



# **The Guide Association Scotland**

Trustee Report and Financial Statements  
for the year ended 31 December 2022

Scottish Charity Number SC005548

**Scottish President****Linda Urquhart****Scottish Executive committee to 2 July 2022**

Scottish chief commissioner	Moira McKenna	
Deputy Scottish chief commissioner	Carol Morwood	
	Gail Fox	
Honorary Treasurer	Brian Lawrie	(until 30/06/22)
Chair, Business Management & Finance	Linda Holden	
Lead Volunteer Guiding Delivery	Emma Ritchie	(until 02/07/22)
Lead Volunteer Membership Development	Alison Coyle	(until 02/07/22)
Lead Volunteer Communications	Matilda Lomas	(until 02/07/22)
External	Dr Mike Winter	
Member	Helen Welsh	
Member	Evelyn McWhinnie	
Member 18-30	Eleanor Swift	
Central region	Alison Irving	(until 02/07/22)
Highlands & Islands region	Suzanne Docherty	
Lothian & Borders region	Lorraine Dickson	(until 02/07/22)
South West region	Fiona Robertson	(until 02/07/22)
Strathclyde region	Greer Litster	(until 02/07/22)
Grampian region	Alison Williams	(until 02/07/22)

**Trustee Board from 2 July 2022**

Scottish chief commissioner	Moira McKenna	(until 31/08/22)
	Elaine Rough	(appointed 01/09/22)
Deputy Scottish chief commissioner	Carol Morwood	(until 31/08/22)
	Gail Fox	(until 31/08/22)
	Sarah MacNeil	(appointed 01/09/22)
Honorary Treasurer	Emily Young	(appointed 01/07/22)
Chair, Business Management & Finance	Linda Holden	
External	Dr Mike Winter	
Member	Helen Welsh	
Member	Evelyn McWhinnie	
Member	Milly McKinnon	(appointed 01/09/22)
Member	Suzanne Docherty	
Member 18-30	Eleanor Swift	
Member	Kate McGrath	(appointed 01/04/2023)

## Management Team Senior Staff

Chief Executive	Denise Spence	
Finance Manager	Judith Crichton	(until 08/02/2023)
Finance Manager	Janine Rennie	(appointed 08/02/2023)
Head of Membership, Development & Growth	Louise Henderson	
Head of Operations	Carolyn Fox McKay	

## SCOTTISH HEADQUARTERS

16 Coates Crescent, Edinburgh, EH3 7AH

## ADVISERS

### **Independent External Auditor**

Saffery Champness LLP  
Edinburgh Quay  
133 Fountainbridge  
Edinburgh  
EH3 9BA

### **Solicitor**

Lindsays WS  
Caledonian Exchange  
19a Canning Street  
Edinburgh  
EH3 8HE

### **Investment**

#### **Manager**

Brewin Dolphin  
6<sup>th</sup> Floor, Atria One  
144 Morrison Street  
Edinburgh  
EH3 8EX

### **Banker**

The Royal Bank of Scotland  
142-144 Princes Street  
Edinburgh  
EH2 4EQ

### **Banker**

Shawbrook Bank Limited  
Lutea House  
Waverley Hill Business Park  
The Drive Great Warley  
Brentwood  
CM13 3BE

### **Banker**

Virgin Money  
Jubilee House  
Gosforth  
Newcastle upon  
Tyne  
NE3 4PL

# The Guide Association Scotland – Trustee Report

The trustees are pleased to present their annual trustees' report for the year ending 31 December 2022 which are prepared to meet the requirements of applicable law. The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The financial statements which follow reflect the activities under the control of The Guide Association Scotland but exclude the financial activities of the Girlguiding Scotland counties (all of which are registered as separate charitable bodies), divisions, districts and units.

## **About Girlguiding Scotland**

Girlguiding Scotland is Scotland's leading charity for girls and young women, with almost 40,000 young members. We aim to support our tens of thousands of young members and adult volunteers grow in confidence, discover their full potential, have fun and change the world. As one of ten countries and regions that make up Girlguiding in the UK, we share the same vision, mission and values.

Our vision: an equal world, where girls can make a positive difference, be happy, safe, and fulfil their potential.

Our mission: Through fun, friendship, challenge and adventure, we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

Our values: Caring, challenging, empowering, fun, inclusive, inspiring.

## **Objectives and Activities**

### **An unrivalled girl led experience**

We want to support our counties to provide unrivalled, fun, accessible and empowering experiences that appeal to more girls and young women. Our Girlguiding Scotland offer will be inspired and co-created with young members and informed by the needs of all girls.

### **Rewarding and flexible volunteering**

We want all volunteers to enjoy their time with us. We will support counties to welcome new members, offer more flexible roles and ways of working, make it easier for volunteers to contribute their time and talents to deliver great guiding for girls.

# The Guide Association Scotland – Trustee Report

## **An inclusive and impactful organisation**

We want to open-up and grow the Girlguiding community in Scotland, welcoming and benefitting from a wide variety of people. We will support counties to be more visible and become a more inclusive community that can engage and have impact on more girls, communities and wider society.

## **A sustainable and efficient organisation**

We want to future-proof our organisation so that it can continue to deliver great outcomes for girls. We will do this by strengthening our counties, introducing a new governance structure for Scotland, working to embed improved ways of working with Girlguiding and making best use of our resources to support member needs.

## **Achievements and Performance**

This year we were delighted to be able to get out and about again, attending events up and down the country to recognise volunteers who have gone over and above to provide amazing experiences for girls and young women. The Growing Guiding award was presented to six local leaders who have encouraged more girls and adults to join guiding or stay longer. These leaders have used innovative ways of recruiting new volunteers. We were able to present a Scottish Chief Commissioner's Thistle award and eight Scottish Chief Commissioner's awards. These were presented to a young member and adult members who deserve special recognition for making a real difference through their contribution to Girlguiding in Scotland. Girlguiding have two awards for adult members. The Laurel award is presented to members who have demonstrated outstanding leadership skills and have been an effective team member in a variety of different roles. The awards committee were delighted that four Laurel awards were presented this year. Girlguiding's highest award is the Silver Fish and is presented to members who have made an exceptional contribution to Girlguiding. They must have made a substantial impact through a variety of roles within the organisation. We were absolutely delighted that two Girlguiding Scotland members were presented with the Silver Fish this year.

Our Members of Scottish Youth Parliament (MSYPs) had a very successful year, with a young woman elected as Chair of SYP and another offered a place in the Women's Empowerment Programme. They attended two Sittings, one in the summer and one in the autumn, to propose, discuss and vote on policy for SYP to adopt. The national Sittings also offer skills-based workshops and create informal spaces for MSYPs around the country to share their thoughts and ideas. A young person participated in '16Days of Activism Against Gender-Based Violence', raising awareness on social media of the Women's Empowerment Program and the importance of campaigning for gender equality to make the world safer for girls and young women. One of the young women is committed to advocating for the rights of children and for developing

# The Guide Association Scotland – Trustee Report

youth work to support these rights, as she attended a week-long trip to Bavaria to learn more about digital youth work and its relationship to the gender wage gap.

A Young Spokesperson represented Girlguiding Scotland on the First Minister's National Advisory Council on Women and Girls (NACWG) as it entered its second phase. Phase 1 of NACWG made strategic recommendations to the First Minister on how to make Scotland a beacon of gender equality. Phase 2 is focusing on scrutiny and accountability, and she is working to ensure girls' voices remain at the centre as the recommendations are put into action. In 2022, NACWG asked questions of civil servants, held an Accountability Day event with senior Scottish Government officials, and met with the First Minister to share their insight into progress on implementing the recommendations. Our spokesperson reminded the First Minister of how urgently change is needed, and that young women across Scotland are watching and waiting for change.

