

**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**

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## 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 Carroll | President | Resigned  |
| Sue Hubbert  | President | Appointed |

**Principal Address:** Guide House  
41 Townhead  
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 aswell 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 residentials, 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 58<sup>th</sup> 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

30<sup>th</sup> January 2025

59 Dalewood Avenue  
Sheffield  
S8 0EG

## The Guide Association - Sheffield County

### Receipts & payments account

For the year ended 31 December 2024

|   |   | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2024  | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2023   |
|---|---|-----------------------|---------------------|----------------|-----------------------|---------------------|-----------------|
| Notes                                       |   | £                     | £                   | £              | £                     | £                   | £               |
| <b>Receipts</b>                             |   |                       |                     |                |                       |                     |                 |
| 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               |
| <b>Total receipts</b>                       |   | <b>53,946</b>         | <b>-</b>            | <b>53,946</b>  | <b>33,685</b>         | <b>5,581</b>        | <b>39,265</b>   |
| <b>Payments</b>                             |   |                       |                     |                |                       |                     |                 |
| <b>County Costs</b>                         |   |                       |                     |                |                       |                     |                 |
| 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           |
| <b>External organisations/donations</b>     |   |                       |                     | 0              |                       |                     |                 |
| Donation to OAC                             | 5 | 7,000                 |                     | 7,000          | 7,362                 |                     | 7,362           |
| Help Out Fund                               |   | -                     | 730                 | 730            | -                     | 960                 | 960             |
| <b>Administrative and office costs</b>      |   |                       |                     | -              |                       |                     |                 |
| 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           |
| <b>Total Payments</b>                       |   | <b>54,686</b>         | <b>730</b>          | <b>55,416</b>  | <b>46,444</b>         | <b>3,177</b>        | <b>49,621</b>   |
| <b>Net receipts/(payments)</b>              |   | <b>(740)</b>          | <b>(730)</b>        | <b>(1,470)</b> | <b>(12,759)</b>       | <b>2,403</b>        | <b>(10,356)</b> |
| Cash funds at the start of the year         |   | 76,339                |                     | 76,339         | 86,695                |                     | 86,695          |
| <b>Cash funds at end of the year</b>        |   | <b>74,869</b>         |                     | <b>74,869</b>  | <b>76,339</b>         |                     | <b>76,339</b>   |

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

|  | <b>Note</b> | <b>2024</b><br>£ | <b>2023</b><br>£ |
|--|-------------|------------------|------------------|
| <b>Cash assets</b>                               |             |                  |                  |
| 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                |
|  |             | <b>74,397</b>    | <b>76,339</b>    |
| <b>Investment assets</b>                         |             |                  |                  |
| Investments at current value                     |             | <b>4,644</b>     | <b>4,644</b>     |
| <b>Assets retained for the Charity's own use</b> |             |                  |                  |
| Property at cost (Formal Valuation Sept 2023)    | <b>4</b>    | 320,000          | 279,121          |
| Standards  |             | 2,500            | 2,500            |
|  |             | <b>322,500</b>   | <b>281,621</b>   |
| <b>Current assets</b>                            |             |                  |                  |
| Badge income during the year - debtors           |             | 472              | 295              |
|  |             | <b>472</b>       | <b>295</b>       |
| <b>Liabilities</b>                               |             |                  |                  |
| Independent examination fee                      |             | 99               | 99               |
|  |             | <b>99</b>        | <b>99</b>        |

**Approved by the trustees on 24<sup>th</sup> 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<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£  | Total<br>2022<br>£  |
|---|----------------------------|--------------------------|---------------------|---------------------|
| 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)                                  | -                          |                          |                     |                     |
| <b>Total receipts</b>   | <b><u>2,000</u></b>        | <b><u>-</u></b>          | <b><u>2,000</u></b> | <b><u>5,581</u></b> |

**3 Independent examination fee**

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

**4 Property at Cost**

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

**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.

|   | <b>2024</b>         | <b>2023</b>         |
|---|---------------------|---------------------|
|   | <b>£</b>            | <b>£</b>            |
| <b>OAC Buildings</b>                            |                     |                     |
| Events costs paid                               | -                   | -                   |
| <b>OAC Grounds</b>                              |                     |                     |
| 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><b>7,000</b></u> | <u><b>7,362</b></u> |