

ANNUAL REPORT TO THE TRUSTEES



WE DISCOVER, WE GROW

Girlguiding

London & South East England

THE GUIDE ASSOCIATION LONDON AND
SOUTH EAST ENGLAND
KNOWN AS **GIRLGUIDING LONDON AND
SOUTH EAST ENGLAND**
FOR THE YEAR ENDING 31 DECEMBER 2019





**Girlguiding London and
South East England
3 Jaggard Way
Wandsworth Common
London
SW12 8SG**

Registered Charity No. 308268

Message from the Chair of the Board of Trustees, The Chief Commissioner



I am pleased to be able to introduce Girlguiding London and South East England's (LaSER) report for 2019 on behalf of our trustees.

Girlguiding London and South East England covers all but one London borough and the counties of Kent, East and West Sussex and Surrey. It is one of the nine countries and regions of Girlguiding, the leading charity for girls and young women in the United Kingdom. Our vision is to give every girl the opportunity to gain life changing experiences that enable her to discover the best in herself and make a difference in the world.

A total of 57,711 girls and young women in 3,523 units were members of the region in 2019. Through our four sections: Rainbows (aged 5 - 7 years), Brownies (7-10 years), Guides (10-14 years) and Rangers (14-18 years) they enjoyed a wide and varied programme of exciting and challenging activities, residential events and community action opportunities that aimed to be affordable, inclusive and accessible to all.

The Covid -19 pandemic has impacted all of our lives, and Girlguiding has currently suspended all face-to-face meetings and activities. Along with other charities, the restrictions and uncertain future have the potential to seriously affect our financial position, although we are fortunate that we have substantial reserves.

Many of our 6,526 trained leaders and 1,504 young leaders, aged between 14 and 18 years of age, have continued to support and inspire their girls throughout the crisis, providing activity packs, newsletters and virtual meetings. A substantial proportion are key workers, or have volunteered to support their communities, often inspiring their girls to do so too.

I'd like to take this opportunity to thank all of our volunteers including our network of 244 volunteer managers (known as commissioners).

Message from the Chair of the Board of Trustees, The Chief Commissioner



The work of the region is only possible due to the support, expertise and enthusiasm given by our staff and the volunteer members of the region team, so I would also like to thank our trustees, county commissioners, lead volunteers, trainers, committee chairs and members of task and finish groups, many of whom also run units in their own locality. It is a tremendous privilege to be their chief commissioner.

A handwritten signature in black ink, appearing to read 'Sally Christmas', written in a cursive style.

Sally Christmas
Chief Commissioner and Chair of the Board of Trustees

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Statement of purpose

Girlguiding London and South East England (Girlguiding LaSER) offers girls and young women quality girl-led guiding opportunities, presenting challenge and adventure, which develop their potential and enable them to make a positive contribution to their community and beyond.

Governing document and constitution

The Guide Association London and South East England (“the region”) is governed by royal charter and the powers of the board of trustees are set out in the constitution as expressed under the byelaws of the royal charter.

Public benefit

The Board of Trustees confirms that they have taken due regard to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing the organisation’s aims and objectives in planning future activities.

Our vision

To give every girl the opportunity to gain life-changing experiences that enable her to discover the best in herself and make a difference in the world.

Our mission

We will deliver a challenging and fun programme of activities that offers new experiences, ensures our leaders and volunteers receive excellent training and support in order to give inspirational leadership, and delivers quality programmes that enable girls to gain new skills, confidence, and discover the best in themselves.

Our values and Girlguiding commitment

Fun - Challenging - Caring - Inclusive - Empowering - Inspiring

We will get better at all that we do for girls. We will work together to ensure that more girls from all backgrounds benefit from what we do. We will listen to girls and promote their voice. We will work collaboratively to improve our processes and decision-making.

The region is one of nine separately constituted areas of The Guide Association and as such is an independent charity in its own right (charity registration no.308268).

The reports and results contained herein relate only to the operation of the region and no other entity. The region covers Kent, Sussex, Surrey and the whole of Greater London, except the London Borough of Havering.

The Board of Trustees is the decision making group for policy and management decisions. They are supported by three groups: the Operations Group, the Risk Group and the Steering Group.

The region also includes two campsites: Chigwell Row and Cudham Shaws Outdoor Centre. These sites both have associated 'Friends' groups.

The board of trustees' structure

Voting members	Appointed by	Type
Chief commissioner	Chief guide	Ex officio
One deputy commissioner	Chief commissioner	Ex officio
Two Steering Group representatives	Steering Group	Ex officio
Four membership trustees	Board of trustees	Elected
Two external trustees	Board of trustees	Elected
Trustee treasurer	Board of trustees	Elected

2019 board of trustees' members

Role	Name	Type	Term
Chief commissioner and chair of the Board of Trustees	Sally Christmas	Ex officio	23 July 2016 - 23 July 2021
Deputy chief commissioner and board member	Liz Smith	Ex officio: Operations Group	23 July 2016 - 23 July 2021
Region manager	Amrita Sheldon	Non-voting	From August 2017
Board member	Catherine Breen	Membership representative	19 March 2017 - 18 March 2022
Board member	Rachael Graham	Membership representative	19 March 2017 - 18 March 2020
Board member	Alison Gregory	Membership representative	19 March 2017 - 18 March 2020
Board member	Lisa Barden	Ex officio: Steering Group	1 July 2018 - 30 June 2020
Board member	Lesley Bailey	Ex officio: Steering Group	1 July 2017 - 30 June 2019
Board member	Alan Lees	Trustee Treasure	1 January 2019 - 31 December 2021
Board member	Matthew Thomas	External	1 January 2019 - 31 December 2021
Board member	Haf Rees	Membership representative	1 April 2020 - 31 March 2023
Board member	Kim Whitmore	Membership representative	1 April 2020 - 31 March 2023
Board member	Rebecca Whibley	Membership representative	1 April 2020 - 31 March 2023
Board member	Chandni Malhotra	Membership representative	1 January 2019 - 31 December 2021
Board member	Karen Binns	Ex officio: Steering Group	1 July 2019 - 30 June 2021

Board appointments

- ▶ The chief commissioner was appointed by the chief guide of Girlguiding in consultation with the membership of the region.
- ▶ The deputy chief commissioner was appointed by the chief commissioner.
- ▶ The trustee treasurer is a board appointment.
- ▶ The Steering Group representatives were appointed by the chief commissioner in consultation with the membership of the county. They were selected as trustees by their fellow Steering Group members.
- ▶ The lead volunteers who serve on the Operations Group were appointed by the chief commissioner. Those appointed since November 2016 have been approved by the board.
- ▶ Elected members are board appointments.
- ▶ Ex officio members cannot exceed their five year term of appointment on the board.
- ▶ Elected members of the board serve a maximum of three years with an option to extend for a further two years.
- ▶ Elected members of the board were selected based on their skills and experience.
- ▶ The Deputy Chief Commissioner's term of office does not extend beyond the finishing date of the Chief Commissioner's end date.

Induction and training of trustees

All trustees are provided with an induction and are supported on an ongoing basis with the needs of the group and individuals being addressed.

Other governance groups

The board of trustees is supported by The Operations Group, Risk Group, Steering Group & Property Group.

Each group was able to invite experts to join them to inform discussions. Visitors had no voting rights.

Board of trustees Chair - Chief Commissioner (unless delegated)
Steering Group Chair - Chief Commissioner (unless delegated)
Operations Group Chair - Chief Commissioner (unless delegated)
Risk Group Chair - Chair of Risk (unless delegated)
Property Group - Chair of the Property Group (unless delegated)

1. The Operations Group

This group deals with the day to day operations of the region: the region office, staff and campsites which are under supervision by the region manager as well as the volunteer operations of activities and adventure, learning and development and marketing and communications.

Role	Name	Description	Term
Chair	Liz Smith	Deputy chief commissioner	23 July 2016 - 23 July 2021
Member	Sally Christmas	Chief commissioner	23 July 2016 - 23 July 2021
Member	Lou Morris	Lead volunteer for learning and development	31 July 2017 - 22 April 2019
Member	Helen Osborne	Chair of marketing and communications	1 January 2019 to 31 December 2021
Member	Jan Butler	Chair of Risk Group	7 June 2017 - 31 December 2020
Member	Amrita Sheldon	Region manager	From August 2017
Member	Collette Stone	Deputy chief commissioner (activities and adventure) from October 2018	4 May 2017 - 23 July 2021
Member	Fiona Jackson	Lead volunteer for learning and development	1 July 2019 - 1 July 2022
Member	Hilary Chittock	Chair of Property Group	1 January 2019 - 31 December 2022

2. The Risk Group

This group oversees matters pertaining to risk and internal controls. This includes a review of the risk register, insurances, and risk assessments for large scale events including international trips.

Role	Name	Description	Term
Chair	Jan Butler	Chair of Risk Group	7 June 2017 - 7 June 2020
Member	Caroline Davies	Girlguiding membership	31 May 2014 - 31 May 2019
Member	Debra Griffiths	Girlguiding membership	31 May 2014 - 31 May 2021
Member	Amrita Sheldon	Region manager	From August 2017
Member	Catherine Breen	Trustee	7 June 2017 - 7 June 2021
Member	Hilary Chittock	Girlguiding membership	4 April 2018 - 3 April 2021
Member	Alan Lees	Trustee Treasurer	1 January 2019 - 31 December 2021

'My favourite part was when we met the female firearm officers ... they inspired me to look into becoming a police cadet'.

- A member of 3rd Sidcup Guides at Met Police - NSY March 2019.

3. The Steering Group

The group informs decision-making with the views of the membership at the core of its agenda.

Role	Name	Description	Term
Chair	Sally Christmas	Chief commissioner	17 September 2018 - 23 July 2021 (member from 23 July 2016 - 17 September 2018)
Member	Liz Smith	Deputy chief commissioner	23 July 2016 - 23 July 2021
Member	Amrita Sheldon	Region manager	From August 2017
Member	Sarah Little	Chair of Trefoil Guild	October 2016 - 4 October 2019
Member	Chris Martin	Chair of Trefoil Guild	November 2019 - October 2022
Member	County commissioners	County commissioners representing each of the 19 counties	N/A

4. The Property Group

This group reviews and informs on the region properties.

Role	Name	Description	Term
Chair	Hilary Chittock	Chair of Property Group	1 January 2019 - 31 December 2022
Member	Collette Stone	Deputy chief commissioner (activities and adventure) from October 2018	1 January 2019 - 31 December 2022
Member	Janette Goss	County Commissioner	1 January 2019 - 31 December 2022
Member	Matthew Thomas	Trustee	1 January 2019 - 31 December 2022
Member	Debbie O'Halloran	Estate Manager	From 1 January 2019
Member	Amrita Sheldon	Region Manager	From 1 January 2019
Member	Jacqueline Martyr	Girlguiding Membership	1 January 2019 - 31 December 2022
Member	Zoe Kingsmill	Outdoor Activity Advisor	4 May 2014 - 4 May 2019
Member	Kerri Hurley	Outdoor Activity Advisor	22 November 2019 - 22 November 2022

'I took the confidence to be proud of myself for my achievements, the drive to follow my gut and stick to my morals, and the excitement of discovery, adventure and change.'

