

# LEEDS COUNTY GUIDE ASSOCIATION

England & Wales · Charity number 524738

## Details

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Other names	LEEDS COUNTY GIRL GUIDES ASSOCIATION, YORKSHIRE CENTRAL COUNTY (DIVISION) OF THE GIRL GUIDES ASSOCIATION, GIRLGUIDING LEEDS
Status	Registered
Legal form	Other
Registered	1966-08-09
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	16a Morris Lane Leeds LS5 3JD
Phone	0113 274 7305
Email	<a href="mailto:admin@girlguidingleeds.org.uk">admin@girlguidingleeds.org.uk</a>
Website	<a href="http://www.girlguidingleeds.org.uk">www.girlguidingleeds.org.uk</a>

## Activities

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**Objects:** TO ENABLE GIRLS AND YOUNG WOMEN TO FULFIL THEIR POTENTIAL AND TO TAKE AN ACTIVE AND RESPONSIBLE ROLE IN SOCIETY

**Activities:** Girlguiding Leeds is a voluntary organisation providing activities to promote the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their Community and wider world.

## Classification

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- **How:** Makes Grants To Individuals, Provides Buildings/facilities/open Space, Provides Services, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Recreation
- **Who:** Children/young People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin

## Geography

- **Area of benefit:** LEEDS
- Leeds City

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£138,277	£120,076	-	-
2023-12-31	£106,073	£105,617	-	-
2022-12-31	£87,547	£132,915	-	-
2021-12-31	£53,664	£68,972	-	-
2020-12-31	£58,958	£81,255	-	-

## Trustees

Name	Role	Appointed
Dr ANNE ESSELMONT		2018-03-01
Isla Gerrard		2023-07-24
Jan Ali		2025-01-27
Lisa Dainty-Wall		2024-10-01
Rebecca Jayne Dilks		2023-07-24

**LEEDS COUNTY GUIDE ASSOCIATION**

England & Wales - Charity number 524738

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# Accounts

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**Section A Independent Examiner's Report**

**Report to the trustees**

Charity Name  
Leeds County Guides Association

**On accounts for the year ended**

31 December 2024  
**Charity no (if any)** 524738

**Set out on pages**

Attached

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2024**.

**Responsibilities and basis of report**

As the charity's trustees, 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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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:** *Alexandra Hazlerigg*

**Date:** 30 Oct 2025

**Name:** Alexandra Hazlerigg

**Relevant professional qualification(s) or body (if any):**

ACA (ICAEW : 2945484)

**Address:** Xeinadin

4, Wharfe Mews, Cliffe Terrace, Wetherby, LS22 6LX

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**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

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Receipts	Unrestricted	Designated	Restricted	2024	2023
	£	£	£	£	£
Membership Subscriptions	46,768	-	-	46,768	29,820
Investment & Interest Income	3,799	-	-	3,799	3,404
Guiding Activities	38,996	19,038	-	58,033	53,772
Guiding Development	11,042	-	1,500	12,542	9,068
Grants & Donations	3,170	12,875	1,000	17,045	10,009
Sundry Other Receipts / Other Revenue	90.00	-	-	90	0
<b>Total</b>	<b>103,864</b>	<b>31,913</b>	<b>2,500</b>	<b>138,277</b>	<b>106,073</b>

Activity Payments	Unrestricted	Designated	Restricted	2024	2023
	£	£	£	£	£
Membership Subscriptions	-	-	-	0	180
Guiding Activities - Running Costs	37,211	-	1,000	38,211	31,476
Buildings - Robin Hole	-	775	-	775	1,050
Guiding Development	21,848	-	2,754	24,602	29,921
<b>Total</b>	<b>59,059</b>	<b>775</b>	<b>3,754</b>	<b>63,588</b>	<b>62,627</b>

<b>Excess Activity Receipts over Payments</b>	<b>44,805</b>	<b>31,138</b>	<b>-1,254</b>	<b>74,689</b>	<b>43,446</b>
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Administration Payments	Unrestricted	Designated	Restricted	2024	2023
	£	£	£	£	£
Professional Fees and Services	5,687	-	-	5,687	4,117
Grants and Subsidies	4,144	274	-	4,418	2,923
Robin Hole Running Expenses	-	24,287	-	24,287	17,409
County Running Expenses	11,012	-	-	11,012	12,354
Trefoil Centre Running Expenses	-	11,084	-	11,084	6,187
Interest Paid	-	-	-	0	
<b>Total</b>	<b>20,843</b>	<b>35,645</b>	<b>0</b>	<b>56,488</b>	<b>42,990</b>

<b>Surplus / (Deficit) over Payments</b>	<b>Receipts</b>	<b>23,964</b>	<b>-4,508</b>	<b>-1,254</b>	<b>18,201</b>	<b>455</b>
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#### Cash Flow

<b>Opening Bank and Cash Balances</b>	<b>64,347</b>	<b>63,272</b>	<b>54,191</b>	<b>181,811</b>	<b>181,355</b>
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<b>Surplus / (Deficit)</b>	<b>23,964</b>	<b>-4,508</b>	<b>-1,254</b>	<b>18,201</b>	<b>455</b>
Assets Acquired	-	1,790	-	2,999	0
Monies held from other units	0	0	0	0	0
Deferred receipts	1685			1685	
Transfers	-8559	8212	347	0	0

<b>Closing Bank and Cash Balances</b>	<b>79,647</b>	<b>63,977</b>	<b>53,284</b>	<b>196,908</b>	<b>181,811</b>
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Cash Funds	Unrestricted	Designated	Restricted	2024	2023
	£	£	£	£	£
Cash In Hand	273			273	142
Bank Current Accounts	37,417	10,571	-561	47,427	33,767
Cambridge & Counties Building Society	26,155	-	53,845	80,000	81,200
Redwood Bank	15,802	53,406		69,208	66,700
<b>Totals</b>	<b>79,647</b>	<b>63,977</b>	<b>53,284</b>	<b>196,908</b>	<b>181,809</b>

Liabilities	Unrestricted	Designated	Restricted	2024	2023
Closed Unit Funds held	172			172	172
Deferred Income	1685			1685	

Other Assets	Prior Year Purchases	2024 Additions	Total Cost
	£	£	£
<b>Robin Hole &amp; Trefoil Centre</b>			
Land, Buildings, Furnishings and Equipment at Robin Hole and Trefoil Centre	N/K	2,999	2,999
<b>Robin Hole</b>			
Pumping station	24,920		24,920
Robin Hole Fireplace & Wood burner	1,750	-	1,750
Robin Hole Shelter	51,929	-	51,929
Robin Hole Kitchen	16,599		16,599
Robin Hole Roktagon	14,100	-	14,100
<b>Trefoil Centre</b>			
IT equipment	1,975	1,790	3,765
<b>Total</b>	<b>111,273</b>	<b>4,789</b>	<b>116,062</b>

	Balance B/fwd	Receipts	Payments	Transfers	Balance C/fwd
<b>Designated Funds</b>	£	£	£	£	£
Grants	3,474	-	274		3,200
Robin Hole	-	30,033	25,062		4,970
Trefoil Centre	992	1,880	11,084	8,212	-
Future Events	8,806	-	2,999		5,807
Building Fund	50,000	-	-		50,000
	<b>63,273</b>	<b>31,913</b>	<b>39,419</b>	<b>8,212</b>	<b>63,977</b>

<b>Restricted Funds</b>	£	£	£	£	£
Legacy Fund	52,379	-	-		52,379
Outdoor Activities	505	1,000	1,000		505
Jimbo's Fund	400	-	-		400
Growing Guiding	907	1,500	2,754	347	-
	<b>54,191</b>	<b>2,500</b>	<b>3,754</b>	<b>347</b>	<b>53,284</b>

For and on behalf of Leeds County Guide Association:

Ame *210*

Date

29/10/2025





**Trustees Annual Report**  
**for the Year to 31 December 2024**  
**for**  
**Leeds County Guide Association**



## Charity Details

**Charity name:** Leeds County Guide Association

**Other names charity is known by:** Girlguiding Leeds

**Charity number:** 524738

**Charity's Principal address:** The Trefoil Centre, 16a Morris Lane, Kirkstall, Leeds, LS5 3JD

**Trustees who manage the charity:**

Trustee name	Office	Dates acted if not for whole year
Mrs Louise Flynn	County Commissioner	To 01/12/2024
Dr M.A. Esslemont	County Commissioner	From 01/12/2024
Mrs Marion Simpson	County Treasurer	To 07/10/2024
Mrs Lisa Dainty-Wall	County Treasurer	From 07/10/2024
Dr Anne Esslemont	Risk Trustee & Finance, Staffing & Risk Chair	To 01/12/2024
Miss Isla Gerrard	Trustee aged 18 to 30	
Miss Rebecca Dilks	Legal Trustee	
Mrs Elizabeth Grogan	General Trustee	From 01/09/2024



## Structure, Governance and Management

Leeds County Guide Association is a branch of the Guide Association which is governed by Royal Charter granted 14 December 1922 amended by Supplemental Charter dated 26/10/1949, amended by Supplemental Charter Dated 27/04/1960, amended by Supplemental Charter dated 04/09/1981, amended By Order in Council Dated 20/07/1993, amended By Order in Council dated 16/12/1993, amended By Order in Council Dated 10/07/2013, amended By Order in Council Dated 30/03/2015, amended By Order in Council dated 14 Feb 2018.

Leeds County has a constitution which sets out the powers and functions of the board of trustees. Trustees include the county commissioner appointed by the region chief commissioner for North East England and the treasurer appointed by the county commissioner. All other trustees are appointed by the existing board of trustees with any vacancies being advertised. There is no set procedure for the induction and training of trustees as the needs are very varied depending on previous experience.

The management of the county is carried out by the management team and steering group in addition to the board of trustees. The management team consists of the lead volunteers and chairs of the sub-committees: property chair, adventure & events lead, finance, staffing & risk committee chair, growth team lead, next gen team lead, valuing & developing members team lead and warm welcome lead. The management team is responsible for developing and implementing the county strategy subject to the agreement of the trustees. The steering group consists of the division commissioners from the 12 divisions which make up the county. The role of the steering group is to support the county strategy within the divisions and to represent the views of the membership providing feedback to the management team and trustees.

## Activities and Objectives

### Purposes

The purpose of Leeds County Guide Association is to provide activities in Leeds to meet the objectives of Girlguiding. These are set out in Girlguiding's mission statement: "Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community."



### Public benefit

The trustees have had due regard to the Charity Commission guidance on public benefit. Girlguiding Leeds is a branch of Girlguiding, which with its branches forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding public benefit activities during the previous year can be found in its latest Annual Report.

Girlguiding Leeds has continued to provide its own public benefit activities in particular by providing organisational and administrative support and training within the County as well as directly organising activities for young members. Additionally, Girlguiding Leeds promotes more broadly the charitable objects of Girlguiding for the benefit of girls and young women.

### Grant making

It is the policy of the charity to make small grants in two circumstances: firstly, to representatives who have been selected to travel abroad to international Scouting and Guiding events and secondly to those in financial need to allow them to join and take part in activities.

### Contribution of Volunteers

Girlguiding Leeds could not exist without the volunteers. All activities are volunteer led.

## **Achievements and Performance**

Key achievements remain the weekly unit meetings held around the county providing opportunities for girls and young women to develop their skills while having fun. Units also provide trips and residentials to broaden the range of experiences available.

Three events were organised at county level. The first event was a pirate themed Brownie camp for just over 100 Brownies at Robin Hole, the county campsite. Brownies solved a code to find treasure while taking part in a range of activities including craft, archery and shelter building. For some, it was their first experience of sleeping in a tent. The second event was a Grand Day Out for Rainbows, Brownies, Guides and Rangers at Wetherby Racecourse taking part in STEM activities, craft, sport, circus skills, relaxation and dance. The final event was a Crystal Maze activity day for Guides and Rangers.



