

**THE GUIDE ASSOCIATION
NORTH WEST ENGLAND**

ACCOUNTS

FOR THE YEAR ENDED

31 DECEMBER 2008

THE GUIDE ASSOCIATION
NORTH WEST ENGLAND

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**THE GUIDE ASSOCIATION
NORTH WEST ENGLAND**

CHARITY DETAILS

Trustees	Mrs S Barnes Mrs J Bell (appointed 1 September 2008) Mrs S Cadman Mrs A Cottam Mrs P Dickinson Mrs S Dutton Mrs S Gibbons Mrs J Gosling (appointed 1 January 2009) Miss W Graham (retired 30 November 2008) Mrs A Hammond (retired 7 July 2008) Mrs G James Mrs S Kermode Mrs B Littlewood (appointed 1 April 2009) Mrs S Lomas Mrs E McGougan (retired 31 January 2008) Mrs P McKeown (retired 9 April 2008) Mrs A Ogden Mrs S Smith Mrs S Taylor (appointed 10 April 2008) Mrs R Teale (retired 31 March 2009) Mrs J Thompson Mrs A Tither Mrs J Wells
Administrator	Mrs A White
Headquarters	1 Ribblesdale Place Preston PR1 3NA
Charity no	521654
Registered auditor	Moore and Smalley LLP Richard House Winckley Square Preston PR1 3HP
Investment agents	Citigroup Quilter 1 st Floor 22 St John Street Manchester M3 4EB

THE GUIDE ASSOCIATION

NORTH WEST ENGLAND

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2008

The trustees have pleasure in presenting their report for the year ended 31 December 2008.

Structure, Governance and Management

Governing document

The charity governing document is the Girl Guides Association Royal Charter of 1922. Its affairs are managed and regulated by the Executive Committee, whose members are appointed in accordance with the policy of The Guide Association.

Recruitment, appointment, induction and training of new trustees

The trustees are the seventeen County Commissioners within the Region. Each County Commissioner is appointed by the Chief Commissioner (Chair of the Trustees) after consultation with the relevant County Executive. Trustees serve for a term of office of five years, but would be removed as trustees should they cease to hold office as County Commissioner for any reason before their anticipated term has expired. Trustees are assigned a mentor and follow The Guide Association induction programme for County Commissioners. Formal and informal training is available to meet individual needs.

Organisational structure

The Guide Association North West England is one of the Regions of The Guide Association and is comprised of seventeen counties, including the Isle of Man. The charity is subject to the policies agreed by The Guide Association, and the Chair of Trustees is also a trustee of The Guide Association.

Details of officers who served during the year are shown on page 1.

Risk management

The trustees have examined the major strategic, business and operational risks, which the charity faces. These are detailed in a risk register and the trustees review them annually. Policies, systems and processes exist to mitigate risks as far as possible.

Objectives and activities

Objects

To pursue the objectives of the Guide Association concerned with the development of girls and young women.

Aims

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

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2008

Main objectives

To train and support adult leaders in delivering the Aims, and to support adults and girls in activities within Girlguiding North West England at a local level, through provision of uniform grants, grants for international trips and opportunities for networking.

Strategies for achieving objectives

Our strategy for achieving the objective has been twofold:

- Direct training of adult leaders.
- Provision of activities for girls and young women, sometimes in combination with training for their adult leaders.

Achievements and performance

The Charity has continued to provide direct training and support through the above events, which attracted around 700 of our members. 37 members were supported financially to attend international camps and development projects overseas, and the Scout and Guide National Orchestra.

During 2008, Region staff have rolled out training in CRB to Counties who will be doing their own CRB record checks online as part of the Streamline Programme.

Significant activities

Events for young members held during 2008 included:

- A Guide and Brownie Sleepover
- GAINING – Getting Away In Guiding
- International Opportunities Weekend
- A selection weekend for international trips to Honduras, Madagascar and Russia in 2009
- Magical Manchester for Senior Section members (aged 14 – 25)

Events designed for the direct training and support of adult leaders included:

- Queen's Guide Duke of Edinburgh Residential
- New Expressions Arts Weekend
- Epilepsy Awareness Day
- Training for Prospective Tutors and Assessors
- Drop In Weekend for Prospective Trainers
- Training for specialist advisers
- Residential weekend for commissioners and advisors
- Two one day Commissioners Conferences

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2008

Volunteers

Over 8,000 volunteers assisted in the deliverance of our aims during 2008.