- Sophie Cantwell-Kelly, Young Leader attended Ambassador's Reception Nov 2019

Professional advisors and consultants

The professional advisers and consultants during the year were as follows:

Banks

National Westminster Bank

Wandsworth Branch, PO Box 8888, 98 Wandsworth High Street, SW18 4JZ

Virgin Money Savings

Jubilee House, Gosforth, Newcastle Upon Tyne, NE3 4PL

CAF Bank Limited

25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

Auditors

Brewers Chartered Accountants

Bourne House, Queen Street, Gomshall, GU5 9LY

Legal consultants

For Girlguiding:

Bates Wells Braithwaite

10 Queen Street Place, London, EC4R 1BE

For Girlguiding London and South East England:

Gullands Solicitors

16 Mill Street, Maidstone, Kent, ME15 6XT

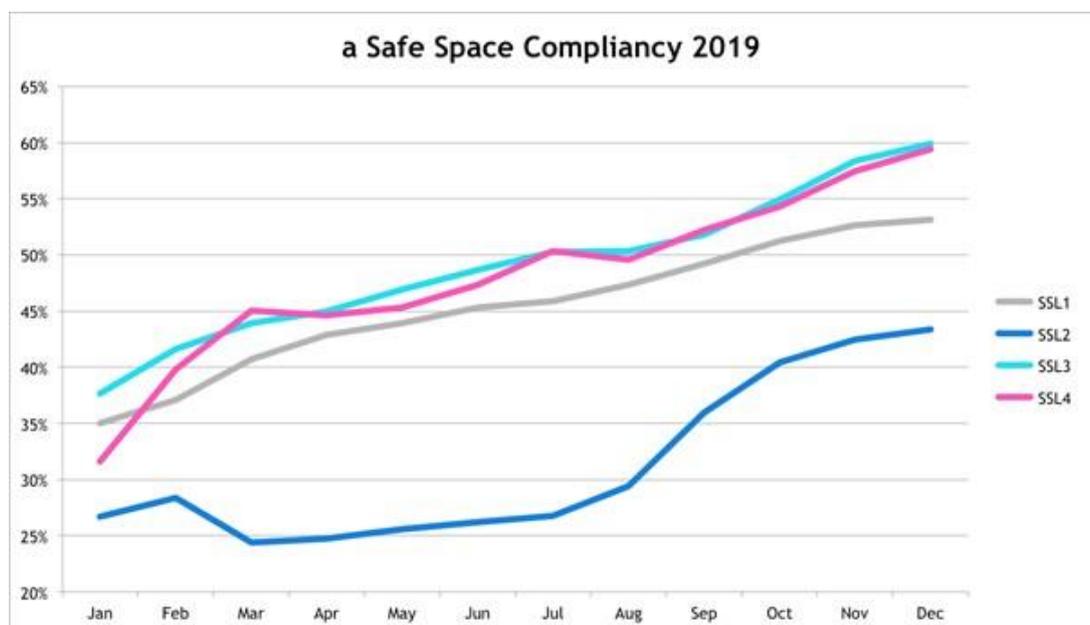
Learning and development

In 2019 we expanded our commissioner training days to incorporate other regional trainings aimed at those in leading and managing roles e.g. unit leaders, advisers etc. The Region Training Days took place in March, June and November. As well as the commissioners receiving updates on forthcoming changes and opportunities for them to attend commissioner relevant workshops, those with leading and managing roles could also attend 1st Response, A Safe Space and Travelling Abroad Training, and planning large scale events, budgeting and mentoring workshops. A total of 231 commissioners and volunteers in leading and managing roles attended the three Region Training Days in 2019.

Other trainings for our adult volunteers included the Duke of Edinburgh (DofE) award with seven volunteers trained as Bronze/Silver Expedition Assessors. In 2019 we had the following DofE enrolments: Bronze 68 / Silver 23 / Gold 15. We also had the following DofE completions: Bronze 37 / Silver 15 / Gold 7

We also held a region team day at Redhill Methodist Church in March designed to help the region team get to know each other better, update everyone on priorities of both Girlguiding nationally and Girlguiding LaSER and how we can grow and retain our volunteer base.

A Safe Space in Girlguiding LaSER statistics



In 2019, two of our trainers completed training modules in A Safe Space. In November 2019, we held a one-day trainer's conference with 59 trainers (including prospective trainers) at the Holiday Inn, Shepperton. The conference was to provide updates & refresh trainers' skills & knowledge.

Three workshops were held during the year for prospective trainers, tutors and reviewers. During 2019, our trainers and prospective trainers delivered 1496 hours of training. This included 349.25 hours of A Safe Space training and 291.5 hours of 1st Response training.

At the end of 2019, we have six adult volunteers who are becoming a trainer, 17 prospective trainers, 80 trainers, 21 tutors and 10 reviewers - this includes six trainers that have completed the training qualification during 2019.

Delivery

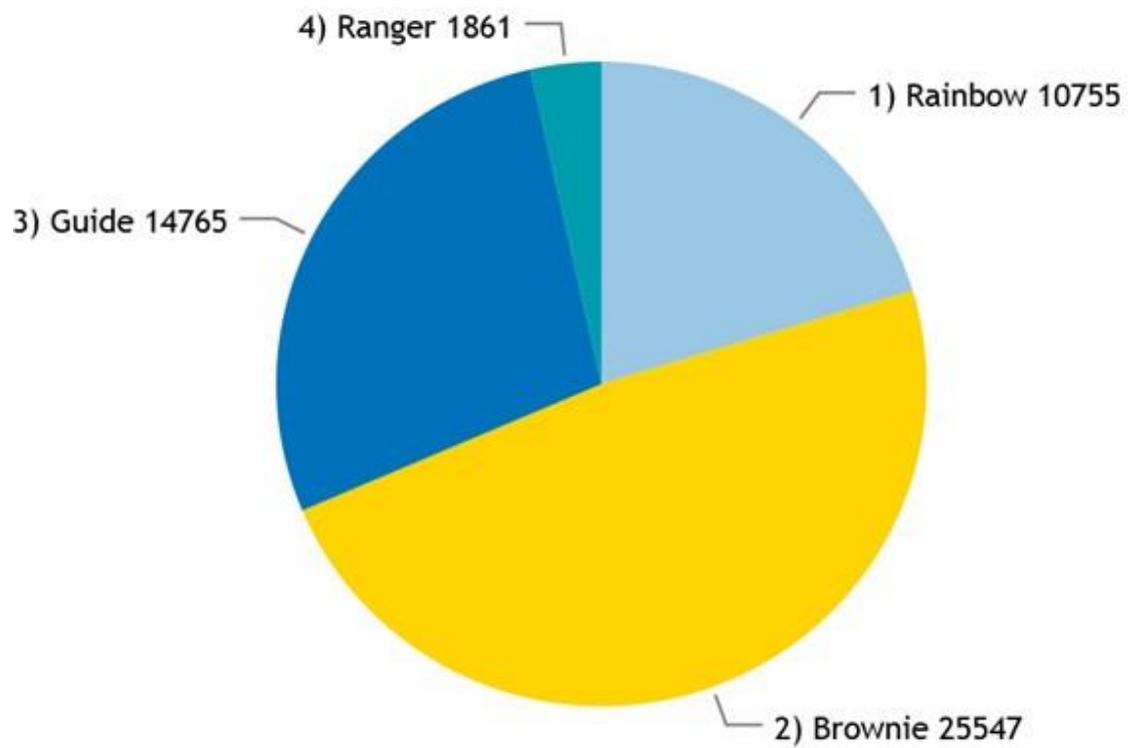
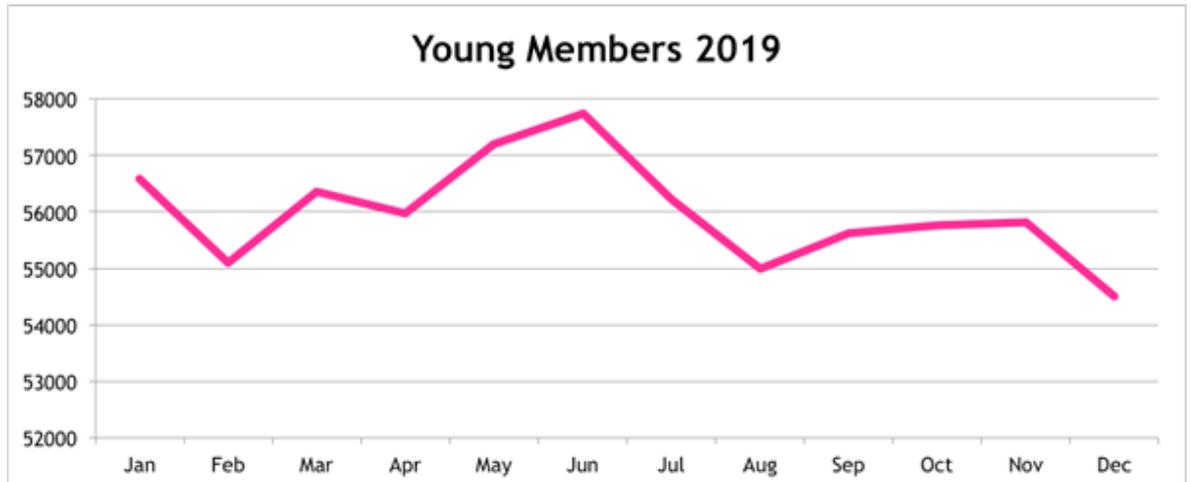
During 2019, two of our trainers completed additional training modules, further expanding the areas in which they can deliver training. The total of those able to deliver A Safe Space training is 37. Fifteen trainers are qualified to deliver 1st Response.

During 2019 Girlguiding HQ experienced a malfunction with the software they use for leaders to sign up for Peer Education sessions and as a result there were less Peer Education sessions delivered. The issue was resolved at Girlguiding HQ at the end of 2019. At the end of 2019, we have 20 peer educators.