The county also produced a challenge pack themed around the Olympics. Many members both from Leeds and further afield completed activities from the pack to earn the badge.

### Trainings

The county has continued to provide regulatory trainings required by Girlguiding (safe space and first response) as well as a selection of other trainings to enhance leaders' skills and the experience of our young members.

### Awards

Girlguiding Leeds continues to value and thank all its volunteers. A Thanks and Recognition event was held in May at which over 510 years of service were recognised through long service awards.

During the year the following awards were presented:

- Region Crown Award (1)
- Hero Awards (3)
- Good Service Awards (4)
- 50 Year Service Award (1)
- 40 Year Service Award (5)
- 30 Year Service Award (6)
- 20 Year Service Award (9)
- Girlguiding Thanks Badges (4)
- County Commissioner Award (1)

Our young members have continued to work towards their programme awards, particular successes were:

- Ranger Gold Award (1)
- Commonwealth Award (1)
- Queens Guide Award (1)

The Trustees congratulate all award recipients and thank them for their commitment to Girlguiding Leeds.



### Membership

Throughout 2024, the number of young members was between 4900 and 5200. The number of volunteers supporting these young members varied from just over 1100 to just over 1300. In both cases, this was an increase on the 2023 membership figures.

### Future Plans

The term of office of Louise Flynn ended on 1 December 2024, the county thanked her for her commitment to Girlguiding Leeds at a handover event in January 2025.

Whenever a new county commissioner is appointed, there will be a period of reflection and planning of strategy for the next 5 years, much of this will take place in 2025 with the aim of producing a new strategy and plan from 2026 onwards. In the meantime, exciting events have been planned for 2025 and 2026 to continue to enhance the experience of our young members.

## **Financial review**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

### Investment performance

The income from our investments rose during the year, however as interest rates continue to fall this may not be sustainable. The finance committee review the effectiveness of investments on a regular basis.

### Principle sources of income

The main source of income is from membership subscriptions.



### Capital Expenditure

There have been no items of capital expenditure during 2024.

### Reserves policy

The trustees have set a level equivalent to 3 months of operating costs for the organisation as a desired level of reserve.

This fund is a contingency in the event of a sudden reduction in income, in order to protect the future operation of the organisation from the effects of any unforeseen variations in its income and expenditure. It also provides a cash flow for grants and contracts that are paid in arrears.

The trustees have designated reserves where there are planned commitments that cannot be met by anticipated future income alone. These reserves are broken down into a number of funds that relate to:

- the charity's responsibilities as owner of two properties. It is the trustees' intention to build a capital improvement fund over the next few years to meet future repair and refurbishment commitments.
- the charity's responsibility for the upkeep of the buildings.
- funds available as grants for overseas travel or to support a young member to take part in Guiding activities on a regular basis.
- funds available to plan future events prior to income being received.

The level of reserves is monitored and reviewed by the trustees at least once a year. Reserves are currently at an acceptable level to meet these needs.

## **Risk Review (Risk Register)**

The Statement of Recommended Practice also require trustees to report on the significant risks facing the charity, and how these have been dealt with. Financial risk is mitigated by the reserves held and the ability to adjust both income and expenditure. Membership subscriptions are decided annually (with a two year forecast to allow units to budget appropriately) based on expected membership numbers and anticipated expenditure. Items of expenditure can be cut if membership numbers fall significantly below expectations.




The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Personal injury and other such risks are insured against as part of the membership subscription fees paid to Girlguiding. Other risks are separately insured by the county.

## Declaration

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

Signed on behalf of the charity's trustees



**Anne Esslemont**

**County Commissioner**



**LEEDS COUNTY GUIDE ASSOCIATION**

England & Wales - Charity number 524738

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# Accounts

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**Girlguiding**  
Leeds county

**Trustees Annual Report**  
**for the Year to 31 December 2023**  
**for**  
**Leeds County Guide Association**



# Reference and Administration Details

**Charity name:** Leeds County Guide Association

**Other names charity is known by:** Girlguiding Leeds

**Charity number:** 524738

**Charity's Principal address:** The Trefoil Centre, 16a Morris Lane, Kirkstall, Leeds, LS5 3JD

**Charity trustees who manage the charity:**

Trustee name	Office	Dates acted if not for whole year
Mrs Louise Flynn	County Commissioner	
Mrs Sarah Haley	Assistant County Commissioner	to 30/05/2023
Mrs Marion Simpson	County Treasurer	
Mrs Sarah Denner	Abbeywood Division Commissioner (Job Share)	to 24/07/2023
Miss Victoria Johnson		
Miss Helen Miles		
Mrs Suzanne Arnold	Aire Valley Division Commissioner	to 24/07/2023
Mrs Anne-Marie Martin	Elmwood Division Commissioner (Job Share)	to 27 /01/2023
Miss Lucy Wilde		to 27/01/2023
Ms Emma Langley	Greenvale Division Commissioner	to 30/04/2023
Dr Anne Esslemont	Parkwood Division Commissioner	to 30/04/2023
Mrs Beryl Lynes	Seven Hills Division Commissioner	to 24/07/2023
Miss Clare Alderman	Tarnheights Division Commissioner	to 24/07/2023
Mrs Sharon Fielden	Templefields Division Commissioner	to 01/01/2023
Mrs Kate Heap	The Leys Division Commissioner (Job Share)	to 24/07/2023
Miss Donna Foster		
Mrs Lisa Viner	Wattlesyke Division Commissioner (Job Share)	to 24/07/2023
Mrs Isabelle Spence		
Miss Claire McKillen		
Miss Donna Hector	Wharfe Ridge Division Commissioner	to 24/07/2023
Miss Donna Foster	Divisions Commissioner Representative	from 24/07/2023
Dr Anne Esslemont	Risk Trustee & Finance, Staffing & Risk Chair	from 24/07/2023
Miss Isla Gerrard	Young Volunteer under 30	from 24/07/2023
Miss Rebecca Dilks	Legal Trustee	from 24/07/2023



## Structure, Governance and Management

Leeds County Guide Association is governed by Royal Charter granted 14 December 1922 amended by Supplemental Charter dated 26/10/1949, amended by Supplemental Charter Dated 27/04/1960, amended by Supplemental Charter dated 04/09/1981, amended By Order in Council Dated 20/07/1993, amended By Order in Council dated 16/12/1993, amended By Order in Council Dated 10/07/2013, amended By Order in Council Dated 30/03/2015, amended By Order in Council dated 14 Feb 2018.

The governance and organisational structure of the association is administered through an executive committee made up of the trustees under the leadership of the county commissioner who is appointed by the North East England region executive. In 2023 to be more effective and efficient, we reviewed our organisational structure to ensure that it suits the current needs of Girlguiding in Leeds. The revised structure was discussed in the early half of 2023 and agreed by the existing trustees of the county in May. Substitute trustees came into post in July 2023, the revised constitution was signed by North East Region executive in early 2024. A full list of Trustees in 2023 can be seen on page 2.

The trustees present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

## Donated services

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



## Objectives and Activities

### Objectives and aims

The objective of Girlguiding is through fun, friendship, challenge and adventure empower girls to find their voice, inspire them to discover the best in themselves and make a positive difference in their community.

### Public benefit

The trustees have had due regard to the Charity Commission guidance on public benefit. Girlguiding Leeds is a branch of Girlguiding, which with its branches forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding public benefit activities during the previous year can be found in its latest Annual Report.

Girlguiding Leeds has continued to provide its own public benefit activities in particular by providing organisational and administrative support and training to subsidiary branches of Girlguiding within the County and organising activities principally for the benefit of those branches, and also promoting more broadly the charitable objects of Girlguiding for the benefit of girls and young women.

### Grant making

It is the policy of the charity to make small grants to representatives who have been selected to travel abroad to international Scouting and Guiding events. The accompanying volunteer leaders are offered similar grants.

### Volunteers

Volunteers inspire and support girls to share their voice and grow in confidence, giving them a space where they can be themselves, have fun, build new friendships, gain valuable life skills, and make a positive difference to their lives and their communities.

## Achievement and Performance

### Charitable activities

Review of Activities during the year given by Louise Flynn.

### 2023 County Commissioners Report

Girlguiding Leeds is part of the leading charity for women and girls in the UK. In December 2023 there were over 6,100 members across Leeds. The impact of our



work can be seen within the weekly unit meetings, camps and outdoor activities and beyond, through social action projects and awareness raising campaigns. The annual subscription count in February 2023 saw membership figures increase. We had a change in our Structure in 2023 introducing a board of Trustees and Management Team with the division commissioners forming a steering group. We hope that this structure will allow commissioners to concentrate on grass roots guiding, and not the management of the county. This will be reviewed again in 2025 to assess its success.

Events for all sections took place in 2023 with Bold@Bramhope County Camp (Guides and Rangers) welcoming 262 guides and rangers in May. Many young members enjoying camp for the first time and it gave the opportunity for leaders to come back together, be supported and be with friends old and new. This clearly showed to the Adventure & Events Team that units were ready for adventurous activities following Covid. Bookworms & Movie Makers Activity day (for rainbows and brownies) took place in the summer, with 684 girls in attendance.

The autumn continued to see activities increase and our profile grow with the general public. A small number of volunteers took part in Leeds Pride.

Adult Volunteers returned to having a county training weekend after a three year gap. This time we visited Waddow Hall in Lancashire. County weekend is a great opportunity for training, new ideas, growth, development and fun. Training and support for volunteers continued throughout 2023 with trainings online and some face-to-face training. It is noted that online training is much preferred by the majority, but we will continue to offer a blended mix.

We presented many awards during 2023. Many county recognition pins were presented to volunteers under three categories: inspiring leader, growing guiding, and personal achiever. We presented three county commissioner awards at the November thanks and recognition event. We also presented eight Hero awards and many long service awards, including three 50-year, and one sixty-year award. These all demonstrate our commitment to the retention of members. Girlguiding in Leeds has continued to make a positive impact on our local communities and on the lives of girls. Recognition must go to the tremendous efforts of the amazing volunteers who gave their time freely to ensure girls and young women could benefit from lots of exciting opportunities and great challenges.

*Louise Flynn*

*County Commissioner*



## Financial review

### Investment policy

The management committees have considered the most appropriate bank accounts in which to keep funds, to ensure reasonable interest is achieved on deposits.

