

THE GUIDE ASSOCIATION - SHEFFIELD COUNTY

England & Wales · Charity number 524795

Details

Other names	COUNTY OF SHEFFIELD GIRL GUIDES, COUNTY OF SHEFFIELD GUIDES, SHEFFIELD LOCAL ASSOCIATION OF GIRL GUIDES, GIRLGUIDING SHEFFIELD
Status	Registered
Legal form	Other
Registered	1966-10-10
Register	View on the Charity Commission register

Contact

Address	Girl Guiding Sheffield 41 Townhead Street Sheffield S1 2EB
Phone	01142725557
Email	guide.office@girlguidingsheffield.org.uk
Website	www.girlguidingsheffield.org.uk

Activities

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

Activities: The principal activities of the charity include but are not limited to:- holding regular meetings for Rainbows, Brownies, Guides and Senior Section members.- organising activity days and training events for girls and leaders; and- organising indoor and outdoor residential events both within the UK and abroad.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Human Resources, Provides Buildings/facilities/open Space, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People

Geography

- **Area of benefit:** SHEFFIELD
- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£53,946	£55,416	-	-
2023-12-31	£39,265	£49,621	-	-
2022-12-31	£34,078	£53,776	-	-
2021-12-31	£28,956	£40,842	-	-
2020-12-31	£28,713	£50,037	-	-

Trustees

Name	Role	Appointed
Alison Brown		2022-11-21
Heather Todd		2022-11-16
Imogen Amelie Rhiannon Livingston		2025-05-09
Jemma Taylor		2017-09-14
Judith Ann Hulley		2022-09-30
Lucy Brown		2025-05-09
Pauline Elizabeth Winn		2025-09-18
Rachael Claire Hollingsworth		2023-12-07

THE GUIDE ASSOCIATION - SHEFFIELD COUNTY

England & Wales - Charity number 524795

Accounts

The Guide Association —Sheffield County
(Also known as Girlguiding Sheffield)

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 December 2024

The Guide Association —Sheffield County

Contents

	Page
Administrative information	1
Trustees' annual report	2 - 4
Independent Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 -9

The Guide Association – Sheffield County

Administrative information

For the year ended 31 December 2024

Other names the charity is known by:

Girlguiding Sheffield

Trustees during the year were:

Name	Position	Information to note
Wendy Howard	County Commissioner	Resigned
Jemma Taylor	Asst County Commissioner	Appointed County Commissioner
Alison Brown	Division Commissioner	Appointed Assistant County Commissioner
Judy Hulley	Division Commissioner	
Gillian Andrews	Division Commissioner	
Jane Robinson	Division Commissioner	Resigned
Emma Ede	Division Commissioner	
Heather Todd	Division Commissioner	
Claire Hollingworth	Division Commissioner	
Jo Chamberlain	Division Commissioner	Appointed

Other positions

Jo Taylor	Secretary	
Jane Caroll	President	Resigned
Sue Hubbert	President	Appointed

Principal Address: Guide House
41Townhead
Street Sheffield
S1 2EB

Charity number: 524795

Independent Examiner

Stephen Jackson
59 Dalewood Avenue
Sheffield
S8 0EG

The Guide Association — Sheffield County
Trustees' annual report
For the year ended 31 December 2024

The trustees submit their annual report and the financial statements for the year ended 31 December 2024.

Structure, governance and management

The charity is operated under the rules of its constitution, last revised on 11 November 2009 and approved by North East England Guide Association.

The Guide Association Trust Corporation holds the title to property held.

Overall management of the charity is the responsibility of the Executive committee. Day to day activity is carried out by volunteers and paid staff.

Charitable Aims and objectives

In line with all guiding organisations, The Guide Association - Sheffield County is known by the operating name Girlguiding Sheffield. Its objectives are to develop, promote and advance Guiding in Sheffield in line with the Guide Association's aim and statement of purpose.

The aim of guiding is to help girls and young women develop emotionally, mentally, physically, and spiritually so that they can make a positive contribution to their community and the wider world.

Girlguiding exists to help girls and young women find their voice, build skills and confidence - inspiring them to discover the best in themselves and empower them to make a positive difference in their community.

The trustees, mindful of their responsibility to ensure that all activities undertaken by the charity are for public benefit, declare that, in discharging this responsibility, they have paid due regard to the guidance issued by the Charity Commission on public benefit.

Activities and achievements

The principal activities of the charity include but are not limited to:

- holding regular meetings for Rainbows, Brownies, Guides and Rangers.
- organising activity days and training events for girls and leaders; and
- organising indoor and outdoor residential events both within the UK and abroad.

Our numbers have remained steady over the year, with a slight increase in volunteers and young members. We continue to support units to stabilise their numbers, concentrating on adult volunteers, compliance and growth. The county commissioner is working closely with the region team on a monthly basis to ensure members are fully compliant with safer guiding, DBS checks and references. We continue to put on monthly first response trainings to enable members not only in Sheffield County but neighbouring counties as well to complete the training ensuring units can continue to meet.

Girlguiding have updated policies and procedures throughout the year which we have kept up to date with. Our co-ordinators for LDP and YLDP are providing support for those undertaking the leadership and young leader development programme.

We have had a great year of county led events, ensuring all sections are included, we have a rolling programme going forward with annual events and activity days and have reinstated the adult weekend away in 2026, this time to Lorne.

Units have taken full advantage of our facilities and programme, running residential, attending adventures and

spreading their wings to meet with others from across the county.

We continue to have long waiting lists across all sections, exasperated in certain areas across the county due to the closer of other units.

Our main source of income comes from the county levy on annual subscriptions however significant efforts have been made successfully to increase other income such as county merchandise, room hire, and first aid course charges. Trustees decided to increase the levy on annual subscriptions to ensure we had more income to help cover the increased operating costs. We will still restrict our financial commitments where possible but acknowledge that our building although now compliant, is not used to its full potential and still needs significant financial commitment to meet the needs of the organisation.

In steering a steady course, we have continued to support our members by:

- Regular Executive Committee (Trustees and County positions) meetings – in line with our constitution
- Division and District meetings have been held
- Monthly drop-in sessions have been maintained to allow volunteers to access information and advice, express their views and be heard
- support adult volunteers to reach minimum compliance requirements with regards to Safer guiding training and First Response
- Continued to encourage and support a thanks and recognition programme through local and national awards and long service recognition.
- Reviewing our local management structures to ensure they are fit for purpose
- Supporting our wider organisation to grow and continue to be relevant to young people and society.

Future Plans

Alongside regular meetings, and day-to-day guiding being delivered, we are looking to the future and planning for development and growth. We will look to deliver a formal development plan in the next 12 months to all members, Trustees and members of the county executive will take on leading roles in forthcoming events, encouraging those within divisions to join them.

On our agenda is:

A Leadership development day (County Day)
Yates Trophy (annual Guide challenge event)
Thinking Day events
Brownie Trophy Day (annual Brownie challenge event)
Section Arts and outdoor Events
Leadership Development programmes
County events for sections
County camp (annual weekend in June)
Celebration of our volunteers (all sections)
County leaders weekend away

We will continue to support our adult volunteers; enable them to present our young members with excellent opportunities and we will celebrate the achievements of our volunteers as they direct our young members to reach their full potential.

We will represent our organisation to a civic audience – ensuring that we are seen and heard when civic leaders talk about organisations for our young people and that we are recognised as a key organisation in delivering out of school safe spaces for girls and young women of all backgrounds and from all communities.

In increasingly challenging financial times, we will continue to look for opportunities to support members through grant applications and external funding options.

Reserves Policy

Girlguiding Sheffield retains general funds and investments. These are held for a combination of capital growth to fund future expenditure and revenue projects, as well as for income generation to fund day to day running costs. The income generated from investments assists in ensuring that Guiding is available to all by allowing the subscriptions rate to remain as low as possible and to enable hardship grants to be given in special cases.

