

STOKE-ON-TRENT NORTH, STOKE-ON-TRENT SOUTH, NEWCASTLE AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION

England & Wales · Charity number 524532

Details

Other names	STOKE-ON-TRENT, NEWCASTLE AND LONGTON DIVISION OF GIRL GUIDES, COPELAND COTTAGE MANAGEMENT COMMITTEE
Status	Registered
Legal form	Other
Registered	1964-04-14
Register	View on the Charity Commission register

Contact

Address	51 Victoria Park Road Stoke-On-Trent ST6 6DX
Phone	01782680690
Email	elaine.teggin@ntlworld.com
Website	www.copelandcottage.org.uk

Activities

Objects: STOKE-ON-TRENT AND NEWCASTLE DIVISION OF GIRL GUIDES

Activities: The Guide Association, as part of a worldwide 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 volunteers. This charity owns and provides a Brownie and Guide Holiday House and a Brownie and Guide Campsite for use by all members.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Environment/conservation/heritage
- **Who:** Children/young People, People With Disabilities

Geography

- **Area of benefit:** STOKE-ON-TRENT AND NEWCASTLE-UNDER-LYME
- Staffordshire
- Stoke-on-trent City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£105,307	£65,942	-	-
2024-03-31	£36,652	£33,779	-	-
2023-03-31	£25,770	£26,968	-	-
2022-03-31	£9,104	£13,415	-	-
2021-03-31	£37,250	£15,923	-	-

Trustees

Name	Role	Appointed
Lisa Marie Miller	Chair	2024-10-14
Claire Lawrence		2024-10-14
Colin Raymond Tanner Mr		2026-01-19
Elaine Kathleen Teggins		2016-09-01
Eleanor Louise Ravenscroft		2025-10-23
Karen Jane Poyser Ms		2021-12-21
TRUDY JANE REALE		2022-07-01

Accounts

**Trustees' Annual Report for the Period –
1st April 2024 to 31st March 2025**

Charity Name:

Stoke on Trent North, Stoke on Trent South, Newcastle and Longton
Divisions of the Guide Association

known as “Copeland Cottage”

Registered Charity Number :

524532

Principal Address :

Copeland Cottage
Haddon Lane
Chapel Chorlton
Staffordshire
ST5 5EE

Names of the Charity Trustees who manage the charity:

Commissioners (Jointly)	Chairman	
Mrs Elaine Teggin	Treasurer	
Ms Debra Kay Jolley	Commissioner	Stoke on Trent South
Ms Lisa Marie Miller	Commissioner	Longton
Ms Karen Jane Poyser	Commissioner	Stoke on Trent North
Mrs Trudy Reale	Commissioner	Newcastle

Minute Secretary :

Mrs Liz Adams

Structure, Governance and Management:

The Charity is affiliated to Girl Guiding UK and also an unincorporated charitable association, governed by constitution originally established by the trustees in 1963 and more recently revised in 2024.

Members are accepted onto the Management Committee by nomination and election and there are no more than 12 voting members, four of which are the Division Commissioners who are ex-officio trustees.

The Chairman of the Management Committee is appointed collectively by the Division Commissioners of Stoke on Trent North, Stoke on Trent South, Longton and Newcastle Divisions of the Guide Association.

Other officials are appointed jointly by the Division Commissioners and the Chairman of the Management Committee.

All members of the Management Committee are voluntary and unpaid.

Objectives and Activities:

The main objective of the Charity is the promotion and education of girls (Brownies) and young women (Guides) of all abilities, to help them emotionally, mentally, physically and spiritually to enable them to fulfil their capabilities and make a positive contribution to their community and wider world.

This is achieved through the provision of a safe environment and facilities for activities and guidance to promote sound social and physical interaction, delivered by trained volunteers and facilitators.

The Trustees have regard to the guidance issued by the Charity Commission in respect of public benefit and as such the site facilities are also available for use by other voluntary organisations and wider community groups, including use as a woodland school, and the Management Committee are resolved to continue to improve the facilities on site to encourage more Guiding, Voluntary and Community Groups to use the premises.

Outdoor on site activities include grass sledging, orienteering, pioneering, geocaching, blindfold trail, den building, archery and adventure playground. There is also a managed woodland for further activities, education and promotion of an understanding of nature and environmental issues and the protection thereof for future generations.

The premises on site include safe sleeping, cooking and indoor activity areas.

Summary of the main achievements and performance:

The net result for the year 2024/25 amounted to a surplus of £39,365 (20223/24 surplus £2,872).

The net deficit for the year on ordinary day to day activities was £1,250 (2023/24 surplus £4,472) with a net surplus on restricted funds of £40615 which collectively net to the overall surplus of £39,365.

The net expenditure on restricted funds (£26,987) was completion of the outdoor cooking shelter and deposit for the replacement outdoor play equipment..

The balance of restricted funding as at 31st March 2025 now stands at £86786. A very generous legacy of £67,603 was received during the period. These funds are allocated to the project to replace the outdoor play equipment (estimated total project cost £65K). Some £15,257 has been spent on a deposit for the play equipment project.

The site fees received for the 12 months 24/25 amounted to £15,680 (23/24 £20,466).

Trustees have always endeavored to maintain letting fees at a reasonable level to enable the site to remain affordable to as many groups and individuals as possible and avoid exclusion to those most in need who benefit from the activities the site offers.

Fees for site bookings were reviewed for 24/25 out of necessity to meet maintenance and running costs of the site.

Looking forward to 25/26 it is anticipated activities and bookings from Brownie and Guides groups will strengthen following a slight downturn in the 24/25 period.

Income from other sources came from the continuing support of the Friends of Maer £545, Sales of Souvenirs £1586 investment income £636, paid activities £720 and other site fees £18018. Other Site Fees were largely composed of income from an Independent School Academy, the committee will continue to review these bookings going forward.

A special thank you must go to the volunteers who have, once again, given freely of their time this year to support the organisation and carry out necessary on site activities on a weekly basis to oversee the site and ensure the grounds and buildings remain maintained.

Grounds Maintenance costs were above budget largely due to an

unexpected cost of approx. £7K on replacement drains.

Expenditure on repairs and renewals for the year showed a saving against budget of approximately £6K. However, this mainly arose from a culmination of unspent budgeted costs of general provision for replacement of heaters £2,000, replacement of shower flooring £2,000, and £1500 for emergency repairs.

All other necessary day to day site and other expenditure costs were maintained within or below budget overall.

Overall income for the period was some £6K below budget largely due to lower than expected camp fee income.

Financial Review:

The charity has no recognised gains or losses other than those dealt with in the statements of financial activities.

All surpluses are retained within the charity for the benefit of providing services, maintaining the main fabric and purpose of the charity and meeting expenditure to ensure continuing and improving activities.

Where possible, any available surplus of funds, not immediately required to meet current needs, is invested in ethical and safe funds in an attempt to maximise income as far as current market trends dictate.

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

Signed on behalf of the charity's trustees

STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.

COPELAND COTTAGE MANAGEMENT COMMITTEE
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2025

INCOME		ACTUAL	ACTUAL	ACTUAL	YEAR END
		Unrestricted	Restricted	31.03.25	31.03.24
		£	£	£	£
Donations, Gifts, Legacies, Grants and Similar Receipts					
	Donations	518.00		518.00	500.80
	Donations - Restricted		67,603.09	67,603.09	-
	Friends of Maer	545.00		545.00	165.00
Fees					
	Camp Fees - Guiding	15,680.00		15,680.00	20,466.80
	Site Fees - Others	18,018.00		18,018.00	11,318.00
	Activities	720.00		720.00	970.00
Miscellaneous					
	Souvenirs & Badges	1,586.63		1,586.63	2,628.10
	Interest - M & G Securities	636.68		636.68	605.01
TOTAL INCOME		37,704.31	67,603.09	105,307.40	36,651.81
PAYMENTS					
Site Running Costs					
	Rates & Water Rates	994.90		994.90	1,067.69
	Electricity	5,943.90		5,943.90	3,758.18
	Telephone	81.42		81.42	46.44
	Insurance	1,467.08		1,467.08	1,637.22
	Cleaning and Cleaning Materials	2,569.38		2,569.38	2,563.76
	Property Maintenance	2,323.69		2,323.69	953.57
	Repairs and Renewals	2,302.14		2,302.14	8,103.67
	Grounds Maintenance	14,716.38		14,716.38	6,338.01
	Grounds Equipment	50.70		50.70	139.89
	Management Fee	5,828.32		5,828.32	4,714.64
Other Expenditure					
	Activities	235.00		235.00	460.69
	Pest Control	585.00		585.00	350.00
	Trustees Indemnity Insurance	220.00		220.00	-
	Postage & Stationery	25.48		25.48	75.00
	Publicity & Advertising	81.00		81.00	81.00
	Audit Fee	150.00		150.00	150.00
	Professional Fees	49.50		49.50	60.00
	Honorarium	560.00		560.00	400.00
	Souvenir Costs	695.94		695.94	1,199.94
	Sundry	75.00		75.00	59.15
	Restricted Expenditure (Donation Supported)		26,987.46	26,987.46	1,600.00
TOTAL PAYMENTS		38,954.83	26,987.46	65,942.29	33,778.85
SURPLUS / (DEFICIT) ON THE FINANCIAL YEAR		(1,250.52)	40,615.63	39,365.11	2,872.96

