



THE GUIDE ASSOCIATION SCOTLAND

Executive Report and
Financial Statements
For the
Year Ended 31 December 2014

Charity Number: SC 005548

THE GUIDE ASSOCIATION SCOTLAND

SCOTTISH EXECUTIVE COMMITTEE

Scottish Chief Commissioner	Mrs S Walker
Deputy Scottish Chief Commissioners	Mrs E Martin
	Mrs E Kelly
	Mrs C Edwards
Honorary Treasurer	Mr B Lawrie
Members	Mrs K Evans (retired 31.12.14)
	Prof Lady H Cubie MBE
	Mrs M Winter
	Mrs E Yedd (retired 4.1.15)
	Mrs A Cromarty (retired 31.08.14)
	Miss S Watson (retired 31.3.15)
	Mrs E Meacher
	Mrs F Sparrow (retired 31.1.15)
	Miss L Bathgate (retired 2.11.14)
	Mrs J McDonald
	Mrs D Gray
	Miss L Millar (appointed 1.1.15)
	Mrs K Harrison (appointed 5.1.15)
	Miss G Rolfe (appointed 23.11.14)
	Miss V Duncan (appointed 25.1.15)
	Dr M McKenna (appointed 1.2.15)
	Mrs G Fox (appointed 1.4.15)
	Mrs C Dempster (appointed 1.2.15)
	Ms E Guthrie (appointed 1.2.15)
	Miss D King (staff - non voting)

MANAGEMENT TEAM SENIOR STAFF

Chief Executive	Miss D King
Head of Business Management & Finance	Miss K Gray
Guiding Development Manager	Mrs L Wright
Marketing, Communications & Retail Manager	Mrs M Patrizio (until 25/04/14)
Communications and Marketing Manager	Mrs H Dunk (from 01/07/14)
Netherurd Training and Activity Centre Manager	Miss J Lowe

ADVISORS

BANKERS	Royal Bank of Scotland 142-144 Princes Street Edinburgh EH2 4EQ
SOLICITORS	Lindsays WS Caledonian Exchange 19A Canning Street Edinburgh EH3 8HE
AUDITOR	Scott-Moncrieff Exchange Place 3 Semple Street Edinburgh EH3 8BL
INVESTMENT MANAGERS	Brewin Dolphin Sixth Floor, Atria One 144 Morrison Street Edinburgh EH3 8EX

THE GUIDE ASSOCIATION SCOTLAND REPORT OF THE EXECUTIVE COMMITTEE

The Executive Committee of The Guide Association Scotland (Scottish Executive Committee) have pleasure in submitting their Report and the Financial Statements for the year ended 31 December 2014. The contents of this financial report should be read in conjunction with the Annual Review for 2014, which provides more illustration of the extent of the Association's activities in Scotland for the year.

The Financial Statements have been prepared to comply with the constitution and the requirements of the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The Financial Statements are presented in a format that conforms to the Statement of Recommended Practice (Revised 2005), for accounting and reporting by charities.

Governance

The Guide Association nationally (operating as Girlguiding) is incorporated under a Royal Charter that gives powers to form area Associations of which Scotland is one. The Guide Association Scotland conducts its activities under a Constitution for Scotland dated 11 April 2002, which has been fully approved by the Guide Association and which describes the organisation of guiding in Scotland. Copies are available from Scottish Headquarters at the address noted below. The Guide Association Scotland utilises the operating name of Girlguiding Scotland.

During the year the ultimate responsibility for the management of the business of guiding in Scotland was vested in the Scottish Executive Committee, the responsibilities of which are fully set out in the Constitution. The members of the Scottish Executive Committee are also the Trustees of the Association. A number of additional committees and sub committees manage guiding activity on a day to day basis, and these report regularly to the Scottish Executive Committee. In Spring 2014 there was an Executive development weekend. The self evaluation tool 'How Good Is Our Third Sector Organisation' was used to explore strengths in planning, risk management, effective networking and operational project management. Areas for improvement were identified and addressed during the year. The impact of these will be revisited in spring 2015.

At the end of 2014 two further trustees were recruited through an open application process in accordance with the terms of reference for the Executive Committee. The Marketing and Communications Committee's terms of reference were also revisited during the year.

Policy & Procedure for the Induction & Training of Trustees

The members of the Scottish Executive Committee are appointed in accordance with the Terms of Reference of the Scottish Executive Committee, which have been formally approved by the Scottish Consultative Group, as required by the Constitution of the Guide Association Scotland.

Each new member of the Scottish Executive Committee is offered an induction programme at the time of appointment. The induction is held at Scottish Headquarters and is arranged by the Chief Executive. The induction includes information about the purpose, status and structure of the Guide Association Scotland, as well as the legal and financial duties of Trustees.

The Guide Association Scotland is a recognised Scottish Charity registered under Charity Number SC005548.

THE GUIDE ASSOCIATION SCOTLAND REPORT OF THE EXECUTIVE COMMITTEE

Any enquiries with regard to the conduct and activities of the Association in Scotland should be directed to:

The Chief Executive
The Guide Association Scotland
16 Coates Crescent
Edinburgh EH3 7AH

Objectives and Financial Performance

The aim of the Guide Association Scotland is to help girls and young women to develop their potential to become active citizens who can make a positive difference to their community and the world. In Scotland a small team of staff and senior volunteers support around 11,000 volunteer adults to deliver a weekly programme of non formal education to around 50,000 girls and young women aged 5 to 25 years. In 2014 we recorded more than 6,000 girls and young women who were of eligible age and waiting to join us, underlining the continued popularity for the opportunities provided by the organisation and the challenges we face in building capacity to meet this demand.

The financial statements which follow reflect the activities under the control of the Guide Association Scotland but exclude the financial activities of the guiding Counties (all of which are registered as separate Charitable Bodies), Divisions, Districts and Units. The Annual Review provides more illustration of significant activities during the year.

At the end of the year we recorded a general funds surplus of £63,987. This was due to improved performance in trading activity and return on investments as well as success in securing external grants to support the work in building capacity to grow guiding which enabled savings on budgets which had been agreed for this purpose. £60,000 has been designated at the year end to support further investment in information technology and property assets, increased support for travel to Netherurd and Girlguiding Scotland events and the new Qualifications Fund. Girlguiding Scotland ceased direct trading operations in Aberdeen in December due to poor financial performance and recorded its appreciation to the loyal and dedicated staff and customers.