The current trustees would like to see this figure increase over the next 4 years to approx £130,000. This will mean we are holding a third of the overall value of our building, the recommended amount, allowing for any major repairs which may arise as well as operating costs of the organisation.

The trustees are asked to declare their approval of the trustee's report at the 58th AGM.

Signed on behalf of the trustees by:

Jemma Taylor
County Commissioner

Valerie Peacock
Division Commissioner

Independent Examiner's Report on the accounts to the trustees of The Guide Association – Sheffield County

I report to the trustees on my examination of the accounts of The Guide Association – Sheffield County ("The Charity") for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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:

- Account records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Stephen Jackson

30th January 2025

59 Dalewood Avenue
Sheffield
S8 0EG

The Guide Association - Sheffield County

Receipts & payments account

For the year ended 31 December 2024

Notes		Unrestricted Funds £	Restricted Funds £	Total 2024 £	Unrestricted Funds £	Restricted Funds £	Total 2023 £
Receipts							
Donations and legacies	2	3,000	-	3,000	1,000	5,581	6,581
Census / Subscriptions		19,271		19,271	15,710	0	15,710
International travel							0
Events		11,939		11,939	150	0	150
OAC rent		14,000		14,000	14,000	0	14,000
Badges / Merchandise		4,123		4,123	2,069		2,069
Training							0
Investment Income		1613		1613	756		756
Other Income							0
Total receipts		53,946	-	53,946	33,685	5,581	39,265
Payments							
County Costs							
Advertising / Marketing		108		108	410		410
Census / Subscriptions		1,041		1,041	840		840
Events		12,487		12,487	7,944		7,944
International travel		-		-	0	267	267
Badges / Merchandise		3,817		3,817	2,219		2,219
County Equipment (including website)		1,441		1,441	2,107		
County Expenses		1,099		1,099	487		487
Training		294		294	1,293		1,293
External organisations/donations				0			
Donation to OAC	5	7,000		7,000	7,362		7,362
Help Out Fund		-	730	730	-	960	960
Administrative and office costs				-			
Wages, NI & Pension		11,378		11,378	9,076		9,076
Office equipment		2,129		2,129	1,108		1,108
Office maintenance		2,097		2,097	0	1,950	1,950
Rates		3,298		3,298	3,323		3,323
Utilities and telephone		5,691		5,691	7,181		7,181
Insurance		920		920	924		924
Professional fees (including payroll costs)		72		72	111		111
Bank charges		60		60	61		61
Independent examination fee	3	-		-	198		198
Other expenditure		1,754		1,754	1,800		1,800
Total Payments		54,686	730	55,416	46,444	3,177	49,621
Net receipts/(payments)		(740)	(730)	(1,470)	(12,759)	2,403	(10,356)
Cash funds at the start of the year		76,339		76,339	86,695		86,695
Cash funds at end of the year		74,869		74,869	76,339		76,339

The Guide Association -Sheffield County
Statement of assets and liabilities
As at 31 December 2024

	Note	2024 £	2023 £
Cash assets			
Balances at bank			
CAF Cash Account		16,330	17,854
CAF Gold Account		48,933	52
Saffron Building Society		8,422	8,422
Shawbrook CAF 12-month deposit		-	50,000
Cash on Hand / Undeposited Cheques		712	9
		<u>74,397</u>	<u>76,339</u>
Investment assets			
Investments at current value		<u>4,644</u>	<u>4,644</u>
Assets retained for the Charity's own use			
Property at cost (Formal Valuation Sept 2023)	4	320,000	279,121
Standards		2,500	2,500
		<u>322,500</u>	<u>281,621</u>
Current assets			
Badge income during the year - debtors		472	295
		<u>472</u>	<u>295</u>
Liabilities			
Independent examination fee		99	99
		<u>99</u>	<u>99</u>

Approved by the trustees on 24th July 2025

Signed on behalf of the trustees by:

Name: Jemma Taylor

Position: County Commissioner

Name: Valerie Peacock

Position: Division Commissioner

The Guide Association - Sheffield County
Notes to the financial statements
For the year ended 31 December 2024

1 Receipts & payments account

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2 Grants and Donations

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Donation for Guide House Deep Clean	-	-		2,000
Donations re Bequests	2,000	-	2,000	1,000
Donations received as disbursements (to be paid to other charities)	-		-	
North East England – County Development Day			-	1,000
North East England – Subscriptions Support			-	2,581
Harry Bottom Trust (Help Out Fund)	-			
Total receipts	<u>2,000</u>	=	<u>2,000</u>	<u>5,581</u>

3 Independent examination fee

	2024 £	2023 £
Independent examination fee (due but not paid in the year)	<u>99</u>	<u>99</u>

4 Property at Cost

	2024 £	2023 £
Outdoor Activity Centre (OAC Grounds)	4,121	4,121
Guide House, Townhead Street (see below)	320,000	320,000
	<u>324,121</u>	<u>324,121</u>

5 Trustee expenses and related party transactions

No Trustees received remuneration or benefits during the year.

Trustee expenses were paid in respect of administrative expenses during the year. These relate to a Zoom subscription to carry out County meetings online, and Postage.

No voting members, the Secretary or Chair of Finance received any remuneration for their position on the committee during the year.

The Guide Association - Sheffield County
Notes to the financial statements
For the year ended 31 December 2024

The spouse of a trustee, Jemma Taylor, is an employee of the charity. He was paid £9,779 in salary during the year. The trustee takes no part in any decisions relating to remuneration or performance monitoring.

Wendy Howard, County Commissioner is a trustee of the organisation and a trustee of OAC Buildings (Company No: 02583525, Registered Charity: 1010074), and OAC Grounds (Company No: 02583527, Registered Charity: 1010073).

Any conflicts of interest are documented in appropriate meeting minutes.

All financial transactions between OAC Buildings and Girlguiding Sheffield, and OAC Grounds and Girlguiding Sheffield are verified by a minimum of a quorum of trustees.

	2024	2023
	£	£
OAC Buildings		
Events costs paid	-	-
OAC Grounds		
Rent receivable	<u>14,000</u>	<u>15,000</u>
Donations paid (2023) from Subscriptions Income	<u>(7,000)</u>	<u>(7,000)</u>
Donations paid (2023) from Bequests	-	<u>(362)</u>
	<u>7,000</u>	<u>7,362</u>

THE GUIDE ASSOCIATION - SHEFFIELD COUNTY

England & Wales - Charity number 524795

Accounts

The Guide Association —Sheffield County
(Also known as Girlguiding Sheffield)

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 December 2023

The Guide Association — Sheffield County

Contents

	Page
Administrative information	1
Trustees' annual report	2 - 4
Independent Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 - 9

The Guide Association – Sheffield County

Administrative information

For the year ended 31 December 2023

Other names the charity is known by:

Girlguiding Sheffield

Trustees during the year were:

Name	Position	Information to note
Wendy Howard	County Commissioner	
Jemma Taylor	Asst Count Commissioner	
Alison Brown	Division Commissioner	
Judy Hulley	Division Commissioner	
Gillian Andrews	Division Commissioner	
Jane Robinson	Division Commissioner	
Emma Ede	Division Commissioner	
Heather Todd	Division Commissioner	
Claire Hollingworth	Division Commissioner	

Other positions

Jo Taylor	Secretary
Jane Caroll	President

Principal Address: Guide House
41Townhead
Street Sheffield
S1 2EB

Charity number: 524795

Independent Examiner

Stephen Jackson
59 Dalewood Avenue
Sheffield
S8 0EG

**The Guide Association —Sheffield County
Trustees' annual report
For the year ended 31 December 2023**

The trustees submit their annual report and the financial statements for the year ended 31 December 2023.

Structure, governance and management

The charity is operated under the rules of its constitution, last revised on 11 November 2009 and approved by North East England Guide Association.

The Guide Association Trust Corporation holds the title to property held.

Overall management of the charity is the responsibility of the Executive

Committee. Day to day activity is carried out by volunteers and paid staff.