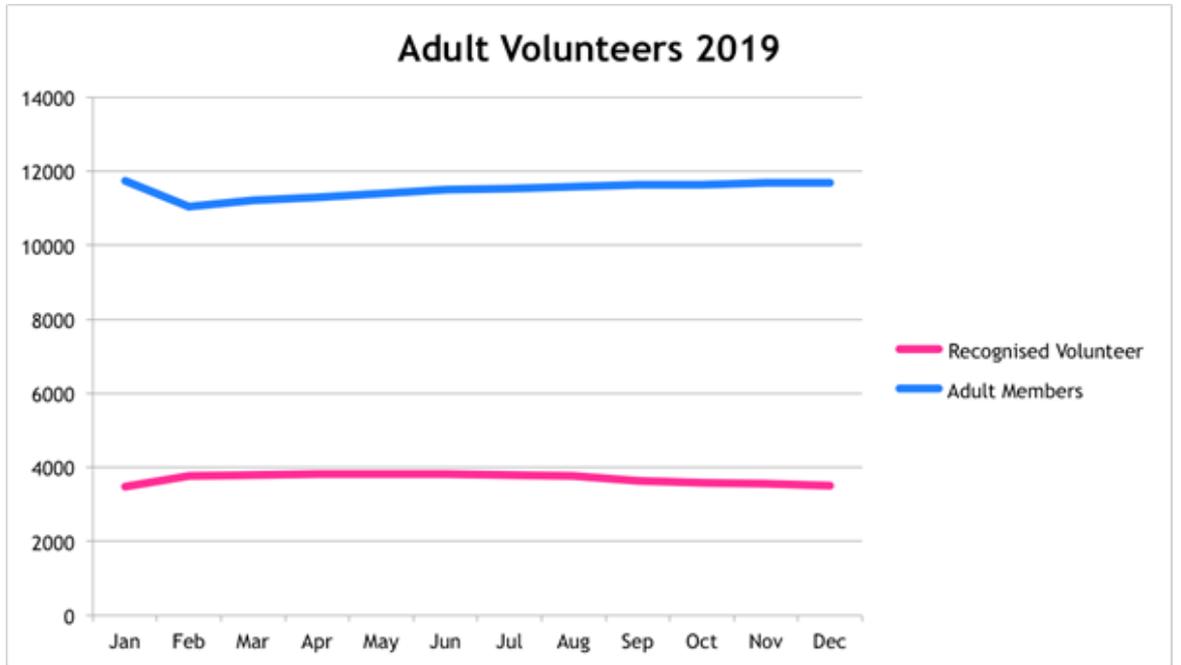
'Throughout this trip we made so many friends, from bonding as a team to wonderful friendships with the Mongolian children crossing the language barrier...We also learned and developed amazing skills that will help us throughout life, from independence and confidence, to communication and teamwork.'

- Eleanor Keen, Girlguiding LaSERIO Mongolia participant
Summer 2019

Membership data



Volunteers



Activities and adventure

Breakaway to Belgium

To celebrate World Thinking Day, Ranger units across the region were encouraged to make their way to Belgium over the weekend of Friday 22 - Sunday 24 February 2019. 169 volunteers and girls took part in the event. All the units taking part met up for an event on the afternoon of Friday 22 February in Brussels to mark World Thinking Day.

On the Saturday, the Rangers took part in a wide game. The wide game involved units exploring Brussels and its famous sights, as well as travelling to Ghent to solve further challenges. The units also took a 40-minute guided boat ride around the waterways of Ghent in a covered boat. On Sunday 24 February units were free to do their own activities.

Rainbows Go Wild

Over the weekend of 12 -13 October 2019 Rainbow units across the region were encouraged to visit a zoo, wildlife park or aquarium to find out more about the animals found there. We also encouraged units to hold a sleepover which could be at any suitable location of their choosing. Downloadable packs were produced by a small team of volunteers with expertise in the Rainbow section; one with a variety of activities and songs which could be completed at the venue and another for sleepovers. One of the main aims of this event was to give comprehensive downloadable packs to leaders of Rainbow units who are less confident in taking their Rainbows outside of their unit meeting place.

We took bookings for 19 different venues across the region. Overall, we had 92 units book with over 1,400 Rainbows taking part across the weekend. Rainbow units were also invited to use the Rainbows Go Wild packs at their own venue of choice.

International trips

There were four international region trips for members aged 14-17 years old that took place during the summer of 2019. The service project trips took 45 participants and 12 leaders to one of the following countries: Argentina, Mongolia, Uganda and Thailand. All Region international trips are required to include a service element and in 2019 participants who went to Argentina volunteered at a care centre where they completed renovation work in the mornings and provided childcare in the afternoons. The group that visited Uganda taught English to primary school children, were involved in painting and decorating within the school as well as preparing farmland and planting seeds. In 2019 we also ran an international trip for eight 18-26-year olds to Zanzibar who volunteered with a local school during the week.

Nine Rangers with one leader took part in the World Scout Jamboree in North America.

Lord Mayor's Show, Festival of Remembrance and the Cenotaph

In 2019 we took part in the Lord Mayor's Show with nearly 50 participants from Girlguiding Sussex Central county, with a float that included a lorry decorated to celebrate the county's 40th birthday. Counties represent the region on a rota basis at this event. A group from Girlguiding Middlesex East county also supported at the feeding station at the show ensuring that all the float participants had their lunch. We also contributed to the Festival of Remembrance with 15 volunteers as ushers and programme sellers from Girlguiding Sussex West county.

Partnerships

Macmillan Cancer Support

In 2019 we continued our partnership which launched in September 2018. The partnership, called the Macmillan Challenge, offered members the chance to earn six badges: World's Biggest Coffee Morning, Dress Up and Dance, Mile for Macmillan, Awareness, Volunteering and a Macmillan badge. The year-long partnership was well received and units across the region raised over £57,000 for Macmillan Cancer Support. Over 11,500 badges were sold across the year.

RSPB

In 2019 units continued to complete the Together with Nature pack, Brilliant Birds pack and seasonal RSPB Growing Up Wild paw print badge.

A new Nature Cabin was opened in spring 2019 at Cudham Shaws Campsite. The Nature Cabin contains sets of seasonal activities that leaders can pick up and take out with all the equipment required for the activity in the box.

Metropolitan Police Service

In March 2019 we launched our Guide Police Challenge activity pack created by a group of young women working on Element 4 of their Queen's Guide award. To mark the launch of the pack an event was held for 100 Guides and leaders at New Scotland Yard with activities including solving a crime, fingerprinting and meeting police officers from many different roles with the Metropolitan Police force. The pack is available to download from the Girlguiding website and in 2019 we sold over 1,500 badges.

Membership growth & retention

We developed, delivered, and supported a range of initiatives to achieve the effective growth and retention of Girlguiding LaSER's membership of both girls and volunteers. Our two region lead volunteers for membership growth and retention have continued to support counties with their growth plans and to help them with funding applications and ideas. We have also worked with the growth and insight team at Girlguiding to support two of their projects, 'Delivering Diversity' and 'Space to Grow Together', in our region.

Mission Transition

This event took place on Saturday 19 January 2019 at venues Victoria, One Drummond Gate. It was a day-long workshop designed to support counties to help young members successfully transition between sections and was paid for using a grant of £10,000 from Girlguiding's Membership Retention Fund. Each county was invited to send three delegates, and following attendance had the opportunity to apply for up to £250 of seed-funding to run a proposed transition project. Eleven of our 19 counties were present, and nine received funding through the project.

It was decided to spend the remaining money on a region transition project. We have chosen to adapt the Girlguiding Midlands 'Stay with Girlguiding' transition resource and badge, with their permission, and use the funds to have this printed and sent to every district, division and county commissioner in the region.

Delivering Diversity

This project is intended to bring guiding to areas and individuals who may not have otherwise been able to take part. We have worked closely with the project manager at Girlguiding on initiatives in counties especially in and around London including 'warm welcome' events and support with reducing waiting list numbers.

Through this project, Girlguiding LaSER was awarded £2,500 of funding from the Uniformed Youth Fund to spend on recruitment in deprived areas. We used this to run radio advertising campaigns following Girlguiding's '#InspireGirls' messaging in the two areas of our region that score highest on the deprivation scale, Hastings in Sussex East county and Thanet in Kent East county.

Space to Grow Together

This project has funded two Growth and Communities Coordinators to work with Croydon, Surrey East and Kent West counties to develop and trial new ways of growing and retaining members. This has included exploring online volunteer recruitment, engagement with community events and organisations, giving targeted support to units at risk of closing and developing growth and communications volunteer teams at the county level and below. The Coordinator role for Croydon and Surrey East was vacant for much of 2019, which impacted progress, but the vacancy was filled in September and work continues.

'At Brownies, I like all the games and learning new things and I like making friends. I like meeting new people. My favourite parts are the games and I like earning badges. I like being together with the other Brownies and going on trips. I have great leaders and we do fun things'.

Erin D, 1st Chislehurst Brownies

Digital communications

Staff and volunteer teams responsible for our digital presence continue to raise the profile of the organisation using Facebook, Twitter and Instagram. We have also spent time developing our LinkedIn account, tailoring content to a professional audience with a focus on our partnerships and campaigns.

The marketing and communications staff team continue to send a weekly memo to county commissioners and communications and PR advisers to update them on both region and national communications and PR plans and priorities. To enhance the support provided by the region marketing and communications team to volunteers at the county level and below, we increased the distribution list to include county membership growth coordinators, and provided more detailed information about region events and campaigns further in advance to enable them to share and engage on their channels.

In September, our Lead Volunteer for Digital ran a live question and answer session across our Facebook, Twitter and Instagram profiles. This coincided with Girlguiding's full changeover to the new programme in the 2019/2020 term, having been launched in the summer of 2018, and was intended to gauge our member's experiences with introducing the programme so far. Engagement was high and it was agreed to continue these sessions.

Social media reach

This year, the Girlguiding LaSER Facebook page has received an average of 20 new likes per month, the Twitter account 38 new followers per month, and the Instagram account 53 new followers per month. We continue to develop our social media presence to increase engagement and add value for our members. To this end, we have increased the use of graphics created by our staff team.

The Website

A year after the launch of the newly developed Girlguiding LaSER website in July 2018, we have continued to develop and adapt it to provide a quality hub for members in our region. This has included working with region lead volunteers and staff to better promote and serve their purposes. For example, to help promote the Duke of Edinburgh's Award offering to Girlguiding members in our region, a webpage was created with all relevant information and documentation to support both prospective and active members completing their Duke of Edinburgh's Award. This includes a monthly 'congratulations' feature for members who have completed their Award, and a link to blog entries from members about their experiences.

The Chigwell Row Campsite website was also incorporated into the region website this year, bringing the web presences of both of our campsites together. All the necessary webpages and content were created for this and went live towards the end of 2019.

Press relations

Our team of three lead volunteers for PR have continued to support both region and county press activity this year. As well as creating press releases for our region events and partnerships, they supported counties with PR around their large-scale events, and ran 'drop-ins' for county public relations advisers (PRAs) via Zoom to create a space for them to ask questions directly.

The region also held a media spokesperson training for the Girlguiding LaSER Champions. Facilitated by an external specialist, this session was intended to empower attendees to act as spokespeople for Girlguiding locally, regionally and nationally when called upon for media opportunities.

