

GUIDE ASSOCIATION BUCKINGHAMSHIRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

GUIDE ASSOCIATION BUCKINGHAMSHIRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Ms W Buckley
Ms R Bowles
Ms S Beales
Ms C S McCutcheon
Mrs M E Mason
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

Harwood Hutton (London) LLP
4 Devonshire Street
London
W1W 5DT

GUIDE ASSOCIATION BUCKINGHAMSHIRE

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GUIDE ASSOCIATION BUCKINGHAMSHIRE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2019

The Trustees present their report and financial statements for the year ended 31 March 2019.

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 2016)

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 do not use any professional fundraiser or commercial participator to carry out any fundraising activities.

Achievements and performance

We have had another busy and successful year for Girlguiding in Buckinghamshire. Our number of members and units are increasing and we are lucky in the number of volunteer helpers who run units. Without these none of our units would run and we are always grateful for all the time and energy given – not just for running meetings but for the holidays and camps which the girls enjoy.

We have sent many girls on expeditions both overseas and at home and have helped others to enjoy camps and holidays through the continuation of our grants procedures. Buckinghamshire is a large and varied county and although much is affluent there are areas where there is hardship and we take pride in the fact that we continue to help girls – and adults - to enjoy all activities regardless of their financial situation. We are also always aware that where there is hardship finding subscriptions for Girlguiding can also cause a problem and we have a system in place to award grants to those who need help in this area. This also extends to helping with the cost of uniform. This initiative also extends to leaders and we hope this will continue for many years to come.

Plans are almost complete for the large camp which we are organising with Bucks Scouts. We are grateful to Claydon Estate for allowing us to use their amazing grounds and all leaders – and young people - are counting down the days until this takes place. The number of hours which volunteers have put into this venture is quite staggering but we are sure it will be a great success. Several other counties have shown an interest in coming to attend – as visitors – and we hope that they may follow suit and run some joint events. We are hopeful of having approximately 6,000 people on site and we are sure it will be an event which will be remembered for many years to come. Having our grant procedures in place has made it possible for many young people whose families may find it hard to find the funds for this sort of event to join us.

Our Guiding Centre at Ellesborough continues to run well and is used continually – both house and camping field. After several months and many meetings we finally had planning permission agreed to extend and update the building. The work has commenced with the extension of the car park – the permission was granted on the understanding that this was done before any work commenced - and we now have a committee who are working towards raising the money needed. The building was the original school on the Chequers Estate and has an interesting history – and still retains many of the original features – but is now in need of updates in the house. The camping area around the building is kept in order and is used by many groups – not just Girlguiding.

GUIDE ASSOCIATION BUCKINGHAMSHIRE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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 considers 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 throughout the year.

The Trustees has 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.

Structure, governance and management

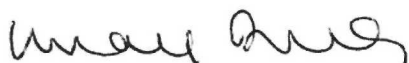
The Trustees are voting members of the County Executive Committee. An up to date list can be obtained from the County Treasurer and/or the County Office.

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
Ms C S McCutcheon
Mrs M E Mason
Mrs V J Fleming
Miss E J Hallows
Ms K Johnson
Ms N Dolan
Mrs J I Freeman

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

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



Ms W Buckley

Trustee

Dated: 27 November 2019

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 2019.

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.

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 2015.

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.

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.



Yuen Man Anna Bulmer BFP FCA FCPA (HK)
Harwood Hutton (London) LLP

4 Devonshire Street
London
W1W 5DT

Dated: 27 November 2019

GUIDE ASSOCIATION BUCKINGHAMSHIRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

		Unrestricted funds	Unrestricted funds designated	Restricted funds	Total	Total
	Notes	2019 £	2019 £	2019 £	2019 £	2018 £
<u>Income from:</u>						
Donations and legacies	3	95,993	-	8,451	104,444	85,898
Charitable activities	4	94,102	-	-	94,102	83,775
Other trading activities	5	326	-	-	326	925
Investments	6	1,646	-	455	2,101	1,202
Total income		<u>192,067</u>	<u>-</u>	<u>8,906</u>	<u>200,973</u>	<u>171,800</u>
<u>Expenditure on:</u>						
Raising funds	7	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,133</u>
Charitable activities	8	<u>174,424</u>	<u>-</u>	<u>3,988</u>	<u>178,412</u>	<u>171,635</u>
Total resources expended		<u>174,424</u>	<u>-</u>	<u>3,988</u>	<u>178,412</u>	<u>174,768</u>
Net income/(expenditure) for the year/ Net movement in funds		17,643	-	4,918	22,561	(2,968)
Fund balances at 1 April 2018		<u>296,046</u>	<u>362,520</u>	<u>95,022</u>	<u>753,588</u>	<u>756,556</u>
Fund balances at 31 March 2019		<u>313,689</u>	<u>362,520</u>	<u>99,940</u>	<u>776,149</u>	<u>753,588</u>