## **First 15**

While we already have an established long service programme, we wanted to make sure our new volunteers know just how much we appreciate them too! As part of our 2022 Volunteers' Week celebrations, we launched *First 15*, a colourful new badge to thank volunteers who reach the milestone of 15 meetings (roughly a term's worth of guiding). The badge comes with a record card to let volunteers mark off the meetings they attend. In 2022, 333 new volunteers received the badge which is a great start but we're hoping to see many more First 15 recipients next year!

## **Wander the World Event**

In September, 3000 members of all ages took over Blair Drummond Safari Park for our Wander the World event. Participants interacted with the animals, explored the eco-village and met other members from across Scotland.

## **Programme resources for units**

We launched a number of new resources in 2022 which were enjoyed by members. These included our Chief Commissioners Take Two Challenge which had over 7000 members getting active in their communities and working on personal development. 4000 members took part in our annual Out and About Challenge which gave our girls and volunteers ideas and inspiration to get creative outdoors. Our most popular challenge was Pencil Express which encouraged 12000 members to express themselves.

# The Guide Association Scotland – Trustee Report

## **One Team Conference**

In November we held an in-person event in Clydebank for all of our volunteers at County level. Our 150 attendees had the opportunity to meet others doing the same role as them, participate in a selection of workshops to develop their skills in their role followed by a session allowing them to work together on future plans for their area. This new style of event created strong links between different areas so that ideas can be shared to improve the experiences we are able to offer girls and volunteers.

## **Commissioner zoominars**

Over 2022, we ran 5 different online webinars (zoominars) for commissioners who provide vital support for local Girlguiding volunteers in their area. The webinars covered topics including support for opening new units, gaining outdoor qualifications and the new leadership development programme. These sessions are based on requests from local commissioners and over all the sessions we managed reach 115 volunteers.

## **Outdoor trainings**

Over 2 weekends we had over 40 volunteers working toward their level 2 walking qualifications which will enable them to take our young members on Duke of Edinburgh expeditions. We also ran a weekend long outdoor first aid qualification which saw 16 volunteers gain a full first aid qualification.

## **Blitz the Book**

Over the course of 2 full days and a series of evenings we delivered training sessions to support our volunteers who were looking to complete their Leadership Qualifications. These sessions were designed to support as many people as possible to progress through the sections of the qualification and over the sessions 90 volunteers were supported to complete at least 1 of the sections.

## **Lead the Way**

In December, we ran an online leadership skills workshop for 27 girls aged 14 to 17. *Lead the Way* introduced girls to the Promise and 5 essentials – the interlinking principles that run through the Girlguiding programme. Through fun activities, girls explored different leadership styles and were encouraged to think about their role as leaders in guiding. As well as learning about the Young Leader Qualification, girls heard from young women involved in our Speak Out Programme, Peer Education and learned about our international opportunities.

# The Guide Association Scotland – Trustee Report

*I learnt about how to interact more in an online session and now understand how to use zoom better i.e. how to use the drawing tool and give reactions e.g., thumbs up. I developed my planning skills by increasing my knowledge on the background planning that goes into our unit activities and now am aware of how the programme works like interest badges and SkillBuilders.*

We'll be repeating the session in spring 2023 with the aim of reaching more girls.

## **Netherurd next steps**

Following an open members zoom call a working group was convened to conduct research into members views about how best to utilise the funds arising from the sale of Netherurd. Three strands were investigated: offering adventure to young members, training opportunities for adult volunteers and a strand looking at potential bigger 'blue sky thinking' ideas. Initially the research focussed on views of existing members using various methods online and in person. The final report was shared with trustees in summer 2022. The report contained many good suggestions that are now being taken forward by the operational board. Each year we will indicate to members which projects have been supported using income from the Netherurd investment fund. The trustees felt further work was needed to identify options for more significant capital expenditure.

## **Financial review**

### **The statement of financial activities (SoFA)**

Income and expenditure for the year are detailed in the SoFA, together with net gains and losses on investment. These are shown separately for unrestricted funds, which may be used at the discretion of the Trustee board, and restricted funds which must be spent in accordance with donor wishes.

The net unrestricted income deficit for the year before transfers was £140,625 (2021: £345,811). Our trading income was up by £122,193 compared to 2021. Retail profits were £82,548. Subscriptions were up by £32,224. Restricted reserves were £94,504 (2021: £100,749). In the year, there were transfers from the general (£208,369), restricted (£18,439) and endowment fund (£3,329) to the designated fund totalling £230,137. The transfer totalling £208,369 from the general reserve to the designated fund comprised of £250,000 for the Operational Rolling Plan offset by £41,631 that was transferred to the general reserve from the Keep Girls in Guiding Fund (£39,992) and the Property Development Fund (£1,639).

Despite challenging markets and economy, it was very positive that Girlguiding Scotland was able to transfer £250k from free reserves into a designated fund to seed the operational plan. A further circa £350k was transferred post year end again showing commitment to Girlguiding Scotland activities. Our ability to do this in an extreme economic environment at a time when many institutions and charitable bodies are struggling financially is fantastic to see.

# The Guide Association Scotland – Trustee Report

We are delighted to have seen a significant increase in spending activity to support Girlguiding Scotland members achieve their goals across Scotland. This spending can most visibly be seen in the funds transferred into the Good Guiding Fund which was such a success and in supporting guiding activities and events.

The 2022 accounts do not include the one-off gain of circa £300k from the sale of the Netherurd property represented in the 2021 accounts. For the accounting loss (not crystallised actual loss in real terms) to be so low in 2022 is a fantastic reflection of how well GGS has managed its finances in 2022 and thrived in a post Covid environment. In real terms Girl Guiding Scotland made a surplus of £165,415, prior to the uncrystallised loss on investments.

## **Investment policy and performance**

£1,892,377 of the charity's reserves have been invested. 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 £1,766,219 at 31 December 2022. In 2021 a gain of circa £90k was made on investments which contributed to the 2021 bottom line. In 2022 due to a war in Ukraine, a cost-of-living crisis, multiple changes in UK prime minister and the worst market volatility in decades our investment portfolio suffered an accounting loss of £290k. This accounting loss rather than actual crystallised loss as we did not realise any investments during the year has a direct accounting impact on our bottom-line income/expenditure figure. The fact that the accounting loss is so low whilst taking this accounting hit into consideration, shows how well GGS has performed financially during the year.

## **Reserves policy**

Reserves are classified as unrestricted general income funds, unrestricted designated funds, restricted or endowed funds defined as follows:

General funds may be used by The Guide Association Scotland at the discretion of the Trustee board 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 Trustee board.

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. Endowed funds are retained and invested in furtherance of charitable purposes.

# The Guide Association Scotland – Trustee Report

Based on working capital needs and an assessment of income security, stock market volatility, property asset and trading risks, the Trustee board considers that the minimum target for the general funds 'free reserves' should be £600,000 which represents six months' average operational expenditure. The Business Management and Finance Committee are planning to utilise some of the reserves for guiding activities in the next financial year, while maintaining the reserves target.

## **Fundraising**

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

Girlguiding Scotland records its thanks to funders who continued to support our work during the year: The Scottish Government through the Children, Young People & Families Early Intervention Fund, and the CashBack for Communities Fund. The Gannochy Trust, Girlguiding, Friends of Girlguiding Scotland and the Friends of Netherurd have all helped guiding locally and nationally to build capacity.