Charitable Aims and objectives

In line with all guiding organisations, The Guide Association - Sheffield County is known by the operating name Girlguiding Sheffield. Its objectives are to develop, promote and advance Guiding in Sheffield in line with the Guide Association's aim and statement of purpose.

The aim of guiding is to help girls and young women develop emotionally, mentally, physically, and spiritually so that they can make a positive contribution to their community and the wider world.

Girlguiding exists to help girls and young women find their voice, build skills and confidence - inspiring them to discover the best in themselves and empower them to make a positive difference in their community.

The trustees, mindful of their responsibility to ensure that all activities undertaken by the charity are for public benefit declare that, in discharging this responsibility, they have paid due regard to the guidance issued by the Charity Commission on public benefit.

Activities and achievements

The principal activities of the charity include but are not limited to:

- holding regular meetings for Rainbows, Brownies, Guides and Rangers.
- organising activity days and training events for girls and leaders; and
- organising indoor and outdoor residential events both within the UK and abroad.

Our numbers have remained steady over the year, with a slight increase in young members. We continue to support units to stabilise their numbers, concentrating on adult volunteers, compliance and growth.

The county is now up to date on A safe space training and first aid, we have provided face to face and online courses for members to attend on a regular basis and will continue to do so for the foreseeable.

Girlguiding have updated policies and procedures throughout the year which we have kept up to date with and are well into providing support for those undertaking the new leadership development programme. Our co-ordinator and trainer have worked hard to provide the sessions in order for volunteers to complete the qualification in a timely manner, catering to all needs.

We have seen the return of county led events, ensuring all sections are included, we have a rolling programme going forward with annual events and activity days and hope to be able to reinstate the adult weekend away in 2026.

Units have taken full advantage of our facilities and programme, running residential, attending adventures and spreading their wings to meet with others from across the county.

We continue to have long waiting lists across our youngest section – exacerbated in some areas by the introduction of a lower entry age but we are working hard to ensure all those waiting is contacted and given the

opportunity to join the organisation as soon as possible.

Our main source of income comes from the county levy on annual subscriptions. Trustees decided to increase the level to ensure we had enough income to cover the increased operating costs. We will still restrict our financial commitments where possible but acknowledge that our building requires financial spend to become compliant and up to standard. A scheme of works has been planned.

In steering a steady course, we have continued to support our members by:

- Regular Executive Committee (Trustees and County positions) meetings – in line with our constitution
- Division and District meetings have been held
- Monthly drop-in sessions have been maintained to allow volunteers to access information and advice, express their views and be heard
- support adult volunteers to reach minimum compliance requirements with regards to A Safe Space training and First Response
- Continued to encourage and support a thanks and recognition programme through local and national awards and long service recognition.
- Reviewing our local management structures to ensure they are fit for purpose
- Supporting our wider organisation to grow and continue to be relevant to young people and society.

Future Plans

Alongside regular meetings, and day-to-day guiding being delivered, we are looking to the future and planning for development and growth. We will look to deliver a formal development plan in the next 12 months to all members, Trustees and members of the county executive will take on leading roles in forthcoming events, encouraging those within divisions to join them.

On our agenda is:

A Leadership development day (County Day)
Yates Trophy (annual Guide challenge event)
Thinking Day events
Brownie Trophy Day (annual Brownie challenge event)
Section Arts and outdoor Events
Leadership Development programmes
County events for sections
County camp (annual weekend in June)
Celebration of our volunteers (all sections)

We will continue to support our adult volunteers; enable them to present our young members with excellent opportunities and we will celebrate the achievements of our volunteers as they direct our young members to reach their full potential.

We will represent our organisation to a civic audience – ensuring that we are seen and heard when civic leaders talk about organisations for our young people and that we are recognised as a key organisation in delivering out of school safe spaces for girls and young women of all backgrounds and from all communities.

In increasingly challenging financial times, we will continue to look for opportunities to support members through grant applications and external funding options.

Reserves Policy

Girlguiding Sheffield retains general funds and investments. These are held for a combination of capital growth to fund future expenditure and revenue projects, as well as for income generation to fund day to day running

costs. The income generated from investments assists in ensuring that Guiding is available to all by allowing the subscriptions rate to remain as low as possible and to enable hardship grants to be given in special cases.

Our cash assets have been significantly reduced over the last 5 years to well under the £100,000 stated by the previous CC, the cash assets held as at 31 December 2023 were £76,339.

The current trustees would like to see this figure increase over the next 5 years to approx.. £130,000. This will mean we are holding a third of the overall value of our building, the recommended amount, allowing for any major repairs which may arise as well as operating costs of the organisation.

The trustees are asked to declare their approval of the trustee's report at the 57th AGM.

Signed on behalf of the trustees by:



Jemma Taylor
County Commissioner



Alison Brown
Assistant County Commissioner

Independent Examiner's Report on the accounts to the trustees of The Guide Association – Sheffield County

I report to the trustees on my examination of the accounts of The Guide Association – Sheffield County ("The Charity") for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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:

- Account records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Stephen Jackson

18th January 2025

59 Dalewood Avenue
Sheffield
S8 0EG

The Guide Association - Sheffield County

Receipts & payments account

For the year ended 31 December 2023

Notes	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	
	Funds	Funds	2023	Funds	Funds	2022	
	£	£	£	£	£	£	
Receipts							
Donations and legacies	2	1,000	5,581	6,581	222	2,362	2,584
Census / Subscriptions		15,710	0	15,710	1,258	-	1,258
International travel				0	-	267	267
Events		150	0	150	10,200	411	10,611
OAC rent		14,000	0	14,000	15,000	-	15,000
Badges		2,069		2,069	2,296	-	2,296
Training				0	-	-	0
Investment Income		756		756	2,062	-	2,062
Other Income				0	-	-	-
Total receipts		33,685	5,581	39,265	31,038	3,040	34,078
Payments							
County Costs							
Advertising / Marketing		410		410	-		
Census / Subscriptions		840		840	1,339	-	1,339
Events		7,944		7,944	11,094	-	11,094
International travel		0	267	267	-	-	-
Badges		2,219		2,219	3,693	-	3,693
County Equipment (including website)		2,107		2,107	809	763	
County Expenses		487		487		-	-
Training		1,293		1,293	1,121	-	1,121
External organisations/donations				0			
Donation to OAC	5	7,362		7,362	15,000	-	15,000
Help Out Fund		-	960	960	510	-	510
Administrative and office costs				-			
Wages, NI & Pension		9,076		9,076	8,112	-	8,112
Office equipment		1,108		1,108	1,192	-	1,192
Office maintenance		0	1,950	1,950	148	-	148
Rates		3,323		3,323	3,356	-	3,356
Utilities and telephone		7,181		7,181	4,083	-	4,083
Insurance		924		924	816	-	816
Professional fees (including payroll costs)		111		111	452	68	-
Bank charges		61		61	121	-	121
Independent examination fee	3	198		198	-	-	-
Other expenditure		1,800		1,800	2,360	-	2,360
Total Payments		46,444	3,177	49,621	53,776	-	53,776
Net receipts/(payments)		(12,759)	2,403	(10,356)	(22,738)	3,040	(19,698)
Cash funds at the start of the year		86,695		86,695	106,393		106,393
Cash funds at end of the year		76,339		76,339	86,695		86,695

The Guide Association -Sheffield County
Statement of assets and liabilities
As at 31 December 2023

	Note	2023 £	2022 £
Cash assets			
Balances at bank			
CAF Cash Account		17,854	3,207
CAF Gold Account		52	2
Saffron Building Society		8,422	33,477
Shawbrook CAF 12-month deposit		50,000	50,000
Cash on Hand		9	9
		<u>76,339</u>	<u>86,995</u>
Investment assets			
Investments at current value		<u>4,644</u>	<u>4,652</u>
Assets retained for the Charity's own use			
Property at cost (Formal Valuation Sept 2023)	4	320,000	279,121
Standards		2,500	2,500
		<u>322,500</u>	<u>281,621</u>
Current assets			
Badge income during the year - debtors		295	85
		<u>295</u>	<u>85</u>
Liabilities			
Independent examination fee		99	99
		<u>99</u>	<u>99</u>

