

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

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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 trialled 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 read "Rogers".

County Commissioner

A handwritten signature in black ink, appearing to read "H. H. H.".

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 Funds £ | Restricted Funds £ | Total 2,022 £ | Unrestricted Funds £ | Restricted Funds £ | Total 2,021 £ |
|---|---|----------------------------|--------------------------|---------------------|----------------------------|--------------------------|---------------------|
| Receipts | | | | | | | |
| Donations and legacies | 2 | 222 | 2,362 | 2,584 | 500 | 1,000 | 1,500 |
| Census / Subscriptions | | 1,258 | - | 1,258 | 9,229 | - | 9,229 |
| International travel | | - | 267 | 267 | - | - | - |
| Events | | 10,200 | 411 | 10,611 | 1,394 | - | 1,394 |
| OAC rent | | 15,000 | - | 15,000 | 15,000 | - | 15,000 |
| Badges | | 2,296 | - | 2,296 | 1,606 | - | 1,606 |
| Training | | - | - | 0 | - | - | - |
| Investment Income | | 2,062 | - | 2,062 | 203 | - | 203 |
| Other Income | | - | - | - | 24 | - | 24 |
| Total receipts | | 31,038 | 3,040 | 34,078 | 27,956 | 1,000 | 28,956 |
| Payments | | | | | | | |
| County Costs | | | | | | | |
| Census / Subscriptions | | 1,339 | - | 1,339 | 721 | - | 721 |
| Events | | 11,094 | - | 11,094 | 2,191 | - | 2,191 |
| International travel | | - | - | - | - | - | - |
| Badges | | 3,693 | - | 3,693 | 4,314 | - | 4,314 |
| County Equipment (including website) | | 763 | - | 763 | 809 | - | 809 |
| County Expenses | | - | - | - | 589 | - | 589 |
| Training | | 1,121 | - | 1,121 | 253 | - | 253 |
| External organisations/donations | | | | | | | |
| Donation to OAC | 5 | 15,000 | - | 15,000 | 15,000 | - | 15,000 |
| Help Out Fund | | 510 | - | 510 | 675 | - | 675 |
| Committee expenses | | | | | | | |
| Administrative and office costs | | | | | | | |
| Wages, NI & Pension | | 8,112 | - | 8,112 | 8,881 | - | 8,881 |
| Office equipment | | 1,192 | - | 1,192 | 849 | - | 849 |
| Office maintenance | | 148 | - | 148 | 897 | - | 897 |
| Rates | | 3,356 | - | 3,356 | 3,059 | - | 3,059 |
| Utilities and telephone | | 4,083 | - | 4,083 | 1,045 | - | 1,045 |
| Insurance | | 816 | - | 816 | 811 | - | 811 |
| Professional fees (including payroll costs) | | 68 | - | 68 | 452 | - | 452 |
| Bank charges | | 121 | - | 121 | 98 | - | 98 |
| Independent examination fee | 3 | - | - | - | 198 | - | 198 |
| Other expenditure | | 2,360 | - | 2,360 | - | - | - |
| Total Payments | | 53,776 | 0 | 53,776 | 40,842 | - | 40,842 |
| Net receipts/(payments) | | (22,738) | 3,040 | (19,698) | (12,886) | 1,000 | (11,886) |
| Cash funds at the start of the year | | 106,393 | | 106,393 | 118,279 | - | 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 |
| | | 86,695 | 106,394 |
| Investment assets | | | |
| Investments at current value | | 4,652 | 3,883 |
| Assets retained for the Charity's own use | | | |
| Property at cost | 4 | 279,121 | 279,121 |
| Standards | | 2,500 | 2,500 |
| | | 281,621 | 281,621 |
| Current assets | | | |
| Badge income during the year - debtors | | 85 | 659 |
| | | 85 | 659 |
| Liabilities | | | |
| Independent examination fee | | 99 | 99 |
| | | 99 | 99 |

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> |