We are grateful for funding from the Melkle Foundation, PF Charitable Trust, The AMW Charitable Trust, The Tay Charitable Trust, Miss A A Clutterbuck Trust, Hugh & Mary Miller Trust, and legacy income from the late Jean McEwen and the late Agnes Guthrie. These funds were used for volunteer training and delivering activities for girls.

## **Plans for Future Periods**

Our aims for 2023 are to:

### **1. Create an unrivalled girl led experience**

We want to support our counties to provide unrivalled, fun, accessible and empowering experiences that appeal to more girls and young women. Our Girlguiding Scotland offer will be co-created with young members and informed by the needs of all girls.

We'll do this through continuing our girl-engagement work, launching lots of new challenge badges including in partnership with Sustrans. We will run Dart to Dublin, our first international event post covid and be active in planning for future large scale events.

### **2. Offer rewarding and flexible volunteering opportunities**

We want all volunteers to enjoy their time with us. We will support counties to welcome new members, offer more flexible roles and ways of working, make it easier for volunteers to contribute their time and talents to deliver great guiding for girls.

# The Guide Association Scotland – Trustee Report

We'll do this by running a conference inviting all our local commissioners from right across the country to come together to be supported with training for their role. We will run a series of events to help volunteers complete the qualifications needed to take girls on exciting residential. We'll also continue to work hard to ensure all our volunteers feel valued, promoting our range of internal thanks and recognition initiatives and joining in with external opportunities like Volunteers' Week.

## **3. Be an inclusive and impactful organisation**

We want to open-up and grow the Girlguiding community in Scotland, welcoming and benefitting from a wide audience. We will support counties to be more visible. We will become a more inclusive community that can engage and have greater impact on more girls, communities and wider society.

We'll do this by continuing our development work, continuing to provide funding to allow more girls to join guiding and launching a girl-led campaign to see more, safer outdoor spaces for girls. We'll also implement recommendations from our 2022 widening participation pilot and continue to develop fresh content for our diversity and inclusion hub.

## **4. A sustainable and efficient organisation**

We want to future proof our organisation so it can continue to deliver great outcomes for girls. We will do this through continuing to strengthen our counties, by helping them with best practise in managing their areas and the charitable entities. We will provide individual counties with support from a national volunteer and staff team set up to handle concerns, safeguarding and compliance issues.

At Scottish level we will embed the new governance model of working with a trustee board, responsible for strategy and an operations board responsible for delivery. We will be working with a new appointments committee to oversee recruitment and induction of volunteers at Scottish level and striving hard to be more transparent and inclusive to welcome volunteers into scottish roles with wide and varied lived experience.

Member engagement is a key part of the new model and we will be establishing new routes for consultation and involvement in decision making with an accent on younger voices being heard. We will start to develop new leadership pathways to encourage those who have had a first experience of a role at national level to be encouraged to look for further development opportunities.

The business management and finance committee retains its critical role to ensure there are enough resources in place to enable the operational board to deliver a rolling plan of activities that might span several years. With the support from this committee it is envisaged that we will

## The Guide Association Scotland – Trustee Report

develop more ambitious plans to tackle our major challenges of recruitment and retention of adults needed to meet the continuing high demand for places.

Members of Girlguiding Scotland have always cared about the environment and at board level we will be looking at all aspects of our work to ensure we are playing our part in tackling climate change.

# The Guide Association Scotland – Trustee Report

## **Structure, governance and management**

### **Organisational structure and decision making**

The Guide Association nationally (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 approved by The Guide Association and which describes the organisation of guiding in Scotland. The Guide Association Scotland utilises the operating name of Girlguiding Scotland. The Guide Association Scotland is a recognised Scottish Charity registered under charity number SC005548.

The Guide Association Scotland is governed by the Trustee board who has responsibility for the decisions of the Association and has delegated its authority in specific areas to the following sub committees and working groups under individual terms of reference:

- Operational Board
- Business Management & Finance
- Appointments
- County support team
- Governance implementation group
- Awards

Each new member of either board, or member of a sub-committees is offered an induction programme at the time of appointment. The induction is held at Scottish headquarters or online 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 the trustee board and the trustees' role.

### **Trustee Training**

Four sessions of trustee training were held during the year to support county executive members. This 1 hour and 30 minute long Zoom session covers the basics of being a member of a county executive; who can be a trustee; what the duties are and what is expected from OSCR and Girlguiding. Across the sessions 34 county trustees attended from 14 counties.

### **Key management**

The Trustee board is 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 Guide Association Scotland – Trustee Report

The arrangements for setting the pay of the chief executive are the responsibility of the Scottish chief commissioner in consultation with other senior executive committee members using an external adviser to provide charity sector benchmarking information.

## **Risk management**

The Scottish Trustee Board have conducted their own review of the major risks to which the charity is exposed, and systems have been challenged to mitigate those risks. There has been a full assessment of external risks. The strategic risks for Girlguiding Scotland are linked to strengthening effective governance at national and county level; continuing focus on growing the overall membership with associated work on increasing volunteers to enable growth of membership; the proper use of funds realised from the sale of our adventure and training centre and maintaining existing income streams as well as accessing new ones where possible.

## **Concerns management**

Concerns are managed in line with a national Girlguiding framework of policies and processes for reporting and managing safeguarding, compliance and complaint matters through UK headquarters in London. The Girlguiding Scotland concerns support team role is to provide direct support to counties to help them to investigate and resolve concerns and complaints locally. Support is also provided by Scottish headquarters to report notifiable events to the Office of the Scottish Charity Regulator (OSCR). The concerns support team reports annually to the Scottish trustee board.

## **Mergers**

Girlguiding Tay & Ochils (formed from the merger between Perth and Kinross, and Clackmannanshire counties) officially launched on 1 January 2022. Work continued through the year to tie up all outstanding administrative tasks in relation to mergers to form Girlguiding Highlands & Islands, Girlguiding Aberdeen & Shetland, Girlguiding Dumfries & Galloway, and Girlguiding Scottish Borders. Work was concluded for Aberdeen & Shetland and Scottish Borders during the year.

## **Volunteers**

The Guide Association Scotland is grateful for the dedication and support of our thousands of volunteers across Scotland who give their time and energy to help our girls and young women to achieve their potential, make a difference and be their best.

# The Guide Association Scotland – Trustee Report

## **Connected bodies**

The Guide Association Scotland forms part of The Guide Association to whom Scottish members pay an annual subscription. In addition, The Guide Association Scotland purchases uniforms, publications etc. from Girlguiding Trading Service. These are acquired on an arm's length trading basis and are reflected through the SoFA. Girlguiding has also provided funding for delivering diversity and legal support during the year.

## **Auditor**

Saffery Champness LLP was reappointed auditor for the year ended 31<sup>st</sup> December 2022 at the Trustee board meeting held on 2 July 2022.

# The Guide Association Scotland – Trustee Report

## **Statement of Responsibilities of the Executive of The Guide Association Scotland**

The trustee board is required to prepare financial statements for each financial year, which give 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 trustee board is required to:

- i. Select suitable accounting policies and then apply them consistently
- ii. Observe the methods and principles in the Charities SORP
- iii. Make judgements and estimates that are reasonable and prudent
- iv. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- v. 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 Trustee board 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 Trustee board 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, and the constitution of the charity. The Trustee board 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 trustee board members at the time the report is approved:

- So far as the trustee board member 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 an trustee board member 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 Trustee board

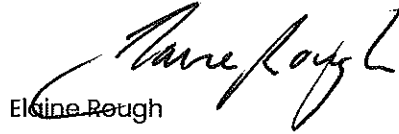
16 Coates Crescent

Edinburgh EH3 7AH

# The Guide Association Scotland – Trustee Report

Approved by the Trustee board on 1 July 2023

Authorised to sign on their behalf

A handwritten signature in black ink, appearing to read 'Elaine Rough', written over the printed name.

