

THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

Registered Charity: 516246



Annual Report and Accounts for 2022

Introduction

The Trustees' Report and the Accounts of The Guide Association North Yorkshire South for the year ended 31 December 2022 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:

Helen Feetenby
Alison Cunningham
Katherine Croft
Sally Jackson
Hannah Cook
Alison Wadsworth
Lesley Strathie

Diane Harryman
Ann Booker
Jennifer Dealtry
Carole Wilson (until October 2022)
Myra Puckrin (from October 2022)
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

Girlguiding in the county has continued to provide opportunities for our young and adult members to have fun, learn new skills, take part in outdoor, often adventurous, activities and provide service in their communities, all in a safe environment. This has included a County Camp over the Queen's Platinum Jubilee weekend in Derbyshire, attendance at a STEM event hosted by York University, and opportunities to remember the service of our late Patron HM Queen Elizabeth II as well as many other activities provided by local units.

Our aim to modernize and reduce the administration tasks for our volunteers continues with the launch of our new website with online facilities to order and pay for our high achievement awards and role specific, corporate, email address for county volunteers.

Our volunteers were recognized with Long Service and other awards (including one for 60 years of volunteering) during the year and through a Thanks and Recognition Afternoon Tea held in a local prestigious hotel attended by 80 volunteers and invited guests.

2022 membership numbers have started to recover a little but are still below the pre-pandemic level. Recruitment activities are being undertaken across the county.

Training of our volunteers continued with the return of our county training day, alongside other opportunities and our 100% compliance with mandatory safe practice training continues.

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 but is taking a cautious approach to budget setting for the foreseeable future as the income strand has been affected by a drop in membership numbers in 2020 which has not yet been recovered.

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 2022 amounted to £82343.42 with restricted funds of £1900 (2021- £86514.18), 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 income and 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 2022 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 increase but not as much as would be needed to set a neutral budget. It is planned to use more of the reserve

funds held during this difficult period. 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. In addition the financial risks of the reserves were considered by the Trustees and as a result funds held in the Scout Charity Deposit account (not protected by the Financial Services Compensation scheme) were withdrawn entirely and reinvested in 2 savings products for not for profit organisations, a 95 day notice account and a 2 year fixed bond, both protected by the Financial Services Compensation Scheme. White Rose House, which runs as a semi autonomous branch of the charity, has placed funds received in grant monies during the pandemic in a premium account.

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 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 May 2023 and signed on its behalf by:

The image shows two handwritten signatures in black ink. The signature on the left is 'Alison Cunningham' and the signature on the right is 'Lesley Strathie'.

Alison Cunningham and Lesley Strathie - County Commissioners

THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022
RECEIPTS AND PAYMENTS ACCOUNT

| GENERAL ACCOUNT | 2022 | | 2021 | |
|---|-------------|----------------------|--------------|----------------------|
| | £ | £ | £ | £ |
| Receipts | | | | |
| Subscriptions received | 14994 | | 10775 | |
| Bank and Deposit Interest | 154 | | 37 | |
| Gift Aid reclaimed | 0 | | 0 | |
| Donations, Legacies and Grants | <u>101</u> | | <u>1464</u> | |
| | | 15249 | | 12276 |
| White Rose House | | | | |
| Fees | 8350 | | 1677 | |
| Shop Sales | 433 | | 100 | |
| Other | 13 | | 1 | |
| Grant | <u>2862</u> | | <u>16161</u> | |
| | | 11658 | | 17938 |
| Activities | | | | |
| Outdoor Climbing Arts Training | 840 | | 442 | |
| Gold Award Adventures International | <u></u> | | <u></u> | |
| | | 840 | | 442 |
| Events | | | | |
| Senior Section Centenary County Celebration | 781 | | 560 | |
| County Camp | 10036 | | | |
| County Leaders' Weekend | 3055 | | | |
| Santa Special | | | 4080 | |
| One off events | <u>53</u> | | <u></u> | |
| | | 13925 | | 4640 |
| Ukraine Badge sales | 2170 | | | |
| Badge/Book/Sweatshirt Sales | 1968 | | 1342 | |
| Miscellaneous | 15 | | 15 | |
| Restricted Income | <u>575</u> | | <u></u> | |
| | | 4728 | | 1357 |
| Gross Receipts | | <u><u>46,400</u></u> | | <u><u>36,654</u></u> |

THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022
RECEIPTS AND PAYMENTS ACCOUNT

| GENERAL ACCOUNT | 2022 | | 2021 | |
|--|-------------|-------|-------------|-------|
| | £ | £ | £ | £ |
| Payments | | | | |
| White Rose House | | | | |
| Rates and Insurance | 1265 | | 1571 | |
| Utilities | 2969 | | 1681 | |
| Maintenance | 7873 | | 5818 | |
| Refunds | | | | |
| Cleaning Contract | 3813 | | 3437 | |
| Cost of Shop Items | 0 | | 0 | |
| Printing, Postage, Stationery and Advertising | <u>200</u> | | <u>80</u> | |
| | | 16120 | | 12586 |
| Subscriptions paid to Girlguiding UK | 706 | | 686 | |
| Gifts | 40 | | 40 | |
| Donations and Grants | 0 | | 0 | |
| Activities | | | | |
| Outdoor | | | | |
| Arts | | | | |
| Training | 1157 | | 303 | |
| Baden-Powell Adventures (Guides) | | | | |
| International | 150 | | 0 | |
| Joint with Scouts | 1334 | | | |
| Leadership Qualification | <u></u> | | <u></u> | |
| | | 3387 | | 1,029 |
| Events | | | | |
| County Celebration | 1988 | | 906 | |
| County Leaders' Weekend | 1475 | | | |
| Santa Special | | | 4385 | |
| County Camp | 9552 | | 407 | |
| One off events | <u>0</u> | | <u>0</u> | |
| | | 13015 | | 5698 |

Badges, Archives and Uniform Purchases
Administration

| | | | |
|--|---------------|-------|--------------|
| Telephone, Printing, Postage, Website and Stationery | 1051 | 160 | |
| Badge Awards | 2970 | 2891 | |
| Insurance | 591 | 972 | |
| AGM and Annual Report Costs | 334 | 256 | |
| Executive Committee Meeting Expenses | 300 | 0 | |
| Gift aided expenses | | | |
| Conference and Officials' Expenses | 2112 | 1427 | |
| Admin Assistant Contract | 5217 | 4,875 | |
| Ukraine badges | 2170 | | |
| Restricted Expenditure | 575 | | |
| | 15320 | | 10580 |
| Equipment | 502 | 2844 | |
| Miscellaneous | 326 | 743 | |
| | 828 | | 3587 |
| Gross Payments | 48670 | | 33480 |
| Net Receipts/(Payments) for the Year | (2271) | | 3174 |
| Cash Funds brought forward - 1 January 2022 | 86514 | | 83340 |
| Cash Funds carried forward - 31 December 2022 | 84243 | | 86514 |

THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH
THE
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022
RECEIPTS AND PAYMENTS ACCOUNT

RESTRICTED FUNDS

| | 2022 | 2021 |
|--|------|------|
| | £ | £ |
| Receipts | 1900 | 3002 |
| Payments | 3002 | 0 |
| Net(Payments)/Receipts for the Year | | |
| Cash Funds brought forward | 3002 | |
| Cash Funds carried forward | 1900 | |

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2022

| | 2022 | 2021 |
|---|-------|-------|
| | £ | £ |
| Bank Current Accounts | 37855 | 57792 |
| Bank Deposit Account | 55 | 55 |
| National Savings Investment Account | 1668 | 1666 |
| Scout Association Short Term Investment | 0 | 0 |
| Redwood Bank 95 Day Notice Account | 12152 | 12000 |
| Cambridge and Counties | 20000 | |
| Barclays Business Premium | 12513 | 15001 |
| Cash | | |
| | 84243 | 86514 |

Analysis of Assets between Funds

| | General | Total |
|------------------|---------|-------|
| £ | | £ |
| White Rose House | 16855 | 19644 |
| General | 65488 | 63868 |
| Restricted | 1900 | 3002 |
| | 84243 | 86514 |

Other Assets Held for Own Use

| | |
|---|-----------------------------------|
| Freehold Property - White Rose House, Wheldrake | Climbing Equipment |
| Fixtures and Fittings - White Rose House | Audio Visual Projection Equipment |
| Flags - County Standard and Division Windblades | Computer for Secretary |
| Camping Equipment | Photocopier |
| Archery Equipment | Staging |

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. Currently this is deposited at Cambridge and Counties and the sum invested in January 2022 was £3000

4. *Trustees' remuneration and expenses*

No Trustee received any remuneration during 2022 (2021 - nil).

Expenses amounting to £1724 in total were paid to five 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 2022.

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: 15/05/2023