



Girlguiding Anglia Annual Report

Year ended 31 December 2019

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Contents

Pages

Reference and Administrative Details

1

Trustees' Report

2 - 11

Independent Auditors' Report

12 - 14

Statement of Financial Activities

15

Balance Sheet

16

Statement of Cash Flows

17

Notes to the Financial Statements

18 - 33

Charity Reference & Administrative Details

<i>Registered charity name</i>	The Guide Association Anglia Region	
<i>Operating as</i>	Girlguiding Anglia	
<i>Charity number</i>	278508	
<i>Auditor</i>	Price Bailey LLP Anglia House, 6 Central Avenue, St Andrews Business Park, Thorpe St Andrew, Norwich NR7 0HR	
<i>Bankers</i>	Barclays Bank PLC St George House 1 Guildhall Street Cambridge, CB2 3NH	Lloyds Bank PLC 16 Gentleman's Walk Norwich, NR2 1LZ
<i>Chief Executive Officer</i>	Mrs J Haig	Until 4 th October 2019
<i>Principal Office & Registered Address</i>	Girlguiding Anglia 7 Great Hautbois Road Coltishall, Norwich Norfolk, NR12 7JN	
<i>Trustees</i>		

The trustees are the voting members of the Girlguiding Anglia Executive Committee. The trustees who have served the charity since 1 January 2019 are as follows:

Mrs T Foster	Chief Commissioner for Anglia	
Mrs A Oughton	Deputy Chief Commissioner	
Mrs S Howe	Interim Chair of Finance Committee	Until 30 th April 2019
Mrs S Richardson	Treasurer	
Mrs A Peel		
Mrs H Pope		
Mrs J Richards		
Mrs D Docherty		
Mrs L Ludlow		
Mrs I Johnson		
Mrs M Jones		
Mrs J Winstanley		

Trustees' Report

The trustees are pleased to present their report and the financial statements of the charity for the year ended 31 December 2019.

Statement of the Trustees' Responsibilities

The trustees of Girlguiding Anglia are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles of the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of the financial statements and other information included in annual reports may differ from legislation in other jurisdictions.

Structure, Governance and Management

Girlguiding Anglia comprises of twelve guiding counties. It is one of the nine Countries and Regions of Girlguiding (the operating name of The Guide Association), which is the leading charity for girls and young women in the UK.

In accordance with Bye-Law 9.2(c) of The Royal Charter and Bye-Laws of The Guide Association 1922, Girlguiding Anglia's Executive Committee is responsible to the Girlguiding Executive Committee for the direction of the general development of the principles, aims, policy, organisation and rules of The Guide Association, as set out in the current issue of: The Royal Charter and Bye-Laws; The Guiding Manual; and The Guiding Handbook.

The day-to-day management of Girlguiding Anglia is delegated to the Chief Executive Officer.

Girlguiding Anglia will undertake periodic benchmarking of the salary scale and the Chief Executive Officer and other senior management salaries when they see a need to do so, or at least every 3 years.

The Human Resources Committee will consider a variety of factors when setting any annual increases and reviewing salaries including:

- Inflationary pressures (as measured by the government's Consumer Price Index, Retail Price Index, and any other relevant measures)
- The need to meet legal minimum wage requirements (e.g.) National Living Wage and National Minimum Wage
- Affordability, including the need to build reserves for future investment or other reasons
- What is happening to salaries externally in the public, private and third sectors (benchmarking) and the need to address any recruitment or retention difficulties.

Recruitment, Appointment and Training of Trustees

Girlguiding Anglia's constitution provides for a total of 13 trustees, as follows:

- Chief Commissioner;
- Deputy Chief Commissioner;
- Region Treasurer;
- Chair of Region Finance Committee;
- Three County Commissioners of the Region;
- Three Advisers of the Region;
- Two Adult Leaders within the Region; and
- One member of The Senior Section within the Region aged over 18.

The first four roles above are ex-officio roles; whilst the others are elected roles. The appointment of the trustees is constituted as follows:

- the Chief Commissioner is appointed by the Chief Guide of Girlguiding;
- the Deputy Chief Commissioner, and the Chair of Region Finance Committee are appointed by the Chief Commissioner of Girlguiding Anglia;
- the Region Treasurer is appointed by the Girlguiding Anglia Executive Committee, on the recommendation of the Chief Commissioner;
- the three County Commissioner trustees are elected by all the County Commissioners within Girlguiding Anglia;
- the three Region Adviser trustees are elected by all the Region Advisers within Girlguiding Anglia;
- the Adult Leader trustees are elected by adult members within Girlguiding Anglia; and
- the Senior Section member trustee is elected by members of The Senior Section within Girlguiding Anglia.

Upon appointment, all trustees receive training in their duties and responsibilities to the charity and are offered further on-going training opportunities to ensure good governance as appropriate. In addition, Girlguiding Anglia has developed an online trustee resource, providing information and good practice guidance covering all aspects of the trustee role.

Risk Management Statement

The major risks facing the charity are reviewed and carefully scrutinised by the trustees on a regular basis. Ownership of each of these risks has been identified and systems have been developed in order to take steps to mitigate them. A full risk register, detailing all the risks to which the charity considers itself to be exposed, owners of the risks and mitigating actions has been compiled and is available at the charity's registered office.

Objective and Activities

The charity's aims and objectives are described in The Royal Charter of The Guide Association 1922. The current Statement of Purpose and aim of guiding are as follows:

Statement of Purpose

Girlguiding enables girls and young women to develop their potential and to make a difference to the world.

