

GUIDE ASSOCIATION BUCKINGHAMSHIRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

GUIDE ASSOCIATION BUCKINGHAMSHIRE

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|-----------------------------|--|
| Trustees | Ms W Buckley Ms R Bowles Ms S Beales Mrs V J Fleming Miss E J Hallows Ms K Johnson Ms N Dolan Mrs J I Freeman |
| Charity number | 308309 |
| Principal address | 3 Walton Terrace Walton Street Aylesbury Buckinghamshire HP21 7QY |
| Independent examiner | David Maidstone 71 Middletons Lane Norwich NR6 7NS |

GUIDE ASSOCIATION BUCKINGHAMSHIRE

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GUIDE ASSOCIATION BUCKINGHAMSHIRE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's Royal Charter, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

Objectives and activities

The Charity's primary objective is to promote Guiding within the County of Buckinghamshire and the Milton Keynes Unitary Authority. The policies adopted in furtherance of these objects are disclosed in the Notes to the accounts and there has been no change in these during the year.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

We have not used any professional fundraisers to carry out any fundraising activities in the year.

Achievements and performance

As with many other organisations the situation has continued to be difficult as the effects of Coronavirus continued to disrupt social activities.

Due to the restrictions all our overseas expeditions continued to be cancelled and also many camps and holidays were either cancelled or postponed. This has been a major disappointment to both adults and girls but as always our main priority has been the safety of all.

As trustees we have done our best to remain positive about the situation and have offered help and support to all - adults and children. We continued to support units through a hardship fund which was available to units, districts, divisions and individuals (adults and children). We set aside a sum of money and have received grants from Girlguiding Anglia. All the information is on our website and a separate committee has been set up - with a constitution agreed by the trustees - so that any applications can be dealt with swiftly. We have dealt with many applications and have more in the pipeline. Like units many of our parents have faced cuts in their income but in this way we can help with the cost of uniform etc. This fund will stay in operation for as long as necessary. We still have in place our bursary fund for overnight stays and camps although due to restrictions there has not been a lot of demand for this.

Financial review

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to two years expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained through the year. The Charity prepares budgets annually which are approved by the Board. Activities are managed in line with the approved budget with a view to ensuring that significant unplanned surpluses or deficits do not arise.

Trustees are responsible for ensuring the Charity remains a going concern and with this in mind have prepared a five year plan to evaluate risks and to make the way forward clear to all concerned taking into account the ongoing pandemic. This will be reviewed on an annual basis and amended where necessary. A full risk register has also been completed and can be updated as needed if things change in any significant way.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

GUIDE ASSOCIATION BUCKINGHAMSHIRE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management

The Trustees are voting members of the County Executive Committee. An up to date list can be obtained from the County Treasurer and/or the County Office.

None of the Trustees has any beneficial interest in the Charity.

The Trustees' report was approved by the Board of Trustees.

The Trustees who served during the year and up to the date of signature of the financial statements were:

Ms W Buckley

Ms R Bowles

Ms S Beales

Mrs VJ Fleming

Miss E J Hallows

Ms K Johnson

Ms **N** Dolan

Mrs J I Freeman

GUIDE ASSOCIATION BUCKINGHAMSHIRE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF GUIDE ASSOCIATION BUCKINGHAMSHIRE

I report to the Trustees on my examination of the financial statements of Guide Association Buckinghamshire (the Charity) for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

Save that due to exceptional circumstances the return and accounts were not made on time, I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

David Maidstone ACMA

Norwich
Dated: 20 January 2024

GUIDE ASSOCIATION BUCKINGHAMSHIRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

| | | Unrestricted funds | Unrestricted funds designated | Restricted funds | Total | Total |
|---|-------|-----------------------|-------------------------------------|---------------------|-----------|-----------|
| | Notes | 2022 £ | 2022 £ | 2022 £ | 2022 £ | 2021 £ |
| Income from: | | | | | | |
| Donations and legacies | 3 | 81 | | | 81 | 128,348 |
| Charitable activities | 4 | 34,733 | | | 34,733 | 12,079 |
| Other trading activities | 5 | 77 | | | 77 | 77 |
| Investments | 6 | 126 | | | 126 | 523 |
| Total income | | 35,017 | | | 35,017 | 141,027 |
| Expenditure | | | | | | |
| Charitable activities | 7 | 35,551 | | | 35,551 | 92,847 |
| Net incoming resources before transfers | | (534) | | | (534) | 48,180 |
| Gross transfers between funds | | | | | | |
| Net income for the year/ Net movement in funds | | (534) | | | (534) | 48,180 |
| Fund balances at 1 April 2021 | | 371,419 | 362,520 | 146,924 | 880,863 | 832,683 |
| Fund balances at 31 March 2022 | | 370,885 | 362,520 | 146,924 | 880,329 | 880,863 |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

GUIDE ASSOCIATION BUCKINGHAMSHIRE

BALANCE SHEET

AS AT 31 MARCH 2022

| | Notes | 2022 £ | £ | 2021 £ | £ |
|---|-------|-----------|---------|-----------|---------|
| Fixed assets | | | | | |
| Tangible assets | 10 | | 362,520 | | 362,520 |
| Current assets | | | | | |
| Stocks | 11 | 800 | | 802 | |
| Debtors | 12 | 34,806 | | 59,233 | |
| Cash at bank and in hand | | 496,403 | | 496,704 | |
| | | 532,009 | | 556,739 | |
| Creditors: amounts falling due within one year | 13 | (14,200) | | (38,396) | |
| Net current assets | | | 517,809 | | 518,343 |
| Total assets less current liabilities | | | 880,329 | | 880,863 |
| Income funds | | | | | |
| Restricted funds | | | 146,924 | | 146,924 |
| Unrestricted funds - designated | | | 362,520 | | 362,520 |
| Unrestricted funds | | | 370,885 | | 371,419 |
| Total charity funds | | | 880,329 | | 880,863 |

The financial statements were approved by the Trustees on 20 January 2023



K Johnson 20/1/23
Trustee

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Guide Association Buckinghamshire is a Charity formed by Royal Charter and its principal address is 3 Walton Terrace, Walton Street, Aylesbury Buckinghamshire HP21 7QY.