COPELAND COTTAGE MANAGEMENT COMMITTEE
STATEMENT OF FUNDS AS AT 31ST MARCH 2025
Monetary Assets

	£	£	£
CASH IN HAND & AT BANK			
Opening Balance	47.11	61,342.56	61,389.67
Net Movement in period (as per Accounts)	-	39,365.11	39,365.11
Closing Balance	47.11	100,707.67	100,794.78
SAVINGS & DEPOSITS			
Investment Deposit			
Opening Balance / Valuation	-	10,000.00	10,243.67
Movement in period - Cash Transfer In/(Out)	-	-	-
Movement in period - Capitalised Interest	-	437.72	437.72
Movement in period - Fund Re-Valuation	-	10,681.39	10,681.39
Closing Balance / Valuation	-	10,681.39	10,681.39
TOTAL MONETARY ASSETS			
Overall Increase/(Decrease) in Investment		681.39	111,436.17

The above Statement of Funds and attached Receipts and Payments Account for the Year Ended 31st March 2025 were prepared from Books and Records as supplied to me and were in accordance therewith.

Dated 7th October 2025

Russell Wade

Russell Wade
Chartered Accountant

88, Mornington Road
Sneyd Green
Stoke on Trent
Staffordshire
ST1 6EL

STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.

COPELAND COTTAGE MANAGEMENT COMMITTEE
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2025

INCOME		ACTUAL Unrestricted £	ACTUAL Restricted £	ACTUAL 31.03.25 £	YEAR END 31.03.24 £
Donations, Gifts, Legacies, Grants and Similar Receipts					
	Donations	518.00		518.00	500.80
	Donations - Restricted		67,603.09	67,603.09	-
	Friends of Maer	545.00		545.00	165.00
Fees					
	Camp Fees - Guiding	15,680.00		15,680.00	20,466.80
	Site Fees - Others	18,018.00		18,018.00	11,318.00
	Activities	720.00		720.00	970.00
Miscellaneous					
	Souvenirs & Badges	1,586.63		1,586.63	2,628.10
	Interest - M & G Securities	636.68		636.68	605.01
TOTAL INCOME		37,704.31	67,603.09	105,307.40	36,651.81
PAYMENTS					
Site Running Costs					
	Rates & Water Rates	994.90		994.90	1,067.69
	Electricity	5,943.90		5,943.90	3,758.18
	Telephone	81.42		81.42	46.44
	Insurance	1,467.08		1,467.08	1,637.22
	Cleaning and Cleaning Materials	2,569.38		2,569.38	2,563.76
	Property Maintenance	2,323.69		2,323.69	953.57
	Repairs and Renewals	2,302.14		2,302.14	8,103.67
	Grounds Maintenance	14,716.38		14,716.38	6,338.01
	Grounds Equipment	50.70		50.70	139.89
	Management Fee	5,828.32		5,828.32	4,714.64
Other Expenditure					
	Activities	235.00		235.00	460.69
	Pest Control	585.00		585.00	350.00
	Trustees Indemnity Insurance	220.00		220.00	-
	Postage & Stationery	25.48		25.48	75.00
	Publicity & Advertising	81.00		81.00	81.00
	Audit Fee	150.00		150.00	150.00
	Professional Fees	49.50		49.50	60.00
	Honorarium	560.00		560.00	400.00
	Souvenir Costs	695.94		695.94	1,199.94
	Sundry	75.00		75.00	59.15
	Restricted Expenditure (Donation Supported)		26,987.46	26,987.46	1,600.00
TOTAL PAYMENTS		38,954.83	26,987.46	65,942.29	33,778.85
SURPLUS / (DEFICIT) ON THE FINANCIAL YEAR		(1,250.52)	40,615.63	39,365.11	2,872.96

**COPELAND COTTAGE MANAGEMENT COMMITTEE
STATEMENT OF FUNDS AS AT 31ST MARCH 2025**

Monetary Assets

		£	£	£
CASH IN HAND & AT BANK				
Opening Balance		47.11	61,342.56	61,389.67
Net Movement in period (as per Accounts)		-	39,365.11	39,365.11
Closing Balance	31,03.25	47.11	100,707.67	100,794.78
SAVINGS & DEPOSITS				
Investment Deposit			10,000.00	
Opening Balance / Valuation	Oct-15 01,04.24	-	10,243.67	10,243.67
Movement in period - Cash Transfer In/(Out)		-	-	-
Movement in period - Capitalised Interest		-	437.72	437.72
Movement in period - Fund Re-Valuation		-	10,681.39	10,681.39
Closing Balance / Valuation	31,03.25	-	21,162.78	21,162.78
TOTAL MONETARY ASSETS				
Overall Increase/(Decrease) in Investment			681.39	681.39
			111,436.17	111,436.17

The above Statement of Funds and attached Receipts and Payments Account for the Year Ended 31st March 2025 were prepared from Books and Records as supplied to me and were in accordance therewith.

Dated 7th October 2025

Russell Wade

Russell Wade
Chartered Accountant

88, Mornington Road
Sneyd Green
Stoke on Trent
Staffordshire
ST1 6EL

Accounts

**Trustees' Annual Report for the Period –
1st April 2023 to 31st March 2024**

Charity Name:

Stoke on Trent North, Stoke on Trent South, Newcastle and Longton
Divisions of the Guide Association

known as “Copeland Cottage”

Registered Charity Number :

524532

Principal Address :

Copeland Cottage
Haddon Lane
Chapel Chorlton
Staffordshire
ST5 5EE

Names of the Charity Trustees who manage the charity:

Commissioners (Jointly)	Chairman	
Mrs Elaine Teggins	Treasurer	
Ms Debra Kay Jolley	Commissioner	Stoke on Trent South
Ms Lisa Marie Miller	Commissioner	Longton
Ms Karen Jane Poyser	Commissioner	Stoke on Trent North
Mrs Trudy Reale	Commissioner	Newcastle

Minute Secretary :

Mrs Liz Adams

Structure, Governance and Management:

The Charity is affiliated to Girl Guiding UK and also an unincorporated charitable association, governed by constitution originally established by the trustees in 1963 and more recently revised in 2004.

Members are accepted onto the Management Committee by nomination and election and there are no more than 12 voting members, four of which are the Division Commissioners who are ex-officio trustees.

The Chairman of the Management Committee is appointed collectively by the Division Commissioners of Stoke on Trent North, Stoke on Trent South, Longton and Newcastle Divisions of the Guide Association.

Other officials are appointed jointly by the Division Commissioners and the Chairman of the Management Committee.

All members of the Management Committee are voluntary and unpaid.

Objectives and Activities:

The main objective of the Charity is the promotion and education of girls (Brownies) and young women (Guides) of all abilities, to help them emotionally, mentally, physically and spiritually to enable them to fulfil their capabilities and make a positive contribution to their community and wider world.

This is achieved through the provision of a safe environment and facilities for activities and guidance to promote sound social and physical interaction, delivered by trained volunteers and facilitators.