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 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	11		362,520		362,520
Current assets					
Stocks	13	1,261		1,142	
Debtors	14	213,276		11,888	
Cash at bank and in hand		469,695		449,759	
		684,232		462,789	
Creditors: amounts falling due within one year	15	(270,603)		(71,721)	
Net current assets			413,629		391,068
Total assets less current liabilities			776,149		753,588
Income funds					
Restricted funds			99,940		95,022
Unrestricted funds- designated			362,520		362,520
Unrestricted funds			313,689		296,046
			776,149		753,588

The financial statements were approved by the Trustees on 27 November 2019



Ms W Buckley
Trustee

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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 the Charity's [governing document], 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 2016). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements 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 the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but 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 unless the funds have been designated for other purposes.

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 Incoming resources

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.

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.

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

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.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Resources expended

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.

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
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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 net income/(expenditure) for the year.

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).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

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.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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	Restricted funds	Total	Total
	2019 £	2019 £	2019 £	2018 £
Donations and gifts	95,993	8,451	104,444	85,898
For the year ended 31 March 2018	<u>85,898</u>	<u>-</u>		<u>85,898</u>

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

4 Charitable activities

	County 2019 £	Ellesborough Guide Centre 2019 £	Elmfield Campsite 2019 £	Friends of Ellesborough 2019 £	International 2019 £	Outdoor activities 2019 £	Total £
For the year ended 31 March 2019							
Other income	2,600	16,910	237	167	49,133	25,055	94,102
For the year ended 31 March 2018							
Other income	-	14,810	298	199	59,664	8,804	83,775

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

5 Other trading activities

	Unrestricted funds	Total
	2019 £	2018 £
Shop income	326	925
	<u> </u>	<u> </u>

6 Investments

	Unrestricted funds	Restricted funds	Total	Total
	2019 £	2019 £	2019 £	2018 £
Interest receivable	1,646	455	2,101	1,202
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
For the year ended 31 March 2018	965	237		1,202
	<u> </u>	<u> </u>		<u> </u>

7 Raising funds

	Unrestricted funds	Total
	2019 £	2018 £
<u>Trading costs</u>		
Other trading activities	-	3,133
	<u> </u>	<u> </u>
	-	3,133
	<u> </u>	<u> </u>

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

8

Analysis of expenditure by charitable activities

County	Elles- borough Guide Centre	Elmfield Campsite	Friends of Elles- borough	Inter- national	Outdoor activities	Total	Total
2019 £	2019 £	2019 £	2019 £	2019 £	2019 £	2019 £	2018 £
Charitable activities	23,124	14,719	456	3,022	47,622	24,842	113,785
							155,395
Share of support costs	55,027	-	-	-	-	-	16,240
Share of governance costs	9,600	-	-	-	-	-	9,600
	87,751	14,719	456	3,022	47,622	24,842	178,412
							171,635
Analysis by fund							
Unrestricted funds	83,763	14,719	456	3,022	47,622	24,842	174,424
Restricted funds	3,988	-	-	-	-	-	3,988
	87,751	14,719	456	3,022	47,622	24,842	178,412
							171,635
For the year ended 31 March 2018							
Unrestricted funds	88,457	13,820	640	-	59,610	4,936	167,463
Restricted funds	4,172	-	-	-	-	-	4,172
	92,629	13,820	640	-	59,610	4,936	171,635

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

9 Trustees

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

10 Employees

There were no employees during the year.

11 Tangible fixed assets

Freehold land and buildings
£

Cost

At 1 April 2018 362,520

At 31 March 2019 362,520

Carrying amount

At 31 March 2019 362,520

At 31 March 2018 362,520

12 Financial instruments

2019
£

2018
£

Carrying amount of financial assets

Debt instruments measured at amortised cost - 1,200

Carrying amount of financial liabilities

Measured at amortised cost 270,603 71,721

13 Stocks

2019
£

2018
£

Finished goods and goods for resale 1,261 1,142

14 Debtors

2019
£

2018
£

Amounts falling due within one year:

Other debtors - 1,200

Prepayments and accrued income 213,276 10,688

213,276 11,888

GUIDE ASSOCIATION BUCKINGHAMSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

15 Creditors: amounts falling due within one year

	2019 £	2018 £
Payments received on account	261,003	71,721
Accruals and deferred income	9,600	-
	<u>270,603</u>	<u>71,721</u>

16 Analysis of net assets between funds

	Unrestricted designated funds 2019 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
Fund balances at 31 March 2019 are represented by:					
Tangible assets	362,520	-	-	362,520	362,520
Current assets/(liabilities)		313,689	99,940	413,629	391,068
	<u>362,520</u>	<u>313,689</u>	<u>99,940</u>	<u>776,149</u>	<u>753,588</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).