The 14-30 age group

We have continued to strengthen our offerings for members aged 14-30 in line with Girlguiding's Rangers and 18-30 sections. This includes working with the region 18-30 Coordinator to explore ways of working together to promote the offering across Girlguiding LaSER.

The Hive

Following its successful launch in 2018, we have continued to develop The Hive, our communications offering for members aged 14-30. Consisting of a blogging section on the region website, social media profiles and a monthly newsletter round-up of blog posts, this content is created and delivered by a team of 'admins' headed up by a Lead Admin. Members from across the region in this age group are encouraged to submit blogs to be featured on The Hive and receive a free 'The Hive' badge for their first published blog. The admins themselves are also encouraged to blog and produce bespoke content. This year The Hive featured blogs related to topics including Girlguiding's national 'Future Girl Acts on... Plastic' week of action.

The admin team for The Hive's first year consisted of members of the task and finish group who proposed the change, with the chair of that group becoming the Lead Admin. Their terms came to an end in April of 2019, and a recruitment campaign was launched to replace them. As part of this, the decision was taken to create a Chair of The Hive role in the region marketing and communications team, which was filled by the previous Lead Admin. Eight new admins were brought into the team, and a new Lead Admin was appointed to head up the team. A term of reference was also created for The Hive and admins now have the opportunity to extend their one-year term for a second year if they would like.

In March, The Hive ran an event called Buzzing About Wildflowers. It came as the result of a grant from Grow Wild UK and took the form of a mobile photography workshop held at Kew Gardens in London. Eighteen attendees learnt new skills for taking quality photographs and a pack comprising the content of the workshop was later created and released on the Girlguiding LaSER website for all members to use.

Girlguiding LaSER Champions

Following a recruitment campaign launched at the end of 2018, a Chair and Deputy Chair of the Champions were appointed in February. Their first action was to lead a group of Champions in producing activities and content for the UK Parliament Week booklet that is sent to all members in the region who sign up to take part.

Advocacy and external engagement

We have continued to provide and link in with opportunities for girls and young women to have their say and speak out about the things they care about. This included coordinating a space in the parade and community market at Brighton Pride and a continued partnership with UK Parliament Week. We continued to promote the 'Libertea' badge and activity pack, created by Egham Rangers in collaboration with Royal Holloway University to celebrate the 100th anniversary of the first women granted the right to vote in the previous year.

Guiding Conversations - Bereavement

At the end of April, we launched a 'Guiding conversations' resource to support volunteers in discussing death, dying, grief and loss in the unit meeting place. Created in collaboration with Hospice UK and a host of their bereavement charity partners, this resource was originally proposed by the Girlguiding LaSER Champions. We worked closely with Hospice UK's media team to link the resource in with their Dying Matters Awareness Week in May on social media. It is the first time that a country or region has used Girlguiding's 'Guiding conversations' format for its own resource.

Girlguiding LaSER Ambassadors

Our ambassador programme has grown exponentially this year. While we said goodbye to two of our ambassadors this year, Kathleen Murray and Pip McKerrow, a successful recruitment campaign into the new year welcomed nine new inspirational women to the team. Spearheaded by adventurer Sally Kettle, the first woman to row the Atlantic Ocean from east to west, our ambassadors support the region by attending unit meetings and events, promoting the region and sharing their expertise. The new cohort includes a biomedical scientist, the Vice-President of the Magic Circle and the Foreign and Commonwealth Office's Special Envoy for Gender Equality.

In November we held a drinks reception at the Museum of London, inviting key region personnel to welcome the new ambassadors and highlight the ways that they can work with them. County commissioners attended alongside young women aged 14-30 from their counties who had achieved something impressive, such as completing the Queen's Guide award or Duke of Edinburgh's Award.

Data protection

We have continued to develop our data protection processes in accordance with the General Data Protection Regulation (GDPR). We have provided ongoing support to county volunteers in ensuring that the digital communications that they send out are received by members who have consented to hear from them. As a region, we have continued to review our photographic storage and sharing processes. This has involved deleting photographs from our library of images that we cannot verify consent for, and as a result we have sought to take more, GDPR-compliant photographs this year. To achieve this, we have implemented a strict consent-gathering process before events and used coloured lanyards to determine attendees with full consent on the day.

Finance

Girlguiding LaSER continues to be in a stable financial position during 2019 in terms of the underlying income and expenditure. There was an increase in the reserves of £95,928. This is a positive indicator of Girlguiding LaSER's financial strength. These funds are for future investment in guiding activities, organizational infrastructure costs and operational activities.

Staff

There were limited vacancies in 2019. With the exception of one, these were filled within the year.

'I love Rainbows because I really like meeting all of the Rainbow leaders and my friends. It is so much fun doing all the activities and I enjoy doing all of them!'

- Lukshmi, 3rd Chislehurst Rainbows

Cudham Shaws Outdoor Centre

During the winter months, the self-catering accommodation “Badgers” underwent some renovation work. This included improved indoor and outdoor bathroom facilities, tiling, new sinks, refreshed paintwork, new carpets and new curtains, which were made voluntarily by one of our “Hazeltyne” quilting group. A new pricing structure was introduced with a reduction in the minimum charge and fees based on a per person per night basis, hoping to attract single night users & small units/leader groups.

2019 saw an overall increase in non-Guiding groups visiting Cudham Shaws. When compared with 2018 and 2017, grass sledging, archery and trampolining are still the most used activities on site.

Cudham Shaws ran seven very popular “girl events”, attracting 421 girls from all sections. Loyal event leadership teams the South East area police cadets and Trefoil volunteers worked together to deliver a large range of different activities. These included making outdoor homes, having adventures with happy feet, learning circus skills with “Splats entertainment”, Rainbows taking their teddies on adventures and a bear hunt in the woods. Guides found treasure using a compass and maps, and “Joe’s Bows” help us to connect to nature with their birds of prey visit. Each event gave the girls the opportunity to earn various Growing up wild paw print badges, Skills builders and new pieces of the Cudham 4 seasons jigsaw badge.

March saw the opening of the “Nature Cabin” on the lower site which had been fitted out by our partners, the RSPB. 309 girls and their leaders have enjoyed the activities based around the four seasons. The ten new RSPB trail boards positioned around the top and lower sites were enjoyed by 306 girls (and their leaders) as part of their “Be Well” challenges and 415 girls (and their leaders) have had fun out of doors with the free “RSPB Brilliant Birds resource box”.

2019 saw the welcome return of our Lloyds TSB Bank group, who spent three days at Cudham Shaws on a “give to give” workplace volunteering basis. The volunteers completed 186 hours’ worth of work. Their projects included wood-staining at Badgers, Lordfield and Beechwood huts (inside and out), whitewash painting in the wash cubicles, and scrubbing the pots and pans.

There have been a number of generous donations and legacies this year, which provided a new swing set comprising of a basket swing and 2 individual swings. These were installed next to the topline play area. The funds have been used to purchase activity and games equipment including new archery bows and equipment, pyrography pens, circus skills apparatus, a new badge maker, and lots of indoor games for the self-catering houses.

The installation of a new fire alarm system in the White House has made this basic accommodation available for meetings and small overnight groups. The table tennis tables have also been relocated there, making it an ideal indoor winter activity for guides and rangers.

Friends of Cudham held their usual range of fundraising and social events including the wildflower walk, the region Trefoil fun day which was attended by 92 members from across the region, the Macmillan coffee morning, the ever-popular cream tea served during the Biggin Hill Air show, and the family camp weekend. Finally, Cudham Shaw's annual carol and mulled wine event at the beginning of December made for a welcome start to the Christmas season.

Chigwell Row

The early part of 2019 saw the installation of a new kitchen and boiler in Oaklands Lodge, which upgraded this self-catering accommodation and thereby made it an ideal venue for adult leadership training. The new kitchen also reduced the buildings fuel bills by more than a third. This saved the site money and made it more environmentally friendly.

Two counties held successful adult leader weekends, which offered a mixture of training opportunities alongside site activities. Adult leaders attended first response and safe space training sessions as well as trying bush craft and other outdoor skills, giving them the confidence to pass these skills onto the girls.

The number of visitors to Chigwell in 2019 increased from 2018, with 11,170 people visiting the site. The number of activity hours also increased with 1,375 activity hours being undertaken in 2019, compared with 1,175 in 2018.

Climbing, Crate Challenge, Water Zorbing and Zipline continued to be the most popular activities with the girls. Attendance at events for rangers & guides offering bush craft, firefighting and camp cooking increased as leaders explored the new programme and utilised the expertise of the Chigwell Row team to assist them with various skills builders. The RSPB "Brilliant Birds" box continued to be a popular resource.

Over 800 Brownies and Rainbows enjoyed a “spacewalk” themed day with climbing, bouncing and crafting, as well as aiming rockets into space. “Come 2 Camp” was again a successful weekend, which saw over 350 Guides and Rangers camping and taking part in adventurous activities, some of whom would not have had that experience if they had not attended the event. Working together with BASC (the governing body for shooting activities) girls tried clay pigeon shooting and participated in discussions about gun crime and personal safety. Saturday evening culminated with a silent disco. Sally Kettle, one of our Region Ambassadors, spent a weekend at Chigwell encouraging the girls to face challenges and gain their adventurer badges. Sally also judged the teddy rafts on Sunday morning, listened to 40 patrol ‘teddy cheers’ and watched a parade of banners before selecting the winners.

The Chigwell volunteers spent a lot of time revamping the crazy golf course. Young volunteers worked alongside the adult team to learn new skills including mixing concrete and laying paving. Astro turf and bark were obtained with the help of donations from local companies.

The RSPB donated a hedgehog house and with the support of a local hedgehog rescue centre. Wildlife corridors are being created to encourage the hedgehogs to make Chigwell their home.

‘Friends of Chigwell Row’ continue to organise many lunches and suppers as well as a cream tea. Their fundraising events and support of the events is very much appreciated.

'I really enjoy Rainbows as I can learn about the world and important subjects like recycling and caring for others. I really like making crafts, earning badges and getting chocolate from Helen!'

**- Sara,
3rd Chislehurst Rainbows**

Learning and development

We aim to continue to hold Region Training Days during 2020, but to more effectively use resources we will only hold two rather than three and these are planned for February and November. We will maintain a similar capacity for training our adult leaders at these two sessions.

We plan to continue to train our trainers with a conference in September to ensure quality of delivery of training provision to our adult volunteers. We also plan to encourage more leaders to take training qualifications so we can ensure sufficient training capacity for the region in the longer term.

We hope to inspire our leaders to try new experiences themselves, particularly out of doors, through walking, water sports and camps so we can increase our capacity to provide new experiences for our girls.