### Reserves policy

Unrestricted funds are needed:

- to provide funds to support projects, training and events for members of Girlguiding within our county;
- to cover administration, fund raising and training costs, which allow the charity to function; and
- to cover continuing and exceptional running, maintenance and repair costs of the properties and sites owned by the charity

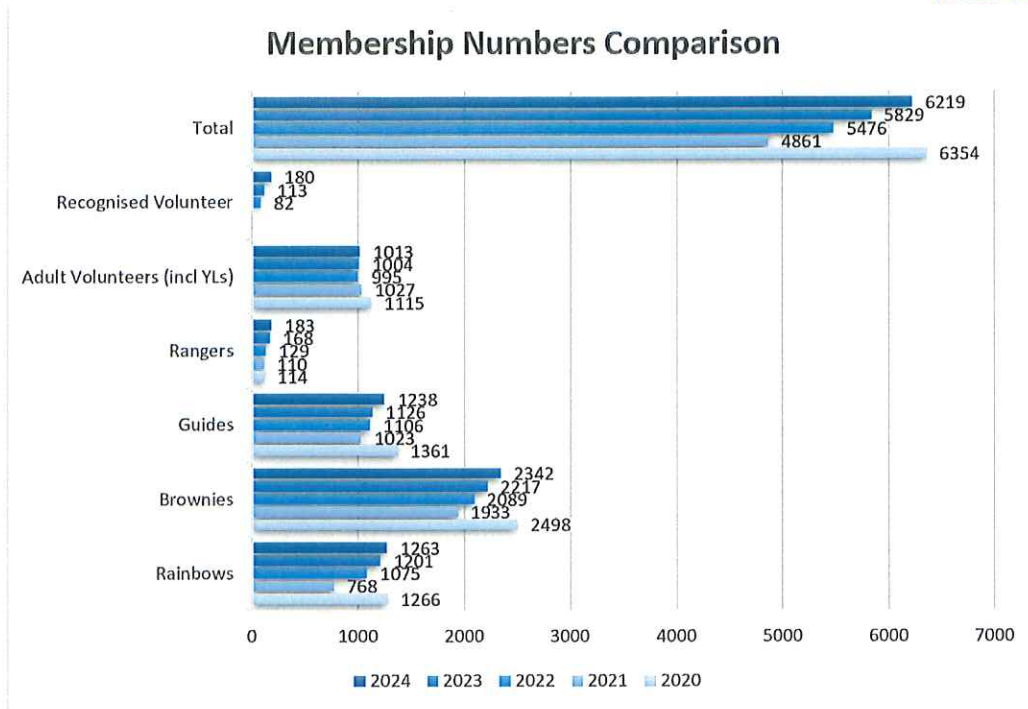
The trustees consider it prudent, that unrestricted reserves should be sufficient:

- to avoid the necessity of selling assets held for the charity's use;
- to cover a minimum of one year's administration, fund raising and training costs; and
- to provide a pool of funds which can be designated to specific projects and events over the forthcoming years and to meet all unforeseen repair costs.

The level of reserves is monitored and reviewed by the trustees at least once a year. Reserves are currently at an acceptable level to meet these needs.

Girlguiding Leeds County is heavily reliant on its main income from membership subscriptions. All membership subscriptions were received for 2023. Membership is starting to increase again; however, we are still quite a way from our pre pandemic membership numbers. The cost of the county subscription levy increased to £8.00 per member for 2024, with a further review to take place in 2024.





Membership numbers as at 22 February 2020 – 2024

As interest rates remain unattractive the challenge to place funds in safe accounts which pay a reasonable amount of interest remains. The account with Cambridge and Counties Building Society continues to pay interest and the Redwood Bank account does the same, these are providing a slightly higher rate of interest.

Nonetheless, Leeds County Guide Association remains in sound financial shape. The finance, staffing & risk committee and ultimately the trustees remain conscious of the need to operate effectively and efficiently to both enhance the funds and more importantly to use and allocate them to progress the aims and objectives of Leeds County Guide Association.

## Risk Review (Risk Register)

The Statement of Recommended Practice also require trustees to report on the significant risks facing the charity, and how these have been dealt with. Financial risk is mitigated by the reserves held and the ability to adjust both income and expenditure. Membership subscriptions are decided annually (with a two year forecast to allow units to budget appropriately) based on expected membership numbers and anticipated expenditure. Items of expenditure can be cut if membership numbers fall significantly below expectations.



The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Personal injury and other such risks are insured against as part of the membership subscription fees paid to Girlguiding, and the risk of fire or other damage to Robin Hole and The Trefoil Centre is insured against by the county.

## Plans for future periods

Our plans for 2024 include county events for brownies and rainbows and one large scale cross-sectional event. In addition, we hope to raise the profile of Girlguiding Leeds county by attending at least one community event across each of the divisions, and continuing with our out and about week in June – an opportunity for girls and volunteers to be seen in the local community in their uniform. Girlguiding Leeds will continue to support national and region initiatives and events. The Growth & Communications team will continue to focus on adult member recruitment.

## Declaration

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

Signed on behalf of the charity's trustees



**Louise Flynn**

**County Commissioner**





**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Charity Name  
Leeds County Guides Association

**On accounts for the year  
ended**

31 December 2023

**Charity no  
(if any)**

524738

**Set out on pages**

Attached

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2023**.

**Responsibilities and  
basis of report**

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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:**

*SC Foreman*

**Date:**

*25 June 2024*

**Name:**

S C Foreman

**Relevant professional  
qualification(s) or body  
(if any):**

FCA

**Address:**

Peter Howard & Co

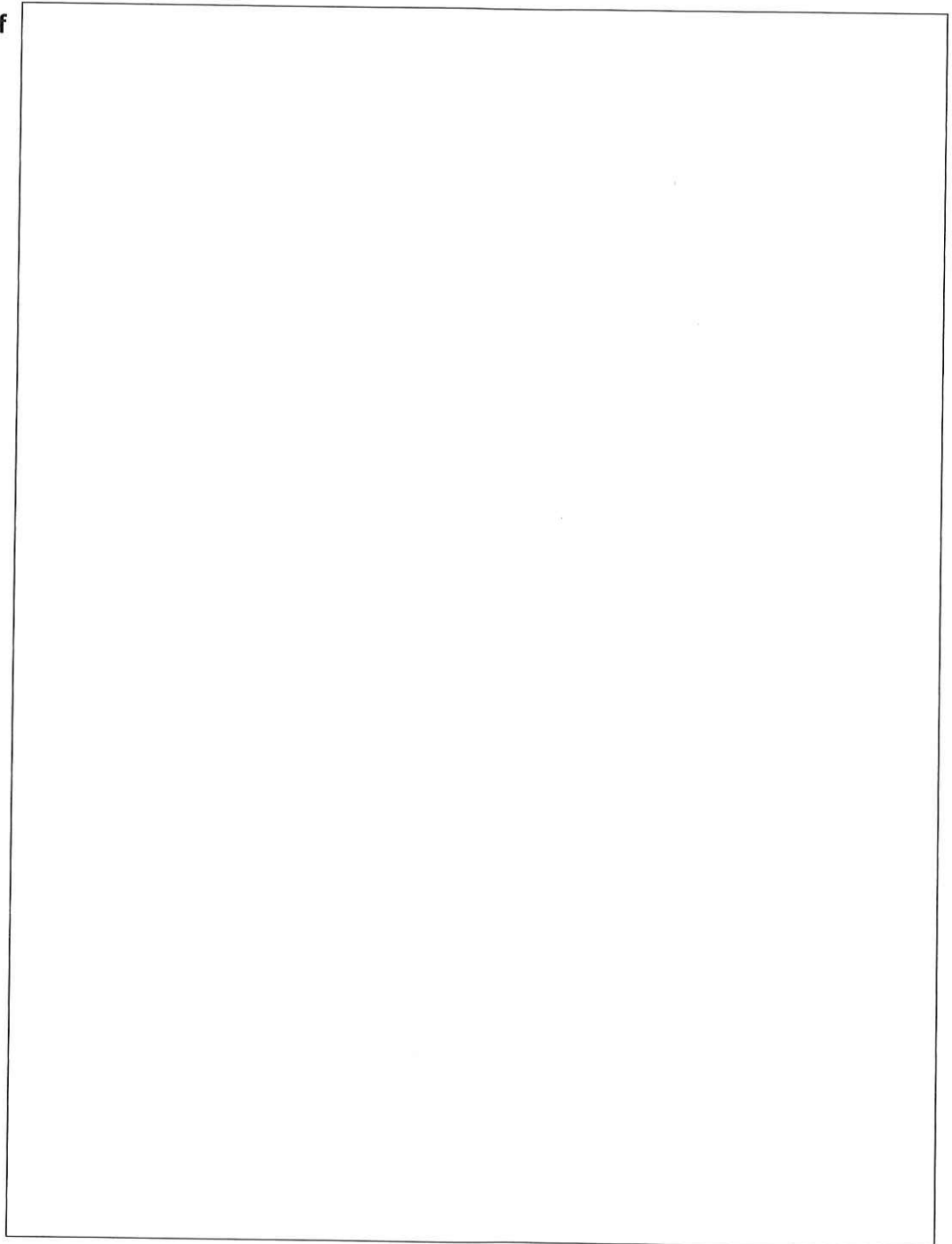
4, Wharfe Mews, Cliffe Terrace Wetherby, LS22 6LX

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



Receipts	Unrestricted	Designated	Restricted	2023	2022
	£	£	£	£	£
Membership Subscriptions	29,820	-	-	29,820	28,713
Investment & Interest Income	3,404	-	-	3,404	2,965
Guiding Activities	4,416	49,356	-	53,772	40,445
Guiding Development	9,068	-	-	9,068	9,179
Grants & Donations	-	7,509.03	2,500.00	10,009	5,292
Sundry Other Receipts / Other Revenue	-	-	-	0	953
<b>Total</b>	<b>46,708</b>	<b>56,865</b>	<b>2,500</b>	<b>106,073</b>	<b>87,547</b>

Activity Payments	Unrestricted	Designated	Restricted	2023	2022
	£	£	£	£	£
Membership Subscriptions	180	-	-	180	704
Guiding Activities - Running Costs	257	31,219	-	31,476	25,340
Buildings - Robin Hole	-	1,050	-	1,050	675
Guiding Development	28,329	-	1,593	29,921	22,907
<b>Total</b>	<b>28,765</b>	<b>32,269</b>	<b>1,593</b>	<b>62,627</b>	<b>49,626</b>

<b>Excess Activity Receipts over Payments</b>	<b>17,943</b>	<b>24,596</b>	<b>907</b>	<b>43,446</b>	<b>37,921</b>
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Administration Payments	Unrestricted	Designated	Restricted	2023	2022
	£	£	£	£	£
Professional Fees and Services	4,117	-	-	4,117	2377
Grants and Subsidies	-	2,923	-	2,923	320
Robin Hole Running Expenses	7,425	6,237	3,747	17,409	57,610
County Running Expenses	12,354	-	-	12,354	13,112
Trefoil Centre Running Expenses	617	5,570	-	6,187	9,870
Interest Paid	-	-	-	-	0
<b>Total</b>	<b>24,514</b>	<b>14,730</b>	<b>3,747</b>	<b>42,990</b>	<b>83,289</b>

<b>Surplus / (Deficit) Receipts over Payments</b>	<b>-6,571</b>	<b>9,866</b>	<b>-2,840</b>	<b>455</b>	<b>-45,368</b>
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#### Cash Flow

<b>Opening Bank and Cash Balances</b>	<b>70,918</b>	<b>53,406</b>	<b>57,031</b>	<b>181,355</b>	<b>251,643</b>
---------------------------------------	---------------	---------------	---------------	----------------	----------------

<b>Surplus / (Deficit)</b>	<b>-6,571</b>	<b>9,866</b>	<b>-2,840</b>	<b>455</b>	<b>-45,368</b>
Assets Acquired	0	0	0	0	-24,920
Monies held from other units	0	0	0	0	0
Transfers	0	0	0		0

<b>Closing Bank and Cash Balances</b>	<b>64,347</b>	<b>63,272</b>	<b>54,191</b>	<b>181,811</b>	<b>181,355</b>
---------------------------------------	---------------	---------------	---------------	----------------	----------------

Cash Funds	Unrestricted	Designated	Restricted	2023	2022
	£	£	£	£	£
Cash in Hand	142	-	-	142	121
Bank Current Accounts	26,741	9,866	-2,839	33,767	11,684
Cambridge & Counties Building Society	27,355	0	53,845	81,200	80,000
Redwood Bank	13,294	53,406		66,700	89,550
<b>Totals</b>	<b>67,532</b>	<b>63,272</b>	<b>51,006</b>	<b>181,811</b>	<b>181,355</b>

Liabilities	Unrestricted	Designated	Restricted	2023	2022
Closed Unit Funds held	172			172	172

