



**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

- The risk of unforeseen emergency or other unexpected need for funds, eg an unexpected large repair bill for one of our properties.
- Funds needed to give the trustees time to take action if income falls below expectations.
- 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 22nd 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





CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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

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 | 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 |
| Total | 29,407 | 24,257 | 0 | 53,664 | 58,958 |

| 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 |
| Total | 13,521 | 600 | 0 | 14,121 | 39,106 |

| | | | | | |
|---|---------------|---------------|----------|---------------|---------------|
| Excess Activity Receipts over Payments | 15,886 | 23,657 | 0 | 39,543 | 19,852 |
|---|---------------|---------------|----------|---------------|---------------|

| 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 |
| Total | 20,145 | 34,706 | 0 | 54,851 | 42,149 |

| | | | | | |
|-------------------------------|---------------|----------------|----------|----------------|----------------|
| Surplus / (Deficit) | -4,259 | -11,049 | 0 | -15,308 | -22,297 |
| Receipts over Payments | | | | | |

Cash Flow

| | | | | | |
|---------------------------------------|---------------|---------------|----------------|----------------|----------------|
| Opening Bank and Cash Balances | 69,930 | 85,729 | 127,891 | 283,550 | 305,847 |
|---------------------------------------|---------------|---------------|----------------|----------------|----------------|

| | | | | | |
|------------------------------|---------------|----------------|----------|----------------|----------------|
| Surplus / (Deficit) | -4,376 | -11,049 | 0 | -15,308 | -22,297 |
| 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 |

| | | | | | |
|---------------------------------------|---------------|---------------|----------------|----------------|----------------|
| Closing Bank and Cash Balances | 65,554 | 74,680 | 111,292 | 251,643 | 283,550 |
|---------------------------------------|---------------|---------------|----------------|----------------|----------------|

| 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 |
| Totals | 65,671 | 74,680 | 111,292 | 251,643 | 283,550 |

| 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 |
| Total | 68,643 | 17,710 | 86,353 |

| | 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 |
| | 85,729 | 24,256 | 35,305 | 0 | 74,680 |

| 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 |
| | 127,891 | 0 | 16,599 | 0 | 111,292 |

For and on behalf of Leeds County Guide Association:

Larrie Fly

Date : 28.04.22