The Trustees have regard to the guidance issued by the Charity Commission in respect of public benefit and as such the site facilities are also available for use by other voluntary organisations and wider community groups, including use as a woodland school, and the Management Committee are resolved to continue to improve the facilities on site to encourage more Guiding, Voluntary and Community Groups to use the premises.

Outdoor on site activities include grass sledging, orienteering, pioneering, geocaching, blindfold trail, den building, archery and adventure playground. There is also a managed woodland for further activities, education and promotion of an understanding of nature and environmental issues and the protection thereof for future generations.

The premises on site include safe sleeping, cooking and indoor activity areas.

Summary of the main achievements and performance:

The net result for the year 2023/24 amounted to a surplus of £2,872 (2022/23 deficit £1,198).

The net surplus for the year on ordinary day to day activities was £4,472 (2022/23 deficit £3,068) with a net expenditure on restricted funds of £1,600 (2022/23 income £1870) which collectively net to the overall surplus of £2,872.

The net expenditure on restricted funds (£1600) was for Archery Equipment and Training.

The balance of restricted funding as at 31st March 2024 now stands at £19,183 of which £15,013 is attributable to a very generous legacy received in April 2020 at the start of the pandemic close down period. Plans are currently underway for the remodelling and improvement of the outdoor cooking/kitchen areas to be largely funded through the £15,013 legacy.

The site fees received for the 12 months 23/24 amounted to £20,466 (22/23 £15,851).

Trustees have always endeavoured to maintain letting fees at a reasonable level to enable the site to remain affordable to as many groups and individuals as possible and avoid exclusion to those most in need who benefit from the activities the site offers.

Fees for site bookings were reviewed for 22/23 out of necessity to meet maintenance and running costs of the site.

Looking forward to 24/25 it is anticipated activities and bookings from Brownie and Guides groups will continue to strengthen.

Income from other sources came from the continuing support of the Friends of Maer £165, Sales of Souvenirs £2,628, investment income £605, paid activities £970 and other site fees £11,316. Other Site Fees were largely composed of income from an Independent School Academy, the committee will continue to review these bookings going forward.

A special thank you must go to the volunteers who have, once again, given freely of their time this year to support the organisation and carry out necessary on site activities on a weekly basis to oversee the site and ensure the grounds and buildings remain maintained.

Grounds Maintenance has included costs for on site hedge cutting and

normal maintenance of the playing fields throughout the year which all came in on or below budget. A total of £3,550 was spent on new/replacement fencing and £840 on play equipment inspection. Overall Grounds Maintenance was approximately £2,500 below budget. This was due to certain projects, for example the rebuild of the entrance stone logos, being carried forward to the next period.

Expenditure on repairs and renewals for the year showed a saving against budget of approximately £8K. However, this mainly arose from a culmination of unspent budgeted costs of general provision for replacement of heaters £2,000, replacement of shower flooring £2,000, repairs to decking supports £3,000, and provision for repair of play equipment following inspection.

All other necessary day to day site and other expenditure costs were maintained within or below budget overall with offsets against under and over budget costs.

It should be noted that the current fuel contract (set in 2020) will expire at the end of July 2024 and an increase in cost is anticipated for the 2024/25 period.

Overall income for the period was some £9K above budget, this largely due to higher than expected 'Site Fees – Other' income. Overall expenditure was some £10K below budget, this largely due to Repairs and Renewal activities not required or completed within the period. The only restricted funding expenditure in the period was for Archery equipment, it is anticipated that the remaining Restricted Funding will be utilized in the following period.

Financial Review:

The charity has no recognised gains or losses other than those dealt with in the statements of financial activities.

All surpluses are retained within the charity for the benefit of providing services, maintaining the main fabric and purpose of the charity and meeting expenditure to ensure continuing and improving activities.

Where possible, any available surplus of funds, not immediately required to meet current needs, is invested in ethical and safe funds in an attempt to maximise income as far as current market trends dictate.

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

Signed on behalf of the charity's trustees

STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.

COPELAND COTTAGE MANAGEMENT COMMITTEE
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2024

INCOME	ACTUAL Unrestricted £	ACTUAL Restricted £	ACTUAL 31.03.24 £	YEAR END 31.03.23 £
<u>Donations, Gifts, Legacies, Grants and Similar Receipts</u>				
Donations	500.80		500.80	366.00
Donations - Restricted		-	-	270.00
Grants - Restricted		-	-	1,600.00
Friends of Maer	165.00		165.00	495.00
Other Income				
<u>Fees</u>				
Camp Fees - Guiding	20,466.90		20,466.90	15,851.30
Site Fees - Others	11,316.00		11,316.00	3,389.00
Activities	970.00		970.00	680.00
<u>Miscellaneous</u>				
Fund Raising	-		-	18.38
Souvenirs & Badges	2,628.10		2,628.10	2,360.25
Gift Aid	-		-	152.50
Interest - M & G Securities	605.01		605.01	587.43
TOTAL INCOME	36,651.81	-	36,651.81	25,769.86
PAYMENTS				
<u>Site Running Costs</u>				
Rates & Water Rates	1,087.69		1,087.69	921.60
Electricity	3,758.18		3,758.18	3,620.57
Telephone	46.44		46.44	61.92
Insurance	1,637.22		1,637.22	1,348.71
Cleaning and Cleaning Materials	2,563.76		2,563.76	1,493.01
Property Maintenance	953.57		953.57	1,395.00
Repairs and Renewals	8,103.67		8,103.67	7,999.74
Grounds Maintenance	6,338.01		6,338.01	2,274.57
Grounds Equipment	139.89		139.89	355.05
Management Fee	4,714.64		4,714.64	2,880.00
<u>Other Expenditure</u>				
Activities	460.69		460.69	1,525.55
Pest Control	350.00		350.00	405.00
Trustees Indemnity Insurance	-		-	220.29
Postage & Stationery	75.00		75.00	123.25
Publicity & Advertising	81.00		81.00	113.40
Audit Fee	150.00		150.00	150.00
Professional Fees	60.00		60.00	1,500.00
Honorarium	400.00		400.00	400.00
Souvenir Costs	1,199.94		1,199.94	65.22
Sundry	59.15		59.15	115.47
Restricted Expenditure (Donation Supported)		1,600.00	1,600.00	-
TOTAL PAYMENTS	32,178.85	1,600.00	33,778.85	26,968.35
<u>SURPLUS / (DEFICIT) ON THE FINANCIAL YEAR</u>	4,472.96	(1,600.00)	2,872.96	(1,198.49)

COPELAND COTTAGE MANAGEMENT COMMITTEE
 STATEMENT OF FUNDS AS AT 31ST MARCH 2024
 Monetary Assets

		£	£	£
CASH IN HAND & AT BANK		Cash in Hand	Current Account	Total
Opening Balance	01.04.23	47.11	58,469.60	58,516.71
Net Movement in period (as per Accounts)		-	2,872.96	2,872.96
Closing Balance	31.03.24	47.11	61,342.56	61,389.67
 SAVINGS & DEPOSITS		National Savings	M&G Securities	Total
Investment Deposit	Oct-15		10,000.00	
Opening Balance / Valuation	01.04.23	-	10,434.25	10,434.25
Movement in period - Cash Transfer In/(Out)			-	-
Movement in period - Capitalised Interest			-	-
Movement in period - Fund Re-Valuation			(190.58)	(190.58)
Closing Balance / Valuation	31.03.24	-	10,243.67	10,243.67
 TOTAL MONETARY ASSETS	 31.03.24			71,633.34
 Overall Increase/(Decrease) in Investment			243.67	

The above Statement of Funds and attached Receipts and Payments Account for the Year Ended 31st March 2024 were prepared from Books and Records as supplied to me and were in accordance therewith.