Other Assets	Prior Year Purchases	2023 Additions	Total Cost
<b>Robin Hole &amp; Trefoil Centre</b>	£	£	£
Land, Buildings, Furnishings and Equipment at Robin Hole and Trefoil Centre	N/K	N/K	N/K
<b>Robin Hole</b>	£	£	£
Pumping station	24,920		24,920
Robin Hole Fireplace & Wood burner	1,750	-	1,750
Robin Hole Shelter	51,929	-	51,929
Robin Hole Kitchen	16,599		16,599
Robin Hole Roktagon	14,100	-	14,100
<b>Trefoil Centre</b>	£	£	£
IT equipment	1,975	-	1,975
<b>Total</b>	<b>111,273</b>	<b>0</b>	<b>111,273</b>

	Balance B/fwd	Receipts	Payments	Transfers	Balance C/fwd
<b>Designated Funds</b>	£	£	£	£	£
Grants	88	6,309	2,923		3,474
Robin Hole	- 8,163	15,450	7,286.83		-
Trefoil Centre	5,249	1,313	5,570		992
Future Events	6,233	33,792	31,219		8,806
Building Fund	50,000	-	-		50,000
	<b>53,407</b>	<b>56,865</b>	<b>46,999</b>	-	<b>63,272</b>

<b>Restricted Funds</b>	£	£	£	£	£
Legacy Fund	56,126	-	3,747	-	52,379
Outdoor Activities	505	-	-	-	505
Jimbo's Fund	400	-	-	-	400
Growing Guiding	-	2,500	1,593	-	907
	<b>57,031</b>	<b>2,500</b>	<b>5,340</b>	-	<b>54,191</b>

For and on behalf of Leeds County Guide Association:

Laase' Aly

Date

22 July 2024

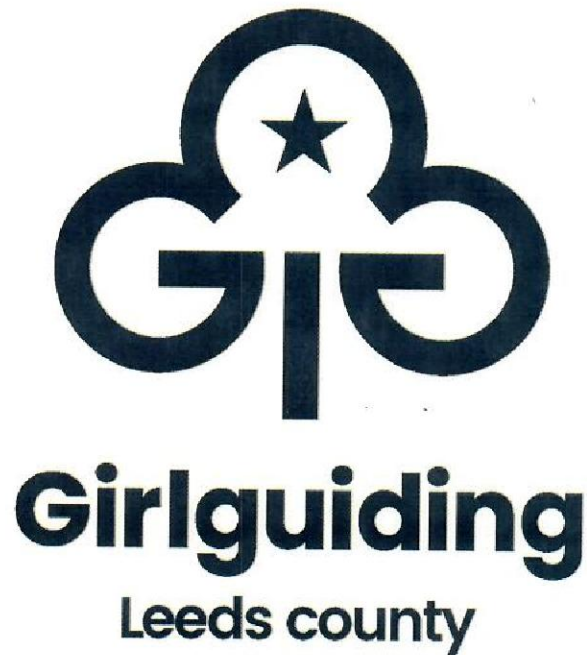
**LEEDS COUNTY GUIDE ASSOCIATION**

England & Wales - Charity number 524738

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# Accounts

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**Trustees Annual Report**  
**for the Year to 31 December 2022**  
**for**  
**Leeds County Guide Association**



## Reference and Administration Details

**Charity name:** Leeds County Guide Association

**Other names charity is known by:** Girlguiding Leeds

**Charity number:** 524738

**Charity's Principal address:** The Trefoil Centre, 16a Morris Lane, Kirkstall, Leeds, LS5 3JD

### Charity trustees who manage the charity:

Trustee name	Office	Dates acted if not for whole year
Mrs Louise Flynn	County Commissioner	
Mrs Sarah Haley	Assistant County Commissioner	from 1 June 2022
Mrs Marion Simpson	County Treasurer	
Ms Lucy Greenfield	Abbeywood Division Commissioner	to 2 May 2022
Mrs Sarah Denner	Abbeywood Division Commissioner (Job Share)	from 3 May 2022
Miss Victoria Johnson		
Miss Helen Miles		
Mrs Suzanne Arnold	Aire Valley Division Commissioner	
Mrs Pam Clark	Crown Park Division Commissioner	
Mrs Anne-Marie Martin	Elmwood Division Commissioner (Job Share)	
Miss Lucy Wilde		
Ms Emma Langley	Greenvale Division Commissioner	
Dr Anne Esslemont	Parkwood Division Commissioner	
Mrs Beryl Lynes	Seven Hills Division Commissioner	
Miss Clare Alderman	Tarnheights Division Commissioner	
Mrs Sharon Fielden	Templefields Division Commissioner	
Mrs Sarah Haley	The Leys Division Commissioner	to 31 May 2022
Mrs Kate Heap	The Leys Division Commissioner (Job Share)	12 June 2022
Miss Donna Foster		
Mrs Lisa Viner	Wattlesyke Division Commissioner (Job Share)	
Mrs Isabelle Spence		
Miss Claire McKillen		
Mrs Heather Dowling	Wharfe Ridge Division Commissioner	to 26 Jan 2022
Miss Donna Hector	Wharfe Ridge Division Commissioner	from 27 Jan 2022



## Structure, Governance and Management

Leeds County Guide Association is governed by Royal Charter granted 14 December 1922 amended by Supplemental Charter dated 26/10/1949, amended by Supplemental Charter Dated 27/04/1960, amended by Supplemental Charter dated 04/09/1981, amended By Order in Council Dated 20/07/1993, amended By Order in Council dated 16/12/1993, amended By Order in Council Dated 10/07/2013, amended By Order in Council Dated 30/03/2015, amended By Order in Council dated 14 Feb 2018.

The governance and organisational structure of the association is administered through an executive committee made up of the trustees under the leadership of the county commissioner who is appointed by the North East England region executive. The trustees of the county are the appointed division commissioners (or division commissioner teams), the county commissioner, the assistant county commissioners (if appointed) and the county treasurer.

There are 12 divisions within Leeds county each having a division commissioner (or division commissioner team) who is appointed by the county commissioner. (Where a division commissioner team is in post, each team has one vote.) The assistant county commissioners and county treasurer are appointed by the county commissioner in consultation with the other trustees. A full list of trustees can be found on page 2 of this report.

## Objectives and Activities

The aims of Girlguiding are manifold, but primarily they are to promote the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so they can make a positive contribution to their community and the wider world. This is also reflected in Girlguiding's vision and mission. Girlguiding's vision: An equal world where all girls can make a positive difference, be happy, safe and fulfil their potential. Girlguiding's mission: Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

The aim of Leeds County Guide Association is to enable girls and young women to fulfil their potential and to take an active and responsible role in society.

The Leeds County Guide Association is part of Girlguiding. A report on Girlguiding's public benefit activities during the previous year can be found in its latest annual report.



The Leeds County Guide Association has continued to provide its own public benefit activities in particular by providing organisational and administrative support and training to members of Girlguiding within the county, and by organising activity days principally for young members within the county. It has also continued to promote more broadly the charitable objectives of Girlguiding for the benefit of girls and young women.

## Donated services

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

## Achievements and Performance

The trustees met five times during the year at The Trefoil Centre for routine business meetings. In addition, the trustees and other members of the county team met for a county development day to discuss and plan further actions from the county strategy.

### *Exceptional experiences for girls*

Our amazing, dedicated volunteers have maintained their commitment to our young members in 2022, we had a number of earlier adopter units who opened their doors to 4 year old rainbows (previously the starting age has been 5 years old), paving the way for this to become national policy from October. Our young members have attended unit meetings, doing many activities with lots of these having been chosen or suggested by the girls themselves. They have taken part in residentials, either in person or virtually, gone on day trips and attended events with other units at local levels. Girls have worked towards and earned bronze, silver and gold awards linked to the Girlguiding programme.

Opportunities for our young members to attend county run events have also been reintroduced. There has been an excellent uptake for all the events that we have offered during 2022 – guides and rangers taking over Planet Ice, brownies taking over Diggerland for the day, and a fun packed activity day for rainbows.

We continue to promote and support the Queen's Guide award, the Duke of Edinburgh scheme, The Commonwealth award and the Young Leader qualification.



### *Rewarding volunteer experience*

The opportunities provided by Girlguiding for the development of girls and young women can only be delivered if we have volunteer leaders to run units. As a county we believe that recognition of our volunteers is important and we ensure that we acknowledge the efforts of our volunteers. Volunteers have been supported and recognised for their hard work by local commissioners and a county face to face Thanks & Recognition event was held in June where long service and other awards were presented. Local "Thank you" events have been held and long service awards presented in unit settings. We have also sent out birthday cards to thank our volunteers.

In Girlguiding Leeds County, we have been able to provide training sessions which ensure that our volunteers are compliant with the safeguarding and safety requirements required by Girlguiding. We have offered online training and face to face training, giving our volunteers the choice of how they can attend these events. These have supplemented the trainings being offered by region and nationally. We have sent out monthly information to inform our volunteers of these opportunities. These have also included reminders about important national and regional updates. Our commissioners continue to support our volunteers who have questions around Girlguiding management including safeguarding issues.

### *Inclusive and impactful*

Our volunteers have used differing ways to raise awareness of Girlguiding locally. We have held our second out and about week, where units are encouraged to get out into the local community to let people know we are still a vibrant organisation. We have used media platforms and, when possible, attended events to get our presence back out into the community in a visual way. Our inclusion advisors have supported units requiring extra help for young members with a variety of different needs. We continue to support our adult volunteers as needed so that all can access Girlguiding.

Our county website and emails continue to provide up to date information on the many opportunities available.



## Financial Review

### Reserve policy:

Leeds County Guide Association maintains sufficient reserves to ensure that funds will be available to cover

- a) The risk of unforeseen emergency or other unexpected need for funds, e.g. an unexpected large repair bill for one of our properties.
- b) Funds needed to give the trustees time to take action if income falls below expectations.
- c) The need to fund short-term deficits in a cash budget, e.g. money may need to be spent on an event before fees or a funding grant is received.

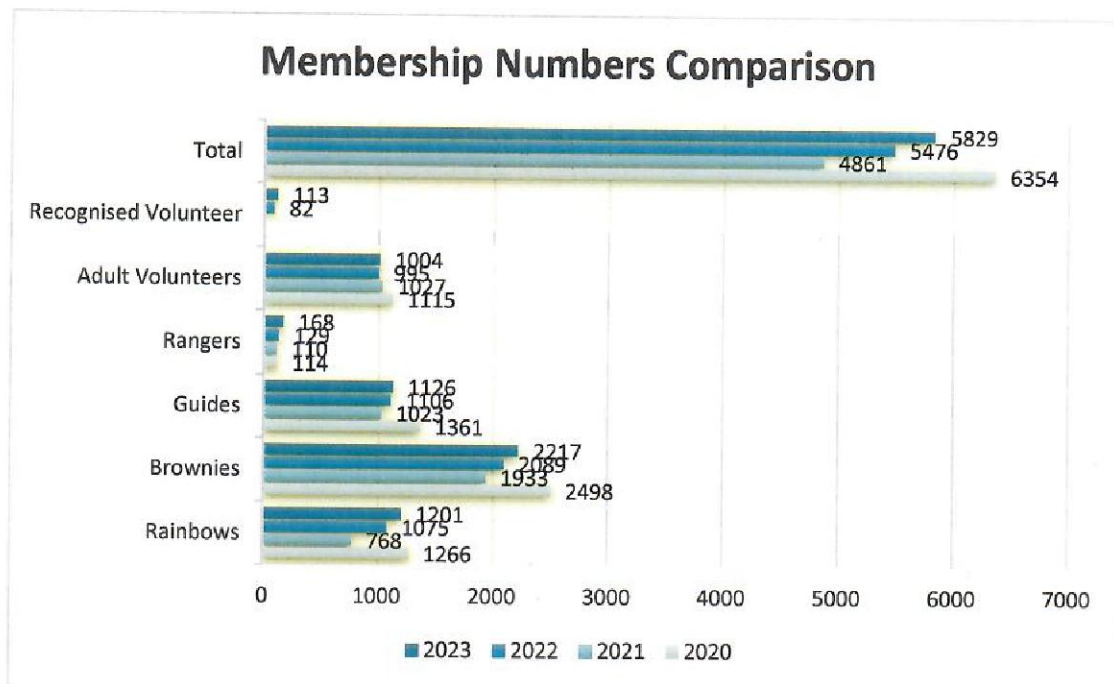
The reserves policy and amount of reserves are reviewed annually by the finance, staff & risk committee.