Investment policy and performance

Most of the funds are managed by Discretionary Service by Citigroup Quilter, Investment Brokers and the Trustees have a formal investment policy that is reviewed on a regular basis. The charity will not invest in the producers of tobacco or tobacco products, nor armaments.

The trustees aim to maximise the total investment return within the objectives of maintaining income, while continuing to preserve the real value of investments and to maximise income on temporarily invested restricted funds.

The performance of the investments is reviewed on a regular basis by Trustees in comparison with suitable benchmarks. The investment return for the year was comparable to other investment management companies managing similar funds.

Financial review

Reserves policy

- **Tangible fixed assets**

The Guide Association North West England holds the freehold of 1 Ribblesdale Place, Preston as a tangible fixed asset to support its activities.

- **Designated funds**

During the year the Finance Committee decided to designate parts of its unrestricted funds for specific purposes. Full details of each designated fund can be seen on pages 17 and 18.

- **Free reserves**

Free reserves represent the 'working capital' of the Association available to support short and medium term objectives and to safeguard against unexpected decreases in income. The Charity Commission guidelines define free reserves as income which becomes available to the charity and is expended at the trustees' discretion in furtherance of any of the charity's objects, but is not yet spent, committed or designated. The Executive Committee has examined the needs and challenges faced by The Guide Association North West England in both the short and medium term, along with relevant financial forecasts, and have formulated a policy to meet those needs. Free reserves is calculated as unrestricted funds less designated funds less tangible fixed assets. The Committee considers that it is necessary that our target free reserves from unrestricted funds represent six months of day to day running costs. At 31 December 2008 free reserves were equivalent to 3.0 months' operating costs (2007 : 4.9 months).

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NORTH WEST ENGLAND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2008

Funding sources

Most funding comes from members' subscriptions (£158,370 in 2008). Major expenditure is the staff salaries and upkeep of the Region Headquarters.

Financial report

The charity has net outgoing resources this year of (£103,998) (2007 : incoming resources £104,013) shown in the income and expenditure account on page 9. However, if this year's figure is adjusted to exclude income and expenditure for the World Thinking Day Event, it becomes £3,647.

Plans for future periods

Plans to streamline our administration are on course and finalising systems will continue in 2009 with a predicted "GO" live date of September 2009 with the full effect being realised in 2010.

In 2009 we will be encouraging as many groups as possible to attend a short get-together for Adventures in Amsterdam.

In 2010 we will be celebrating the centenary of The Guide Association. In 2009 we will be holding a large Public Relations Event at Myerscough College near Lancaster, funded by Commonwealth Headquarters, in order to promote and support the Counties Public Relations Advisors in their centenary roles.

As part of the centenary celebrations we are planning "One World, One Beat" a World Thinking Day celebration in Southport, "Coastal Carnival" a large-scale event for Senior Section members at Pontins in Southport and "The Ultimate Challenge" a walking week on the Isle of Man.

Statement of the responsibilities of the trustees for the accounts

Charity law requires the trustees to prepare the trustees' report and accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those accounts, the trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable UK accounting standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepared the accounts on the going concern basis unless it is inappropriate to presume the charity will continue in operation.

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NORTH WEST ENGLAND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2008

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the applicable law, regulations and the governing document. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware, there is no relevant audit information of which the charity's auditors are unaware, and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

Auditors

A resolution to reappoint Moore and Smalley LLP as auditor for the ensuing year will be proposed at the Annual General Meeting in accordance with the Charities Act 1993.

This report was approved for and on behalf of the Trustees on and signed on its behalf

.....
J Upton – Chairman of Finance

THE GUIDE ASSOCIATION

NORTH WEST ENGLAND

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2008

We have audited the accounts of The Guide Association North West England which comprise the statement of financial activities, the balance sheet and the related notes. These accounts have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustees as a body, in accordance with section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body for our audit work, for this report or for the opinions we have formed.

