

# STAFFORDSHIRE COUNTY GUIDE ASSOCIATION

England & Wales · Charity number 524559

## Details

---

Other names	STAFFORDSHIRE COUNTY ASSOCIATION OF GIRL GUIDES, GIRLGUIDING STAFFORDSHIRE, THE GUIDE ASSOCIATION - STAFFORDSHIRE
Status	Registered
Legal form	Other
Registered	1961-01-01
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

Address	Girl Guide Headquarters St. Peters School Church Lane Hixon Stafford ST18 0PS
Phone	01889270757
Email	<a href="mailto:county.admin@girlguidingstaffordshire.org.uk">county.admin@girlguidingstaffordshire.org.uk</a>
Website	<a href="http://www.girlguidingstaffordshire.org.uk">www.girlguidingstaffordshire.org.uk</a>

## Activities

---

**Objects:** THE INSTRUCTION OF GIRLS OF ALL CLASSES IN THE PRINCIPLES OF DISCIPLINE, LOYALTY AND GOOD CITIZENSHIP.

**Activities:** The charity objectives are to enable girls to mature into confident, capable and caring women, who are able to make the most of their potential in career, home and personal life and be willing as citizens to contribute to their community and the wider world. Members of Girlguiding Staffordshire are encouraged to "learn by doing" through the "Guiding Method" which has five distinct elements.

## Classification

---

- **How:** Provides Human Resources, Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

---

- Staffordshire

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£296,111	£298,194	-	-
2024-04-05	£202,351	£183,887	-	-
2023-04-05	£464,551	£469,730	-	-
2022-04-05	£129,554	£111,185	-	-
2021-04-05	£113,053	£91,762	-	-

## Trustees

Name	Role	Appointed
Abigail Joy Grief		2025-01-01
Anita Heather While		2025-01-30
Annette Susan Gould		2022-01-01
CATHERINE ANNE FETTES		
Catriona Aileen Kerr		2025-11-18
Claire Lawrence		2024-09-01
Eleanor Ravenscroft		2025-09-01
Jennifer Simmonds		2024-05-01
Karen Poyser		2021-11-22
Lisa Jayne Kane		2023-02-01
Natalie Hannah Ainsworth		2024-09-20
Rachel Aston		2022-10-01
Rosemary Mountford		2025-06-16
Sharon Ward		2022-12-01
Susan Jean Parry		2024-09-01
TRUDY JANE REALE		2022-07-01
Tracey Mary Chamberlain		2019-05-01
Vicki Davies-Friend		2024-09-01

**STAFFORDSHIRE COUNTY GUIDE ASSOCIATION**

England & Wales - Charity number 524559

---

# Accounts

---

Charity number  
524559

Staffordshire County Guide Association

Report and Financial Statements

For the Year Ended

5 April 2025

# Staffordshire County Guide Association

## Contents

	<b>Page</b>
Reference and administrative details	1
Report of the Trustees	3
Report of the Independent Examiner	10
Statement of Financial Activities	11
Balance Sheet	12
Statement of Cashflows	13
Notes to the Financial Statements	14

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2025**

**Charity registration number**  
524559

**Registered Office and County Headquarters**  
St Peter's School Site, Church Lane, Hixon, Staffs, ST18 0PS

**Trustees**

Trustees who served during the year and up to 1<sup>st</sup> October 2025

Tracey Mary Chamberlain	County Commissioner
Natalie Ainsworth	Assistant County Commissioner
Catherine Anne Fettes	County Treasurer

***Division Commissioners:***

Patricia Ann Sage until 02.01.25	Girlguiding Burton Division
Abigail Joy Grief from 03.01.25	Girlguiding Burton Division
Jennifer Cassell until 13.01.25	Girlguiding Cannock Division
Anita Heather While from 01.02.25	Girlguiding Cannock Division
Rachel Aston	Girlguiding Lapley Division
Victoria Smith until 16.06.25	Girlguiding Leek Division
Rosemary Mountford from 16.06.25	Girlguiding Leek Division
Victoria Jane Davies-Friend	Girlguiding Lichfield Division
Claire Lawrence	Girlguiding Longton Division
Annette Gould	Girlguiding Needwood Division
Trudy Reale	Girlguiding Newcastle Division
Dyanne Sargeant	Girlguiding Rugeley Division
Kim Waldron until 21.10.24	Girlguiding Stafford Division
Alison Hyde from 21.10.25	Girlguiding Stafford Division
Karen Poyser	Girlguiding Stoke-on-Trent North Division
Debra Kay Jolley until 01.09.25	Girlguiding Stoke-on-Trent South Division
Eleanor Ravenscroft from 01.09.25	Girlguiding Stoke-on-Trent South Division
<i>Lisa Jayne Kane from 01.09.24</i>	Girlguiding Stone Division

*Division Commissioners:*

Sharon Ward	Girlguiding Tamworth Division
Susan Parry	Girlguiding Threapwood Division
Jennifer Simmonds	Girlguiding Uttoxeter Division

**Independent Examiner**

KR Salt SCCA  
BK Plus Ltd, Chartered Certified Accountants  
Adventure Place, Hanley, Stoke on Trent, Staffs. ST1 3AF

**Bankers**

Barclays Bank plc  
36 Town Road, Hanley, Stoke on Trent, Staffs. ST1 2PJ  
Co-op Bank  
2 Town Road, Hanley, Stoke on Trent, Staffs. ST1 2JE

**Investment Advisors**

Brewin Dolphin Securities Ltd  
Highpoint, Festival Way, Stoke on Trent, Staffs. ST1 5BG

## **Staffordshire County Guide Association Reference and administrative details of the charity For the year ended 5 April 2025**

The Trustees present their report along with the financial statements of the charity for the financial year ending 5<sup>th</sup> April 2025.

### **Structure, Governance and Management**

#### Governing Document

Staffordshire County Guide Association was established as a charity in England and Wales (number 524559) on 1<sup>st</sup> January 1961.

Staffordshire County Guide Association operates under the name of 'Girlguiding Staffordshire'.

#### Appointment of Trustees

The County Commissioner is appointed for a term of five years. The County Commissioner was appointed in May 2024 and the role ends on 19<sup>th</sup> September 2029.

The Assistant County Commissioner is appointed for a term which does not extend beyond the finishing date of the County Commissioner's appointment, but they may be reappointed immediately in the same or another capacity.

A Division Commissioner becomes a Trustee of the charity upon her appointment as a Division Commissioner. She is appointed by the County Commissioner in consultation with all the District Commissioners and Advisers within the Division. The appointment is for three years with an extension of two further years available.

The Trustees are also known as the County Executive Committee and are responsible for the direction and general development of the principles, aims, policy, organisation, and rules of the Association. An item referring to conflict of interests is addressed at the start of an executive meeting.

A Finance & Headquarters Committee, being a sub-committee formed from the Executive Committee is responsible for the finances of the County. The Finance & Headquarters Committee consists of: the County Commissioner/s, / Assistant County Commissioner/s, County Treasurer, County Finance Officer, two Division Commissioners, and one adult member.

The Finance & Headquarters Committee meets at least three times a year.

#### Trustee Induction and Training

New Division Commissioners follow a Girlguiding Induction Programme and are appointed a mentor and encouraged to attend appropriate trainings. Each Division Commissioner is responsible for the management within her Division.

#### Safeguarding The Children In Our Care

Girlguiding Staffordshire follows the policy of Girlguiding to safeguard its members from physical, sexual, and emotional harm while participating in Guiding activities. Girlguiding takes all reasonable steps to ensure that, through relevant procedures including DBS (Disclosure and Barring Service) checks and training, children, young people and adults taking part in Guiding activities do so in a safe environment. At least one leader in a unit holds a first aid qualification in accordance with Girlguiding UK requirements. All leaders working with children will undertake Safer Guiding training in accordance with Girlguiding UK. Having a current First Aid qualification was removed from the requirements of being a leader with the launch of the new Learning Development Preprogramme in September 2022. Safer Guiding training has two levels, each being appropriate for the level at which they are volunteering.

#### Organisation

Girlguiding is organised in a number of areas in order to provide support and channels for two-way communication. This structure also allows the young members, leaders, and commissioners the opportunity to make decisions and take responsibility.

Units are grouped into Districts/Sectional, Districts/Sectional into Divisions and Divisions into a County. The County Advisor teams manage each stream of our work which is working very effectively to support the membership. Training and support has been given to the members who have accepted these roles.

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2025**

**Structure, Governance and Management**      **Continued**

All girl members and adult volunteers are recorded on the secure Girlguiding online database known as GO (Guiding Organiser).

All units received subscription invoices online, these included Girlguiding, Girlguiding Midlands, and Girlguiding Staffordshire levies. The payment process in 2025 went well.

As at the 5 April 2025 membership of Girlguiding Staffordshire is recorded as 6106 members. This can be identified as follows:

Rainbows 1466

Brownies 2064

Guides 1200

Rangers 156

Adult Volunteers 1220

Girlguiding Staffordshire appreciates the support and friendship of the Trefoil Guild members, these may be new, former or present adult members of Girlguiding, who are always willing to help with various events and projects and support the girls.

The county continues to train leaders to use the GO Database and develop their skills to make the best possible use of this administrative tool.

Girlguiding's online recruitment tool allows people to join guiding at any level via a dedicated area on the web site and is very effective. We continue to develop initiatives to manage the waiting lists of girls wishing to join units across the county. This will see more leaders and girls benefiting from the opportunities Girlguiding Staffordshire has to offer.

The County employs five part-time staff. One member provides support at Copeland Cottage camp and Activities Centre and the cost is recharged to them. These are permanent contracts. The county has 84 hours per week paid support.

Related parties

As an active member of Staffordshire Council of Voluntary Youth Services (SCYVS), members of Girlguiding Staffordshire have had the opportunity to network with other voluntary organisations in the county at events organised by SCVYS.

Risk Management

The committee actively reviews the major risks that the charity faces on a regular basis and believes that maintaining reserves at the current levels combined with an annual review of the controls over key financial systems will continue to provide sufficient resources through adverse economic conditions. A financial risk assessment has been undertaken during the year and will be reviewed on an annual basis.

The committee regularly examines other operational and business risks faced by the charity and confirms that systems have been established to mitigate any significant risks.

Public Benefit

When planning the activities of Girlguiding Staffordshire, the trustees considered the Charity Commission's guidance on public benefit and in particular the specific guidance to charities for the advancement of citizenship or community development. They are of the opinion that, the following objectives and activities together with the achievements demonstrate, the public benefit of the work of Girlguiding Staffordshire. Many units have carried out service in their local communities and worked with other community groups for the benefit of many.

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2025**

Objectives and activities

The charity was established with the aim of enabling girls to mature into confident, capable, and caring women, who are able to make the most of their potential in career, home and personal life and be willing as citizens to contribute to their community and the wider world.

As part of Girlguiding, members of Girlguiding Staffordshire are encouraged to 'learn by doing' with five distinct elements known as 'The Five Essentials':

- Working together in small groups
- Being involved in decision making as individuals and as groups
- Experiencing a balanced and varied programme of activities
- Caring for the individual in a safe and supportive environment
- Sharing a commitment to a common standard

**Achievements and Performance**

The Guiding programme allows members of Girlguiding Staffordshire to experience activities suited to the abilities and needs of each individual; the structure of the sections and age groupings makes this possible. The programme for all sections continues to run successfully. Training for leaders has been delivered to equip members with the skills required.

Rainbows:	4-7 years	Brownies:	7-10 years
Guides:	10-14 years	Rangers :	14-18 years
Inspire	18 -30 years	Leaders	18 +

**Training and Qualifications**

Girlguiding Staffordshire has continued to provide training sessions for leaders, mentors, and commissioners.

- Training sessions for Rainbow, Brownie, Guide and Ranger Leaders
- (SLIP) Staffordshire Leadership Induction Programme is offered several times a year to new leaders
- "Going away with scheme" to enable leaders to safely run Camps and Holidays
- 1<sup>st</sup> Response (First Aid) Qualification courses
- Safeguarding (Safer Guiding) sessions are offered
- Commissioner Training
- Update sessions for Leadership Qualification Mentors
- Girlguiding has continued to offer online and in person training in a range of subjects

It is a requirement that one leader from each unit has received first response training. Under the direction of a dedicated First Response Coordinator our expanding team have been delivering courses on a regular basis.

It is a requirement that each volunteer receives Safe Guiding Training to a level required for their role. Our trainers have continued to offer this.

**Qualifications gained have included:**

10 leaders completing the newly launched 'Leadership Development Programme'

10 leaders have completed the 'Going Away With' Qualification

**Staffordshire County Guide Association  
Reference and administrative details of the charity  
For the year ended 5 April 2025**

**Achievements and Performance continued**

**Specialist Training Events**

A successful County training day was held at the JCB Academy, Rocester, in April 2024. Approximately 120 adult members gathered to receive training from an organization called 'Revive Refresh Renew'.

**Public Relations**

We continue to use our social media platforms for advertising our events and challenges. Facebook, Instagram, Flickr, Tiktok, You Tube and our Girlguiding Staffordshire app continue to see a large footfall. They have remained invaluable.

**International**

In 2024 our International travel programme continued. In July 2024 a group visited Essex Jamboree. In February 2025, there was an adventure out of the UK: a group visited Switzerland. There are two further trips planned for India in April 2025 and Lorne in August 2025.

**Young Members**

Unit programmes have continued to be offered, delivering high quality activities and experiences to our young people.

A number of young members have achieved prestigious awards. These are an exciting part of the Girlguiding programme and can only be achieved by much work on the part of the girls.

8 members gained Young Leaders Qualification  
3 member gained their Commonwealth Award  
7 members gained the Bronze DofE award

31 Guide Gold Awards  
66 Brownie Gold Awards  
49 Rainbow Gold Awards

460 Bronze Awards across all sections  
233 Silver Awards across all sections

**General Report**

In another busy year, Girlguiding Staffordshire has provided a wide variety of activities across the county.

The spring saw us running a promotional stand, again, at the Staffordshire County Show. We met lots of members of the public and encouraged them to try a variety of activities that our members enjoy on a regular basis.

We bid a fond farewell to our outgoing County Commissioners, Alison Holmes and Cat Kerr and their Assistant County Commissioners, Penny Williams and Chris James with an event at Kibblestone.

The Annual Review was a lovely occasion with Olympic Cyclist, Sophie Cresswell giving an inspiring talk and invited guests complimenting the opportunities given to the girls and young women we all volunteer with.

We have celebrated the 25<sup>th</sup> anniversary of the wonderful building we have at Hixon. New office staff have been welcomed to the team. The County was awarded the High Sherrif's Award. Julia Mitchell has now retired from the position of High Sherrif but has kindly agreed to be an Ambassador for us.

**Staffordshire County Guide Association  
Reference and administrative details of the charity  
For the year ended 5 April 2025**

**Achievements and Performance continued**

General Report continued

Our international offer included trips to Essex and Switzerland, with many friends, memories and experiences gained. Steam and Dream, sleepover and activity event saw over 500 young members taking part in a wide range of activities and adventures at Statfold Country Park.

The County Awards happened at Sandon Hall, with many deserving recipients of county awards and long service bars. There were also Queen's Guide and Commonwealth Awards presented during the year – congratulations to all!

Our Division Commissioners and Trustees have attended the Lock-in where plans for the year ahead were discussed and we debated the Code of Conduct and Promise at our annual Commissioner Conference.

Cycling was the focus of our outdoor offer during the Spring and we teamed up with British Cycling to see members beginning their cycling experience to the more able setting out around Cannock Chase. We are looking forward to other such collaborations and our showcase county camp, Unity 2026.

We thank all our volunteers who enable events such as the County Show, Vice President Tea, etc to take place. This would just not happen without them getting involved. The archives have become a showpiece thanks to our Archivists, Penny Williams, Rena Wilshaw and their team of helpers, with units visiting Hixon and borrowing the archive boxes for unit meetings.

**Annual Review**

The annual review was held in December 2024 and was well attended.

**Team Leads**

The county advisers continued to meet on a regular basis, headed by their team leads and continue to add to the county calendar. They support Divisions and meet with Division Advisors.

**Awards**

The County continues to promote awards for adults across the county and this has resulted in more awards being presented. The Annual Presentation for Adults awards at Sandon Hall was held on 7<sup>th</sup> July 2024. It provided the opportunity to show how much we value our leaders and supporters and celebrate service awards for those who have given 20+ years of service.

In addition, 4 Girlguiding Staffordshire Awards and 4 Girlguiding Good Service Brooches were presented.

**Trefoil Guild**

The Staffordshire Trefoil Guild, former and present members of Girlguiding of all ages, is a successful organisation with over 350 members who are keen to provide support and assistance for many Guiding activities. Many members of the Trefoil Guild assist with the county's events and we are most grateful for this support.

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2025**

**Achievements and Performance continued**

**Resources**

The County Headquarters is an excellent multi-purpose building used for a variety of activities including trainings, meetings, residential events and the administration of the county.

The committee continues to oversee the maintenance and finances of Owls Nest and Chantry House, properties belonging to Girlguiding Staffordshire and Girlguiding West Mercia at Beaudesert Campsite.

**Girlguiding Midland Region**

Nine members were presented with the Regional Chief Commissioner Award in March 2025.

The County Commissioners attended Regional Executive Meetings and Team Leads have represented the county at numerous events and trainings.

**Financial Review**

Principal Funding Source

The principal funding source continues to be the county share of the annual subscription

Investment Policy

The trustees have the power to invest in such assets as they see fit. An investment portfolio is currently held and is managed by Brewin Dolphin Securities Ltd. A meeting was held with Brewin Dolphin to review the portfolio

Reserves Policy

The trustees have strived to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months unrestricted expenditure. This policy would provide sufficient funds to ensure the continuation of the charitable activities for at least that period.

The balance of free reserves at the year-end, being unrestricted reserves not designated or invested in fixed assets, at the balance sheet date was £667,191.

The trustees are confident that this amount together with the income from planned events will be sufficient to enable all of the charitable activities to continue for at least the period of twelve months.

Volunteers

Girlguiding Staffordshire is essentially run by volunteers. With the exception of the work carried out by five part time employees of the charity, all activities are carried out on a voluntary basis. The financial statements set out the results for the year but do not reflect the considerable and vital support given by all connected with Girlguiding across Staffordshire.

**Future Strategy**

Looking to the coming year, we continue to use a blended approach of face to face and virtual meetings both to train our volunteers, and for many of our volunteer meetings.

Our international offering continues, with the next trips going out in 2027 when girls will be travelling to Norway, Scotland and Mexico. 2026 will see a break in travel as we hold our International Guide Camp, Unity 2026. Bookings are encouraging and we have international visitors joining us.

The county strategy will continue to follow the theme of the National Plan, which allows us to offer a full and varied programme of activities and events, to current and new members, in a safe, supportive environment for all.

**Staffordshire County Guide Association  
Reference and administrative details of the charity  
For the year ended 5 April 2025**

**Statement of Trustees' Responsibilities**

Charity Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence

The trustees are 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 comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner**

The trustees intend to ask BK Plus Ltd Chartered Certified Accountants to undertake the independent examination of the Charity in the following year.

**Approval**

This report was approved by the trustees on the date shown below and signed on their behalf by:



.....

County Commissioner

Dated: 25/11/25.

**Report of the Independent Examiner  
to the Trustees of  
Staffordshire County Guide Association**

I report to the trustees on my examination of the accounts of Staffordshire County Guide Association (the Trust) for the year ended 5 April 2025, which are set out on pages 11 to 24.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, which is one of the listed bodies

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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:

Dated: 10<sup>th</sup> December 2025

**Mr K R Salt FCCA**  
Independent Examiner

BK Plus Limited  
Chartered Certified Accountants  
Adventure Place  
Hanley  
Stoke on Trent  
Staffordshire  
ST1 3AF

**Staffordshire County Guide Association**  
**Statement of Financial Activities**  
**for the year ended 5 April 2025**

	Notes	Unrestricted Funds £	Restricted Funds £	2025 TOTAL £	2024 TOTAL £
<b>Income</b>					
Donations, grants and legacies	2	72,949	-	72,949	59,914
Other trading activities	4	19,185	-	19,185	18,370
Investments	3	13,743	-	13,743	12,755
Charitable activities					
Event receipts and collections	5	184,733	-	184,733	81,097
Other income	6	5,501	-	5,501	30,215
<i>Total income</i>		<u>296,111</u>	<u>-</u>	<u>296,111</u>	<u>202,351</u>
<b>Expenditure</b>					
Expenditure on raising funds					
Fundraising trading: cost of goods sold and other costs	4	8,376	-	8,376	6,729
Investment management fees		2,721	-	2,721	1,882
Charitable activities					
Grants payable	7	2,000	-	2,000	180
Event costs	8	185,024	-	185,024	79,354
General guiding costs	9	94,854	223	95,077	89,830
Other costs	10	5,219	-	5,219	5,912
<i>Total expenditure</i>		<u>298,194</u>	<u>223</u>	<u>298,417</u>	<u>183,887</u>
<i>Net income (expenditure) before transfers</i>		(2,083)	(223)	(2,306)	18,464
<b>Transfers</b>					
Gross transfer between funds	18	-	-	-	-
<i>Net income (expenditure) and net movement in funds before gain and losses</i>		(2,083)	(223)	(2,306)	18,464
<b>Net gains (losses) on investments</b>	11	6,260	-	6,260	24,043
<i>Net movement in funds</i>		<u>4,177</u>	<u>(223)</u>	<u>3,954</u>	<u>42,507</u>
<b>Reconciliation of Funds</b>					
<i>Total funds brought forward</i>		826,266	21,878	848,144	805,637
<i>Total funds carried forward</i>		<u>830,443</u>	<u>21,655</u>	<u>852,098</u>	<u>848,144</u>

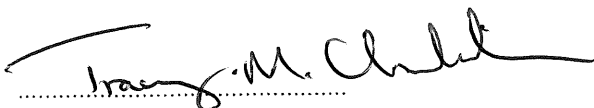
All incoming resources and resources expended derive from continuing activities.

The notes on pages 14 to 24 form part of these accounts

**Staffordshire County Guide Association**  
**Balance Sheet**  
**as at 5 April 2025**

	Notes	2025 £	2024 £
<b>Fixed assets</b>			
Tangible assets	14	127,553	131,015
Investments	15	<u>385,725</u>	<u>358,557</u>
<i>Total fixed assets</i>		513,278	489,572
<b>Current assets</b>			
Stocks		14,323	10,602
Debtors	16	145,893	170,635
Cash at bank and in hand		<u>249,842</u>	<u>334,245</u>
<i>Total current assets</i>		410,058	515,482
<b>Liabilities</b>			
Creditors: amounts falling due within one year	17	<u>71,238</u>	<u>156,910</u>
<i>Net current assets</i>		338,820	358,572
<i>Total assets less current liabilities (being net assets)</i>		<u>852,098</u>	<u>848,144</u>
<b>The funds of the charity:</b>			
Restricted funds	18	<u>21,655</u>	<u>21,878</u>
Unrestricted income funds:	18		
Designated funds		35,699	41,241
General funds		<u>794,744</u>	<u>785,025</u>
<i>Total unrestricted funds</i>		830,443	826,266
<i>Total charity funds</i>		<u>852,098</u>	<u>848,144</u>

The financial statements were approved by the trustees and signed on their behalf by:



T Chamberlain  
County Commissioner

Dated..... 25/11/25 .....