The Aim of Guiding

The aim of guiding is to help girls and young women develop emotionally, mentally, physically and spiritually, so that they can make a positive contribution to their community and the wider world.

Girlguiding Anglia, as part of Girlguiding, is responsible for enabling and encouraging the fulfilment of the above statement throughout the Region and its twelve Counties.

Statement of Public Benefit

The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The trustees believe that the activities Girlguiding Anglia undertakes throughout the Region, such as events and projects for young members and learning and development opportunities for adults, benefit the public by aiding the personal development and wellbeing of girls, young women and adults through the pursuit of Girlguiding's aims.

The Chair of Trustees and Chief Commissioner's Report on pages 6 to 9 gives details on what has been achieved in 2019.

Chair of Trustees and Chief Commissioner's Report for 2019

Throughout the year Girlguiding Anglia has continued to provide girls and young women with a wide variety of opportunities that enable them to acquire a range of skills, to empower them as individuals and develop their full potential, so that they are able to take their place in their communities as confident and resourceful members of society, while having fun at the same time.

As an organisation, Girlguiding is open to girls and young women and offers all our members fun, friendship, challenge and adventure from an early age through our Rainbow section (5 to 7 years) to Brownies (7 to 10 years), Guides (10 to 14 years) and Rangers (14 to 18 years). We have amazing volunteers, just over 15,800 who continually give their time freely for our girls and young women, so that they can be inspired, empowered and offered a fantastic array of opportunities and adventure.

In 2019 the Girlguiding programme which is structured around 6 core themes: Know myself, Express myself, Be well, Have adventure, Take action and Skills for my Future - the same for every section with the emphasis on girl led guiding, continued with its plan of transition from old to new. It is now fully embedded, and has created new opportunities, refreshed old ones and offered a comprehensive new vision linking all our sections.

Throughout this year we have continued with the themes of our current strategy "Being our best" which comes to end in early 2020, we have linked closely with national plans I have included some of the highlights under these strands.

Excellence - In order to ensure good guiding takes place and all volunteers aim deliver the doing your best standards, we have trainers and lead volunteers for local areas across the region. We have 85 Trainers who are all volunteers from within Girlguiding Anglia and play a key role in supporting and equipping our leaders. In the autumn of 2020, we shall be holding a Joint trainer's conference with another region, to enhance their skills. New Girlguiding safeguarding training was introduced in 2018 to ensure all our volunteers understand their roles responsibilities to this matter and we have as a region delivered levels 3 and 4 required by Commissioners and lead volunteers. Our small group of safe

space trainers have worked extremely hard in ensuring we can maximise the number of training sessions that have taken place. Trainers have also delivered many Safe Space training with local areas. In addition training and workshops have been delivered on topics ranging from programme, accounting, international, adventure, first aid, new leaders and much, much more to “make guiding happen”.

To support of commissioners (lead volunteers in local areas) we have now appointed a dedicated lead volunteer for commissioner support and held a Conference in February 2020. The programme and content of the day was developed following a survey undertaken with all commissioners across the region.

Voice - Responding to the voices of our members, the Plastic Promise initiative as part of the Future Girl campaign was a real success across the region. With more units across the region taking part in Future Girl and signing up to plastic pledge to raise awareness of the impact of plastic upon our environment. Our region has made a pledge not to use plastic wherever possible for example a single use cup.

In October we held our annual region weekend for trustees, and lead volunteers and include for the first time all our senior managers, to promote our one team approach. This weekend “Together we inspire” was a space to gather and hear lots of voices on where our region priorities should be focused in our new strategy. We gather a great deal of views and valued everyone’s input. It has enabled us to consider where we need to strengthen our delivery and organisational design, and to consider where our focus will be. We are currently developing our overarching strategy and awaiting the national strategy which is to be launched in March 2020 to ensure we are aligned.

Our programme, opportunities and development application process has enabled the region to plan for a Ranger Festival in 2020 taking the proposal direct form volunteer leaders, hold a walking weekend, plan for our members Commissioners day and is now considering activity for 2021, and 2022.

Capacity and access - Growth and retention remained a key focus for the region. Continually monitoring our data to look at potential areas of concern and develop an understanding of potential areas for growth. We did see a drop in our membership for the

second year running however have focussed our efforts on maintaining and retention as much as growth this last year. We held another Growth conference day to assist our twelve counties formulate their individual plans.

We continued with our cards sent to leaders as their completion with leadership and this coming year plans are to introduce a one and three year region service award to reflect our data and value our leaders. These have been well received and we shall look to continue and refresh our card this coming year.

Statistics have informed we have met our plans for a greater presence throughout media including within the digital formats. We continue to look at avenues to ensure we raise our profile and inform others of the opportunities available.

Events - Two of our counties took the opportunity to assist with one of the Queens Garden parties at Buckingham palace and we also had two County commissioners who were able to attend a Garden Party to represent Girlguiding Anglia. We held a very successful Guide event at PGL Claythorpe, where guides from across the region came together to experience adventure and fun. We have over 800 participants at the event, we also launched our RAS partnership Challenge.

In November we took part in UK Parliament Week 2019 and Girlguiding Anglia are pleased to continue to be one of the official partners. Units across the region hosted activities to enable our young members the opportunity to learn about democracy, the UK Parliament and voting. Also, to understand how they can make a difference in their communities and have a voice for issues they are passionate about. We took a small group of Guide and Rangers to the launch event. One of them commented “Being a member of Girlguiding means I can use my voice to speak about my opinion and being part of UK Parliament Week enables me to engage with MPs so they can hear what I have to say. I can voice my opinion and not feel like others are judging me for what I think or say.”