Approved by the trustees on 4th December 2024

Signed on behalf of the trustees by:



Gemma Taylor

County Commissioner



Alison Brown

Assistant County Commissioner

The Guide Association - Sheffield County
Notes to the financial statements
For the year ended 31 December 2023

1 Receipts & payments account

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2 Grants and Donations

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Donations Received (DLA Piper - International Women's Day)		-		52
Donation for Guide House Deep Clean	-	2,000	2,000	-
Donations re Bequests	1,000	-	1,000	170
Donations received as disbursements (to be paid to other charities)	-			362
North East England – County Development Day		1,000	1,000	
North East England – Subscriptions Support		2,581	2,581	
Harry Bottom Trust (Help Out Fund)	-			2000
Total receipts	<u>1,000</u>	<u>4,581</u>	<u>5,581</u>	<u>2,584</u>

3 Independent examination fee

	2023 £	2022 £
Independent examination fee (due but not paid in the year)	<u>99</u>	<u>99</u>

4 Property at Cost

	2023 £	2022 £
Outdoor Activity Centre (OAC Grounds)	4,121	4,121
Guide House, Townhead Street (see below)	320,000	275,000
	<u>324,121</u>	<u>279,121</u>

5 Trustee expenses and related party transactions

No Trustees received remuneration or benefits during the year.

Trustee expenses were paid in respect of administrative expenses during the year. These relate to a Zoom subscription to carry out County meetings online, and Postage.

No voting members, the Secretary or Chair of Finance received any remuneration for their position on the committee during the year.

The Guide Association - Sheffield County
Notes to the financial statements
For the year ended 31 December 2023

The spouse of a trustee, Jemma Taylor, is an employee of the charity. He was paid £9,076 in salary during the year. The trustee takes no part in any decisions relating to remuneration or performance monitoring.

Wendy Howard, County Commissioner is a trustee of the organisation and a trustee of OAC Buildings (Company No: 02583525, Registered Charity: 1010074), and OAC Grounds (Company No: 02583527, Registered Charity: 1010073).

Any conflicts of interest are documented in appropriate meeting minutes.

All financial transactions between OAC Buildings and Girlguiding Sheffield, and OAC Grounds and Girlguiding Sheffield are verified by a minimum of a quorum of trustees.

	2023	2022
	£	£
OAC Buildings		
Events costs paid	-	-
OAC Grounds		
Rent receivable	<u>15,000</u>	<u>15,000</u>
Donations paid (2023) from Subscriptions Income	<u>7,000</u>	<u>15,000</u>
Donations paid (2023) from Bequests	<u>362</u>	<u>15,000</u>
	<u>7,362</u>	<u>15,000</u>

THE GUIDE ASSOCIATION - SHEFFIELD COUNTY

England & Wales - Charity number 524795

Accounts

The Guide Association —Sheffield County
(Also known as Girlguiding Sheffield)

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 December 2022

The Guide Association — Sheffield County

Contents

	Page
Administrative information	1
Trustees' annual report	2 - 4
Independent Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 -9

The Guide Association – Sheffield County

Administrative information

For the year ended 31 December 2022

Other names the charity is known by:

Girlguiding Sheffield

Trustees during the year were:

Name	Position	Information to note
Wendy Howard	County Commissioner	
Jemma Taylor	Division Commissioner/Asst Count Commissioner	
Norah Brown	Division Commissioner	Role ended during this period
Alison Brown	Division Commissioner	Role commenced during this period
Sheila Mappin	Division Commissioner	Role ended during this period
Judy Hulley	Division Commissioner	Role commenced during this period
Nicol Bradshaw	Division Commissioner	Role ended during this period
Gillian Andrews	Division Commissioner	
Jane Robinson	Division Commissioner	
Emma Ede	Division Commissioner	Role commenced during this period
Heather Todd	Division Commissioner	Role commenced during this period

Other positions

Jo Taylor Secretary
Jane Caroll President

Principal Address: Guide House
41Townhead
Street Sheffield
S1 2EB

Charity number: 524795

Independent Examiner

Sally Penistone

4 Cassini Drive
Stannington
Sheffield
S6 6GG

**The Guide Association — Sheffield County
Trustees' annual report
For the year ended 31 December 2022**

The trustees submit their annual report and the financial statements for the year ended 31 December 2022.

Structure, governance and management

The charity is operated under the rules of its constitution, last revised on 11 November 2009 and approved by North East England Guide Association.

The Guide Association Trust Corporation holds the title to property held.

Overall management of the charity is the responsibility of the Executive

Committee. Day to day activity is carried out by volunteers and paid staff.

Charitable Aims and objectives

In line with all guiding organisations, The Guide Association - Sheffield County is known by the operating name Girlguiding Sheffield. Its objectives are to develop, promote and advance Guiding in Sheffield in line with the Guide Association's aim and statement of purpose.

The aim of guiding is to help girls and young women develop emotionally, mentally, physically, and spiritually so that they can make a positive contribution to their community and the wider world.

Girlguiding exists to help girls and young women find their voice, build skills and confidence - inspiring them to discover the best in themselves and empower them to make a positive difference in their community.

The trustees, mindful of their responsibility to ensure that all activities undertaken by the charity are for public benefit declare that, in discharging this responsibility, they have paid due regard to the guidance issued by the Charity Commission on public benefit.

Activities and achievements

The principal activities of the charity include but are not limited to:

- holding regular meetings for Rainbows, Brownies, Guides and Senior Section members.
- organising activity days and training events for girls and leaders; and
- organising indoor and outdoor residential events both within the UK and abroad.

Post pandemic and uncertainty around whether Girlguiding Sheffield would experience a large drop in members (of both our young and adult membership) we have spent the year rebuilding. We, fortunately, did not see a significant drop in young members. Our adult membership was affected, as people made decisions about lifestyle and commitments, which has led to a number of units remaining closed. We have managed to subsume those who wished to remain in membership into remaining units. During this year we have been focussed on existing units, and helping to stabilise numbers; concentrating on adult member compliance trainings (A Safe Space & First Response) and completing DBS renewals which were not done during the pandemic period.

We have also concentrated on ensuring our adult members are up to date with the changes in policies and procedures introduced by Girlguiding at a national level. With all restrictions lifted, we have experienced the best of Girlguiding – a return to regular and adventurous activities; residential events for all sections have been held at unit, division and county levels and we have begun to see an increase in both volunteer enquiries and new young member enquiries.

We continue to have our longest waiting lists across our youngest section – exacerbated in some areas by the introduction of a lower entry age which followed from the national pilot scheme which was trialed in the year previous.

We reintroduced a county levy on the annual subscriptions charged for each member – this is main source of

income which had been suspended for two consecutive years, following a decision made by the Trustees. Whilst we have continued to restrict our financial commitments where possible, this has not been at the detriment of investment in our volunteers or young members.

In steering a steady course, we have continued to support our members by:

- Regular Executive Committee (Trustees and County positions) meetings – in line with our constitution
- Division and District meetings have been held
- Monthly drop in sessions have been maintained to allow volunteers to access information and advice, express their views and be heard
- support adult volunteers to reach minimum compliance requirements with regards to A Safe Space training and First Response
- Continued to encourage and support a thanks and recognition programme through local and national awards and long service recognition.
- Reviewing our local management structures to ensure they are fit for purpose
- Supporting our wider organisation to grow and continue to be relevant to young people and society.

Future Plans

With a return to regular meetings, and day-to-day guiding being delivered in a settled and more normal way, we have been able to look to the future and plan for development and growth. Our ability to deliver a formal development plan has been hindered by the majority of our membership concentrating on unit level guiding but we have seen some of our Trustees and County Executive taking leading roles in forward planning.