Russell Wade

Russell Wade
 Chartered Accountant

Dated
 12/09/24

88, Mornington Road
 Sneyd Green
 Stoke on Trent
 Staffordshire
 ST1 6EL

COPELAND COTTAGE MANAGEMENT COMMITTEE
STATEMENT OF FUNDS AS AT 31ST MARCH 2024
Monetary Assets

		£	£	£
CASH IN HAND & AT BANK		Cash in Hand	Current Account	Total
Opening Balance	01.04.23	47.11	58,469.60	58,516.71
Net Movement in period (as per Accounts)		-	2,872.96	2,872.96
Closing Balance	31.03.24	47.11	61,342.56	61,389.67
SAVINGS & DEPOSITS		National Savings	M&G Securities	Total
Investment Deposit	Oct-15		10,000.00	
Opening Balance / Valuation	01.04.23	-	10,434.25	10,434.25
Movement in period - Cash Transfer In/(Out)		-	-	-
Movement in period - Capitalised Interest		-	-	-
Movement in period - Fund Re-Valuation		-	(190.58)	(190.58)
Closing Balance / Valuation	31.03.24	-	10,243.67	10,243.67
TOTAL MONETARY ASSETS	31.03.24			71,633.34
Overall Increase/(Decrease) in Investment			243.67	

The above Statement of Funds and attached Receipts and Payments Account for the Year Ended 31st March 2024 were prepared from Books and Records as supplied to me and were in accordance therewith.

Russell Wade

Russell Wade
Chartered Accountant

Dated
12/09/24

88, Mornington Road
Sneyd Green
Stoke on Trent
Staffordshire
ST1 6EL

Accounts

**Trustees' Annual Report for the Period –
1st April 2021 to 31st March 2023**

Charity Name:

Stoke on Trent North, Stoke on Trent South, Newcastle and Longton
Divisions of the Guide Association

known as “Copeland Cottage”

Registered Charity Number :

524532

Principal Address :

Copeland Cottage
Haddon Lane
Chapel Chorlton
Staffordshire
ST5 5EE

Names of the Charity Trustees who manage the charity:

Commissioners (Jointly)	Chairman	
Mrs Elaine Teggin	Treasurer	
Ms Debra Kay Jolley	Commissioner	Stoke on Trent South
Ms Lisa Marie Miller	Commissioner	Longton
Ms Karen Jane Poyser	Commissioner	Stoke on Trent North
Mrs Trudy Reale	Commissioner	Newcastle
	From 1 st July 2022	

Minute Secretary :

Mrs Liz Adams

Structure, Governance and Management:

The Charity is affiliated to Girl Guiding UK and also an unincorporated charitable association, governed by constitution originally established by the trustees in 1963 and more recently revised in 2004.

Members are accepted onto the Management Committee by nomination and election and there are no more than 12 voting members, four of which are the Division Commissioners who are ex-officio trustees.

The Chairman of the Management Committee is appointed collectively by the Division Commissioners of Stoke on Trent North, Stoke on Trent South, Longton and Newcastle Divisions of the Guide Association.

Other officials are appointed jointly by the Division Commissioners and the Chairman of the Management Committee.

All members of the Management Committee are voluntary and unpaid.

Objectives and Activities:

The main objective of the Charity is the promotion and education of girls (Brownies) and young women (Guides) of all abilities, to help them emotionally, mentally, physically and spiritually to enable them to fulfil their capabilities and make a positive contribution to their community and wider world.

This is achieved through the provision of a safe environment and facilities for activities and guidance to promote sound social and physical interaction, delivered by trained volunteers and facilitators.

The Trustees have regard to the guidance issued by the Charity Commission in respect of public benefit and as such the site facilities are also available for use by other voluntary organisations and wider community groups and the Management Committee are resolved to continue to improve the facilities on site to encourage more Guiding, Voluntary and Community Groups to use the premises.

Outdoor on site activities include grass sledging, orienteering, pioneering, geocaching, blindfold trail, den building and adventure playground. There is also a managed woodland for further activities, education and promotion of an understanding of nature and environmental issues and the protection thereof for future generations.

The premises on site include safe sleeping, cooking and indoor activity areas.

Summary of the main achievements and performance:

The net result for the year 2022/23 amounted to a deficit of £1,198 (2021/22 deficit £4,311).

The net deficit in the year on ordinary day to day activities was £3,068 (2021/22 £4,315) with a net income on restricted funds of £1,870 (2021/22 £4) which collectively net to the overall deficit of £1,198.

The net income on restricted funds is from the receipt of donations in lieu of flowers gratefully received from friends and relatives of the late Nora Brammer and funding of £1,600 from Community Foundation specifically to be used for Archery Equipment and Training.

The balance of restricted funding as at 31st March 2023 now stands at £20,783.24 of which £15,013 is attributable to a very generous legacy received in April 2020 at the start of the pandemic close down period.

The expenditure of this amount was always earmarked to be to a single major project, yet to be determined, of benefit to the site as a whole, and to be selected in liaison, and agreement, with the representatives of the donor.

Plans are currently being drawn up for the remodelling and improvement of the outdoor cooking/kitchen areas and subject to quotations to be tendered this may form the basis of a tentative use of this portion of the restricted funding upon discussion and agreement with the relatives of the legatee.

There is still major works to be carried out in the Woodland, mainly the formation of a pathway, and an update to the Kitchen area which would utilise the balance of the restricted funding now that the site is fully open.

The site tentatively re-opened in mid-September 2021 but still follows hygiene rulings connected with the Pandemic to keep all visitors safe. The 22/23 year has been the first complete year the site has been fully open. The site fees received for the 12 months 22/23 amounted to £15,851 (20/21 7 Months £2,803).

This compares to a reduction against average annual pre-pandemic receipts of £19,875 taken over the 3 years 18/19,19/20 and 20/21.

Trustees have always endeavoured to maintain letting fees at a reasonable level to enable the site to remain affordable to as many groups and individuals as possible and avoid exclusion to those most in need who benefit from the activities the site offers.

Fees for site bookings had remained at the same level from 19/20 but were reviewed for 22/23 out of necessity to meet maintenance and running costs of the site.

Looking forward to 23/24 it is anticipated activities and bookings from Brownie and Guides groups will continue to strengthen.

Income from other sources came from the continuing support of the Friends of Maer £495, Sales of Souvenirs £2,360, Gift Aid tax relief claimed £152, investment income £587, paid activities £680 and other site fees ££3,389.

It should be noted that included in the other site fees is £2,500 for use of the site in the last quarter of the year by an Independent School Academy, this booking continues through to July 23 of the forthcoming 23/24 year at which time it will be reviewed to determine any continuation of bookings going forward.

A special thank you must go to the volunteers who have, once again, given freely of their time this year to support the organisation and carry out necessary on site activities on a weekly basis to oversee the site and ensure the grounds and buildings remain maintained whilst the site was closed and continue this work now the site has re-opened.

As previously mentioned the Woodland Project remains ongoing with the establishment of paths through the area but still remains an area of high maintenance and re-establishment. A balance of ring-fenced funds of £1,531 remained at the end of the year (£1,531 21/22) for use towards the cost of creating “well-being” seating areas and bringing the area into a position of increased safe use in the forthcoming 23/24 year.

Grounds maintenance has included costs for on site hedge cutting and normal maintenance of the playing fields throughout the year which all came in on or below budget. The underspent variance against budget mainly arises from budgeted spend which was either not incurred (Field Fencing repairs £2,000, Rebuilding Entrance Stone Logos £1,000, Herbicide/Weed Spraying £810, Mower Service & Gardening Tools £1,254), not fully spent or carried out by volunteers.

These costs, where appropriate will be carried forward into 23/24 budget.

Expenditure on repairs and renewals for the year showed a saving against budget of £1,607. However, this mainly arose from a culmination of unspent budgeted costs of £4,500 (General provision for replacement of Heaters £2,000, Replacement of Shower Flooring £2,000, Further tree root work £500) together with expenditure on unforeseen major items £3,544 (EICR Remedial Works £2,694, Undersink Water Heater £850), an underspend on blown D/G units £874 and additional spend on post

inspection Play Equipment Repair costs £1,315 and other miscellaneous underspends against budget £1,092.

All other necessary day to day site and other expenditure costs were maintained within or below budget overall with offsets against under and over budget costs.

It should be noted that the current fuel crisis resulting in major increases in gas and electricity costs is not affecting the site as the fuel costs were set in 2020 for a four-year contract period to the end of July 2024.

Excluding restricted reserves received during the year, the overall projected overspend at 31st March 2023 was expected at £34,475. This arises from a budgeted net spend over income of £15,562 plus a spend of £18,913 from restricted reserves. This expenditure of the restricted reserves would have taken the actual net overspend at 31st March 2023 from £3,068 to £21,981 as the restricted income to offset this spend has been recorded and reported in previous years.