The Scottish Executive Committee regards the financial performance and the financial position of the organisation to be satisfactory at the year end.

Girlguiding Scotland records its thanks to funders who supported our work during the year: The Scottish Government through the Strategic Funding Partnership, The National Voluntary Organisations Support Fund and the Cashback for Communities Fund have helped guiding locally and nationally to build capacity, and to the Gannochy Trust and Girlguiding for their specific funds helping us to grow guiding in Scotland.

Overall Summary

Girlguiding Scotland celebrated the centenary of the start of the Brownie section in 2014 and was thrilled to be part of Commonwealth Games related activities in communities across the country. All of these events and initiatives reflected the continued vibrant, dynamic volunteer led organisation that continues to flourish throughout Scotland.

2014 was the first year of operation of a new four year strategic plan that has the vision to deliver quality guiding which inspires and empowers girls and young women in every community in Scotland. The report below sets out the outcomes and impact for each of the six strands achieved in 2014.

THE GUIDE ASSOCIATION SCOTLAND REPORT OF THE EXECUTIVE COMMITTEE (CONTINUED)

The Executive monitored progress of the plan at their quarterly meetings and were keen to continue to prioritise effort in relation to growing guiding to meet demand for places. They were concerned to find ways to improve communication with members and to ensure that those responsible for local delivery of guiding opportunities are well supported. The first year was one of building momentum and defining routes that could increase our external influence and impact.

Strategic Plan 2014 to 2018

We will grow guiding to reach more girls

By 2018 the outcome will be that girls and young women in every community will have the opportunity to join our organisation.

Girlguiding Scotland organised a forum in Spring 2014 for the guiding Counties in the Cities of Aberdeen, Dundee, Edinburgh and Glasgow to share good practice in raising the profile of guiding in their area and how to better respond to the high demand for places. As a result these Counties developed and implemented strategies relating to new ways of recruiting adults, especially students and noted an overall improvement in the rate of conversion of adult enquiries in the autumn term. This forum was followed by a workshop in Orkney in September with all the Counties from Highlands and Islands Region where they shared their challenges and opportunities related to growth. There has been a strong effort to strengthen existing provision and reopen units in a number of these Counties since this workshop.

A substantive part of the drive to grow guiding in 2014 was the disbursement of £25,000 received from the Gannochy Trust to support local initiatives. These ranged from organising local recruitment fairs through to providing training and support for new Leaders to become established quickly within a certain area. Funding from Girlguiding to help with new units starting up was also administered with more than £10,000 being awarded in support of 38 new units. We made use of Volunteer Scotland's website to promote volunteering opportunities across all local authority areas and have noted an upsurge in enquiries for specific roles as a result.

Girlguiding Scotland also piloted a fast track leadership training weekend at the national training centre, Netherurd where 35 volunteers from across the country were able to progress their qualifications to become fully fledged unit Leaders. Other initiatives included the continued promotion of the Let's Grow Challenge with approximately 2,750 badges now being sold and the Uniform Voucher scheme with 734 vouchers issued with a value of £14,680.

The Guiding Development team was delighted to publish the resource, Ready for Rainbows in Gaelic, and this has been successfully distributed across all known Gaelic speaking areas. Further outreach is provided through Lone Guiding for girls who cannot participate on a weekly basis.

In 2015 we will continue to work with groups of Counties to stimulate their thinking about opportunities for growth and we will develop our outreach through the services of an externally funded development worker.

We will ensure what we do is shaped by the girls

By 2018 the outcome will be that all our forward planning programmes and opportunities are shaped by the views of girls and young women

In 2014 Polaris, our consultative forum for young women aged 14 to 25, provided input in a number of policy areas, most notably on the plans for how Scotland might celebrate the centenary of the start of the Senior Section in 2016. These views were taken forward and an outline plan of events and activities was drawn up at the end of the year.

THE GUIDE ASSOCIATION SCOTLAND REPORT OF THE EXECUTIVE COMMITTEE (CONTINUED)

Young women took an active role in the workshop organised in partnership with Scottish Youth Parliament on the subject of the Independence Referendum and several have furthered their involvement in wider society issues being championed by Girlguiding in terms of calls to action related to issues affecting girls' lives in areas of education and health.

Thousands of younger girls enjoyed the celebrations of the Big Brownie Birthday and were involved in the evaluation of these events, which will enable revisions to planned future activities for this age group. Another externally funded event, Adventure 2014, was developed based on feedback from girls who attended a similar event in 2012 and the feedback from 2014 has now been captured for the next time.

There was an important evaluation element by 60 girls of a pilot weekend to train patrol leaders within the guide section age 10 to 14 years. This was a test weekend, funded by Cashback, and it was being developed as a prototype for wider implementation across Scotland in 2015.

In 2015 girls will have their say in shaping flagship events such as the Tartan Gig, the national camp, G in The Park and a dedicated autumn conference for young adults, The Future is Yours.

We will communicate effectively with all members

By 2018 the outcome will be that we will ensure all appropriate communications are used to support members positively and effectively.

In 2014 there was an IT review. The results involved an upgrade in IT infrastructure at SHQ and Netherurd which will provide an improved connection between sites in 2015 and prepared us to be able to utilise more sophisticated tools for managing work and communications. Alongside this a communications review was carried out and the marketing and communications function was revisited both in terms of staff and volunteers. This has resulted in a more ambitious plan for communications engagement with the membership and to help raise Girlguiding Scotland's profile externally. This will begin to be delivered in 2015 with the introduction of a new website acting as a digital hub as part of using a broader suite of social media tools.

There was innovation with the introduction of Spotlight as an annual catalogue of member events and opportunities and a termly retail newsletter designed to boost sales.

We will be active in local communities and promote the value of guiding locally and nationally.

By 2018 the outcome will be that we will have a strong positive external image and communities will recognise and value our members' contribution

In 2014 we proactively placed articles in the national press using the Friends of The Scotsman scheme covering subjects such as volunteering opportunities in Scotland and abroad, the role of young women in advocacy and campaigning on issues related to girls. We also achieved an increase in coverage across the country as a result of the exciting and innovative events that were organised locally and nationally to celebrate the Big Brownie Birthday.

We provided press and public relations training for more than 20 County advisers which should see an increase in volume and key message accuracy of items published in the local media. We also trained 9 volunteers who could act as media spokespeople for Girlguiding Scotland.