Staffordshire County Guide Association  
Statement of Cashflows  
as at 5 April 2025

	Notes	2025 £	2024 £
<b>Net cash used in operating</b>	22	<u>(71,337)</u>	<u>(1,592)</u>
<b><i>Cash flows from investing</i></b>			
Interest and dividends		13,743	12,755
Purchase of furniture and equipment		(5,901)	(3,001)
Purchase of new investments		(80,382)	(42,414)
Proceeds from sale of fixed assets			25,000
Proceeds from sale of investments		59,473	44,070
<b>Net cash provided by investing</b>		<u>(13,067)</u>	<u>36,410</u>
<b><i>Cash flows from financing</i></b>			
Repayment of borrowing		-	-
Cash inflow from new borrowings		-	-
<b>Net cash provided by financing</b>		<u>-</u>	<u>-</u>
<b>Change in cash and cash</b>		(84,404)	34,818
Cash and cash equivalent brought forward		334,245	299,427
<b>Cash and cash equivalents carried forward</b>		<u><u>249,841</u></u>	<u><u>334,245</u></u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2025**

**1 Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

***Basis of preparation of accounts***

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The association constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

***Income***

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Donated equipment is included at the value to the charity where this can be quantified and a third party is bearing the cost. Grants are recognised when received. Receipts for events in future periods are deferred to the period of the event. No amounts are included in the financial statements for services donated by volunteers.

***Expenditure***

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs that relate to the category.

Fund raising costs are direct costs incurred in the purchase of goods for resale together with related expenses.

Training and travel grant requests are received from Leaders to assist with the cost of approved camp and international events. The request is considered by the trustees and if successful a grant will be made to the individual Leader on the basis of :-

County Trips - 30% of cost for each leader . Region Trips - 30% for leaders and 10% for girls. Private Trips with no service £500. Private Trips with service element £1,000.

Costs previously analysed as support costs being those costs incurred directly in support of charitable expenditure of the charity have been included as general guiding costs within the summary of costs of charitable activities.

Other costs represent cost associated with constitutional and statutory requirements of the charity.

**Accounting policies continued**

***Restricted funds***

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

***Unrestricted funds***

Unrestricted funds are donations and other income received or generated for the objects of the charity without a further specified purpose and are available as general funds.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2025**

***Designated funds***

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

***Fixed assets and depreciation***

Fixed assets over the value of £250 are capitalised at cost.

Depreciation is provided by the charity to write off the cost of tangible fixed assets over their estimated useful economic lives as follows:

Freehold land	Nil
Freehold buildings	50 years straight line and 10% per annum straight line
Fixtures and fittings	20% per annum reducing balance and 20% per annum straight line

***Investments***

Listed investments are stated at valuation - gains or losses arising from disposals of fixed asset investments and movement in valuation are treated as part of the result for the year and included in the Statement of Financial Activities. Unlisted investments are stated at cost.

***Stocks***

Purchased stocks are valued at the lower of cost or net realisable value after making due allowance for any obsolete or slow-moving items.

***Finance and operating leases***

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period that they are incurred.

**2 Donations, grants and legacies**

	Unrestricted £	Restricted £	2025 £	2024 £
County share of subscription	70,837	-	70,837	57,079
Miscellaneous subs	363	-	363	113
Miscellaneous donations	1,749	-	1,749	1,947
Grants	-	-	-	775
	72,949	-	72,949	59,914

**3 Investments**

	Unrestricted £	Restricted £	2025 £	2024 £
Listed investments				
Dividends	12,475	-	12,475	12,476
Cash investments and settlements pending				
Bank interest	1,268	-	1,268	279
	13,743	-	13,743	12,755

Staffordshire County Guide Association  
Notes to the Financial Statements  
for the year ended 5 April 2025

4 Other trading activities	Unrestricted £	Restricted £	2025 £	2024 £
Trading income				
Sales of badges & county goods	12,510	-	12,510	14,240
Rental income - Beaudesert	3,215	-	3,215	1,839
Lettings income	3,460	-	3,460	2,291
<b>Total incoming resources</b>	<u>19,185</u>	<u>-</u>	<u>19,185</u>	<u>18,370</u>
Trading expenditure				
Purchase of badges & county goods	8,356	-	8,356	6,709
Miscellaneous fund raising costs	20	-	20	20
<b>Total outgoing resources</b>	<u>8,376</u>	<u>-</u>	<u>8,376</u>	<u>6,729</u>
<b>Net fund raising income</b>	<u>10,809</u>	<u>-</u>	<u>10,809</u>	<u>11,641</u>
5 Charitable activities	Unrestricted £	Restricted £	2025 £	2024 £
Event receipts and collections				
Training receipts	2,597	-	2,597	3,254
County guiding events				
Miscellaneous events	3,365	-	3,365	18,127
Manor Park	4,054	-	4,054	-
Steam & Dream	35,171	-	35,171	-
International guiding				
Essex 2024	11,480	-	11,480	-
Switzerland 2025	41,224	-	41,224	-
Disney 2024	86,842	-	86,842	-
Iceland 2023	-	-	-	45,416
Scotland 2023	-	-	-	14,094
Fundraised element of income in respect of cancelled trips due to COVID pandemic	-	-	-	196
Unity 2022	-	-	-	10
	<u>184,733</u>	<u>-</u>	<u>184,733</u>	<u>81,097</u>

Continued ,,,,

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2025**

**Incoming resources from charitable activities continued**

**Event receipts and collections**

Amounts received for future guiding events are not included but are carried forward as received in advance and included in creditors (Note 17).

At the balance sheet date, the details of the amounts carried forward was as follows:

	2025 £	2024 £
County guiding events:		
Miscellaneous events	-	-
International guiding events:		
India 2025	48,356	17,178
Ireland 2025	15,363	-
Essex 2024	-	7,918
Switzerland 2025	-	10,625
Disney 2024	-	86,842
	<u>63,719</u>	<u>122,563</u>

6 Other income	Unrestricted £	Restricted £	2025 £	2024 £
Copeland Cottage - salary recharge	5,501	-	5,501	5,200
Sale of Land	-	-	-	25,000
Sundry receipts	-	-	-	15
	<u>5,501</u>	<u>-</u>	<u>5,501</u>	<u>30,215</u>

**Charitable expenditure**

7 Grants payable	Unrestricted £	Restricted £	2025 £	2024 £
Training and travel grants (Net of refunds)	2,000	-	2,000	180
	<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>180</u>

Training and travel grant requests are received from Leaders to assist with the cost of approved camp and international events. The request is considered by the trustees and if successful a grant will be made to the individual Leader on the basis of :-

County Trips - 30% of cost for each leader. Region Trips - 30% for leaders and 10% for girls. Private Trips with no service £500. Private Trips with service element £1,000.

Staffordshire County Guide Association  
Notes to the Financial Statements  
for the year ended 5 April 2025

8	Event costs	Unrestricted £	Restricted £	2025 £	2024 £
	Training expenses	8,614	-	8,614	6,368
	County guiding events:				
	Miscellaneous events	8,543	-	8,543	11,239
	Manor Park	3,410	-	3,410	-
	Steam & Dream	29,116	-	29,116	-
	International guiding events:				
	Essex 2024	9,790	-	9,790	-
	Switzerland 2025	40,516	-	40,516	-
	Disney 2024	81,285	-	81,285	-
	Norway - Roverway costs	3,050	-	3,050	-
	Unity	-	-	-	389
	Iceland 2023	-	-	-	47,715
	Scotland 2023	-	-	-	13,361
	International guiding events unrecovered costs due to COVID cancellation				
	Cayman 2020	-	-	-	282
	International expenses	700	-	700	-
		<u>185,024</u>	<u>-</u>	<u>185,024</u>	<u>79,354</u>

Amounts of expenditure for future guiding events are not included above but are carried forward and included in prepayments (Note 16).

At the balance sheet date the details of the amounts carried forward was as follows:

	2025 £	2024 £
County guiding events:		
Steam & Dream	-	3,278
International guiding events:		
India 2025	49,414	5,216
Ireland 2025	6,787	-
Essex 2024	-	3,222
Switzerland 2025	-	8,539
Disney 2024	-	73,150
Norway - Roverway	-	3,050
	<u>56,201</u>	<u>96,455</u>

Staffordshire County Guide Association  
Notes to the Financial Statements  
for the year ended 5 April 2025

9	General guiding costs	Unrestricted £	Restricted £	2025 £	2024 £
	Guide Association subscriptions	424	-	424	1,089
	Expenses claimed	3,909	-	3,909	1,917
	Grants paid to commissioners	765	-	765	720
	Wage costs	53,824	-	53,824	50,480
	Printing, stationery and postage	3,024	223	3,247	1,190
	Lease of equipment	1,422	-	1,422	852
	Insurance	2,051	-	2,051	1,570
	Heat, light and water	6,494	-	6,494	6,473
	Cleaning expenses	2,737	-	2,737	3,141
	Repairs and maintenance	3,940	-	3,940	9,868
	Telephone charges	608	-	608	1,691
	Donations and presentations	1,457	-	1,457	193
	Legal and professional	984	-	984	376
	Accountancy	822	-	822	-
	Computer Running costs	3,030	-	3,030	-
	Rebranding costs	-	-	-	1,168
	Depreciation	9,363	-	9,363	9,102
		<u>94,854</u>	<u>223</u>	<u>95,077</u>	<u>89,830</u>

10	Other costs	Unrestricted £	Restricted £	2025 £	2024 £
	Annual report and AGM costs	392	-	392	233
	Independent examiners fees	3,402	-	3,402	3,142
	Bank charges	304	-	304	347
	Sundry expenses	1,121	-	1,121	2,190
		<u>5,219</u>	<u>-</u>	<u>5,219</u>	<u>5,912</u>

11	Net gains (losses) on investments	Unrestricted £	Restricted £	2025 £	2024 £
	Unrealised investment gains/(losses) per note 15	5,440	-	5,440	23,733
	Realised investment gains/(losses)	820	-	820	310
		<u>6,260</u>	<u>-</u>	<u>6,260</u>	<u>24,043</u>

12	Net resources	2025 £	2024 £
	This is stated after charging:		
	Independent examiners fees	3,402	3,142
	Depreciation and other amounts written off tangible fixed assets:		
	Owned by the charity	9,363	9,102
	Operating leases		
	Hire of plant and machinery	1,422	852
		<u>14,187</u>	<u>13,246</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2025**

**13 Employees and staff costs**

The average weekly number of staff employed by the charity during the year, analysed by category, was as follows:

	2025	2024
Administration - (Part time)	5	5

The aggregate payroll costs of the above was:

	2025	2024
	£	£
Wages and salaries	53,232	49,902
Pension contributions - defined contribution scheme	592	578
Social security costs	-	-
	<u>53,824</u>	<u>50,480</u>

No employee earned more than £60,000 per annum. (2024: None).  
 No remuneration was paid to the trustees during the year (2024: Nil).

	2025	2024
	£	£
Grants and expenses paid to the trustees during the year		

Grants of £45 each were paid to 17 Division Commissioners during the year (2024: 16). The Division Commissioners are listed on page 1.

765	720
-----	-----

Reimbursement of out of pocket expenses together with travelling expenses were paid to 7 trustees during the year (2024: 3).

<u>3,909</u>	<u>1,917</u>
--------------	--------------

**14 Tangible fixed assets**

	Freehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 6 April 2024	262,216	86,113	348,329
Additions	-	5,901	5,901
Disposals	-	-	-
	<u>262,216</u>	<u>92,014</u>	<u>354,230</u>
<b>At 5 April 2025</b>			
<b>Depreciation</b>			
At 6 April 2024	137,818	79,496	217,314
Charge for the Year	5,548	3,815	9,363
On Disposals	-	-	-
	<u>143,366</u>	<u>83,311</u>	<u>226,677</u>
<b>At 5 April 2025</b>			
<b>Net book value</b>			
At 5 April 2025	<u>118,850</u>	<u>8,703</u>	<u>127,553</u>
At 6 April 2024	<u>124,398</u>	<u>6,617</u>	<u>131,015</u>

No depreciation has been charged on land at a cost of £10,000 included above.

The fixed assets above do not include a County Diamond Trefoil Brooch that was gifted to Staffordshire County Guide Association previously. The brooch is currently insured for £3,500.

Staffordshire County Guide Association  
Notes to the Financial Statements  
for the year ended 5 April 2025

<b>15 Fixed asset investments - listed investments</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Valuation:		
At 6 April 2024	358,557	336,170
Additions	80,382	42,414
Disposals	(58,657)	(43,760)
	<u>380,282</u>	<u>334,824</u>
(Decrease) / Increase in market value	5,443	23,733
	<u>385,725</u>	<u>358,557</u>
At 5 April 2025		
	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
The cost value at the balance sheet date of listed investments was	<u>238,163</u>	<u>269,566</u>
	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
The investments are held to provide a return on investments for the charity.		
The amounts of dividends received during the year amounted to	<u>12,475</u>	<u>12,476</u>
	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
The analysis of stocks and shares held are as follows:		
Companies within the UK	180,294	154,466
Companies outside the UK	205,431	204,091
	<u>385,725</u>	<u>358,557</u>
Total of valuation		
Holdings of stocks and shares are in a wide variety of companies, none of which are considered to be material in context of the investment portfolio.		
<b>16 Debtors: amounts falling due within one year</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Trade debtors	-	-
Other debtors	83,323	68,343
Prepayments and accrued income	62,570	102,292
	<u>145,893</u>	<u>170,635</u>
<b>17 Creditors: amounts falling due within one year</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Trade creditors	1,048	2,217
Accruals and deferred income	70,190	154,693
	<u>71,238</u>	<u>156,910</u>

Staffordshire County Guide Association  
Notes to the Financial Statements  
for the year ended 5 April 2025

18 Funds

	At 6 April 2024 £	Transfer of funds £	Incoming resources & gains £	Outgoing resources & losses £	At 5 April 2025 £
Restricted:					
International Event Fund	21,578	-	-	-	21,578
Archive Grant	300	-	-	(223)	77
	<u>21,878</u>	<u>-</u>	<u>-</u>	<u>(223)</u>	<u>21,655</u>
Designated:					
Development fund	39,301	(5,402)	-	-	33,899
Barbara Waterhouse legacy	140	-	-	(140)	-
Firepit Fundraising Fund	1,800	-	-	-	1,800
	<u>41,241</u>	<u>(5,402)</u>	<u>-</u>	<u>(140)</u>	<u>35,699</u>
General funds	785,025	5,402	302,371	(298,054)	794,744
	<u>848,144</u>	<u>5,402</u>	<u>302,371</u>	<u>(298,417)</u>	<u>852,098</u>

**International Event Fund**

This fund represents the amount of fundraising income that was raised to support trips that unfortunately had to be cancelled due to the COVID pandemic. The fund is to be used to support future international trips.

**Development fund**

Funds have been designated by the trustees to the development fund for the ongoing maintenance and possible refurbishment and alteration to the County Headquarters building.

**Barbara Waterhouse legacy**

Funds have been designated by the trustees to provide a seating area in the garden at our Headquarters. The fund was closed in the year.

**Firepit Fundraising Fund**

Funds have been designated by the trustees to provide STEM (science, technology, engineering, and maths) activities for seniors.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2025**

19 Analysis of net assets between funds	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances as at 5 April 2025 are represented by:			
Tangible fixed assets	513,278	-	513,278
Current assets	388,403	21,655	410,058
Creditors: amounts falling due within one year	(71,238)	-	(71,238)
<b>Total net assets</b>	<u>830,443</u>	<u>21,655</u>	<u>852,098</u>

**20 Commitments**

There were no commitments for capital expenditure at the year end.

The total future minimum lease payments under non- cancellable operating leases are payable as follows :

	2025	2024
	£	£
Within one year	-	841
After one year but within five years	-	-
	<u>-</u>	<u>841</u>

**21 Connected charities**

**The Guide Association**

Staffordshire County Guide Association is a member of The Guide Association (Charity number: 306016) 17-19 Buckingham Palace Road, London SW1W 0PT.

Material transactions with The Guide Association during the year were:

	2025	2024
	£	£
Membership subscriptions	424	1,089
Badges purchased	8,356	6,709
Other goods purchased	-	-
	<u>8,780</u>	<u>7,798</u>
County share of membership subscriptions receivable	<u>70,837</u>	<u>57,079</u>
Balances outstanding at the year end and included in creditors	984	708
Balances outstanding at the year end and included in other debtors	-	-

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2025**

**Connected charities note continued**

**The Beaudesert Park Camp Site**

Staffordshire County Guide Association has a non controlling interest in the camp site property and assets at The Beaudesert Park Camp Site.

The property and assets are managed by The Beaudesert Site Management Committee. Accounts are prepared separately by the Management Committee and the transactions and results are not included in the accounts of Staffordshire County Guide Association.

Staffordshire County Guide Association is entitled to a half share of the rent collected, net of costs, for land that is let at the Beaudesert Park Camp Site. The half share for the current year is £3,215.

The amount due from The Beaudesert Site Management Committee at the balance sheet date was £13,697 (2024: £10,482).

**22 Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Net movement in funds	3,954	42,507
Add back depreciation charge	9,363	9,102
Deduct gains / add back losses on sale of assets	-	(25,000)
Deduct interest and dividend income shown on investing activities	(13,743)	(12,755)
Deduct gains / add back losses on investments	(6,260)	(24,043)
Decrease (increase) in stock	(3,721)	(1,640)
Decrease (increase) in debtors	24,742	(94,613)
Increase (decrease) in creditors	<u>(85,672)</u>	<u>104,850</u>
<b>Net cash used in operating activities</b>	<u>(71,337)</u>	<u>(1,592)</u>

**STAFFORDSHIRE COUNTY GUIDE ASSOCIATION**

England & Wales - Charity number 524559

---

# Accounts

---

Charity number  
524559

Staffordshire County Guide Association

Report and Financial Statements

For the Year Ended

5 April 2024

# Staffordshire County Guide Association

## Contents

	Page
Reference and administrative details	1
Report of the Trustees	3
Report of the Independent Examiner	9
Statement of Financial Activities	10
Balance Sheet	11
Statement of Cashflows	12
Notes to the Financial Statements	13

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2024**

**Charity registration number**  
524559

**Registered Office and County Headquarters**  
St Peter's School Site, Church Lane, Hixon, Staffs, ST18 0PS

**Trustees**

Trustees who served during the year and up to 1<sup>st</sup> October 2024

Catriona Aileen Kerr until 19.09.24	County Commissioner
Alison Jane Holmes until 19.09.24	County Commissioner
Tracey Mary Chamberlain from 20.09.24	County Commissioner
Penelope Louise Williams until 19.09.24	Assistant County Commissioner
Christine James until 19.09.24	Assistant County Commissioner
Natalie Ainsworth from 20.09.24	Assistant County Commissioner
Catherine Anne Fettes	County Treasurer
Division Commissioners:	
Patricia Ann Sage	Girlguiding Burton Division
Jennifer Cassell	Girlguiding Cannock Division
Rachel Aston	Girlguiding Lapley Division
Victoria Smith	Girlguiding Leek Division
Charlie Quinby from 01.04.23 until 31.08.24	Girlguiding Lichfield Division
Victoria Jane Davies-Friend from 01.09.24	Girlguiding Lichfield Division
Lisa Marie Miller until 16.07.24	Girlguiding Longton Division
Claire Lawrence from 08.04.24	Girlguiding Longton Division
Annette Gould	Girlguiding Needwood Division
Trudy Reale	Girlguiding Newcastle Division
Dyanne Sargeant	Girlguiding Rugeley Division
Kim Waldron	Girlguiding Stafford Division
Karen Poyser	Girlguiding Stoke-on-Trent North Division
Debra Kay Jolley	Girlguiding Stoke-on-Trent South Division
Jill Piggott until 31.08.24	Girlguiding Stone and Eccleshall Division
Lisa Jayne Kane from 01.02.23	Girlguiding Stone Outward Division
Lisa Jayne Kane from 01.09.24	Girlguiding Stone Division

Sharon Ward	Girlguiding Tamworth Division
Denise Wheat until 09.10.23	Girlguiding Threapwood Division
Susan Parry from 01.11.24	Girlguiding Threapwood Division
Tracey Mary Chamberlain until 19.09.24	Girlguiding Uttoxeter Division
Jennifer Simmonds from 01.05.24	Girlguiding Uttoxeter Division

**Independent Examiner**

KR Salt SCCA  
BK Plus Ltd, Chartered Certified Accountants  
Adventure Place, Hanley, Stoke on Trent, Staffs. ST1 3AF

**Bankers**

Barclays Bank plc  
36 Town Road, Hanley, Stoke on Trent, Staffs. ST1 2PJ  
Co-op Bank  
2 Town Road, Hanley, Stoke on Trent, Staffs. ST1 2JE

**Investment Advisors**

Brewin Dolphin Securities Ltd  
Highpoint, Festival Way, Stoke on Trent, Staffs. ST1 5BG

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2024**

The Trustees present their report along with the financial statements of the charity for the financial year ending 5 April 2024.

**Structure, Governance and Management**

Governing Document

Staffordshire County Guide Association was established as a charity in England and Wales (number 524559) on 1<sup>st</sup> January 1961.

Staffordshire County Guide Association operates under the name of 'Girlguiding Staffordshire'

Appointment of Trustees

The County Commissioner is appointed for a term of five years. Two joint County Commissioners were appointed in September 2019 and their roles end on 19<sup>th</sup> September 2024. A single post holder has been appointed as the designate from May 2024.

The Assistant County Commissioner is appointed for a term which does not extend beyond the finishing date of the County Commissioner's appointment, but they may be reappointed immediately in the same or another capacity.

A Division Commissioner becomes a Trustee of the charity upon her appointment as a Division Commissioner. She is appointed by the County Commissioner in consultation with all the District Commissioners and Advisers within the Division. The appointment is for three years with an extension of two further years available.

The Trustees are also known as the County Executive Committee and are responsible for the direction and general development of the principles, aims, policy, organisation, and rules of the Association. An item referring to conflict of interests is addressed at the start of an executive meeting.

A Finance & Headquarters Committee, being a sub-committee formed from the Executive Committee is responsible for the finances of the County. The Finance & Headquarters Committee consists of: the County Commissioner/s, / Assistant County Commissioner/s, County Treasurer, County Finance Officer, two Division Commissioners, and one adult member.

The Finance & Headquarters Committee meets at least three times a year.

Trustee Induction and Training

New Division Commissioners follow a Girlguiding Induction Programme and are appointed a mentor and encouraged to attend appropriate trainings. Each Division Commissioner is responsible for the management within her Division.

Safeguarding The Children In Our Care

Girlguiding Staffordshire follows the policy of Girlguiding to safeguard its members from physical, sexual, and emotional harm while participating in Guiding activities. Girlguiding takes all reasonable steps to ensure that, through relevant procedures including DBS (Disclosure and Barring Service) checks and training, children, young people and adults taking part in Guiding activities do so in a safe environment. All leaders working with children will undertake Safe Space training in accordance with Girlguiding UK and complete a First Aid Training Course as part of the leadership training. Having a current First Aid qualification was removed from the requirements of being a leader with the launch of the new Learning Development Preprogramme in September 2022. Safe Space training has four levels each being appropriate for the level at which they are volunteering.

Organisation

Girlguiding is organised in a number of areas in order to provide support and channels for two-way communication. This structure also allows the young members, leaders, and commissioners the opportunity to make decisions and take responsibility.

Units are grouped into Districts, Districts into Divisions and Divisions into a County. The County Advisor teams manage each stream of our work which is working very effectively to support the membership. Training and support has been given to the members who have accepted these roles.

All girl members and adult volunteers are recorded on the secure Girlguiding online database known as GO (Guiding Organiser).

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2024**

**Structure, Governance and Management      Continued**

All units received subscription invoices online, these included Girlguiding, Girlguiding Midlands, and Girlguiding Staffordshire levies. The payment process in 2024 went well.

As at the 5 April 2024 membership of Girlguiding Staffordshire is recorded as 6091 members. This can be identified as follows:

Rainbows 1375  
Brownies 2258  
Guides 1147  
Rangers 144  
Adult Volunteers 1167

Girlguiding Staffordshire appreciates the support and friendship of the Trefoil Guild members, these may be new, former or present adult members of Girlguiding, who are always willing to help with various events and projects and support the girls.

The county continues to train leaders to use the GO Database and develop their skills to make the best possible use of this administrative tool.