On our agenda is:

A Leadership development day (County Day)
Yates Trophy (annual Guide challenge event)
Thinking Day events
Section Arts Events
Leadership Development programmes
County events for sections
Celebration of our volunteers (all sections)

We will continue to support our Adult volunteers; enable them to present our young members with excellent opportunities and we will celebrate the achievements of our volunteers as they direct our young members to reach their full potential.

We will represent our organisation to a civic audience – ensuring that we are seen and heard when civic leaders talk about organisations for our young people and that we are recognised as a key organisation in delivering out of school safe spaces for girls and young women of all backgrounds and from all communities.

In increasingly challenging times, we will continue to look for opportunities to support members through grant applications and external funding options.

Reserves Policy

Girlguiding Sheffield retains general funds and investments. These are held for a combination of capital growth to fund future expenditure and revenue projects, as well as for income generation to fund day to day running costs. The income generated from investments assists in ensuring that Guiding is available to all by allowing the subscriptions rate to remain as low as possible and to enable hardship grants to be given in special cases.

Cash assets held as at 31st December 2022 were £86,695. The target for cash assets was set, prior to 2019, to reduce to £100,000 over a period of 5 years. By suspending annual subscriptions for two years, where the original decision was for a single year, we have reduced our cash assets in a shorter period of time. Going forward, we will consider our cash assets in line with Charity Commission guidance on the retention of reserves to cover

operating costs.

The trustees are asked to declare their approval of the trustee's report at the 56th AGM.

Signed on behalf of the trustees by:

A handwritten signature in black ink, appearing to be 'R. G. ...', written over a horizontal dashed line.

County Commissioner

A handwritten signature in black ink, appearing to be 'J. ...', written over a horizontal dashed line.

Assistant County Commissioner

Independent Examiner's Report on the accounts to the trustees of The Guide Association – Sheffield County

I report to the trustees on my examination of the accounts of The Guide Association – Sheffield County ("The Charity") for the year ended 31 December 2022.

Responsibilities and basis of report

As the trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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:

- Account records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Sally Penistone

14th July 2023

4 Cassini Drive
Stannington
Sheffield
S6 6GG

The Guide Association - Sheffield County

Receipts & payments account

For the year ended 31 December 2022

Notes	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds	Funds	2,022	Funds	Funds	2,021
	£	£	£	£	£	£
Receipts						
Donations and legacies	2	222	2,362	500	1,000	1,500
Census / Subscriptions		1,258	-	9,229	-	9,229
International travel		-	267	-	-	-
Events		10,200	411	1,394	-	1,394
OAC rent		15,000	-	15,000	-	15,000
Badges		2,296	-	1,606	-	1,606
Training		-	-	0	-	-
Investment Income		2,062	-	203	-	203
Other Income		-	-	24	-	24
Total receipts		31,038	3,040	34,078	27,956	1,000
Payments						
County Costs						
Census / Subscriptions		1,339	-	1,339	721	-
Events		11,094	-	11,094	2,191	-
International travel		-	-	-	-	-
Badges		3,693	-	3,693	4,314	-
County Equipment (including website)		763	-	763	809	-
County Expenses		-	-	-	589	-
Training		1,121	-	1,121	253	-
External organisations/donations						
Donation to OAC	5	15,000	-	15,000	15,000	-
Help Out Fund		510	-	510	675	-
Committee expenses						
Administrative and office costs						
Wages, NI & Pension		8,112	-	8,112	8,881	-
Office equipment		1,192	-	1,192	849	-
Office maintenance		148	-	148	897	-
Rates		3,356	-	3,356	3,059	-
Utilities and telephone		4,083	-	4,083	1,045	-
Insurance		816	-	816	811	-
Professional fees (including payroll costs)		68	-	68	452	-
Bank charges		121	-	121	98	-
Independent examination fee	3	-	-	-	198	-
Other expenditure		2,360	-	2,360	-	-
Total Payments		53,776	0	53,776	40,842	-
Net receipts/(payments)		(22,738)	3,040	(19,698)	(12,886)	1,000
Cash funds at the start of the year		106,393		106,393	118,279	-
Cash funds at end of the year		86,695	86,695	106,393	-	106,393

The Guide Association -Sheffield County
Statement of assets and liabilities
As at 31 December 2022

	Note	2022 £	2021 £
Cash assets			
Balances at bank			
CAF Cash Account		3,207	2,139
CAF Gold Account		2	12,001
Saffron Building Society		33,477	42,231
Shawbrook CAF 12-month deposit		50,000	50,000
Cash on Hand		9	23
		<u>86,695</u>	<u>106,394</u>
Investment assets			
Investments at current value		<u>4,652</u>	<u>3,883</u>
Assets retained for the Charity's own use			
Property at cost	4	279,121	279,121
Standards		2,500	2,500
		<u>281,621</u>	<u>281,621</u>
Current assets			
Badge income during the year - debtors		85	659
		<u>85</u>	<u>659</u>
Liabilities			
Independent examination fee		99	99
		<u>99</u>	<u>99</u>

Approved by the trustees on 6th July 2023

Signed on behalf of the trustees by:



Name: Wendy Howard

Position: County Commissioner



Name: Jemma Taylor

Position: Division Commissioner

The Guide Association - Sheffield County
Notes to the financial statements
For the year ended 31 December 2022

1 Receipts & payments account

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2 Grants and Donations

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Donations Received (DLA Piper - International Women's Day)	52	-	52	408
Arnold Clark Donation (Help Out Fund)	-	-	-	1,000
Donations re Bequests	170	-	170	42
Donations received as disbursements (to be paid to other charities)	-	362	362	
Harry Bottom Trust (Help Out Fund)	-	2000	2000	
Other Donations	-	-	-	50
Total receipts	<u>222</u>	<u>2,362</u>	<u>2,584</u>	<u>1,500</u>

3 Independent examination fee

	2022 £	2021 £
Independent examination fee (due but not paid in the year)	<u>99</u>	<u>99</u>

4 Property at Cost

	2022 £	2021 £
Outdoor Activity Centre (OAC Grounds)	4,121	4,121
Guide House, Townhead Street (see below)	275,000	275,000
	<u>279,121</u>	<u>279,121</u>

Guide House, Townhead Street - costs of refurbishment and office equipment are not included in this figure.

5 Trustee expenses and related party transactions

No Trustees received remuneration or benefits during the year.

Trustee expenses were paid in respect of administrative expenses during the year. These relate to a Zoom subscription to carry out County meetings online, and Postage.

No voting members, the Secretary or Chair of Finance received any remuneration for their position on the committee during the year.

The Guide Association - Sheffield County
Notes to the financial statements
For the year ended 31 December 2022

The spouse of a trustee, Jemma Taylor, is an employee of the charity. He was paid £8,112 in salary during the year. The trustee takes no part in any decisions relating to remuneration or performance monitoring.

Wendy Howard, County Commissioner is a trustee of the organisation and a trustee of OAC Buildings (Company No: 02583525, Registered Charity: 1010074), and OAC Grounds (Company No: 02583527, Registered Charity: 1010073).

Any conflicts of interest are documented in appropriate meeting minutes.

All financial transactions between OAC Buildings and Girlguiding Sheffield, and OAC Grounds and Girlguiding Sheffield are verified by a minimum of a quorum of trustees.