### Review of financial activities:

We are grateful to those who have donated this year including The Brotherton Trust. Grants in respect of Covid-19 were received from Bradford City Council for Robin Hole Campsite and Hostel.

Girlguiding Leeds County is heavily reliant on its main income from membership subscriptions. All membership subscriptions were received for 2022. Membership is starting to increase again; however, we are still quite a way from our pre pandemic membership numbers. The cost of county subscription levy remained static at £5.25 per member, with a review to take place in 2023.





*Membership numbers as at 22 February 2020, 2021, 2022 & 2023*

Lots of improvement and replacement work has been needed at Robin Hole in 2022:

- installation of the new stainless steel kitchen was completed
- we have introduced sewer connected toilets in the camp shelter building
- we have improved the site drainage
- a replacement bridge has been installed with a 25-30 year life expectancy
- a ford has been introduced to allow easier access across the site and access for children to play in the stream
- recycled plastic crossings have been installed across the streams on the higher part of the site to allow safe access to these areas
- Replacement seamless steel gutters have been installed on the hostel building
- Fence repairs have taken place

Monies from the legacy fund has supported this work.

The new flat roof to the Trefoil Centre (and above the area utilised by Skyrac depot) has been installed. The replacement roof provides a ten-year guarantee.

During 2022 one of the new paid administrators resigned from post. At this time, we are not planning to employ a replacement administrator but to use these funds to support with marketing and growing our membership.

As interest rates remain unattractive the challenge to place funds in safe accounts which pay a reasonable amount of interest remains. The account with Cambridge and Counties



Building Society continues to pay interest and the Redwood Bank account does the same, these are starting to yield a slightly higher rate of interest.

Nonetheless, Leeds County Guide Association remains in sound financial shape. The finance, staffing & risk committee and ultimately the trustees remain conscious of the need to operate effectively and efficiently to both enhance the funds and more importantly to use and allocate them to progress the aims and objectives of Leeds County Guide Association.

## Risk Review (Risk Register)

The Statement of Recommended Practice also require trustees to report on the significant risks facing the charity, and how these have been dealt with. Financial risk is mitigated by the reserves held and the ability to adjust both income and expenditure. Membership subscriptions are decided annually (with a two year forecast to allow units to budget appropriately) based on expected membership numbers and anticipated expenditure. Items of expenditure can be cut if membership numbers fall significantly below expectations.

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Personal injury and other such risks are insured against as part of the membership subscription fees paid to Girlguiding, and the risk of fire or other damage to Robin Hole and The Trefoil Centre is insured against by the county.

## Future Developments

Looking towards the coming year, we will continue to support adult and girl recruitment and retention at all levels. We are looking at ways of recruiting more volunteers at community events and shows etc. Encouraging units to be seen raises our profile and also our ability to enthuse people to join us.

We will continue to review and monitor our county management systems to ensure they are robust, implementing changes as required. We will continue to offer training to our



volunteers using various methods of delivery. We will continue to support all volunteers to deliver the best guiding they can in Leeds county.

We will continue in 2023 to be more effective and efficient, we will continue with the review of our organisational structure to ensure that it suits the current needs of Girlguiding in Leeds. We will continue to work on our five year strategy which aligns with the 3 goals of the Girlguiding national strategy: Let's create exceptional experiences for girls and young women; Let's develop a rewarding volunteer experience; Let's be more inclusive and make a bigger impact. Our plans and activities will continue to be driven by the needs and interests of our young members and we are looking to strengthen their voice in decision-making at all levels.

We will be looking to offer opportunities for girls all across Leeds County to attend age-appropriate events.

## Declaration

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

Signed on behalf of the charity's trustees



**Louise Flynn**

**County Commissioner**





Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Leeds County Guide Association

On accounts for the year  
ended

31<sup>st</sup> December 2022

Charity no  
(if any)

524738

Set out on pages

Attached

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2022**.

Responsibilities and  
basis of report

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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: S C Foreman

Date: 15/15/23

Name: S C Foreman

Relevant professional  
qualification(s) or body  
(if any):

FCA

Address: Peter Howard & Co

4 Wharfe Mews, Cliffe Terrace, Wetherby, LS22 6LX

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Receipts	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Membership Subscriptions	28,713			28,713	20,047
Investment & Interest Income	2,965			2,965	2,524
Guiding Activities	28,790	11,655		40,445	2,205
Guiding Development	9,179			9,179	5,270
Grants & Donations		5,292		5,292	23,613
Sundry Other Receipts / Other Revenue		953		953	5
<b>Total</b>	<b>69,647</b>	<b>17,900</b>	<b>0</b>	<b>87,547</b>	<b>53,664</b>

Activity Payments	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Membership Subscriptions	704			704	3,446
Guiding Activities - Running Costs	25,340			25,340	9
Buildings - Robin Hole		675		675	600
Guiding Development	22,907			22,907	10,066
<b>Total</b>	<b>48,951</b>	<b>675</b>	<b>0</b>	<b>49,626</b>	<b>14,121</b>

<b>Excess Activity Receipts over Payments</b>	<b>20,696</b>	<b>17,225</b>	<b>0</b>	<b>37,921</b>	<b>39,543</b>
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Administration Payments	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Professional Fees and Services	2,377			2,377	1,284
Grants and Subsidies	10		310	320	418
Robin Hole Running Expenses		28,579	29,031	57,610	26,816
County Running Expenses	13,062	50		13,112	18,861
Trefoil Centre Running Expenses		9,870		9,870	7,472
Interest Paid					0
<b>Total</b>	<b>15,449</b>	<b>38,499</b>	<b>29,341</b>	<b>83,289</b>	<b>54,851</b>

<b>Surplus / (Deficit) Receipts over Payments</b>	<b>5,247</b>	<b>-21,274</b>	<b>-29,341</b>	<b>-45,368</b>	<b>-15,308</b>
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#### Cash Flow

<b>Opening Bank and Cash Balances</b>	<b>65,554</b>	<b>74,680</b>	<b>111,292</b>	<b>251,643</b>	<b>283,550</b>
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<b>Surplus / (Deficit)</b>	<b>5,247</b>	<b>-21,274</b>	<b>-29,341</b>	<b>-45,368</b>	<b>-15,308</b>
Assets Acquired	0	0	-24,920	-24,920	-16,599
Monies held from other units	0	0	0	0	0
Transfers	0	0	0	0	0

<b>Closing Bank and Cash Balances</b>	<b>70,918</b>	<b>53,406</b>	<b>57,031</b>	<b>181,355</b>	<b>251,643</b>
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Cash Funds	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Cash in Hand	120.78	0	0	120.78	143
Bank Current Accounts	11,684	0	0	11,684	81,664
Cambridge & Counties Building Society	0	0	80,000	80000	81,604
Redwood Bank	4,550	70,000	15,000	89550	88,232
<b>Totals</b>	<b>16,355</b>	<b>70,000</b>	<b>95,000</b>	<b>181,355</b>	<b>251,643</b>

Liabilities	Unrestricted	Designated	Restricted	2022	2021
Closed Unit Funds held	172		0	172	55

Other Assets	Prior Year Purchases	2022 Additions	Total Cost
Robin Hole & Trefoil Centre	£	£	£
Land, Buildings, Furnishings and Equipment at Robin Hole and Trefoil Centre	N/K	N/K	N/K
<i>Robin Hole</i>	£	£	£
Pumping station	0	24,920	24,920
Robin Hole Fireplace & Wood burner	1,750	0	1,750
Robin Hole Shelter	51,929	0	51,929
Robin Hole Kitchen	16,599		16,599
Robin Hole Roktagon	14,100	0	14,100
<i>Trefoil Centre</i>	£	£	£
IT equipment	1975		1975
<b>Total</b>	<b>86,353</b>	<b>24,920</b>	<b>111,273</b>

	Balance B/fwd	Receipts	Payments	Transfers	Balance C/fwd
Designated Funds	£	£	£	£	£
Outdoor Activities	88	-	-		88
Robin Hole	4,800	16,340	29,305		- 8,165
Trefoil Centre	13,559	1,560	9,870		5,249
Future Events	6,233	-	-	-	6,233
Building Fund	50,000	-	-	-	50,000
	<b>74,680</b>	<b>17,900</b>	<b>39,174</b>	-	<b>53,406</b>

Restricted Funds	£	£	£	£	£
Legacy Fund	110,077	-	53,951	-	56,126
Outdoor Activities	505	-	-	-	505
Jimbo's Fund	710	-	310	-	400
Growing Guiding	-	-	-	-	-
	<b>111,292</b>	-	<b>54,261</b>	-	<b>57,031</b>

For and on behalf of Leeds County Guide Association:



Date:





Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Leeds County Guide Association

On accounts for the year  
ended

31<sup>st</sup> December 2022

Charity no  
(if any)

524738

Set out on pages

Attached

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2022**.

Responsibilities and  
basis of report

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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: S C Foreman

Date: 15/15/23

Name: S C Foreman

Relevant professional  
qualification(s) or body  
(if any):

FCA

Address: Peter Howard & Co

4 Wharfe Mews, Cliffe Terrace, Wetherby, LS22 6LX

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Receipts	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Membership Subscriptions	28,713			28,713	20,047
Investment & Interest Income	2,965			2,965	2,524
Guiding Activities	28,790	11,655		40,445	2,205
Guiding Development	9,179			9,179	5,270
Grants & Donations		5,292		5,292	23,613
Sundry Other Receipts / Other Revenue		953		953	5
<b>Total</b>	<b>69,647</b>	<b>17,900</b>	<b>0</b>	<b>87,547</b>	<b>53,664</b>

Activity Payments	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Membership Subscriptions	704			704	3,446
Guiding Activities - Running Costs	25,340			25,340	9
Buildings - Robin Hole		675		675	600
Guiding Development	22,907			22,907	10,066
<b>Total</b>	<b>48,951</b>	<b>675</b>	<b>0</b>	<b>49,626</b>	<b>14,121</b>

<b>Excess Activity Receipts over Payments</b>	<b>20,696</b>	<b>17,225</b>	<b>0</b>	<b>37,921</b>	<b>39,543</b>
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Administration Payments	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Professional Fees and Services	2,377			2,377	1,284
Grants and Subsidies	10		310	320	418
Robin Hole Running Expenses		28,579	29,031	57,610	26,816
County Running Expenses	13,062	50		13,112	18,861
Trefoil Centre Running Expenses		9,870		9,870	7,472
Interest Paid					0
<b>Total</b>	<b>15,449</b>	<b>38,499</b>	<b>29,341</b>	<b>83,289</b>	<b>54,851</b>

<b>Surplus / (Deficit) Receipts over Payments</b>	<b>5,247</b>	<b>-21,274</b>	<b>-29,341</b>	<b>-45,368</b>	<b>-15,308</b>
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#### Cash Flow