Partnerships this year - We have partnered with Macmillan Cancer Support to raise money and awareness for people affected by cancer and raise enough money to pay for 2,500 Macmillan nursing hours. This has been successful and to date we have raised £31,635 well on the way to our target.

We have also partnered with the Royal Astronomical Society to produce a SKY AND EARTH challenge, to enable girls to explore and discover more about the stars and planets.

Staff teams - We are fortunate in Anglia to have a staff team who provide a variety of roles to support the delivery of our charity, our large events, offer advice and support to leaders and work in partnership with lead volunteers to enable the implementation of our vision and plans. We have seen staff changes this year which has presented us with some unforeseen challenges however a high-quality service to members has remained.

Hautbois Activity and residential centre and surrounding estate continue to have investment in line with the five-year plan. Our residential offer and activities are in high demand from Guiding members and other youth organisations as well as a number of schools in the local area.

Our retail arm continues to provide a high-quality service and receives regular positive feedback regarding customer service. The “online Shop” did see a dip in sales in January due to issues with our website but we are pleased to report we are back on track and the service continues to be in high demand.

2019 has been an enjoyable and busy year for me and for my team. It has been a privilege to travel around the Region, meeting members of all ages and hearing about the fantastic activities they participate in and enjoy.

Tracey Foster

Chief Commissioner and Chair of Trustees

Date 21st March 2020

Review of Financial Position

The financial statements annexed to this report are those of Girlguiding Anglia and reflect the activities the Region undertakes. Counties, Divisions, Districts and units are responsible for their own finances.

The Statement of Financial Activities (SOFA)

Income and expenditure for the year are detailed in the SOFA, together with net gains or losses on investments. These are shown separately for the Association's unrestricted funds, which may be used at the discretion of the trustees, and the Association's restricted trust and special funds, which must be spent in accordance with the donors' wishes.

Net expenditure before other recognised gains and losses for the year amounted to £52,210 compared with £48,077 in 2018. Total gains on investments amounted to £230,985 compared with gains of £6,365 in 2018. An important feature of the SOFA is the analysis of expenditure between direct charitable expenditure on the charity's activities and governance. Direct charitable expenditure represents 86% of the total expenditure, compared with 88% in 2018. The principle funding sources in 2019 are subscriptions and Region activities £865,398 (2018 : £1,110,511) Hautbois Activity Centre £457,250 (2018 : £509,492) and trading (Retail) £178,385 (2018 : £182,537).

The major risks facing Girlguiding Anglia are continually reviewed and carefully scrutinised by members of the Board of Trustees. A separate risk log has been developed for key Association-led projects. These risks are reviewed, and systems revised at meetings during the year involving the trustees and senior managers.

A key risk area for Girlguiding is that the girls and young women who want to join us do not have access to guiding. We are managing this risk by implementing a Growth and Retention strategy across the region and implementing an action plan arising out of our recent data audit.

Supporting our volunteers to be inspirational leaders is also a key area of focus. We are addressing this by increasing the learning and development opportunities for our volunteers, by making improvements to our programme offer, and through our work on quality.

The possibility of all levels of guiding not being engaged in delivering the 'Being our best' strategy has been identified as a further key risk for Girlguiding Anglia. This is being managed by involving counties in developing Girlguiding's performance framework, and by strengthening our membership communications including upgrading our website.

To mitigate risks, we annually review the operational business plans of Hautbois, our Region residential and activity centre and our Retail operation to ensure we have self-sustaining income streams. A staffing re-design, rebranding our activity centre and budget profiling have been implemented to maximise utilisation and occupancy to ensure sufficient income is achieved to support both investment in operational and development opportunities.

Future plans include remodelling the activity centre accommodation to increase capacity and improving our website to increase our retail on-line shopping function.

Investment Policy

The investment powers of Girlguiding Anglia are set out in The Royal Charter and Byelaws of The Guide Association 1922. There are no restrictions on the charity's power to invest. An investment strategy is set by the trustees every five years, within an overall agreed policy in which investment is in a low- and medium- risk portfolio, with a view to ensuring that capital appreciation of such investments exceeds inflation over five-year period. The strategy is reviewed regularly and takes account of demand for funds. As part of this process, the trustees consider the income requirements, the risk profile and seek advice from professional advisers of the market prospects in the medium-term.

Reserves Policy

Free reserves represent the working capital of the Association available to support short and medium term objectives and to safeguard against unexpected decreases in income. It is the policy of Girlguiding Anglia to maintain unrestricted funds, which are the free reserves of the charity and reviewed by the Board of Trustees on an annual basis. In order to provide sufficient free funds to cover management and administration of the Region Office and Hautbois, the Region's Activity Centre, and to be able to respond to any emergency applications, which may arise from our membership. For the year ended 31 December 2019 our free reserves are £1,181,807 (£1,015,037 in 2018) after the deduction of unrestricted tangible assets and investments. Six months expenditure and capital commitments total £833,198 (£960,750 in 2018). The current level of reserves remain higher than these commitments and will be adjusted by continuing to develop and promote guiding further in the region as well as building the charities infrastructure for the benefit of members.

