

GUIDE ASSOCIATION BUCKINGHAMSHIRE

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

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	Until 25 th October 2022
Charity number	308309	
Principal address	3 Walton Terrace Walton Street Aylesbury Buckinghamshire HP21 7QY	
Independent examiner	David Maidstone 71 Middletons Lane Norwich NR6 7NS	

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report and financial statements for the year ended 31 March 2023.

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 for girls and young women 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.

We continued to support units and individuals 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.

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 are detailed on page 2.

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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 2023 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

Norwich

Dated: 15 March 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	2023 £	2023 £	2023 £	2023 £	2022 £
Income from:						
Donations and legacies	3	-	-	-	-	81
Charitable activities	4	80,736	1,589	-	82,325	34,733
Other trading activities	5	-	-	-	-	77
Investments	6	107	670	570	1,347	126
Total income		80,843	2,259	570	83,672	35,017
Expenditure						
Charitable activities	7	36,575	5,295	4,096	45,966	35,551
Net incoming resources before transfers		44,268	(3,036)	(3,526)	37,706	(534)
Net income for the year/ Net movement in funds		44,268	(3,036)	(3,526)	37,706	(534)
Fund balances at 1 April 2022		370,885	362,520	146,924	880,329	880,863
Fund balances at 31 March 2023		415,153	359,484	143,398	918,035	880,329

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

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BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	10		362,520		362,520
Current assets					
Stocks	11	600		800	
Debtors	12	5,250		34,806	
Cash at bank and in hand		549,665		496,403	
		555,515		532,009	
Creditors: amounts falling due within one year	13	-		(14,200)	
Net current assets		555,515		517,809	
Total assets less current liabilities		918,035		880,329	
Income funds					
Restricted funds		143,398		146,924	
Unrestricted funds - designated		359,484		362,520	
Unrestricted funds		415,153		370,885	
Total charity funds		918,035		880,329	

The financial statements were approved by the Trustees on 12 March 2024



K Johnson 12/3/24
Trustee

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting Policies

1.1 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.

1.2 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.

1.3 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.

1.4 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.

1.5 Income

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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.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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.

1.6 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.

1.7 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.

1.8 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).

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.9 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.

1.10 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.

3 Donations and legacies

	Unrestricted funds	Total	Unrestricted funds	Total
	2023 £	2023 £	2022 £	2022 £
Donations and gifts	-	-	81	81

4 Charitable Income

	2023 £	2022 £
Delivering Guiding	34,733	34,733
Total	34,733	34,733

5 Other trading activities

	2023 £	2022 £
Shop income	-	77

6 Investments

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023 £	2023 £	2023 £	2022 £	2022 £	2022 £
Interest receivable	777	570	1,347	126	-	126

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Analysis of expenditure by charitable activities

	Unrestricted	Designated	Restricted	Total	Total
	2023	2023	2023	2023	2022
	£	£	£	£	£
Grants given	-	5,295	4,096	12,400	500
Other charitable activities	33,566	-	-	33,566	35,051
	33,566	5,295	4,096	45,966	35,551

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year. (2022 None)

9 Employees

There was one employee during the year under review (2022 nil). Total earnings were £14,146 (2022: £13,079).

10 Tangible fixed assets

	Freehold land and buildings
	£
Cost	
At 1 April 2022	362,520
At 31 March 2023	362,520
Carrying amount	
At 31 March 2023	362,520
At 31 March 2022	362,520

11 Stocks

	2023	2022
	£	£
Finished goods and goods for resale	600	802

12 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Prepayments and accrued income	5,250	34,806

13 Creditors: amounts falling due within one year

	2023	2022
	£	£
Payments received on account	-	10,000
Accruals and deferred income	-	4,200
	-	38,396

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Fund balances at 31 March are represented by:					
Tangible assets	-	362,520	-	362,520	362,520
Current assets/(liabilities)	374,885	(5,295)	143,458	518,343	518,343
	374,885	357,225	143,458	880,863	880,863

16 Related party transactions

No related party transactions, which require disclosure occurred in the reporting period (2022 - none).