

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

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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 Carroll	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	1500	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	-	1606	1,187	-	1,187
Training		0	-	0	-	-	-
Investment Income		203	-	203	993	-	993
Other Income		24	-	24	-	-	-
Total receipts		<u>27,956</u>	<u>1,000</u>	<u>28,956</u>	<u>28,713</u>	<u>-</u>	<u>28,713</u>
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		<u>40,842</u>	<u>-</u>	<u>40,842</u>	<u>50,037</u>	<u>-</u>	<u>50,037</u>
Net receipts/(payments)		(12,885)	1,000	(11,885)	(21,325)	-	(21,325)
Cash funds at the start of the year		<u>118,279</u>	<u>-</u>	<u>118,279</u>	<u>139,604</u>	<u>-</u>	<u>139,604</u>
Cash funds at end of the year		<u><u>106,394</u></u>	<u><u>-</u></u>	<u><u>106,394</u></u>	<u><u>118,279</u></u>	<u><u>-</u></u>	<u><u>118,279</u></u>

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>106,394</u>	<u>118,279</u>
Investment assets			
Investments at current value		<u>3,883</u>	<u>3,959</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>281,621</u>	<u>281,621</u>
Current assets			
Events in the following year - payments made		-	-
Badge income during the year - debtors		<u>659</u>	<u>105</u>
		<u>659</u>	<u>105</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	500	1,000	1500	208

3 Independent examination fee

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

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
	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.

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>30,000</u>
	<u>15,000</u>	<u>30,000</u>