Fundraising Policy

Girlguiding Anglia does not undertake any fundraising activities, either directly or using an agency. As such, we do not currently subscribe to a fundraising code or regulation. We are not aware of any failures, during the year ended 31 December 2019 (2018: none), by the charity or any person acting on its behalf, to comply with our fundraising standards, nor did we receive any complaints about fundraising activity. Our fundraising staff have been provided with training on how to protect vulnerable people and other members of the public from behaviour which is an unreasonable intrusion on a person's privacy; is unreasonably persistent and places undue pressure on a person to give money or other property.

Signed on behalf of the Trustees on 26 Sep 2020..... 2020



Tracy Foster (Sep 26, 2020, 8:54am)

Mrs T Foster

Chief Commissioner and Chair of Trustees

Independent Auditor's Report to the Trustees of Anglia Region of the Guide Association

Opinion

We have audited the financial statements, including the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows, and Notes to the Financial Statements including relevant Accounting Policies of Girlguiding Anglia (the 'charity') for the year ended 31 December 2019 as set out on pages 15 to 33. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' Annual Report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on page 2, the Trustees are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.



Price Bailey LLP
Statutory Auditors,
Anglia House,
6 Central Avenue,
St Andrews Business Park,
Thorpe St Andrew,
Norwich
NR7 0HR

Date: 29 September 2020

Price Bailey LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Statement of Financial Activities for the year ended 31 December 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Income					
Donations and legacies	2	36,750	4,930	41,680	47,101
Income from charitable activities	3	1,553,151	-	1,553,151	1,802,540
Investment income	4	19,355	-	19,355	23,780
Total income		<u>1,609,256</u>	<u>4,930</u>	<u>1,614,186</u>	<u>1,873,421</u>
Expenditure					
Charitable activities	5	1,664,008	2,388	1,666,396	1,921,498
Total expenditure		<u>1,664,008</u>	<u>2,388</u>	<u>1,666,396</u>	<u>1,921,498</u>
Net (expenditure) / income before gains		(54,752)	2,542	(52,210)	(48,077)
Net gains on investments	10	230,985	-	230,985	6,365
Net income / (expenditure)		176,233	2,542	178,775	(41,712)
Transfers between funds		-	-	-	-
Net movement in funds		176,233	2,542	178,775	(41,712)
Reconciliation of funds					
Total funds brought forward		3,733,102	49,423	3,782,525	3,824,237
Total funds carried forward	18	<u>3,909,335</u>	<u>51,965</u>	<u>3,961,300</u>	<u>3,782,525</u>

All income and expenditure expended derive from continuing activities.

The notes on pages 18 to 33 form an integral part of these financial statements

Balance Sheet as at 31 December 2019

	Note	2019		2018	
		£	£	£	£
Fixed assets					
Tangible assets	9	1,429,427		1,465,155	
Investments	10	1,298,101		1,067,116	
		<u>2,727,528</u>		<u>2,532,271</u>	
Current assets					
Stocks and work in progress	11	23,335	24,712		
Debtors	12	221,148	169,524		
Cash at bank and in hand		1,259,849	1,346,357		
		<u>1,504,332</u>	<u>1,540,593</u>		
Creditors: Amounts falling due within one year	13	<u>(270,560)</u>	<u>(290,339)</u>		
Net current assets		1,233,772		1,250,254	
Provision for liabilities		-	-		
Net assets		<u>3,961,300</u>		<u>3,782,525</u>	
The funds of the charity:					
Restricted funds		51,965		49,423	
Unrestricted funds					
Unrestricted income funds		3,722,662	3,547,308		
Designated funds		186,673	185,794		
		<u>3,909,335</u>	<u>3,733,102</u>		
Total unrestricted funds					
Total charity funds	18	<u>3,961,300</u>		<u>3,782,525</u>	

Approved by the Board on 26 Sep 2020
by:



Tracy Foster (Sep 26, 2020, 8:54am)

Mrs T Foster
Chief Commissioner



Mrs A Oughton (Sep 26, 2020, 7:23am)
Mrs A Oughton
Deputy Chief Commissioner

The notes on pages 18 to 33 form an integral part of these financial statements

Statement of cash flows for the year ended 31 December 2019

	Note	2019 £	2018 £
Cash flows from operating activities:			
Net cash used by operating activities	20	(42,247)	(4,417)
Cash flows from investing activities:			
Payments to acquire fixed assets		(50,646)	(109,396)
Interest received		6,385	6,712
Sale of tangible fixed assets		-	800
Net cash used in investing activities		(44,261)	(101,884)
Change in cash and cash equivalents in the period		(86,508)	(106,301)
Cash and cash equivalents brought forward		1,346,357	1,452,658
Cash and cash equivalents carried forward	21	1,259,849	1,346,357

The notes on pages 18 to 33 form an integral part of these financial statements

Notes to the Financial Statements for the Year Ended 31 December 2019

1 Accounting policies

Basis of preparation

The accounts (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) and the Charities Act 2011 and applicable regulations.

The financial statements have been prepared to give us 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 preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from April 2005 which has since been withdrawn.

Girlguiding Anglia constitutes a public benefit as defined by FRS102. The charity is not part of a group. The financial statements are prepared in pounds sterling and are rounded to the nearest pound.

Going concern

The trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. Post year end, the global pandemic Covid19 resulted in a national lockdown, bringing to a halt all the activities of the organisation for a period from April to June 2020. To mitigate the impact of the reduced activities, the organisation made use of the government’s furlough scheme, and any planned trips were deferred to a future date. However income from subscriptions has continued to be received, and costs were reduced as a result of the organisation’s doors being closed. Going forwards, the national lockdown has been lifted, the shop has been able to generate online sales and some outdoor activities have resumed, albeit on a much reduced scale. Despite the impact of Covid19, Girlguiding Anglia has sufficient free reserves and cash at bank, and the trustees are confident that the organisation will continue as a going concern for at least 12 months from the date of approving these financial statements.

