

Registered No: 1091992

# **LONDON SOUTH EAST COUNTY GUIDE ASSOCIATION**

**Annual Report and Financial Statements for the year ended 31 December 2017**

## **LONDON SOUTH EAST COUNTY GUIDE ASSOCIATION**

Registered number: 1091992

### Registered office

C/o Miss J Randall  
109 Rommany Road  
London  
SE27 9BY

### Annual report and financial statements for the year ended 31 December 2017

<u>Contents</u>	Page
Reference and administration information	3
Annual report of the Trustees'	4-6
Statement of financial activities	7-8
Balance sheet	9
Notes to the financial statements	10-11

## **LONDON SOUTH EAST COUNTY GUIDE ASSOCIATION**

### **REFERENCE AND ADMINISTRATION INFORMATION**

#### **Trustees**

The members of the County Executive are the managing Trustees of the charity.

The members of the County Executive are:

Jenni Randall County Commissioner – Chairperson (Appointed 1 January 2016)

Ann French

Lesley Crook

Lorraine Burgess

Rosemary Thomas

Rosemary Tubbs

#### **Secretary**

Aga Dennis

#### **Independent Examiner**

Colin Alexander

#### **Bank**

NatWest Bank Plc

Eltham Branch

65 Eltham High Street

London SE9 1TE

## **LONDON SOUTH EAST COUNTY GUIDE ASSOCIATION**

### **2017 ANNUAL REPORT**

#### **Objective**

London South East Guide County (the "**County**") is a County with London and South East England ("LASER") Region of the Guide Association and is an unincorporated charity governed by constitution. The County Executive has been appointed to administer and manage Guide Association activities within the County. The Function of the County Executive Committee is to direct the general development and foster the growth and spirit of the Guide Association within London South East County in accordance with the provisions of the Guiding Manual on force at any time.

In setting the objective the County Executive has given careful consideration to the Charity Commissions general guidance on public benefit.

The strategies employed to achieve the objectives are:

- to provide training and support to local leaders with the Guide Association who guide within the area;
- to provide opportunities for girls to build confidence, raise their aspirations and develop their full potential through activities;
- to make grants to assist with the cost of residential opportunities both in the UK or Overseas to Leaders, Senior Section, Guides, Brownies or Rainbow members within the County on such terms and conditions as the County Executive may consider appropriate;
- to do all such other lawful things as are necessary for the attainment of the objective of the Charity.

#### **Investments**

Apart from a current and deposit accounts with NatWest the County holds units in a COIT Charity Fund, via the Guide Association. These units were purchased, by the Guide Association on behalf of the County, as a result of the County being granted shares from deposits held with Woolwich Building Society.

#### **COIF Charities Investment Fund Income Units**

The aim of the Fund is to provide capital growth and raising income over time. The portfolio is invested mainly in equities, but can include fixed interest securities, property and other assets. The Guide Association acts as the County's investment adviser. The County receives income from these investments on a quarterly basis.

The County hold 649.48 units in the Fund, which were valued at £9,568.33 as at 31 December 2017, based on a mid-market value of one unit being 1473.23 pence. The value was stated as £8,826.89 as at 31 December 2016.

The income received from this investment in 2017 was £316.95.

As this investment was unexpected, only income has been recorded in these accounts.

#### **Reserves policy**

Any Income which becomes available to a charity will be spent at the County Executive's discretion in furthering any of the charity's objectives.

The County received funds in the past which cannot be spent, which amounts to £50,000. Any interest received on these funds can be classed as income and can be spent.

## **LONDON SOUTH EAST COUNTY GUIDE ASSOCIATION**

### Risk management

The major risks to which the County is exposed, as identified by the County Executive are periodically reviewed. Systems and controls have been established to manage those risks.

### Residential opportunities grants

Grants made in 2017 were as follows: -

	2017 £	2016 £
6 Grants were made during the year	738.75	705.00
	<u>738.75</u>	<u>705.00</u>

### Activity opportunities for members

The County Executive in 2017 decided to provide training for Leaders as well as activities for girls. Although leaders were asked to contribute to the cost of trainings, the County arranged and partly subsidised them during the year. Activities for the girls are funded by parents and sometime subsidised by the County. These are additional activities to those provided by Divisions, Districts and Units.

This year the County was asked to represent Girlguiding at the Remembrance Sunday Service in London. 10 Girls and 3 Leaders attended.

### Jack Petchey Foundation

Guide and Senior Section Units within the County benefit from grants from the Jack Petchey Foundation. These funds are paid to County. County paid the funds to Divisions who pay the Units. In addition Leaders can apply for grants to help with projects and activities in their Units. These funds are again received by County, but paid directly to the Unit. The difference in the accounts between receipt and payment is a timing issue.

### Recognition and Thank You Event

The County organised a recognition and Thank Event to thank and recognise commitment by leaders and for 2017 was part of the County Day Training.