THE GUIDE ASSOCIATION SCOTLAND REPORT OF THE EXECUTIVE COMMITTEE (CONTINUED)

In Spring 2014 we were involved with the launch of the National Youth Work Strategy for Scotland and one of our young members was profiled at this event. This attracted favourable comments and recognition from those in the wider youth work sector and in Scottish Government. In summer 2014 the Minister for Children and Young People attended our Annual Event where she engaged enthusiastically with young members who spoke passionately about issues that concerned them.

The Chief Executive was elected to the Youthlink Board in November 2014 which should enable further networking and increased external profile for the organisation.

We will support and train our volunteers to deliver quality programmes

By 2018 the outcome will be that volunteers will have access to enjoyable, inclusive and relevant training opportunities.

In 2014 volunteer trainers and County Commissioners devised a campaign to recruit more volunteer trainers across the country. This involved a series of roadshow events and resulted in an additional 20 volunteers expressing interest in becoming a trainer by the end of the year. This will lead to an increase in quality and accessibility of training for all local areas.

Good Guiding is defined as the quality benchmark that all areas should aspire to deliver. Beyond the weekly programme of fun and challenging activities it involves volunteers being able to take girls out for adventures beyond the unit meeting place, making the most of residential experiences and where possible enabling girls to have an international experience during their time as a young member.

For example, in October 2014 we continued to offer specialist support for outdoor qualifications. For each of the 30 leaders we trained their reach is on average to 20 girls, which is an outcome of 600 more opportunities that will be on offer in 2015. Recognition of the importance of this training resulted in a decision in late 2014 to establish a Qualifications Fund that leaders can access to undertake specialist training.

Good Guiding is supported in Scotland by the unique national asset of Netherurd House and estate. Residential experiences for girls, access to adventurous activities for all and a specialist training provision for adults are available there. There was a significant review of this facility in 2014 looking at its future role and contribution and acknowledging that it is subsidised by the whole membership across Scotland although it is located in the Borders. This review concluded at the end of 2014 with recommendations to the Executive to retain the facility with a five year plan of investment and plan for growth in business which should then be closely monitored and open communication maintained with the membership about the business performance.

The international dimension of guiding is seen as a key tool for retention through access to opportunities not easily available elsewhere that can lead to opening new horizons and personal growth. In 2014 the volunteers in the international team developed a new three year strategy designed to increase the number of girls and young women who can access these opportunities through the effective training and upskilling of volunteer leaders. One innovative example which was tested in Autumn 2014 was Parisopoly, a wide game for more than 100 members across Scotland which provided an opportunity for leaders to gain their international module enabling them to take girls abroad independently in the future.

Peer Education on topics relating to girls' self esteem and health was provided by a nationally trained team of around 30 Peer Educators.

THE GUIDE ASSOCIATION SCOTLAND REPORT OF THE EXECUTIVE COMMITTEE (CONTINUED)

Other aspects of support and training were provided to Counties in terms of sharing best practice in the role of County Presidents. Best practice was also shared amongst groups of volunteers managing local properties and those involved with managing the membership information systems related to guiding.

In 2015 we plan to provide a training opportunity for 150 local commissioners at a spring conference and to continue to build capacity within Counties. We want to review our support with induction and mentoring of all commissioner adult roles across the country.

We will work with others to add value to our programmes

By 2018 the outcome will be that members are empowered and confident to create positive partnerships with suitable external organisations to add value and opportunity to the Guiding programme.

Girlguiding Scotland led by example in offering two new programme resources to the membership in 2014, produced as a result of partnerships with Royal Scottish Country Dance Society and University of Edinburgh. Other partnerships with external providers enhanced the range and quality of activities on offer at the national Big Brownie Birthday events e.g. Active Stirling.

A substantive partnership project is the one funded by the Scottish Government Strategic Funding Partnership which saw pilot projects established between Girlguiding Scotland and five high schools in Aberdeen, Angus, the Borders and Fife. The purpose of this work was to investigate the optimum method for working with young women in the senior school phase who were interested in volunteering or leadership through guiding that could be formally accredited as part of their curriculum. The first awards will be achieved in 2015 and the project evaluated in order to identify further opportunities to work in partnership with formal education.

Girlguiding Scotland continued to offer the Duke of Edinburgh Scheme and in 2014, 288 girls and young women were registered with 160 at Bronze, 76 at Silver and 52 working for their Gold award.

In 2014 Girlguiding Scotland members joined in with carrying the baton for the Commonwealth Games in many local communities across the country. We also coordinated the production of more than 800 pieces of art that were used in the delegation offices of countries attending the Commonwealth Games. We were delighted that girls from a local unit in Glasgow featured in the opening countdown ceremony and that many more adult volunteers from guiding backgrounds were involved as Clydesiders and Host City volunteers. We celebrated the Games with an informal guiding evening ceilidh, welcoming many members of guiding who had travelled to be at the games from across the UK.

Organisational Structure

The Guide Association Scotland is an unincorporated association and is a Scottish Charity recognised by OSCR in Scotland. It is also part of The Guide Association, which was incorporated by Royal Charter. The Guide Association Scotland is governed by the Scottish Executive Committee who is responsible for the governance and overall management in accordance with their Terms of Reference. The members of the committee are the charity trustees, and are empowered to approve the annual budget, business plan, and to delegate authority to the three main sub-committees thereof, to work within set budgets and performance targets. The Scottish Executive Committee are also authorised to appoint and delegate authority to the Chief Executive to implement policy. The Chief Executive is authorised to take appropriate financial and operational management responsibility to act within the terms of the business plan and budget.

The Scottish Executive Committee therefore delegates to both staff and volunteer committees.

THE GUIDE ASSOCIATION SCOTLAND REPORT OF THE EXECUTIVE COMMITTEE (CONTINUED)

Membership of the Scottish Executive Committee comprises:

Ex-officio

- Scottish Chief Commissioner
- Deputy Scottish Chief Commissioner (s)
- Honorary Treasurer
- Chairman of Guiding Development
- Chairman of Business Management & Finance
- Chairman of Marketing & Communications

Appointed

- Six County Commissioners nominated by the Guide Regions of Scotland in accordance with a scheme approved by the Scottish County Commissioners declaring that where any County Commissioner has a job-share with another County Commissioner for that County, only the named County Commissioner nominated by her Region shall be a member of the Scottish Executive Committee. Each Region is entitled to nominate an alternative named County Commissioner from the same Region to attend, and vote, in the event of her absence.
- Two warranted appointment holders nominated from Counties in accordance with a scheme approved by the Scottish County Commissioners.
- A Senior Section member aged 18 or over nominated by Polaris, the Scottish Forum of the Guide Association Scotland.
- An external person with an interest in the aims and objectives of the Guide Association Scotland, selected by the Chairman in consultation with members of the Scottish Executive Committee.