Fund accounting policy

Unrestricted income funds are general funds that are available for the use at the Trustees’ discretion in furtherance of the objectives of the charity and which have not been designated for any other purpose.

Restricted funds are those donated for use in particular area or for specific purpose, the use of which is restricted to that area of purpose.

Designated funds are unrestricted funds set aside at the discretion of the Trustees for the specific purposes.

Further details of each fund are disclosed in note 18.

Income Recognition

Income is recognised where there is entitlement, it is probable that the income will be received, and the amount can be measured with sufficient reliability. Donations are recognised only once received, and any conditions that are attached are recognised through placing in appropriate named funds (restricted or designated). Membership subscriptions are received from Girlguiding in April for the year March to February and recognised for the period they relate to. Shop income and income derived from events is recognised as earned (that is, as the related goods or services provided). Investment income is recognised on a receivable basis.

Expenditure Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required, and the amount can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Tangible Fixed Assets

Items of property and equipment costing over £1,000 are capitalised at original cost (or valuation if gifted). Where fees have been incurred these are capitalised with the purchase cost and depreciated as the main asset.

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset Category	Annual Rate
Land	Not depreciated
Freehold property	2% on cost
Equipment	20% on cost
Building improvements	2% on cost

Investments

Fixed asset investments are included at cost of acquisition and then market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales and proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of the financial activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end. The Charity does not acquire, or use put options, derivatives or other complex financial instruments.

Stock

Stock is valued at the lower cost and net realisable value, after due regard for obsolete and slow-moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Items donated for resale or distribution is not included in the financial statements until they are sold or distributed.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight-line basis over the lease term.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due. Deferred income is known future income that has already been invoiced or cash received as deposits.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost with the exception of investments in the charity's portfolio, which are measured at fair value as at the balance sheet date using the closing market value. The value of investments as well as their original cost is stated in note 10.

Financial assets include investments in the portfolio, the bank balances, trade debtors, accrued income and other debtors but exclude prepayments and taxation. Financial liabilities include trade creditors, other creditors, accruals and deferred income but exclude social security and other taxes due.

Termination Costs

Termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the charity is demonstrably committed to either:

- Terminate the employment of an employee or group of employees before the normal retirement date; or
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

The charity is considered to be demonstrably committed only when it has a detailed formal plan for the termination and is without realistic possibility of withdrawal from the plan.

Pensions

The charity operates two defined contribution pension schemes. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Grant Making

Grants payable are recognised on approval of the grant by the committee with grant making approval as deemed within their terms of reference, and notification to its recipient to have created an obligation to a third party.

Critical accounting estimates and areas of judgement

Useful economic lives of tangible assets

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful lives and residual values of assets. The useful economic lives and residual values of assets are reassessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 9 for the carrying amount of property, plant and equipment and the accounting policy, 'Tangible Fixed Assets' above, for the useful economic lives for each class of asset.

2. Donations

	Unrestrict ed Funds £	Restrict ed Funds £	Total Funds 2019 £	Total Funds 2018 £
Donations	36,750	4,930	41,680	47,101

Of the £47,101 received in 2018, £193 was restricted funds and £46,908 unrestricted funds.

3 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Region				
Subscriptions	663,642	-	663,642	651,477
Other income	117,435	-	117,435	17,834
Delivering Guiding	84,322	-	84,322	441,200
	<hr/>	<hr/>	<hr/>	<hr/>
	865,398	-	865,398	1,110,511
Hautbois				
House fees	172,218	-	172,218	186,894
Camp fees	112,785	-	112,785	102,952
Activities	209,367	-	209,367	189,152
Events	14,978	-	14,978	29,664
Other income	20	-	20	830
Guiding grant (from Region)	24,375	-	24,375	28,814
Less: Internal Regional Subsidy	(24,375)	-	(24,375)	(28,814)
	<hr/>	<hr/>	<hr/>	<hr/>
	509,368	-	509,368	509,492
Retail				
Sales of purchased goods	178,385	-	178,385	182,537
	<hr/>	<hr/>	<hr/>	<hr/>
	1,553,151	-	1,553,151	1,802,540
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Of the £1,802,540 received in 2018, £637 related to restricted funds and £1,801,710 to unrestricted funds.

The Guiding grant (from Region) is an internal subsidy of £24,375 and is recognised as both income above and as a grant expense in note 5 as it is provided as a discount for Girlguiding members using the facilities at Hautbois Activity Centre, compared to other organisations.

4 Investment income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	£	£	£	£
Interest on cash deposits	6,385	-	6,385	6,712
Rental income	12,970	-	12,970	17,068
	<u>19,355</u>	<u>-</u>	<u>19,355</u>	<u>23,780</u>

The £23,780 investment income received in 2018 was all related to unrestricted funds.