We will continue to work on improving peer education in the region by increasing the number of peer educators and county peer education coordinators in our region in order that we can grow the number of sessions delivered.

We will hold an away day for all trustees, members of the operations group and certain members of staff to enable them to get to know one another better and find new ways of working together.

Activities and adventure

The impact of the coronavirus pandemic will affect our activities and events in 2020. However, we will continue to develop exciting opportunities for our members.

We will carry on working with partners to enable girls to be involved in new opportunities. This includes continuing our partnership with the RSPB with the focus on giving girl's a voice to talk about conservation issues. We will continue to work with the Metropolitan Police with an event for Guides to celebrate the one-year anniversary of the Police Challenge pack as well as working on launching the new Brownie Police Challenge Pack. We will join up with Girlguiding nationally for an event at Google HQ for 100 Brownies as part of the national partnership. We also work with Girlguiding UK for an Army Takeover Day as part of their national partnership with the British Army.

We will also be starting a new partnership with FareShare, a food redistribution charity, with new activities and badges to raise awareness and funds for the charity. Additionally, we will be working with the flagship Microsoft Store on Oxford Circus to create opportunities for units to attend the store for workshops as well as an exciting launch event for older Guides and Rangers to take over the store and complete workshops such as photography and gaming. As part of the Girlguiding partnership nationally with She Rallies, a programme developed by Judy Murray in partnership with the Lawn Tennis Association (LTA), we will encourage our 16+ year old members to be trained in delivering sessions to introduce tennis to our younger members.

Girlguiding LaSER International Opportunities (LaSERIO) are for Guides and Rangers aged 14-18 at the time of travel. Our 2020 LaSERIO trip destinations were meant to include travel to Philippines, China, India and Kenya. However due to the COVID-19 outbreak all of our international travel for 2020 will no longer be taking place. This has also impacted a group of approximately 80 young women who were to represent Girlguiding LaSER at the European Jamboree in Gdansk, Poland. This event has been postponed to August 2021.

Membership growth & retention

We will continue to work with national Girlguiding and our counties to grow and retain adult volunteers and young members in our region. To this end, we will propose the creation of a new role in our staff team to coordinate and lead on growth and retention initiatives and provide targeted support to counties.

We will ensure that the Mission Transition project is completed and that the 'Stay with Girlguiding' resource is delivered to commissioners in our region and that they are supported to use it in their areas.

We will continue to work with the Girlguiding teams involved in the 'Delivering Diversity' and 'Space to Grow Together' projects in our region to ensure their work is impactful and that learning can be taken forward.

Digital communications and PR

We will continue to create, promote and share content on all our channels that engages with and benefits our membership, while simultaneously increasing awareness of Girlguiding LaSER to external audiences. To this end, the Lead Volunteer for Digital will look to run more of the live question and answer sessions on our social media channels to provide support to members on the issues that matter to them and give them a space to ask questions and

tell their stories. We will continue to encourage members to submit blogs and content about their experiences in guiding.

To better support county communications and PR advisers to effectively shout out about guiding, generate press coverage and achieve consistency in promotion of guiding opportunities, the weekly marketing and communications memo will include more suggested social media copy, images and template press releases. The Lead Volunteer for PR will continue to hold drop-in sessions for county PR advisers via Zoom and the marketing and communications lead volunteer team as a whole will remain on hand to support county volunteers with queries that relate to their areas of expertise.

To ensure visitors to Chigwell Row Campsite have one quality, up to date source of information on the web, chigwellrow.org.uk will be closed in the new year. The Chigwell Row page on the Girlguiding LaSER website will become the primary source for news, events and resources, bringing it in line with Cudham Shaws Outdoor Centre and the region's web presence.

The 14-30 age group

We will continue to work with the region 18-30 Coordinator to support the 18-30 offer in our region, creating a link between her and the Chairs of The Hive and the Champions to ensure quality opportunities for members in this age group in Girlguiding LaSER.

We will also continue to grow The Hive as a platform for Rangers and those aged 18-30, supporting the Chair of The Hive and the team of admins to maintain the platform and encouraging members in these age groups to share more blogs and engage on social media.

Following a new push for recruitment of members of the Girlguiding LaSER Champions at the end of the year, the Chair and Deputy Chair will meet with the group in January to devise projects for the group to work on. This will include producing Girlguiding LaSER's resource booklet for UK Parliament Week for the fourth consecutive year.

External engagement

With the new Girlguiding LaSER ambassadors successfully launched to the region, we will work to support as many members in our region as possible to engage with them at unit meetings and events.

Statement of financial activities (SOFA)

Income and expenditure for the year are detailed in the SOFA. Total income for the year amounted to £1,268,702 (2018: £1,229,619) and total expenditure amounted to £1,172,774 (2018: £1,157,593). Income and expenditure varies from year to year mainly depending on the charitable activities and events held by the region. The net surplus for the year amounted to £95,928 (2018: net surplus of £72,026).

The main sources of income for the charity were from:

1. Membership subscriptions, where the underlying subscription payable by members decreased in 2019, - £659,326 (2018: £675,390) as there was a fall in membership
2. International activities - £190,995 (2018: £158,331) increased as there were 5 trips in 2019 compared to 4 in 2018.
3. Income from our campsites - £216,322 (2018: £207,099).
4. Programme and training activities in 2019 raised £40,511 (2018: £106,534). In 2018 Journey Camp was run which was £97,505.

The main expenditure on charitable activities comprised:

1. Staff costs - £ 457,797 (2018: £426,410). The increase was due to more staff at the campsites.
2. International trips (including share of support costs) - £327,252 (2018: £281,901). Costs rose due to the increased number of trips in 2019.
3. Expenditure from our campsites (including a share of support costs) - £510,396 (2018: £466,589). Costs increased due to an increase an increase in staff costs and proportionally an increase in allocated share of support costs.
4. Programme and training activities (including a share of support costs) - £117,480 (2018: £289,481). Costs were higher in 2018 due to Journey Camp in 2018 as referred to above.

Balance sheet

The total net assets for the year increased by £95,928 in 2019. In 2019 they were £1,700,445 and in 2018 they were £1,604,517. Most of our assets are held in cash in interest bearing accounts. The closing cash balances were £1,277,844 (2017: £1,165,397).

Reserve policy

Free reserves represent the working capital of the region and are available to support short- and medium-term objectives and to safeguard against unexpected decreases in income. The Charity Commission defines free reserves as ‘income which becomes available to the charity and is to be expended at the executive committee’s discretion in furtherance of any of the charity’s objectives, but is not yet spent, committed or designated’.

The Board of Trustees adopts a risk-based approach to the reserves policy:

1. Identify specific risk and create a designated fund for such risks.
2. Protect against an unforeseen reduction in income by retaining 6 months’ worth of running costs.
3. Allow for 25% of annual running costs to take advantage of un-forecast opportunities or expenditure.

The Board of Trustees, with the support of the Risk Group, reviewed the reserves policy during the year to ensure that it fully reflected the needs of the charity. The reserves allow for anticipated future investments and should be sufficient to cover any losses incurred as a result of the Covid-19 pandemic as more fully discussed later on in this report.

The reserves held by Girlguiding LaSER should be:	2019	2018
Total running costs (administration, establishment, finance and payroll):	576,000	642,726
Reserves calculation breakdown:	2019	2018
6 months of running costs:	288,000	321,363
25% of running costs for unforeseen eventualities:	144,000	160,682
Total reserves to be held:	432,000	482,045
The reserves held by Girlguiding LaSER were:	2019	2018
Total general reserves at year end:	1,381,566	1,342,517
Less fixed assets in general reserves:	(338,748)	(340, 284)
Total:	1,042,818	1, 002, 233

Designated funds

The specific uses and needs met by the designated funds are detailed separately in notes to the financial statements (see note 14).

Fundraising statement

International trips - The participants will undertake fundraising activities when raising funds for their international trips either as a group or individually. The fundraising procedures are clearly laid out for the participants in the 'international trip guidelines. These are issued to all the groups that are taking part in international trips.

Friends of Cudham and Friends of Chigwell campsites - 'friends' of the campsites will be undertaking fundraising activities to raise funds for the campsites.

Fundraising was undertaken on behalf of the charity and monitored by fundraising organisers themselves. Procedures are clearly defined for participants who undertake fundraising. No professional fundraisers were used, and all due procedures were followed. There was no failure reported to the charity. No complaints were received for the fundraising activities that were undertaken. All steps were taken to protect vulnerable people and others from unreasonable intrusion on personal privacy. There were no unreasonable persistent approaches made or undue pressure put on individuals or groups in the course of the fundraising.

Risk policy 2019

To support the Trustees in the effective management of risks to the charity, the Risk Group maintains a register of significant risks and controls to reduce or transfer these risks. At regular intervals the Risk Group tests these controls and reports to the Trustees.

70% of the items on the Risk Register were classified as fully compliant.

The other 30% include new policies, systems and procedures which have been established in order to mitigate any identifiable risks. These were previously discovered to be either:

- a. Non-compliant but risk mitigated (the controls expected were not in place, however another process that managed the risk was in place)
- b. Non-compliant (the controls expected were not in place nor were there any other methods for managing that risk.)

The areas judged to be of highest risk were:

Risk Type	Risk detail	Control
Volunteer recruitment and retention	Membership numbers are declining year on year.	Membership growth events are held regularly across the region to actively promote Girlguiding.
Properties and campsites	Failure to protect campsite assets due to lack of control and influence over campsite strategy, resulting in missed opportunities for bookings	A Property Group continues to oversee the management of the campsites and the properties
Large scale events	Possibility of an overspend from large events	Budgets are set up at the planning stage and overseen by the Operations Group and Board of Trustees

United Kingdom has been faced with the unprecedented pandemic of Covid-19. This will have a significant impact on our financial position and ability to operate in 2020 and in 2021.

The actions so far that have been taken are:

- Face to face guiding stopped from 17th March 2020.
- Campsite closed since 17th March 2020.
- All booking cancelled till July 2020.
- Deposits encouraged to be transferred for future booking. Very few refunds have had to be given.
- Region office has been closed since 18th March 2020 and it is estimated that it will remain closed till August 2020.
- Some staff have been furloughed since have March 2020.
- International trips for 2020 have been postponed to 2021.

Financial implication of COVID

2020

The subscription received for 2020 was 3% less than budgeted.

The campsites have been shut and there has been a substantial loss of income however this has been compensated by Government grant for the campsites of £35,000 and Furlough money that we continue to receive, up till June we have received £21,000.

As face to face guiding has stopped there has been reduced expenditure due to lack of activities and events. There were no large-scale events planned in 2020 and as such no loss of income.

The trustees have received the revised budget for 2020 and the predicted spend for 2020 is still within the approved budget.

2021

The uncertainty due to COVID is likely to have an adverse impact on the membership numbers for 2021 and beyond. The table below summaries the anticipated reduction of membership. It is anticipated that the membership is likely to decline between 10%-30% in 2021.