Investment Policy and Performance

Almost £500,000 of the charity's reserves is held in investments. These are held to provide investment income for day to day running costs and fund strategically important projects in the future. A professional fund management company is employed to manage the funds and its performance is reviewed by the Business Management and Finance Committee. Performance is benchmarked against appropriate performance indices. Investments were valued at £530,247 at 31 December 2014. This represents an increase of £37,825 (7.7%) from date of acquisition.

Risk Management

An Annual Risk Assessment Review is carried out in relation to the activities and finances of the Guide Association Scotland, and a report on the outcome of the review is submitted to the Scottish Executive Committee for their consideration. The report submitted in January 2015 concluded that there were no major changes to the organisation's Risk Profile, although attention was drawn to some minor adjustments in specific areas and the reasons for these, with appropriate control measures being identified and implemented. The Scottish Executive Committee are therefore satisfied that the annual review has identified all material risks, and that appropriate action is being taken to mitigate these and to keep overall risk under review. The Committee is also confident that suitable processes are in place to identify and manage both the strategic and operational risks to the organisation, on an ongoing basis.

THE GUIDE ASSOCIATION SCOTLAND REPORT OF THE EXECUTIVE COMMITTEE (CONTINUED)

Reserves Policy

Reserves are classified as General Funds, Unrestricted Designated Funds or Restricted Funds, defined as follows:

General Funds may be used by The Guide Association Scotland at the discretion of the Scottish Executive Committee to meet future capital or revenue expenditure.

Unrestricted Designated Funds may be expended in furtherance of the objectives of The Guide Association Scotland at the discretion of the Scottish Executive Committee.

Restricted Funds may be used subject to specific restrictions that may have been imposed by the donor or in terms of restrictive wording of an appeal. The Restricted Funds are analysed over the individual funds. The balances held in Restricted Funds are represented by funds held in interest bearing bank accounts.

Based on a risk approach of the needs and challenges of the Association, the Scottish Executive Committee considers that the minimum target for the General Funds 'free reserves' should be £360,000 which represents 3 months operating costs. Free reserves are defined as income, which can be expended at the trustees' discretion, in furtherance of the charity's objectives, which is not committed, designated or spent. The current level of free reserves achieves this target and is considered appropriate given the ongoing commitment to the development of Netherurd and Growing Guiding Initiatives and the need to future proof IT platforms.

Fund Raising

The Guide Association Scotland's activities are funded predominantly by subscriptions from members, surpluses from trading in the shops, and grant assistance and other sources of income including legacies, disclosed in the Statement of Financial Activities.

From time to time special fund raising efforts are undertaken to finance specific projects.

Connected Bodies

The Guide Association Scotland forms part of The Guide Association to whom Scottish members pay an annual subscriptions. In addition, the Guide Association Scotland purchases uniforms, publications etc. from The Guide Association Trading Service. These are acquired on an arms-length trading basis and are reflected through the Statement of Financial Activities. Girlguiding has provided funding for growing guiding initiatives during the year.

Volunteer Contribution

The Guide Association Scotland is dependent upon the activities and goodwill of more than 11,000 volunteers in varied capacities. It is estimated that each volunteer gave on average 130 hours of their time throughout the year. Using qualified youth worker rate of pay, this would cost more than £15 million.

Auditor

Scott-Moncrieff was re-appointed auditor for the year ended 31st December 2014 at the Scottish Executive Meeting held on 9 May 2014.

**THE GUIDE ASSOCIATION SCOTLAND
REPORT OF THE EXECUTIVE COMMITTEE (CONTINUED)**

Statement of Responsibilities of the Executive of The Guide Association Scotland

The Scottish Executive Committee is required to prepare Financial Statements for each financial year, which gives a true and fair view of the state of affairs and of the surplus or deficit of The Guide Association Scotland for that period. In so doing, the Scottish Executive Committee is required to:

- i. Select suitable accounting policies and then apply them consistently
- ii. Make judgements and estimates that are reasonable and prudent
- iii. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- iv. Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the Guide Association Scotland will continue in business.


The Scottish Executive Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of The Guide Association Scotland and enable the Scottish Executive Committee to ensure that the Financial Statements comply with the Charities & Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Statement of Recommended Practice 2005, and the constitution of the charity. The Scottish Executive Committee also has a responsibility for safeguarding the assets of The Guide Association Scotland and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

To the knowledge and belief of each of the persons who are trustees at the time the report is approved:

- So far as the trustee is aware, there is no relevant information of which the association's auditor is unaware, and
- He/she has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information, and to establish that the association's auditor is aware of the information.

By order of the Scottish Executive Committee
16 Coates Crescent
Edinburgh EH3 7AH

Approved by the Scottish Executive Committee on 15 May 2015
Authorised to sign on their behalf



Mrs S Walker
Scottish Chief Commissioner

THE GUIDE ASSOCIATION SCOTLAND

Independent Auditor's Report to the Trustees for the year ended 31st December 2014

We have audited the financial statements of The Guide Association Scotland for the year ended 31st December 2014 which comprise the Statement of Financial Activities, Balance Sheet and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities & Trustee Investment (Scotland) Act 2005, and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 10), the trustees are responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (United Kingdom and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeprivate.

Opinion on financial statements

In our opinion the financial statements:

- Give a true and fair view of the state of the charity's affairs as at 31st December 2014 and of its incoming resources and application of resources, including its income and expenditure, 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 and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

THE GUIDE ASSOCIATION SCOTLAND

Independent Auditor's Report to the Trustees for the year ended 31st December 2014

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion :

- The information given in the trustees' annual report is inconsistent in any material respect with the financial statements; or
- Proper 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.