Girlguiding's online recruitment tool allows people to join guiding at any level via a dedicated area on the web site and is very effective. We continue to develop initiatives to manage the waiting lists of girls wishing to join units across the county. This will see more leaders and girls benefiting from the opportunities Girlguiding Staffordshire has to offer.

The County employs five part-time staff. One member provides support at Copeland Cottage camp and Activities Centre and the cost is recharged to them. These are permanent contracts. The county has 66 hours per week paid support.

Related parties

As an active member of Staffordshire Council of Voluntary Youth Services (SCYVS), members of Girlguiding Staffordshire have had the opportunity to network with other voluntary organisations in the county at events organised by SCVYS.

Risk Management

The committee actively reviews the major risks that the charity faces on a regular basis and believes that maintaining reserves at the current levels combined with an annual review of the controls over key financial systems will continue to provide sufficient resources through adverse economic conditions. A financial risk assessment has been undertaken during the year and will be reviewed on an annual basis.

The committee regularly examines other operational and business risks faced by the charity and confirms that systems have been established to mitigate any significant risks.

Public Benefit

When planning the activities of Girlguiding Staffordshire, the trustees considered the Charity Commission's guidance on public benefit and in particular the specific guidance to charities for the advancement of citizenship or community development. They are of the opinion that, the following objectives and activities together with the achievements demonstrate, the public benefit of the work of Girlguiding Staffordshire. Many units have carried out service in their local communities and worked with other community groups for the benefit of many.

Objectives and activities

The charity was established with the aim of enabling girls to mature into confident, capable, and caring women, who are able to make the most of their potential in career, home and personal life and be willing as citizens to contribute to their community and the wider world.

As part of Girlguiding, members of Girlguiding Staffordshire are encouraged to 'learn by doing' with five distinct elements known as 'The Five Essentials':

- Working together in small groups
- Being involved in decision making as individuals and as groups
- Experiencing a balanced and varied programme of activities
- Caring for the individual in a safe and supportive environment
- Sharing a commitment to a common standard

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2024**

**Achievements and Performance**

The Guiding programme allows members of Girlguiding Staffordshire to experience activities suited to the abilities and needs of each individual; the structure of the sections and age groupings makes this possible. The programme for all sections continues to run successfully. Training for leaders has been delivered to equip members with the skills required.

Rainbows:	4-7 years	Brownies:	7-10 years
Guides:	10-14 years	Rangers :	14-18 years
Inspire	18 -30 years	Leaders	18 +

**Training and Qualifications**

Girlguiding Staffordshire has continued to provide training sessions for leaders, mentors, and commissioners.

- Training sessions for Rainbow, Brownie, Guide and Ranger Leaders
- (SLIP) Staffordshire Leadership Induction Programme is offered several times a year to new leaders
- "Going away with scheme" to enable leaders to safely run Camps and Holidays
- 1<sup>st</sup> Response (First Aid) Qualification courses
- Safeguarding (Safe Space) sessions at 4 levels are offered
- Commissioner Training
- Update sessions for Leadership Qualification Mentors
- Girlguiding has continued to offer online and in person training in a range of subjects

It is a requirement that one leader from each unit has received first response training. Under the direction of a dedicated First Response Coordinator our expanding team have been delivering courses on a regular basis.

It is a requirement that each volunteer receives Safe Space Training to a level required for their role. Our trainers have continued to offer this.

**Qualifications gained have included:**

11 leaders completing the newly launched 'Leadership Development Programme'

18 leaders have completed the 'Going Away With' Qualification

**Specialist Training Events**

A successful County training day was held at the JCB Academy, Rocester, in April 2023. Approximately 120 adult members gathered to receive training from an organization called 'The Art of Brilliance'.

**Public Relations**

We continue to use our social media platforms for advertising our events and challenges. Facebook, Instagram, Flicker, Tiktok, You Tube and our Girlguiding Staffordshire app continue to see a large footfall. They have remained invaluable.

**International**

In 2023 our International travel programme resumed. In February 2023 a group visited Kenya. In July 2023, there were two adventures: a group visited Iceland and another Scotland.

**Young Members**

Unit programmes have continued to be offered, delivering high quality activities and experiences to our young people.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2024**

**Achievements and Performance Continued**

A number of young members have achieved prestigious awards. These are an exciting part of the Girlguiding programme and can only be achieved by much work on the part of the girls.

10	members gained Young Leaders Qualification
1	Ranger gained their 'Lead Away' Permit
5	members trained as Peer Educators
1	member gained their Commonwealth Award
4	members gained the Bronze DofE award
14	Guide Gold Awards
33	Brownie Gold Awards
22	Rainbow Gold Awards
279	Bronze Awards across all sections
178	Silver Awards across all sections

**General Report**

In another busy year, Girlguiding Staffordshire has provided a wide variety of activities across the county.

The spring saw us running a promotional stand, again, at the Staffordshire County Show. We met lots of members of the public and encouraged them to try a variety of activities that our members enjoy on a regular basis.

We celebrated the Coronation with many events across the county, and renewed our Promise to "Serve the King".

In the summer units across the county, joined other members of Girlguiding across the UK, at special Girlguiding showings in cinemas of 'The Little Mermaid'. This term we also ran a county camp for Brownies – allowing leaders with less experience to bring their girls to enjoy a great weekend under canvas, trying out lots of new activities.

The summer also saw us team up with our local AONB (Area of Outstanding Natural Beauty) Cannock Chase, and the Scouts, to launch a special challenge badge – the Future Guardians of Cannock Chase – to promote more use and understanding of this fabulous resource in our county.

As usual, our water activity centre, Manor Park, was utilised by many members from May to September, with groups of Brownies, Guides and Rangers canoeing, bellboating, kayaking and paddleboarding.

Over the autumn term one of our County Commissioners and one of our Division Commissioners took on the challenge of walking across Staffordshire. They covered around 200km, with hundreds of members joining them on various legs of the walk, and earning their 'Walk Our Staffordshire Way' badge. This then continued over the next year, with units who had been unable to join the organised events, inviting our County Commissioner to join them for various evening walks in a great variety of locations across the county.

For our adult members we had several social walking events at various locations. This allowed our volunteers to enjoy an activity, whilst chatting and exchanging ideas and experiences.

Our usual Division Commissioner weekend took place in January, and our all Commissioner conference in March. These ensure we are keeping everyone up to date with plans, procedures and any changes to training and requirements within the organisation.

As ever, our fundraising continues over the year to support all that we offer our members. Amongst other events, we continued with the success of our virtual markets held on Facebook.

**Annual Review**

The annual review was held in November 2023 and was well attended.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2024**

**Annual Review Continued**

**Team Leads**

The county advisers continued to meet on a regular basis, headed by their team leads and continue to add to the county calendar. They support Divisions and meet with Division Advisors.

**Awards**

The County continues to promote awards for adults across the county and this has resulted in more awards being presented. The Annual Presentation for Adults awards at Sandon Hall was held on 7<sup>th</sup> July 2023. It provided the opportunity to show how much we value our leaders and supporters and celebrate service awards for those who have given 20+ years of service.

In addition, 4 Girlguiding Staffordshire Awards and 4 Girlguiding Good Service Brooches were presented.

**Trefoil Guild**

The Staffordshire Trefoil Guild, former and present members of Girlguiding of all ages, is a successful organisation with over 350 members who are keen to provide support and assistance for many Guiding activities. Many members of the Trefoil Guild assist with the county's events and we are most grateful for this support.

**Resources**

The County Headquarters is an excellent multi-purpose building used for a variety of activities including trainings, meetings, residential events and the administration of the county.

The committee continues to oversee the maintenance and finances of Owls Nest and Chantry House, properties belonging to Girlguiding Staffordshire and Girlguiding West Mercia at Beaudesert Campsite.

**Girlguiding Midland Region**

Six members were presented with the Regional Chief Commissioner Award in November 2023.

The County Commissioners attended Regional Executive Meetings and Team Leads have represented the county at numerous events and trainings.

**Financial Review**

Principal Funding Source

The principal funding source continues to be the county share of the annual subscription

Investment Policy

The trustees have the power to invest in such assets as they see fit. An investment portfolio is currently held and is managed by Brewin Dolphin Securities Ltd. A meeting was held with Brewin Dolphin to review the portfolio

Reserves Policy

The trustees have strived to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months unrestricted expenditure. This policy would provide sufficient funds to ensure the continuation of the charitable activities for at least that period.

The balance of free reserves at the year-end, being unrestricted reserves not designated or invested in fixed assets, at the balance sheet date was £654.010

The trustees are confident that this amount together with the income from planned events will be sufficient to enable all of the charitable activities to continue for at least the period of twelve months.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2024**

**Financial Review Continued**

Volunteers

Girlguiding Staffordshire is essentially run by volunteers. With the exception of the work carried out by five part time employees of the charity, all activities are carried out on a voluntary basis. The financial statements set out the results for the year but do not reflect the considerable and vital support given by all connected with Girlguiding across Staffordshire.

**Future Strategy**

Looking to the coming year, we continue to use a blended approach of face to face and virtual meetings both to train our volunteers, and for many of our volunteer meetings.

Our international offering continues to grow, as we recover from the effects of COVID, with plans for a whole county trip for Brownies, Guides, Rangers and leaders to Disneyland Paris. Other opportunities offered include trips to Ireland, Switzerland and India, so lots of exciting options.

Planning is also underway for a large event for all county members (over 1000) at a new venue. Hopefully we will see many girls get their first chance to experience a sleepover – with 500 other members – and try a huge array of new activities.

The county strategy will continue to follow the theme of the National Plan, which allows us to offer a full and varied programme of activities and events, to current and new members, in a safe, supportive environment for all.

**Statement of Trustees' Responsibilities**

Charity Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence

The trustees are 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 comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner**

The trustees intend to ask BK Plus Ltd Chartered Certified Accountants to undertake the independent examination of the Charity in the following year.

**Approval**

This report was approved by the trustees on the date shown below and signed on their behalf by:



County Commissioner

Dated: 3 December 2024

**Report of the Independent Examiner  
to the Trustees of  
Staffordshire County Guide Association**

I report to the trustees on my examination of the accounts of Staffordshire County Guide Association (the Trust) for the year ended 5 April 2024, which are set out on pages 10 to 23.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

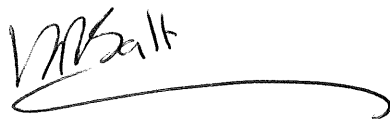
**Independent examiner's statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, which is one of the listed bodies

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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:

Dated: 19<sup>th</sup> December 2024

**Mr K R Salt FCCA**  
Independent Examiner

BK Plus Limited  
Chartered Certified Accountants  
Adventure Place  
Hanley  
Stoke on Trent  
Staffordshire  
ST1 3AF

**Staffordshire County Guide Association**  
**Statement of Financial Activities**  
**for the year ended 5 April 2024**

	Notes	Unrestricted Funds £	Restricted Funds £	2024 TOTAL £	2023 TOTAL £
<b>Income</b>					
Donations, grants and legacies	2	59,439	475	59,914	60,302
Other trading activities	4	18,370	-	18,370	13,246
Investments	3	12,755	-	12,755	10,600
Charitable activities					
Event receipts and collections	5	80,901	196	81,097	372,745
Other income	6	30,215	-	30,215	7,658
<i>Total income</i>		<u>201,680</u>	<u>671</u>	<u>202,351</u>	<u>464,551</u>
<b>Expenditure</b>					
Expenditure on raising funds					
Fundraising trading: cost of goods sold and other costs	4	6,729	-	6,729	8,534
Investment management fees		1,882	-	1,882	2,477
Charitable activities					
Grants payable	7	180	-	180	240
Event costs	8	78,897	457	79,354	367,048
General guiding costs	9	89,830	-	89,830	85,608
Other costs	10	5,912	-	5,912	5,823
<i>Total expenditure</i>		<u>183,430</u>	<u>457</u>	<u>183,887</u>	<u>469,730</u>
<i>Net income (expenditure) before transfers</i>		18,250	214	18,464	(5,179)
<b>Transfers</b>					
Gross transfer between funds	18	5,627	(5,627)	-	-
<i>Net income (expenditure) and net movement in funds before gain and losses</i>		23,877	(5,413)	18,464	(5,179)
<b>Net gains (losses) on investments</b>	11	24,043	-	24,043	(22,421)
<i>Net movement in funds</i>		<u>47,920</u>	<u>(5,413)</u>	<u>42,507</u>	<u>(27,600)</u>
<b>Reconciliation of Funds</b>					
<i>Total funds brought forward</i>		778,346	27,291	805,637	833,237
<i>Total funds carried forward</i>		<u>826,266</u>	<u>21,878</u>	<u>848,144</u>	<u>805,637</u>

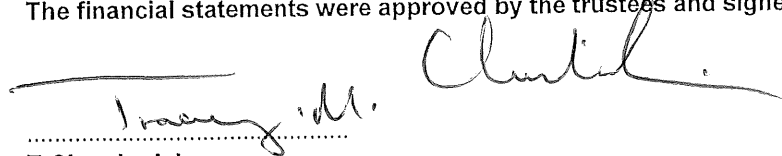
All incoming resources and resources expended derive from continuing activities.

The notes on pages 13 to 23 form part of these accounts

**Staffordshire County Guide Association**  
**Balance Sheet**  
**as at 5 April 2024**

	Notes	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	14	131,015	137,116
Investments	15	<u>358,557</u>	<u>336,170</u>
<i>Total fixed assets</i>		489,572	473,286
<b>Current assets</b>			
Stocks		10,602	8,962
Debtors	16	170,635	76,022
Cash at bank and in hand		<u>334,245</u>	<u>299,427</u>
<i>Total current assets</i>		515,482	384,411
<b>Liabilities</b>			
Creditors: amounts falling due within one year	17	<u>156,910</u>	<u>52,060</u>
<i>Net current assets</i>		358,572	332,351
<i>Total assets less current liabilities (being net assets)</i>		<u>848,144</u>	<u>805,637</u>
<b>The funds of the charity:</b>			
Restricted funds	18	<u>21,878</u>	<u>27,291</u>
Unrestricted income funds: 18			
Designated funds		41,241	49,086
General funds		<u>785,025</u>	<u>729,260</u>
<i>Total unrestricted funds</i>		826,266	778,346
<i>Total charity funds</i>		<u>848,144</u>	<u>805,637</u>

The financial statements were approved by the trustees and signed on their behalf by:



T Chamberlain  
 County Commissioner

Dated... 12-12-24

**Staffordshire County Guide Association**  
**Statement of Cashflows**  
**as at 5 April 2024**

	Notes	2024 £	2023 £
Net cash used in operating	22	<u>(1,592)</u>	<u>(104,771)</u>
<b><i>Cash flows from investing</i></b>			
Interest and dividends		12,755	10,600
Purchase of furniture and equipment		(3,001)	(2,157)
Purchase of new investments		(42,414)	(88,927)
Proceeds from sale of fixed assets		25,000	-
Proceeds from sale of investments		44,070	87,518
Net cash provided by investing		<u>36,410</u>	<u>7,034</u>
<b><i>Cash flows from financing</i></b>			
Repayment of borrowing		-	-
Cash inflow from new borrowings		-	-
Net cash provided by financing		<u>-</u>	<u>-</u>
Change in cash and cash		34,818	(97,737)
Cash and cash equivalent brought forward		299,427	397,164
Cash and cash equivalents carried forward		<u><u>334,245</u></u>	<u><u>299,427</u></u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2024**

**1 Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

***Basis of preparation of accounts***

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The association constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

***Income***

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Donated equipment is included at the value to the charity where this can be quantified and a third party is bearing the cost. Grants are recognised when received. Receipts for events in future periods are deferred to the period of the event. No amounts are included in the financial statements for services donated by volunteers.

***Expenditure***

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs that relate to the category.

Fund raising costs are direct costs incurred in the purchase of goods for resale together with related expenses.

Training and travel grant requests are received from Leaders to assist with the cost of approved camp and international events. The request is considered by the trustees and if successful a grant will be made to the individual Leader on the basis of :-

County Trips - 30% of cost for each leader and cost of one place. Region Trips - 30% for leaders and 10% for girls. Private Trips with no service £500. Private Trips with service element £1,000.

Costs previously analysed as support costs being those costs incurred directly in support of charitable expenditure of the charity have been included as general guiding costs within the summary of costs of charitable activities.

Other costs represent cost associated with constitutional and statutory requirements of the charity.

**Accounting policies continued**

***Restricted funds***

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

***Unrestricted funds***

Unrestricted funds are donations and other income received or generated for the objects of the charity without a further specified purpose and are available as general funds.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2024**

**Designated funds**

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

**Fixed assets and depreciation**

Fixed assets over the value of £250 are capitalised at cost.

Depreciation is provided by the charity to write off the cost of tangible fixed assets over their estimated useful economic lives as follows:

Freehold land	Nil
Freehold buildings	50 years straight line and 10% per annum straight line
Fixtures and fittings	20% per annum reducing balance and 20% per annum straight line

**Investments**

Listed investments are stated at valuation - gains or losses arising from disposals of fixed asset investments and movement in valuation are treated as part of the result for the year and included in the Statement of Financial Activities. Unlisted investments are stated at cost.

**Stocks**

Purchased stocks are valued at the lower of cost or net realisable value after making due allowance for any obsolete or slow-moving items.

**Finance and operating leases**

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period that they are incurred.

**2 Donations, grants and legacies**

	Unrestricted £	Restricted £	2024 £	2023 £
County share of subscription	57,079	-	57,079	53,092
Miscellaneous subs	113	-	113	263
Miscellaneous donations	1,947	-	1,947	305
Grants	300	475	775	6,642
	<u>59,439</u>	<u>475</u>	<u>59,914</u>	<u>60,302</u>

**3 Investments**

	Unrestricted £	Restricted £	2024 £	2023 £
Listed investments				
Dividends	12,476	-	12,476	10,436
Cash investments and settlements pending				
Bank interest	279	-	279	164
	<u>12,755</u>	<u>-</u>	<u>12,755</u>	<u>10,600</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2024**

4 Other trading activities	Unrestricted £	Restricted £	2024 £	2023 £
Trading income				
Goods and publications	-	-	-	239
Sales of badges & county goods	14,240	-	14,240	9,896
Rental income - Beaudesert	1,839	-	1,839	3,111
Lettings income	2,291	-	2,291	1,674
<b>Total incoming resources</b>	<u>18,370</u>	<u>-</u>	<u>18,370</u>	<u>13,246</u>
Trading expenditure				
Goods and publications	-	-	-	-
Purchase of badges & county goods	6,709	-	6,709	8,514
Miscellaneous fund raising costs	20	-	20	20
<b>Total outgoing resources</b>	<u>6,729</u>	<u>-</u>	<u>6,729</u>	<u>8,534</u>
<b>Net fund raising income</b>	<u>11,641</u>	<u>-</u>	<u>11,641</u>	<u>4,712</u>
5 Charitable activities	Unrestricted £	Restricted £	2024 £	2023 £
Event receipts and collections				
Training receipts	3,254	-	3,254	2,996
County guiding events:				
Miscellaneous events	18,127	-	18,127	9,458
International guiding				
Iceland 2023	45,416	-	45,416	-
Scotland 2023	14,094	-	14,094	-
Fundraised element of income in respect of cancelled trips due to COVID pandemic	-	196	196	-
Unity 2022	10	-	10	255,939
Finland 2021	-	-	-	6,951
Kenya Adults	-	-	-	36,277
Kenya Girls	-	-	-	61,124
	<u>80,901</u>	<u>196</u>	<u>81,097</u>	<u>372,745</u>

Continued ,,,,

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2024**

**Incoming resources from charitable activities continued**

**Event receipts and collections**

Amounts received for future guiding events are not included but are carried forward as received in advance and included in creditors (Note 17).

At the balance sheet date, the details of the amounts carried forward was as follows:

	2024 £	2023 £
County guiding events:		
Miscellaneous events	-	510
International guiding events:		
Essex 2024	7,918	-
Switzerland 2025	10,625	-
Disney 2024	86,842	-
India 2025	17,178	-
Iceland 2023	-	35,504
Scotland 2023	-	1,477
Disney 2024	-	5,320
	<u>122,563</u>	<u>42,811</u>

6 Other income	Unrestricted £	Restricted £	2024 £	2023 £
Copeland Cottage - salary recharge	5,200	-	5,200	5,984
Sale of Land	25,000	-	25,000	-
Sundry receipts	15	-	15	-
	<u>30,215</u>	<u>-</u>	<u>30,215</u>	<u>5,984</u>

**Charitable expenditure**

7 Grants payable	Unrestricted £	Restricted £	2024 £	2023 £
Training and travel grants (Net of refunds)	180	-	180	240
	<u>180</u>	<u>-</u>	<u>180</u>	<u>240</u>

Training and travel grant requests are received from Leaders to assist with the cost of approved camp and international events. The request is considered by the trustees and if successful a grant will be made to the individual Leader on the basis of :-

County Trips - 30% of cost for each leader and cost of one place. Region Trips - 30% for leaders and 10% for girls. Private Trips with no service £500. Private Trips with service element £1,000.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2024**

<b>8 Event costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Training expenses	6,193	175	6,368	6,860
County guiding events:				
Miscellaneous events	11,239	-	11,239	11,518
International guiding events:				
Unity	389	-	389	235,779
Iceland 2023	47,715	-	47,715	-
Scotland 2023	13,361	-	13,361	-
Kenya Adults 2023	-	-	-	34,931
Kenya Girls 2023	-	-	-	69,993
Finland	-	-	-	6,759
International guiding events unrecovered costs due to COVID cancellation				
Cayman 2020	-	282	282	1,027
Iceland 2020	-	-	-	181
	<u>78,897</u>	<u>457</u>	<u>79,354</u>	<u>367,048</u>

Amounts of expenditure for future guiding events are not included above but are carried forward and included in prepayments (Note 16).

At the balance sheet date the details of the amounts carried forward was as follows:

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
County guiding events:		
Steam & Dream	3,278	-
International guiding events:		
Iceland 2023	-	11,007
Essex 2024	3,222	-
Switzerland 2025	8,539	-
Disney 2024	73,150	-
India 2025	5,216	-
Norway - Roverway	3,050	-
	<u>96,455</u>	<u>11,007</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2024**

9	General guiding costs	Unrestricted £	Restricted £	2024 £	2023 £
	Guide Association subscriptions	1,089	-	1,089	972
	Expenses claimed	1,917	-	1,917	2,123
	Grants paid to commissioners	720	-	720	675
	Wage costs	50,480	-	50,480	43,464
	Printing, stationery and postage	1,190	-	1,190	3,145
	Lease of equipment	852	-	852	841
	Insurance	1,570	-	1,570	2,670
	Heat, light and water	6,473	-	6,473	5,371
	Cleaning expenses	3,141	-	3,141	3,811
	Repairs and maintenance	9,868	-	9,868	11,274
	Telephone charges	1,691	-	1,691	2,093
	Donations and presentations	193	-	193	241
	Legal and professional	376	-	376	426
	Rebranding costs	1,168	-	1,168	-
	Depreciation	9,102	-	9,102	8,502
		<u>89,830</u>	<u>-</u>	<u>89,830</u>	<u>85,608</u>
10	Other costs	Unrestricted £	Restricted £	2024 £	2023 £
	Annual report and AGM costs	233	-	233	325
	Independent examiners fees	3,142	-	3,142	3,384
	Bank charges	347	-	347	430
	Sundry expenses	2,190	-	2,190	1,684
		<u>5,912</u>	<u>-</u>	<u>5,912</u>	<u>5,823</u>
11	Net gains (losses) on investments	Unrestricted £	Restricted £	2024 £	2023 £
	Unrealised investment gains/(losses) per note 15	23,733	-	23,733	(14,174)
	Realised investment gains/(losses)	310	-	310	(8,247)
		<u>24,043</u>	<u>-</u>	<u>24,043</u>	<u>(22,421)</u>
12	Net resources			2024 £	2023 £
	This is stated after charging:				
	Independent examiners fees			3,142	3,384
	Depreciation and other amounts written off tangible fixed assets:				
	Owned by the charity			9,102	8,502
	Operating leases				
	Hire of plant and machinery			852	841

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2024**

**13 Employees and staff costs**

The average weekly number of staff employed by the charity during the year, analysed by category, was as follows:

	2024	2023
Administration - (Part time)	5	5

The aggregate payroll costs of the above was:

	2024	2023
	£	£
Wages and salaries	49,902	42,924
Pension contributions - defined contribution scheme	578	540
Social security costs	-	-
	<u>50,480</u>	<u>43,464</u>

No employee earned more than £60,000 per annum. (2023: None).  
 No remuneration was paid to the trustees during the year (2023: Nil).

