

HAMPSHIRE EAST GUIDE ASSOCIATION

(under the the registered charity of the Guides Association - No.306016)

FINANCIAL STATEMENTS

for the period 1st January 2017 to 31st December 2017

HAMPSHIRE EAST GUIDE ASSOCIATION

TRUSTEES' ANNUAL REPORT

for the period 1st January 2017 to 31st December 2017

Hampshire East Guide Association, operating as Girlguiding Hampshire East, is a branch of The Guide Association, 17-19 Buckingham Palace Road, London, SW1W 0PT registered with the Charity Commissioners (No. 306016) and constituted by Deed of Trust.

This report provides information on the Association's activities and achievements in the past year, including any changes that have taken place, as well as possible future developments.

Structure, Governance and Management

The work of the Association is conducted through its County Commissioner and Division Commissioners and sub-committees, advisers and staff of one County Administrator and a Development Worker, as well as voluntary workers whose contribution towards the success of the Association is greatly appreciated. There is, nevertheless, a constant need for more members to become involved in voluntary work of this kind.

The function of the County Executive Committee of Hampshire East is to direct the general development and foster the growth and spirit of the Guide Association within Hampshire East County in accordance with the provision of the Guiding Manual, in force from time to time. The voting members of Hampshire East Executive Committee are the charity trustees of Hampshire East County in accordance with the provisions of the Charities Acts. Details of these and the Holding Trustees are appended.

Objectives and Activities

Girlguiding is the leading charity for girls and young women in the UK. Thanks to the dedication and support of 100,000 amazing volunteers, we are active in every part of the UK, giving girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities. We build girls' confidence and raise their aspirations. We give them the chance to discover their full potential and encourage them to be a powerful force for good.

The Association has continued to actively develop its activities through the various groups which are either promoted by the Association or provided with its facilities.

Achievements and Performance

Since 1 January 2017

- 1 The County has continued to grow Guiding and our membership has been maintained, and in some sections increased. The appointment of a paid Development Worker has seen an increase in the number of new units.
- 2 The Resource and Information Centre in Fareham Shopping Centre has continued to be very successful and the copier is used by our new County Administrator. The County again ran the Christmas Grotto in Fareham Shopping Centre, raising substantial funds for the units which took part.
- 3 A large number of girls have achieved awards this year, including Baden Powell Award, Chief Commissioners Award, Commonwealth Award and 2 Queen's Guides.
- 4 We have continued to provide trainings for all Leaders across the County during the year, including a training weekend at the Marriott Hotel led by out of County Trainers and a day at Southdown's College covering a range of topics and training weeks. The County held a Thank You Tea event in September 2017 at which many leaders received awards - long service, silver and gold standards.
- 5 Many Rainbows, Brownies, Guides, Senior Section and Leaders have enjoyed residential experiences including Girlguiding's Festival themed camp 'Wellies & Wristbands'.

Financial Review

The financial position of the Association is sound, with reserves having been accumulated to meet the cost of future development projects, particularly for training initiatives.

Lyndsey Cook

County Commissioner

HAMPSHIRE EAST GUIDE ASSOCIATION

APPENDIX TO THE TRUSTEES' ANNUAL REPORT FOR THE YEAR 1ST JANUARY 2017 TO 31ST DECEMBER 2017

TRUSTEES AND EXECUTIVE COMMITTEE MEMBERS OF THE ASSOCIATION

COUNTY COMMISSIONER - CHAIRMAN

Miss Lyndsey Cook

DIVISION COMMISSIONERS and COMMITTEE CHAIRS (VOTING)

Mrs Gillian Osmond		Mrs Maz Francis	
Mrs Karen O'Connor		Mrs Anna Dollery	(to 31/8/17)
Mrs Stacey Carter		Ms Hannah West	(to 31/8/17)
Mrs Vilma Cooke	(to 3/3/17)	Ms Lexa Wokersein	(to 31/8/17)
Mrs Liz Dunning		Mrs Caroline Rogers	
Mrs Becky Lawton	(to 3/3/17)	Mrs Carole McColl	
Mrs Jane Beveridge		Mrs Kathy Davis	
Mrs Angela Fry		Mrs Marthie Turner	(from 1/9/17)
Mrs Victoria Ling-White		Mrs Tracey Morphett	(from 4/3/17)
		Miss Susan Beevor	(from 1/12/17)