Respective responsibilities of trustees and auditor

The trustees' responsibilities for preparing the Trustees' Annual Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with the regulations made under section 44 of that Act. Our responsibility is to audit the accounts in accordance with the relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the accounts, if the charity has not kept proper accounting records or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

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NORTH WEST ENGLAND

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2008

Opinion

In our opinion the accounts:

- give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the charity's affairs as at 31 December 2008 and of its incoming resources and application of resources in the year then ended;
- have been properly prepared in accordance with the Charities Act 1993; and
- the information given in the trustees' report is consistent with the accounts for the year ended 31 December 2008.

Moore and Smalley LLP
Chartered Accountants and
Registered Auditors
Preston

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THE GUIDE ASSOCIATION

NORTH WEST ENGLAND

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2008

		Unrestricted funds £	Restricted funds £	Total funds 2008 £	Total funds 2007 £
Incoming resources	Note				
<i>Incoming resources from generated funds</i>	2				
Voluntary income		159,788	-	159,788	152,991
Activities for generating funds		2,501	-	2,501	14,796
Investment income		16,542	-	16,542	17,922
<i>Incoming resources from charitable activities</i>		<u>31,734</u>	<u>36,660</u>	<u>68,394</u>	<u>158,530</u>
Total incoming resources		<u>210,565</u>	<u>36,660</u>	<u>247,225</u>	<u>344,239</u>
Resources expended	3				
<i>Cost of generating funds</i>					
Fundraising trading:					
Cost of goods sold and other costs		2,468	-	2,468	2,555
Investment management costs		1,384	-	1,384	1,644
<i>Charitable activities</i>		188,507	147,162	335,669	223,716
<i>Governance costs</i>		<u>11,702</u>	<u>-</u>	<u>11,702</u>	<u>12,311</u>
Total resources expended		<u>204,061</u>	<u>147,162</u>	<u>351,223</u>	<u>240,226</u>
Net incoming /(outgoing) resources before transfers		6,504	(110,502)	(103,998)	104,013
Transfers between funds		<u>(1,663)</u>	<u>1,663</u>	<u>-</u>	<u>-</u>
Net incoming /(outgoing) resources before other recognised gains and losses		4,841	(108,839)	(103,998)	104,013
Losses on investment assets		<u>(39,462)</u>	<u>-</u>	<u>(39,462)</u>	<u>306</u>
Net movement in funds		<u>(34,621)</u>	<u>(108,839)</u>	<u>(143,460)</u>	<u>104,319</u>
Reconciliation of funds					
Balances brought forward at 1 January 2008	9	<u>483,265</u>	<u>115,367</u>	<u>598,632</u>	<u>494,313</u>
Balances carried forward at 31 December 2008	9	<u>448,644</u>	<u>6,528</u>	<u>455,172</u>	<u>598,632</u>

The notes on pages 11 to 19 form part of these accounts

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BALANCE SHEET

AS AT 31 DECEMBER 2008

		2008		2007	
	Note	£	£	£	£
Tangible fixed assets	4		78,246		82,337
Investments	5		251,846		269,663
Current assets					
Stock on hand		304		1,013	
Prepayments and accrued income	7	3,649		2,955	
Cash at bank and in hand		<u>136,438</u>		<u>252,203</u>	
		140,391		256,171	
Current liabilities					
Creditors and accruals	8	5,371		6,039	
Deposits received in advance		<u>9,940</u>		<u>3,500</u>	
		15,311		9,539	
			<u>125,080</u>		<u>246,632</u>
Net assets			<u>455,172</u>		<u>598,632</u>
Represented by:					
Unrestricted funds - General	9	132,411		172,318	
- Designated	9	<u>316,233</u>		<u>310,947</u>	
			448,644		483,265
Restricted funds	9		<u>6,528</u>		<u>115,367</u>
			<u>455,172</u>		<u>598,632</u>

These accounts were approved and authorised for issue by the trustees on

.....
J Upton - Chairman of Finance

.....
B Forster - Treasurer

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NORTH WEST ENGLAND

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2008

1 Accounting policies and basis of preparation of accounts

Basis of accounting

The accounts have been prepared under the historical cost convention as modified by the revaluation of investments at market value and in accordance with the Statement of Recommended Practice "Accounting Reporting by Charities" (SORP 2005) and the Charities Act 1993.

Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objects of the charity and which have not been designated for other reserves.

Where unrestricted funds have been earmarked for a particular project, they have been designated as a separate fund, but the designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund. The aim and use of each designated fund is set out in the notes to the accounts.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the accounts.

Fixed assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation has been provided at the following rates:-

Office and kitchen equipment	-	25% on written down value
Computer equipment	-	33 ¹ / ₃ % on cost
Property	-	2% on cost

Any item under £750 will be written off in the year of purchase.

Investments

Investments are valued at their mid market value.

Stocks

Stocks are valued at the lower of cost and net realisable value.

Incoming resources

All incoming subscriptions and similar resources are recognised upon receipt. All grants and legacies are accounted for as incoming resources when the Charity has received confirmation that payment will be received and once any associated conditions have been met. In respect of legacies this will be once confirmation has been received from the representatives of the estate(s) that payment of a legacy will be made, once any conditions attached to the legacy have been fulfilled and it is reasonably certain that the amount of incoming resources is known.

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NORTH WEST ENGLAND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2008

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category inclusive of value added tax. All expenditure is recognised once there is a legal or constructive obligation committing the charity to the expenditure. Capital Expenditure is stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement.

2	Incoming resources	Unrestricted funds	Restricted funds	Total funds 2008	Total funds 2007
	Incoming resources from generated funds	£	£	£	£
	<i>Voluntary income</i>				
	Members' subscriptions	158,370	-	158,370	152,663
	Donations	1,266	-	1,266	250
	Tax rebate	152	-	152	78
		<u>159,788</u>	<u>-</u>	<u>159,788</u>	<u>152,991</u>
	<i>Activities for generating funds</i>				
	Goods and souvenirs	2,501	-	2,501	2,796
	Big Gig	-	-	-	12,000
		<u>2,501</u>	<u>-</u>	<u>2,501</u>	<u>14,796</u>
	<i>Investment income</i>	<u>16,542</u>	<u>-</u>	<u>16,542</u>	<u>17,922</u>
	Incoming resources from charitable activities				
	Lancashire County Council grant	-	-	-	1,095
	Buchanan Legacy	-	277	277	203
	Chief Guides	-	4,095	4,095	3,702
	Fee and fare bursary	-	138	138	102
	King George VI	-	1,073	1,073	791
	Project 50K funding	-	10,477	10,477	15,080
	World Thinking Day 2008	-	20,600	20,600	111,906
	Tom Wood – Assistance with disabilities fund	-	-	-	2,000
	Income for overseas visits	16,879	-	16,879	7,055
	Income for training and conferences	13,736	-	13,736	16,596
	Income for AGM	1,119	-	1,119	-
		<u>31,734</u>	<u>36,660</u>	<u>68,394</u>	<u>158,530</u>
	Total incoming resources	<u>210,565</u>	<u>36,660</u>	<u>247,225</u>	<u>344,239</u>

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NORTH WEST ENGLAND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2008