5 Analysis of expenditure on charitable activities

	Region	Hautbois	Retail	2019
	£	£	£	£
Direct costs				
Staff costs	158,332	345,812	50,921	555,065
Direct costs and Delivering Guiding	265,232	107,291	112,307	484,830
Office and establishment	21,886	15,199	13,917	51,002
Bank charges	1,059	923	719	2,701
Marketing	3,623	6,155	-	9,778
Professional fees	-	4,537	-	4,537
Property maintenance	27,073	12,326	-	39,399
Estate maintenance	25,085	40,073	-	65,158
Grants	125,982	-	-	125,982
Depreciation	72,936	-	-	72,936
Irrecoverable VAT	26,355	-	-	26,355
Support Costs				
Staff costs	174,040	-	-	174,040
Office and establishment	1,558	-	-	1,558
Governance	16,864	1,056	-	17,920
Professional fees	21,697	-	-	21,697
Depreciation	13,438	-	-	13,438
	<u>955,160</u>	<u>533,372</u>	<u>177,864</u>	<u>1,666,396</u>

In addition to the Region's costs of £955,160 detailed above, the Region has provided an internal subsidy of £24,375 (2018: £28,814) to support the activities of Hautbois (as reflected in note 3).

Governance costs comprise trustee meeting expenditure, and annual audit.

Analysis of expenditure on charitable activities	Region	Hautbois	Retail	2018
	£	£	£	£
Direct costs				
Staff costs	142,809	324,793	45,249	512,851
Direct costs and Delivering Guiding	499,700	108,562	115,884	724,146
Office and establishment	27,231	24,688	8,502	60,421
Bank charges	9,189	-	879	10,068
Marketing	6,583	5,005	-	11,588
Professional fees	9,000	1,806	-	10,806
Property maintenance	18,185	34,067	-	52,252
Estate maintenance	60,888	-	-	60,888
Grants	147,828	-	-	147,828
Depreciation	58,196	-	-	58,196
Irrecoverable VAT	48,426	-	-	48,426
Profit on disposal of fixed asset	(800)	-	-	(800)
Support Costs				
Staff costs	149,168	-	-	149,168
Office and establishment	4,750	-	-	4,750
Governance	23,089	3,245	-	26,334
Professional fees	29,704	-	-	29,704
Depreciation	14,872	-	-	14,872
	<u>1,248,818</u>	<u>502,166</u>	<u>170,514</u>	<u>1,921,498</u>

Governance costs comprise trustee meeting expenditure, and annual audit.

6 Trustees' remuneration and expenses

No Trustees received any remuneration during the current or previous year.

12 trustees claimed expenses during the year (2018: 16). The expenses paid to the trustees during the year were travelling expenses and administration costs and these amounted to £7,854 (2018: £11,083).

7 Net income for the year

This is stated after charging:

	2019	2018
	£	£
Operating leases - equipment	6,297	2,462
Auditor's remuneration;		
- statutory audit accrual	8,950	9,000
- other services	-	5,585
Depreciation	86,374	73,068
Profit on disposal of fixed asset	-	800
	<hr/>	<hr/>

8 Staff costs

The aggregate payroll costs of these persons were as follows:

	2019	2018
	£	£
Wages and salaries	591,699	482,773
Social security	43,190	37,436
Other pension costs	17,136	19,709
Other staff costs (including temporary cover)	38,833	121,086
Exit payments	38,246	1,015
	<hr/>	<hr/>
	729,104	662,019
	<hr/> <hr/>	<hr/> <hr/>

The average number of employees (headcount) during the year was 36 (2018 : 34). The full time equivalent (FTE) was 32 (2018 : 30)

One employee earned between £70,000 and £79,999 (2018 None over £60,000)

The five key management personnel of the Charity received a total amount of employee benefits (including employer pension and National Insurance contributions) for their services to the charity of £230,360 (2018 : £164,760)

During the period the trustees approved an ex gratia payment of £23,180 to the former Chief Executive on her departure, which is included in Exit Payments above. (2018 : Nil)

9 Tangible fixed assets

	Freehold Land and Buildings £	Equipment and Machinery £	Office Equipment £	Total £
Cost				
As at 1 January 2019	1,871,721	246,770	114,070	2,232,561
Additions	-	50,316	330	50,646
As at 31 December 2019	<u>1,871,721</u>	<u>297,086</u>	<u>114,400</u>	<u>2,283,207</u>
Depreciation				
As at 1 January 2019	556,544	159,690	51,172	767,406
Charge for the year	36,528	35,088	14,758	86,374
As at 31 December 2019	<u>593,072</u>	<u>194,778</u>	<u>65,930</u>	<u>853,780</u>
Net book value				
As at 31 December 2019	<u>1,278,649</u>	<u>102,308</u>	<u>48,470</u>	<u>1,429,427</u>
As at 31 December 2018	<u>1,315,177</u>	<u>87,080</u>	<u>62,898</u>	<u>1,465,155</u>

10 Investments held as fixed assets

	Listed Investments £
Market value	
As at 1 January 2019	1,067,116
Revaluation	230,985
As at 31 December 2019	<u>1,298,101</u>
Net book value	
As at 31 December 2019	1,298,101
As at 31 December 2018	1,067,116

Listed investments consist of accumulation units held in COIF Charities Investment fund, these are shown net of management fees of £7,418 (2018 : £6,384)

The original cost of these investments was £690,000.

11	Stock	2019	2018
		£	£
	Shop goods for resale	23,335	23,549
	Housekeeping and catering	-	1,163
		<u>23,335</u>	<u>24,712</u>
12	Debtors	2019	2018
		£	£
	Trade debtors	38,484	78,999
	Prepayments and accrued income	67,994	67,243
	Other debtors	109,840	18,802
	Taxation	4,830	4,480
		<u>221,148</u>	<u>169,524</u>

Other debtors include £70,250 paid into a client account in advance of the purchase of Great Hautbois church and surrounding land. This is the full purchase cost with the purchase completed in 2020.