	2022	2021
	£	£
OAC Buildings		
Events costs paid	-	-
OAC Grounds		
Rent receivable	<u>15,000</u>	<u>15,000</u>
Donations paid (2022)	<u>15,000</u>	<u>15,000</u>
	<u>15,000</u>	<u>15,000</u>

THE GUIDE ASSOCIATION - SHEFFIELD COUNTY

England & Wales - Charity number 524795

Accounts

The Guide Association —Sheffield County
(Also known as Girlguiding Sheffield)

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 December 2021

The Guide Association — Sheffield County

Contents

	Page
Administrative information	1
Trustees' annual report	2 - 4
Independent Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 -9

The Guide Association – Sheffield County

Administrative information

For the year ended 31 December 2021

Other names the charity is known by:

Girlguiding Sheffield

Trustees during the year were:

Name	Position	Information to note
Wendy Howard	County Commissioner	
Jemma Taylor	Division Commissioner /Assistant County Commissioner	
Norah Brown	Division Commissioner	
Sheila Mappin	Division Commissioner	
Kerri Hickman	Division Commissioner	Role Ended during this period
Nicol Bradshaw	Division Commissioner	
Gillian Andrews	Division Commissioner	
Jane Robinson	Division Commissioner	

Other positions

Jo Taylor	Secretary
Jane Caroll	President

Principal Address: Guide House
41Townhead Street
Sheffield
S1 2EB

Charity number: 524795

Independent Examiner

Sally Penistone

4 Cassini Drive
Stannington
Sheffield
S6 6GG

**The Guide Association — Sheffield County
Trustees' annual report
For the year ended 31 December 2021**

The trustees submit their annual report and the financial statements for the year ended 31 December 2021.

Structure, governance and management

The charity is operated under the rules of its constitution, last revised on 11 November 2009 and approved by North East England Guide Association.

The Guide Association Trust Corporation holds the title to property held.

Overall management of the charity is the responsibility of the Executive Committee.

Day to day activity is carried out by volunteers and paid staff.

Charitable Aims and objectives

In line with all guiding organisations, The Guide Association - Sheffield County is known by the operating name Girlguiding Sheffield. Its objectives are to develop, promote and advance Guiding in Sheffield in line with the Guide Association's aim and statement of purpose.

The aim of guiding is to help girls and young women develop emotionally, mentally, physically, and spiritually so that they can make a positive contribution to their community and the wider world.

Girlguiding UK enables girls and young women to develop their potential and to make a difference to the world. The trustees, mindful of their responsibility to ensure that all activities undertaken by the charity are for public benefit declare that, in discharging this responsibility, they have paid due regard to the guidance issued by the Charity Commission on public benefit.

Activities and achievements

The principal activities of the charity include but are not limited to:

- holding regular meetings for Rainbows, Brownies, Guides and Senior Section members.
- organising activity days and training events for girls and leaders; and
- organising indoor and outdoor residential events both within the UK and abroad.

After a period of uncertainty due to the global pandemic, Girlguiding Sheffield spent the first part of this year in a hybrid state – a mixture of digital/online meetings with a slow return to face to face meetings. Residential events remained restricted.

The latter half of the year saw a return to face to face meetings and a period during which we have watched closely how the organisation stabilised after such uncertainty. During this period we have continued to restrict our financial commitments where possible and we have financially supported unit guiding by restricting costs of annual subscriptions (payable in Feb 2022) despite the negative financial impact on County finances.

In addition we have continued to support our members by:

- Regular Executive Committee (Trustees and County positions) meetings – in line with our constitution
- Division and District meetings have been held
- Monthly drop in sessions have been maintained to allow volunteers to access information and advice, express their views and be heard
- support adult volunteers to reach minimum compliance requirements with regards to A Safe Space training and First Response
- Introduced a new President's Award and continued the good progress in maintaining Long Service awards, recognising the commitment of our volunteers

Future Plans

We will continue to support our Adult volunteers, and enable them to present our young members with excellent opportunities. We expect during the coming year to see a return to regular meetings and residential events and will explore the opportunity of creating County events to bring our adults and young people together.

We will celebrate the achievements of our volunteers and direct our young members to reach their full potential.

As the organisation settles and returns to 'normal' we will consider our development plans to grow the organisation – in terms of numbers of young members and adult volunteers, and in profile amidst our communities and civic surroundings.

We will continue to look for opportunities to support members through grant applications and external funding options.

Efforts will be made to review our structure to ensure it is fit for purpose; that we have personnel in roles which are appropriate and which will support our organisation to grow and continue to be relevant to young people and society.

Reserves Policy

Girlguiding Sheffield retains general funds and investments. These are held for a combination of capital growth to fund future expenditure and revenue projects, as well as for income generation to fund day to day running costs. The income generated from investments assists in ensuring that Guiding is available to all by allowing the subscriptions rate to remain as low as possible and to enable hardship grants to be given in special cases.

Cash assets held as at 31st December 2021 were £106,394. The target for cash assets is £100,000. This target was set prior to 2019 and may be reconsidered in the future. Charity Commission guidance on the retention of reserves to cover operating costs will be followed in any future considerations. The Trustees have seen a gradually reduced reserves fund in line with the requirement previously identified. It is expected that, due to the decision not to charge an annual subscriptions levy, this target will be reached early in the next accounting period.

The trustees are asked to declare their approval of the trustee's report at the 55th AGM.

Signed on behalf of the trustees by:



County Commissioner



Assistant County Commissioner

Independent Examiner's Report on the accounts to the trustees of The Guide Association – Sheffield County

I report to the trustees on my examination of the accounts of The Guide Association – Sheffield County ("The Charity") for the year ended 31 December 2021.

Responsibilities and basis of report

As the trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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:

- Account records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Sally Penistone

11th January 2023

4 Cassini Drive
Stannington
Sheffield
S6 6GG

The Guide Association - Sheffield County

Receipts & payments account

For the year ended 31 December 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Receipts							
Donations and legacies	2	500	1,000	1,500	208	-	208
Census / Subscriptions		9,229	-	9,229	11,326	-	11,326
Events		1,394	-	1,394	-	-	-
OAC rent		15,000	-	15,000	15,000	-	15,000
Badges		1,606	-	1,606	1,187	-	1,187
Training		0	-	0	-	-	-
Investment Income		203	-	203	993	-	993
Other Income		24	-	24	-	-	-
Total receipts		27,956	1,000	28,956	28,713	-	28,713
Payments							
County Costs							
Census / Subscriptions		721	-	721	833	-	833
Events		2,191	-	2,191	-	-	-
International travel		0	-	0	(1,176)	-	(1,176)
Badges		4,314	-	4,314	3,210	-	3,210
County Equipment (including website)		809	-	809	691	-	691
County Expenses		589	-	589	1,908	-	1,908
Training		253	-	253	201	-	201
External organisations/donations							
Donation to OAC	5	15,000	-	15,000	30,000	-	30,000
Help Out Fund		675	-	675	50	-	50
Committee expenses							
Administrative and office costs							
Wages, NI & Pension		8,881	-	8,881	8,112	-	8,112
Office equipment		849	-	849	589	-	589
Office maintenance		897	-	897	984	-	984
Rates		3,059	-	3,059	2,330	-	2,330
Utilities and telephone		1,045	-	1,045	1,291	-	1,291
Insurance		811	-	811	779	-	779
Professional fees (including payroll costs)		452	-	452	107	-	107
Bank charges		98	-	98	128	-	128
Independent examination fee	3	198	-	198	-	-	-
Other expenditure		-	-	-	-	-	-
Total Payments		40,842	-	40,842	50,037	-	50,037
Net receipts/(payments)		(12,885)	1,000	(11,885)	(21,325)	-	(21,325)
Cash funds at the start of the year		118,279	-	118,279	139,604	-	139,604
Cash funds at end of the year		106,394	-	106,394	118,279	-	118,279

The Guide Association -Sheffield County
Statement of assets and liabilities
As at 31 December 2021

	Note	2021	2020
		£	£
Cash assets			
Balances at bank			
CAF Cash Account		2,139	26,028
CAF Gold Account		12,001	-
Saffron Building Society		42,231	42,231
Shawbrook CAF 12-month deposit		50,000	50,000
Cash on Hand		23	20
		<u><u>106,394</u></u>	<u><u>118,279</u></u>
Investment assets			
Investments at current value		<u><u>3,883</u></u>	<u><u>3,959</u></u>
		-	
Assets retained for the Charity's own use			
Property at cost	4	279,121	279,121
Standards		<u>2,500</u>	<u>2,500</u>
		<u><u>281,621</u></u>	<u><u>281,621</u></u>
Current assets			
Events in the following year - payments made		-	-
Badge income during the year - debtors		<u>659</u>	<u>105</u>
		<u><u>659</u></u>	<u><u>105</u></u>
Liabilities			
Events in the following year - fees received		-	1,176
Donation to OAC during the year not yet paid		-	-
Independent examination fee		99	198
Payment in lieu of annual leave for 2020		-	858
		<u>99</u>	<u>2,232</u>