FINANCE COMMITTEE

Miss Lyndsey Cook	(COUNTY COMMISSIONER - VOTING)
Mrs Liz Linkins	(COUNTY TREASURER)
Mrs Karen O'Connor	MEMBER - CHAIR
Mrs Tracey Morphett	MEMBER
Mrs Kathy Davis	MEMBER
Mrs Helen Hollis	MEMBER
Mrs Glenda Ashdown-Watts	MEMBER

HAMPSHIRE EAST GUIDE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

for the period 1st January 2017 to 31st December 2017

	Notes	TOTAL FUNDS £	GENERAL PURPOSES £	RESTRICTED FUNDS £	DESIGNATED FUNDS £
Operating Income					
Investment interest receivable		558.75	543.16	15.59	
Subscriptions	3	30,024.00	30,024.00		
Administration		38.95	38.95		
Resource Centre	4	1,245.00	1,245.00		
Section Programmes		5,654.62	5,654.62		
Adult Support and Training		3,492.00	3,492.00		
Outdoor Activities		210.00	210.00		
Grants and Donations	5	26.26	26.26		
		<u>41,249.58</u>	<u>41,233.99</u>	<u>15.59</u>	<u>0.00</u>
Other Income					
Events	6	1,024.00	1,024.00		
Grotto	7	6,180.80	6,180.80		
Badge Sales	8	8,574.51	8,574.51		
Collection for Caribbean Disaster Fund		464.00	464.00		
		<u>16,243.31</u>	<u>16,243.31</u>	<u>0.00</u>	<u>0.00</u>
Total Income		<u><u>57,492.89</u></u>	<u><u>57,477.30</u></u>	<u><u>15.59</u></u>	<u><u>0.00</u></u>
Operating Expenditure					
Subscriptions	3	351.00	351.00		
County staff expenses		2,521.47	2,521.47		
Administration		3,068.31	3,068.31		
Resource Centre	4	468.62	468.62		
Audit Fees		300.00	300.00		
Media & Communications		521.00	521.00		
Section programmes		5,442.60	5,442.60		
Adult Support and Training		13,369.41	13,369.41		
Thank You Tea		1,711.17	1,711.17		
Outdoor activities		507.39	507.39		
Grants and donations	5	2,488.42	2,173.42	315.00	
Awards		903.90	903.90		
Other		146.15	146.15		
Purchase of Equipment		1,344.03	1,344.03		
		<u>33,143.47</u>	<u>32,828.47</u>	<u>315.00</u>	<u>0.00</u>
Other Expenditure					
Events	6	2,536.09	2,536.09		
Staff Wages & Expenses	2	32,370.90	32,370.90		
Santa's Grotto	7	5,658.11	5,658.11		
Badge Purchases	8	7,131.76	7,131.76		
Donation to Caribbean Disaster Fund		464.00	464.00		
		<u>48,160.86</u>	<u>48,160.86</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditure		<u><u>81,304.33</u></u>	<u><u>80,989.33</u></u>	<u><u>315.00</u></u>	<u><u>0.00</u></u>
Operating surplus		8,106.11	8,405.52	-299.41	0.00
Other Income & Expenditure deficit		-31,917.55	-31,917.55	0.00	0.00
Fund balances Brought Forward		188,962.64	176,166.29	6,698.80	6,097.55
		<u>165,151.20</u>	<u>152,654.26</u>	<u>6,399.39</u>	<u>6,097.55</u>

HAMPSHIRE EAST GUIDE ASSOCIATION

BALANCE SHEET

as at 31st December 2017

	Notes	2017	2016
		£	£
CURRENT ASSETS			
National Savings Bank		78,955.96	88,582.08
Capital reserve accounts		76,948.81	86,763.94
Cash at bank		7,099.92	12,212.86
Badge Account		2,146.51	1,403.76
Petty Cash		-	-
		165,151.20	188,962.64
CURRENT LIABILITIES			
		-	-
		165,151.20	188,962.64
FUND BALANCES			
General Fund	8	153,654.26	176,166.29
Restricted Funds	8	6,399.39	6,698.80
Designated Funds	8	5,097.55	6,097.55
		165,151.20	188,962.64

