

**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.

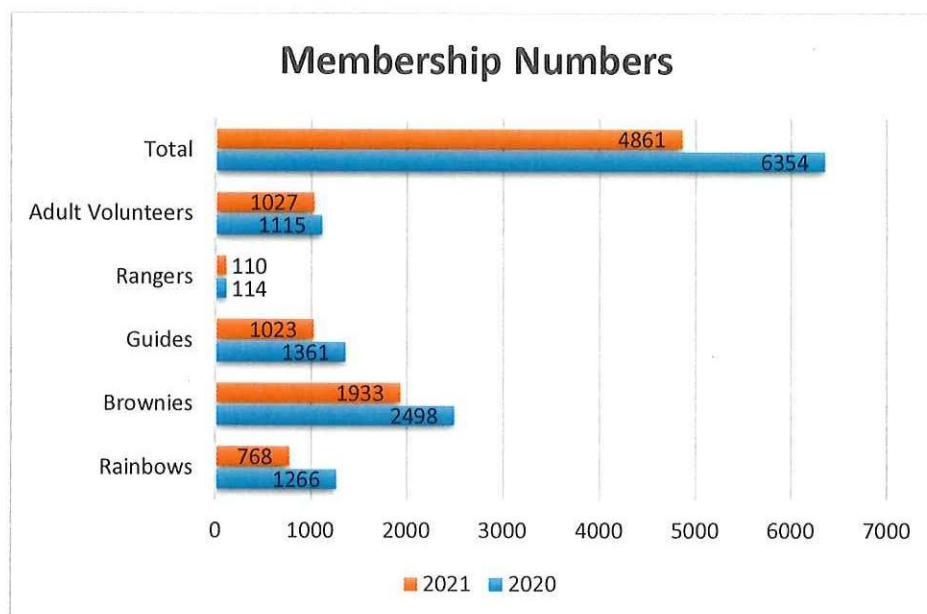
In order to accommodate the ever-increasing administrative demands of Girlguiding's compliance requirements we have increased our paid Administrator's working hours from 1<sup>st</sup> October 2020 to 20 hours per week for 46 weeks per year. This increase was delayed by six months due to the uncertainty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

*S C 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
Robin Hole & Trefoil Centre	£	£	£	£
Land, Buildings, Furnishings and Equipment at Robin Hole and Trefoil Centre	N/K	N/K	N/K	N/A
<i>Robin Hole</i>	£	£	£	£
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
<i>Trefoil Centre</i>	£	£	£	£
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
Designated Funds	£	£	£	£	£
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>

Restricted Funds	£	£	£	£	£
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