Elaine Rough

Scottish Chief Commissioner

THE GUIDE ASSOCIATION SCOTLAND  
INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE  
FOR THE YEAR ENDED 31 December 2022

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**Opinion**

We have audited the financial statements of The Guide Association Scotland for the year ended 31 December 2022 which comprise statement of financial activities, balance sheet, 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 2022 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 and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the 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**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

THE GUIDE ASSOCIATION SCOTLAND  
INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE  
FOR THE YEAR ENDED 31 December 2022

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Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

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

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 this gives rise to a material misstatement in the financial statements themselves. 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 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
- the charity has not kept proper accounting records; 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 set out on page 10, 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 directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

THE GUIDE ASSOCIATION SCOTLAND  
INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE  
FOR THE YEAR ENDED 31 December 2022

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

**Auditors' responsibilities for the audit of the financial statements**

We have been appointed as auditors under the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under that Act.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud are detailed below.

Identifying and assessing risks related to irregularities:

We assessed the susceptibility of the charity's financial statements to material misstatement and how fraud might occur, including through discussions with the trustees, discussions within our audit team planning meeting, updating our record of internal controls and ensuring these controls operated as intended. We evaluated possible incentives and opportunities for fraudulent manipulation of the financial statements. We identified laws and regulations that are of significance in the context of the charity by discussions with trustees and updating our understanding of the sector in which the charity operates.

Laws and regulations of direct significance in the context of the charity include the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and guidance issued by the Office of the Scottish Charity Regulator.

**Audit response to risks identified:**

We considered the extent of compliance with these laws and regulations as part of our audit procedures on the related financial statement items including a review of financial statement disclosures. We reviewed the charity's records of breaches of laws and regulations, minutes of meetings and correspondence with relevant authorities to identify potential material misstatements arising. We discussed the charity's policies and procedures for compliance with laws and regulations with members of management responsible for compliance.

During the planning meeting with the audit team, the engagement partner drew attention to the key areas which might involve non-compliance with laws and regulations or fraud. We enquired of management whether they were aware of any instances of non-compliance with laws and regulations or knowledge of any actual, suspected or alleged fraud. We addressed the risk of fraud through management override of controls by testing the appropriateness of journal entries and identifying any significant transactions that were unusual or outside the normal course of business. We assessed whether judgements made in making accounting estimates gave rise to a possible indication of management bias. At the completion stage of the audit, the engagement partner's review included ensuring that the team had approached their work with appropriate professional scepticism and thus the capacity to identify non-compliance with laws and regulations and fraud.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditors' report.

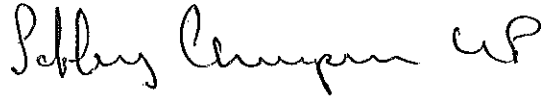
**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not

THE GUIDE ASSOCIATION SCOTLAND  
INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE  
FOR THE YEAR ENDED 31 December 2022

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accept or assume responsibility to anyone other than the charity and the trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Saffery Champness LLP  
Chartered Accountants  
Statutory Auditors

Edinburgh Quay  
133 Fountainbridge  
Edinburgh  
EH3 9BA

Date: 16 July 2023

Saffery Champness LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

THE GUIDE ASSOCIATION SCOTLAND

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 December 2022

		Unrestricted Funds		Restricted	Endowment	2022 Total Funds	2021 Total Funds
	Notes	General	Designated				
		£	£	£	£	£	£
<b>Incoming and endowments from:</b>							
Donations & legacies	3	9,111	98,280	-	-	107,391	60,247
Charitable Activities							
Subscriptions		567,032	-	-	-	567,032	534,808
Trading income	4	670,789	-	-	-	670,789	548,596
Events & trips income	5	1,369	5,803	-	-	7,172	8,624
Grants & other income	6	72,325	34,703	230,635	-	337,663	291,862
Investments	7	12,667	30,031	-	3,329	46,027	18,663
Gains on disposal of tangible fixed assets							302,012
<b>Total</b>		<b>1,333,293</b>	<b>168,817</b>	<b>230,635</b>	<b>3,329</b>	<b>1,736,074</b>	<b>1,764,812</b>
<b>Expenditure on:</b>							
Raising funds	8	3,778	9,427	-	-	13,205	4,435
Charitable activities	9	1,161,902	177,111	218,441	-	1,557,454	1,523,981
<b>Total</b>		<b>1,165,680</b>	<b>186,538</b>	<b>218,441</b>	<b>-</b>	<b>1,570,659</b>	<b>1,528,416</b>
Net (loss)/gain on investments		(99,033)	(191,484)	-	-	(290,517)	97,247
<b>Net income/(expenditure)</b>		<b>68,580</b>	<b>(209,205)</b>	<b>12,194</b>	<b>3,329</b>	<b>(125,102)</b>	<b>333,643</b>
Transfers between funds		(208,369)	230,137	(18,439)	(3,329)	-	-
<b>Net Movement in Funds</b>		<b>(139,789)</b>	<b>20,932</b>	<b>(6,245)</b>	<b>-</b>	<b>(125,102)</b>	<b>333,643</b>
Total funds at start of year		1,093,977	1,893,252	100,749	126,970	3,214,948	2,881,305
<b>Total funds at end of year</b>		<b>954,188</b>	<b>1,914,184</b>	<b>94,504</b>	<b>126,970</b>	<b>3,089,846</b>	<b>3,214,948</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure was derived from continuing operations.

The notes on pages 25 to 44 form part of these financial statements.

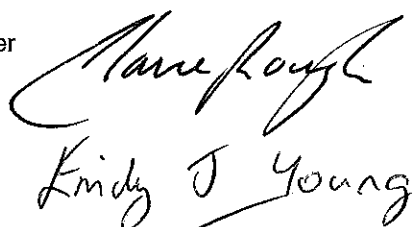
THE GUIDE ASSOCIATION SCOTLAND  
BALANCE SHEET AS AT 31 December 2022

	Notes	2022	2021
		£	£
<b>Fixed assets</b>			
Tangible assets	12	21,696	34,229
Investments	13	1,766,219	2,031,377
		<u>1,787,915</u>	<u>2,065,606</u>
<b>Current assets</b>			
Stocks	14	64,507	61,711
Debtors	15	46,248	96,222
Cash at bank and in hand	16	1,247,217	1,047,971
		<u>1,357,972</u>	<u>1,205,904</u>
<b>Liabilities</b>			
Creditors falling due within one year	17	56,041	56,562
<b>Net current assets</b>		<u>1,301,931</u>	<u>1,149,342</u>
<b>Net assets</b>		<u>3,089,846</u>	<u>3,214,948</u>
<b>The funds of the charity</b>			
Unrestricted income funds	20,22	954,188	1,093,977
Unrestricted designated income funds	21,22	1,914,184	1,893,252
Restricted income funds	21,22	94,504	100,749
Endowment fund	21,22	126,970	126,970
<b>Total charity funds</b>	<b>22</b>	<u>3,089,846</u>	<u>3,214,948</u>

The financial statements were approved and authorised for issue by the Trustee board on 1 July 2023 and signed on its behalf by:

Elaine Rough, Scottish Chief Commissioner

Emily Young, Honorary Treasurer



The notes on pages 25 to 44 form part of these financial statements.