<b>Opening Bank and Cash Balances</b>	<b>65,554</b>	<b>74,680</b>	<b>111,292</b>	<b>251,643</b>	<b>283,550</b>
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<b>Surplus / (Deficit)</b>	<b>5,247</b>	<b>-21,274</b>	<b>-29,341</b>	<b>-45,368</b>	<b>-15,308</b>
Assets Acquired	0	0	-24,920	-24,920	-16,599
Monies held from other units	0	0	0	0	0
Transfers	0	0	0	0	0

<b>Closing Bank and Cash Balances</b>	<b>70,918</b>	<b>53,406</b>	<b>57,031</b>	<b>181,355</b>	<b>251,643</b>
---------------------------------------	---------------	---------------	---------------	----------------	----------------

Cash Funds	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Cash in Hand	120.78	0	0	120.78	143
Bank Current Accounts	11,684	0	0	11,684	81,664
Cambridge & Counties Building Society	0	0	80,000	80000	81,604
Redwood Bank	4,550	70,000	15,000	89550	88,232
<b>Totals</b>	<b>16,355</b>	<b>70,000</b>	<b>95,000</b>	<b>181,355</b>	<b>251,643</b>

Liabilities	Unrestricted	Designated	Restricted	2022	2021
Closed Unit Funds held	172		0	172	55

Other Assets	Prior Year Purchases	2022 Additions	Total Cost
Robin Hole & Trefoil Centre	£	£	£
Land, Buildings, Furnishings and Equipment at Robin Hole and Trefoil Centre	N/K	N/K	N/K
<i>Robin Hole</i>	£	£	£
Pumping station	0	24,920	24,920
Robin Hole Fireplace & Wood burner	1,750	0	1,750
Robin Hole Shelter	51,929	0	51,929
Robin Hole Kitchen	16,599		16,599
Robin Hole Roktagon	14,100	0	14,100
<i>Trefoil Centre</i>	£	£	£
IT equipment	1975		1975
<b>Total</b>	<b>86,353</b>	<b>24,920</b>	<b>111,273</b>

	Balance B/fwd	Receipts	Payments	Transfers	Balance C/fwd
Designated Funds	£	£	£	£	£
Outdoor Activities	88	-	-		88
Robin Hole	4,800	16,340	29,305		- 8,165
Trefoil Centre	13,559	1,560	9,870		5,249
Future Events	6,233	-	-	-	6,233
Building Fund	50,000	-	-	-	50,000
	<b>74,680</b>	<b>17,900</b>	<b>39,174</b>	-	<b>53,406</b>

Restricted Funds	£	£	£	£	£
Legacy Fund	110,077	-	53,951	-	56,126
Outdoor Activities	505	-	-	-	505
Jimbo's Fund	710	-	310	-	400
Growing Guiding	-	-	-	-	-
	<b>111,292</b>	-	<b>54,261</b>	-	<b>57,031</b>

For and on behalf of Leeds County Guide Association:



Date:



**LEEDS COUNTY GUIDE ASSOCIATION**

England & Wales - Charity number 524738

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# Accounts

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**Trustees Annual Report  
for the Year to 31 December 2021  
For  
Leeds County Guide Association**



## Reference and Administration Details

Charity name: Leeds County Guide Association  
 Other names charity is known by: Girlguiding Leeds  
 Charity number: 524738  
 Charity's Principal address: The Trefoil Centre, 16a Morris Lane, Kirkstall, Leeds,  
 LS5 3JD

### Charity trustees who manage the charity:

Trustee name	Office	Dates acted if not for whole year
Mrs Louise Flynn	County Commissioner	
Mrs Janet Marsden	Assistant County Commissioner	to 15 January 2021
Mrs Andrea Simon	Assistant County Commissioner	to 26 February 2021
Mrs Marion Simpson	County Treasurer	
Ms Lucy Greenfield	Abbeywood Division Commissioner	
Mrs Suzanne Arnold	Aire Valley Division Commissioner	
Mrs Pam Clark	Crown Park Division Commissioner	
Mrs Gillian Ainsley	Elmwood Division Commissioner	to 30 September 2021
Mrs Anne-Marie Martin	Elmwood Division Commissioner	from 1 October 2021
Miss Lucy Wilde	(Job Share)	
Ms Emma Langley	Greenvale Division Commissioner	
Dr Anne Esslemont	Parkwood Division Commissioner	
Mrs Beryl Lynes	Seven Hills Division Commissioner	
Mrs Karen Whitelaw	Tarnheights Division Commissioner	to 26 October 2021
Miss Clare Alderman	Tarnheights Division Commissioner	from 27 October 2021
Mrs Sharon Fielden	Templefields Division Commissioner	
Mrs Sarah Haley	The Leys Division Commissioner	
Mrs Jean Woodcock	Wattlesyke Division Commissioner	to 28 November 2021
Mrs Lisa Viner	Wattlesyke Division Commissioner	from 29 November 2021
Mrs Isabelle Spence	(Job Share)	
Miss Claire McKillen		
Mrs Heather Dowling	Wharfe Ridge Division Commissioner	



## Structure, Governance and Management

Leeds County Guide Association is governed by Royal Charter granted 14 December 1922 as amended by Supplemental Charter dated 26/10/1949, as amended by Supplemental Charter Dated 27/04/1960, as amended by Supplemental Charter dated 04/09/1981, as amended By Order in Council Dated 20/07/1993, as amended By Order in Council dated 16/12/1993, as amended By Order in Council Dated 10/07/2013, as amended By Order in Council Dated 30/03/2015, as amended By Order in Council dated 14 Feb 2018.

The governance and organisational structure of the Association is administered through an Executive Committee under the leadership of the County Commissioner who is appointed by the North East England Region Executive. There are 12 divisions within Leeds County each having a Division Commissioner (or Division Commissioner Team) who is appointed by the County Commissioner of the Leeds County Guide Association, and as such they are responsible for the overseeing of the administration in the County. The Trustees of the County are the appointed Division Commissioners (or Division Commissioner Team), the County Commissioner and the Assistant County Commissioners (if appointed) of Leeds County Guide Association, who are also voting members of the Leeds County Executive Committee. Where a Division Commissioner Team is in post, each team has one vote.

Specific office holders become trustees; these positions are appointed by the County Commissioner in consultation with the other Trustees when it is not a Division Commissioner becoming a Trustee. A full list can be found on page 2 of this report.

## Objectives and Activities

The aims of Girlguiding are manifold, but primarily they are to promote the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so they can make a positive contribution to their community and the wider world. This is also reflected in Girlguiding's vision and mission. Girlguiding's vision: An equal world where all girls can make a positive difference, be happy, safe and fulfil their potential. Girlguiding's mission: Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

The aim of Leeds County Guide Association is to enable girls and young women to fulfil their potential and to take an active and responsible role in society.

The Leeds County Guide Association is part of Girlguiding. A report on Girlguiding's public benefit activities during the previous year can be found in its latest Annual Report.

The Leeds County Guide Association has continued to provide its own public benefit activities in particular by providing organisational and administrative support and training to members of Girlguiding within the County, and organising activities principally for the benefit of those branches, and also promoting more broadly the charitable objectives of Girlguiding for the benefit of girls and young women.



## Achievements and Performance

During 2021 we continued to adapt the way we work with the girls in Girlguiding. As we entered 2021 in a further lockdown, our volunteers continued to meet with their units virtually during the winter term, offering girls a variety of programme activities and badges. Face to face meetings were once again able to recommence over the summer, and despite the difficulties of having to meet outdoors for the majority of meetings, we have managed to ensure that the girls have gained an excellent experience and achieved many of the objectives within our policy.

Most units managed to hold virtual or face to face meetings in 2021 and leaders have still delivered the Guiding programme within these limitations. We have awarded 33 Rainbow Gold Awards, 56 Brownie Gold Awards, 21 Guide Gold Awards and no Ranger Gold Awards. For these awards they have had to cover all skills within the programme and improved through their time with us.

All of our members have shown great perseverance and thirst for knowledge despite the difficulties of lockdowns and lack of travel possibilities. Virtual camps have been used to ensure that some of our outdoor skills have continued to improve and trainings for adult volunteers have all been provided free of charge and on-line to keep us up to date.

Unfortunately, to keep our members safe, we made the decision to postpone our annual county awards afternoon, which celebrates the achievements of members across the county. We have however presented long service awards during the course of the year where we have been able, but with many volunteers opting to defer formal presentation until our postponed afternoon tea celebration in June 2022. A 60-year service award was presented virtually, by way of a surprise zoom afternoon tea for our Vice President Judith Emsley, with boxes of afternoon tea being posted to those invited to attend.

Our Campsite and Hostel, Robin Hole, remained closed throughout 2021, with grants being received from Bradford Council in the sum of £20,985.86 to support us during its closure and to assist in getting it ready for reopening. During its closure we have taken the opportunity to redecorate the hostel throughout, install the replacement kitchen, and looked at installing pumped drainage to the camp shelter toilets. Efforts have been made and plans put in place to ensure that both our properties were made Covid safe ready for when we could return.

Our County website continues to provide up to date information on the many opportunities available.



# Financial Review

## Reserve policy:

Leeds County Guide Association maintains sufficient reserves to ensure that funds will be available to cover

- a) The risk of unforeseen emergency or other unexpected need for funds, eg an unexpected large repair bill for one of our properties.
- b) Funds needed to give the trustees time to take action if income falls below expectations.
- c) The need to fund short-term deficits in a cash budget, eg money may need to be spent on an event before fees or a funding grant is received.

The reserves policy and amount of reserves are reviewed annually by the finance committee.

## Review of financial activities:

We are grateful to those who have donated this year including The Brotherton Trust. Grants in respect of Covid-19 were received from Bradford City Council for the closure of Robin Hole Campsite and Hostel.

Girlguiding Leeds County is heavily reliant on its main income from membership subscriptions. All membership subscriptions were received for 2021, although our numbers had reduced considerably. Membership is starting to increase again, however we are still quite a way from our pre pandemic membership numbers. The cost of county subscription levy remained static at £3.95 for 2021, with an increase agreed for the next two years to £5.25 per member. Therefore, overall income in that respect showed a decrease of £10,136 or 24%.



*Membership numbers as at 22<sup>nd</sup> February 2020, 2021 & 2022*



Due to the pandemic no county face to face events took place this year, although we were able to offer County Commissioner Challenge badges to support units in delivering a varied programme, and a virtual event called Science from your Sofa which proved to be extremely popular during British Science week.

We cannot ignore the impact that Covid19 has had on Leeds County Guide Association and we are all disappointed that activities, trips, camps etc. have all had to be curtailed and cancelled. This of course has meant that income levels in the current year will be reduced although all available grants and reliefs have been claimed.

The installation of the new stainless steel kitchen at Robin Hole commenced during 2021, with monies being used from the Legacy Fund to support this work. There remains one further payment to be made which has been held back for defects with the new sinks. The new flat roof to the Trefoil Centre planned for 2021 is yet to be replaced, due to material shortages and lack of labour. The replacement roof will be provided a ten-year guarantee and should commence in early 2022.

During 2021 our paid Administrator resigned from the role to take up the North East England Region Managers position. We have subsequently employed two part time Administrators who between them work 28 hours per week for 46 weeks per year. This provides us with an increase of eight hours administration support per week.

As interest rates remain unattractive the challenge to place funds in safe accounts which pay a reasonable amount of interest has become much harder. The account with Cambridge and Counties Building Society continues to pay interest and the Redwood Bank account does the same, however they now yield lower rates of interest due to the pandemic.

Nonetheless, Leeds County Guide Association remains in sound financial shape. The Finance Committee and ultimately the Trustees remain conscious of the need to operate effectively and efficiently to both enhance the funds and more importantly to use and allocate them to progress the aims and objectives of Leeds County Guide Association.