Paid members in April 2020 - 62,454

Level of subscription in 2020 and anticipated in 2021 - £10

Subscription received to date - £623,980

SUBSCRIPTION - option 1, membership reduction by 10% - £562,086

SUBSCRIPTION - option 2, membership reduction by 20% - £499,632

SUBSCRIPTION - option 3, membership reduction by 30% - £437,178

Brownie event - Kingswood - A Brownie event has been planned to take place in June 2021. A first deposit for £30k has been paid in 2020. The event is estimated to cost £282k and the trustees have approved to subsidise the event by £85.5k from reserves. With the uncertainty of the ongoing COVID situation this could lead to financial risk to the organisation although Insurance should cover the exposure if the event cannot take place due to government restrictions being in place.

International events - with the uncertainty of international travel there is financial risk associated with the postponed trips for 2021. However, all measures are being undertaken to continuously review the situation and work on reducing the exposure. In 2019 £68k and £53k has been spent on the trips.

The trustees have reviewed the revised budgets for 2020 and 2021 and believe even taking into account possible losses and exposures with the measures put in place there are currently enough reserves to meet the shortfall and as such the charity is a going concern for the foreseeable future. Due to the ongoing uncertainty impacting all of our activities, the trustees will continue to closely monitor income and expenditure outcomes and take action as necessary to ensure that we maintain our current financial strength. This is to ensure that, when conditions allow, funds are available to support and develop future girl guiding initiatives. The trustees are committed to protecting the financial and operational sustainability of Girlguiding LaSER.

Investment policy

When setting the investment policy, the Board of Trustees considered the risk and rewards of returns and their duty to safeguard the charity assets. The cash assets were managed as follows:

- Working capital was kept in an instant access deposit account with cash being swept overnight to and from the current account. Both accounts are held with NatWest.
- Capital that was not immediately required nor part of the general working capital was held on deposit with Virgin Money, offering a better interest rate. This account has instant access. Requirements were reviewed by the finance department on a quarterly basis.
- Any capital that was not expected to be used within the year was held in a COIF share account with CCLA.
- The Board of Trustees, with the support of the Risk Group, reviewed the investment policy during the year. They will do so on an annual basis to ensure that it fully reflects the needs and risk appetite of the charity.

Remuneration

Pay structure

Girlguiding LaSER were committed to ensuring that we paid our staff fairly and in a way, which ensured we attracted and retained the right skills to have the greatest impact in delivering our charitable objectives.

In determining Girlguiding LaSER's remuneration policy the Board of Trustees took into account all factors which were deemed necessary. The objective of the policy was to ensure that the staff team were provided with appropriate incentives to encourage enhanced performance and were, in a fair and responsible manner, rewarded for their individual contributions to the success of the charity.

Remuneration review

The region manager and chief commissioner undertook a review of staff pay awards and will continue to do so on an annual basis. This review was based upon the staff performance review and changes to the inflation rate. The pay structure is in line with Girlguiding. Staff at Girlguiding LaSER receive 'Outer London Weighting'. All salaries are also in line with the Living Wage.

Other emoluments

The Board of Trustees reviewed and ratified the pension arrangements and any termination agreements, all of which were in line with statutory and regulatory guidelines. The Board of Trustees was supported in their decision by HR experts and similar experts in this field.

Pensions

Royal London are Girlguiding LaSER's pension provider. The pension scheme is fully compliant with auto-enrolment legislation and its governance is reviewed by the Board of Trustees. Contributions to the scheme are a set percentage of individual salaries and are charged to the general fund as incurred.

Financial statements for 2019

The annual financial statements for 2019 are annexed to this report and include a report by the region's auditors, Brewers. The financial statements comply with current statutory requirements and with the requirements of the royal charter and were approved by the Board of Trustees at its meeting on 11 July 2020.

Annual report

This report was approved by the Board of Trustees on 11 July 2020. The chief commissioner in her role as chair was authorised to sign the report and financial statements on its behalf.

Sally Christmas
Chief Commissioner and Chair of the Board of Trustees
11th July 2020

Statement of the board of trustees' responsibilities

The voting members of the Board of Trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom standards (United Kingdom Generally Accepted Accounting Practice).

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

Select suitable accounting policies and apply them consistently. Observe the methods and principles in the charities statement of recommended practice (SORP).

Make judgements and accounting estimates that are reasonable and prudent.

Prepare the financial statement on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Board of 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 region, enabling them to ensure that the financial statements comply with the Charities Act 2011 and regulation made thereunder. They are also responsible for safeguarding the assets of the region and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent auditors report to the trustees of the Guide Association London and South East England Region

Opinion

We have audited the financial statements of The Guide Association London and South East England Region (the 'charity') for the year ended 31 December 2019 which comprise Statement of financial activities, the Balance sheet, the Statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. 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 Auditor's 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 UK, including the FRC'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 Trustees' annual report other than the financial statements and our auditor's 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

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; 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 the trustees are responsible for the preparation of the financial statements and for being satisfied that they 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.

Auditor's responsibilities for the audit of the financial statements

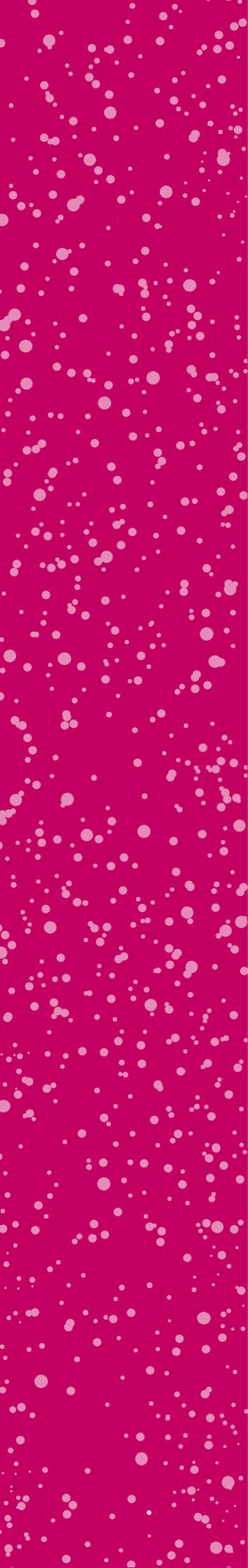
We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 auditor's 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: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's 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 auditor's 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 the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Brewers

Statutory Auditor
Bourne House
Queen Street
Gomshall
Surrey
GU5 9LY

Brewers is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

Statement of financial activities Year ended 31 December 2019

	Note	Unrestricted Funds			2019	2018
		General Funds £	Designated Funds £	Restricted Funds £	Total Funds £	Total Funds £
Income from:						
Donations and Legacies	2	662,968	321	66,879	730,168	714,883
Income from charitable activities	3	231,506	216,322	-	447,828	471,964
Income from other trading activities	4	53,406	33,235	-	86,641	40,179
Investment		4,065	-	-	4,065	2,593
Total Income		951,945	249,878	66,879	1,268,702	1,229,619
Expenditure on:						
Costs of raising funds	5	51,744	14,912	-	66,656	21,239
Expenditure on charitable activities	6	536,018	511,896	58,204	1,106,118	1,136,354
Total Expenditure		587,762	526,808	58,204	1,172,774	1,157,593
Net income/(expenditure) before transfers		364,183	(276,930)	8,675	95,928	72,026
Transfers between funds	14/15	(325,134)	317,756	7,378	-	-
Net movement in funds		39,049	40,826	16,053	95,928	72,026
Balances brought forward at 1 January 2019		1,342,517	51,035	210,965	1,604,517	1,532,491
Balances carried forward at 31 December 2019		1,381,566	91,861	227,018	1,700,445	1,604,517

Balance sheet

Year ended 31 December 2019

	Note	2019		2018	
		£	£	£	£
Change in cash and cash equivalents in the reporting period					
Start	9		469,979		645,873
End					
Current assets					
Stock	10	20,580		31,451	
Debtors	11	82,107		91,921	
Bank and cash balances		1,277,844		1,165,397	
Total Income		1,380,531		1,288,769	
Creditors: amounts falling due within one year	12	(150,065)		(165,125)	
Expenditure on:					
Net current assets			1,230,466		1,123,644
Provision for liabilities and charges	20		-		(165,000)
Net assets	13		1,700,445		1,604,517
Total Expenditure					
Net income/(expenditure) before transfers					
Transfers between funds					
General funds			1,381,566		1,342,517
Designated funds	14		91,861		51,035
Net movement in funds					
Balances brought forward at 1 January 2019	15		227,018		210,965
Balances carried forward at 31 December 2019			1,700,445		1,604,517

The accounts were approved and authorised for issue by the Trustee Board on:
and signed on its behalf by:

Sally Christmas (Chair of the Board of Trustees)

Alan Lees (Trustee Treasurer)

July 11 2020

Charity Number: 308268

Statement of cash flows Year ended 31 December 2019

STATEMENT OF FINANCIAL ACTIVITIES - YEAR ENDED 31 DECEMBER 2019

Cash flows from operating activities:

Net cash provided by operating activities

Cash flows from investing activities

Dividends, interest and rents from investments

Purchase of tangible fixed assets

Income from

Net cash provided by investment activities

Change in cash and cash equivalents in the reporting period

Cash and cash equivalents at the beginning of the reporting period

Cash and cash equivalents at the end of the reporting period

Note	2019	2018
	£	£
18	152,088	144,758
	(4,065)	(2,593)
	(35,822)	(36,107)
	246	1,237
	112,447	107,295
	112,447	107,295
	1,165,397	1,058,102
	1,277,844	1,165,397

Notes to the financial statements

Year ended 31 December 2019

Accounting policies

Basis of accounting and scope of the accounts

The accounts comprise the activities of the Region, which includes those of the two sites operated by the Region at Chigwell Row & Cudham.

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: 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) issued on 16th July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Girlguiding LaSER constitutes a public benefit entity as defined by FRS 102 and presentational currency is £ sterling to the nearest pound. The trustees consider that there are no material uncertainties about Girlguiding LaSER's ability to continue as a going concern.

The financial statements have been prepared to give a 'true and fair view' and have deviated 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 Standards applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Fund accounting

The Region's unrestricted funds consist of funds which may be used for any of its purposes at the discretion of the Board of Trustee. These funds have been separately shown, as general funds and designated funds.

General funds: General funds are those available on a day to day basis to the Board of Trustees for any purpose. |

Designated funds: Designated funds, are those funds set aside by the Board of Trustees for specific purposes, together with the funds held by the site management committees and Friends groups for use at the relevant site. Details of the purpose of each fund are set out in note 14.

Restricted funds: Restricted funds consist of funds where the donor has placed some restriction on the use that can be made of the assets donated. Details of the purpose of each fund are set out in note 15.