Approved by the Board of Trustees on
and signed on its behalf by:

..... Trustee

..... Trustee

HAMPSHIRE EAST GUIDE ASSOCIATION

Notes to the Financial Statements for the period 1st January 2017 to 31st December 2017

1 Accounting Policy

1.1 Basis of accounting

The financial statement has been prepared in a Receipts and Payments format which complies with the Charity Commissions new reporting procedure.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in notes to the financial statements.

Investment income is allocated to the appropriate fund.

2 Employee Information

It was agreed by the County Executive to employ a Development Worker from 01.01.17 for 18 months at a salary of £24000 per annum, this would be funded by reserves held by the county. An Administrator was also appointed from 01.05.17 at a salary of £7800 per annum, also to be funded from reserves for 2017, this would be included in future budgets.

	£
County Development Worker Salary	24,000.00
County Development Worker Expenses	983.33
Employer National Insurance contributions	2187.57
Administrator Salary (pro rata)	5200.00
	<u>32370.90</u>

3 Subscriptions

The figures quoted are the County levy received from the Annual Subscription for 2017 and subscriptions paid to Girlguiding UK for County personnel

	Receipts	Payments
	£	£
4 Resource Centre		
Profit from sale of Guidewear	1245.00	
Utilities		468.62
	<u>1245.00</u>	<u>468.62</u>

	£	£
5 Grants and Donations		
Gift Aid from Donations in 2016	26.26	
International		1937.50
Leadership Training		250.92
Hardship		300.00
	<u>26.26</u>	<u>2488.42</u>

	£	£
6 Events		
Hampshire Rose Lunch	833.00	1273.29
Make a Difference Together	191.00	962.80
Trefoil Tea 2018		300.00
	<u>1024.00</u>	<u>2536.09</u>

	£	£
7 Santa's Grotto		
2016		3445.61
2017	6180.80	2212.50
	<u>6180.80</u>	<u>5658.11</u>

8 Stock of Badges

A stock of badges is held by the Badge Secretary which amounted to £870.00 at the year end.

9 Funds	Balance at 01.01.17	Incoming Resources	Resources Expended	Transfers	Balance at 31.12.17
Unrestricted Funds					
General Purpose Fund	176,166.29	57,013.30	80,525.33	1,000.00	153,654.26
Designated Funds					
Disabled Guides Fund	1,092.00				1,092.00
Task Team	1,000.00			-1,000.00	0.00
Eileen Greenway legacy	4,005.55				4,005.55
	<u>6,097.55</u>	<u>0.00</u>	<u>0.00</u>	<u>-1,000.00</u>	<u>5,097.55</u>
Restricted Funds					
Louise James Bursary	6,698.80	15.59	315.00		6,399.39
Total	<u>188,962.64</u>	<u>57,028.89</u>	<u>80,840.33</u>	<u>0.00</u>	<u>165,151.20</u>

The Disabled Guides Fund can be used for any purpose beneficial to disabled guides.

The Eileen Greenway legacy represents funds that have been set aside for arts, international projects and for disabled guides

Louise James International Bursary represents monies received specifically for Guides and Senior Section members of Girlguiding Hampshire East, aged 14 to 18 years, to enable them to participate in international travel or international events, abroad or in the UK. The event must be organised as part of the Guiding Programme, at regional or national level, and participants must have taken part in a selection process at county, regional or national level.

The grant available for each participant will be 10% of the cost of the event, up to a maximum of £200. No more than one grant will be give to any one applicant in a financial year. The Financial Committee shall from time to time review the arrangements for the management of the bursary, and consult the James family on any suggested changes.

County International Trips can also apply for funding for neckerchiefs.

Transfers are made between funds when it is agreed by the committee, when it is required to keep the fund balance in credit or when restricted or designated funds are used to purchase fixed assets.