



**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

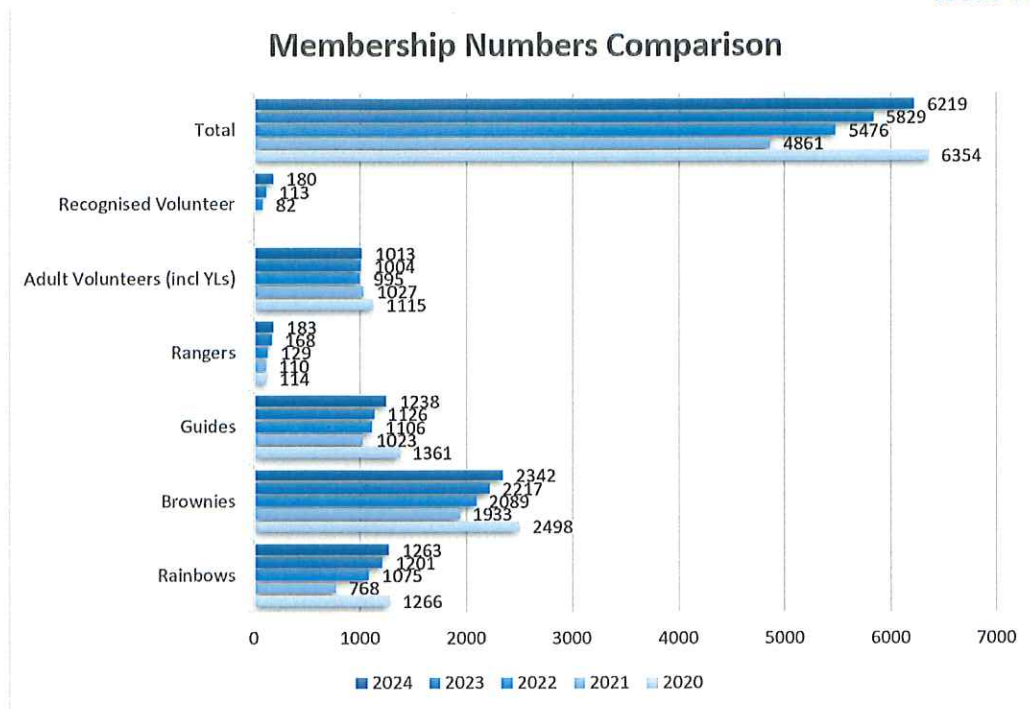
The trustees consider it prudent, that unrestricted reserves should be sufficient:

- 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.

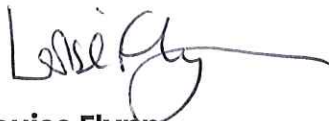
## Plans for future periods

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)

Responsibilities and  
basis of report

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

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)</b>	<b>-6,571</b>	<b>9,866</b>	<b>-2,840</b>	<b>455</b>	<b>-45,368</b>
<b>Receipts over Payments</b>					

#### 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>
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<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>
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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
Designated Funds	£	£	£	£	£
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>

Restricted Funds	£	£	£	£	£
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:

Laese' Fly  
Date 22 July 2024