Scott-Moncrieff

Scott-Moncrieff
Statutory Auditor
Eligible to act as an auditor in terms of section 1212 of the Companies Act 2006
Exchange Place 3
Sempole Street
Edinburgh
EH3 8BL

15 May 2015

THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

	Note	Unrestricted Funds		Restricted	Funds	2014	2013
		General	Designated	General	Endowment	Total Funds	Total Funds
		£	£	£	£	£	(restated) £
Incoming Resources							
Voluntary Income	2	25,491	10,480	194,456	0	230,427	186,842
Charitable Activities							
Membership Subscriptions	3	566,465	0	0	0	566,465	550,920
Fees and other income	4	279,743	1,970	0	0	281,713	414,091
Activities for generating funds:							
Trading Income	5	1,019,466	0	0	0	1,019,466	907,469
Investment income	6	10,671	3,955	337	0	14,963	10,230
Total Incoming Resources		1,901,836	16,405	194,793	0	2,113,034	2,069,552
Resources Expended							
Cost of generating funds	7	723,287	3,087	0	0	726,374	626,992
Charitable expenditure							
Guiding activities & events	8	964,928	71,270	183,559	0	1,219,757	1,222,353
Governance Costs	9	149,634	3,053	0	0	152,687	114,920
Total resources expended		1,837,849	77,410	183,559	0	2,098,818	1,964,265
Net Incoming/(Outgoing)							
Resources before Transfers	10	63,987	(61,005)	11,234	0	14,216	105,287
Transfers between funds	18	(60,000)	60,000	0	0	0	0
Unrealised gain on investment	12	28,072	9,753	0	0	37,825	0
Net Movement in Funds		32,059	8,748	11,234	0	52,041	105,287
Funds brought forward at 1 January 2014	17,18	616,536	1,223,945	117,063	126,970	2,084,514	1,979,227
Funds carried forward at 31 December 2014	19	648,595	1,232,693	128,297	126,970	2,136,555	2,084,514

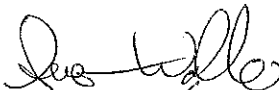

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended were derived from continuing activities.

The notes on pages 15 to 25 form part of these financial statements.

**THE GUIDE ASSOCIATION SCOTLAND
BALANCE SHEET AS AT 31 DECEMBER 2014**

	Notes	2014 £	2013 (restated) £
FIXED ASSETS			
Tangible Fixed Assets	11	1,108,311	1,120,890
Investments	12	530,247	0
		<u>1,638,558</u>	<u>1,120,890</u>
CURRENT ASSETS			
Stocks	13	123,291	138,651
Debtors	14	118,205	28,772
Cash at Bank and in Hand		409,374	1,046,867
		<u>650,870</u>	<u>1,214,290</u>
CURRENT LIABILITIES			
Creditors falling due within one year	15	152,873	250,666
NET CURRENT ASSETS		497,997	963,624
TOTAL ASSETS LESS LIABILITIES		<u>2,136,555</u>	<u>2,084,514</u>
FINANCED BY:			
RESERVES	19		
General Funds	17	648,595	616,536
Unrestricted Designated Funds	18,19	1,232,693	1,223,945
Restricted General Funds	18,19	128,297	117,063
Permanent Endowment Funds	18,19	126,970	126,970
		<u>2,136,555</u>	<u>2,084,514</u>

The financial statements were approved and authorised for issue by the Scottish Executive Committee on 15 May 2015 and signed on its behalf by:

Mrs S Walker, Scottish Chief Commissioner

E B Lawrie, Honorary Treasurer

The notes on pages 15 to 25 form part of these financial statements.

**THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
NOTES TO THE FINANCIAL STATEMENTS**

1. ACCOUNTING POLICIES

A. Status of the Association

The Guide Association Scotland has been set up under authority of a Royal Charter granted in favour of The Guide Association and is also recognised as a charity for tax purposes.

B. Basis of Accounting

The financial statements of The Guide Association Scotland reflect the activities it undertakes on behalf of The Guide Association as a whole in Scotland.

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards. The accounts are set out to comply with the Statement of Recommended Practice (Revised 2005) for Charity Accounts approved by the Accounting Standards Board.

The Scottish Executive Committee is of the opinion that the charity will continue its activities for the foreseeable future.

C. Statement of Financial Activities (incorporating Income and Expenditure Account)

This statement, produced to comply with the Statement of Recommended Practice, discloses all capital and income resources and expenditure and contains a reconciliation of all movements of The Guide Association Scotland's funds. The figures are analysed between restricted funds and unrestricted funds and give meaningful information on how funds are classified and utilised.

D. Incoming Resources

Trading income, investment income and grants are accounted for when due. Legacies are credited to incoming resources when the Guide Association Scotland becomes entitled to the income and there is certainty of receipt and amount. Other incoming resources are accounted for when received.

E. Resources Expended

Outgoing resources are recognised when a legal or constructive obligation arises.

Expenditure included within the cost of generating funds heading is expenditure associated with raising funds from all possible sources.

Charitable expenditure includes direct and indirect costs of the charity. Indirect costs have been allocated between costs of activities in the furtherance of charitable objectives, and governance based on staff time and usage.

Governance costs relates to the costs associated with the constitutional and statutory requirements of the organisation. This includes direct costs for audit and other compliance requirements, costs of trustees meeting and also indirect costs based on staff time and usage for such items as the preparation of the statutory accounts and other regulatory matters.

Indirect overhead costs have been allocated as shown hereunder, based on estimated staff time and usage:

Cost of Generating Funds	10%
Charitable Expenditure	65%
Governance costs	25%

F. Fixed Assets

Fixed Assets are capitalised at cost.

Expenditure below £2,500 on an individual item is not capitalised.

**THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

G. Investments

Investment assets are valued within the financial statements at market value in accordance with the SORP. Realised and unrealised gains or losses on assets are accounted for in full within the particular fund of which the asset forms a part.

H. Depreciation

Depreciation is charged on tangible fixed assets having a finite useful life to write off the cost, less estimated residual value of each asset over its anticipated useful life. The annual rates of depreciation are:-

Heritable Properties	- 2% straight line
Furniture & Fittings	- 10% reducing balance
Office & Computer Equipment	- 20% straight line
Motor Vehicles	- 25% straight line

Part of the cost of heritable property comprises land and it is not practicable to allocate the cost between land and buildings.

I. Stock

Stocks of goods for resale are valued at the lower of cost and estimated net realisable value.

J. Grants and Donations Receivable

- (1) Grants and donations received for specific or special purposes are credited to the appropriate reserve accounts until the expenditure is incurred.
- (2) Other grants and donations received are credited to income on receipt.
- (3) Where the charity has a contract in place to provide services, but entitlement to the income has not been earned as the work was not carried out in the reporting period, the appropriate proportion of the income is deferred.

K. Pensions

The Guide Association Scotland operates an externally managed group money purchase pension for staff. Pension Contributions made by the charity are charged to the Statement of Financial Activities in the year in which they are incurred.