	2024	2023
	£	£
Grants and expenses paid to the trustees during the year		

Grants of £45 each were paid to 16 Division Commissioners during the year (2023: 15). The Division Commissioners are listed on page 1.

720	675
-----	-----

Reimbursement of out of pocket expenses together with travelling expenses were paid to 3 trustees during the year. (2023: 6)

<u>1,917</u>	<u>2,123</u>
--------------	--------------

**14 Tangible fixed assets**

	Freehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 6 April 2023	262,216	83,112	345,328
Additions	-	3,001	3,001
Disposals	-	-	-
At 5 April 2024	<u>262,216</u>	<u>86,113</u>	<u>348,329</u>
<b>Depreciation</b>			
At 6 April 2023	132,270	75,942	208,212
Charge for the Year	5,548	3,554	9,102
On Disposals	-	-	-
At 5 April 2024	<u>137,818</u>	<u>79,496</u>	<u>217,314</u>
<b>Net book value</b>			
At 5 April 2024	<u>124,398</u>	<u>6,617</u>	<u>131,015</u>
At 6 April 2023	<u>129,946</u>	<u>7,170</u>	<u>137,116</u>

No depreciation has been charged on land at a cost of £10,000 included above.

The fixed assets above do not include a County Diamond Trefoil Brooch that was gifted to Staffordshire County Guide Association previously. The brooch is currently insured for £3,500.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2024**

<b>15 Fixed asset investments - listed investments</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Valuation:		
At 6 April 2023	336,170	357,182
Additions	42,414	88,927
Disposals	<u>(43,760)</u>	<u>(95,765)</u>
	334,824	350,344
(Decrease) / Increase in market value	23,733	(14,174)
	<u>358,557</u>	<u>336,170</u>
At 5 April 2024		
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
The cost value at the balance sheet date of listed investments was	<u>269,566</u>	<u>242,568</u>
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
The investments are held to provide a return on investments for the charity. The amounts of dividends received during the year amounted to	<u>12,476</u>	<u>10,436</u>
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
The analysis of stocks and shares held are as follows:		
Companies within the UK	154,466	160,993
Companies outside the UK	204,091	175,177
	<u>358,557</u>	<u>336,170</u>
Total of valuation		
Holdings of stocks and shares are in a wide variety of companies, none of which are considered to be material in context of the investment portfolio.		
<b>16 Debtors: amounts falling due within one year</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	-	-
Other debtors	68,343	60,388
Prepayments and accrued income	102,292	15,634
	<u>170,635</u>	<u>76,022</u>
<b>17 Creditors: amounts falling due within one year</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade creditors	2,217	417
Accruals and deferred income	154,693	51,643
	<u>156,910</u>	<u>52,060</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2024**

**18 Funds**

	At 6 April 2023 £	Transfer of funds £	Incoming resources & gains £	Outgoing resources & losses £	At 5 April 2024 £
Restricted					
International Event Fund	21,664	-	196	(282)	21,578
Training Grant	-	-	175	(175)	-
Archive Grant	-	-	300	-	300
Midlands Guides - HQ Subs Grant	5,627	(5,627)	-	-	-
	<u>27,291</u>	<u>(5,627)</u>	<u>671</u>	<u>(457)</u>	<u>21,878</u>
Designated:					
Development fund	45,260	-	-	(5,959)	39,301
Rebranding fund	1,886	(718)	-	(1,168)	-
Barbara Waterhouse legacy	140	-	-	-	140
Firepit Fundraising Fund	1,800	-	-	-	1,800
	<u>49,086</u>	<u>(718)</u>	<u>-</u>	<u>(7,127)</u>	<u>41,241</u>
General funds	729,260	6,345	225,723	(176,303)	785,025
	<u>805,637</u>	<u>718</u>	<u>226,394</u>	<u>(183,887)</u>	<u>848,144</u>

**International Event Fund**

This fund represents the amount of fundraising income that was raised to support trips that unfortunately had to be cancelled due to the COVID pandemic. The fund is to be used to support future international trips.

**Midlands Guides - HQ Subscription Grant**

This grant received from Headquarters last year used to subsidise this years subscription

**Development fund**

Funds have been designated by the trustees to the development fund for the ongoing maintenance and possible refurbishment and alteration to the County Headquarters building.

**Rebranding fund**

Funds have been designated. The Charity previously received a grant from Staffordshire County Council known as a "Block Grant" that was restricted as being toward training, equipment and the running costs of group's premises. The Charity has distributed the balance of the grant monies held together with funds from free reserves to divisions based on the divisional membership.

**Barbara Waterhouse legacy**

Funds have been designated by the trustees to provide a seating area in the garden at our Headquarters.

**Firepit Fundraising Fund**

Funds have been designated by the trustees to provide STEM (science, technology, engineering, and maths) activities for seniors.

**Staffordshire County Guide Association  
Notes to the Financial Statements  
for the year ended 5 April 2024**

19 Analysis of net assets between funds	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances as at 5 April 2024 are represented by:			
Tangible fixed assets	489,572	-	489,572
Current assets	493,604	21,878	515,482
Creditors: amounts falling due within one year	(156,910)	-	(156,910)
<b>Total net assets</b>	<u>826,266</u>	<u>21,878</u>	<u>848,144</u>

**20 Commitments**

There were no commitments for capital expenditure at the year end.

The total future minimum lease payments under non- cancellable operating leases are payable as follows :

	2024	2023
	£	£
Within one year	841	841
After one year but within five years	-	841
	<u>841</u>	<u>1,682</u>

**21 Connected charities**

**The Guide Association**

Staffordshire County Guide Association is a member of The Guide Association (Charity number: 306016) 17-19 Buckingham Palace Road, London SW1W 0PT.

Material transactions with The Guide Association during the year were:

	2024	2023
	£	£
Membership subscriptions	1,089	602
Badges purchased	6,709	8,486
Other goods purchased	-	2,059
	<u>7,798</u>	<u>11,147</u>
County share of membership subscriptions receivable	<u>57,079</u>	<u>53,092</u>
Balances outstanding at the year end and included in creditors	708	203
Balances outstanding at the year end and included in other debtors	-	-

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2024**

**Connected charities note continued**

**The Beaudesert Park Camp Site**

Staffordshire County Guide Association has a non controlling interest in the camp site property and assets at The Beaudesert Park Camp Site.

The property and assets are managed by The Beaudesert Site Management Committee. Accounts are prepared separately by the Management Committee and the transactions and results are not included in the accounts of Staffordshire County Guide Association.

Staffordshire County Guide Association is entitled to a half share of the rent collected, net of costs, for land that is let at the Beaudesert Park Camp Site. The half share for the current year is £1,839.

The amount due from The Beaudesert Site Management Committee at the balance sheet date was £10,482 (2023: £8,643).

**22 Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Net movement in funds	42,507	(27,600)
Add back depreciation charge	9,102	8,502
Deduct gains / add back losses on sale of assets	(25,000)	-
Deduct interest and dividend income shown on investing activities	(12,755)	(10,600)
Deduct gains / add back losses on investments	(24,043)	22,421
Decrease (increase) in stock	(1,640)	(901)
Decrease (increase) in debtors	(94,613)	7,133
Increase (decrease) in creditors	104,850	(103,726)
<b>Net cash used in operating activities</b>	<u>(1,592)</u>	<u>(104,771)</u>

**STAFFORDSHIRE COUNTY GUIDE ASSOCIATION**

England & Wales - Charity number 524559

---

# Accounts

---

Charity number  
524559

Staffordshire County Guide Association

Report and Financial Statements

For the Year Ended

5 April 2023

# Staffordshire County Guide Association

## Contents

	<b>Page</b>
Reference and administrative details	1
Report of the Trustees	3
Report of the Independent Examiner	10
Statement of Financial Activities	11
Balance Sheet	12
Statement of Cashflows	13
Notes to the Financial Statements	14

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2023**

**Charity registration number**  
524559

**Registered Office and County Headquarters**  
St Peter's School Site, Church Lane, Hixon, Staffs, ST18 0PS

**Trustees**

Trustees who served during the year and up to 1<sup>st</sup> October 2023

Catriona Aileen Kerr	County Commissioner
Alison Jane Holmes	County Commissioner
Penelope Louise Williams	Assistant County Commissioner
Christine James	Assistant County Commissioner
Catherine Anne Fettes	County Treasurer
Division Commissioners:	
Patricia Ann Sage	Girlguiding Burton Division
Jennifer Cassell	Girlguiding Cannock Division
Rachel Aston	Girlguiding Lapley Division
Victoria Smith	Girlguiding Leek Division
Samantha Kathryn Abell until 01.09.23	Girlguiding Lichfield Division
Charlie Quinby from 01.04.23	Girlguiding Lichfield Division
Lisa Marie Miller	Girlguiding Longton Division
Annette Gould	Girlguiding Needwood Division
Trudy Reale	Girlguiding Newcastle Division
Dyanne Sargeant	Girlguiding Rugeley Division
Kim Waldron	Girlguiding Stafford Division
Karen Poyser	Girlguiding Stoke-on-Trent North Division
Debra Kay Jolley	Girlguiding Stoke-on-Trent South Division
Jill Piggott	Girlguiding Stone and Eccleshall Division
Debra Ann Turner until 01.03.23	Girlguiding Stone Outward Division
Lisa Jayne Kane from 01.02.23	Girlguiding Stone Outward Division
Katherine Lucy Plant until 28.09.22	Girlguiding Tamworth Division
Sharon Ward from 01.12.22	Girlguiding Tamworth Division
Denise Wheat	Girlguiding Threapwood Division
Tracey Mary Chamberlain	Girlguiding Uttoxeter Division

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2023**

**Independent Examiner**

KR Salt SCCA  
BK Plus Ltd, Chartered Certified Accountants  
Adventure Place, Hanley, Stoke on Trent, Staffs. ST1 3AF

**Bankers**

Barclays Bank plc  
36 Town Road, Hanley, Stoke on Trent, Staffs. ST1 2PJ  
Co-op Bank  
2 Town Road, Hanley, Stoke on Trent, Staffs. ST1 2JE

**Investment Advisors**

Brewin Dolphin Securities Ltd  
Highpoint, Festival Way, Stoke on Trent, Staffs. ST1 5BG

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2023**

The Trustees present their report along with the financial statements of the charity for the financial year ending 5<sup>th</sup> April 2023.

**Structure, Governance and Management**

Governing Document

Staffordshire County Guide Association was established as a charity in England and Wales (number 524559) on 1<sup>st</sup> January 1961.

Staffordshire County Guide Association operates under the name of 'Girlguiding Staffordshire'

Appointment of Trustees

The County Commissioner is appointed for a term of five years. Two joint County Commissioners were appointed in September 2019.

The Assistant County Commissioner is appointed for a term, which does not extend beyond the finishing date of the County Commissioner's appointment, but they may be reappointed immediately in the same or another capacity.

A Division Commissioner becomes a Trustee of the charity upon her appointment as a Division Commissioner. She is appointed by the County Commissioner in consultation with all the District Commissioners and Advisers within the Division. The appointment is for three years with an extension of two further years available.

The Trustees are also known as the County Executive Committee and are responsible for the direction and general development of the principles, aims, policy, organisation, and rules of the Association. An item referring to conflict of interests is addressed at the start of an executive meeting.

A Finance & Headquarters Committee, being a sub-committee formed from the Executive Committee is responsible for the finances of the County. The Finance & Headquarters Committee consists of: the County Commissioner/s, / Assistant County Commissioner/s, County Treasurer, County Finance Officer, two Division Commissioners, and one adult member.

The Finance & Headquarters Committee meets at least three times a year.

Trustee Induction and Training

New Division Commissioners follow a Girlguiding Induction Programme and are appointed a mentor and encouraged to attend appropriate trainings. Each Division Commissioner is responsible for the management within her Division.

Safeguarding The Children In Our Care

Girlguiding Staffordshire follows the policy of Girlguiding to safeguard its members from physical, sexual, and emotional harm while participating in Guiding activities. Girlguiding takes all reasonable steps to ensure that, through relevant procedures including DBS (Disclosure and Barring Service) checks and training, children, young people and adults taking part in Guiding activities do so in a safe environment. All leaders working with children will undertake Safe Space training in accordance with Girlguiding UK and complete a First Aid Training Course as part of the leadership

Training. Having a current First Aid qualification was removed from the requirements of being a leader with the launch of the new Learning Development Preprogramme in September 2022. Safe Space training has four levels each being appropriate for the level at which they are volunteering.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2023**

**Structure, Governance and Management      Continued**

Organisation

Girlguiding is organised in a number of areas in order to provide support and channels for two-way communication. This structure also allows the young members, leaders, and commissioners the opportunity to make decisions and take responsibility.

Units are grouped into Districts, Districts into Divisions and Divisions into a County. The County Advisor teams manage each stream of our work which is working very effectively to support the membership. Training and support has been given to the members who have accepted these roles.

All girl members and adult volunteers are recorded on the secure Girlguiding online database known as GO (Guiding Organiser).

All units received subscription invoices online, these included Girlguiding, Girlguiding Midlands, and Girlguiding Staffordshire levies. The payment process in 2023 went well.

As at the 5 April 2023 membership of Girlguiding Staffordshire is recorded as 5953 members. This can be identified as follows:

Rainbows 1353  
Brownies 2170  
Guides 1128  
Rangers 154  
Adult Volunteers 1148

Girlguiding Staffordshire appreciates the support and friendship of the Trefoil Guild members, these may be new, former or present adult members of Girlguiding, who are always willing to help with various events and projects and support the girls.

The county continues to train leaders to use the GO Database and develop their skills to make the best possible use of this administrative tool.

Girlguiding's online recruitment tool allows people to join guiding at any level via a dedicated area on the web site and is very effective. We continue to develop initiatives to manage the waiting lists of girls wishing to join units across the county. This will see more leaders and girls benefiting from the opportunities Girlguiding Staffordshire has to offer.

The County employs five part-time staff. One member provides support at Copeland Cottage camp and Activities Centre and the cost is recharged to them. These are permanent contracts. The county has 66 hours per week paid support.

Related parties

As an active member of Staffordshire Council of Voluntary Youth Services (SCVYS), members of Girlguiding Staffordshire have had the opportunity to network with other voluntary organisations in the county at events organised by SCVYS.

Mrs Julie Tanner is the county's representative on the SCVYS Executive Committee as a Trustee.

Girlguiding Staffordshire has worked hard to provide SCVYS with up-to-date information on membership and school use and appreciates the generosity of Staffordshire County Council, via SCVYS, for their continued financial support with school lettings charges. We are aware that this financial support will be reduced or withdrawn during the financial year due to local government cuts to the volunteer sector.

Risk Management

The committee actively reviews the major risks that the charity faces on a regular basis and believes that maintaining reserves at the current levels combined with an annual review of the controls over key financial systems will continue to provide sufficient resources through adverse economic conditions. A financial risk assessment has been undertaken during the year and will be reviewed on an annual basis.

The committee regularly examines other operational and business risks faced by the charity and confirms that systems have been established to mitigate any significant risks.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2023**

**Structure, Governance and Management      Continued**

Public Benefit

When planning the activities of Girlguiding Staffordshire, the trustees considered the Charity Commission's guidance on public benefit and in particular the specific guidance to charities for the advancement of citizenship or community development. They are of the opinion that, the following objectives and activities together with the achievements demonstrate, the public benefit of the work of Girlguiding Staffordshire. Many units have carried out service in their local communities and worked with other community groups for the benefit of many.

Objectives and activities

The charity was established with the aim of enabling girls to mature into confident, capable, and caring women, who are able to make the most of their potential in career, home and personal life and be willing as citizens to contribute to their community and the wider world.

As part of Girlguiding, members of Girlguiding Staffordshire are encouraged to 'learn by doing' with five distinct elements known as 'The Five Essentials':

- Working together in small groups
- Being involved in decision making as individuals and as groups
- Experiencing a balanced and varied programme of activities
- Caring for the individual in a safe and supportive environment
- Sharing a commitment to a common standard

**Achievements and Performance**

The Guiding programme allows members of Girlguiding Staffordshire to experience activities suited to the abilities and needs of each individual; the structure of the sections and age groupings makes this possible. The programme for all sections continues to run successfully, with many activities adapted for virtual Guiding meetings that have regularly been held for all sections across the County. Training for leaders has been delivered to equip members with the skills required.

Rainbows:	4-7 years	Brownies:	7-10 years
Guides:	10-14 years	Rangers :	14-18 years
Inspire	18 -30 years	Leaders	18 +

**Training and Qualifications**

Girlguiding Staffordshire has continued to provide training sessions for leaders, mentors, and commissioners.

- Training sessions for Rainbow, Brownie, Guide and Ranger Leaders
- (SLIP) Staffordshire Leadership Induction Programme is offered several times a year to new leaders
- "Going away with scheme" to enable leaders to safely run Camps and Holidays
- 1<sup>st</sup> Response (First Aid) Qualification courses
- Safeguarding (Safe Space) sessions at 4 levels are offered
- Commissioner Training
- Update sessions for Leadership Qualification Mentors
- Girlguiding has continued to offer online training in a range of subjects

It is a requirement that one leader from each unit has received first response training. Under the direction of a dedicated First Response Coordinator our expanding team have delivering courses on a regular basis.

It is a requirement that each volunteer receives Safe Space Training to a level required for their role. Our trainers have continued to offer this.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2023**

**Achievements and Performance continued**

**Qualifications gained have included:**

46 Girlguiding Leadership Qualifications + 28 Module one only qualifications + 2 Module four only qualifications

6 'Going Away With' Qualifications

**Specialist Training Events**

A successful County training day was held at the JCB Academy, Rocester, in November 2022. Approximately 80 adult members gathered to receive training on Inclusion & Diversity in the organisation.

**Public Relations**

We continue to use our social media platforms for advertising our events and challenges. Facebook, Instagram, Flickr, Tiktok, You Tube and our Girlguiding Staffordshire app continue to see a large footfall. They have remained invaluable.

**International**

Sadly, the majority of international adventures planned for 2022 had to be postponed as our adventures usually require an 18 month to two year lead in time. However, two adult trips did go out, one to Finland in April 2022 and another to Kenya in October 2022. The first trip for young members departed for Kenya in February 2023.

**Young Members**

Unit programmes have continued to be offered, delivering high quality activities and experiences to our young people.

A number of young members have achieved prestigious awards. These are an exciting part of the Girlguiding programme and can only be achieved by much work on the part of the girls.

3 members gained Young Leaders Qualification  
1 Ranger Gold Awards  
29 Guide Gold Awards  
77 Brownie Gold Awards  
70 Rainbow Gold Awards

802 Bronze Awards across all sections  
337 Silver Awards across all sections

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2023**

**Achievements and Performance continued**

**General Report**

Girlguiding Staffordshire has had a fantastic year, all units are back to normal meetings and have enjoyed camps and holidays across the county and further afield.

As a county we have taken part in many Community activities, including Queen's Jubilee events where we took part in beacon lighting at Beaudesert. Units, districts & divisions held their own Jubilee events.

Many of our adult members volunteered at the Queen's funeral in September. Members, both young and old paid tribute at Westminster Abbey, making their promise to our Patron the Queen for the last time.

All our members renewed their promise, this time to "serve their king", a line that has not been said for over 72 years. We all enjoyed Coronation parties and events at local levels.

We had a promotional stand at the Staffordshire County show in May and Girlguiding Midlands promotional bus – Betty Bus - visited Tamworth in August, staffed by Girlguiding Staffordshire Leaders.

Our huge camp – Unity 2022 - took place at Kibblestone Scout Camp over 6 nights in August. 1200 members enjoyed either a day visit or camping for the week, and a wide variety of challenging and enjoyable activities. We welcomed guides and their leaders from Kenya, Nigeria, America, Wales and other out of county areas.

We held a decades dance for our 14 + section, a camp for our Brownies, cinema trips for all sections, social walking events and Easter wreath making for our adult members.

Our water activity centre, Manor Park, has begun redevelopment and has been busy over the summer, with groups of Brownies, Guides and Rangers enjoying spending time learning new skills on the water.

Fundraising began again in earnest for international trips, we held 2 virtual markets over Facebook which were very well received.

**Annual Review**

The annual review was held in November 2022 and was well attended.

**Team Leads**

The county advisers continued to meet on a regular basis, headed by their team leads and continue to add to the county calendar. They support Divisions and meet with Division Advisors.

**Awards**

The County continues to promote awards for adults across the county and this has resulted in more awards being presented. The Annual Presentation for Adults awards at Sandon Hall was held on 2<sup>nd</sup> July 2022. It provided the opportunity to show how much we value our leaders and supporters and celebrate service awards for those who have given 20+ years of service.

In addition, Girlguiding Staffordshire Awards and Girlguiding Good Service Brooches were presented.

**Trefoil Guild**

The Staffordshire Trefoil Guild, former and present members of Girlguiding of all ages, is a successful organisation with over 350 members who are keen to provide support and assistance for many Guiding activities. Many members of the Trefoil Guild assist with the county's events and we are most grateful for this support.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2023**

**Achievements and Performance continued**

**Resources**

The County Headquarters is an excellent multi-purpose building used for a variety of activities including trainings, meetings, residential events and the administration of the county.

The committee continues to oversee the maintenance and finances of Owls Nest and Chantry House, properties belonging to Girlguiding Staffordshire and Girlguiding West Mercia at Beaudesert Campsite.

**Girlguiding Midland Region**

Two members were presented with the Regional Chief Commissioner Award at a ceremony in Barton under Needwood in November 2022.

The County Commissioners attended Regional Executive Meetings and Team Leads have represented the county at numerous events and trainings.

**Financial Review**

Principal Funding Source

The principal funding source continues to be the county share of the annual subscription

Investment Policy

The trustees have the power to invest in such assets as they see fit. An investment portfolio is currently held and is managed by Brewin Dolphin Securities Ltd. A meeting was held with Brewin Dolphin to review the portfolio

Reserves Policy

The trustees have strived to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months unrestricted expenditure. This policy would provide sufficient funds to ensure the continuation of the charitable activities for at least that period.

The balance of free reserves at the year-end, being unrestricted reserves not designated or invested in fixed assets, at the balance sheet date was £592,144.

The trustees are confident that this amount together with the income from planned events will be sufficient to enable all of the charitable activities to continue for at least the period of twelve months.

Volunteers

Girlguiding Staffordshire is essentially run by volunteers. With the exception of the work carried out by four part time employees of the charity, all activities are carried out on a voluntary basis. The financial statements set out the results for the year but do not reflect the considerable and vital support given by all connected with Girlguiding across Staffordshire.

**Future Strategy**

As we move forward we are continuing to use a blended approach to Girlguiding – incorporating both face to face and virtual meetings – especially when training our volunteers. This provides more opportunities to all our members, ensuring we are continuing to be inclusive for all. We are trialing new types, times and places for meetings, which we hope will open opportunities to new members.

We continue to reinstate our wider opportunities such as large camps and international trips. We are looking forward to several large events for all our membership over the coming year, which we hope will provide visibility and promote our aims both internally and externally.