1.1 Accounting convention

The financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019. The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise of 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 subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Expenditure is accounted for on an accrual basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with the governance of the Charity and are primarily associated with compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grant being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as commitment but not accrued as expenditure.

All resources expended are inclusive of irrecoverable VAT.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Due to the restrictive covenants put in place on the purchase of the freehold property from the Chequers Estate, the Trustees consider it appropriate to discount the insurance rebuilding valuation as the fair value of the freehold land and building. This valuation has not been subjected to depreciation.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|-----------------------------|-----------------|
| Freehold land and buildings | Not depreciated |
|-----------------------------|-----------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.9 Financial instruments

The company has elected to apply the provisions of Section 11 "Basic Financial Instruments" to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances are measured at transaction price less any provision for impairment. Loans receivable are measured initially at fair value, net of transaction costs and are subsequently carried at amortised costs using the effective interest method, less any provision for impairment.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Donations and legacies

| | Unrestricted funds | Total | Unrestricted funds | Total |
|---------------------|-----------------------|-------|-----------------------|---------|
| | 2022 | 2022 | 2021 | 2021 |
| | £ | £ | £ | £ |
| Donations and gifts | 81 | 81 | 108,079 | 108,079 |

In 2021 £20,269 government grant income was Covid grant awarded by Bucks County Council.

4 Charitable Income

| | 2022 £ | 2021 £ |
|---------------------|-----------|-----------|
| County Activities | 34,733 | 6,173 |
| Ellesborough Centre | - | 4,669 |
| Elmfield Campsite | - | - |
| International | - | - |
| Outdoor Activities | - | 167 |
| Total | 34,733 | 12,079 |

5 Other trading activities

| | Unrestricted funds | Unrestricted funds |
|-------------|-----------------------|-----------------------|
| | 2022 £ | 2021 £ |
| Shop income | - | 77 |

6 Investments

| | Unrestricted funds | Restricted funds | Total | Unrestricted funds | Restricted funds | Total |
|---------------------|-----------------------|---------------------|-----------|-----------------------|---------------------|-----------|
| | 2022 £ | 2022 £ | 2022 £ | 2021 £ | 2021 £ | 2021 £ |
| Interest receivable | 126 | - | 126 | 469 | 54 | 523 |

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Analysis of expenditure by charitable activities

| | County | Elles- borough Guide Centre | Elmfield Campsite | Friends of Elles- borough | Inter- national | Outdoor activities | Total | Total |
|---------------------------|--------|--------------------------------------|----------------------|---------------------------------|--------------------|-----------------------|--------|--------|
| | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2021 |
| | £ | £ | £ | £ | £ | £ | £ | £ |
| Charitable activities | 3,520 | - | - | | (850) | 365 | 3,035 | 47,961 |
| Share of support costs | 27,916 | | | | | | 27,916 | 40,686 |
| Share of governance costs | 4,600 | | | | | | 4,600 | 4,200 |
| | 36,036 | - | - | - | (850) | 365 | 35,551 | 92,847 |
| Analysis by fund | | | | | | | | |
| Unrestricted funds | 36,036 | - | - | - | (850) | 365 | 35,551 | 92,847 |

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

9 Employees

There was one employee during the year under review (2021 nil). Total earnings were £13,079 (2021 nil).

10 Tangible fixed assets

Freehold land and buildings
£

Cost

At 1 April 2021 362,520

At 31 March 2022 362,520

Carrying amount

At 31 March 2022 362,520

At 31 March 2021 362,520

11 Stocks

2022 2021
£ £

Finished goods and goods for resale 800 802

12 Debtors

2022 2021
£ £

Amounts falling due within one year:

Prepayments and accrued income 34,806 59,233

13 Creditors: amounts falling due within one year

2022 2021
£ £

Payments received on account 10,000 34,196

Accruals and deferred income 4,200 4,200

14,200 38,396

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

14 Designated funds

The income funds of the charity include a designated fund which has been set aside out of unrestricted funds by the trustees for the refurbishment project of the fixed property asset, Ellesborough Guide Centre.

15 Analysis of net assets between funds

| | Unrestricted funds 2022 £ | Designated funds 2022 £ | Restricted funds 2022 £ | Total 2022 £ | Total 2021 £ |
|--|------------------------------------|----------------------------------|----------------------------------|--------------------|--------------------|
| Fund balances at 31 March are represented by: | | | | | |
| Tangible assets | - | 362,520 | - | 362,520 | 362,520 |
| Current assets/(liabilities) | 374,885 | - | 143,458 | 518,343 | 518,343 |
| | 374,885 | 362,520 | 143,458 | 880,863 | 880,863 |

16 Covid -19

During the financial period under review, Covid-19 pandemic continued to have a significant impact on life in the UK. The repercussions for financial markets, business operations and society have been significant and will continue to be felt for several years to come. As highlighted in the Trustees' report, the charity is well placed to weather the financial impact of the pandemic.

Although significant, this event requires no adjustment to these financial statements.

17 Related party transactions

No related party transactions, which require disclosure occurred in the reporting period (2021 - none).