13	Creditors: Amounts falling due within one year	2019	2018
		£	£
	Trade creditors	27,594	69,496
	Taxation and social security	9,852	9,615
	Accruals and deferred income	226,136	211,228
	Other creditors	6,978	-
		<u>270,560</u>	<u>290,339</u>

Included in other creditors is deferred income as follows:

	2019	2018
	£	£
Deferred income at 31 December 2018	191,666	433,717
Released in the year	(191,666)	(433,717)
Received in the year	211,095	191,666
Deferred income at 31 December 2019	<u>211,095</u>	<u>191,666</u>

Deferred income relates to member subscriptions, international trips, Hautbois bookings and other events where money has been received relating to 2020.

14 Pension scheme

The charity operates two defined contribution pension schemes. The pension cost charge for the period represents contributions payable by the charity to the schemes amounted to £17,136 (2018 - £20,402).

At the year end contributions for December were outstanding to be paid to the providers of £1,628 (2018 : £1,120)

15 Connected Charities

The Guide Association at Commonwealth Headquarters.

The Guide Association is an umbrella organisation to the Region. The Region is one of nine separately constituted County/Region Associations established under the powers of the Royal Charter to administer Guiding in each area.

Within Anglia there are twelve county areas of the Guide Association, each further subdivided into divisions, districts and units. Each county, division, district and unit is responsible as a separate charity for their own finances.

The Trefoil Guild is a connected charity established under the powers of the Guide Association Royal Charter. This Guild has a Regional Association, and the Chairman of this Association is appointed by the Chief Commissioner in conjunction with the Trefoil Guild.

The Trefoil Guild is a separate charity and manages its own affairs and prepares its own annual report.

16 Lease commitments

At 31 December 2019, the charity's future minimum lease payments under non-cancellable operating leases were:

	2019	2018
	£	£
Other:		
Within 1 year	1,357	1,200
Expiring in 2-5 years	4,940	1,262
	<u>6,297</u>	<u>2,462</u>
	<u><u>6,297</u></u>	<u><u>2,462</u></u>

17 Related Party Transactions

The partner of one of our senior managers, Mr M J Swann (trading as Swann Construction) carried out building works for the charity in the period amounting to £6,007. (2018 : Nil) This was quoted for and accepted as the cheapest provider. No monies were outstanding at the year end.

There were no other transactions requiring disclosure during the year with related parties other than trustee expense reimbursement (note 6).

18 Analysis of funds

	At 1 January 2019	Income	Expenditure	Other recognised gains/losses	Transfers	At 31 December 2019
	£	£	£	£	£	£
Designated Funds						
GGA Training at a Training/Activity Centre	15,079	137	-	-	-	15,216
Reach Out Grant	932	276	(475)	-	-	733
Chief's Memorial	2,226	3,855	(6,143)	-	100	38
Unit Start Up Grant	8,785	3,000	(7,301)	-	-	4,484
Hautbois Estate	72,250			-	-	72,250
Hautbois Maintenance	86,522		(65,158)	-	69,980	91,344
Leadership Training Grant	-	1,068		-		1,068
Diamond Challenge	-	1,540		-		1,540
Learning & Dev't Grant	-	-	(66,838)	-	66,838	-
Designated funds	185,794	9,876	(145,915)	-	136,918	186,673
General Funds	3,547,308	1,599,380	(1,518,093)	230,985	(136,918)	3,722,662
Restricted Funds						
Friends of Hautbois	7,956	4,930	(568)	-	-	12,318
Friends of Hautbois - Legacies	33,509	-	(1,820)	-	-	31,689
Membership Growth & Retention	7,958	-	-	-	-	7,958
Restricted funds	49,423	4,930	(2,388)	-	-	51,965
Total funds	3,782,525	1,614,186	(1,666,396)	230,985	-	3,961,300

Notes:

More worthwhile grant requests from the Chief's Memorial fund were received than funds remaining, the Trustees approved the transfer of £100 from the general fund to cover the potential shortfall.

The Trustees agreed to reduce surplus reserves by three years of grants to counties of £1 per member for various projects. This was Learning and Development in 2019 and £66,838 was transferred from the general fund to a designated fund and paid out from there.

As in previous years the surplus from activity centre bookings is transferred from the general fund to the Hautbois Maintenance fund for the upkeep of the estate.

	At 1 January 2018	Income	Expenditure	Other recognised gains/losses	Transfers	At 31 December 2018
	£	£	£	£	£	£
Designated Funds						
GGA Training at a Training/Activity Centre	14,067	1,012	-	-	-	15,079
Reach Out Grant	2,481	231	(1,780)	-	-	932
Chief's Memorial	2,961	4,387	(5,122)	-	-	2,226
Unit Start Up Grant	16,691	-	(7,906)	-	-	8,785
Hautbois Estate	72,250	-	-	-	-	72,250
Hautbois Maintenance	83,462	-	(34,337)	-	37,397	86,522
Designated funds	<u>191,912</u>	<u>5,630</u>	<u>(49,145)</u>	<u>-</u>	<u>37,397</u>	<u>185,794</u>
General Funds	<u>3,580,238</u>	<u>1,866,961</u>	<u>(1,868,859)</u>	<u>6,365</u>	<u>(37,397)</u>	<u>3,547,308</u>
Restricted Funds						
Friends of Hautbois	14,313	830	-	-	(7,187)	7,956
Friends of Hautbois - Legacies	26,322	-	-	-	7,187	33,509
Membership Growth & Retention	11,452	-	(3,494)	-	-	7,958
Restricted funds	<u>52,087</u>	<u>830</u>	<u>(3,494)</u>	<u>-</u>	<u>-</u>	<u>49,423</u>
Total funds	<u><u>3,824,237</u></u>	<u><u>1,873,421</u></u>	<u><u>(1,921,498)</u></u>	<u><u>6,365</u></u>	<u><u>-</u></u>	<u><u>3,782,525</u></u>

Notes:

An adjustment was made in 2018 to redefine part of the Friends of Hautbois restricted fund to be deemed as legacies and subject to particular restrictions.