THE GUIDE ASSOCIATION SCOTLAND

STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 December 2022

	Notes	2022	2021
		£	£
<b>Cash flows from operating activities</b>	<b>25</b>	<b>178,578</b>	<b>(83,124)</b>
<b>Cash flows from investing activities</b>			
Dividends and interest		<b>46,027</b>	18,663
Purchase of property, plant & equipment		-	-
Proceeds from sale of property		-	1,379,977
Disposal of investments		<b>154,675</b>	92,255
Purchase of investments		<b>(180,034)</b>	(1,412,266)
<b>Net cash from/(used in) investing activities</b>		<b>20,668</b>	<b>78,629</b>
<b>Change in cash and cash equivalents in the year</b>		<b>199,246</b>	<b>(4,495)</b>
Cash and cash equivalents at beginning of year		<b>1,047,971</b>	1,052,466
<b>Cash &amp; equivalents at end of year</b>	<b>16</b>	<b>1,247,217</b>	<b>1,047,971</b>

## **1. ACCOUNTING POLICIES**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **A) BASIS OF PREPARATION**

The financial statements have been prepared in accordance with the Financial Reporting Standard 102 (FRS102), as issued by the Financial Reporting Council (effective 1 January 2019), 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, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Guide Association Scotland meets the definition of a public benefit entity under FRS102. The statements are prepared on the historical cost basis, except for investments, which have been included at fair value. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

These financial statements are presented in pounds sterling (GBP) as that is the currency in which transactions are denominated.

### **B) CRITICAL JUDGEMENTS AND ESTIMATES**

In preparing the financial statements, the executive committee makes estimates and assumptions that affect reported results, financial position and disclosure of contingencies. Use of available information and application of judgement are inherent in the formation of the estimates, together with past experience and expectations of future events that are believed to be reasonable under the circumstances. Actual results in the future could differ from such estimates. At the year-end there are no areas where critical judgements or material estimates have been made.

### **C) GOING CONCERN**

Based on the security of membership subscription income, confirmation of core grant income until December 2023, ongoing promotion of retail, and the availability of adequate free reserves, the Trustee Board are of the view that the future of the charity is secure for at least the next 12 to 18 months and that on this basis the charity is a going concern.

### **D) FUND ACCOUNTING**

Unrestricted funds are available to spend on activities that further any of the purposes of The Guide Association Scotland. Designated funds, which are unrestricted funds, are set aside by the executive committee for specific purposes. Restricted funds are income

**THE GUIDE ASSOCIATION SCOTLAND**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022**

**(CONTINUED)**

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where the donor has imposed restrictions on the use of the funds. Details on the purpose and use of these funds are shown in note 21 to the financial statements. The Webster fund is endowed where the capital must remain intact. The income from this fund is designated.

**E) INCOME**

Income is recognised when entitled, measurable and receipt is probable. Subscriptions run for a calendar year and are recognised when due. Income from government and other grant providers is recognised when the grant has been awarded and any performance conditions have been met. Retail income is recognised at point of sale, and income receivable for use of the Netherurd facilities is recognised when the facilities are used. Investment income is recognised when due. Interest is recognised using the effective interest rate applicable to the asset and dividend income is recognised when declared. Legacies are recognised when The Guide Association Scotland becomes entitled to the income and it is probable that it will be received and the amount is quantifiable. Entitlement to a legacy exists when there is sufficient evidence that gift has been left and the executor is satisfied that it is not required to settle claims on the estate. Other income is recognised when received.

**F) EXPENDITURE AND BASIS OF ALLOCATION**

Expenditure is recognised on an accruals basis when The Guide Association Scotland has entered into a legal or constructive obligation and is related where practicable to the Association's charitable activities.

Cost of raising funds comprises investment management costs and direct costs associated with Friends of Netherurd and Girlguiding Scotland fundraising activities.

Charitable expenditure includes direct and support costs associated with the four themes set out under Objectives and Activities on pages 3 - 4.

**G) INVESTMENTS**

Investment assets are valued within the financial statements at fair 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.

The gain or loss arising on the disposal of an investment asset is the difference between the sales proceeds and the carrying value of the asset and is recognised in the SOFA.

**H) TANGIBLE FIXED ASSETS**

Individual assets costing over £2,500 are capitalised at cost. Part of the cost of heritable property comprises land and it is not practicable to allocate the cost between land and buildings.

Depreciation is charged on tangible fixed assets on a straight-line basis to write off the cost, over their estimated useful lives. The principal rates of depreciation are:

Heritable properties	- 2% to 6.67%
Furniture & fittings	- 10%
IT equipment	- 20%
Motor vehicles	- 25%

**I) STOCK**

Stocks of goods for resale are valued at the lower of cost and net realisable value. Provision is made for obsolete or slow moving stock where appropriate.

**J) DEBTORS**

Trade debtors are amounts due from customers for merchandise sold or services performed. Trade debtors are recognised at the undiscounted amount of cash receivable, which is normally invoice price, less any allowances for doubtful debts.

**K) CASH AND CASH EQUIVALENTS**

Cash and cash equivalents consist of cash on hand and balances with banks and are measured at fair value.

**L) CREDITORS**

Trade creditors are obligations to pay for goods or services that have been acquired. They are recognised at the undiscounted amount owed to the supplier, which is normally the invoice price.

**THE GUIDE ASSOCIATION SCOTLAND**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022**

**(CONTINUED)**

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**M) FINANCIAL ASSETS AND FINANCIAL LIABILITIES**

Financial instruments are recognised in the statement of financial activities when The Guide Association Scotland becomes a party to the contractual provisions of the instrument. Financial instruments are initially measured at transaction price and subsequently accounted for as set out below.

Financial instruments are classified as basic in accordance with Chapter 11 of FRS102. At the end of each reporting period, financial instruments are measured at amortised cost using the effective interest rate method. Where the fair value cannot be reliably measured, they are recognised at cost less impairment.

Financial assets are derecognised when the contractual rights to the cash flows from the asset expire, or when The Guide Association Scotland has transferred substantially all the risks and rewards of ownership. Financial liabilities are derecognised only once the liability has been extinguished through discharge, cancellation or expiry.

**N) PENSIONS**

The Guide Association Scotland operates a defined contribution pension scheme for staff with NEST. A number of employees are members of the Girtguiding defined contribution pension scheme with Scottish Widows. The pension charge represents the amounts payable to these schemes in respect of the year.