The County Strategy will continue to follow the theme of the National plan, which will enable us to offer a full and varied programme of activities and events to current and new members, in a safe, supportive environment for all.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2023**

**Statement of Trustees' Responsibilities**

Charity Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence

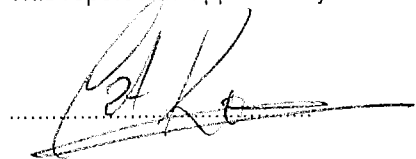
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner**

The trustees intend to ask BK Plus Ltd Chartered Certified Accountants to undertake the independent examination of the Charity in the following year.

**Approval**

This report was approved by the trustees on the date shown below and signed on their behalf by:



County Commissioner

Dated: 15/11/23

**Report of the Independent Examiner  
to the Trustees of  
Staffordshire County Guide Association**

I report to the trustees on my examination of the accounts of Staffordshire County Guide Association (the Trust) for the year ended 5 April 2023, which are set out on pages 11 to 24.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

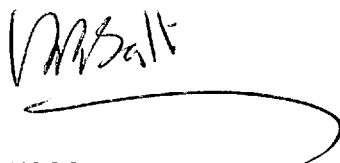
Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, which is one of the listed bodies

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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:



Dated: 28.11.2023

**Mr K R Salt FCCA**  
Independent Examiner

BK Plus Limited  
Chartered Certified Accountants  
Adventure Place  
Hanley  
Stoke on Trent  
Staffordshire  
ST1 3AF

**Staffordshire County Guide Association**  
**Statement of Financial Activities**  
**for the year ended 5 April 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	2023 TOTAL £	2022 TOTAL £
<b>Income</b>					
Donations, grants and legacies	2	55,334	6,642	61,976	66,184
Other trading activities	4	13,246	-	13,246	14,928
Investments	3	10,600	-	10,600	9,150
Charitable activities					
Event receipts and collections	5	372,745	-	372,745	39,119
Other income		5,984	-	5,984	173
<i>Total income</i>		<u>457,909</u>	<u>6,642</u>	<u>464,551</u>	<u>129,554</u>
<b>Expenditure</b>					
Expenditure on raising funds					
Fundraising trading: cost of goods sold and other costs	4	8,534	-	8,534	11,395
Investment management fees		2,477	-	2,477	2,741
Charitable activities					
Grants payable	6	240	-	240	-
Event costs	7	356,681	10,367	367,048	12,936
General guiding costs	8	85,608	-	85,608	77,652
Other costs	9	5,823	-	5,823	6,461
<i>Total expenditure</i>		<u>459,363</u>	<u>10,367</u>	<u>469,730</u>	<u>111,185</u>
<i>Net income (expenditure) before transfers</i>		(1,454)	(3,725)	(5,179)	18,369
<b>Transfers</b>					
Gross transfer between funds	17	-	-	-	-
<i>Net income (expenditure) and net movement in funds before gain and losses</i>		(1,454)	(3,725)	(5,179)	18,369
<b>Net gains (losses) on investments</b>	10	(22,421)	-	(22,421)	17,572
<i>Net movement in funds</i>		(23,875)	(3,725)	(27,600)	35,941
<b>Reconciliation of Funds</b>					
<i>Total funds brought forward</i>		802,221	31,016	833,237	797,296
<i>Total funds carried forward</i>		<u>778,346</u>	<u>27,291</u>	<u>805,637</u>	<u>833,237</u>

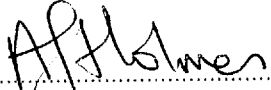
All incoming resources and resources expended derive from continuing activities.

The notes on pages 14 to 24 form part of these accounts

**Staffordshire County Guide Association**  
**Balance Sheet**  
**as at 5 April 2023**

	Notes	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	13	137,116	143,461
Investments	14	<u>336,170</u>	<u>357,182</u>
<i>Total fixed assets</i>		473,286	500,643
<b>Current assets</b>			
Stocks		8,962	8,061
Debtors	15	76,022	83,155
Cash at bank and in hand		<u>299,427</u>	<u>397,164</u>
<i>Total current assets</i>		384,411	488,380
<b>Liabilities</b>			
Creditors: amounts falling due within one year	16	<u>52,060</u>	<u>155,786</u>
<i>Net current assets</i>		332,351	332,594
<i>Total assets less current liabilities (being net assets)</i>		<u>805,637</u>	<u>833,237</u>
<b>The funds of the charity:</b>			
Restricted funds	17	<u>27,291</u>	<u>31,016</u>
Unrestricted income funds:	17		
Designated funds		49,086	53,236
General funds		<u>729,260</u>	<u>748,985</u>
<i>Total unrestricted funds</i>		778,346	802,221
<i>Total charity funds</i>		<u>805,637</u>	<u>833,237</u>

The financial statements were approved by the trustees and signed on their behalf by:

  
 A Holmes  
 County Commissioner

  
 C Kerr  
 County Commissioner

Dated..... 15/11/23 .....

Dated..... 15/11/23 .....

**Staffordshire County Guide Association**  
**Statement of Cashflows**  
**as at 5 April 2023**

	Notes	2023 £	2022 £
<b>Net cash used in operating</b>	21	<u>(104,771)</u>	<u>53,558</u>
<b><i>Cash flows from investing</i></b>			
Interest and dividends		10,600	9,150
Purchase of furniture and equipment		(2,157)	(2,390)
Purchase of new investments		(88,927)	(166,589)
Proceeds from sale of fixed assets		-	1,641
Proceeds from sale of investments		87,518	169,923
<b>Net cash provided by investing</b>		<u>7,034</u>	<u>11,735</u>
<b><i>Cash flows from financing</i></b>			
Repayment of borrowing		-	-
Cash inflow from new borrowings		-	-
<b>Net cash provided by financing</b>		<u>-</u>	<u>-</u>
<b>Change in cash and cash</b>		(97,737)	65,293
Cash and cash equivalent brought		397,164	331,871
<b>Cash and cash equivalents carried</b>		<u><u>299,427</u></u>	<u><u>397,164</u></u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2023**

**1 Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

***Basis of preparation of accounts***

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The association constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

***Income***

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Donated equipment is included at the value to the charity where this can be quantified and a third party is bearing the cost. Grants are recognised when received. Receipts for events in future periods are deferred to the period of the event. No amounts are included in the financial statements for services donated by volunteers.

***Expenditure***

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs that relate to the category.

Fund raising costs are direct costs incurred in the purchase of goods for resale together with related expenses.

Training and travel grant requests are received from Leaders to assist with the cost of approved camp and international events. The request is considered by the trustees and if successful a grant will be made to the individual Leader on the basis of :-

County Trips - 30% of cost for each leader and cost of one place. Region Trips - 30% for leaders and 10% for girls. Private Trips with no service £500. Private Trips with service element £1,000.

Costs previously analysed as support costs being those costs incurred directly in support of charitable expenditure of the charity have been included as general guiding costs within the summary of costs of charitable activities.

Other costs represent cost associated with constitutional and statutory requirements of the charity.

**Accounting policies continued**

***Restricted funds***

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

***Unrestricted funds***

Unrestricted funds are donations and other income received or generated for the objects of the charity without a further specified purpose and are available as general funds.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2023**

**Designated funds**

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

**Fixed assets and depreciation**

Fixed assets over the value of £250 are capitalised at cost.

Depreciation is provided by the charity to write off the cost of tangible fixed assets over their estimated useful economic lives as follows:

Freehold land	Nil
Freehold buildings	50 years straight line and 10% per annum straight line
Fixtures and fittings	20% per annum reducing balance and 20% per annum straight line

**Investments**

Listed investments are stated at valuation - gains or losses arising from disposals of fixed asset investments and movement in valuation are treated as part of the result for the year and included in the Statement of Financial Activities. Unlisted investments are stated at cost.

**Stocks**

Purchased stocks are valued at the lower of cost or net realisable value after making due allowance for any obsolete or slow-moving items.

**Finance and operating leases**

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period that they are incurred.

**2 Donations, grants and legacies**

	Unrestricted £	Restricted £	2023 £	2022 £
County share of subscription	53,092	-	53,092	44,694
Miscellaneous subs	263	-	263	413
Miscellaneous donations	1,979	-	1,979	2,328
Legacy - S Smith	-	-	-	1,418
Grants	-	6,642	6,642	-
COVID19 government grants	-	-	-	17,331
	55,334	6,642	61,976	66,184

**3 Investments**

	Unrestricted £	Restricted £	2023 £	2022 £
Listed investments				
Dividends	10,436	-	10,436	9,099
Cash investments and settlements pending				
Bank interest	164	-	164	51
	10,600	-	10,600	9,150

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2023**

<b>4 Other trading activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trading income				
Goods and publications	239	-	239	1,366
Sales of badges	9,896	-	9,896	10,405
Rental income - Beaudesert	3,111	-	3,111	3,157
<b>Total incoming resources</b>	<b>13,246</b>	<b>-</b>	<b>13,246</b>	<b>14,928</b>
Trading expenditure				
Goods and publications	-	-	-	2,223
Purchase of badges	8,514	-	8,514	9,152
Miscellaneous fund raising costs	20	-	20	20
<b>Total outgoing resources</b>	<b>8,534</b>	<b>-</b>	<b>8,534</b>	<b>11,395</b>
<b>Net fund raising income</b>	<b>4,712</b>	<b>-</b>	<b>4,712</b>	<b>3,533</b>
<b>5 Charitable activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023</b>	<b>2022</b>
<b>Event receipts and collections</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Training receipts	2,996	-	2,996	652
County guiding events:				
Miscellaneous events	9,458	-	9,458	5,651
Fundraising - Firepit income	-	-	-	1,800
International guiding				
Fundraised element of income in respect of cancelled trips due to COVID pandemic	-	-	-	31,016
Unity 2022	255,939	-	255,939	-
Finland 2021	6,951	-	6,951	-
Kenya Adults	36,277	-	36,277	-
Kenya Girls	61,124	-	61,124	-
	<b>372,745</b>	<b>-</b>	<b>372,745</b>	<b>39,119</b>

Continued ,,,,

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2023**

**Incoming resources from charitable activities continued**

**Event receipts and collections**

Amounts received for future guiding events are not included but are carried forward as received in advance and included in creditors (Note 16).

At the balance sheet date, the details of the amounts carried forward was as follows:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
County guiding events:		
Miscellaneous events	510	-
Cancelled International guiding events:		
Cayman 2020	-	4,158
Iceland 2021	-	235
International guiding events:		
Finland	-	6,817
Kenya - Adults	-	28,864
Kenya - Girls	-	31,036
Iceland 2023	35,504	500
Scotland 2023	1,477	-
Disney 24	5,320	-
Unity 2022 event	-	78,318
	<u>42,811</u>	<u>149,928</u>

**Charitable expenditure**

<b>6 Grants payable</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Training and travel grants (Net of refunds)	240	-	240	-
	<u>240</u>	<u>-</u>	<u>240</u>	<u>-</u>

Training and travel grant requests are received from Leaders to assist with the cost of approved camp and international events. The request is considered by the trustees and if successful a grant will be made to the individual Leader on the basis of :-

County Trips - 30% of cost for each leader and cost of one place. Region Trips - 30% for leaders and 10% for girls. Private Trips with no service £500. Private Trips with service element £1,000.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2023**

7 Event costs	Unrestricted £	Restricted £	2023 £	2022 £
Training expenses	6,295	565	6,860	2,812
County guiding events:				
Miscellaneous events	11,068	450	11,518	5,075
International guiding events:				
Unity	235,779	-	235,779	-
Kenya Adults 2023	34,931	-	34,931	252
Kenya Girls 2023	61,849	8,144	69,993	-
Finland	6,759	-	6,759	-
International guiding events unrecovered costs due to COVID cancellation				
Cayman 2020	-	1,027	1,027	3,337
Iceland 2020	-	181	181	1,165
Scotland 2020	-	-	-	295
International expenses	-	-	-	-
	<u>356,681</u>	<u>10,367</u>	<u>367,048</u>	<u>12,936</u>

Amounts of expenditure for future guiding events are not included above but are carried forward and included in prepayments (Note 15).

At the balance sheet date the details of the amounts carried forward was as follows:

	2023 £	2022 £
County guiding events:		
Miscellaneous events	-	-
International guiding events:		
Iceland 23	11,007	-
Finland	-	4,409
Iceland	-	8,375
Kenya - Adults	-	4,830
Unity camp	-	8,275
	<u>11,007</u>	<u>25,889</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2023**

<b>8 General guiding costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Guide Association subscriptions	972	-	972	873
Expenses claimed	2,123	-	2,123	901
Grants paid to commissioners	675	-	675	540
Wage costs	43,464	-	43,464	37,129
Printing, stationery and postage	3,145	-	3,145	2,174
Lease of equipment	841	-	841	841
Insurance	2,670	-	2,670	2,620
Heat, light and water	5,371	-	5,371	2,793
Cleaning expenses	3,811	-	3,811	1,741
Repairs and maintenance	11,274	-	11,274	18,326
Telephone charges	2,093	-	2,093	1,995
Donations and presentations	241	-	241	557
Legal and professional	426	-	426	396
Rebranding costs	-	-	-	-
Depreciation	8,502	-	8,502	8,070
Loss / (Profit) on disposal of assets	-	-	-	(1,304)
	<u>85,608</u>	<u>-</u>	<u>85,608</u>	<u>77,652</u>

<b>9 Other costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Annual report and AGM costs	325	-	325	488
Independent examiners fees	3,384	-	3,384	3,140
Bank charges	430	-	430	596
Sundry expenses	1,684	-	1,684	2,237
	<u>5,823</u>	<u>-</u>	<u>5,823</u>	<u>6,461</u>

<b>10 Net gains (losses) on investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrealised investment gains/(losses) per note 14	(14,174)	-	(14,174)	8,997
Realised investment gains/(losses)	(8,247)	-	(8,247)	8,575
	<u>(22,421)</u>	<u>-</u>	<u>(22,421)</u>	<u>17,572</u>

<b>11 Net resources</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Independent examiners fees	3,384	3,140
Depreciation and other amounts written off tangible fixed assets:		
Owned by the charity	8,502	8,070
Operating leases		
Hire of plant and machinery	841	841
	<u>12,727</u>	<u>12,051</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2023**

**12 Employees and staff costs**

The average weekly number of staff employed by the charity during the year, analysed by category, was as follows:

	2023	2022
Administration - (Part time)	5	4

The aggregate payroll costs of the above was:

	2023 £	2022 £
Wages and salaries	42,924	36,361
Pension contributions - defined contribution scheme	540	768
Social security costs	-	-
	<u>43,464</u>	<u>37,129</u>

No employee earned more than £60,000 per annum. (2022: None).

No remuneration was paid to the trustees during the year (2022: Nil).

	2023 £	2022 £
Grants and expenses paid to the trustees during the year		

Grants of £45 each were paid to 15 Division Commissioners during the year (2022: 14). The Division Commissioners are listed on page 1.

675	540
-----	-----

Reimbursement of out of pocket expenses together with travelling expenses were paid to 3 trustees during the year. (2022: 6)

<u>2,123</u>	<u>901</u>
--------------	------------

**13 Tangible fixed assets**

	Freehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 6 April 2022	262,216	76,612	338,828
Additions	-	2,157	2,157
Disposals	-	-	-
At 5 April 2023	<u>262,216</u>	<u>78,769</u>	<u>340,985</u>
<b>Depreciation</b>			
At 6 April 2022	126,722	68,645	195,367
Charge for the Year	5,548	2,954	8,502
On Disposals	-	-	-
At 5 April 2023	<u>132,270</u>	<u>71,599</u>	<u>203,869</u>
<b>Net book value</b>			
At 5 April 2023	<u>129,946</u>	<u>7,170</u>	<u>137,116</u>
At 6 April 2022	<u>135,494</u>	<u>7,967</u>	<u>143,461</u>

No depreciation has been charged on land at a cost of £10,000 included above.

The fixed assets above do not include a County Diamond Trefoil Brooch that was gifted to Staffordshire County Guide Association previously. The brooch is currently insured for £3,500.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2023**

<b>14 Fixed asset investments - listed investments</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Valuation:		
At 6 April 2022	357,182	342,943
Additions	88,927	166,591
Disposals	(95,765)	(161,348)
	<u>350,344</u>	<u>348,186</u>
(Decrease) / Increase in market value	(14,174)	8,996
	<u>336,170</u>	<u>357,182</u>
At 5 April 2023		
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
The cost value at the balance sheet date of listed investments was	<u>242,568</u>	<u>251,882</u>
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
The investments are held to provide a return on investments for the charity.		
The amounts of dividends received during the year amounted to	<u>10,436</u>	<u>9,099</u>
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
The analysis of stocks and shares held are as follows:		
Companies within the UK	160,993	136,444
Companies outside the UK	175,177	220,738
	<u>336,170</u>	<u>357,182</u>
Total of valuation		
Holdings of stocks and shares are in a wide variety of companies, none of which are considered to be material in context of the investment portfolio.		
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>15 Debtors: amounts falling due within one year</b>		
Trade debtors	-	3,810
Other debtors	60,388	48,867
Prepayments and accrued income	15,634	30,478
	<u>76,022</u>	<u>83,155</u>
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>16 Creditors: amounts falling due within one year</b>		
Trade creditors	417	203
Accruals and deferred income	51,643	155,583
	<u>52,060</u>	<u>155,786</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2023**

**17 Funds**

	At 6 April 2022 £	Transfer of funds £	Incoming resources & gains £	Outgoing resources & losses £	At 5 April 2023 £
Restricted					
International Event Fund	31,016	-	-	(9,352)	21,664
Training Grant	-	-	565	(565)	-
Midlands Guides - Green Grant	-	-	450	(450)	-
Midlands Guides - HQ Subs Grant	-	-	5,627	-	5,627
	<u>31,016</u>	<u>-</u>	<u>6,642</u>	<u>(10,367)</u>	<u>27,291</u>
Designated:					
Development fund	49,410	(4,150)	-	-	45,260
Rebranding fund	1,886	-	-	-	1,886
Barbara Waterhouse legacy	140	-	-	-	140
Firepit Fundraising Fund	1,800	-	-	-	1,800
	<u>53,236</u>	<u>(4,150)</u>	<u>-</u>	<u>-</u>	<u>49,086</u>
General funds	748,985	4,150	435,488	(459,363)	729,260
	<u>833,237</u>	<u>4,150</u>	<u>442,130</u>	<u>(469,730)</u>	<u>805,637</u>

**International Event Fund**

This fund represents the amount of fundraising income that was raised to support trips that unfortunately had to be cancelled due to the COVID pandemic. The fund is to be used to support future international trips.

**Midlands Guides - HQ Subscription Grant**

This grant received from Headquarters is to be used to subsidise future subscriptions.

**Development fund**

Funds have been designated by the trustees to the development fund for the ongoing maintenance and possible refurbishment and alteration to the County Headquarters building.

**Rebranding fund**

Funds have been designated. The Charity previously received a grant from Staffordshire County Council known as a "Block Grant" that was restricted as being toward training, equipment and the running costs of group's premises. The Charity has distributed the balance of the grant monies held together with funds from free reserves to divisions based on the divisional membership.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2023**

<b>18 Analysis of net assets between funds</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds £</b>
Fund balances as at 5 April 2022 are represented by:			
Tangible fixed assets	473,286	-	473,286
Current assets	357,120	27,291	384,411
Creditors: amounts falling due within one year	(52,060)	-	(52,060)
<b>Total net assets</b>	<u>778,346</u>	<u>27,291</u>	<u>805,637</u>

**19 Commitments**

There were no commitments for capital expenditure at the year end.

The total future minimum lease payments under non- cancellable operating leases are payable as follows :

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Within one year	841	841
After one year but within five years	841	1,681
	<u>1,682</u>	<u>2,522</u>

**20 Connected charities**

**The Guide Association**

Staffordshire County Guide Association is a member of The Guide Association (Charity number: 306016) 17-19 Buckingham Palace Road, London SW1W 0PT.

Material transactions with The Guide Association during the year were:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Membership subscriptions	602	621
Badges purchased	8,486	9,049
Other goods purchased	2,059	935
	<u>11,147</u>	<u>10,605</u>
County share of membership subscriptions receivable	<u>53,092</u>	<u>44,694</u>
Balances outstanding at the year end and included in creditors	307	203
Balances outstanding at the year end and included in other debtors	-	-

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2023**

**Connected charities note continued**

**The Beaudesert Park Camp Site**

Staffordshire County Guide Association has a non controlling interest in the camp site property and assets at The Beaudesert Park Camp Site.

The property and assets are managed by The Beaudesert Site Management Committee. Accounts are prepared separately by the Management Committee and the transactions and results are not included in the accounts of Staffordshire County Guide Association.

Staffordshire County Guide Association is entitled to a half share of the rent collected, net of costs, for land that is let at the Beaudesert Park Camp Site. The half share for the current year is £3,111.

The amount due from The Beaudesert Site Management Committee at the balance sheet date was £8,643 (2022: £5,532).

**21 Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Net movement in funds	(27,600)	35,941
Add back depreciation charge	8,502	8,070
Deduct gains / add back losses on sale of assets	-	(1,304)
Deduct interest and dividend income shown on investing activities	(10,600)	(9,150)
Deduct gains / add back losses on investments	22,421	(17,572)
Decrease (increase) in stock	(901)	1,820
Decrease (increase) in debtors	7,133	2,485
Increase (decrease) in creditors	<u>(103,726)</u>	<u>33,268</u>
<b>Net cash used in operating activities</b>	<u>(104,771)</u>	<u>53,558</u>

**STAFFORDSHIRE COUNTY GUIDE ASSOCIATION**

England & Wales - Charity number 524559

---

# Accounts

---

Charity number  
524559

Staffordshire County Guide Association

Report and Financial Statements

For the Year Ended

5 April 2022

# Staffordshire County Guide Association

## Contents

	<b>Page</b>
Reference and administrative details	1
Report of the Trustees	3
Report of the Independent Examiner	11
Statement of Financial Activities	12
Balance Sheet	13
Statement of Cashflows	14
Notes to the Financial Statements	15

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2022**

**Charity registration number**

524559

**Registered Office and County Headquarters**

St Peter's School Site, Church Lane, Hixon, Staffs, ST18 0PS

**Trustees**

Trustees who served during the year and up to 11<sup>th</sup> October 2022

Catriona Aileen Kerr	County Commissioner
Alison Jane Holmes	County Commissioner
Penelope Louise Williams	Assistant County Commissioner
Christine James	Assistant County Commissioner
Catherine Anne Fettes	County Treasurer
Division Commissioners:	
Patricia Ann Sage	Girlguiding Burton Division
Jennifer Cassell	Girlguiding Cannock Division
Fiona Roberts until 28.03.22	Girlguiding Lapley Division
Rachel Aston WEF 01.10.22	Girlguiding Lapley Division
Claire Keen until 01.08.22	Girlguiding Leek Division
Victoria Smith WEF 01.08.22	Girlguiding Leek Division
Samantha Kathryn Abell	Girlguiding Lichfield Division
Lisa Marie Miller	Girlguiding Longton Division
Ruth Farrell until 07.10.22	Girlguiding Newcastle Division
Trudy Reale WEF 01.07.22	Girlguiding Newcastle Division
Helen Mary Bernadette Norbury until 01.09.22	Girlguiding Rugeley Division
Dyanne Sargeant WEF 01.09.22	Girlguiding Rugeley Division
Kim Waldron	Girlguiding Stafford Division
Antonia Ryan until 31.12.21	Girlguiding Stoke-on-Trent North Division
Karen Poyser 01.01.22	
Debra Kay Jolley WEF 01.02.22	Girlguiding Stoke-on-Trent South Division
Jill Piggott	Girlguiding Stone and Eccleshall Division
Debra Ann Turner	Girlguiding Stone Outward Division
Katherine Lucy Plant until 28.09.22	Girlguiding Tamworth Division
Denise Wheat	Girlguiding Thrapwood Division
Tracey Mary Chamberlain	Girlguiding Uttoxeter Division

**Staffordshire County Guide Association  
Reference and administrative details of the charity  
For the year ended 5 April 2022**

**Independent Examiner**

David Fox  
Walletts, Chartered Certified Accountants  
Adventure Place, Hanley, Stoke on Trent, Staffs. ST1 3AF

**Bankers**

Barclays Bank plc  
36 Town Road, Hanley, Stoke on Trent, Staffs. ST1 2PJ  
Co-op Bank  
2 Town Road, Hanley, Stoke on Trent, Staffs. ST1 2JE

**Investment Advisors**

Brewin Dolphin Securities Ltd  
Highpoint, Festival Way, Stoke on Trent, Staffs. ST1 5BG

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2022**

The Trustees present their report along with the financial statements of the charity for the financial year ending 5<sup>th</sup> April 2022.