3 Resources expended	Unrestricted funds £	Restricted funds £	Total funds 2008 £	Total funds 2007 £
Cost of generating funds				
<i>Fundraising trading:</i>				
<i>Cost of goods sold and other costs</i>				
Goods and souvenirs	2,468	-	2,468	2,555
<i>Investment management costs</i>	1,384	-	1,384	1,644
Charitable activities				
Rates and water	1,720	-	1,720	1,743
Heat and light	2,767	-	2,767	2,763
Insurance	2,470	-	2,470	2,403
Telephone, postage, printing and stationery	12,235	-	12,235	14,864
Salaries, national insurance and pensions	98,852	-	98,852	111,998
Buchanan Legacy	-	277	277	203
Chief Guides Memorial Fund	-	4,095	4,095	3,702
King George VI Fund	-	1,073	1,073	791
Marjorie Bryson Bailley Fund	-	-	-	3,477
Project 50K funding	-	11,654	11,654	13,903
Room Sponsorship – Waddow	200	-	200	200
Waddow Flower Festival	-	-	-	250
Marshall Trust Fund	-	155	155	128
Repairs and renewals	5,366	-	5,366	8,460
Expenditure for overseas visits	20,418	-	20,418	7,127
Training events and conferences	20,341	-	20,341	20,335
Miscellaneous expenses	7,858	-	7,858	7,426
Cleaning	4,007	-	4,007	3,767
Travel and meeting costs	6,159	-	6,159	8,640
World Thinking Day 2008	-	129,908	129,908	5,224
Residential and outdoor bursary	716	-	716	-
Depreciation	4,646	-	4,646	5,383
Accountancy	752	-	752	929
	188,507	147,162	335,669	223,716
Governance costs				
Audit	1,528	-	1,528	1,886
Greater Manchester West SORP compliance	986	-	986	-
Annual meeting and annual report	3,502	-	3,502	5,510
CC leaving gifts	707	-	707	-
Travel and meeting costs	4,979	-	4,979	4,915
	11,702	-	11,702	12,311
	204,061	147,162	351,223	240,226

The trustees receive no remuneration or benefits, expenses of £3,853 (2007 : £3,966) were reimbursed to trustees to cover out of pocket travel and meeting costs.

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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2008

3 Resources expended (continued)

Auditor's remuneration of £2,280 (2007 : £2,815) comprised:

- £1,528 relating to audit services (2007 : £1,886); and
- £752 relating to accountancy and other services (2007 : £929)

4 Tangible fixed assets

	Freehold property £	Office and kitchen equipment £	Computer equipment £	Total £
Cost				
At 1 January 2008	84,070	44,564	24,589	153,223
Additions	-	-	555	555
Disposals	-	-	(8,533)	(8,533)
At 31 December 2008	84,070	44,564	16,611	145,245
Depreciation				
At 1 January 2008	8,408	41,465	21,013	70,886
Charge for the year	1,681	775	2,190	4,646
On disposal	-	-	(8,533)	(8,533)
At 31 December 2008	10,089	42,240	14,670	66,999
Net book value				
At 31 December 2008	73,981	2,324	1,941	78,246
At 31 December 2007	75,662	3,099	3,576	82,337

The freehold property was last valued on 13 February 2002 at £125,000 by Christopher Rodgers and Associates, Chartered Surveyors. This valuation has not been incorporated in the accounts. The trustees estimate that the current market value to be in the region of £200,000 to £250,000. There has been no significant change during the year to the valuation.

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2008

5 Investments at market value

	2008	2007
	£	£
870 BP Ord USD 0.25	4,576	5,351
1,955 Gartmore Fund Managers European Select Opp Fund	13,757	16,945
460 GlaxoSmithKline Ord 0.25	5,911	5,883
7,200 Blackrock AM ML UK Absolute Alpha P Acc	8,331	8,204
6,575 Blackrock AM ML UK Dynamic Fund DIS	6,598	10,385
2,100 Henderson Global Investors UK Equity Income I INC NAV	-	11,403
8,700 Liontrust Inv Fds First Income	9,320	15,086
650 Schroder UT Ltd US Smaller Cos Fund	5,317	6,047
1,050 AXA Framlington UK Select Opportunities Fund	7,904	11,356
258 Thames River Japanese Fund	-	4,182
9,800 Artemis Fd Mgrs Income	13,546	18,499
840 Invesco Managers Perpetual Income	9,123	11,855
4,534.35 Aberdeen UT Managers Asia Pacific	4,354	5,864
14,300 Threadneedle Inv Ut Corporate Bd 2	-	7,589
6,000 Allianz GBL Inv Ut Allz Pimco GiH Yld Inc	8,975	7,926
2,200 Jupiter UT Managers Income Trust	8,432	12,088
6,000 UK (Govt Of) 4.25% Stk 07/12/27 GBP	6,265	-
8,000 Schroder Unit Tst UK Alph Plus Rett A Inc	5,330	-
3,600 Liontrust Inv Funds First Growth	5,415	-
36 Schrider Alt Solut Agriculture C GBP	3,692	-
	126,846	158,663
National Savings Income Bonds	50,000	111,000
Treasury Deposits	75,000	-
	251,846	269,663
	265,593	249,342

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NORTH WEST ENGLAND

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2008

6	Staff costs	2008	2007
		£	£
	Wages and salaries	84,928	98,232
	Social security costs	7,372	7,578
	Pension costs	<u>6,552</u>	<u>6,188</u>
		98,852	111,998

No employee received emoluments totalling more than £60,000 in either year.