L. Leases

Rentals under operating leases are charged to the profit and loss account as they fall due.

2. VOLUNTARY INCOME

	Unrestricted Funds		Restricted £	2014 Total £	2013 Total £
	General £	Designated £			
Funds					
Donations	6,498	5,187	660	12,345	16,988
Legacies	0	0	60,416	60,416	10,000
Other grants	14,968	0	129,240	144,208	121,858
Trust income	4,025	5,293	4,140	13,458	37,996
	25,491	10,480	194,456	230,427	186,842

Girlguiding Scotland has been notified of a life policy based bequest from the estate of Anna Ross Shearer valued £60,416 which has been accrued.

**THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

A £63,000 grant was received from Scottish Government for a Strategic Funding Partnership and £32,405 from Cashback for Communities for the Young People Taking the Lead project. Girlguiding provided various forms of growing guiding funding during the year.

Corporate & Trust donations were gratefully received from the following organisations:
Miss A A Clutterbuck Trust, Edmiston Family Charitable Trust, MacRobert Trust, Pilkington Trust, Saints & Sinners, Hugh & Mary Miller Trust, Friends of GGS, and the Friends of Netherurd.

3. MEMBERSHIP SUBSCRIPTIONS

	Unrestricted Funds			2014	2013
	General	Designated	Restricted	Total	Total
	£	£	£	£	£
Subscriptions	566,465	0	0	566,465	550,920

4. FEES AND OTHER INCOME

	Unrestricted Funds			Total	Total
	General	Designated	Restricted	£	£
	£	£	£		
Netherurd Training Centre	277,767	0	0	277,767	276,298
Tartan Gig Event	0	0	0	0	133,998
Other fees & Income	1,976	1,970	0	3,946	3,795
	279,743	1,970	0	281,713	414,091

5. PRIOR YEAR ADJUSTMENT

A further error in how VAT has been accounted historically was identified in 2014, this time for the Netherurd shop. Procedures have been clarified and staff retrained. This resulted in a prior year adjustment of £15,300.

	2013	2013
	£	£
Funds Carried forward as previously stated	General Fund	Total Funds
	621,625	1,990,902
Prior year adjustment	(11,675)	(11,675)
At 1 January 2013 restated	609,950	1,979,227
Profit for year as previously stated	10,211	108,912
In year adjustment	(3,625)	(3,625)
At 31 December 2013 restated	616,536	2,084,514

6. INVESTMENT INCOME

	Unrestricted Funds			2014	2013
	General	Designated	Restricted	Total	Total
	£	£	£	£	£
Interest received	1,927	917	337	3,181	10,230
Dividends & interest	8,744	3,038	0	11,782	0
	10,671	3,955	337	14,963	10,230

THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

7. COST OF GENERATING FUNDS

	Unrestricted Funds		Restricted	2014 Total	2013 Total
	General	Designated			
	£	£	£	£	£
Trading expenses	670,679	0	0	670,679	576,264
Fund raising and publicity					
Direct staff costs	28,900	0	0	28,900	24,528
Promotional costs	3,612	1,866	0	5,478	11,875
Annual report expenses	4,708	0	0	4,708	4,072
Other Costs	15,388	1,221	0	16,609	10,253
	723,287	3,087	0	726,374	626,992

8. GUIDING ACTIVITIES AND EVENTS

	Unrestricted Funds		Restricted	Total	Total
	General	Designated			
	£	£	£	£	£
International Travel	18,482	2,400	15,833	36,715	22,285
Blueprint Magazine	33,070	0	0	33,070	29,811
Travel & Meeting Costs	5,344	95	0	5,439	4,548
Training & Events	36,953	27,278	75,281	139,512	99,222
Tartan Gig	0	0	0	0	105,828
Netherurd Refurbishment	17,577	0	4,569	22,146	53,037
Property Refurbishment	0	2,758	0	2,758	28,528
Netherurd Running Costs	274,927	27,863	0	302,790	*296,798
Shop Running Costs	258,933	0	0	258,933	*250,324
Staff Costs	192,094	0	41,123	233,217	182,416
Growing Guiding	13,074	0	39,632	52,706	16,853
Irrecoverable VAT	39,331	2,939	7,121	49,391	66,055
Other Costs	75,143	7,937	0	83,080	66,648
	964,928	71,270	183,559	1,219,757	1,222,353

* Costs have been reallocated between headings

9. GOVERNANCE COSTS

	Unrestricted Funds		Restricted	Total	Total
	General	Designated			
	£	£	£	£	£
Audit & Taxation Fees	9,480	0	0	9,480	6,800
Legal Charges	1,755	0	0	1,755	3,732
Trustee Meetings	1,940	0	0	1,940	1,871
Strategy, Business Planning	35,308	0	0	35,308	15,712
Staff Costs	72,250	0	0	72,250	61,171
Other Costs	28,901	3,053	0	31,954	25,634
	149,634	3,053	0	152,687	114,920

THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

10. SURPLUS FOR THE YEAR

The surplus for the year £52,041 (2013 £105,287) is stated after charging:

	Unrestricted Funds			2014	2013
	General	Designated	Restricted	Total	Total
	£	£	£	£	£
Audit Fee	7,000	0	0	7,000	6,800
Non Audit Fees	2,480	0	0	2,480	0
Staff Costs comprise:					
Salaries and Wages	575,727	0	37,568	613,295	547,195
Social Security Costs	38,306	0	3,555	41,861	35,743
Pension Costs	20,636	0	0	20,636	21,293
Temporary Staff	4,843	0	0	4,843	1,224
	639,512	0	41,123	680,635	605,455

The average number of full time equivalent staff employed by the Guide Association Scotland during the year was:

	Total	Total
Guiding Activities	11	9
Retail Services	10	11
Administration	7	6
Total Staff	28	26

Representatives of the Scottish Executive Committee and other sub-committees comprise for the most part, volunteers who are not remunerated for their services. The remunerated members of these committees are full time staff whose costs are reflected in the figures noted above. There are no employees with emoluments greater than £60,000.

No trustees received remuneration of any kind throughout the current and prior years.

Payments are made to volunteers to reimburse them for travel and certain other related expenses necessarily incurred by them in fulfilling their duties as committee members, advisers and essential volunteer training which amounted to £93,624 (2013 £92,098), of which £14,509 was paid to 16 Trustee Volunteers (2013 £11,813 to 16 Trustee Volunteers).