**Structure, Governance and Management**

Governing Document

Staffordshire County Guide Association was established as a charity in England and Wales (number 524559) on 1<sup>st</sup> January 1961.

Staffordshire County Guide Association operates under the name of 'Girlguiding Staffordshire'

Appointment of Trustees

The County Commissioner is appointed for a term of five years. Two joint County Commissioners were appointed in September 2019.

The Assistant County Commissioner is appointed for a term, which does not extend beyond the finishing date of the County Commissioner's appointment, but they may be reappointed immediately in the same or another capacity.

A Division Commissioner becomes a Trustee of the charity upon her appointment as a Division Commissioner. She is appointed by the County Commissioner in consultation with all the District Commissioners and Advisers within the Division. The appointment is for three years with an extension of two further years available.

The Trustees are also known as the County Executive Committee and are responsible for the direction and general development of the principles, aims, policy, organisation, and rules of the Association. An item referring to conflict of interests is addressed at the start of an executive meeting.

A Finance & Headquarters Committee, being a sub-committee formed from the Executive Committee is responsible for the finances of the County. The Finance & Headquarters Committee consists of: the County Commissioner/s, / Assistant County Commissioner/s, County Treasurer, County Finance Officer, two Division Commissioners, and one unit leader.

The Finance & Headquarters Committee meets at least three times a year.

Trustee Induction and Training

New Division Commissioners follow a Girlguiding Induction Programme and are appointed a mentor and encouraged to attend appropriate trainings. Each Division Commissioner is responsible for the management within her Division.

Safeguarding The Children In Our Care

Girlguiding Staffordshire follows the policy of Girlguiding to safeguard its members from physical, sexual, and emotional harm while participating in Guiding activities. Girlguiding takes all reasonable steps to ensure that, through relevant procedures including DBS (Disclosure and Barring Service) checks and training, children, young people and adults taking part in Guiding activities do so in a safe environment. All leaders working with children will undertake Safe Space training in accordance with Girlguiding UK and complete a First Aid Training Course as part of the leadership training. Safe Space training has four levels each being appropriate for the level at which they are volunteering.

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2022**

**Structure, Governance and Management      Continued**

Organisation

Girlguiding is organised in a number of areas in order to provide support and channels for two-way communication. This structure also allows the young members, leaders, and commissioners the opportunity to make decisions and take responsibility.

Units are grouped into Districts, Districts into Divisions and Divisions into a County. The County Advisor teams manage each stream of our work which is working very effectively to support the membership. Training and support has been given to the members who have accepted these roles.

All girl members and adult volunteers are recorded on the secure Girlguiding online database known as GO (Guiding Organiser).

All units received subscription invoices online, these included Girlguiding, Girlguiding Midlands, and Girlguiding Staffordshire levies. The payment process in 2022 went well.

As at the 5 April 2022 membership of Girlguiding Staffordshire is recorded as follows:

18 Divisions

43 Districts

436 units made up as follows: 126 Rainbow Guide, 170 Brownie, 109 Guide, and 27 Ranger.

Girlguiding Staffordshire appreciates the support and friendship of the Trefoil Guild members, these may be new, former or present adult members of Girlguiding, who are always willing to help with various events and projects and support the girls.

The county continues to train leaders to use the GO Database and develop their skills to make the best possible use of this administrative tool.

Girlguiding's online recruitment tool allows people to join guiding at any level via a dedicated area on the web site and is very effective. We continue to develop initiatives to manage the waiting lists of girls wishing to join units across the county. This will see more leaders and girls benefiting from the opportunities Girlguiding Staffordshire has to offer.

The County employs four part-time staff. These are permanent contracts. The county has 66 hours per week paid support.

Related parties

As an active member of Staffordshire Council of Voluntary Youth Services (SCYVS), members of Girlguiding Staffordshire have had the opportunity to network with other voluntary organisations in the county at events organised by SCVYS.

Mrs Julie Tanner is the county's representative on the SCVYS Executive Committee as a Trustee.

Girlguiding Staffordshire has worked hard to provide SCVYS with up-to-date information on membership and school use and appreciates the generosity of Staffordshire County Council, via SCVYS, for their continued financial support with school lettings charges. We are aware that this financial support will be reduced or withdrawn during the financial year due to local government cuts to the volunteer sector.

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2022**

**Structure, Governance and Management**      **Continued**

Risk Management

The committee actively reviews the major risks that the charity faces on a regular basis and believes that maintaining reserves at the current levels combined with an annual review of the controls over key financial systems will continue to provide sufficient resources through adverse economic conditions. A financial risk assessment has been undertaken during the year and will be reviewed on an annual basis.

The committee regularly examines other operational and business risks faced by the charity and confirms that systems have been established to mitigate any significant risks.

Public Benefit

When planning the activities of Girlguiding Staffordshire, the trustees considered the Charity Commission's guidance on public benefit and in particular the specific guidance to charities for the advancement of citizenship or community development. They are of the opinion that, the following objectives and activities together with the achievements demonstrate, the public benefit of the work of Girlguiding Staffordshire. Many units have carried out service in their local communities and worked with other community groups for the benefit of many.

Objectives and activities

The charity was established with the aim of enabling girls to mature into confident, capable, and caring women, who are able to make the most of their potential in career, home and personal life and be willing as citizens to contribute to their community and the wider world.

As part of Girlguiding, members of Girlguiding Staffordshire are encouraged to 'learn by doing' with five distinct elements known as 'The Five Essentials':

- Working together in small groups
- Being involved in decision making as individuals and as groups
- Experiencing a balanced and varied programme of activities
- Caring for the individual in a safe and supportive environment
- Sharing a commitment to a common standard

**Achievements and Performance**

The Guiding programme allows members of Girlguiding Staffordshire to experience activities suited to the abilities and needs of each individual; the structure of the sections and age groupings makes this possible. The programme for all sections continues to run successfully, with many activities adapted for virtual Guiding meetings that have regularly been held for all sections across the County. Training for leaders has been delivered to equip members with the skills required.

Rainbows:	5-7 years	Brownies:	7-10 years
Guides:	10-14 years	Rangers :	14-18 years
Inspire	18 -30 years	Leaders	18 -

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2022**

**Achievements and Performance continued**

**Training and Qualifications**

Girlguiding Staffordshire has continued to provide training sessions for leaders, mentors, and commissioners.

- Training sessions for Rainbow, Brownie, Guide and Ranger Leaders
- (SLIP) Staffordshire Leadership Induction Programme is offered several times a year to new leaders
- "Going away with scheme" to enable leaders to safely run Camps and Holidays
- 1<sup>st</sup> Response (First Aid) Qualification courses
- Safeguarding (Safe Space) sessions at 4 levels are offered
- Commissioner Training
- Update sessions for Leadership Qualification Mentors
- Girlguiding has continued to offer online training in a range of subjects

It is a requirement that one leader from each unit has received first response training. Under the direction of a dedicated First Response Coordinator our expanding team have delivering courses on a regular basis.

It is a requirement that each volunteer receives Safe Space Training to a level required for their role. Our trainers have continued to offer this.

**Qualifications gained have included:**

31 Girlguiding Leadership Qualifications + 24 Module one only qualifications

**Specialist Training Events**

Face to face training opportunities were resumed in September 2021. In addition to these Zoom meetings have been included as a method of delivery of such sessions

**Public Relations**

We continue to use our social media platforms for advertising our events and challenges. Facebook, Instagram, Flicker, Tiktok, You Tube and our Girlguiding Staffordshire app continue to see a large footfall. They have remained invaluable.

**International**

Sadly the majority of international adventures planned for 2021 had to be postponed.

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2022**

**Achievements and Performance continued**

**Young Members**

Unit programmes have continued to be offered, delivering high quality activities and experiences to our young people. Many units continued offering their girls virtual meetings with others distributing packs of activities for the girls to do at home. Many have returned to face to face meetings, or a combination of the two.

A number of young members have achieved prestigious awards. These are an exciting part of the Girlguiding programme and can only be achieved by much work on the part of the girls.

9	members gained Young Leaders Qualification
1	Ranger Gold Awards
24	Guide Gold Awards
62	Brownie Gold Awards
63	Rainbow Gold Awards
525	Bronze Awards across all sections
245	Silver Awards across all sections

Two County virtual units were continued, the Guide unit successfully welcomed 32 girls from across the County, and the Ranger unit approximately 8 young people, who otherwise wouldn't have been able to access Girlguiding during this time.

**General Report**

Despite it being another challenging year for our leaders we are immensely proud of their determination to continue guiding no matter what the world throws at them! We started the year still unable to meet face to face with many of our units continuing to engage girls through virtual meetings and by keeping in touch in many ways from emails to hand-delivered activity packs. We'd like to thank each and every one of our volunteers for their time and the care they have given so willingly to keep Girlguiding going in Staffordshire.

As a county we've continued to offer events and training for our members albeit in a very different way than ever before. Our young members enjoyed our Very Green Christmas virtual activity day as well as our fabulous 4 Nations virtual sleepover and other virtual events such as Laughing Yoga virtual yoga sessions and Jumping Clay virtual craft sessions. We're so proud of the resilience that our young members have shown and their willingness to adapt to a new way of being a member of Girlguiding.

In January 2021 we launched our "I Love Staffordshire" challenge badge. The challenge badge explores the 17 divisions in the county and suggests an outdoor activity, craft, food activity and pen & paper challenge associated to each division.

Examples include: cooking up a "lobby" for Stoke North Division; creating a mini music festival in your garden for Lapley Division, home to V Fest; designing your own roller coaster for Threapwood Division, home of Alton Towers; and tie-dying an item of clothing for Leek Division a major producer of textiles following the industrial revolution.

**Annual Review**

The annual review was held in December 2021 and was well attended.

**Staffordshire County Guide Association  
Reference and administrative details of the charity  
For the year ended 5 April 2022**

**Achievements and Performance continued**

**Team Leads**

The county advisers continued to meet on a regular basis, headed by their team leads and continue to add to the county calendar. They support Divisions and meet with Division Advisors.

**Awards**

The County continues to promote awards for adults across the county and this has resulted in more awards being presented. The Annual Presentation for Adults awards at Sandon Hall was held in November 2021 (with a second event to retrospectively recognise those awarded during 2020, but unable to be presented). It provided the opportunity to show how much we value our leaders and supporters and celebrate service awards for those who have given 20+ years of service.

In addition, Girlguiding Staffordshire Awards and Girlguiding Good Service Brooches were presented.

**Trefoil Guild**

The Staffordshire Trefoil Guild, former members of Girlguiding of all ages, is a successful organisation with over 350 members who are keen to provide support and assistance for many Guiding activities. Many members of the Trefoil Guild assist with the county's events and we are most grateful for this support.

**Resources**

The County Headquarters is an excellent multi-purpose building used for a variety of activities including trainings, meetings, residential events and the administration of the county. During the year we been fortunate to receive a number of grants from the local council with regard to loss of income during the pandemic.

The committee continues to oversee the maintenance and finances of Owls Nest and Chantry House, properties belonging to Girlguiding Staffordshire and Girlguiding West Mercia at Beaudesert Campsite.

**Girlguiding Midland Region**

Six members were presented with the Regional Chief Commissioner Award at a ceremony in Barton under Needwood in October 2021.

The County Commissioners attended virtual Regional Executive Meetings and Team Leads have represented the county at numerous virtual events and trainings.

**Legacy**

A legacy was received from the late Mrs Sue Smith.

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2022**

**Financial Review**

Principal Funding Source

The principal funding source continues to be the county share of the annual subscription

Investment Policy

The trustees have the power to invest in such assets as they see fit. An investment portfolio is currently held and is managed by Brewin Dolphin Securities Ltd. A meeting was held with Brewin Dolphin to review the portfolio

Reserves Policy

The trustees have strived to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months unrestricted expenditure. This policy would provide sufficient funds to ensure the continuation of the charitable activities for at least that period.

The balance of free reserves at the year-end, being unrestricted reserves not designated or invested in fixed assets, at the balance sheet date was £605,524

The trustees are confident that this amount together with the income from planned events will be sufficient to enable all of the charitable activities to continue for at least the period of twelve months.

Volunteers

Girlguiding Staffordshire is essentially run by volunteers. With the exception of the work carried out by four part time employees of the charity, all activities are carried out on a voluntary basis. The financial statements set out the results for the year but do not reflect the considerable and vital support given by all connected with Girlguiding across Staffordshire.

**Future Strategy**

As we emerge from the pandemic, we look forward to units returning to face-to-face Guiding. We will be looking at various initiatives to grow the membership numbers for both volunteers and young members. The County Strategy, following the theme of the National Plan, will now be taken forward and the range of activities and opportunities to be offered to young members will be expanded as the removal of restrictions allows.

Girlguiding Staffordshire will continue to offer a vibrant and diverse programme in a safe and secure environment that supports our leaders and young members as they emerge from a very challenging period.

We will continue to offer a blended model of virtual and face to face meetings and trainings for both Adult and Young members.

**Staffordshire County Guide Association  
Reference and administrative details of the charity  
For the year ended 5 April 2022**

**Statement of Trustees' Responsibilities**

Charity Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence

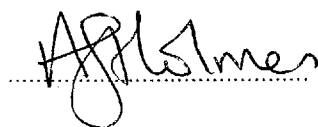
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner**

The trustees intend to ask Walleys Chartered Certified Accountants to undertake the independent examination of the Charity in the following year.

**Approval**

This report was approved by the trustees on the date shown below and signed on their behalf by:

  
.....

County Commissioner

Dated:

28/11/2022

**Report of the Independent Examiner  
to the Trustees of  
Staffordshire County Guide Association**

I report to the trustees on my examination of the accounts of Staffordshire County Guide Association (the Trust) for the year ended 5 April 2022, which are set out on pages 12 to 25.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

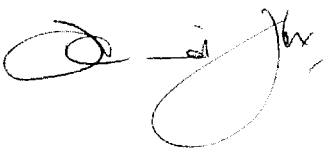
**Independent examiner's statement**

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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:



Dated:

06.12.2022

**David Fox FCCA**  
Independent Examiner

WCCA Limited T/A Walletts  
Chartered Certified Accountants  
Adventure Place  
Hanley  
Stoke on Trent  
Staffordshire  
ST1 3AF

**Staffordshire County Guide Association**  
**Statement of Financial Activities**  
**for the year ended 5 April 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	2022 TOTAL £	2021 TOTAL £
<b>Income</b>					
Donations, grants and legacies	2	65,783	401	66,184	85,888
Other trading activities	4	14,928	-	14,928	12,544
Investments	3	9,150	-	9,150	10,090
Charitable activities					
Event receipts and collections	5	8,103	31,016	39,119	4,459
Other income		173	-	173	72
<i>Total income</i>		<u>98,137</u>	<u>31,417</u>	<u>129,554</u>	<u>113,053</u>
<b>Expenditure</b>					
Expenditure on raising funds					
Fundraising trading: cost of goods sold and other costs	4	11,395	-	11,395	7,881
Investment management fees		2,741	-	2,741	2,453
Charitable activities					
Grants payable	6	-	-	-	(145)
Event costs	7	12,936	-	12,936	7,976
General guiding costs	8	73,538	4,114	77,652	68,527
Other costs	9	6,461	-	6,461	5,070
<i>Total expenditure</i>		<u>107,071</u>	<u>4,114</u>	<u>111,185</u>	<u>91,762</u>
<i>Net income (expenditure) before transfers</i>		(8,934)	27,303	18,369	21,291
<b>Transfers</b>					
Gross transfer between funds	17	-	-	-	-
<i>Net income (expenditure) and net movement in funds before gain and losses</i>		(8,934)	27,303	18,369	21,291
<b>Net gains (losses) on investments</b>	10	17,572	-	17,572	75,572
<i>Net movement in funds</i>		<u>8,638</u>	<u>27,303</u>	<u>35,941</u>	<u>96,863</u>
<b>Reconciliation of Funds</b>					
<i>Total funds brought forward</i>		793,583	3,713	797,296	700,433
<i>Total funds carried forward</i>		<u>802,221</u>	<u>31,016</u>	<u>833,237</u>	<u>797,296</u>

All incoming resources and resources expended derive from continuing activities.

The notes on pages 15 to 25 form part of these accounts

**Staffordshire County Guide Association**  
**Balance Sheet**  
as at 5 April 2022

	Notes	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	13	143,461	149,478
Investments	14	<u>357,182</u>	<u>342,944</u>
<i>Total fixed assets</i>		500,643	492,422
<b>Current assets</b>			
Stocks		8,061	9,881
Debtors	15	83,155	85,640
Cash at bank and in hand		<u>397,164</u>	<u>331,871</u>
<i>Total current assets</i>		488,380	427,392
<b>Liabilities</b>			
Creditors: amounts falling due within one year	16	<u>155,786</u>	<u>122,518</u>
<i>Net current assets</i>		332,594	304,874
<i>Total assets less current liabilities (being net assets)</i>		<u>833,237</u>	<u>797,296</u>
<b>The funds of the charity:</b>			
Restricted funds	17	<u>31,016</u>	<u>3,713</u>
Unrestricted income funds:	17		
Designated funds		53,236	54,732
General funds		<u>748,985</u>	<u>738,851</u>
<i>Total unrestricted funds</i>		802,221	793,583
<i>Total charity funds</i>		<u>833,237</u>	<u>797,296</u>

The financial statements were approved by the trustees and signed on their behalf by:

  
.....  
A Holmes  
County Commissioner

  
.....  
C Kerr  
County Commissioner

Dated 28/11/2022 .....

Dated 28.11.22 .....

**Staffordshire County Guide Association**  
**Statement of Cashflows**  
**as at 5 April 2022**

	Notes	2022 £	2021 £
<b>Net cash used in operating</b>	21	<u>53,558</u>	<u>65,099</u>
<b><i>Cash flows from investing</i></b>			
Interest and dividends		9,150	10,090
Purchase of furniture and equipment		(2,390)	(1,425)
Purchase of new investments		(166,589)	(27,241)
Proceeds from sale of fixed assets		1,641	-
Proceeds from sale of investments		169,923	32,664
<b>Net cash provided by investing</b>		<u>11,735</u>	<u>14,088</u>
<b><i>Cash flows from financing</i></b>			
Repayment of borrowing		-	-
Cash inflow from new borrowings		-	-
<b>Net cash provided by financing</b>		<u>-</u>	<u>-</u>
<b>Change in cash and cash</b>		65,293	79,187
Cash and cash equivalent brought		331,871	252,684
<b>Cash and cash equivalents carried</b>		<u><u>397,164</u></u>	<u><u>331,871</u></u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2022**

**1 Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

***Basis of preparation of accounts***

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The association constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

***Income***

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Donated equipment is included at the value to the charity where this can be quantified and a third party is bearing the cost. Grants are recognised when received. Receipts for events in future periods are deferred to the period of the event. No amounts are included in the financial statements for services donated by volunteers.

***Expenditure***

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs that relate to the category.

Fund raising costs are direct costs incurred in the purchase of goods for resale together with related expenses.

Training and travel grant requests are received from Leaders to assist with the cost of approved camp and international events. The request is considered by the trustees and if successful a grant will be made to the individual Leader on the basis of :-

County Trips - 30% of cost for each leader and cost of one place. Region Trips - 30% for leaders and 10% for girls. Private Trips with no service £500. Private Trips with service element £1,000.

Costs previously analysed as support costs being those costs incurred directly in support of charitable expenditure of the charity have been included as general guiding costs within the summary of costs of charitable activities.

Other costs represent cost associated with constitutional and statutory requirements of the charity.

**Accounting policies continued**

***Restricted funds***

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

***Unrestricted funds***

Unrestricted funds are donations and other income received or generated for the objects of the charity without a further specified purpose and are available as general funds.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2022**

**Designated funds**

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

**Fixed assets and depreciation**

Fixed assets over the value of £250 are capitalised at cost.

Depreciation is provided by the charity to write off the cost of tangible fixed assets over their estimated useful economic lives as follows:

Freehold land	Nil
Freehold buildings	50 years straight line and 10% per annum straight line
Fixtures and fittings	20% per annum reducing balance and 20% per annum straight line

**Investments**

Listed investments are stated at valuation - gains or losses arising from disposals of fixed asset investments and movement in valuation are treated as part of the result for the year and included in the Statement of Financial Activities. Unlisted investments are stated at cost.

**Stocks**

Purchased stocks are valued at the lower of cost or net realisable value after making due allowance for any obsolete or slow-moving items.

**Finance and operating leases**

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period that they are incurred.

**2 Donations, grants and legacies**

	Unrestricted £	Restricted £	2022 £	2021 £
County share of subscription	44,694	-	44,694	39,474
Miscellaneous subs	413	-	413	282
Miscellaneous donations	2,328	-	2,328	240
Legacy - S Smith	1,418	-	1,418	-
Grants	-	-	-	1,000
COVID19 government grants	16,930	401	17,331	44,892
	<u>65,783</u>	<u>401</u>	<u>66,184</u>	<u>85,888</u>

**3 Investments**

	Unrestricted £	Restricted £	2022 £	2021 £
Listed investments				
Dividends	9,099	-	9,099	9,969
Cash investments and settlements pending				
Bank interest	51	-	51	121
	<u>9,150</u>	<u>-</u>	<u>9,150</u>	<u>10,090</u>

The above income relates to investments held in the UK.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2022**

<b>4 Other trading activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trading income				
Goods and publications	1,366	-	1,366	864
Sales of badges	10,405	-	10,405	9,519
Rental income - Beaudesert	3,157	-	3,157	2,161
<b>Total incoming resources</b>	<u>14,928</u>	<u>-</u>	<u>14,928</u>	<u>12,544</u>
Trading expenditure				
Goods and publications	2,223	-	2,223	262
Purchase of badges	9,152	-	9,152	7,599
Miscellaneous fund raising costs	20	-	20	20
<b>Total outgoing resources</b>	<u>11,395</u>	<u>-</u>	<u>11,395</u>	<u>7,881</u>
<b>Net fund raising income</b>	<u>3,533</u>	<u>-</u>	<u>3,533</u>	<u>4,663</u>
<b>5 Charitable activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
<b>Event receipts and collections</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Training receipts	652	-	652	(291)
County guiding events:				
Miscellaneous events	5,651	-	5,651	4,750
Fundraising - Firepit income	1,800	-	1,800	-
International guiding				
Fundraised element of income in respect of cancelled trips due to COVID pandemic		31,016	31,016	-
	<u>8,103</u>	<u>31,016</u>	<u>39,119</u>	<u>4,459</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2022**

**Incoming resources from charitable activities continued**

**Event receipts and collections**

Amounts received for future guiding events are not included but are carried forward as received in advance and included in creditors (Note 16).