Income

There are three main income streams for the Charity; Annual subscriptions received from the membership within the London and South East region, International trip payments are made by those participating in trips organised by the Charity, Campsite income is generated from the provision of accommodation, camping opportunities, events and activities on the campsite. All income is accounted for when due, except donations which are accounted for when received. All trading activities are carried out with members in pursuance of the Region's charitable objectives. Grants are recognised when receivable except to the extent that performance conditions have not been met. Income for International trips from participants is deferred to the year of the trip.

Expenditure

The expenditure of the Region is analysed around the activities of the Charity. The programme and training activities are run for the benefit of the region as a whole, the expenditure on international activities reflects the cost of paying for and organising the trips, the expenditure on campsites covers the cost of operating the site, marketing and publicity is mainly concerned with raising awareness throughout the region and the grants payable comprise payments made to other Girlguiding charities to assist with the capital expenditure.

The staff costs are allocated against each expenditure heading firstly on the basis that it is directly attributable to that activity and secondly, if not directly attributable, it is allocated on a percentage share of the total cost. Support costs are allocated on

a percentage share of the total cost. All expenditure is charged on an accruals basis. Governance costs are those associated with the general management of the Charity as the trustees ensure compliance with constitutional and statutory requirements. They include the cost of the audit and legal fees.

Fixed assets

Depreciation is provided at rates calculated to write off the value of assets over their estimated useful lives. The rates used are:

- Freehold and leasehold property over the shorter of the remaining term of the lease or 50 years
- Furniture, fittings and office equipment 10% - 20% straight line
- Motor vehicles 25% reducing balance

All fixed assets acquired whether purchased or donated are capitalised. Major donations received for fixed assets are credited to capital grants and donations funds or other restricted funds as shown in note 13. These funds are then used to write off the asset over its estimated useful life.

Stock

Stock is valued at the lower of cost and net realisable value.

Debtors

Debtors are stated at their recoverable amount - that is, the amount that it is anticipated will be received, or the amount that has been paid in advance for goods and services.

Creditors

Creditors are recognised when the charity has a present legal or constructive obligation arising 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 with sufficient reliability. Creditors are stated at their settlement amount - that is, the amount that it is anticipated

will be paid to settle the Charity's liabilities.

Financial instruments

The Charity's financial Assets and liabilities qualify as basic financial instruments and as such are initially recorded at cash, transaction or settlement value. Subsequently, Current Assets and Liabilities are measured at cash or settlement value.

Pensions

The Region contributes to a money purchase pension scheme on behalf of its employees. The scheme is operated by The Pensions Trust for Charities and Voluntary Organisations. Contributions to the scheme are a set percentage of individual salaries and are charged to the general fund as incurred.

Operating leases

Rentals paid under operating leases are charged on a straight line basis over the term of the lease.

Judgements in applying accounting policies and key sources of estimation uncertainty

In preparing financial statements it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements.

There are no areas of critical estimate or significant judgement that affects the preparation of these financial statements.

The Trustees have considered going concern up to one year from the date of signing these accounts. Following the outbreak of COVID-19 revised budgets and forecasts have been prepared to reflect a conservative reduction in income and a prudent estimation of costs. The Trustees as a result believe that Girlguiding LaSER is a going concern as the level of unrestricted reserves are sufficient to cover losses which are incurred for the foreseeable future.

2 Donations and Legacies

	Unrestricted Funds			2019 Total Funds £	Unrestricted Funds			2018 Total Funds £
	General Funds £	Designated Funds £	Restricted Funds £		General Funds £	Designated Funds £	Restricted Funds £	
	Subscriptions	659,326	-		-	659,326	675,390	
Donations	3,642	321	30,424	34,387	1,619	1,023	13,098	15,740
Grants	-	-	36,455	36,455	-	-	23,753	23,753
	662,968	321	66,879	730,168	677,009	1,023	36,851	714,883

3 Income from charitable activities

	Unrestricted Funds			2019 Total Funds £	Unrestricted Funds			2018 Total Funds £
	General Funds £	Designated Funds £	Restricted Funds £		General Funds £	Designated Funds £	Restricted Funds £	
	International activities	190,995	-		-	190,995	158,331	
Programme & training activities	40,511	-	-	40,511	106,534	-	-	106,534
Provision of campsites	-	216,322	-	216,322	-	207,099	-	207,099
	231,506	216,322	-	447,828	264,865	207,099	-	471,964

4 Income from trading activities

	Unrestricted Funds			2019 Total Funds £	Unrestricted Funds			2018 Total Funds £
	General Funds £	Designated Funds £	Restricted Funds £		General Funds £	Designated Funds £	Restricted Funds £	
	Campsite shops & other trading income	1,700	26,866		-	28,566	1,496	
Rental income	-	6,369	-	6,369	-	6,369	-	6,369
Fundraising events	51,706	-	-	51,706	-	-	-	-
	53,406	33,235	-	86,641	1,496	38,683	-	40,179

5 Costs of raising funds

	Unrestricted Funds			2019 Total Funds £	Unrestricted Funds			2018 Total Funds £
	General Funds £	Designated Funds £	Restricted Funds £		General Funds £	Designated Funds £	Restricted Funds £	
Fundraising events	51,744	-	-	51,744	-	-	-	
Campsite shops & merchandise	-	14,912	-	14,912	-	21,239	21,239	
	51,744	14,912	-	66,656	-	21,239	21,239	

6 Expenditure on charitable activities

	Unrestricted Funds			2019 £	Unrestricted Funds			2018 £
	General Funds £	Designated Funds £	Restricted Funds £		General Funds £	Designated Funds £	Restricted Funds £	
International activities	327,252	-	-	327,252	281,901	-	-	281,901
Grants payable	-	1,500	32,558	34,058	-	350	3,450	3,800
Programme & training activities	117,480	-	-	117,480	280,310	9,171	-	289,481
Marketing & publicity	91,286	-	-	91,286	94,583	-	-	94,583
Provision of Campsites	-	510,396	25,646	536,042	-	466,589	-	466,589
	536,018	511,896	58,204	1,106,118	656,794	476,110	3,450	1,136,354

Grants are made to individual girlguides and Girlguiding branches in the region. No grant made to either individuals or branches are material. Staff costs of £457,797 (2018: 426,410) and support costs of £118,202 (2018: £102,036) have been shared across and included in the above activities.

7 Staff costs

	2019 £	2018 £
Gross pay	399,450	368,187
Social security costs	29,405	28,186
Other pension costs	28,942	30,037
Termination payment	-	-
	457,797	426,410

The average number of employees was:	2019	2018
RHQ	9.8	10.3
Campsites	11.3	11.2
Growing Guiding	0.5	0.0
	21.6	21.5

The key personnel of the Charity comprised the Chief Executive for whom the total emoluments were £54,658 in 2018 (2018: £51,298)
No trustee received any remuneration in 2019.

8 Support costs

	2019	2018
	£	£
Computer support	14,228	11,555
Photocopier	4,649	4,441
Postage and stationary	6,814	6,680
Staff recruitment	4,635	264
Insurance	4,161	4,106
Property costs	3,495	4,186
Utilities	4,367	3,452
Telephone	7,795	7,791
Repairs and maintenance	10,931	6,776
Life assurance	2,659	4,302
Steering group meetings	10,999	8,124
Subscriptions	1,890	1,244
Training	1,908	1,953
Welfare and travel	6,145	2,943
Payroll	1,733	1,575
Sundry	3,600	3,103
Depreciation	10,652	11,829
Loss on disposal	246	-
Bank charges	1,616	1,978
Governance costs	15,679	15,734
	118,202	102,036

Operating lease costs	3,454	3,454
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Allocation of support costs	2019	2018
	£	£
Programme and training activities	8,754	25,894
Marketing and publicity	3,125	9,159
Provision of campsites	66,137	38,675
International activities	40,186	28,308
	118,202	102,036

Support costs are allocated on a percentage share of the total cost.

Governance costs	2019 £	2018 £
Audit fee - Brewers	6,500	6,200
Accountancy Brewers	3,500	2,400
Audit Fee previous auditor	-	1,738
Accountancy fee - previous auditor	-	992
Professional Fees	5,679	4,404
	15,679	15,734

9 Fixed assets

Land & buildings:

	Freehold £	Short leasehold £	Long leasehold £	Fixtures, fittings & equipment £	Total £
Cost					
At 1st January 2019	296,972	381,328	254,770	338,625	1,271,695
Reclassification	-	-	-	-	-
Additions	-	-	-	35,822	35,822
Disposals	-	-	(165,000)	(984)	(165,984)
At 31st December 2019	296,972	381,328	89,770	373,463	1,141,533
Depreciation					
At 1st January 2019	160,366	156,384	68,523	240,549	625,822
Reclassification	-	-	-	-	-
Charge for the year	5,939	7,626	5,311	27,594	46,470
Disposals	-	-	-	(738)	(738)
At 31st December 2019	166,305	164,010	73,834	267,405	671,554
Book Value					
At 31st December 2019	130,667	217,318	15,936	106,058	469,979
At 31st December 2018	136,606	224,944	186,247	98,076	645,873

All the charity's assets are used for charitable purposes.

10 Stock

The Stock Figure of £20,580 (2018: £31,451) represents goods and badges for resale valued at cost

11 Debtors

	2019 £	2018 £
Prepayments of general expenses	12,575	14,093
Prepayments of future activity expenses	67,521	73,639
Other debtors	2,011	4,189
	82,107	91,921

12 Creditors

	2019 £	2018 £
Creditors: amounts falling due in less than one year		
Social security and other taxes	9,455	9,440
Other creditors	11,275	21,697
Accruals for general expenses	35,184	25,830
Accruals and deferred income for future activities	94,151	108,158
	150,065	165,125

13 Analysis of net assets

	2019					2018				
	Fixed Assets £	Cash & bank balances £	Other net current assets/ (liabilities) £	Provision for liabilities & charges £	Total £	Fixed Assets £	Cash & bank balances £	Other net current assets/ (liabilities) £	Provision for liabilities & charges £	Total £
General funds	338,748	1,095,832	(53,014)	-	1,381,566	340,284	1,043,986	(41,753)	-	1,342,517
Designated funds	-	86,225	5,636	-	91,861	-	51,035	-	-	51,035
Restricted funds	131,231	95,787	-	-	227,018	305,589	70,376	-	(165,000)	210,965
Total net assets	469,979	1,277,844	(47,378)	-	1,700,445	645,873	1,165,397	(41,753)	(165,000)	1,604,517

14 Movements in funds

General Fund

These funds comprise the assets available to the Region's Executive Committee, for use without any restrictions imposed by donors.

Only one general fund is established for this purpose and the movements in that fund are those shown on the Statement of Financial Activities.