## Risk Review (Risk Register)

The Statement of Recommended Practice also require Trustees to report on the significant risks facing the Charity, and how these have been dealt with. Financial risk is mitigated by the reserves held and the ability to adjust both income and expenditure. Membership subscriptions are decided annually (with a two year forecast to allow units to budget appropriately) based on expected membership numbers and anticipated expenditure. Items of expenditure can be cut if membership numbers fall significantly below expectations.

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.



Personal injury and other such risks are insured against as part of the Membership Subscription fees paid to the Guide Association, and the risk of fire or other damage to Robin Hole and The Trefoil Centre is insured against by the County.

## Future Developments

We will continue in 2022, to be more effective and efficient, we will review our organisational structure to ensure that it suits the current needs of Girlguiding in Leeds. We will continue to work on our five year strategy which aligns with the 3 goals of the Girlguiding National Strategy: Let's create exceptional experiences for girls and young women; Let's develop a rewarding volunteer experience; Let's be more inclusive and make a bigger impact. Our plans and activities will continue to be driven by the needs and interests of our young members and we are looking to strengthen their voice in decision-making at all levels.

We will be looking to grow our membership in 2022, and offer opportunities for girls all across Leeds County to attend age appropriate events.

## Declaration

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

Signed on behalf of the charity's trustees



Louise Flynn

County Commissioner



Sarah Haley

Assistant County Commissioner





Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
Leeds County Guide Association

On accounts for the year ended

31 December 2021

Charity no (if any)

524738

Set out on pages

Attached

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

S C Foreman

Date:

6/5/22

Name:

S C Foreman

Relevant professional qualification(s) or body (if any):

FCA

Address:

Peter Howard & Co

4 Wharfe Mews, Cliffe Terrace, Wetherby, LS22 6LX

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**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Large empty rectangular box for providing details of items to disclose.

Receipts	Unrestricted	Designated	Restricted	2021	2020
	£	£	£	£	£
Membership Subscriptions	20,047			20,047	34,249
Investment & Interest Income	2,524			2,524	1,221
Guiding Activities	1,561	644		2,205	13,408
Guiding Development	5,270			5,270	4,812
Grants & Donations		23,613		23,613	5,260
Sundry Other Receipts / Other Revenue	5			5	8
<b>Total</b>	<b>29,407</b>	<b>24,257</b>	<b>0</b>	<b>53,664</b>	<b>58,958</b>

Activity Payments	Unrestricted	Designated	Restricted	2021	2020
	£	£	£	£	£
Membership Subscriptions	3,446			3,446	7,512
Guiding Activities - Running Costs	9			9	7,066
Buildings - Robin Hole		600		600	468
Guiding Development	10,066			10,066	24,060
<b>Total</b>	<b>13,521</b>	<b>600</b>	<b>0</b>	<b>14,121</b>	<b>39,106</b>

<b>Excess Activity Receipts over Payments</b>	<b>15,886</b>	<b>23,657</b>	<b>0</b>	<b>39,543</b>	<b>19,852</b>
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Administration Payments	Unrestricted	Designated	Restricted	2021	2020
	£	£	£	£	£
Professional Fees and Services	1,284			1,284	1,056
Grants and Subsidies		418		418	4,035
Robin Hole Running Expenses		26,816		26,816	7,165
County Running Expenses	18,861			18,861	23,326
Trefoil Centre Running Expenses		7,472		7,472	6,567
<b>Total</b>	<b>20,145</b>	<b>34,706</b>	<b>0</b>	<b>54,851</b>	<b>42,149</b>

<b>Surplus / (Deficit) Receipts over Payments</b>	<b>-4,259</b>	<b>-11,049</b>	<b>0</b>	<b>-15,308</b>	<b>-22,297</b>
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#### Cash Flow

<b>Opening Bank and Cash Balances</b>	<b>69,930</b>	<b>85,729</b>	<b>127,891</b>	<b>283,550</b>	<b>305,847</b>
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<b>Surplus / (Deficit)</b>	<b>-4,376</b>	<b>-11,049</b>	<b>0</b>	<b>-15,308</b>	<b>-22,297</b>
Assets Acquired	0	0	-16,599	-16,599	0
Monies held from other units	0	0	0	0	0
Transfers	0	0	0	0	0

<b>Closing Bank and Cash Balances</b>	<b>65,554</b>	<b>74,680</b>	<b>111,292</b>	<b>251,643</b>	<b>283,550</b>
---------------------------------------	---------------	---------------	----------------	----------------	----------------

Cash Funds	Unrestricted	Designated	Restricted	2021	2020
	£	£	£	£	£
Cash in Hand	143	0	0	143	116
Bank Current Accounts	60,692	4,680	16,292	81,664	116,122
Cambridge & Counties Building Society	0	0	81,604	81,604	80,000
Redwood Bank	4,836	70,000	13,396	88,232	87,312
<b>Totals</b>	<b>65,671</b>	<b>74,680</b>	<b>111,292</b>	<b>251,643</b>	<b>283,550</b>

Liabilities	Unrestricted	Designated	Restricted	2021	2020
Closed Unit Funds held	55	0	0	55	55

Other Assets	Prior Year Purchases	2021 Additions	Total Cost
	£	£	£
Robin Hole & Trefoil Centre			
Land, Buildings, Furnishings and Equipment at Robin Hole and Trefoil Centre	N/K	N/K	N/K
Robin Hole	£	£	£
Robin Hole Fireplace & Wood burner	1,750		1,750
Robin Hole Shelter	51,929		51,929
Robin Hole Kitchen		16,599	16,599
Robin Hole Roktagon	14,100		14,100
Trefoil Centre	£	£	£
IT equipment	864	1,111	1,975
<b>Total</b>	<b>68,643</b>	<b>17,710</b>	<b>86,353</b>

	Balance B/fwd	Receipts	Payments	Transfers	Balance C/fwd
Designated Funds	£	£	£	£	£
Outdoor Activities	88	0	0	0	88
Robin Hole	9,252	22,964	27,416	0	4,800
Trefoil Centre	20,156	1,292	7,889	0	13,559
Future Events	6,233	0	0	0	6,233
Building Fund	50,000	0	0	0	50,000
	<b>85,729</b>	<b>24,256</b>	<b>35,305</b>	<b>0</b>	<b>74,680</b>

Restricted Funds	£	£	£	£	£
Legacy Fund	126,676	0	16,599	0	110,077
Outdoor Activities	505	0	0	0	505
Jimbo's Fund	710	0	0	0	710
Growing Guiding	0	0	0	0	0
	<b>127,891</b>	<b>0</b>	<b>16,599</b>	<b>0</b>	<b>111,292</b>

For and on behalf of Leeds County Guide Association:

.....  
*Larke Flynn*

Date : 28.04.22

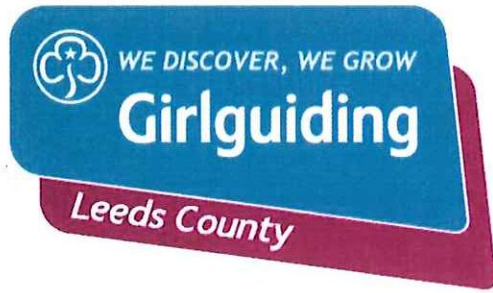
**LEEDS COUNTY GUIDE ASSOCIATION**

England & Wales - Charity number 524738

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# Accounts

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**Trustees Annual Report  
for the Year to 31 December 2020  
For  
Leeds County Guide Association**



## Reference and Administration Details

Charity name: Leeds County Guide Association  
Other names charity is known by: Girlguiding Leeds  
Charity number: 524738  
Charity's Principal address: The Trefoil Centre, 16a Morris Lane, Kirkstall, Leeds,  
LS5 3JD

### Charity trustees who manage the charity:

Trustee name	Office	Dates acted if not for whole year
Mrs Louise Flynn	County Commissioner	
Mrs Janet Marsden	Assistant County Commissioner	
Mrs Andrea Simon	Assistant County Commissioner	
Mrs Marion Simpson	County Treasurer	
Ms Lucy Greenfield	Abbeywood Division Commissioner	
Mrs Suzanne Arnold	Aire Valley Division Commissioner	
Mrs Pam Clark	Crown Park Division Commissioner	
Mrs Gillian Ainsley	Elmwood Division Commissioner	
Ms Emma Langley	Greenvale Division Commissioner	From 7 <sup>th</sup> February 2020
Dr Anne Esslemont	Parkwood Division Commissioner	
Mrs Beryl Lynes	Seven Hills Division Commissioner	
Mrs Karen Whitelaw	Tarnheights Division Commissioner	
Mrs Sharon Fielden	Templefields Division Commissioner	
Mrs Sarah Haley	The Leys Division Commissioner	
Mrs Jean Woodcock	Wattlesyke Division Commissioner	
Mrs Heather Dowling	Wharfe Ridge Division Commissioner	

## Structure, Governance and Management

Leeds County Guide Association is governed by Royal Charter dated 14 December 1922.

Specific office holders become trustees; these positions are appointed by the County Commissioner in consultation with the other Trustees when it is not a Division Commissioner becoming a Trustee.

From the 1<sup>st</sup> January 2020 the Division boundaries and names have been changed to even out the wide variation in the size of the divisions. These changes were made following consultation across the County. Each Division has established a governance structure that provides for the needs of that particular division.

## Objectives and Activities

The aim of Leeds County Guide Association is to enable girls and young women to fulfil their potential and to take an active and responsible role in society.

The Leeds County Guide Association is part of Girlguiding, which with its branches forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding's public benefit activities during the previous year can be found in its latest Annual Report.

The Leeds County Guide Association has continued to provide its own public benefit activities in particular by providing organisational and administrative support and training to members of Girlguiding within the County, and organising activities principally for the benefit of those branches, and also promoting more broadly the charitable objects of Girlguiding for the benefit of girls and young women.

## Achievements and Performance

It's been another fantastic year for Girlguiding Leeds. We faced challenges in the form of contending with Covid-19, and in our volunteers balancing their other commitments with their Guiding. But as ever we have provided support to our amazing volunteers at all levels.

We face new challenges in 2021 with the continuance of the Covid-19 pandemic. We have addressed our risks and provided planning for this. The goal of the County remains the support of our leaders and young members through this time.

We have focused on having a very positive message on social media and presenting our County in the best possible light. Our brand-new website was launched in 2020, to help provide the most current information to leaders, parents and members of the public, in a modern and accessible format. The new pages for Robin Hole now make it easier for Leaders to book. Huge thanks need to go to Davina Scholefield for helping plan and implement the system with our website designers Glow.

A small amount of work has been on going at our outdoor site, Robin Hole and the work of the committee and our trades persons to maintain the facility is on-going. In 2021 we plan to replace the composting toilets with a pumped system and replace the existing kitchen with a new stainless steel facility. We will begin to work on a strategic plan for both The Trefoil Centre and Robin Hole in the latter half of 2021.

Our principal funding sources is the Annual Membership Subscription (Census) which is generally received in April. This funds our County Office and is used to subsidise County Training and events. The Campsite & House at Robin Hole are funded by payments from those using the Facilities, and in 2020 by a grant from Bradford City Council for its closure due to the Covid19 pandemic.



## VOLUNTEER HOURS

Our Volunteers give an average of 3 hours a week in the service of Girlguiding Leeds at unit level with the Trustees, Division Deputy/Assistant Commissioners, Advisors and Trainers volunteering for an average of 7-10 hours per week for duties outside their units with some working as much as 20 hours per week. This time is all voluntary and is significant. We do currently have volunteers willing to dedicate that time but we also pay for some services which would be difficult for volunteers to do. This includes our County Administrator and cleaner at The Trefoil Centre. We are also looking into employing a cleaning company for Robin Hole.

