



DURHAM SOUTH COUNTY ANNUAL TRUSTEE REPORT

For the year ended 31 December 2023

Reference and Administration Details

Charity name: Durham South County Guide Association
Other names charity is known by: Girlguiding Durham South
Charity number: 520718
Charity's principal address: 2 Rannoch Avenue, Chester-Le-Street, Co. Durham, DH2 3EY
Charity trustees who manage the charity: Jessica Redhead

Trustee name	Office	Dates acted if not for whole year
Di Farrer	County Commissioner	Until 25 th April 2023
Jessica Redhead	County Commissioner	From 25 th April 2023
Di Farrer	County Treasurer	Until September 2023
Helen Barber (nee Carvey)	County Treasurer	From September 2023
Natasha Herbert	County Secretary	From May 2023
Debby Brown	Division Commissioner – Barnard Castle	
Claire Bissett	Division Commissioner – Bishop Auckland	
Dorothy Hales	Division Commissioner – Chester-Le-Street	
Vivien Purdom	Division Commissioner – Chester-Le-Street	
Ann Doubleday	Division Commissioner – Darlington Locomotion	
Emma Nimmo	Division Commissioner – Darlington Locomotion	
Linda Carvey	Division Commissioner – Darlington Locomotion	
Julie Ross	Division Commissioner – Darlington Stephenson	
Joanna Buckingham	Division Commissioner – Durham	
Katherine Hardman	Division Commissioner – East Durham	From May 2023
Tracey Craddock	Division Commissioner – East Durham	From May 2023
Nicola Robinson	Division Commissioner – Newton Aycliffe	
Sara Layfield-Carroll	Division Commissioner – Newton Aycliffe	
Jennifer Maddison	Division Commissioner – Sedgefield	

E: info@girlguidingdurhamsouth.org.uk W: girlguidingdurhamsouth.org.uk
County Commissioner: Jessica Redhead County President: Jean Foulds

Structure, Governance and Management

Durham South County Guide Association governed by 1922 Royal Charter, operates under 2015 constitution approved by North East England Guide Association.

Durham South County Guide Association is governed by Royal Charter dated 14 December 1922. The charity is operated under the rules of its constitution, last revised on 30 September 2015, and approved by North East England Guide Association. Specific office holders become trustees; these positions are appointed by the County Commissioner in consultation with the other Trustees.

Objectives and Activities

Durham South County Guide Association promotes girls' education, fostering holistic development aligned with Girlguiding's vision and mission.

The purpose of Durham South County Guide Association is to promote the education of girls and young women to help them develop emotionally, mentally, physically, and spiritually so they can make a positive contribution to their community and the wider world. It is also reflected clearly in Girlguiding's vision and mission, which are a fresh expression of the charity's purpose and direction.

Our visions and mission are to empower girls to reach their potential in a safe, supportive environment through fun, friendship, challenge, and adventure.

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

Our mission is 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.

Durham South County Guide Association supports Girlguiding UK branches, promoting public benefit through administrative support, training, and activities for girls.

The Durham South County Guide Association is a branch of Girlguiding UK, which with its branches forms the United Kingdom's largest voluntary organisation for girls and young women. A report on Girlguiding UK's public benefit activities during the previous year can be found in its latest Annual Report.

The Durham South County Guide Association has continued to provide its own public benefit activities by providing organisational and administrative support and training to subsidiary branches of Girlguiding UK within the County and organising activities principally for the benefit of those branches, and also promoting more broadly the charitable objects of Girlguiding UK for the benefit of girls and young women.

Achievements and Performance

In 2023, Durham South County Guide Association and branches provided skill-building, fun activities, bid farewell to retiring commissioner, welcomed new leadership.

Throughout 2023, Durham South County Guide Association and its branches enjoyed a range of activities, offering our members opportunities to develop their skills, have fun and adventures. In April, we thanked Di Farrer for her contributions to Durham South as she stepped down from her role as county commissioner and welcomed Jessica Redhead as the new county commissioner. The county also welcomed the new Girlguiding branding, as well as the revised aim of the organisation to help girls know they can do anything.

Durham South County commemorated King Charles III's coronation, honoured volunteers, hosted traditional camps, and provided training, transitioning to new leadership program.

A range of celebrations took place across the county to commemorate the coronation of His Royal Highness King Charles III. The county also celebrated the adult volunteers that support our county, its branches, and units by hosting a Thank You afternoon tea in September. In July, a traditional skills camp was held at the county campsite, East Shotton, with over 100 young members taking part over the weekend. The county has also run several successful free training and development sessions for its members, through a programme training day, first response training and Safe Space training.

During 2023, the county transitioned to the new Leader in Training Development programme, offering new development opportunities for those wanting to become a leader within a unit.

Financial Review

Reserve policy:

The executive committee annually reviews reserves for unforeseen needs, income fluctuations, and short-term deficits, ensuring financial stability and adaptability.

The executive committee made up of trustees conducts an annual review of the level of unrestricted reserves not committed or invested in tangible fixed assets ("the free reserves") in the general fund by considering the risks associated with the general fund, the risks associated with the various income streams, expenditure plans and balance sheet items. This enables an estimate to be made of the level of reserves that are sufficient to meet:

- a) The risk of unforeseen emergency or other unexpected need for funds, e.g., an unexpected large repair bill.
- b) Funds needed to give the trustees time to act if income falls below expectations.
- c) The need to fund short-term deficits in a cash budget, e.g., money may need to be spent on an event before fees or a funding grant is received.