It is now anticipated the majority of restricted reserves will be expended by the end of the 23/24 financial year and therefore now be reflected in the accounts for that year.

Financial Review:

The charity has no recognised gains or losses other than those dealt with in the statements of financial activities.

All surpluses are retained within the charity for the benefit of providing services, maintaining the main fabric and purpose of the charity and meeting expenditure to ensure continuing and improving activities.

Where possible, any available surplus of funds, not immediately required to meet current needs, is invested in ethical and safe funds in an attempt to maximise income as far as current market trends dictate.

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

Signed on behalf of the charity's trustees

STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.

COPELAND COTTAGE MANAGEMENT COMMITTEE
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2023

INCOME	ACTUAL Unrestricted £	ACTUAL Restricted £	ACTUAL 31.03.23 £	YEAR END 31.03.22 £
<u>Donations, Gifts, Legacies, Grants and Similar Receipts</u>				
Donations	366.00		366.00	127.00
Donations - Restricted		270.00	270.00	-
Grants	-		-	-
Grants - Restricted		1,600.00	1,600.00	
Grants (NULBC Coronavirus Business Support Grant)				2,667.00
Friends of Maer	495.00		495.00	760.00
Other Income				600.00
<u>Fees</u>				
Camp Fees - Guiding	15,851.30		15,851.30	3,688.00
Camp Fees - Guiding Deposit Refunds (CV19 Closure)			-	(885.00)
Site Fees - Others	3,389.00		3,389.00	715.00
Activities	680.00		680.00	25.00
<u>Miscellaneous</u>				
Fund Raising	18.38		18.38	43.92
Fund Raising - Restricted			-	-
Souvenirs & Badges	2,360.25		2,360.25	209.35
Gift Aid	152.50		152.50	622.32
Interest - M & G Securities	587.43		587.43	527.63
Volunteer Event	-		-	-
<u>Special Projects</u>				
Woodland Project	-		-	4.00
<u>TOTAL INCOME</u>	23,899.86	1,870.00	25,769.86	9,104.22
PAYMENTS				
<u>Site Running Costs</u>				
Rates & Water Rates	921.60		921.60	1,183.66
Electricity	3,620.57		3,620.57	2,880.52
Telephone	61.92		61.92	61.92
Insurance	1,348.71		1,348.71	1,185.54
Cleaning and Cleaning Materials	1,493.01		1,493.01	430.10
Property Maintenance	1,395.00		1,395.00	1,043.16
Repairs and Renewals	7,999.74		7,999.74	2,166.35
Grounds Maintenance	2,274.57		2,274.57	3,116.84
Grounds Equipment	355.05		355.05	-
Management Fee	2,880.00		2,880.00	-
Extraordinary Site Costs	-		-	-
<u>Other Expenditure</u>				
Activities	1,525.55		1,525.55	35.00
Pest Control	405.00		405.00	-
Trustees Indemnity Insurance	220.29		220.29	217.04
Postage & Stationery	123.25		123.25	86.89
Publicity & Advertising	113.40		113.40	441.00
Audit Fee	150.00		150.00	150.00
Professional Fees	1,500.00		1,500.00	-
Honorarium	400.00		400.00	400.00
Souvenir Costs	65.22		65.22	-
Volunteer Expenses	-		-	-
Sundry	115.47		115.47	17.24
Restricted Expenditure (Donation supported)			-	-
Volunteer Event	-		-	-
<u>Special Projects</u>				
Woodland Project	-		-	-
	26,968.35	-	26,968.35	13,415.26
<u>SURPLUS / (DEFICIT) ON THE FINANCIAL YEAR</u>	(3,068.49)	1,870.00	(1,198.49)	(4,311.04)
Represented by :-				
Net Movement on Current Account **			(1,198.49)	(4,311.04)

**STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.**

COPELAND COTTAGE MANAGEMENT COMMITTEE

SCHEDULE OF GRANT FUNDING AND EXPENDITURE

FRIDGE FREEZER

03.03.16 Longton Trefoil Group 300.00

300.00

31.03.17 Balance 300.00

NB. Not utilised as a Fridge Freezer was donated in 2016/17
Longton Trefoil have given permission for monies to be used
against other nominated expenditure as appropriate

COOKER

03.12.17 Currys
Hotpoint HAE60PS Elec Ceramic Cooker 354.99

04.12.17 B G Electrics
Installation of New Cooker 75.00

Total Expenditure 429.99

Funded by -

Grant - Longton Trefoil Group 300.00

Own Funds - Copeland Cottage 129.99

31.03.18 Balance -

NO GRANTS RECEIVED YEAR TO MARCH 2019

NO GRANTS RECEIVED YEAR TO MARCH 2020

NO GRANTS RECEIVED YEAR TO MARCH 2021

Except Covid19 NULBC Govt Grant for closure - declared as income in 20/21

NULBC (Govt Business Support Grant)

02.02.22 Omicron Hospitality & Leisure Grant 2,667.00 Year 2021-2022

28.02.23 Community Foundation 1,600.00 Funding for Archery Training & Equipment
(see added to Restricted Funding)

**COPELAND COTTAGE MANAGEMENT COMMITTEE
STATEMENT OF FUNDS AS AT 31ST MARCH 2023**

Monetary Assets

		£	£	£
CASH IN HAND & AT BANK		Cash in Hand	Current Acc	Total
Opening Balance	01.04.22	47.11	59,668.09	59,715.20
Net Movement in period (as per Accounts)		-	1,198.49	- 1,198.49
Closing Balance	31.03.23	47.11	58,469.60	58,516.71

Split Unrestricted and Restricted

		Unrestricted	Restricted	£
Opening Balance				
Net Movement in period (as per Accounts)		40,801.96	18,913.24	59,715.20
Closing Balance		(3,068.49)	1,870.00	- 1,198.49
		37,733.47	20,783.24	58,516.71

SAVINGS & DEPOSITS

		National Savings	M&G Securities	Total
Investment Deposit	Oct-15		10,000.00	
Opening Balance / Valuation	01.04.22	-	11,113.42	11,113.42
Movement in period - Cash Transfer In/(Out)			-	-
Movement in period - Capitalised Interest			-	-
Movement in period - Fund Re-Valuation		-	679.17	- 679.17
Closing Balance / Valuation	31.03.23	-	10,434.25	10,434.25

TOTAL MONETARY ASSETS **31.03.23** 68,950.96

Overall Increase/(Decrease) in Investment 434.25

The above Statement of Funds and attached Income and Expenditure Account for the Year ended 31st March 2023 were prepared from Books and records as supplied to me and were in accordance therewith.

Russell Wade
Chartered Accountant

Dated

88 Mornington Road
Sneyd Green
Stoke on Trent
Staffordshire
ST1 6EL

STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.

COPELAND COTTAGE MANAGEMENT COMMITTEE
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2023