Volunteering today is challenging due to the busy lives a lot of people lead. We are working on addressing this by adding more roles allowing the load to be spread further. Our plan for 2021 is to restructure who sits on which Committee, Management Team and the Trustee Board and to develop and grow these teams and provide more volunteers the opportunity to get involved at a County level.

Girlguiding in Leeds has continued to make a positive impact on our local communities and on the lives of girls. Recognition must go to the tremendous efforts of the amazing volunteers who gave their time freely to ensure girls and young women were provided with lots of exciting opportunities and great challenges

## Financial Review

### **Reserve policy:**

Leeds County Guide Association maintains sufficient reserves to ensure that funds will be available to cover

- a) The risk of unforeseen emergency or other unexpected need for funds, eg an unexpected large repair bill for one of our properties.
- b) Funds needed to give the trustees time to take action if income falls below expectations.
- c) The need to fund short-term deficits in a cash budget, eg money may need to be spent on an event before fees or a funding grant is received.

The reserves policy and amount of reserves are reviewed annually by the finance committee.

### **Review of financial activities:**

The large-scale event for 2020 (Leeds@Lotherton) had to be cancelled due to the Covid-19 pandemic, deposits paid in 2019 were recovered where possible but there has been a slight under recovery of £2,091. We have a credit note for the portable toilet hire in the sum of £2,100, which can be used for a future event. It has been agreed that there will be no large-scale face to face event until 2022 at the earliest to allow units to meet face to face and attend trips and camps that had to be postponed and for which monies had been paid.



All membership subscriptions were received for 2020.

As interest rates remain unattractive the challenge to place funds in safe accounts which pay a reasonable amount of interest has become much harder. The account with Cambridge and Counties Building Society continues to pay interest and the Redwood Bank account does the same, however they now yield lower rates of interest due to the pandemic.

Since the closure of the Robin Hole site in March 2020, income for the property has been limited to a Grant received from Bradford City Council for closed businesses in the sum of £10,000, which has ensured that the building has been self-funding.

Only necessary statutory tests and maintenance works have been undertaken at the Trefoil Centre in 2020, although it has been identified that a new flat roof is required over the board room which will cost in the region of £7,500 to replace. This work will be completed when the weather improves in late spring/early summer 2021. The replacement roof will be provided a ten-year guarantee.

Our thanks go to Audrey Morrall and Anita Caldwell who as chairs of the property committees have overseen the day-to-day management of the properties and the weekly inspection checks necessitated by our insurers whilst the properties have not been in use.

In order to allow our units to meet face to face when government guidance allowed, we purchased, collated and delivered a pack of personal protective equipment (PPE) and hand sanitiser to each unit in September 2020 at a cost to the county of £2,600.

In 2020 we invested in a new website, which allows volunteers to book directly onto any training courses and events that are on offer. This investment has led to reduced administration time from a booking perspective for our paid administrator.

To allow us to formulate a plan to '*build back better*' we engaged the services of a marketing company to provide us with a full marketing strategy. Unfortunately, they failed to meet our expectations and we have subsequently terminated the agreement with them, requesting a refund.

In order to accommodate the ever-increasing administrative demands of Girlguiding's compliance requirements we have increased our paid Administrator's working hours from 1<sup>st</sup> October 2020 to 20 hours per week for 46 weeks per year. This increase was delayed by six months due to the uncertainty of the Covid 19 pandemic.

## **Future Plans**

Covid19 and the resultant public health concerns led to a suspension of face to face guiding activity from the 16th March 2020; at the time of writing we are now able to offer face to face meetings again, although with restrictions. However some units have not had any meetings in over a year. Our volunteers and members face significant life challenges, and while we are committed to '*building back better*' it is already clear that there will continue to be significant challenges over the next 12-18 months (and possibly beyond).

We have faced a reduction in membership which in turn has provided a fall in income.





*Membership numbers as at 22<sup>nd</sup> February 2020 & 2021*

The County is developing a strategic approach and is looking ahead to the changes that will be needed to continue delivering relevant, exciting and challenging activities for our members - be that virtually, face to face or a blended approach. In the short term (12-24 months) reserves are sufficient to mitigate immediate risks, with careful management and control.

### Risks

The Statement of Recommended Practice also require Trustees to report on the significant risks facing the Charity, and how these have been dealt with. Financial risk is mitigated by the reserves held and the ability to adjust both income and expenditure. Membership subscriptions are decided annually based on expected membership numbers and anticipated expenditure. Items of expenditure can be cut if membership numbers fall significantly below expectations. Personal injury and other such risks are insured against as part of the Membership Subscription fees paid to the Guide Association, and the risk of fire or other damage to Robin Hole and The Trefoil Centre is insured against by the County.



# Declaration

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

Signed on behalf of the charity's trustees



Louise Flynn

County Commissioner



Elizabeth Gage

County Secretary



**Leeds County Guide Association  
Operating as Girlguiding Leeds  
Financial statements  
For the Year Ended 31<sup>st</sup> December 2020**

**Independent examiner's report to the trustees of Leeds County Guide Association  
Operating as Girlguiding Leeds**

I report on the accounts of Leeds County Guide Association for the year ended 31 December 2020, which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- ♦ examine the accounts under section 145 of the Charities Act;
- ♦ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- ♦ to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- ♦ to keep accounting records in accordance with section 130 of the Charities Act; and
- ♦ to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*SC Foreman*

S C Foreman FCA  
Independent examiner

*22 July 2021*

**Leeds County Guide Association**  
**Receipts and Payments Account for the Year Ended 31 December 2020**

Receipts	Unrestricted	Designated	Restricted	2020	2019
	£	£	£	£	£
Membership Subscriptions	34,249	0	0	34,249	27,588
Investment & Interest Income	1,221	0	0	1,221	2,588
Guiding Activities	1,077	12,331	0	13,408	19,415
Guiding Development	4,812	0	0	4,812	2,860
Grants & Donations	1,425	3,835	0	5,260	1,922
Sundry Other Receipts / Other Revenue	8	0	0	8	4,857
<b>Total</b>	<b>42,792</b>	<b>16,166</b>	<b>0</b>	<b>58,958</b>	<b>59,230</b>

Activity Payments	Unrestricted	Designated	Restricted	2020	2019
	£	£	£	£	£
Membership Subscriptions	7,512	0	0	7,512	2,201
Guiding Activities - Running Costs	2,500	4,566	0	7,066	10,846
Buildings - Robin Hole	0	468	0	468	0
Guiding Development	23,089	0	7,497	30,586	9,835
<b>Total</b>	<b>33,101</b>	<b>5,034</b>	<b>7,497</b>	<b>45,632</b>	<b>22,882</b>

Excess Activity Receipts over Payments	<b>9,691</b>	<b>11,132</b>	<b>(7,497)</b>	<b>13,326</b>	<b>36,348</b>
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Administration Payments	Unrestricted	Designated	Restricted	2020	2019
	£	£	£	£	£
Professional Fees and Services	1,056	0	0	1,056	666
Grants and Subsidies	200	3,835	0	4,035	1,503
Robin Hole Running Expenses	0	7,165	0	7,165	17,669
County Running Expenses	16,054	746	0	16,800	12,979
Trefoil Centre Running Expenses	0	6,567	0	6,567	3,349
<b>Total</b>	<b>17,310</b>	<b>18,313</b>	<b>0</b>	<b>35,623</b>	<b>36,166</b>

Surplus / (Deficit) Receipts over Payments	<b>(7,619)</b>	<b>(7,181)</b>	<b>(7,497)</b>	<b>(22,297)</b>	<b>182</b>
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**Cash Flow**

Opening Bank and Cash Balances	<b>77,548</b>	<b>92,910</b>	<b>135,389</b>	<b>305,846</b>	<b>310,079</b>
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Surplus / (Deficit)	<b>(7,619)</b>	<b>(7,181)</b>	<b>(7,497)</b>	<b>(22,297)</b>	<b>182</b>
Assets Acquired					<b>(4,524)</b>
Monies held from other units					<b>109</b>
Transfers					<b>0</b>

Closing Bank and Cash Balances	<b>69,929</b>	<b>85,729</b>	<b>127,892</b>	<b>283,549</b>	<b>305,846</b>
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**Leeds County Guide Association**  
**Statement of Assets and Liabilities as at 31 December 2020**

Cash Funds	Unrestricted	Designated	Restricted	2020	2019
	£	£	£	£	£
Cash in Hand	116	0	0	116	141
Bank Current Accounts	67,502	35,729	12,891	116,122	133,118
Cambridge & Counties Building Society	0	0	80,000	80,000	86,445
Redwood Bank	2,312	50,000	35,000	87,312	86,142
<b>Totals</b>	<b>69,930</b>	<b>85,729</b>	<b>127,891</b>	<b>283,550</b>	<b>305,846</b>

Liabilities	Unrestricted	Designated	Restricted	2020	2019
Closed Unit Funds held	55	0	0	55	0

Other Assets	Prior Year Purchases	2020 Additions	Total Cost	NBV
<b>Robin Hole &amp; Trefoil Centre</b>	£	£	£	£
Land, Buildings, Furnishings and Equipment at Robin Hole and Trefoil Centre	N/K	N/K	N/K	N/A
<b>Robin Hole</b>	£	£	£	£
Heating Tanks	4,621		4,621	0
Fence	5,063		5,063	0
Cooker	3,189		3,189	0
Robin Hole Fireplace & Wood burner	1,750		1,750	1,750
Robin Hole Shelter	51,929		51,929	51,929
Robin Hole Roktagon	14,100		14,100	14,100
<b>Trefoil Centre</b>	£	£	£	£
Office Furniture	100		100	0
IT equipment	864		864	864
<b>Total</b>	<b>77,092</b>	<b>4,524</b>	<b>81,616</b>	<b>68,643</b>

The attached notes on pages 5 form part of these financial statements

# Leeds County Guide Association

## Notes to the Financial Statements for Year Ended 31 December 2020

### Statement of Public Benefit

The Leeds County Guide Association is a branch of Girlguiding UK, which with its branches forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding UK's public benefit activities during the previous year can be found in its latest Annual Report. The Leeds County Guide Association has continued to provide its own public benefit activities in particular by providing organisational and administrative support and training to subsidiary branches of Girlguiding UK within the County, and organising activities principally for the benefit of those branches, and also promoting more broadly the charitable objects of Girlguiding UK for the benefit of girls and young women.

**Note 1** The financial statements of Leeds County Guide Association (LCGA) have been prepared in accordance with the Charities Statement of Recommended Practice (FRS 102). The LCGA has elected to present accounts on a Receipts and Payments format in accordance with Charities Act 2011 (133) (130).

**Note 2** The Phyllis Holmes Fund has been renamed The Legacy Fund as it now includes an additional Legacy.

**Note 3** The movement in designated and restricted funds during the year were:

	Balance B/fwd	Receipts	Payments	Transfers	Balance C/fwd
	£	£	£	£	£
<b>Designated Funds</b>					
Outdoor Activities	88	0	0	0	88
Robin Hole	4,929	11,956	7,633	0	9,252
Trefoil Centre	27,469	3,835	11,148	0	20,156
Future Events	10,424	375	4,566	0	6,233
Building Fund	50,000	0	0	0	50,000
	<b>92,910</b>	<b>16,166</b>	<b>23,347</b>	<b>0</b>	<b>85,729</b>

<b>Restricted Funds</b>	£	£	£	£	£
Legacy Fund	126,677	0	0	0	126,677
Outdoor Activities	505	0	0	0	505
Jimbo's Fund	709	0	0	0	709
Growing Guiding	7,497	0	7,497	0	0
	<b>135,389</b>	<b>0</b>	<b>7,497</b>	<b>0</b>	<b>127,892</b>

For and on behalf of Leeds County Guide Association:

Louise Flynn

Date: .....13/7/21.....