### Plans for the future

The County Executive intends to continue to provide on-going support to achieve the development and growth of Guiding within its area.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention (~~other than that disclosed below~~\*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

C Alexander

Date:

1st October 2018

Name:

COLIN ALEXANDER

Relevant professional qualification(s) or body (if any):

Address:

75 BOURNE VALE

BROMLEY KENT

BR2 7NW

# LONDON SOUTH EAST COUNTY GUIDE ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017

		Unrestricted	Restricted	Total	Total
	Notes	Fund 2017 £	Fund 2017	Funds 2017 £	Funds 2016 £
<b>Incoming resources</b>					
Investment income		316.95		316.95	293.63
Census		10,992.10		10,992.10	9,630.00
Training / County Day		1,375.00		1,375.00	1,122.00
Bank Interest		11.16		11.16	32.19
Jack Petchey			16,825.00	16,825.00	14,573.93
Trading Receipts		491.90		491.90	486.07
Sale of badges		339.30		339.3	605.80
Girls on the Lead		100.00		100.00	0.00
BP Weekend		360.00		360.00	0.00
Copps Fun Day		1,670.00		1,670.00	0.00
Boating		128.00		128.00	0.00
Miscellaneous	3	1,184.33		1,184.33	389.08
<b>Total incoming resources</b>		<b>16,968.74</b>	<b>16,825.00</b>	<b>33,793.74</b>	<b>27,131.80</b>
<b>Resources expended</b>					
Census		280.40		280.40	407.00
Training / County Day		1,858.24		1,858.24	1,722.56
Expenses	2	3,003.83		3,003.83	5,145.64
Jack Petchey			16,825.00	16,825.00	14,574.00
Trading Payments	2	875.24		875.24	1,196.49
Holiday Grants		738.75		738.75	705.00
Purchase of badges		503.20		503.20	100.00
Girls on the Lead		1,006.94		1,006.94	0.00
BP Weekend		515.96		515.96	0.00
Copps Fun Day		1,315.74		1,315.74	0.00
Boating		128.00		128.00	0.00
Foxlease Deposit	2	5,520.00		5,520.00	0.00
Remembrance		1,205.78		1,205.78	700.00
Sunday					
Miscellaneous	4	1,000.00		1,000.00	0.00
<b>Total resources expended</b>		<b>17,952.08</b>	<b>16,825.00</b>	<b>34,777.08</b>	<b>24,550.69</b>
<b>Net incoming resources</b>		<b>(983.34)</b>	<b>0.00</b>	<b>(983.34)</b>	<b>2,581.11</b>

**Reconciliation of  
funds**

**Total funds brought  
forward at  
1 January 2017**

5	<u>41,098.25</u>	<u>50,000.00</u>	<u>91,098.25</u>	<u>88,517.24</u>
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**Total funds carried  
forward at  
31 December 2017**

	<u>40,114.91</u>	<u>50,000.00</u>	<u>90,114.91</u>	<u>91,098.25</u>
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The statement of financial activities relates to continuing operations.



# **LONDON SOUTH EAST COUNTY GUIDE ASSOCIATION**

## **BALANCE SHEET AS AT 31 DECEMBER 2017**

	Notes	Unrestricted Fund 2017 £	Restricted Fund 2017 £	Total Funds 2017 £	Total Funds 2016 £
<b>Current assets</b>					
<b>Bank Account</b>					
Current Account		19,247.66	0.00	19,247.66	20,242.16
Deposit Account		20,860.15	50,000.00	70,860.15	70,848.99
Cash		7.10	-	7.10	7.10
<b>Total net assets</b>		<u>40,114.91</u>	<u>50,000.00</u>	<u>90,114.91</u>	<u>91,098.25</u>
<b>Funds</b>		<u>40,114.91</u>	<u>50,000.00</u>	<u>91,114.91</u>	<u>91,098.25</u>

These financial statements were approved by the County Executive on 14 June 2018

Signed on behalf of the County Executive



Jenni Randall  
County Commissioner



Lesley Crook  
County Treasurer

## LONDON SOUTH EAST COUNTY GUIDE ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS

#### 1. Accounting policies

(a) **Basis of preparation**

These financial statements have been prepared in accordance with the historical cost convention (as modified by the revaluation of Investments), applicable accounting standards and the recommendations of the Statement of Recommended Practice 2005 – Accounting and Reporting by Charities issued by The Charity Commission. The financial statements are consistent with the Charities Act 2011. The Trust is exempt from the requirement to provide a cash flow statement on the grounds of size.

(b) **Incoming resources**

Investment income is included on an accruals basis.

**Resources expended**

(c) Grants are accounted for when committed. The County has no employees and any administration support costs are borne by volunteers. It is not possible to quantify the amount of this donation.

**Going concern**

(d) The County of London South East is confident that it will be able to continue to meet planned expenditure based on the current level of free reserves for the foreseeable future and thus has continued to adopt the going concern basis of accounting in preparing the financial statements.

#### 2. Expenses

Administrative expenses are operating costs of the County and cover items such as meeting room hire, travel, postage, calls stationery, Insurance for Copps Cottage etc.

Trading Costs are in respect of the purchase of Guide Association literature and long service award badges.

LASER badges are brought for resale.

Leaders are expected to pay towards the costs of training and County Day, but the balance is paid by County. All costs of the Thank you Event are met by County.

The County has no employees and the Auditor makes no charges for his services.

The County has agreed to hold training in 2018 at the Foxlease Training Centre and a deposit payment was required to be paid in 2017.

#### 3. Miscellaneous Income

	2017 £	2016 £
Repayment of Expenses	383.45	230.00
Unpresented Cheques from 2016	106.98	159.08
Repayment of Loan by Woolwich Division	<u>500.00</u>	
Total	<u>990.43</u>	<u>398.08</u>

## **LONDON SOUTH EAST COUNTY GUIDE ASSOCIATION**

### **NOTES TO THE FINANCIAL STATEMENTS (continued)**

	2017 £	2016 £
<b>4. Miscellaneous Expenses</b>		
Payment of Grant From HQ		200.00
Loan to Woolwich Division		500.00
Grant to GILT	1,000.00	433.58
Total	<u>1,000.00</u>	<u>1,948.58</u>

### **5. Post Year End Adjustment to 2016 Fund Value**

The Deposit Account value shown in the 2016 Financial Statement has been overstated by £0.10. This has been corrected on these Financial Statements