INCOME		ACTUAL	ACTUAL	ACTUAL	YEAR END
		Unrestricted	Restricted	31.03.23	31.03.22
		£	£	£	£
<u>Donations, Gifts, Legacies, Grants and Similar Receipts</u>					
	Donations	366.00		366.00	127.00
	Donations - Restricted		270.00	270.00	-
	Grants	-		-	-
	Grants - Restricted		1,600.00	1,600.00	
	Grants (NULBC Coronavirus Business Support Grant)				2,667.00
	Friends of Maer	495.00		495.00	760.00
	Other Income				600.00
<u>Fees</u>					
	Camp Fees - Guiding	15,851.30		15,851.30	3,688.00
	Camp Fees - Guiding Deposit Refunds (CV19 Closure)			-	(885.00)
	Site Fees - Others	3,389.00		3,389.00	715.00
	Activities	680.00		680.00	25.00
<u>Miscellaneous</u>					
	Fund Raising	18.38		18.38	43.92
	Fund Raising - Restricted			-	-
	Souvenirs & Badges	2,360.25		2,360.25	209.35
	Gift Aid	152.50		152.50	622.32
	Interest - M & G Securities	587.43		587.43	527.63
	Volunteer Event	-		-	-
<u>Special Projects</u>					
	Woodland Project	-		-	4.00
<u>TOTAL INCOME</u>		23,899.86	1,870.00	25,769.86	9,104.22
PAYMENTS					
<u>Site Running Costs</u>					
	Rates & Water Rates	921.60		921.60	1,183.66
	Electricity	3,620.57		3,620.57	2,880.52
	Telephone	61.92		61.92	61.92
	Insurance	1,348.71		1,348.71	1,185.54
	Cleaning and Cleaning Materials	1,493.01		1,493.01	430.10
	Property Maintenance	1,395.00		1,395.00	1,043.16
	Repairs and Renewals	7,999.74		7,999.74	2,166.35
	Grounds Maintenance	2,274.57		2,274.57	3,116.84
	Grounds Equipment	355.05		355.05	-
	Management Fee	2,880.00		2,880.00	-
	Extraordinary Site Costs	-		-	-
<u>Other Expenditure</u>					
	Activities	1,525.55		1,525.55	35.00
	Pest Control	405.00		405.00	-
	Trustees Indemnity Insurance	220.29		220.29	217.04
	Postage & Stationery	123.25		123.25	86.89
	Publicity & Advertising	113.40		113.40	441.00
	Audit Fee	150.00		150.00	150.00
	Professional Fees	1,500.00		1,500.00	-
	Honorarium	400.00		400.00	400.00
	Souvenir Costs	65.22		65.22	-
	Volunteer Expenses	-		-	-
	Sundry	115.47		115.47	17.24
	Restricted Expenditure (Donation supported)			-	-
	Volunteer Event	-		-	-
<u>Special Projects</u>					
	Woodland Project	-		-	-
		26,968.35	-	26,968.35	13,415.26
<u>SURPLUS / (DEFICIT) ON THE FINANCIAL YEAR</u>		(3,068.49)	1,870.00	(1,198.49)	(4,311.04)
Represented by :-					
Net Movement on Current Account **				(1,198.49)	(4,311.04)

**STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.**

COPELAND COTTAGE MANAGEMENT COMMITTEE

SCHEDULE OF GRANT FUNDING AND EXPENDITURE

FRIDGE FREEZER

03.03.16 Longton Trefoil Group 300.00

300.00

31.03.17 Balance 300.00

NB. Not utilised as a Fridge Freezer was donated in 2016/17
Longton Trefoil have given permission for monies to be used
against other nominated expenditure as appropriate

COOKER

03.12.17 Currys
Hotpoint HAE60PS Elec Ceramic Cooker 354.99

04.12.17 B G Electrics
Installation of New Cooker 75.00

Total Expenditure 429.99

Funded by -

Grant - Longton Trefoil Group 300.00

Own Funds - Copeland Cottage 129.99

31.03.18 Balance -

NO GRANTS RECEIVED YEAR TO MARCH 2019

NO GRANTS RECEIVED YEAR TO MARCH 2020

NO GRANTS RECEIVED YEAR TO MARCH 2021

Except Covid19 NULBC Govt Grant for closure - declared as income in 20/21

NULBC (Govt Business Support Grant)

02.02.22 Omicron Hospitality & Leisure Grant 2,667.00 Year 2021-2022

28.02.23 Community Foundation 1,600.00 Funding for Archery Training & Equipment
(see added to Restricted Funding)

**COPELAND COTTAGE MANAGEMENT COMMITTEE
STATEMENT OF FUNDS AS AT 31ST MARCH 2023**

Monetary Assets

		£	£	£
CASH IN HAND & AT BANK		Cash in Hand	Current Acc	Total
Opening Balance	01.04.22	47.11	59,668.09	59,715.20
Net Movement in period (as per Accounts)		-	1,198.49	- 1,198.49
Closing Balance	31.03.23	47.11	58,469.60	58,516.71

Split Unrestricted and Restricted

		Unrestricted	Restricted	£
Opening Balance				
Net Movement in period (as per Accounts)		40,801.96	18,913.24	59,715.20
Closing Balance		(3,068.49)	1,870.00	- 1,198.49
		37,733.47	20,783.24	58,516.71

SAVINGS & DEPOSITS

		National Savings	M&G Securities	Total
Investment Deposit	Oct-15		10,000.00	
Opening Balance / Valuation	01.04.22	-	11,113.42	11,113.42
Movement in period - Cash Transfer In/(Out)			-	-
Movement in period - Capitalised Interest			-	-
Movement in period - Fund Re-Valuation		-	679.17	- 679.17
Closing Balance / Valuation	31.03.23	-	10,434.25	10,434.25

TOTAL MONETARY ASSETS **31.03.23** 68,950.96

Overall Increase/(Decrease) in Investment **434.25**

The above Statement of Funds and attached Income and Expenditure Account for the Year ended 31st March 2023 were prepared from Books and records as supplied to me and were in accordance therewith.

Russell Wade
Chartered Accountant

Dated

88 Mornington Road
Sneyd Green
Stoke on Trent
Staffordshire
ST1 6EL

Accounts

**Trustees' Annual Report for the Period –
1st April 2020 to 31st March 2021**

Charity Name:

Stoke on Trent North, Stoke on Trent South, Newcastle and Longton
Divisions of the Guide Association

known as “Copeland Cottage”

Registered Charity Number :

524532

Principal Address :

Copeland Cottage
Haddon Lane
Chapel Chorlton
Staffordshire
ST5 5EE

Names of the Charity Trustees who manage the charity:

Commissioners (4 x Jointly) Chairman

Mrs Elaine Teggins Treasurer

Ms Kimberley Jane Smith Commissioner Stoke on Trent South

Ms Lisa Marie Miller Commissioner Longton

Miss Ruth Farrell Commissioner Newcastle

Mrs Antonia Ryan Commissioner Stoke on Trent North

Minute Secretary :

Kathryn Bagshaw

Structure, Governance and Management:

The Charity is affiliated to Girl Guiding UK and also an unincorporated charitable association, governed by constitution originally established by the trustees in 1963 and more recently revised in 2004.

Members are accepted onto the Management Committee by nomination and election and there are no more than 12 voting members, four of which are the Division Commissioners who are ex-officio trustees.

The Chairman of the Management Committee is appointed collectively by the Division Commissioners of Stoke on Trent North, Stoke on Trent South, Longton and Newcastle Divisions of the Guide Association.

Other officials are appointed jointly by the Division Commissioners and the Chairman of the Management Committee.

All members of the Management Committee are voluntary and unpaid.

Objectives and Activities:

The main objective of the Charity is the promotion and education of girls (Brownies) and young women (Guides) of all abilities, to help them emotionally, mentally, physically and spiritually to enable them to fulfil their capabilities and make a positive contribution to their community and wider world.

This is achieved through the provision of a safe environment and facilities for activities and guidance to promote sound social and physical interaction, delivered by trained volunteers and facilitators.

The Trustees have regard to the guidance issued by the Charity Commission in respect of public benefit and as such the site facilities are also available for use by other voluntary organisations and wider community groups and the Management Committee are resolved to continue to improve the facilities on site to encourage more Guiding, Voluntary and Community Groups to use the premises.

Outdoor on site activities include grass sledging, orienteering, pioneering, geocaching, blindfold trail, den building and adventure playground. There is also a managed woodland for further activities, education and promotion of an understanding of nature and environmental issues and the protection thereof for future generations. The premises on site include safe sleeping, cooking and indoor activity areas.

Summary of the main achievements and performance:

The net result for the year 2020/21 amounted to a surplus of £21,327 (2019/20 surplus £10,849).

The net income in the year on ordinary day to day activities was £6,552 (2019/20 £9,805) with a net income on restricted funds of £14,774 (2019/20 £1,044)

The net income on restricted funds is mainly attributable to a very generous legacy of £15,013 received in the early part of the year, the expenditure of which will be to a single major project, of benefit to the site as a whole, to be selected in liaison, and agreement, with the representatives of the donor.

The main issue of 2020/21 was the Coronavirus Pandemic which saw the closure of the site to all visitors, in response to a Government directive, from March of the previous year and the whole of the 2020/21 Financial Year. The site was fortunate enough to receive Coronavirus Business Support Grants throughout the current year from Newcastle Borough Council (NULBC) in replacement of fees. The grants received over the year amounted in total to £21,051 which was comparable to the fee income of £21,174 received for the previous year.