The reserves policy and amount of reserves is reviewed annually by the executive committee.

Review of financial activities:

In FY23, Durham South County received £23,524.10 income from grants, subscriptions, events, training, badge sales, rent, and miscellaneous sources.

In the fiscal year FY23, Durham South County accrued income from various sources totalling £23,524.10. This income was sourced from:

Grants: £2,449.75
Subscriptions: £9,308.00
Events: £1,090.00
Training: £375.00
Badge sales: £2,505.12
Rent: £4,900.00
Miscellaneous sources: £2,896.23

	<p>These diverse revenue streams underscore the resilience of our funding model, facilitating the sustainability and advancement of our objectives.</p>
<p>Durham South County allocated £31,212.29 to events, training, recognition, membership, miscellaneous, and administration, maintaining positive net income of £6,868.72.</p>	<p>Throughout the fiscal period, Durham South County allocated funds to various expenditures totalling £31,212.29. These expenditures included:</p> <ul style="list-style-type: none"> Guiding events: £9,955.18 Training and development: £786.75 Thanks and recognition: £496.46 Membership subscription: £48.00 Miscellaneous expenses: £5,368.99 Administration costs: £14,556.91 <p>Despite substantial outgoings, our prudent financial management resulted in a positive net income position (Income – Expenditure (excluding administration costs)). After deducting total expenditures from our income, we achieved a net income of £6,868.72. This demonstrates our commitment to fiscal responsibility and effective resource utilisation in pursuit of our goals.</p>
<p>Durham South County's administrative costs of £14,556.91 cover essential operational expenses, requiring careful monitoring and risk management for financial stability.</p>	<p>Durham South County incurred administrative costs totalling £14,556.91, encompassing various operational expenses essential for the smooth functioning of our activities, including bank fees, grants, subsidies, maintenance expenses, and software licenses. While these costs are crucial for organisational operations, they also entail certain risks that necessitate close monitoring. As part of our FY24 activities, we will closely monitor and implement necessary controls to ensure ongoing financial stability.</p>
<p>Durham South County sustained a positive net income of £6,868.72 despite administrative costs and significant expenditures.</p>	<p>In summary, despite facing notable administration costs and significant expenditures, Durham South County managed to maintain a positive net income of £6,868.72.</p>

Going Concern:

Durham South County strategically manages financial risks with comprehensive reviews, ensuring engaging activities for members, supported by sufficient reserves.

The county has proactively developed a strategic approach to manage financial risks, entailing a comprehensive review of all operational areas. Concurrently, we are forward-looking, anticipating changes necessary to uphold the delivery of relevant, stimulating, and engaging activities for our members.

In the short term (12-24 months), our reserves are deemed sufficient to mitigate immediate risks, contingent upon careful management and control.

Durham South County recognises economic challenges like high inflation affecting income, costs, and financial health, committing to vigilant reserve fund management.

Moreover, we acknowledge the broader economic landscape where high inflation presents challenges to our income streams, impacting viability, cash flows, and overall financial health. This environment may result in escalated running costs, heightened borrowing expenses, and pricing volatility, potentially impeding our ability to maintain margins.

To address these challenges, in FY24, we are committed to vigilantly monitoring and reviewing our reserve fund to ensure its adequacy and health, thereby fortifying our financial resilience and adaptability.

Other matters of concern:

Redwood Lodge

Redwood Lodge management informs Durham South County of financial strain, operating at a loss, relying on Covid grants, facing uncertainties.

The Redwood Lodge management committee, in their latest meeting in early FY24, concluded that they need to inform Durham South County about the critical financial state of Redwood Lodge. Operating at a loss since the 'Raise the Roof' campaign in 2017, they've relied on Covid recovery grants to stay afloat. Expenditure exceeded income in 2023, with only two weekly bookings during term time and limited income from the Durham Division Shop. Despite efforts to increase bookings and set a

	<p>budget for 2024, uncertainties remain, including gas and electricity costs. With income estimated at £1500 for 2024 and no significant increase in bookings, the committee acknowledges the need for County trustees to determine the lodge's future, including potential sale, which would require consent from Durham University and the Charity Commission due to a covenant from the original purchase.</p>
<p>Redwood Lodge's financial strain poses a risk to Durham South's accounts, requiring careful resource allocation and risk management strategies.</p>	<p>As such, it's important to note the potential risk Redwood Lodge poses to Durham South's accounts if support is required to cover its costs. This could impact the financial stability of Durham South and necessitate careful consideration of resource allocation and risk management strategies.</p>

Future Plans

<p>In 2024, Durham South County Guide plans activity days for members, including celebrating Brownies' 110th anniversary and adult training.</p>	<p>In 2024, Durham South County Guide Association will offer activity days for each of our young members' sections. The days will include celebrations for the 110th birthday of the Brownies. They will also offer more training and growth opportunities for our adult members.</p>
<p>Camp House and East Shotton are undergoing upgrades funded by grants to enhance facilities, offering more opportunities to members.</p>	<p>Camp House is a residential building. It is jointly owned with Girlguiding Durham North. It will be refurbished and upgraded using a grant from the Youth Investment Fund. East Shotton, the county campsite, is fundraising and making plans to improve its facilities in 2024. This is to offer more to our members.</p>

Declaration

The trustees declare that they have approved the trustees' report above on 18th April 2024.

Signed on behalf of the charity's trustees.



Jessica Redhead
County Commissioner



Natasha Herbert
County Secretary