020 was a particularly challenging year but, with the resilience, flexibility, and strength of our wonderful volunteers we survived.

Public Benefit

Girlguiding North Yorkshire South extends its benefits to all who wish to join Girlguiding within the geographical area, without discrimination. It gives financial and non-financial support to adults and children within the area.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

Donated services

In common with many charities, Girlguiding North Yorkshire South benefits from the time and services donated by volunteers and supporters. It is not practicable to quantify this in monetary terms, but without their support the work of Girlguiding in North Yorkshire South would not exist in its current form.

Financial Performance

The Executive Committee regards the financial performance of Girlguiding North Yorkshire South for the year, and its financial position at the end of the year, to be healthy following the receipt, and subsequent expenditure, of generous unrestricted legacies in recent years.

Reserves Policy

The Statement of Recommended Practice requires all charities to consider the level of reserves held. The Executive Committee's policy is that the balance of Reserves on the General Fund should be between nine and fifteen months' normal expenditure. The Charity holds reserves in order to provide a buffer for the ongoing running costs of White Rose House and to fund working capital for activities and training throughout the year. Unrestricted, undesignated funds held at 31 December 2020 amounted to £83341 (2019- £85428), which is currently higher than the range of £37,452 to £74095 suggested by 2017 to 2019 'normal' expenditure of between £41,852 to £61,746. This is because the county has had reduced expenditure during the pandemic and also received a Business Interruption Grant from the local authority to assist with the loss of income at White Rose House during a global pandemic. During the year to 31 December 2019 the county contracted with Girlguiding North East England to engage a part time paid administrator. This commitment continued throughout 2020 and the effect of this expenditure is being carefully monitored by the Executive Committee.

Details of designated funds are shown in the Notes to the accounts.

Risk

The Statement of Recommended Practice also requires Trustees to report on the significant risks facing the Charity, and how these have been dealt with. The risk associated with the finances of the Charity changed during the Covid 19 pandemic as membership levels have reduced whilst members have been unable to attend their regular weekly meetings in person. The expenditure has also diminished for the same reasons so the current level of reserves, mentioned above, off set that risk to a degree that the Trustees believe is currently satisfactory. The level of membership income is set annually to meet anticipated expenditure, so that anticipated income is within the control of the Trustees, but for the forthcoming year the Trustees have taken a view that income due from each member should remain at 2020 levels. This is done so as not to exclude members whose family income has been affected by the pandemic. Personal injury and other such risks are insured against as part of the Subscription paid to the Guide Association, and the risk of fire or other damage to White Rose House is insured against by the County.

Future Activities

It is intended that Girlguiding North Yorkshire South will continue to pursue activities and policies which will sustain and enhance the objectives of Guiding in North Yorkshire South within the financial constraints of available income and in keeping with changes in policy which are from time to time imposed by the Guide Association.

Training events for leaders in all sections will continue to be arranged on an ongoing basis, together with camps and other events for the girls.

Statement of Responsibilities of the Trustees of Girlguiding North Yorkshire South

The Board of Trustees is responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charity and enable them to ensure that the financial statements are prepared in accordance with the Charities SORP (FRS102). The Board is also responsible for safeguarding the assets of Girlguiding North Yorkshire South and hence for taking responsible steps for the prevention and detection of fraud or other irregularities.

Information

Further information about the charity can be obtained from the principal address: 17 Edgerton Drive, Tadcaster, North Yorkshire, LS24 9QW

Approved by the Trustees on 20 April 2021 and signed on its behalf by:

Alison Cunningham and Lesley Strathie - County Commissioners

Lesley Strathie Alison Cunningham

THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020
RECEIPTS AND PAYMENTS ACCOUNT

GENERAL ACCOUNT	2020		2019	
	£	£	£	£
Receipts				
Subscriptions received	16,950		16874	
Bank and Deposit Interest	201		203	
Gift Aid reclaimed	0		295	
Donations, Legacies and Grants	300	17,451	788	18160
White Rose House				
Fees	3,415		11,450	
Shop Sales	117		850	
Other	11,493	15,024	1719	14019
Activities				
Outdoor Climbing				
Arts				
Training	670		550	
Baden-Powell Award International		670	618	1168
Events				
Senior Section Centenary County Celebration			235	
County Camp				
County Leaders' Weekend				
Santa Special	25		5570	
Ballroom Blitz	13,740		16350	22155
		113,765		
Badge/Book/Sweatshirt Sales	1028		109	
Miscellaneous	15	1043	115	224
Gross Receipts		47,952		55,726

THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020
RECEIPTS AND PAYMENTS ACCOUNT

GENERAL ACCOUNT	2020		2019	
	£	£	£	£
Payments				
White Rose House				
Rates and Insurance	1,669		1,909	
Utilities	2,134		2,481	
Maintenance	2,753		5,626	
Refunds	404			
Cleaning Contract	3,263		3,770	
Cost of Shop Items	695			
Printing, Postage, Stationery and Advertising	689	11,606	284	14,070
Subscriptions paid to Girlguiding UK	494		915	
Gifts	33		1166	2081
Donations and Grants	246			
Activities				
Outdoor				
Arts				
Training	209		293	
Baden-Powell Adventures (Guides)			11	
International	80		1,757	
Joint with Scouts			887	
Leadership Qualification		1,063		2,948
Events				
County Celebration			1,408	
Ballroom Blitz	26,504		6,076	
County Leaders' Weekend				
Santa Special			7,563	
One off events	35		52	
		26,539		15,099
Badges, Archives and Uniform Purchases			2,129	2,129
Administration				

Telephone, Printing, Postage, Website and Stationery	1198		79	
Badge Awards	2190			
Insurance	943		923	
AGM and Annual Report Costs			375	
Executive Committee Meeting Expenses			198	
Gift aided expenses			18	
Conference and Officials' Expenses	11,382		1,004	
Admin Assistant Contract	<u>4,875</u>		<u>3,656</u>	
		9,587		6,253
Equipment	697			
Miscellaneous	637	1,245	1,293	1,293
Gross Payments		<u>50040</u>		<u>43,873</u>
Net Receipts/(Payments) for the Year		<u>(2088)</u>		<u>11853</u>
Cash Funds brought forward - 1 January 2020		<u>85,248</u>		<u>73,575</u>
Cash Funds carried forward - 31 December 2020		<u>83,340</u>		<u>85,248</u>

THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH
THE
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020
RECEIPTS AND PAYMENTS ACCOUNT

RESTRICTED FUNDS

	2020	2019
	£	£
Receipts		
Payments		
Net(Payments)/Receipts for the Year		
Cash Funds brought forward		
Cash Funds carried forward		

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2020

	2020	2019
	£	£
Bank Current Accounts	48,566	50,874
Bank Deposit Account	55	55
National Savings Investment Account	1666	1654
Scout Association Short Term Investment	33054	32845
Cash	83,341	85,428

Analysis of Assets between Funds

	General	Total
£	£	£
White Rose House	17,291	11,831
General	66,050	73,597
	<u>83,341</u>	<u>85,428</u>

Other Assets Held for Own Use

Freehold Property - White Rose House, Wheldrake	Climbing Equipment
Fixtures and Fittings - White Rose House	Computer for Registrations
Flags - County Standard and Division Windblades	Computer for Secretary
Camping Equipment	Photocopier
Archery Equipment	Staging
Resusci Annes	Mobile Phone
Audio Visual Equipment	

Notes to the Financial Statements

1. The Financial Statements have been prepared on a Receipts and Payments basis in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102).

2. The County has a one third interest in the York Scout and Guide Gang Show along with two York Scout Districts. No income has been received in the last year into the County's accounts.

3. The County maintains a designated fund representing monies held on deposit specifically for use at White Rose House.

4. Trustees' remuneration and expenses

No Trustee received any remuneration during 2020: (2019 - nil).

Expenses amounting to £1329 in total were paid to four trustees during the year for travel, telephone and the general reimbursement of costs incurred on behalf of the Charity.

Independent examiner's report to the Trustees of

THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH

I report to the Trustees on my examination of the accounts of the Guide Association North Yorkshire South (the Association) for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees of the Association 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 Association'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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: 

Name: Susan Seaman

Relevant professional qualification or membership of professional bodies (if any): FCA

Address: 11 Green Lane, Selby YO8 9AN

Date: 20 April 2021