

# **THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH**

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**Registered Charity: 516246**



## Annual Report and Accounts for 2023

### Introduction

The Trustees' Report and the Accounts of The Guide Association North Yorkshire South for the year ended 31 December 2023 were approved by the Trustees at a meeting held on 27 April 2024. 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  
Myra Puckrin  
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. A revised governance document is in the process of being approved by the organisation's regional team and will be implemented in 2024. The number of Trustees will be reduced as a result of this change in constitution.

### **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**

The county continues to make progress against our 3-year strategic plan to:

#### **Provide exceptional experiences for girls and young women.**

- Appointed representative young members to the county youth forum
- Events include Rainbow Santa Special outing, Scout and Guide Engineering Competition, Junior Warrior, St George's Day parade and service
- Units deliver a wide range of incremental programme activities, across six themes leading to bronze, silver and gold awards. They also provide service in their local community and celebrating national events such as the King's coronation,

#### **Provide a rewarding volunteer experience:**

- Long service, good service and exceptional service awards presented to volunteers and celebratory afternoon tea held.
- Mandatory safeguarding and First Response training completed where required and other training opportunities promoted including subsidising a weekend residential training event open to all volunteers.
- Provided opportunities for volunteers to meet informally and formally to share ideas, offer support and listen to concerns.

#### **Be an inclusive and impactful organisation**

- Appointed 2 Inclusivity Advisers
- Been represented at external events such as York Pride, City Remembrance Day commemoration and Council for Voluntary Services meetings
- Provide a warm welcome and appropriate training for new volunteers.

**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 2023 amounted to £90992.71 with no restricted funds (2023- £82343.42), 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. The executive committee plan to reduce these reserves in 2024 as a decision has been reached to pay the annual subscription for 1adult member in each unit. The anticipated cost of this is of the order of £6000 which will be met from reserves. 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 2023 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 27 April 2024 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'. Both signatures are written in a cursive, flowing style.

Alison Cunningham and Lesley Strathie - *County Commissioners*

**THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023**  
**RECEIPTS AND PAYMENTS ACCOUNT**

<b>GENERAL ACCOUNT</b>	<b>2023</b>		<b>2022</b>	
	£	£	£	£
<b>Receipts</b>				
Subscriptions received	17710		14994	
Bank and Deposit Interest	752		154	
Gift Aid reclaimed	0		0	
Donations, Legacies and Grants	<u>2377</u>		<u>101</u>	
		20839		15249
<b>White Rose House</b>				
Fees	9002		8350	
Shop Sales	435		433	
Other	164		13	
Grant	<u>4657</u>		<u>2862</u>	
		14258		11658
<b>Activities</b>				
Outdoor Climbing Arts Training	437		840	
Gold Award Adventures International	<u>          </u>		<u>          </u>	
		437		840
<b>Events</b>				
County Celebration	1069		781	
County Camp	0		10035	
County Leaders' Weekend	1970		3055	
Santa Special	3584			
One off events	<u>70</u>		<u>53</u>	
		6693		13925
Ukraine Badge sales	0		2170	
Badge/Book/Sweatshirt Sales	2270		1968	
Miscellaneous	0		15	
Restricted Income	<u>300</u>		<u>575</u>	
		2570		4728
<b>Gross Receipts</b>		<u><u>44797</u></u>		<u><u>46,400</u></u>

**THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023**  
**RECEIPTS AND PAYMENTS ACCOUNT**

<b>GENERAL ACCOUNT</b>	<b>2023</b>		<b>2022</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Payments</b>				
White Rose House				
Rates and Insurance	1250		1265	
Utilities	2462		2961	
Maintenance	981		7873	
Refunds	0			
Cleaning Contract	3900		3813	
Cost of Shop Items	280		0	
Printing, Postage, Stationery and Advertising	69		200	
		8942		16120
Subscriptions paid to Girlguiding organisations	1103		706	
Gifts	30		40	
Donations and Grants	2347		0	
<b>Activities</b>				
Outdoor				
Training	400		1157	
International	664		150	
Joint with Scouts	1604		1334	
		6148		3387
<b>Events</b>				
County Celebration	1646		1988	
County Leaders' Weekend	0		1475	
Santa Special	4707			
County Camp	3993		9552	
One off events	54		0	
		10400		13015

**Badges, Archives and Uniform Purchases  
Administration**

Telephone, Printing, Postage, Website and Stationery	336	1051	
Badge Awards	3952	2970	
Insurance	548	591	
AGM and Annual Report Costs	148	334	
Executive Committee Meeting Expenses	0	300	
Gift aided expenses	0		
Conference and Officials' Expenses	1441	2112	
Admin Assistant Contract	5584	5217	
Ukraine badges		2170	
Restricted Expenditure	300	575	
	12310		15320
Equipment	98	502	
Miscellaneous	150	326	
	248		828
<b>Gross Payments</b>	<b>38048</b>		<b>48670</b>
<b>Net Receipts/(Payments) for the Year</b>	<b>6749</b>		<b>(2271)</b>
Cash Funds brought forward - 1 January 2023	84243		86514
Cash Funds carried forward - 31 December 2023	90993		84243



**THE GUIDE ASSOCIATION NORTH YORKSHIRE SOUTH**  
**THE**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023**  
**RECEIPTS AND PAYMENTS ACCOUNT**

**RESTRICTED FUNDS**

	2023	2022
	£	£
<b>Receipts</b>	300	1900
<b>Payments</b>	2200	0
<b>Net(Payments)/Receipts for the Year</b>		
Cash Funds brought forward	1900	
Cash Funds carried forward	0	

**STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2023**

	2023	2022
	£	£
Bank Current Accounts	33846	37855
Bank Deposit Account	3075	55
National Savings Investment Account	1668	1668
Redwood Bank 95 Day Notice Account	12583	12152
Cambridge and Counties	20301	20000
Barclays Business Premium	19520	12513
Cash		
	90993	84243

**Analysis of Assets between Funds**

	General	Total
£		£
White Rose House	24186	16855
General	66807	65488
Restricted	0	1900
	90993	84243

**Other Assets Held for Own Use**

Freehold Property - White Rose House, Wheldrake

Fixtures and Fittings - White Rose House

Flags - County Standard and Division Windblades

Camping Equipment

Archery Equipment

Resusci Annes

Audio Visual Projection  
Equipment

Computer for  
Secretary

Photocopier

Staging

Mobile Phone

## **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, 25% of the money deposited with that institution and at 31 December 2023 the portion assigned to White Rose House stands at £3146.

### **4. Trustees' remuneration and expenses**

No Trustee received any remuneration during 2023 (2022 - nil).

Expenses amounting to £1441 in total were paid to six trustees during the year for travel, telephone and the general reimbursement of costs incurred on behalf of the Charity.

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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 2023.

### 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: *SC Seaman*

Name: Susan Seaman

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

Address: 11 Green Lane, Selby YO8 9AN

Date: *24.4.24*