Approved by the trustees on 7th August 2022

Signed on behalf of the trustees by:



Name: Wendy Howard

Position: County Commissioner



Name: Jemma Taylor

Position: Division Commissioner

The Guide Association - Sheffield County
Notes to the financial statements
For the year ended 31 December 2021

1 Receipts & payments account

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2 Grants and Donations

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Donations Received (DLA Piper - International Women's Day)	408	-	408	208
Arnold Clark Donation (Help Out Fund)	-	1,000	1,000	-
Donations re the Late Mary Raw	42	-	42	-
Other Donations	50	-	50	-
Total receipts	<u>500</u>	<u>1,000</u>	<u>1500</u>	<u>208</u>

3 Independent examination fee

	2021 £	2020 £
Independent examination fee (due but not paid in the year)	<u>99</u>	<u>99</u>

4 Property at Cost

	2021 £	2020 £
Outdoor Activity Centre (OAC Grounds)	4,121	4,121
Guide House, Townhead Street (see below)	275,000	275,000
	<u>279,121</u>	<u>279,121</u>

Guide House, Townhead Street - costs of refurbishment and office equipment are not included in this figure.

5 Trustee expenses and related party transactions

No Trustees received remuneration or benefits during the year.

Trustee expenses were paid in respect of administrative expenses during the year. These relate to a Zoom subscription to carry out County meetings online, and Postage.

No voting members, the Secretary or Chair of Finance received any remuneration for their position on the committee during the year.

The Guide Association - Sheffield County

Notes to the financial statements For the year ended 31 December 2021

The spouse of a trustee, Jemma Taylor, is an employee of the charity. He was paid £8,881 in salary during the year. The trustee takes no part in any decisions relating to remuneration or performance monitoring.

Wendy Howard, County Commissioner is a trustee of the organisation and a trustee of OAC Buildings (Company No: 02583525, Registered Charity: 1010074), and OAC Grounds (Company No: 02583527, Registered Charity: 1010073).

Any conflicts of interest are documented in appropriate meeting minutes.

All financial transactions between OAC Buildings and Girlguiding Sheffield, and OAC Grounds and Girlguiding Sheffield are verified by a minimum of a quorum of trustees.

	2021	2020
	£	£
OAC Buildings		
Events costs paid	-	-
OAC Grounds		
Rent receivable	<u>15,000</u>	<u>15,000</u>
Donations paid: (Donations of £15,000 for 2019 and £15,000 for 2020 were both paid in 2020)		30,000
Donations paid (2021)	<u>15,000</u>	<u> </u>
	<u>15,000</u>	<u>30,000</u>

THE GUIDE ASSOCIATION - SHEFFIELD COUNTY

England & Wales - Charity number 524795

Accounts

The Guide Association — Sheffield County

(Also known as Girlguiding Sheffield)

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 December 2020

The Guide Association —Sheffield County

Contents

	Page
Administrative information	1
Trustees' annual report	2 - 4
Independent Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 –9

The Guide Association —Sheffield County

Administrative information

For the year ended 31 December 2020

Other names the charity is known by:

Girlguiding Sheffield

Trustees during the year were:

Name	Position	Information to note
Wendy Howard	Division Commissioner County Commissioner	
Jemma Taylor	Division Commissioner Assistant County Commissioner	
Norah Brown	Division Commissioner	
Sheila Mappin	Division Commissioner	
Kerri Hickman	Division Commissioner	
Nicol Bradshaw	Division Commissioner	
Gillian Andrews	Division Commissioner	
Jane Robinson	Division Commissioner	
Other positions		
Jennifer Webster	Secretary	Resigned October 2020
Margaret Chisholm	Chair of Finance	Resigned October 2020 - position remains vacant
Jo Taylor	Secretary	Appointed November 2020

Principal Address:

Guide House
41Townhead Street
Sheffield
S1 2EB

Charity number:

524795

Independent Examiner

Jonathan Millard BSocSc ACA

120 Hemper Lane

Sheffield

S8 7FE

The Guide Association —Sheffield County
Trustees' annual report
For the year ended 31 December 2020

The trustees submit their annual report and the financial statements for the year ended 31 December 2020. (It is noted that this submission is overdue)

Structure, governance and management

The charity is operated under the rules of its constitution, last revised on 11 November 2009 and approved by North East England Guide Association.

The Guide Association Trust Corporation holds the title to property held.

Overall management of the charity is the responsibility of the Executive Committee. Day to day activity is carried out by volunteers and paid staff.

Charitable Aims and objectives

In line with all guiding organisations, The Guide Association - Sheffield County is known by the operating name Girlguiding Sheffield. Its objectives are to develop, promote and advance Guiding in Sheffield in line with the Guide Association's aim and statement of purpose.

The aim of guiding is to help girls and young women develop emotionally, mentally, physically, and spiritually so that they can make a positive contribution to their community and the wider world.

Girlguiding UK enables girls and young women to develop their potential and to make a difference to the world.

The trustees, mindful of their responsibility to ensure that all activities undertaken by the charity are for public benefit declare that, in discharging this responsibility, they have paid due regard to the guidance issued by the Charity Commission on public benefit.

Activities and achievements

The principal activities of the charity include but are not limited to:

- holding regular meetings for Rainbows, Brownies, Guides and Senior Section members.
- organising activity days and training events for girls and leaders; and
- organising indoor and outdoor residential events both within the UK and abroad.

Following the previous year's transition Girlguiding Sheffield was expecting 2020 to be a year of stabilisation in the early part of the year and preparation for growth in the latter part. Unfortunately, the way we envisaged stabilising the organisation had not factored in a global pandemic and suspension of all Girlguiding activities (announced on 16th March) and a slow return to a blended approach - using at home programmes and digital meeting platforms).

As restrictions were imposed and government schemes introduced, we looked for opportunities to access government grants – unfortunately, due to our charitable status we were unable to secure any grants; and we purposefully did not access the furlough scheme as it was felt a necessary continued expenditure to retain the full working hours of our office manager. Overheads were minimised where possible and as no activities could take place, there were no further financial commitments made to the running of events other than virtual meetings.

That said, we have continued to support our members by:

- regular Exec meetings, Division and district meetings and drop-in sessions, allowing our members to have their voice heard

The Guide Association —Sheffield County
Trustees' annual report (continued)
For the year ended 31 December 2020

- support adult volunteers to reach minimum compliance requirements with regards to A Safe Space training and recognise those who responded early
- provided training and support to adapt to the new blended approach and heading online for meetings
- County Trainings for the improvement of knowledge and awareness of the new programme across all sections
- Made good progress on awarding outstanding long service awards and recognising the contribution of our volunteers

Future Plans

We will continue to support our adult volunteers to understand and deliver a blended approach to Guiding whilst ever Coronavirus continues to have an impact on society and our communities. Moving in to 2021 we expect to be able to reintroduce opportunities to our young members to enable them to discover the best in themselves and to empower them to find their voice and make a positive difference in their community. Our growth plan will be refreshed and will recognise flexible guiding as the way forward.

Our growth plan will invest in our adult volunteers to enable them to develop their own skills and experiences and we will develop plans for growth and retention. These will take account of local needs but will be reflective of regional and national strategy.

As restrictions are lifted and we ease back into a more accepted way of normality, we will continue to push our volunteers to maintain their required levels of training to be compliant with the core requirements (A Safe Space and First Response and, as part of retention and recruitment, ensuring that new DBS and renewal checks are made in a timely fashion).