At the balance sheet date, the details of the amounts carried forward was as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
County guiding events:		
Miscellaneous events	-	-
Cancelled International guiding events:		
Cayman 2020	4,158	-
Iceland 2021	235	-
International guiding events:		
Cayman 2020	-	47,700
Scotland 2020	-	3,514
Iceland 2021	-	23,903
Finland	6,817	3,810
Kenya - Adults	28,864	28,817
Kenya - Girls	31,036	10,361
Iceland 2023	500	-
Unity 2022 event	78,318	-
	<u>149,928</u>	<u>118,105</u>

**Charitable expenditure**

<b>6 Grants payable</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Training and travel grants (Net of refunds)	-	-	-	(145)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>(145)</u>

Training and travel grant requests are received from Leaders to assist with the cost of approved camp and international events. The request is considered by the trustees and if successful a grant will be made to the individual Leader on the basis of :-

County Trips - 30% of cost for each leader and cost of one place. Region Trips - 30% for leaders and 10% for girls. Private Trips with no service £500. Private Trips with service element £1,000.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2022**

7 Event costs	Unrestricted £	Restricted £	2022 £	2021 £
Training expenses	2,812	-	2,812	1,941
County guiding events:				
Miscellaneous events	5,075	-	5,075	6,035
International guiding events:				
Kenya 2023	252	-	252	-
International guiding events unrecovered costs due to COVID cancellation				
Cayman 2020	3,337	-	3,337	-
Iceland 2020	1,165	-	1,165	-
Scotland 2020	295	-	295	-
International expenses	-	-	-	-
	<u>12,936</u>	<u>-</u>	<u>12,936</u>	<u>7,976</u>

Amounts of expenditure for future guiding events are not included above but are carried forward and included in prepayments (Note 15).

At the balance sheet date the details of the amounts carried forward was as follows:

	2022 £	2021 £
County guiding events:		
Miscellaneous events	-	1,680
International guiding events:		
Cayman	-	3,337
Finland	4,409	640
Iceland	8,375	9,540
Scotland	-	295
Kenya - Adults	4,830	25,564
Unity camp	8,275	-
	<u>25,889</u>	<u>41,056</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2022**

<b>8 General guiding costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Guide Association subscriptions	873	-	873	536
Expenses claimed	901	-	901	61
Grants paid to commissioners	540	-	540	630
Wage costs	36,728	401	37,129	34,859
Printing, stationery and postage	2,174	-	2,174	2,458
Lease of equipment	841	-	841	841
Insurance	2,620	-	2,620	2,505
Heat, light and water	2,793	-	2,793	2,385
Cleaning expenses	1,741	-	1,741	1,459
Repairs and maintenance	14,613	3,713	18,326	13,392
Telephone charges	1,995	-	1,995	1,027
Donations and presentations	557	-	557	10
Legal and professional	396	-	396	396
Rebranding costs	-	-	-	-
Depreciation	8,070	-	8,070	7,968
Profit on disposal of assets	(1,304)	-	(1,304)	-
	<u>73,538</u>	<u>4,114</u>	<u>77,652</u>	<u>68,527</u>
<b>9 Other costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Annual report and AGM costs	488	-	488	-
Independent examiners fees	3,140	-	3,140	2,915
Bank charges	596	-	596	485
Sundry expenses	2,237	-	2,237	1,670
	<u>6,461</u>	<u>-</u>	<u>6,461</u>	<u>5,070</u>
<b>10 Net gains (losses) on investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrealised investment gains/(losses) per note 14	8,997	-	8,997	72,679
Realised investment gains/(losses)	8,575	-	8,575	2,893
	<u>17,572</u>	<u>-</u>	<u>17,572</u>	<u>75,572</u>
<b>11 Net resources</b>			<b>2022</b>	<b>2021</b>
			<b>£</b>	<b>£</b>
This is stated after charging:				
Independent examiners fees			3,140	2,915
Depreciation and other amounts written off tangible fixed assets: owned by the charity			8,070	7,968
Operating leases Hire of plant and machinery			841	841

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2022**

**12 Employees and staff costs**

The average weekly number of staff employed by the charity during the year, analysed by category, was as follows:

	<b>2022</b>	<b>2021</b>
Administration - (Part time)	4	4

The aggregate payroll costs of the above was:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	36,361	34,152
Pension contributions - defined contribution scheme	768	707
Social security costs	-	-
	<u>37,129</u>	<u>34,859</u>

No employee earned more than £60,000 per annum. (2021: None).  
 No remuneration was paid to the trustees during the year (2021: Nil).

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Grants and expenses paid to the trustees during the year		

Grants of £45 each were paid to 12 Division Commissioners during the year (2021: 14). The Division Commissioners are listed on page 1.	540	630
--	-----	-----

Reimbursement of out of pocket expenses together with travelling expenses were paid to 3 trustees during the year. (2021: 6)	901	411
--	-----	-----

**13 Tangible fixed assets**

	<b>Freehold land and buildings £</b>	<b>Fixtures and fittings £</b>	<b>Total £</b>
<b>Cost</b>			
At 6 April 2021	262,216	78,565	340,781
Additions	-	2,390	2,390
Disposals	-	(4,343)	(4,343)
At 5 April 2022	<u>262,216</u>	<u>76,612</u>	<u>338,828</u>
<b>Depreciation</b>			
At 6 April 2021	121,174	70,129	191,303
Charge for the Year	5,548	2,522	8,070
On Disposals	-	(4,006)	(4,006)
At 5 April 2022	<u>126,722</u>	<u>68,645</u>	<u>195,367</u>
<b>Net book value</b>			
At 5 April 2022	<u>135,494</u>	<u>7,967</u>	<u>143,461</u>
At 6 April 2021	<u>141,042</u>	<u>8,436</u>	<u>149,478</u>

No depreciation has been charged on land at a cost of £10,000 included above.

The fixed assets above do not include a County Diamond Trefoil Brooch that was gifted to Staffordshire County Guide Association previously. The brooch is currently insured for £3,500.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2022**

<b>14 Fixed asset investments - listed investments</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Valuation:		
At 6 April 2021	342,943	272,795
Additions	166,591	27,241
Disposals	<u>(161,348)</u>	<u>(29,771)</u>
	348,186	270,265
(Decrease) / Increase in market value	8,996	72,679
	<u>357,182</u>	<u>342,944</u>
At 5 April 2022		
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
The cost value at the balance sheet date of listed investments was	<u>251,882</u>	<u>221,232</u>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
The investments are held to provide an investment return for the charity. The amounts of dividends received during the year amounted to	<u>9,099</u>	<u>9,969</u>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
The analysis of stocks and shares held are as follows:		
Companies within the UK	136,444	138,549
Companies outside the UK	220,738	204,395
	<u>357,182</u>	<u>342,944</u>
Total of valuation		
Holdings of stocks and shares are in a wide variety of companies, none of which are considered to be material in context of the investment portfolio.		
<b>15 Debtors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade debtors	3,810	665
Other debtors	48,867	38,456
Prepayments and accrued income	30,478	46,519
	<u>83,155</u>	<u>85,640</u>
<b>16 Creditors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade creditors	203	-
Accruals and deferred income	155,583	122,518
	<u>155,786</u>	<u>122,518</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2022**

**17 Funds**

	At 6 April 2021 £	Transfer of funds £	Incoming resources & gains £	Outgoing resources & losses £	At 5 April 2022 £
Restricted					
International Event Fund	-	-	31,016	-	31,016
COVID19 Government Grants	-	-	401	(401)	-
Manor Park Grant	3,713	-	-	(3,713)	-
	<u>3,713</u>	<u>-</u>	<u>31,417</u>	<u>(4,114)</u>	<u>31,016</u>
Designated:					
Development fund	52,706	-	-	(3,296)	49,410
Rebranding fund	1,886	-	-	-	1,886
Barbara Waterhouse legacy	140	-	-	-	140
Firepit Fundraising Fund	-	-	1,800	-	1,800
	<u>54,732</u>	<u>-</u>	<u>1,800</u>	<u>(3,296)</u>	<u>53,236</u>
General funds	738,851	-	113,909	(103,775)	748,985
	<u>797,296</u>	<u>-</u>	<u>147,126</u>	<u>(111,185)</u>	<u>833,237</u>

**International Event Fund**

This fund represents the amount of fundraising income that was raised to support trips that unfortunately had to be cancelled due to the COVID pandemic. The fund is to be used to support future international trips.

**Manor Park Grant**

Manor Park received a £10,000 grant from the Columbus Trust towards repairs. The fund has now been fully used.

**Development fund**

Funds have been designated by the trustees to the development fund for the ongoing maintenance and possible refurbishment and alteration to the County Headquarters building.

**Rebranding fund**

Funds have been designated by the trustees to the rebranding fund for the forthcoming costs of Rebranding the Association and "Growing Guiding".

**Barbara Waterhouse legacy**

Funds have been designated by the trustees to provide a seating area in the garden at our Headquarters.

**Firepit Fundraising Fund**

Funds have been designated by the trustees to provide STEM (science, technology, engineering, and maths) activities for seniors.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2022**

<b>18 Analysis of net assets between funds</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fund balances as at 5 April 2022 are represented by:			
Tangible fixed assets	500,643	-	500,643
Current assets	457,364	31,016	488,380
Creditors: amounts falling due within one year	(155,786)	-	(155,786)
<b>Total net assets</b>	<u>802,221</u>	<u>31,016</u>	<u>833,237</u>

**19 Commitments**

There were no commitments for capital expenditure at the year end.  
The total future minimum lease payments under non- cancellable operating leases are payable as follows :

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Within one year	841	841
After one year but within five years	1,681	2,522
	<u>2,522</u>	<u>3,363</u>

**20 Connected charities**

**The Guide Association**

Staffordshire County Guide Association is a member of The Guide Association (Charity number: 306016) 17-19 Buckingham Palace Road, London SW1W 0PT.

Material transactions with The Guide Association during the year were:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Membership subscriptions	621	536
Badges purchased	9,049	7,795
Other goods purchased	935	332
	<u>10,605</u>	<u>8,663</u>
County share of membership subscriptions receivable	<u>43,334</u>	<u>36,080</u>
Balances outstanding at the year end and included in creditors	203	-
Balances outstanding at the year end and included in other debtors	<u>43,334</u>	<u>36,080</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2022**

**Connected charities note continued**

**The Beaudesert Park Camp Site**

Staffordshire County Guide Association has a non controlling interest in the camp site property and assets at The Beaudesert Park Camp Site.

The property and assets are managed by The Beaudesert Site Management Committee. Accounts are prepared separately by the Management Committee and the transactions and results are not included in the accounts of Staffordshire County Guide Association.

Staffordshire County Guide Association is entitled to a half share of the rent collected, net of costs, for land that is let at the Beaudesert Park Camp Site. The half share for the current year is £3,157.

The amount due from The Beaudesert Site Management Committee at the balance sheet date was £5,532 (2021: £2,375).

**21 Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Net movement in funds	35,941	96,863
Add back depreciation charge	8,070	7,968
Deduct gains / add back losses on sale of assets	(1,304)	-
Deduct interest and dividend income shown on investing activities	(9,150)	(10,090)
Deduct gains / add back losses on investments	(17,572)	(75,572)
Decrease (increase) in stock	1,820	504
Decrease (increase) in debtors	2,485	10,447
Increase (decrease) in creditors	33,268	34,979
<b>Net cash used in operating activities</b>	<u>53,558</u>	<u>65,099</u>

**STAFFORDSHIRE COUNTY GUIDE ASSOCIATION**

England & Wales - Charity number 524559

---

# Accounts

---

Charity number  
524559

Staffordshire County Guide Association

Report and Financial Statements

For the Year Ended

5 April 2021

## Staffordshire County Guide Association

### Contents

	<b>Page</b>
Reference and administrative details	1
Report of the Trustees	2
Report of the Independent Examiner	10
Statement of Financial Activities	11
Balance Sheet	12
Statement of Cashflows	13
Notes to the Financial Statements	14

**Staffordshire County Guide Association**  
**Reference and administrative details of the charity**  
**For the year ended 5 April 2021**

**Charity registration number**  
524559

**Registered Office and County Headquarters**  
St Peter's School Site, Church Lane, Hixon, Staffs, ST18 0PS

**Trustees**

Trustees who served during the year and up to 1st November 2021

Catriona Aileen Kerr	County Commissioner
Alison Jane Holmes	County Commissioner
Penelope Louise Williams	Assistant County Commissioner
Christine James	Assistant County Commissioner
Catherine Anne Fettes	County Treasurer
Division Commissioners:	
Patricia Ann Sage	Girlguiding Burton Division
Anita Karen Micklewright (until 26.05.21)	Girlguiding Cannock Division
Jennifer Cassell (WEF 01.06.21)	Girlguiding Cannock Division
Fiona Roberts	Girlguiding Lapley Division
Claire Keen	Girlguiding Leek Division
Samantha Kathryn Abell	Girlguiding Lichfield Division
Lisa Marie Miller	Girlguiding Longton Division
Ruth Farrell	Girlguiding Newcastle Division
Helen Mary Bernadette Norbury	Girlguiding Rugeley Division
Kim Waldron (WEF 20.04.21)	Girlguiding Stafford Division
Antonia Ryan	Girlguiding Stoke-on-Trent North Division
Kimberely Jane Smith (until 20.09.21)	Girlguiding Stoke-on-Trent South Division
Jill Piggott	Girlguiding Stone and Eccleshall Division
Debra Ann Turner	Girlguiding Stone Outward Division
Jill Longhurst (until 01.09.21)	Girlguiding Tamworth Division
Katherine Lucy Plant (WEF 01.09.21)	Girlguiding Tamworth Division
Denise Wheat	Girlguiding Threapwood Division
Tracey Mary Chamberlain	Girlguiding Uttoxeter Division

**Independent Examiner**

David Fox  
Walletts, Chartered Certified Accountants  
Adventure Place, Hanley, Stoke on Trent, Staffs. ST1 3AF

**Bankers**

Barclays Bank plc  
36 Town Road, Hanley, Stoke on Trent, Staffs. ST1 2PJ  
Co-op Bank  
2 Town Road, Hanley, Stoke on Trent, Staffs. ST1 2JE

**Investment Advisors**

Brewin Dolphin Securities Ltd  
Highpoint, Festival Way, Stoke on Trent, Staffs. ST1 5BG

## **Staffordshire County Guide Association Report of the Trustees For the year ended 5 April 2021**

The Trustees present their report along with the financial statements of the charity for the financial year ending 5<sup>th</sup> April 2021.

### **Structure, Governance and Management**

#### Governing Document

Staffordshire County Guide Association was established as a charity in England and Wales (number 524559) on 1<sup>st</sup> January 1961.

Staffordshire County Guide Association operates under the name of 'Girlguiding Staffordshire'

#### Appointment of Trustees

The County Commissioner is appointed for a term of five years. Two joint County Commissioners were appointed in September 2019.

The Assistant County Commissioner is appointed for a term, which does not extend beyond the finishing date of the County Commissioner's appointment, but they may be reappointed immediately in the same or another capacity.

A Division Commissioner becomes a Trustee of the charity upon her appointment as a Division Commissioner. She is appointed by the County Commissioner in consultation with all the District Commissioners and Advisers within the Division. The appointment is for three years with an extension of two further years available.

The Trustees are also known as the County Executive Committee and are responsible for the direction and general development of the principles, aims, policy, organisation, and rules of the Association. An item referring to conflict of interests is addressed at the start of an executive meeting.

A Finance & Headquarters Committee, being a sub-committee formed from the Executive Committee is responsible for the finances of the County. The Finance & Headquarters Committee consists of: the County Commissioner/s, / Assistant County Commissioner/s, County Treasurer, County Finance Officer, two Division Commissioners, and one unit leader.

The Finance & Headquarters Committee meets at least three times a year.

#### Trustee Induction and Training

New Division Commissioners follow a Girlguiding Induction Programme and are appointed a mentor and encouraged to attend appropriate trainings. Each Division Commissioner is responsible for the management within her Division.

#### Safeguarding The Children In Our Care

Girlguiding Staffordshire follows the policy of Girlguiding to safeguard its members from physical, sexual, and emotional harm while participating in Guiding activities. Girlguiding takes all reasonable steps to ensure that, through relevant procedures including DBS (Disclosure and Barring Service) checks and training, children, young people and adults taking part in Guiding activities do so in a safe environment. All leaders working with children will undertake Safe Space training in accordance with Girlguiding UK and complete a First Aid Training Course as part of the leadership training. Safe Space training has four levels each being appropriate for the level at which they are volunteering.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2021**

**Structure, Governance and Management      Continued**

Organisation

Girlguiding is organised in a number of areas in order to provide support and channels for two-way communication. This structure also allows the young members, leaders, and commissioners the opportunity to make decisions and take responsibility.

Units are grouped into Districts, Districts into Divisions and Divisions into a County. The County Advisor teams manage each stream of our work which is working very effectively to support the membership. Training and support has been given to the members who have accepted these roles.

All girl members and adult volunteers are recorded on the secure Girlguiding online database known as GO (Guiding Organiser).

All units received subscription invoices online, these included Girlguiding, Girlguiding Midlands, and Girlguiding Staffordshire levies. The payment process in 2021 went well.

As at the 5 April 2021 membership of Girlguiding Staffordshire is recorded as follows:

17 Divisions

44 Districts

456 units made up as follows: 137 Rainbow Guide, 179 Brownie, 108 Guide, and 32 Ranger.

Girlguiding Staffordshire appreciates the support and friendship of the Trefoil Guild members, these may be new, former or present adult members of Girlguiding, who are always willing to help with various events and projects and support the girls.

The county continues to train leaders to use the GO Database and develop their skills to make the best possible use of this administrative tool.

Girlguiding's online recruitment tool allows people to join guiding at any level via a dedicated area on the web site and is very effective. The numbers expressing an interest are understandably a little lower than usual however the interest is still there with parents and the enthusiasm to volunteer with our organisation is still evident. We continue to develop initiatives to manage the waiting lists of girls wishing to join units across the county. This will see more leaders and girl's benefiting from the opportunities Girlguiding Staffordshire has to offer.

The County employs four part-time staff. These are permanent contracts. The county has 64 hours per week paid support.

Related parties

As an active member of Staffordshire Council of Voluntary Youth Services (SCVYS), members of Girlguiding Staffordshire have had the opportunity to network with other voluntary organisations in the county at events organised by SCVYS.

Mrs Julie Tanner is the county's representative on the SCVYS Executive Committee as a Trustee.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2021**

**Structure, Governance and Management      Continued**

Girlguiding Staffordshire has worked hard to provide SCVYS with up-to-date information on membership and school use and appreciates the generosity of Staffordshire County Council, via SCVYS, for their continued financial support with school lettings charges. We are aware that this financial support will be reduced or withdrawn during the financial year due to local government cuts to the volunteer sector.

Risk Management

The committee actively reviews the major risks that the charity faces on a regular basis and believes that maintaining reserves at the current levels combined with an annual review of the controls over key financial systems will continue to provide sufficient resources through adverse economic conditions. A financial risk assessment has been undertaken during the year and will be reviewed on an annual basis.

The committee regularly examines other operational and business risks faced by the charity and confirms that systems have been established to mitigate any significant risks.

Public Benefit

When planning the activities of Girlguiding Staffordshire, the trustees considered the Charity Commission's guidance on public benefit and in particular the specific guidance to charities for the advancement of citizenship or community development. They are of the opinion that, the following objectives and activities together with the achievements demonstrate, the public benefit of the work of Girlguiding Staffordshire. Many units have carried out service in their local communities and worked with other community groups for the benefit of many.

Objectives and activities

The charity was established with the aim of enabling girls to mature into confident, capable, and caring women, who are able to make the most of their potential in career, home and personal life and be willing as citizens to contribute to their community and the wider world.

As part of Girlguiding, members of Girlguiding Staffordshire are encouraged to 'learn by doing' with five distinct elements known as 'The Five Essentials':

- Working together in small groups
- Being involved in decision making as individuals and as groups
- Experiencing a balanced and varied programme of activities
- Caring for the individual in a safe and supportive environment
- Sharing a commitment to a common standard

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2021**

**Achievements and Performance**

The Guiding programme allows members of Girlguiding Staffordshire to experience activities suited to the abilities and needs of each individual; the structure of the sections and age groupings makes this possible. The programme for all sections continues to run successfully, with many activities adapted for new virtual Guiding meetings that have regularly been held for all sections across the County. Training for leaders has been delivered to equip members with the skills required.

Rainbows:	5-7 years	Brownies:	7-10 years
Guides:	10-14 years	Rangers :	14-18 years
18 -30 offer	18 -30 years	Leaders	18 -

**Training and Qualifications**

Girlguiding Staffordshire has continued to provide training sessions for leaders, mentors, and commissioners.

- Training sessions for Rainbow, Brownie, Guide and Ranger Leaders
- (SLIP) Staffordshire Leadership Induction Programme is offered several times a year to new leaders
- "Going away with scheme" to enable leaders to Camp and Holiday
- 1<sup>st</sup> Response (First Aid) Qualification courses
- Safeguarding (Safe Space) sessions at 4 levels are offered
- Commissioner Training
- Update sessions for Leadership Qualification Mentors
- Girlguiding has continued to offer online training in a range of subjects

It is a requirement that one leader from each unit has received first response training. Under the direction of a dedicated First Response Coordinator our expanding team have delivering courses on a regular basis.

It is a requirement that each volunteer receives Safe Space Training to a level required for their role. Our trainers have continued to offer this.

**Qualifications gained have included:**

9 Girlguiding Leadership Qualifications + 2 Module one only qualifications  
4 'Going away with' Licences

**Specialist Training Events**

Due to the continuing Covid pandemic all face to face training opportunities were cancelled until June 2021. We have kept in touch with regular Zoom meetings with Commissioners and Advisers.

**Public Relations**

We continue to use our social media platforms for advertising our events and challenges. Facebook, Instagram, Flickr, Tiktok, You Tube and our Girlguiding Staffordshire app continue to see a large footfall. They have remained invaluable.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2021**

**Achievements and Performance continued**

**International**

Sadly all of our international adventures for 2021 had to be postponed.

**Young Members**

Unit programmes have continued to be offered, delivering high quality activities and experiences to our young people. Many units continued offering their girls virtual meetings with others distributing packs of activities for the girls to do at home.

A number of young members have achieved prestigious awards. These are an exciting part of the Girlguiding programme and can only be achieved by much work on the part of the girls.

9	members gained Young Leaders Qualification
1	Ranger Gold Awards
24	Guide Gold Awards
62	Brownie Gold Awards
63	Rainbow Gold Awards

525	Bronze Awards across all sections
245	Silver Awards across all sections

Two County virtual units were established, the Guide unit successfully welcomed 32 girls from across the County, and the Ranger unit approximately 8 young people, who otherwise wouldn't have been able to access Girlguiding during this time.

**General Report**

Despite it being another challenging year for our leaders we are immensely proud of their determination to continue guiding no matter what the world throws at them! We started the year still unable to meet face to face with many of our units continuing to engage girls through virtual meetings and by keeping in touch in many ways from emails to hand-delivered activity packs. We'd like to thank each and every one of our volunteers for their time and the care they have given so willingly to keep Girlguiding going in Staffordshire. As a county we've continued to offer events and training for our members albeit in a very different way than ever before. Our young members enjoyed our Very Green Christmas virtual activity day as well as our fabulous 4 Nations virtual sleepover and other virtual events such as Laughing Yoga virtual yoga sessions and Jumping Clay virtual craft sessions. We're so proud of the resilience that our young members have shown and their willingness to adapt to a new way of being a member of Girlguiding.

In January 2021 we launched our "I Love Staffordshire" challenge badge. The challenge badge explores the 17 divisions in the county and suggests an outdoor activity, craft, food activity and pen & paper challenge associated to each division.

Examples include: cooking up a "lobby" for Stoke North Division; creating a mini music festival in your garden for Lapley Division, home to V Fest; designing your own roller coaster for Threapwood Division, home of Alton Towers; and tie-dying an item of clothing for Leek Division a major producer of textiles following the industrial revolution.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2021**

**Achievements and Performance continued**

**Annual Review**

The annual review was held virtually in December 2020 and was well attended despite this new format.

**Team Leads**

The county advisers continued to meet on a regular basis, headed by their team leads and continue to add to the county calendar. They support Divisions and meet with Division Advisors.

**Awards**

The County continues to promote awards for adults across the county and this has resulted in more awards being presented. The county had to postpone the Annual Presentation for Adults at Sandon Hall in 2020. It has been rescheduled for November 2021 and will allow the opportunity to show how much we value our leaders and supporters and celebrate service awards for those who have given 20+ years of service.