As in other years the surplus from activity centre bookings is transferred to the Hautbois Maintenance fund for the upkeep of the estate.

Designated funds are as follows

Girlguiding Anglia Training at a Training & Activity Centre Bursary, set up as the King George VI Fund this provides grants to adult Leaders in the Region to attend a guiding-organised training event at one of the Training and Activity Centres owned by Girlguiding or one of its Countries and Regions. Funds are received annually from Girlguiding to support this bursary.

Reach Out Grant Fund - This fund provides grants to empower girls and young women and their units to provide new opportunities and benefit guiding in the community. The fund is a combination of funds received annually from the Girlguiding Buchanan Legacy, together with additional funds from Girlguiding Anglia.

Chief's Memorial Fund - Known as the Girlguiding Anglia International Bursary, the Chief's Memorial Fund helps Region members taking part in a guiding international adventure who are not eligible for any other Girlguiding Anglia grant. Funds are received annually from Girlguiding to support this bursary.

Hautbois Estate - The trustees have set aside funds to acquire the church and surrounding land within the Hautbois estate.

Hautbois Maintenance, Renewals and Development- this is the surplus generated by Hautbois and has been set aside to pay for expected future maintenance, renewals and development of the facilities.

Leadership Training - To provide funds to train more leaders across Girlguiding Anglia

Diamond Challenge - As part of the Duke of Edinburgh scheme funds have been received to develop the Duke of Edinburgh award scheme leaders in deprived areas across the region.

The Trustees agreed to reduce surplus reserves by three years of grants to counties of £1 per member for various projects. This was Learning and Development in 2019.

Restricted funds are as follows

Friends of Hautbois - The Friends of Hautbois are an Interest group dedicated to the furtherance of Hautbois. Income is generated through subscriptions and fundraising, which primarily is used to support, upkeep and fund new projects at Hautbois.

Friends of Hautbois Legacies - Proceeds from legacies received by Friends of Hautbois for the benefit of Hautbois.

Membership Growth & Retention - The Membership Growth & Retention Grant (previously referred as Growing Guiding Grant) was provided by Girlguiding to Girlguiding Anglia for the provision of activities to support the local systems to ensure that new and potential members are warmly welcomed and supported to join Girlguiding.

19 Grants made

	2019			2018		
	Institution	Individual	Total	Institution	Individual	Total
Reach out grant	475	-	475	1,580	200	1,780
Chief's memorial	6,143	-	6,143	5,122	-	5,122
Unit start up	7,301	-	7,301	7,906	-	7,906
New programme *	-	-	-	69,583	-	69,583
Learning & development *	66,838	-	66,838	-	-	-
Membership retention	-	-	-	3,494	-	3,494
Property grants	-	-	-	11,000	-	11,000
Space to grow grants	5,750	-	5,750	-	-	-
Delivering diversity	1,334	-	1,334	-	-	-
International trips	-	13,495	13,495	-	19,780	19,780
Carer grants	-	45	45	-	-	-
Outdoor activity	90	50	140	-	305	305
Queens Guide	86	-	86	44	-	44
Discount to guiding groups using Hautbois	24,375	-	24,375	28,814	-	28,814
	112,392	13,590	125,982	127,543	20,285	147,828

* The £1 per member grants to counties were for "New programme" in 2018 and "learning & development" in 2019. The trustees have yet to decide what the 2020 grant will be for.

20 Net assets by fund

2019	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible assets	1,429,427	-	1,429,427
Investments	1,298,101	-	1,298,101
Current assets	1,452,367	51,965	1,504,332
Creditors: Amounts falling due within one year	(270,560)	-	(270,560)
Net assets	3,909,335	51,965	3,961,300
2018	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible assets	1,465,155	-	1,465,155
Investments	1,067,116	-	1,067,116
Current assets	1,491,170	49,423	1,540,593
Creditors: Amounts falling due within one year	(290,339)	-	(290,339)
Net assets	3,733,102	49,423	3,782,525

21 Cash provided by operating activities

	2019	2018
	£	£
Net expenditure for year before capital gains (as per Statement of financial activities)	(52,210)	(48,077)
Adjusted for		
Depreciation charges	86,374	73,068
(Profit)/Loss on disposal of fixed assets	-	(800)
Interest received	(6,385)	(6,712)
(Increase)/decrease in stocks	1,377	3,232
(Increase)/ decrease in debtors	(51,624)	209,038
Increase / (decrease) in creditors	(19,779)	(234,166)
(Decrease)/increase in provisions	-	-
	<hr/>	<hr/>
Net cash used by operating activities	(42,247)	(4,417)
	<hr/> <hr/>	<hr/> <hr/>

22 Analysis of cash and cash equivalents

	2019	2018
	£	£
Cash in hand	1,259,849	1,346,357