Deposits taken in 19/20 for 20/21 bookings have in the main been carried forward for when the site re-opens with requested cancellations amounting to £1,299 in refunded deposits in the current year.

Trustees have always endeavoured to maintain letting fees at a reasonable level to enable the site to remain affordable to as many groups and individuals as possible and avoid exclusion to those most in need who benefit from the activities the site offers.

Fees currently remain at the same level as 19/20.

Looking forward to 21/22 it is anticipated any activities will be limited and mainly restricted to outdoors, with no overnight stays. This is changeable dependant on Government directives which come into force during the year together with the level of measures the Committee feel can be adequately put in place, and adhered to, on site, to effectively ensure the safety of all visitors at all times.

As the site was closed there was effectively no sale of souvenirs and badges (£2,612 19/20) and no income from other various activities.

Other areas of activity contributing to the reported surplus has arisen from the continuing generous support of the Friends of Maer (£982) and donations from a cancelled activity fee of £400 and a waived deposit

refund of £25. Collective ring-fenced donations in the year amounted to £14,774, the main source being a legacy of £15,013 as previously mentioned. This brings the net balance of ring-fenced donations to £18,909 being carried forward for use against projects for the year 2021/22.

A special thank you must go to the volunteers who have given freely of their time this year to support the organisation and carry out necessary on site activities on a weekly basis to oversee the site and ensure the grounds and buildings remain maintained whilst the site is closed.

The Woodland Project remains ongoing with the establishment of paths through the area but still remains an area of high maintenance and re-establishment. A balance of ring-fenced funds of £1,527 remained at the end of the year (£1,508 19/20) for use towards the cost of creating “well-being” seating areas and bringing the area into a position of increased safe use in the forthcoming year 21/22.

The planned repainting of the exterior was carried out this year at a cost of £1,600 and also work for a replacement flat roof to the Chalet at a cost of £2,856, both of which were within budget.

Grounds maintenance has included costs this year for roadside and on site hedge cutting which has previously been carried out gratuitously and a new petrol mower was purchased (£629) with the old one serviced and repaired (£240) to keep in use as a reserve.

All other necessary day to day costs were maintained within or below budget.

Financial Review:

The charity has no recognised gains or losses other than those dealt with in the statements of financial activities.

All surpluses are retained within the charity for the benefit of providing services, maintaining the main fabric and purpose of the charity and meeting expenditure to ensure continuing and improving activities.

Where possible, any available surplus of funds, not immediately required to meet current needs, is invested in ethical and safe funds in an attempt to maximise income as far as current market trends dictate.

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

Signed on behalf of the charity's trustees

**STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.**

COPELAND COTTAGE MANAGEMENT COMMITTEE

SCHEDULE OF GRANT FUNDING AND EXPENDITURE FOR THE YEAR ENDING 31ST MARCH 2021

NO RINGFENCED GRANTS RECEIVED YEAR TO MARCH 2021 - See Business Support Grant (Revenue) as below

	NULBC (Govt Business Support Grant)		Lockdown
05.06.20	Coronavirus Business Support Grant	10,000.00	1
09.11.20	Coronavirus Business Support Grant	1,334.00	2
08.12.20	Coronavirus Business Support Grant	667.00	2
18.12.20	Coronavirus Business Support Grant	667.00	2
08.01.21	Coronavirus Business Support Grant	2,001.00	3
08.01.21	Coronavirus Business Support Grant	4,000.00	3
19.01.21	Coronavirus Business Support Grant	285.86	3
05.03.21	Coronavirus Business Support Grant	2,096.00	3
	(for general purpose running costs 20/21)	21,050.86	

STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.

COPELAND COTTAGE MANAGEMENT COMMITTEE

SCHEDULE OF RESTRICTED DONATION FUNDING AND EXPENDITURE

	20/21	20/21	
			1,508.43 BFWD
B/FWD WOODLAND PROJECT NET INCOME 01.04.20			
EXPENDITURE - WOODLAND PROJECT			
	19.00	19.00	19.00
WOODLAND PROJECT - WOODLAND BADGE SALES			
			1,527.43
WOODLAND PROJECT BALANCE TO DATE			
			157.12 BFWD
B/FWD MONIES FOR TREE PURCHASE 01.04.20			
VOLUNTEER FUNDRAISING / CONTRIBUTIONS			
RINGFENCED PENDING PROJECT DECISION			
			571.16 BFWD
			258.00 BFWD
			258.00
21.09.20	(258.00)	(258.00)	(258.00)
EXPENDITURE - VOLUNTEER EVENT			
			1,118.01 BFWD
Pallet Earth (C R P Taylor) - Storyteller Chair			
			522.25 BFWD
B/FWD GENERAL RESTRICTED DONATIONS 01.04.20			
			2,368.54
B/FWD CHALLENGE PROJECT RESTRICTED DONATIONS 01.04.20			
			15,013.27
OTHER RESTRICTED DONATIONS BALANCE TO DATE			
			15,013.27
01.04.20	15,013.27	15,013.27	15,013.27
LEGACY			
			14,774.27
Mr James Alexander Pollock (deceased)			
Net Movement in the year as per accounts			
			14,774.27
NET RESTRICTED TOTAL-(SPEND)/INCOME 20/21 PER ACCOUNTS			
			1,508.43
			157.12
			571.16
			258.00
			1,118.01
			522.25
NET RESTRICTED TOTAL - AVAILABLE FUNDS AS AT 31.03.21			
			18,909.24
BEING :-			
Cum Bal Mar20	Woodland Project		1,527.43
Jul-17	Monies collected 17/18 for Tree purchase - Anita Wright		157.12
May/Oct 18	Volunteer Fund Raisers (Lyme Trefoil) pending decision on expenditure		571.16
Mar-20	Challenge Project (Restricted Fund Raising Project - new from 18/19)		522.25
Other restricted Donations -			
Nov-18	Balance Bench Replacement - Doreen Fisher	80.01	
Sep-18	Newcastle Trefoil pending decision on expenditure project	100.00	
Sep-18	Staffs Girlguiding Unity 2018 (Grass Sledge Hire Unity Event 2018)	300.00	
Mar-19	Aardwolf (Waiver of Grounds & Pest Control Services Fees)	430.00	
Oct-19	Longton Trefoil (Afternoon Fundraiser)	100.00	
Nov-19	Lyme Trefoil (Activity Weekend Donation)	80.00	
Nov-19	Mandy Ankers (Lyme Trefoil - Craft Morning)	28.00	1,118.01
Apr-20	Legacy April 2020- Mr James Alexander Pollock (deceased)		15,013.27
			18,909.24

COPELAND COTTAGE MANAGEMENT COMMITTEE
STATEMENT OF FUNDS AS AT 31ST MARCH 2021 - Monetary Assets

		£	£	£
CASH IN HAND & AT BANK		Cash in Hand	Current Acc	Total
Opening Balance	01.04.20	78.40	42,621.02	42,699.42
Net Movement in period (as per Accounts)		50.00	21,276.82	21,326.82
Closing Balance	31.03.21	128.40	63,897.84	64,026.24
SAVINGS & DEPOSITS		National Savings	M&G Securities	Total
Investment Deposit	Oct-15		10,000.00	
Opening Balance / Valuation	01.04.20	-	8,410.25	8,410.25
Movement in period - Cash Transfer In/(Out)			-	-
Movement in period - Capitalised Interest			-	-
Movement in period - Fund Re-Valuation		-	1,948.30	1,948.30
Closing Balance / Valuation	31.03.21	-	10,358.55	10,358.55
TOTAL MONETARY ASSETS	31.03.21			74,384.79
Overall Increase/(Decrease) in Investment			358.55	

The above Statement of Funds and attached Income & Expenditure Account for the Year Ended 31st March 2021 were prepared from books and records as supplied to me and were in accordance therewith.

Russell Wade
Chartered Accountant

Dated

88, Mornington Road
Sneyd Green
Stoke on Trent
Staffordshire
ST1 6EL

STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.