For 2020 & 2021 the following will be presented 30 20 years, 27 30 years, 12 40 years, 2 50 years and 1 60 years.

In addition, 8 Girlguiding Staffordshire Awards and 6 Good Service Brooches will be presented

**Trefoil Guild**

The Staffordshire Trefoil Guild, former members of Girlguiding of all ages, is a successful organisation with over 350 members who are keen to provide support and assistance for many Guiding activities. Many members of the Trefoil Guild assist with the county's events and we are most grateful for this support.

**Resources**

The County Headquarters is an excellent multi-purpose building used for a variety of activities including trainings, meetings, residential events and the administration of the county. During the year we been fortunate to receive a number of grants from the local council with regard to loss of income during the pandemic.

The committee continues to oversee the maintenance and finances of Owls Nest and Chantry House, properties belonging to Girlguiding Staffordshire and Girlguiding West Mercia at Beaudesert.

**Girlguiding Midland Region**

Six members were presented with the Regional Chief Commissioner Award at a ceremony in Barton under Needwood in October 2021.

The County Commissioners attended virtual Regional Executive Meetings and Team Leads have represented the county at numerous virtual events and trainings.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2021**

**Financial Review**

Principal Funding Source

The principal funding source continues to be the county share of the annual subscription

Investment Policy

The trustees have the power to invest in such assets as they see fit. An investment portfolio is currently held and is managed by Brewin Dolphin Securities Ltd. A meeting was held with Brewin Dolphin to review the portfolio

Reserves Policy

The trustees have strived to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months unrestricted expenditure. This policy would provide sufficient funds to ensure the continuation of the charitable activities for at least that period.

The balance of free reserves at the year-end, being unrestricted reserves not designated or invested in fixed assets, at the balance sheet date was £647,818

The trustees are confident that this amount together with the income from planned events will be sufficient to enable all of the charitable activities to continue for at least the period of twelve months.

Volunteers

Girlguiding Staffordshire is essentially run by volunteers. With the exception of the work carried out by four part time employees of the charity, all activities are carried out on a voluntary basis. The financial statements set out the results for the year but do not reflect the considerable and vital support given by all connected with Girlguiding across Staffordshire.

**Future Strategy**

As we emerge from the pandemic, we look forward to units returning to face-to-face Guiding. We will be looking at various initiatives to grow the membership numbers for both volunteers and young members. The County Strategy, following the theme of the National Plan, will now be taken forward and the range of activities and opportunities to be offered to young members will be expanded as the removal of restrictions allows.

Girlguiding Staffordshire will continue to offer a vibrant and diverse programme in a safe and secure environment that supports our leaders and young members as they emerge from a very challenging period.

We will continue to offer a blended model of virtual and face to face meetings and trainings for both Adult and Young members.

**Staffordshire County Guide Association  
Report of the Trustees  
For the year ended 5 April 2021**

**Statement of Trustees' Responsibilities**

Charity Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence

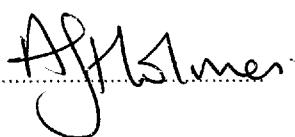
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner**

The trustees intend to ask Walleys Chartered Certified Accountants to undertake the independent examination of the Charity in the following year.

**Approval**

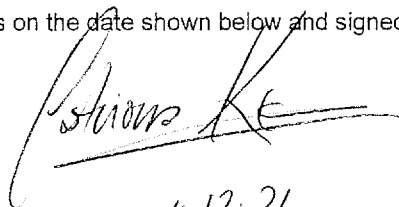
This report was approved by the trustees on the date shown below and signed on their behalf by:



County Commissioner

Dated:

3/12/21.



4.12.21.

**Report of the Independent Examiner  
to the Trustees of  
Staffordshire County Guide Association**

I report to the trustees on my examination of the accounts of Staffordshire County Guide Association (the Trust) for the year ended 5 April 2021, which are set out on pages 11 to 24.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed 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:

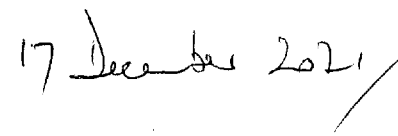
1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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:



Dated:



**David Fox FCCA**

Independent Examiner

WCCA Limited T/A Wallefts  
Chartered Certified Accountants  
Adventure Place  
Hanley  
Stoke on Trent  
Staffordshire  
ST1 3AF

**Staffordshire County Guide Association**  
**Statement of Financial Activities**  
**for the year ended 5 April 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	2021 TOTAL £	2020 TOTAL £
<b>Income</b>					
Donations, grants and legacies	2	80,496	5,392	85,888	71,615
Other trading activities	4	12,544	-	12,544	19,346
Investments	3	10,090	-	10,090	12,937
Charitable activities					
Event receipts and collections	5	4,459	-	4,459	58,284
Other income		72	-	72	646
<i>Total income</i>		<u>107,661</u>	<u>5,392</u>	<u>113,053</u>	<u>162,828</u>
<b>Expenditure</b>					
Expenditure on raising funds					
Fundraising trading: cost of goods sold and other costs	4	7,881	-	7,881	12,103
Investment management fees		2,453	-	2,453	2,482
Charitable activities					
Grants payable	6	(145)	-	(145)	1,010
Event costs	7	7,976	-	7,976	58,491
General guiding costs	8	63,135	5,392	68,527	75,371
Other costs	9	5,070	-	5,070	11,447
<i>Total expenditure</i>		<u>86,370</u>	<u>5,392</u>	<u>91,762</u>	<u>160,904</u>
<i>Net income (expenditure) before transfers</i>		21,291	-	21,291	1,924
<b>Transfers</b>					
Gross transfer between funds	17	-	-	-	-
<i>Net income (expenditure) and net movement in funds before gain and losses</i>		21,291	-	21,291	1,924
<b>Net gains (losses) on investments</b>	10	75,572	-	75,572	(67,213)
<i>Net movement in funds</i>		<u>96,863</u>	<u>-</u>	<u>96,863</u>	<u>(65,289)</u>
<b>Reconciliation of Funds</b>					
<i>Total funds brought forward</i>		696,720	3,713	700,433	765,722
<i>Total funds carried forward</i>		<u>793,583</u>	<u>3,713</u>	<u>797,296</u>	<u>700,433</u>

All incoming resources and resources expended derive from continuing activities.

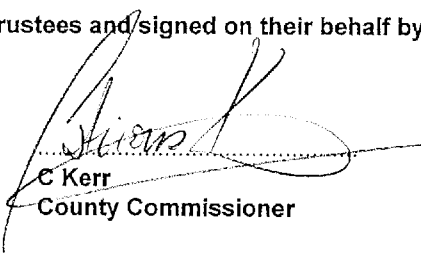
The notes on pages 14 to 24 form part of these accounts

**Staffordshire County Guide Association  
Balance Sheet  
as at 5 April 2021**

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	13	149,478	156,021
Investments	14	<u>342,944</u>	<u>272,795</u>
<i>Total fixed assets</i>		492,422	428,816
<b>Current assets</b>			
Stocks		9,881	10,385
Debtors	15	85,640	96,087
Cash at bank and in hand		<u>331,871</u>	<u>252,684</u>
<i>Total current assets</i>		427,392	359,156
<b>Liabilities</b>			
Creditors: amounts falling due within one year	16	<u>122,518</u>	<u>87,539</u>
<i>Net current assets</i>		304,874	271,617
<i>Total assets less current liabilities (being net assets)</i>		<u>797,296</u>	<u>700,433</u>
<b>The funds of the charity:</b>			
Restricted funds	17	<u>3,713</u>	<u>3,713</u>
Unrestricted income funds:	17		
Designated funds		54,732	63,042
General funds		<u>738,851</u>	<u>633,678</u>
<i>Total unrestricted funds</i>		793,583	696,720
<i>Total charity funds</i>		<u>797,296</u>	<u>700,433</u>

The financial statements were approved by the trustees and signed on their behalf by:

  
.....  
A Holmes  
County Commissioner

  
.....  
C Kerr  
County Commissioner

Dated..... 03/12/21.....

Dated..... 4/12/21.....

**Staffordshire County Guide Association**  
**Statement of Cashflows**  
**as at 5 April 2021**

	Notes	2021 £	2020 £
<b>Net cash used in operating</b>	21	<u>65,099</u>	<u>35,317</u>
<b><i>Cash flows from investing</i></b>			
Interest and dividends		10,090	12,937
Purchase of furniture and equipment		(1,425)	(9,456)
Purchase of new investments		(27,241)	(100,737)
Proceeds from sale of investments		32,664	103,590
<b>Net cash provided by investing</b>		<u>14,088</u>	<u>6,334</u>
<b><i>Cash flows from financing</i></b>			
Repayment of borrowing		-	-
Cash inflow from new borrowings		-	-
<b>Net cash provided by financing</b>		<u>-</u>	<u>-</u>
<b>Change in cash and cash</b>		79,187	41,651
Cash and cash equivalent brought		252,684	211,033
<b>Cash and cash equivalents carried</b>		<u><u>331,871</u></u>	<u><u>252,684</u></u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2021**

**1 Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

***Basis of preparation of accounts***

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The association constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

***Income***

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Donated equipment is included at the value to the charity where this can be quantified and a third party is bearing the cost. Grants are recognised when received. Receipts for events in future periods are deferred to the period of the event. No amounts are included in the financial statements for services donated by volunteers.

***Expenditure***

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs that relate to the category.

Fund raising costs are direct costs incurred in the purchase of goods for resale together with related expenses.

Training and travel grant requests are received from Leaders to assist with the cost of approved camp and international events. The request is considered by the trustees and if successful a grant will be made to the individual Leader on the basis of :-

County Trips - 30% of cost for each leader and cost of one place. Region Trips - 30% for leaders and 10% for girls. Private Trips with no service £500. Private Trips with service element £1,000.

Costs previously analysed as support costs being those costs incurred directly in support of charitable expenditure of the charity have been included as general guiding costs within the summary of costs of charitable activities.

Other costs represent cost associated with constitutional and statutory requirements of the charity.

**Staffordshire County Guide Association  
Notes to the Financial Statements  
for the year ended 5 April 2021**

**Accounting policies continued**

**Restricted funds**

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

**Unrestricted funds**

Unrestricted funds are donations and other income received or generated for the objects of the charity without a further specified purpose and are available as general funds.

**Designated funds**

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

**Fixed assets and depreciation**

Fixed assets over the value of £250 are capitalised at cost.

Depreciation is provided by the charity to write off the cost of tangible fixed assets over their estimated useful economic lives as follows:

Freehold land	Nil
Freehold buildings	50 years straight line and 10% per annum straight line
Fixtures and fittings	20% per annum reducing balance and 20% per annum straight line

**Investments**

Listed investments are stated at valuation - gains or losses arising from disposals of fixed asset investments and movement in valuation are treated as part of the result for the year and included in the Statement of Financial Activities. Unlisted investments are stated at cost.

**Stocks**

Purchased stocks are valued at the lower of cost or net realisable value after making due allowance for any obsolete or slow-moving items.

**Finance and operating leases**

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period that they are incurred.

**2 Donations, grants and legacies**

	Unrestricted £	Restricted £	2021 £	2020 £
County share of subscription	39,474	-	39,474	68,782
Miscellaneous subs	282	-	282	471
Miscellaneous donations	240	-	240	1,812
Grants	1,000	-	1,000	550
COVID19 government grants	39,500	5,392	44,892	-
	<u>80,496</u>	<u>5,392</u>	<u>85,888</u>	<u>71,615</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2021**

<b>3 Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Listed investments				
Dividends	9,969	-	9,969	12,742
Cash investments and settlements pending				
Bank interest	121	-	121	195
	<u>10,090</u>	<u>-</u>	<u>10,090</u>	<u>12,937</u>

The above income relates to investments held in the UK.

<b>4 Other trading activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trading income				
Goods and publications	864	-	864	6,453
Sales of badges	9,519	-	9,519	9,785
Rental income - Beaudesert	2,161	-	2,161	3,108
<b>Total incoming resources</b>	<u>12,544</u>	<u>-</u>	<u>12,544</u>	<u>19,346</u>
Trading expenditure				
Goods and publications	262	-	262	3,671
Purchase of badges	7,599	-	7,599	8,412
Miscellaneous fund raising costs	20	-	20	20
<b>Total outgoing resources</b>	<u>7,881</u>	<u>-</u>	<u>7,881</u>	<u>12,103</u>
<b>Net fund raising income</b>	<u>4,663</u>	<u>-</u>	<u>4,663</u>	<u>7,243</u>

<b>5 Charitable activities</b>				
<b>Event receipts and collections</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Training receipts	(291)	-	(291)	4,911
County guiding events:				
Miscellaneous events	4,750	-	4,750	11,082
International guiding events:				
Fairy Tales & Scary Tales	-	-	-	15,710
Kenya 2019	-	-	-	26,581
	<u>4,459</u>	<u>-</u>	<u>4,459</u>	<u>58,284</u>

**Staffordshire County Guide Association  
Notes to the Financial Statements  
for the year ended 5 April 2021**

**Incoming resources from charitable activities continued**

**Event receipts and collections**

Amounts received for future guiding events are not included but are carried forward as received in advance and included in creditors (Note 16).

At the balance sheet date, the details of the amounts carried forward was as follows:

	2021 £	2020 £
County guiding events:		
Miscellaneous events	-	450
International guiding events:		
Cayman	47,700	43,663
Finland	3,810	3,750
Iceland	23,903	19,123
Kenya - Adults	28,817	8,724
Kenya - Girls	10,361	
Scotland	3,514	5,694
	<u>118,105</u>	<u>81,404</u>

**Charitable expenditure**

6 Grants payable	Unrestricted £	Restricted £	2021 £	2020 £
Training and travel grants (Net of refunds)	(145)	-	(145)	1,010
	<u>(145)</u>	<u>-</u>	<u>(145)</u>	<u>1,010</u>

Training and travel grant requests are received from Leaders to assist with the cost of approved camp and international events. The request is considered by the trustees and if successful a grant will be made to the individual Leader on the basis of :-

County Trips - 30% of cost for each leader and cost of one place. Region Trips - 30% for leaders and 10% for girls. Private Trips with no service £500. Private Trips with service element £1,000.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2021**

7 Event costs	Unrestricted £	Restricted £	2021 £	2020 £
Training expenses	1,941	-	1,941	6,379
County guiding events:				
Miscellaneous events	6,035	-	6,035	10,159
International guiding events:				
Fairy Tales & Scary Tales	-	-	-	14,970
Kenya 2019	-	-	-	26,983
International expenses	-	-	-	-
	<u>7,976</u>	<u>-</u>	<u>7,976</u>	<u>58,491</u>

Amounts of expenditure for future guiding events are not included above but are carried forward and included in prepayments (Note 15).

At the balance sheet date the details of the amounts carried forward was as follows:

	2021 £	2020 £
County guiding events:		
Miscellaneous events	1,680	1,680
International guiding events:		
Cayman	3,337	5,281
Finland	640	-
Iceland	9,540	6,190
Scotland	295	4,185
Kenya - Adults	25,564	2,584
Kenya - Girls	-	-
	<u>41,056</u>	<u>19,920</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2021**

<b>8 General guiding costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Guide Association subscriptions	536	-	536	473
Expenses claimed	61	-	61	5,260
Grants paid to commissioners	630	-	630	675
Wage costs	29,467	5,392	34,859	34,482
Printing, stationery and postage	2,458	-	2,458	3,588
Lease of equipment	841	-	841	737
Insurance	2,505	-	2,505	1,729
Heat, light and water	2,385	-	2,385	3,193
Cleaning expenses	1,459	-	1,459	2,525
Repairs and maintenance	13,392	-	13,392	11,608
Telephone charges	1,027	-	1,027	1,443
Donations and presentations	10	-	10	1,214
Legal and professional	396	-	396	312
Rebranding costs	-	-	-	-
Depreciation	7,968	-	7,968	8,132
	<u>63,135</u>	<u>5,392</u>	<u>68,527</u>	<u>75,371</u>
<b>9 Other costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Annual report and AGM costs	-	-	-	4,813
Independent examiners fees	2,915	-	2,915	2,935
Bank charges	485	-	485	996
Sundry expenses	1,670	-	1,670	2,703
	<u>5,070</u>	<u>-</u>	<u>5,070</u>	<u>11,447</u>
<b>10 Net gains (losses) on investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrealised investment gains/(losses) per note 14	72,679	-	72,679	(68,984)
Realised investment gains/(losses)	2,893	-	2,893	1,771
	<u>75,572</u>	<u>-</u>	<u>75,572</u>	<u>(67,213)</u>
<b>11 Net resources</b>			<b>2021</b>	<b>2020</b>
			<b>£</b>	<b>£</b>
This is stated after charging:				
Independent examiners fees			2,915	2,935
Depreciation and other amounts written off tangible fixed assets: owned by the charity			7,968	8,132
Operating leases Hire of plant and machinery			841	737

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2021**

**12 Employees and staff costs**

The average weekly number of staff employed by the charity during the year, analysed by category, was as follows:

	2021	2020
Administration - (Part time)	4	4

The aggregate payroll costs of the above was:

	2021	2020
	£	£
Wages and salaries	34,152	33,743
Pension contributions - defined contribution scheme	707	739
Social security costs	-	-
	<u>34,859</u>	<u>34,482</u>

No employee earned more than £60,000 per annum. (2020: None).

No remuneration was paid to the trustees during the year (2020: Nil).

	2021	2020
	£	£
Grants and expenses paid to the trustees during the year		

Grants of £45 each were paid to 14 Division Commissioners during the year (2020: 15). The Division Commissioners are listed on page 1.

630	675
-----	-----

Reimbursement of out of pocket expenses together with travelling expenses were paid to 6 trustees during the year. (2020: 6)

411	4,106
-----	-------

**13 Tangible fixed assets**

	Freehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 6 April 2020	262,216	77,140	339,356
Additions	-	1,425	1,425
At 5 April 2021	<u>262,216</u>	<u>78,565</u>	<u>340,781</u>
<b>Depreciation</b>			
At 6 April 2020	115,626	67,709	183,335
Charge for the Year	5,548	2,420	7,968
At 5 April 2021	<u>121,174</u>	<u>70,129</u>	<u>191,303</u>
<b>Net book value</b>			
At 5 April 2021	<u>141,042</u>	<u>8,436</u>	<u>149,478</u>
At 6 April 2020	<u>146,590</u>	<u>9,431</u>	<u>156,021</u>

No depreciation has been charged on land at a cost of £10,000 included above.

The fixed assets above do not include a County Diamond Trefoil Brooch that was gifted to Staffordshire County Guide Association previously. The brooch is currently insured for £3,500.

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
**for the year ended 5 April 2021**

<b>14 Fixed asset investments - listed investments</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Valuation:		
At 6 April 2020	272,795	342,861
Additions	27,241	100,737
Disposals	<u>(29,771)</u>	<u>(101,819)</u>
	270,265	341,779
(Decrease) / Increase in market value	72,679	(68,984)
	<u>342,944</u>	<u>272,795</u>
At 5 April 2021		
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
The cost value at the balance sheet date of listed investments was	<u>221,232</u>	<u>227,932</u>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
The investments are held to provide an investment return for the charity. The amounts of dividends received during the year amounted to	<u>9,969</u>	<u>12,742</u>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
The analysis of stocks and shares held are as follows:		
Companies within the UK	138,549	120,575
Companies outside the UK	204,395	152,220
	<u>342,944</u>	<u>272,795</u>
Total of valuation		
Holdings of stocks and shares are in a wide variety of companies, none of which are considered to be material in context of the investment portfolio.		
<b>15 Debtors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	665	834
Other debtors	38,456	70,372
Prepayments and accrued income	46,519	24,881
	<u>85,640</u>	<u>96,087</u>

**Staffordshire County Guide Association**  
**Notes to the Financial Statements**  
for the year ended 5 April 2021

<b>16 Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	-	-
Accruals and deferred income	122,518	87,539
	<hr/>	<hr/>
	122,518	87,539

**17 Funds**

	At 6 April 2020 £	Transfer of funds £	Incoming resources & gains £	Outgoing resources & losses £	At 5 April 2021 £
Restricted					
COVID19 Government Grants	-	-	5,392	(5,392)	-
Manor Park Grant	3,713	-	-	-	3,713
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	3,713	-	5,392	(5,392)	3,713
Designated:					
Development fund	61,016	(8,310)	-	-	52,706
Rebranding fund	1,886	-	-	-	1,886
Barbara Waterhouse legacy	140	-	-	-	140
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	63,042	(8,310)	-	-	54,732
General funds	633,678	8,310	183,233	(86,370)	738,851
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	700,433	-	188,625	(91,762)	797,296

**Manor Park Grant**

Manor Park received a £10,000 grant from the Columbus Trust towards repairs to the roof and to purchase racking for equipment

**Development fund**

Funds have been designated by the trustees to the development fund for the ongoing maintenance and possible refurbishment and alteration to the County Headquarters building.

**Rebranding fund**

Funds have been designated by the trustees to the rebranding fund for the forthcoming costs of Rebranding the Association and "Growing Guiding".

**Barbara Waterhouse legacy**

Funds have been designated by the trustees to provide a seating area in the garden at our Headquarters.

<b>18 Analysis of net assets between funds</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fund balances as at 5 April 2021 are represented by:			
Tangible fixed assets	492,422	-	492,422
Current assets	423,679	3,713	427,392
Creditors: amounts falling due within one year	(122,518)	-	(122,518)
	<hr/>	<hr/>	<hr/>
<b>Total net assets</b>	793,583	3,713	797,296

**Staffordshire County Guide Association  
Notes to the Financial Statements  
for the year ended 5 April 2021**

**19 Commitments**

There were no commitments for capital expenditure at the year end.  
The total future minimum lease payments under non- cancellable operating leases are payable as follows :

	2021	2020
	£	£
Within one year	841	841
After one year but within five years	2,522	3,362
	<u>3,363</u>	<u>4,203</u>

**20 Connected charities**

**The Guide Association**

Staffordshire County Guide Association is a member of The Guide Association (Charity number: 306016) 17-19 Buckingham Palace Road, London SW1W 0PT.

Material transactions with The Guide Association during the year were:

	2021	2020
	£	£
Membership subscriptions	536	473
Badges purchased	7,795	9,739
Other goods purchased	332	4,874
	<u>8,663</u>	<u>15,086</u>
County share of membership subscriptions receivable	<u>36,080</u>	<u>64,158</u>
Balances outstanding at the year end and included in creditors	-	-
Balances outstanding at the year end and included in other debtors	<u>36,080</u>	<u>64,158</u>

**The Beaudesert Park Camp Site**

Staffordshire County Guide Association has a non controlling interest in the camp site property and assets at The Beaudesert Park Camp Site.

The property and assets are managed by The Beaudesert Site Management Committee. Accounts are prepared separately by the Management Committee and the transactions and results are not included in the accounts of Staffordshire County Guide Association.

Staffordshire County Guide Association is entitled to a half share of the rent collected, net of costs, for land that is let at the Beaudesert Park Camp Site. The half share for the current year is £2,161

The amount due from The Beaudesert Site Management Committee at the balance sheet date was £2,375 (2020: £6,215).

Staffordshire County Guide Association  
Notes to the Financial Statements  
for the year ended 5 April 2021

21 Reconciliation of net movement in funds to net cash flow from operating activities

	2021	2020
	£	£
Net movement in funds	96,863	(65,289)
Add back depreciation charge	7,968	8,132
Deduct interest and dividend income shown on investing activities	(10,090)	(12,937)
Deduct gains / add back losses on investments	(75,572)	67,213
Decrease (increase) in stock	504	(3,747)
Decrease (increase) in debtors	10,447	(13,777)
Increase (decrease) in creditors	34,979	55,722
<b>Net cash used in operating activities</b>	<u>65,099</u>	<u>35,317</u>