

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

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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 Carol	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 residentials, 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

		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		Funds	Funds	2023	Funds	Funds	2022
Notes		£	£	£	£	£	£
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		<u>2,500</u>	<u>2,500</u>
		<u>322,500</u>	<u>281,621</u>
Current assets			
Badge income during the year - debtors		<u>295</u>	<u>85</u>
		<u>295</u>	<u>85</u>
Liabilities			
Independent examination fee		<u>99</u>	<u>99</u>
		<u>99</u>	<u>99</u>

Approved by the trustees on 4th December 2024

Signed on behalf of the trustees by:



Jemma 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>