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

**2. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted Funds		Restricted	Endowment	2021 Total Funds
	General	Designated			
	£	£	£	£	£
<b>Incoming and endowments from:</b>					
Donations & legacies	41,556	17,468	1,223	-	60,247
Charitable Activities					
Subscriptions	534,808	-	-	-	534,808
Trading income	548,596	-	-	-	548,596
Events & trips income	8,624	-	-	-	8,624
Grants & other income	4,272	32,353	255,237	-	291,862
Investments	9,709	8,954	-	-	18,663
Gains on disposal of tangible fixed assets	-	302,012	-	-	302,012
<b>Total</b>	<b>1,147,565</b>	<b>360,787</b>	<b>256,460</b>	<b>-</b>	<b>1,764,812</b>
<b>Expenditure on:</b>					
Raising funds	4,191	244	-	-	4,435
Charitable activities	1,052,435	202,918	268,628	-	1,523,981
<b>Total</b>	<b>1,056,626</b>	<b>203,162</b>	<b>268,628</b>	<b>-</b>	<b>1,528,416</b>
Net (loss)/gain on investments	54,495	42,752	-	-	97,247
<b>Net income/(expenditure)</b>	<b>145,434</b>	<b>200,377</b>	<b>(12,168)</b>	<b>-</b>	<b>333,643</b>
Transfers between funds	1,789	(1,789)	-	-	-
<b>Net Movement in Funds</b>	<b>147,223</b>	<b>198,588</b>	<b>(12,168)</b>	<b>-</b>	<b>333,643</b>
Total funds at start of year	946,754	1,694,864	112,917	126,970	2,881,305
<b>Total funds at end of year</b>	<b>1,093,977</b>	<b>1,893,252</b>	<b>100,749</b>	<b>126,970</b>	<b>3,214,948</b>

**3. DONATIONS & LEGACIES**

	Unrestricted Funds			2022 TOTAL	2021 TOTAL
	General	Designated	Restricted		
	£	£	£	£	£
Funds					
Donations	7,178	3,936	-	11,114	22,784
Legacies	173	94,344	-	94,517	33,553
Trust income	1,760	-	-	1,760	3,910
	<b>9,111</b>	<b>98,280</b>	<b>-</b>	<b>107,391</b>	<b>60,247</b>

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

Donations were gratefully received from the following organisations:

The Gannochy Trust, Meikle Foundation, PF Charitable Trust, The AMW Charitable Trust, The Tay Charitable Trust, Miss A A Clutterbuck Trust, Hugh & Mary Miller Trust. We are grateful for the continued support of Friends of Girlguiding Scotland and the Friends of Netherurd and legacy income from the late Jean McEwen and the late Agnes Guthrie.

**4. TRADING INCOME**

	Unrestricted Funds				2022	2021
	General	Designated	Restricted	Endowment	TOTAL	TOTAL
	£	£	£	£	£	£
Retail	670,789	-	-	-	670,789	548,596
	<b>670,789</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>670,789</b>	<b>548,596</b>

**5. EVENTS INCOME**

	Unrestricted Funds				2022	2021
	General	Designated	Restricted	Endowment	TOTAL	TOTAL
	£	£	£	£	£	£
Other events	1,369	5,803	-	-	7,172	8,624
	<b>1,369</b>	<b>5,803</b>	<b>-</b>	<b>-</b>	<b>7,172</b>	<b>8,624</b>

**6. GRANTS AND OTHER INCOME**

	Unrestricted Funds				2022	2021
	General	Designated	Restricted	Endowment	TOTAL	TOTAL
	£	£	£	£	£	£
Grants	72,250	30,000	228,546	-	330,796	286,636
Other income	75	4,703	2,089	-	6,867	5,226
	<b>72,325</b>	<b>34,703</b>	<b>230,635</b>	<b>-</b>	<b>337,663</b>	<b>291,862</b>

The executive committee acknowledge with thanks grants from the Scottish Government through the Children, Young People & Families Early Intervention Fund, the CashBack for Communities programme, the Gannochy Trust; and Girlguiding for delivering diversity training and legal support.

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

7. INVESTMENTS

	Unrestricted Funds			2022	2021
	General	Designated	Endowment	TOTAL	TOTAL
	£	£	£	£	£
Bank interest	3,191	2	-	3,193	1,024
Dividends & interest	9,476	30,029	3,329	42,834	17,639
	<b>12,667</b>	<b>30,031</b>	<b>3,329</b>	<b>46,027</b>	<b>18,663</b>

8. RAISING FUNDS

	Unrestricted Funds			2022	2021
	General	Designated	Restricted	TOTAL	TOTAL
	£	£	£	£	£
Investment management	3,337	6,843	-	10,180	4,091
Direct costs	441	2,584	-	3,025	344
	<b>3,778</b>	<b>9,427</b>	<b>-</b>	<b>13,205</b>	<b>4,435</b>

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

9. CHARITABLE EXPENDITURE

	Unrestricted Funds			2022	2021
	General	Designated	Restricted	TOTAL	TOTAL
	£	£	£	£	£
Grants paid	-	5,000	109,084	114,084	75,590
Direct costs:					
Today, tomorrow, together	-	-	-	-	205,319
Retail	476,950			476,950	393,848
	<b>476,950</b>	<b>-</b>	<b>-</b>	<b>476,950</b>	<b>599,167</b>
Support costs:					
Staff costs (note 11)	467,486	81,818	57,035	606,339	623,953
Headquarters overheads	105,052	13,236	2,960	121,248	106,463
Retail overheads	38,981			38,981	16,092
Netherurd overheads	-	-	-	-	23,026
CYPFEIF core contribution	-	-	-	-	-
Cashback/Gannochy contribution	(20,733)	-	20,733	-	-
Learning and development support	2,231	-	-	2,231	
Project costs	19,712	62,265	28,101	110,078	-
Professional fees	10,801	1,973	-	12,774	13,520
Governance (note 10)	12,845	-	-	12,845	10,000
Committees/working groups	12,702	-	-	12,702	1,388
Depreciation	2,545	9,989	-	12,534	34,507
Irrecoverable VAT	33,330	2,830	528	36,688	20,275
	<b>684,952</b>	<b>172,111</b>	<b>109,357</b>	<b>966,420</b>	<b>849,224</b>
	<b>1,161,902</b>	<b>177,111</b>	<b>218,441</b>	<b>1,557,454</b>	<b>1,523,981</b>

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

10. GOVERNANCE

	Unrestricted Funds			TOTAL £	TOTAL £
	General	Designated	Restricted		
	£	£	£		
Audit fee	8,946	-	-	8,946	10,000
Trustee meetings	3,899	-	-	3,899	-
	<b>12,845</b>	<b>-</b>	<b>-</b>	<b>12,845</b>	<b>10,000</b>

11. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND COST OF KEY MANAGEMENT

	Unrestricted Funds			2022	2021
	General	Designated	Restricted	TOTAL	TOTAL
	£	£	£	£	£
Salaries and wages	403,031	71,367	49,085	523,483	517,880
Social security costs	34,276	6,088	4,229	44,593	49,254
Pension costs	30,179	4,363	3,721	38,263	38,329
Other employee benefits	-	-	-	-	3,081
Termination/redundancy	-	-	-	-	15,409
	<b>467,486</b>	<b>81,818</b>	<b>57,035</b>	<b>606,339</b>	<b>623,953</b>

The average number of staff employed during the year was:

	2022	2021
	number	Number
Full time	16	14
Part time	5	7
<b>Total Staff</b>	<b>21</b>	<b>21</b>

11. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND COST OF KEY MANAGEMENT

The highest paid employee was the chief executive, whose emoluments were a salary of £63,515 and pension contribution of £6,352 (2021: £61,168 salary, £6,117 pension).

Emoluments for the other key management personnel (as shown on page 1) totalled of £135,696 (2021: £153,972), which included pension contributions of £10,635 (2021: £9,538).

Members of the Trustee board and other sub-committees are, 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. No executive committee member received remuneration of any kind throughout the current and prior years.

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

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 £16,601 (2021: £9,364) of which £6,668 was paid to 17 trustee board members (2021: £6,576 to 4 members).