COPELAND COTTAGE MANAGEMENT COMMITTEE
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2021

	ACTUAL Unrestricted £	ACTUAL Restricted £	ACTUAL 31.03.21 £	YEAR END 31.03.20 £
INCOME				
<u>Donations, Gifts, Legacies, Grants and Similar Receipts</u>				
Donations	425.00		425.00	20.00
Donations - Restricted		15,013.27	15,013.27	4,716.74
Grants (NULBC Coronavirus Business Support Grant)	21,050.86		21,050.86	-
Friends of Maer	982.50		982.50	865.00
<u>Fees</u>				
Camp Fees - Guiding (20/21 -late receipts from 19/20)	339.00		339.00	20,729.40
Camp Fees - Guiding Deposit Refunds (CV19 Closure)	(1,299.00)		(1,299.00)	(270.00)
Site Fees - Others	-		-	1,597.00
Activities	-		-	715.00
<u>Miscellaneous</u>				
Fund Raising	40.97		40.97	99.80
Fund Raising - Restricted			-	337.50
Souvenirs & Badges	137.10		137.10	2,612.80
Gift Aid	87.61		87.61	-
Interest - M & G Securities	453.77		453.77	587.42
Volunteer Event	-		-	1,608.24
			-	-
<u>Special Projects</u>				
Woodland Project	-	19.00	19.00	3,009.79
TOTAL INCOME	22,217.81	15,032.27	37,250.08	36,628.69
PAYMENTS				
<u>Site Running Costs</u>				
Rates & Water Rates	1,433.76		1,433.76	1,311.44
Electricity	2,688.47		2,688.47	4,168.35
Telephone	61.96		61.96	61.70
Insurance	1,144.66		1,144.66	1,115.76
Cleaning and Cleaning Materials	248.41		248.41	990.03
Property Maintenance	817.46		817.46	922.28
Repairs and Renewals	5,207.65		5,207.65	9,301.07
Grounds Maintenance	2,989.73		2,989.73	1,268.77
Extraordinary Site Costs	-		-	-
<u>Other Expenditure</u>				
Activities	49.62		49.62	123.00
Pest Control	-		-	-
Trustees Indemnity Insurance	217.04		217.04	217.04
Postage & Stationery	62.00		62.00	241.44
Publicity & Advertising	81.00		81.00	194.40
Audit Fee	150.00		150.00	150.00
Professional Fees	-		-	-
Honorarium	400.00		400.00	460.00
Souvenir Costs	-		-	881.37
Volunteer Expenses	70.00		70.00	574.00
Sundry	43.50		43.50	264.72
Restricted Expenditure (Donation supported)			-	394.99
Volunteer Event	-	258.00	258.00	469.82
<u>Special Projects</u>				
Woodland Project	-		-	2,669.04
	15,665.26	258.00	15,923.26	25,779.22
<u>SURPLUS / (DEFICIT) ON THE FINANCIAL YEAR</u>	6,552.55	14,774.27	21,326.82	10,849.47
Represented by :-				
Net Movement on Current Account **			21,326.82	10,849.87

**STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.**

COPELAND COTTAGE MANAGEMENT COMMITTEE

SCHEDULE OF GRANT FUNDING AND EXPENDITURE FOR THE YEAR ENDING 31ST MARCH 2021

NO RINGFENCED GRANTS RECEIVED YEAR TO MARCH 2021 - See Business Support Grant (Revenue) as below

	NULBC (Govt Business Support Grant)		Lockdown
05.06.20	Coronavirus Business Support Grant	10,000.00	1
09.11.20	Coronavirus Business Support Grant	1,334.00	2
08.12.20	Coronavirus Business Support Grant	667.00	2
18.12.20	Coronavirus Business Support Grant	667.00	2
08.01.21	Coronavirus Business Support Grant	2,001.00	3
08.01.21	Coronavirus Business Support Grant	4,000.00	3
19.01.21	Coronavirus Business Support Grant	285.86	3
05.03.21	Coronavirus Business Support Grant	2,096.00	3
	(for general purpose running costs 20/21)	21,050.86	

STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.

COPELAND COTTAGE MANAGEMENT COMMITTEE

SCHEDULE OF RESTRICTED DONATION FUNDING AND EXPENDITURE

	20/21	20/21	
			1,508.43 BFWD
B/FWD WOODLAND PROJECT NET INCOME 01.04.20			
EXPENDITURE - WOODLAND PROJECT			
	19.00	19.00	19.00
WOODLAND PROJECT - WOODLAND BADGE SALES			
			1,527.43
WOODLAND PROJECT BALANCE TO DATE			
			157.12 BFWD
B/FWD MONIES FOR TREE PURCHASE 01.04.20			
VOLUNTEER FUNDRAISING / CONTRIBUTIONS			
RINGFENCED PENDING PROJECT DECISION			
			571.16 BFWD
			258.00 BFWD
			258.00 BFWD
			258.00
21.09.20	(258.00)	(258.00)	(258.00)
EXPENDITURE - VOLUNTEER EVENT			
			1,118.01 BFWD
Pallet Earth (C R P Taylor) - Storyteller Chair			
			522.25 BFWD
B/FWD GENERAL RESTRICTED DONATIONS 01.04.20			
			522.25 BFWD
B/FWD CHALLENGE PROJECT RESTRICTED DONATIONS 01.04.20			
			2,368.54
OTHER RESTRICTED DONATIONS BALANCE TO DATE			
			15,013.27
01.04.20	15,013.27	15,013.27	15,013.27
LEGACY			
			14,774.27
Mr James Alexander Pollock (deceased)			
Net Movement in the year as per accounts			
			14,774.27
NET RESTRICTED TOTAL-(SPEND)/INCOME 20/21 PER ACCOUNTS			
			1,508.43
			157.12
			571.16
			258.00
			1,118.01
			522.25
NET RESTRICTED TOTAL - AVAILABLE FUNDS AS AT 31.03.21			
			18,909.24
			18,909.24
BEING :-			
Cum Bal Mar20	Woodland Project		1,527.43
Jul-17	Monies collected 17/18 for Tree purchase - Anita Wright		157.12
May/Oct 18	Volunteer Fund Raisers (Lyme Trefoil) pending decision on expenditure		571.16
Mar-20	Challenge Project (Restricted Fund Raising Project - new from 18/19)		522.25
Other restricted Donations -			
Nov-18	Balance Bench Replacement - Doreen Fisher	80.01	
Sep-18	Newcastle Trefoil pending decision on expenditure project	100.00	
Sep-18	Staffs Girlguiding Unity 2018 (Grass Sledge Hire Unity Event 2018)	300.00	
Mar-19	Aardwolf (Waiver of Grounds & Pest Control Services Fees)	430.00	
Oct-19	Longton Trefoil (Afternoon Fundraiser)	100.00	
Nov-19	Lyme Trefoil (Activity Weekend Donation)	80.00	
Nov-19	Mandy Ankers (Lyme Trefoil - Craft Morning)	28.00	1,118.01
Apr-20	Legacy April 2020- Mr James Alexander Pollock (deceased)		15,013.27
			18,909.24

COPELAND COTTAGE MANAGEMENT COMMITTEE
STATEMENT OF FUNDS AS AT 31ST MARCH 2021 - Monetary Assets

		£	£	£
CASH IN HAND & AT BANK		Cash in Hand	Current Acc	Total
Opening Balance	01.04.20	78.40	42,621.02	42,699.42
Net Movement in period (as per Accounts)		50.00	21,276.82	21,326.82
Closing Balance	31.03.21	128.40	63,897.84	64,026.24
SAVINGS & DEPOSITS		National Savings	M&G Securities	Total
Investment Deposit	Oct-15		10,000.00	
Opening Balance / Valuation	01.04.20	-	8,410.25	8,410.25
Movement in period - Cash Transfer In/(Out)			-	-
Movement in period - Capitalised Interest			-	-
Movement in period - Fund Re-Valuation		-	1,948.30	1,948.30
Closing Balance / Valuation	31.03.21	-	10,358.55	10,358.55
TOTAL MONETARY ASSETS	31.03.21			74,384.79
Overall Increase/(Decrease) in Investment			358.55	

The above Statement of Funds and attached Income & Expenditure Account for the Year Ended 31st March 2021 were prepared from books and records as supplied to me and were in accordance therewith.

Russell Wade
Chartered Accountant

Dated

88, Mornington Road
Sneyd Green
Stoke on Trent
Staffordshire
ST1 6EL