Designated funds

	Balance at 1st January 2019 £	Income £	Expenditure £	Transfer from/(to) general fund £	Balance at 31 December 2019 £	Balance at 1st January 2018 £	Income £	Expenditure £	Transfer from/(to) general fund £	Balance at 31 December 2018 £
14a Future Events Fund	-	-	-	-	-	28,715	-	-	(28,715)	-
14b Development Grants Fund	-	-	-	-	-	-	-	-	-	-
14c Region Chief Commissioner's	4,723	53	(1,300)	-	3,476	5,073	-	(350)	-	4,723
14d Staff House Fund	42,485	6,369	-	-	48,854	36,116	6,369	-	-	42,485
14e Held at and on behalf of Campsites	-	243,188	(525,308)	287,756	5,636	29,247	239,413	(487,828)	219,168	-
14f International Travel Fund	2,403	-	-	-	2,403	2,403	-	-	-	2,403
14g Dee Duckett Fund	401	-	(200)	-	201	401	-	-	-	401
14h Cudham Activities	799	-	-	-	799	-	799	-	-	799
14i Capital Investment Funds	-	-	-	-	-	8,826	-	-	(8,826)	-
14j Friends of Cudham	-	-	-	-	-	-	-	-	-	-
14k Buchanan Legacy	224	268	-	-	492	-	224	-	-	224
14l New Programme Fund	-	-	-	-	-	3,171	-	(3,171)	-	-
14m Repairs Chigwell	-	-	-	30,000	30,000	-	-	-	-	-
	51,035	243,878	(526,808)	317,756	31,861	119,952	246,805	(497,349)	181,627	51,035

- 14a** The Future Events Fund consists of monies set aside to finance and facilitate future large scale events that the Region undertakes including surpluses from previous events where designated.
- 14b** The Development Grants Fund is money set aside from subscription income for the use of any Unit, District, Division or County that wishes to apply for assistance with capital building guiding projects.
- 14c** The Region Chief Commissioner's Discretionary Fund, consists of donations received for use at her discretion. The expenditure represents grants made to individuals during the year.
- 14d** The Staff House Fund is monies charged as rent on properties occupied by staff to be used for maintenance of properties.
- 14e** The campsites each hold various designated funds which include all general income received, which are used for both capital expenditure and day to day site operation, as well as particular projects.
- 14f** The International travel fund is surplus monies raised to fund international trips but remaining at the end of the trip and/or after any refunds have been made.
- 14g** Dee Duckett memorial fund - to support international activities.
- 14h** Funds set aside for activities at Cudham campsite.
- 14i** Capital investment fund has been set up for future capital investments.
- 14j** Donation from Friends of Cudham for purchase of equipment.
- 14k** Buchanan legacy - to be used at the Chief Commissioner's discretion.
- 14l** Fund for the new programme launched in July 2018.
- 14m** Repairs at Chigwell campsite to be undertaken in 2020.

The transfer from the general fund of £287,756 reflects the shortfall in income over expenditure for campsite activities. £30,000 has also been transferred for repairs at Chigwell. See Note 20.

15 Movements in funds
Restricted funds

	Balance at 1st January 2019 £	Income £	Expenditure £	Transfer from/(to) general fund £	Balance at 31 December 2019 £	Balance at 1st January 2018 £	Income £	Expenditure £	Transfer to general fund £	Balance at 31 December 2018 £
Held at Region Headquarters:										
15a Chief's Memorial Fund	23,079	3,738	(7,737)	-	19,080	19,323	4,256	(500)	-	23,079
15b Edwards Legacy	5,100	-	(2,703)	-	2,397	5,100	-	-	-	5,100
15c King George VI fund	8,281	1,169	-	-	9,450	7,299	982	-	-	8,281
15d Join Us	8,851	-	-	-	8,851	8,851	-	-	-	8,851
Held at or on behalf of campsites:										
15e Cudham - Brownie House	89,365	-	(3,117)	-	86,248	101,834	-	-	(12,469)	89,365
15e - Badgers House	29,978	-	(17,217)	16,288	29,049	33,696	-	(1,554)	(2,164)	29,978
15e - Silver Birch	-	-	-	-	-	-	-	-	-	-
15f Chigwell Row - Holiday House	21,246	-	(5,312)	-	15,934	60,299	-	-	(39,053)	21,246
15f - Mobility Scooter	-	-	-	-	-	1,648	-	-	(1,648)	-
15g Membership Development Fund (CHQ)	-	-	-	-	-	-	-	-	-	-
15h Buchanan Legacy	498	-	-	-	498	498	-	-	-	498
15i Joyce Bennett Legacy - Chigwell	-	-	-	-	-	-	-	-	-	-
15j Mary Lewis Legacy - Cudham	1,231	-	(594)	-	637	1,500	-	(269)	-	1,231
15k Diamond Duke of Edinburgh	1,515	-	(225)	-	1,290	-	1,515	-	-	1,515
15l Snug	5,352	7,038	(7,671)	-	4,719	-	6,000	(648)	-	5,352
15m Beryl Fitzgerald	21	-	-	-	21	-	500	(479)	-	21
15n The Hive	500	-	(430)	-	70	-	500	-	-	500
15o Growth & Retention	10,000	4,498	(11,394)	71	3,175	-	10,000	-	-	10,000
15p Chigwell Fog	-	-	-	-	-	-	7,150	-	(7,150)	-
15q Cudham Fog	5,948	5,000	-	(8,981)	1,967	-	5,948	-	-	5,948
15r Space to Grow	-	13,981	(1,804)	-	12,177	-	-	-	-	-
15s Chigwell Chingford South Donation	-	25,950	-	-	25,950	-	-	-	-	-
15t Agatha's Fund	-	5,505	-	-	5,505	-	-	-	-	-
	210,965	66,879	(58,204)	7,378	227,018	240,048	36,851	(3,450)	(62,484)	210,965

- 15a Chief Memorial Fund - The fund is to be used for international travel grants. The Region has the discretion regarding eligibility and application process. The Region can determine whether to target the grants to a particular group of members/units or a particular type of trip, or to keep it more open.
- 15b Edward Legacy fund - To send Guides and Young Guiders to Our Chalet in Switzerland. Fund being reviewed by Girlguiding HQ who give us this grant.
- 15c The King George VI fund is to be used for Leadership training. Also, for bursaries for attendance at Girlguiding UK or County Training Centres.
- 15d The Join Us Fund is a grant from Girlguiding to cover the cost of staff to review the Join Us waiting list and support counties in taking action to reduce the time girls have to wait to join us.
- 15e The House Funds represent the current value of purpose built self-catering accommodation at each site, originally paid for from grants, donations and fund-raising income donated for this purpose and thus restricted income. This will be utilised to carry out works as per the survey findings.
- 15f The fund represents the current value of an all-terrain mobility scooter funded by the Grange Farm Trust.
- 15g The funding can be applied to a variety of retention activities. Such as Event delivery, Girl/Volunteer support, Learning and Development, Training delivery.
- 15h Buchanan legacy - To be used at the Chief Commissioner's discretion.
- 15i Joyce Bennett legacy to be used towards Chigwell activities.
- 15j Mary Lewis legacy to be used towards Cudham activities.
- 15k Diamond Duke of Edinburgh - Fund for encouraging girls in area of deprivation
- 15l Snug - Starting New Unit Grant - Units can claim up to £500
- 15m Beryl Fitzgerald - Legacy received for Chigwell
- 15n The Hive - awarded by Grow Wild Youth Project Fund for event at Kew held in March 2019

- 15o Growth & Retention - Grant received from HQ for growth and retention programme
- 15p Chigwell Fog - Friends of Chigwell net surplus
- 15q Cudham Fog - Friends of Cudham net surplus
- 15r Space to Grow/Pears Grant - Funds received from a grant from Headquarters and The Pears Family Charitable Foundation to deliver membership growth through a number of initiatives including developing a staff-volunteer partnership model.
- 15s Chigwell Chingford South Donation - Donation following the sale of a hut at Chingford South District. The money will be spent on Chigwell Campsite
- 15t Agatha's Fund - Funds donated to seed a funding initiative and will be used for a Brownie event in 2021.

Transfers from the general fund of £16,359 reflect the shortfall between income and expenditure. The transfer of £8,981 to the general fund is for swing equipment bought in the year.

16 Financial commitments

Minimum lease payments under operating leases were as follows

	2019 Land & buildings	2019 Other	2018 Land & buildings	2018 Other
Operating leases expiring	£	£	£	£
Not later than 1 year	-	3,454	-	3,454
Later than 1 year and not later than 5 years	-	-	-	-
Later than 5 years	-	3,454	-	6,908
Total	-	6,908	-	10,362

17 Connected charities

The Guide Association at Commonwealth Headquarters

The Guide Association is an umbrella organisation to the Region.

The Region is one of the nine separately constituted Country/Region Associations established under the powers and bylaws of the Royal Charter to administer Guiding in each area.

Counties, Divisions, Districts and Units

Within the London & South East England Region, there are 19 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.

Trefoil Guild

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.

Material transactions with the Guide Association are as follows:

	2019	2018
	£	£
Income:		
Grants received from the Guide Association	30,174	22,753

	2019 totals	2018 totals
18 Reconciliation of net income to net cash flow from operating activities	95,928	72,026
Net income for the reporting period (as per the statement of financial activities)		
Adjustments for:		
Depreciation charge	46,470	47,622
Dividends, interest and rents from investments	4,065	2,593
Decrease/(Increase) in stock	10,871	4,068
Decrease/(Increase) in debtors	9,814	(25,162)
Increase/(Decrease) in creditors and provisions	(15,060)	43,611
	152,088	144,758

19 Related Party Transactions

The trustees all give freely their time and expertise without any form of remuneration or other benefit in kind (2019: £nil). Expenses paid to the trustees in the year totaled £1,550 (2018: £721). These expenses were made up of 7 trustees reimbursed for their travel expenses of £1,063 (2018: 8 trustees - £302), miscellaneous expenses for 4 trustees of £176 (2018: 1 trustees - £0) and £311 on Food for Trustee meetings (2018: £419).

No related party transactions which require disclosure took place in 2019.

20 Provision for Liabilities and Charges

The Trustees are in discussion with Trust For London, the freeholder of Chigwell campsite to extend the lease which was due to expire on 31 December 2022. Whilst it is likely that some costs may be incurred in the next few years it is not certain, so the £165,000 provision made last year has been reversed. Based on current expectations the Trustees have designated £30,000 in the current year for anticipated repairs in the coming year.

21 Non adjusting Post Balance Sheet Events

Covid-19 has had a significant impact on the operations of Girlguiding Laser with a number of activities having to cease with effect from 23 March 2020 not least the international trips planned for 2020. The prepaid costs included within debtors are £68,000 and agreement has been received from the trip providers to defer the trips to 2021.