**12. TANGIBLE FIXED ASSETS**

	<b>Heritable Property £</b>	<b>Furniture &amp; Fittings £</b>	<b>IT Equipment £</b>	<b>TOTAL £</b>
<b>Cost</b>				
At 1 January 2022	3,315	46,504	85,861	135,680
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 December 2022	3,315	46,504	85,861	135,680
<b>Depreciation</b>				
At 1 January 2022	1,901	43,783	55,767	101,451
Charge for the year	1,414	2,721	8,398	12,533
Disposals	-	-	-	-
At 31 December 2022	3,315	46,504	64,165	113,984
<b>Net Book Value</b>				
At 31 December 2022	-	-	21,696	21,696
At 31 December 2021	1,414	2,721	30,094	34,229

All assets are used for direct charitable purposes. The executive committee members are aware that there is a material difference between the disclosed value of the land & buildings in these accounts and the market value, but do not believe that there is value, commensurate with the associated cost, in ascertaining the market value at this time.

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

13. INVESTMENTS

	Unrestricted	Webster	Netherurd		
	General	Endow	Reserve	2022	2021
	£	£	£	£	£
Market value at 1 January 2022	512,316	178,301	1,340,760	2,031,377	615,954
Acquisitions	88,704	-	91,330	180,034	1,410,431
Disposals	(95,117)	-	(59,558)	(154,675)	(92,255)
Net (loss)/gain on revaluation	(99,033)	-	(191,484)	(290,517)	97,247
Market value at 31 December 2022	<b>406,870</b>	<b>178,301</b>	<b>1,181,048</b>	<b>1,766,219</b>	2,031,377
Historical cost at 31 December 2022	<b>414,939</b>	<b>126,970</b>	<b>1,350,468</b>	<b>1,892,377</b>	1,820,652

Most of the investments of the Association are held in pooled managed funds.

14. STOCKS

	2022	2021
	£	£
Shop goods for resale	<b>64,507</b>	61,711

15. DEBTORS

	2022	2021
	£	£
Trade debtors	13,320	17,323
Accrued income	21,258	
Accruals	2,856	36,415
Other debtors	-	33,553
Prepayments	8,814	8,931
	<b>46,248</b>	96,222

16. CASH AT BANK AND IN HAND

	2022	2021
	£	£
Cash in hand	30	464
Cash held by investment manager	24,481	60,420
Cash at bank	1,222,706	987,087
	<b>1,247,217</b>	1,047,971

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

**17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade creditors	32,077	24,387
Accruals	12,645	21,581
Taxation & social security	9,452	7,217
Other creditors	1,867	3,377
	<b>56,041</b>	<b>56,562</b>

**18. DEFERRED INCOME**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
At 1 <sup>st</sup> January 2022	-	41,655
Amounts released from previous years	-	(41,655)
Incoming resources deferred in the current year	-	-
At 31 December 2022	-	-

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.

**19. FINANCIAL ASSETS AND LIABILITIES**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Financial assets at amortised cost	<b>1,261,302</b>	<b>1,098,847</b>
Financial liabilities at amortised cost	<b>(46,559)</b>	<b>(49,345)</b>

Financial assets comprise trade debtors, other debtors, and cash at bank and in hand.

Financial liabilities comprise trade creditors, accruals and other creditors.

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

**20. GENERAL FUNDS**

	Balance at 1 Jan 2022	Income	Expenditure	Transfers	Gains and Losses	Balance at 31 Dec 2022
	£	£	£	£	£	£
General Fund	1,093,977	1,333,293	(1,165,680)	(208,369)	(99,033)	954,188

Net (decrease) in general funds (139,789)

2021 MOVEMENT	Balance at 1 Jan 2021					Balance at 31 Dec 2021
General Fund	964,758	1,147,565	(1,056,626)	1,789	54,495	1,093,977

Net (decrease) in general funds (147,223)

**21. PROJECT FUNDING HELD AS UNRESTRICTED AND RESTRICTED FUNDS**

Funds are raised to finance specific projects and these are held in both unrestricted and restricted funds.

UNRESTRICTED FUNDS	Balance at 1 Jan 2022	Income	Expenditure	Transfers	Gains and Losses	Balance at 31 Dec 2022
	£	£	£	£	£	£
<u>Designated Funds</u>						
Asset Investment	1,408,767	-	(9,989)	(1,639)	(191,484)	1,205,655
Today, Tomorrow, Together	427,884	122,378	(160,213)	231,776	-	621,825
Friends	56,601	46,439	(16,336)	-	-	86,704
	<b>1,893,252</b>	<b>168,817</b>	<b>(186,538)</b>	<b>230,137</b>	<b>(191,484)</b>	<b>1,914,184</b>

Net increase in designated funds 20,932

2021 MOVEMENT	Balance at 1 Jan 2021					Balance at 31 Dec 2021
<u>Designated Funds</u>						
Asset Investment	1,139,699	-	(32,944)	-	-	1,106,755
Today, Tomorrow, Together	490,413	350,697	(162,985)	8,020	42,752	728,897
Friends	64,552	10,090	(7,233)	(9,809)	-	57,600
	<b>1,694,664</b>	<b>360,787</b>	<b>(203,162)</b>	<b>(1,789)</b>	<b>42,752</b>	<b>1,893,252</b>

Net increase in designated funds 198,588

## THE GUIDE ASSOCIATION SCOTLAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

#### (CONTINUED)

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Designated funds are expendable at the discretion of the Trustee board in accordance with the pre-determined guidelines set by that committee. Transfers to and from designated funds represent transfers to and from general reserves, approved by the Trustee board.

In the year, there were transfers from the general (£208,369), restricted (£18,439) and endowment fund (£3,329) to the designated fund totalling £230,137. The transfer totalling £208,369 from the general reserve to the designated fund comprised of £250,000 for the Operational Rolling Plan offset by £41,631 that was transferred to the general reserve from the Keep Girls in Guiding Fund (£39,992) and the Property Development Fund (£1,639). Further transfers are outlined below.

Funds are designated for particular projects as follows:

#### ASSET INVESTMENT FUNDS:

##### NETHERURD ADVENTURE CAPITAL FUND

To support the development of adventure for all members following the sale of Netherurd Activity Centre. £1,183,515 was remaining in the fund.

##### PROPERTY DEVELOPMENT FUND

Charged with depreciation on the development programme at Netherurd and the Edinburgh shop refit both completed in 2016/17. To support major property repairs at all Girlguiding Scotland properties. In 2022 the fund was closed with £1,639 transferred to general reserves.

##### IT & COMMUNICATIONS FUND

To implement ongoing investment in IT and communication platforms. Charged with depreciation costs over the life of the assets purchased. £22,140 was remaining in the fund.

#### TODAY, TOMORROW, TOGETHER FUNDS:

##### SPECIAL NEEDS FUND

To be used for extending Guiding opportunities to girls and young women with disabilities. Transferred to the Good Guiding Fund. In 2022 the fund was closed and £8,610 transferred to the Good Guiding Fund.

## THE GUIDE ASSOCIATION SCOTLAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

#### (CONTINUED)

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#### INTERNATIONAL FUND

To support international activities, both in Scotland and elsewhere for members of The Guide Association Scotland. This fund includes annual income from the Chief's Memorial fund administered by the Guide Association. In 2022 the fund was closed and £20,167 transferred to the Good Guiding Fund.

#### TRAVEL FUND

To subsidise the cost of travel to Girlguiding events and Girlguiding Scotland promoted events and trainings elsewhere in Scotland. In 2022 the fund was closed and £16,758 transferred to the Good Guiding Fund.

#### WEBSTER INCOME FUND

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. A balance of £65,106 is remaining in the fund.

#### GENERAL COUNTIES FUND

To assist with Guiding at a local and county level. In 2022 the fund was closed and £13,728 transferred to the Good Guiding Fund.

#### QUALIFICATIONS FUND

To subsidise the cost of obtaining external qualifications to support programme delivery. . In 2022 the fund was closed and £4,616 transferred to the Good Guiding Fund.