11. TANGIBLE FIXED ASSETS

	Heritable Property	Furniture & Fittings	Office Equip & computers	Motor Vehicles	Total
	£	£	£	£	£
Cost					
At 1 January 2014	1,370,438	44,715	31,374	16,698	1,463,225
Additions	0	0	23,626	0	23,626
Disposals	0	(3,952)	(11,041)	0	(14,993)
At 31 December 2014	1,370,438	40,763	43,959	16,698	1,471,858
Acc. Depreciation					
At 1 January 2014	270,039	25,057	31,374	15,865	342,335
Charge for the year	27,409	2,866	4,725	625	35,625
Disposals	0	(3,372)	(11,041)	0	(14,413)
At 31 December 2014	297,448	24,551	25,058	16,490	363,547
Net Book Value					
At 31 December 2014	1,072,990	16,212	18,901	208	1,108,311
At 31 December 2013	1,100,399	19,658	0	833	1,120,890

**THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

11. TANGIBLE FIXED ASSETS (CONTINUED)

In the opinion of the Scottish Executive Committee the market value of the heritable property is significantly in excess of the book value. The purposes for which tangible fixed assets were held at 31 December 2014 were as follows:

	Heritable Property	Furniture & Fittings	Office Equipment & Computers	Motor Vehicles	Total
	£	£	£	£	£
Direct Charitable Purposes:					
Training	1,049,286	6,460	7,451	208	1,063,405
Management & Admin	1,328	9,327	11,450	0	22,105
Retail Shops	22,376	425	0	0	22,801
At 31 December 2014	1,072,990	16,212	18,901	208	1,108,311

12. INVESTMENTS

	Unrestricted General	Webster Endowed/ Designated Fund	2014	2013
	£	£	£	£
Market value at 1 January 2014	0	0	0	0
Acquisitions	365,452	126,970	492,422	0
Disposal proceeds	0	0	0	0
Net gain/(loss) on revaluation	28,072	9,753	37,825	0
Market value at 31 December 2014	393,524	136,723	530,247	0
UK Bonds	52,502	18,241	70,743	0
UK Equities	165,437	57,478	222,915	0
Overseas Equities & Investments	139,488	48,462	187,950	0
Absolute Return	11,495	3,994	15,489	0
Property	12,755	4,431	17,186	0
Other Investments	11,847	4,117	15,964	0
	393,524	136,723	530,247	0
Historical cost at 31 December 2014	365,452	126,970	492,422	0

Most of the investments of the Association are held in pooled managed funds. Investments in pooled managed funds that exceed 5% of the total market value are as follows:

	%	%
Artemis Fund Managers Income I	6.67	0
Invesco Fund Managers IP High Income	6.89	0
Threadneedle Investment Funds UK Equity Income	6.66	0
Capita Financial Managers Trojan Income	7.23	0
Finsbury Growth & Income Trust Ordinary 25p	7.01	0
Aviva Investors UK US Equity Income II	6.61	0
Findlay Park Funds American USD	6.65	0
JP Morgan Asset Management UK Ltd US Equity Income	6.84	0

THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

13. STOCKS

	2014	2013
	£	£
Shop goods for resale	123,291	138,651

14. DEBTORS

	£	£
Trade Debtors	7,794	7,388
Other Debtors	109,406	18,724
Prepayments	1,005	2,660
	<u>118,205</u>	<u>28,772</u>

15. CREDITORS: Amounts Falling Due Within One Year

	£	(restated) £
Trade Creditors	18,526	55,784
Social Security and other Taxes	5,341	115,083
Deferred Income (note 16)	88,157	53,713
Accruals	10,405	*10,144
Other Creditors	30,444	*15,942
	<u>152,873</u>	<u>250,666</u>

* Amounts have been reallocated between headings

16. DEFERRED INCOME

	£	£
At 1 st January 2014	53,713	53,389
Amounts released from previous years	(53,713)	(53,389)
Incoming resources deferred in the current year	88,157	53,713
At 31 st December 2014	<u>88,157</u>	<u>53,713</u>

Where the charity has a contract in place to provide services, but entitlement to the income has not been earned as the work was not carried out in the reporting period, the appropriate proportion of the income is deferred.

17. GENERAL FUNDS

	Balance at 1 Jan 2014 (Restated)	Net Incoming Resources For Year	Intra-Fund Transfer During Year	Unrealised Gain on Investment	Balance at 31 Dec 2014
	£	£	£	£	£
General Fund	616,536	63,987	(60,000)	28,072	648,595

THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

18. PROJECT FUNDING HELD AS RESTRICTED AND UNRESTRICTED FUNDS

Funds are raised to finance specific projects and these are held in both restricted and unrestricted funds. The balances in restricted funds are covered by funds held in higher interest bank accounts.

RESTRICTED FUNDS	Balance at 1 Jan 2014	Income	Expenditure	Intra-Fund Transfer	Balance at 31 Dec 2014
	£	£	£	£	£
Chief Commissioner's	3,144	1,686	(1,000)	0	3,830
International Travel	14,198	165	(9,405)	0	4,958
Netherurd Fund	6,144	62,998	(4,584)	0	64,558
Ghana Project	2,883	704	26	0	3,613
Special Events Fund	15,799	33,835	(22,865)	0	26,769
Scot Gov't SFP	42,599	63,000	(84,418)	0	21,181
Cashback YPTTL	7,296	32,405	(36,313)	0	3,388
Gannochy Trust	25,000	0	(25,000)	0	0
	117,063	194,793	(183,559)	0	128,297

Net increase in restricted funds **11,234**

Restricted Funds are expendable in accordance with each donor's specifications. The purposes of the individual funds are as follows:

<u>Chief Commissioner's Fund</u>	To be used by the Chief Commissioner at her discretion. Income, generated from a legacy held by The Guide Association, is received annually.
<u>International Travel Fund</u>	To allow members to participate in Guiding activities abroad.
<u>Netherurd Fund</u>	Specific donations and Trust Funding are regularly received to assist with the development of facilities and equipment at Netherurd.
<u>Ghana Project</u>	To develop links with the Ghanaian Guide Association. Funds visits to and from Ghana. Income is generated from specific donations and trust funding for this purpose.
<u>Special Events Fund</u>	To record external funding for specific guiding events taking place beyond the accounting year in which the funds are received.
<u>Scottish Government Strategic Funding Partnership</u>	To build capacity, widen access, gain recognition for leadership qualifications and provide healthy outdoor activities for girls.
<u>Cashback for Communities</u>	To enable Young People To Take the Lead.
<u>Gannochy Trust Developing Guiding</u>	To support local Growing Guiding initiatives.

THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

18. PROJECT FUNDING HELD AS RESTRICTED AND UNRESTRICTED FUNDS (CONTINUED)

ENDOWMENT FUND	Balance at 1 Jan 2014	Income	Expenditure	Unrealised Gain on Investment	Balance at 31 Dec 2014
	£	£	£	£	£
Webster Legacy	126,970	0	0	0	126,970

The Webster Legacy Endowment Fund represents a legacy that must remain intact. Investment income earned on the legacy investment is credited to the Webster Income Fund.

UNRESTRICTED FUNDS	Balance at 1 Jan 2014	Income	Expenditure	Intra-Fund Transfer	Unrealised Gain on Investment	Balance at 31 Dec 2014
	£	£	£	£	£	£
<u>Designated Funds</u>						
Special Needs	9,547	79	(465)	0	0	9,161
International Activities	15,064	4,301	(2,400)	0	0	16,965
Capital Development	1,059,500	0	(26,000)	0	0	1,033,500
Travel	28,785	157	(17,608)	10,000	0	21,334
Webster Income	2,735	3,546	0	0	9,753	16,034
General Counties	21,620	1,165	(6,000)	0	0	16,785
Friends of GGS	6,694	7,157	(5,508)	0	0	8,343
Property Development	30,000	0	0	20,000	0	50,000
IT & Comm. Strategy	50,000	0	(19,429)	20,000	0	50,571
Qualifications	0	0	0	10,000	0	10,000
	1,223,945	16,405	(77,410)	60,000	9,753	1,232,693

Net increase in designated funds **8,748**

Designated funds are expendable at the discretion of the Scottish Executive Committee in accordance with the pre-determined guidelines set by that Committee. Income credited directly to Designated Funds represents interest earned on fund balances. Intra-Fund transfers to and from Designated Funds represent transfers to and from General Reserves, approved by the Scottish Executive Committee. Funds are designated for particular projects as follows:

<u>Special Needs Fund</u>	To be used for extending Guiding opportunities to girls and young women with disabilities.
<u>International Activities Fund</u>	To support international activities, both in Scotland and elsewhere for members of the Guide Association Scotland. Annual income from an unrestricted fund administered by the Guide Association.
<u>Capital Development Fund</u>	To support the construction of the Garden House at Netherurd. Charged with depreciation over 50 years.

**THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

18. PROJECT FUNDING HELD AS RESTRICTED AND UNRESTRICTED FUNDS (CONTINUED)

<u>Travel Fund</u>	To subsidise the cost of travel to Girlguiding events at the National Training Centre and Girlguiding Scotland promoted events and trainings elsewhere in Scotland.
<u>Webster Income Fund</u>	Flexible income fund established from the legacy of Miss Elizabeth Webster. The income is to be used in the best interests of Scottish Guiding. Income is generated from the invested Webster Legacy.
<u>General Counties Fund</u>	To assist with Guiding at a local and county level.
<u>Friends of Girl Guiding Scotland</u>	To support Girl Guiding Scotland at the discretion of the Scottish Executive Committee.
<u>Property Development Fund</u>	To fund planned refurbishment and necessary maintenance of the Coates Crescent, Edinburgh, Elmbank Street, Glasgow and Netherurd properties.
<u>IT & Communications Strategy</u>	To implement the results of the IT & Communications strategy review.
<u>Qualifications Fund</u>	To subsidise the cost of obtaining external qualifications to support programme delivery.

19. FUNDS

Fund balances at 31st December 2014 are represented by:

	Unrestricted Funds		Restricted	Endowment	Total
	Designated	General			
	£	£	£	£	£
Tangible Fixed Assets	1,033,500	74,811	0	0	1,108,311
Investments	9,753	393,524	0	126,970	530,247
Current Assets	189,440	333,133	128,297	0	650,870
Creditors falling due within one year	0	(152,873)	0	0	(152,873)
	1,232,693	648,595	128,297	126,970	2,136,555

Donated income received in General Funds is transferred to Designated Funds as appropriate, by decision of the Trustees.

20. CAPITAL COMMITMENTS

At 31 December 2014 there were no capital commitments (2013 £0).

**THE GUIDE ASSOCIATION SCOTLAND
FOR THE YEAR ENDED 31 DECEMBER 2014
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

21. PENSION SCHEME

The Guide Association Scotland offers its employees membership of a Personal Pension Scheme, administered by the Guide Association. The scheme is classified as a Money Purchase Group Personal Pension Plan, which means that each member has their own individual policy.

Financial reports and valuations are communicated to each individual member, based on their own individual specifics, by the pension provider. It is therefore not possible, nor required for any form of valuation to be included in this report.

22. GRANTS ALLOCATED

One role that the Guide Association Scotland plays is to make available funds to members to enable individuals and units to further their experience and activities either in this country or abroad. During the year grants and assistance have been awarded to individuals, units, districts, divisions & counties to further their interests and activities totalling £56,875 (2013 £31,939). This included support for growing guiding activities and grants for attending Big Brownie Birthday events.

23. RELATED BODIES IN SCOTLAND

Separate financial statements are prepared in respect of the following organisation which operates under the auspices of Scottish Guiding and is not registered as a separate charitable body. Details of its income, expenditure and funds are noted below and it is confirmed that these figures are excluded from the financial results reflected in The Guide Association Scotland's financial statements.

	Total funds 1 Jan 2014	Income	Expenditure	Total funds 31 Dec 2014
	£	£	£	£
Friends of Netherurd	12,100	5,385	(1,060)	16,425

24. RELATED PARTY TRANSACTIONS

During the year, purchases of £556,468 (excluding VAT) were made from the Guide Association Trading Service (2013 £475,137). These purchases were made at arms length. £8,291 was included in trade creditors at the year end (2013 £11,093). The Guide Association Trading Service is a wholly owned subsidiary of the Guide Association. The Scottish Chief Commissioner sat on the Executive Committees of both the Guide Association and the Guide Association Scotland until 31 January 2014 when her Guide Association appointment ceased following a governance restructure.

25. OPERATING LEASES

The Guide Association Scotland is committed to make the following payments under non-cancellable operating leases in the year to 31 December 2014, which expire:

	2014	2013
	£	£
Land & Buildings		
Within one year	9,375	0
Between two and five years	3,200	14,450
	12,575	14,450