We will look at opportunities to bring our volunteers and young members together to celebrate Girlguiding and the constants and support that the organisation has provided throughout the period where restrictive lifestyle has become the norm. We may not see a lifting of restrictions until mid-way through the next accounting period (2021).

Upon a return to a more accepted way of delivering Girlguiding, we will review our constitutions to ensure they are fit for purpose and continue to reflect the current membership. The core constitution may be reviewed including the constitutions of sub committees to ensure they are fit for purpose and responsive.

Reserves Policy

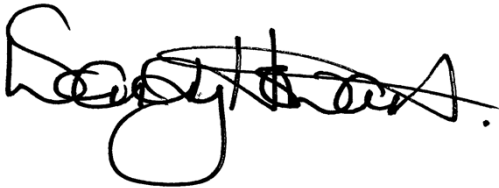
Girlguiding Sheffield retains general funds and investments. These are held for a combination of capital growth to fund future expenditure and revenue projects, as well as for income generation to fund day to day running costs. The income generated from investments assists in ensuring that Guiding is available to all by allowing the subscriptions rate to remain as low as possible and to enable hardship grants to be given in special cases.

Cash assets held as at 31st December 2020 were £118,315. The target for cash assets is £100,000. The Trustees have seen a gradually reduced reserves fund in line with the requirement previously identified. It is expected that there will be a slowdown of this reduction whilst we understand any implications on loss of membership (and therefore loss of potential income) following the resuming of meetings and activities.

The level of reserves will need continual monitoring, and this will be resumed by the finance committee.

The trustees are asked to declare their approval the trustees' report at the 54th AGM to be held in May 2021. It should be noted that the expectation is that the 54th AGM will be held virtually in line with Government restrictions.

Signed on behalf of the trustees by:

A handwritten signature in black ink, appearing to read "Wendy Howard". The signature is fluid and cursive, with a large initial "W" and "H".

Name: Wendy Howard (Membership no: 709003)

Position: County Commissioner

Independent Examiner's Report on the accounts to the trustees of The Guide Association – Sheffield County

I report to the trustees on my examination of the accounts of The Guide Association – Sheffield County ("the Charity") for the year ended 31 December 2020.

Responsibilities and basis of report

As the trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



26/3/21

Jonathan Millard

Member of the Institute of Chartered Accountants in England and Wales

120 Hemper Lane
Sheffield

The Guide Association - Sheffield County

Receipts & payments account

For the year ended 31 December 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Receipts							
Donations and legacies	2	208	-	208	100	-	100
Census / Subscriptions		11,326	-	11,326	14,549	-	14,549
Events		-	-	-	11,673	169	11,842
OAC rent		15,000	-	15,000	15,000	-	15,000
Badges		1,187	-	1,187	418	-	418
Training		-	-	-	227	-	227
Investment Income		993	-	993	1,992	-	1,992
Other Income		-	-	-	130	445	575
Total receipts		28,713	-	28,713	44,089	614	44,704
Payments							
County Costs							
Census / Subscriptions		833	-	833	353	-	353
Events		-	-	-	18,533	-	18,533
International travel		(1,176)	-	(1,176)	1,276	-	1,276
Badges		3,210	-	3,210	2,224	-	2,224
County Equipment (including website)		691	-	691	481	-	481
County Expenses		1,908	-	1,908	716	-	716
Training		201	-	201	4,088	-	4,088
External organisations/donations							
Donation to OAC	5	30,000	-	30,000	-	-	-
Help Out Fund		50	-	50	610	-	610
Committee expenses							
Administrative and office costs							
Wages, NI & Pension		8,112	-	8,112	7,337	-	7,337
Office equipment		589	-	589	1,522	-	1,522
Office maintenance		984	-	984	1,891	-	1,891
Rates		2,330	-	2,330	2,682	-	2,682
Utilities and telephone		1,291	-	1,291	2,329	-	2,329
Insurance		779	-	779	858	-	858
Professional fees (including payroll costs)		107	-	107	80	-	80
Bank charges		128	-	128	70	-	70
Independent examination fee	3	-	-	-	480	-	480
Other expenditure		-	-	-	-	435	435
Total Payments		50,038	-	50,037	45,530	435	45,965
Net receipts/(payments)		(21,325)	-	(21,325)	(1,441)	179	(1,262)
Cash funds at the start of the year		139,604	-	139,604	140,866	-	140,866
Cash funds at end of the year		118,279	-	118,279	139,425	179	139,604

The Guide Association -Sheffield County
Statement of assets and liabilities
As at 31 December 2020

	Note	2020	2019
		£	£
Cash assets			
Balances at bank			
CAF Cash Account		26,028	15,782
CAF Gold Account		-	7,341
Saffron Building Society		42,231	66,482
Shawbrook CAF 12-month deposit		50,000	50,000
Cash on Hand		20	-
		<u>118,279</u>	<u>139,604</u>
Investment assets			
Investments at current value		<u>3,959</u>	<u>4,540</u>
Assets retained for the Charity's own use			
Property at cost	4	279,121	279,121
Standards		2,500	2,500
		<u>281,621</u>	<u>281,621</u>
Current assets			
Events in the following year - payments made		-	1,176
Badge income during the year - debtors		105	37
		<u>105</u>	<u>1,213</u>
Liabilities			
Events in the following year - fees received		1,176	1,176
Donation to OAC during the year not yet paid		-	15,000
Independent examination fee		198	99
Payment in lieu of annual leave for 2020		858	-
		<u>2,232</u>	<u>16,275</u>

Approved by the trustees on 17th May 2021

Signed on behalf of the trustees by:



Name: Wendy Howard

Position: County Commissioner



Name: Jemma Taylor

Position: Division Commissioner

The Guide Association - Sheffield County
Notes to the financial statements
For the year ended 31 December 2020

1 Receipts & payments account

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2 Grants and Donations

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Donations Received (DLA Piper - International Women's Day)	208	-	208	-
Legacies	-	-	-	20,210
Total receipts	208	-	208	20,210

3 Independent examination fee

	2020 £	2019 £
Independent examination fee (due but not paid in the year)	99	480

The Independent Examiner for the 2018 accounts, who was paid £480 in 2019, did not complete an Independent Examination nor prepare the financial statements for the years 2019 or 2020, although did continue to be paid for providing a Payroll service in all years.

4 Property at Cost

	2020 £	2019 £
Outdoor Activity Centre (OAC Grounds)	4,121	4,121
Guide House, Townhead Street (see below)	275,000	275,000
	279,121	279,121

Guide House, Townhead Street - costs of refurbishment and office equipment are not included in this figure.

5 Trustee expenses and related party transactions

No Trustees received remuneration or benefits during the year.

Trustee expenses were paid in respect of administrative expenses during the year. These relate to a Zoom subscription to carry out County meetings online, and Postage.

A total of £185 was paid in administrative expenses to two trustees during the year. No voting members, the Secretary or Chair of Finance received any remuneration for their position on the committee during the year.

The Guide Association - Sheffield County

Notes to the financial statements For the year ended 31 December 2020

The spouse of a trustee, Jemma Taylor, is an employee of the charity. He was paid £8,112 in salary during the year. The trustee takes no part in any decisions relating to remuneration or performance monitoring.

Wendy Howard, County Commissioner is a trustee of the organisation and a trustee of OAC Buildings (Company No: 02583525, Registered Charity: 1010074), and OAC Grounds (Company No: 02583527, Registered Charity: 1010073).

Any conflicts of interest are documented in appropriate meeting minutes.

All financial transactions between OAC Buildings and Girlguiding Sheffield, and OAC Grounds and Girlguiding Sheffield are verified by a minimum of a quorum of trustees.

	2020	2019
	£	£
OAC Buildings		
Events costs paid	-	100
Oac Grounds		
Rent receivable	<u>15,000</u>	<u>15,000</u>
Donations paid: (Donations of £15,000 for 2019 and £15,000 for 2020 were both paid in 2020)	30,000	-
	<u>30,000</u>	<u>-</u>