#### NETHERURD ADVENTURE INCOME FUND

The proceeds from the sale of Netherurd in 2021 are invested by Brewin Dolphin. The investment income is credited to this designated fund Brewin Dolphin fees are offset against the income. £45,052 was transferred to the Good Guiding Fund. £2,092 was remaining in the fund.

#### COUNTY TRANSFORMATION FUND (HALLIDAY LEGACY) (FORMERLY GOVERNANCE & DIGITAL TRANSFORMATION FUND)

To support counties to recover from the impact of COVID-19 via dedicated development officers focused on three strands: restructure of county governance, growth of membership, inclusion and diversity. £130,598 was remaining in the fund.

## THE GUIDE ASSOCIATION SCOTLAND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

#### (CONTINUED)

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#### KEEPING GIRLS IN GUIDING FUND

To support girls affected financially by COVID-19 to stay in guiding. In 2022 the fund was closed with £39,992 transferred to general reserves.

#### THE GOOD GUIDING FUND

The Good Guiding Fund was created following a review of underutilised designated funds. By replacing multiple designated funds with a single fund, we hoped to:

- Make it easier for members to find funding that matches their needs;
- Make it easier for members to apply for that funding and;
- Award more funding to members at a time when costs were rising for all

The fund was launched on 26 September 2022. £130,702 was transferred to the fund. This left £174,029 remaining in the fund.

#### THE OPERATIONAL ROLLING PLAN

The Operational Rolling Plan was implemented to take forward projects supporting the Girlguiding Scotland strategic aims. £250,000 was transferred to the Operational Rolling Plan.

#### FRIENDS FUNDS:

##### FRIENDS OF GIRL GUIDING SCOTLAND

To support Girlguiding Scotland at the discretion of the Trustee board.

##### FRIENDS OF NETHERURD

To support the development of Netherurd to bring fun and adventure to members.

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

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

RESTRICTED FUNDS	Balance at 1 Jan 2022	Income	Expenditure	Transfers	Balance at 31 Dec 2022
	£	£	£	£	£
Chief Commissioner's Fund	5,267	2,089	(1,861)	-	5,495
Netherurd Fund	18,439	-	-	(18,439)	-
Garfield Weston	-	19,000	(12,019)	-	6,981
Special Events Fund	28,578	23,724	(24,355)	-	27,947
Generation CashBack Fund	9,686	135,906	(145,592)	-	-
Scottish Gov't CYPFEIF	-	-	-	-	-
Developing Guiding Fund	38,779	49,916	(34,614)	-	54,081
	<b>100,749</b>	<b>230,635</b>	<b>(218,441)</b>	<b>(18,439)</b>	<b>94,504</b>
Net decrease in restricted funds					<b>(6,245)</b>

RESTRICTED FUNDS 2021 MOVEMENT	Balance at 1 Jan 2021	Income	Expenditure	Transfers	Balance at 31 Dec 2021
	£	£	£	£	£
Chief Commissioner's Fund	4,044	1,223	-	-	5,267
Netherurd Fund	43,141	4,883	(29,585)	-	18,439
Special Events Fund	15,510	26,750	(13,682)	-	28,578
Generation CashBack Fund	10,562	113,951	(114,827)	-	9,686
Scottish Gov't CYPFEIF	-	60,000	(60,000)	-	-
Developing Guiding Fund	39,660	49,653	(50,534)	-	38,779
	<b>112,917</b>	<b>256,460</b>	<b>(268,628)</b>	<b>-</b>	<b>100,749</b>
Net decrease in restricted funds					<b>(12,168)</b>

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

CHIEF COMMISSIONER'S FUND

To be used by the Chief Commissioner at her discretion. Income, generated from the Buchanan legacy held by The Guide Association, is received annually.

# THE GUIDE ASSOCIATION SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

### (CONTINUED)

#### NETHERURD FUND

Specific donations, legacies and trust funding were received to assist with the development of facilities and equipment at Netherurd. These are now allocated to guiding activities. This fund was closed in 2022 with the balance £18,439 transferred to the Good Guiding Fund.

#### SPECIAL EVENTS FUND

To record external funding for specific Guiding events taking place beyond the accounting year in which the funds are received from Girlguiding and the National Voluntary Youth Support Fund.

#### GENERATION CASHBACK

To provide proactive support to disadvantaged young people between 10 and 24 years via a local development worker. The aims are to build confidence, develop physical and personal skills, effect positive change in behaviours and aspirations and improve the wellbeing. Grants are available to new and existing groups.

#### SCOTTISH GOVERNMENT CHILDREN, YOUNG PEOPLE & FAMILIES EARLY INTERVENTION FUND (CYPFEIF)

Infrastructure funding to improve and widen girls' life skills through a varied and challenging programme; improve youth member leadership and decision making skills and equip leaders to support increased numbers of members achieve better outcomes.

#### DEVELOPING GUIDING (GANNOCHY TRUST)

To support local initiatives to increase guiding provision, effective regional collaboration on projects that have positive outcomes for girls, development of flexible guiding models and training provision to support growth.

ENDOWMENT FUND	Balance at 1 Jan 2022	Income	Expenditure	Transfers	Balance at 31 Dec 2022
	£	£	£	£	£
Webster Legacy	126,970	3,329	-	(3,329)	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. £3,329 investment income in the Webster Legacy Income Fund was transferred to the Good Guiding Fund.

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

**22. FUNDS**

Fund balances at 31 December 2022 are represented by:

	<b>Unrestricted Funds</b>		<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>
	<b>General</b>	<b>Designated</b>			
AT 31 December 2022	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible Fixed Assets	21,695	-	-	-	21,695
Investments	458,201	1,181,048	-	126,970	1,766,219
Current Assets	530,333	733,136	94,504	-	1,357,973
Creditors falling due within 1 year	(56,041)	-	-	-	(56,041)
	<b>954,188</b>	<b>1,914,184</b>	<b>94,504</b>	<b>126,970</b>	<b>3,089,846</b>
2021 COMPARATIVE					
Tangible Fixed Assets	34,229	-	-	-	34,229
Investments	511,538	1,392,869	-	126,970	2,031,377
Current Assets	604,772	500,383	100,749	-	1,205,904
Creditors falling due within 1 year	(56,562)	-	-	-	(56,562)
	<b>1,093,977</b>	<b>1,893,252</b>	<b>100,749</b>	<b>126,970</b>	<b>3,214,948</b>

**23. RELATED PARTY TRANSACTIONS**

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

During the year, purchases of £348,001 (excluding VAT) were made from The Guide Association Trading Service (2021: £303,914). These purchases were made at arm's length. £11,253 was included in trade creditors at the year-end (2021: £6,241). The Guide Association Trading Service is a wholly owned subsidiary of the Guide Association.

THE GUIDE ASSOCIATION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 December 2022

(CONTINUED)

25. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Net income for the reporting period:	(125,102)	333,643
Adjustments for:		
Depreciation charges	12,534	34,507
Unrealised loss/ (gain) on investments	290,517	(97,136)
Dividends and interest	(46,027)	(18,663)
(Profit) on sale of fixed assets	-	(302,012)
Decrease/ (increase) in stock	(2,796)	18,883
Decrease/ (increase) in debtors	49,973	(24,686)
(Decrease)/increase in creditors	(521)	(27,660)
<b>Net cash (used in)/provided by operating activities</b>	<b>178,578</b>	<b>(83,124)</b>

26. ANALYSIS OF CHANGES IN NET DEBT

The charity has no indebtedness under any term debt facility (2021: Nil).