The average number of employees were:	Number	Number
Management and administration	5	7

Pension defined contribution payments have been made through the main Guide Association scheme.

7	Debtors	2008	2007
		£	£
	Prepayments	<u>3,649</u>	<u>2,955</u>
8	Liabilities falling due within one year		
	Other creditors	<u>5,371</u>	<u>6,039</u>

9	Funds					
		Balance	Add	Deduct	Transfer	(Losses)/
		31.12.07	income	allocated	between	gains on
		£	this year	this year	funds	investments
	Unrestricted funds		£	£	£	£
	General	172,318	210,565	(204,061)	(6,949)	(39,462)
	(a) Designated					
	Designated building fund	50,000	-	-	-	-
	Capital fund	218,775	-	-	(14,714)	-
	Marjorie Bryson Bailley fund	22,172	-	-	-	-
	Office equipment/ furniture fund	10,000	-	-	-	-
	Centenary fund	10,000	-	-	-	-
	Outreach worker	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>-</u>
	Subtotal	310,947	-	-	5,286	-
	Carried forward	483,265	210,565	(204,061)	(1,663)	(39,462)
						448,644

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NORTH WEST ENGLAND

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2008

9 Funds (continued)

	Balance 31.12.07 £	Add income this year £	Deduct allocated this year £	Transfer between funds £	(Losses)/ gains on investments £	Balance 31.12.08 £
Brought forward	483,265	210,565	(204,061)	(1,663)	(39,462)	448,644
(b) Restricted funds						
World Thinking Day 2008	107,645	20,600	(129,908)	1,663	-	-
Buchanan Legacy	-	277	(277)	-	-	-
Frothblowers Grant (camping)	155	-	-	-	-	155
Chief Guide's Memorial Fund	-	4,095	(4,095)	-	-	-
King George VI Fund (training)	-	1,073	(1,073)	-	-	-
Fee and fare bursary	1,198	138	-	-	-	1,336
Marshall Trust	3,192	-	(155)	-	-	3,037
Project 50K funding	1,177	10,477	(11,654)	-	-	-
Tom Wood – Assistance with disabilities fund	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
	<u>115,367</u>	<u>36,660</u>	<u>(147,162)</u>	<u>1,663</u>	<u>-</u>	<u>6,528</u>
Total Funds	<u>598,632</u>	<u>247,225</u>	<u>(351,223)</u>	<u>-</u>	<u>(39,462)</u>	<u>455,172</u>

(a) Designated funds

Designated building fund

This represents 20% of the value of 1 Ribblesdale Place for major repairs, maintenance or relocation.

Capital fund

It is the policy of The Guide Association North West England to build up a fund of capital for investment with a view to obtaining capital growth to finance future projects and to generate income to support the activities of the Association. Income generated by the fund is used on the charitable activities of The Guide Association North West England. The fund represents approximately one year's expenditure of The Guide Association North West England.

Marjorie Bryson Bailey fund

This fund is used specifically to support leaders on overseas trips.

Office equipment/furniture fund

This fund of £10,000 is used for replacement of office equipment and furniture.

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2008

9 **Funds** (continued)

Centenary fund

The Executive have agreed to designate £10,000 out of the 2005 surplus to help fund the 2010 Centenary celebrations.

Outreach worker

To fund an outreach worker for one year to encourage and promote membership in deprived areas.

(b) **Restricted funds**

World Thinking Day 2008

To be spent on World Thinking Day 2008 celebrations to be held in Liverpool.

Buchanan Legacy

To support the Chief Commissioner and to be used at her discretion.

Ancient Order of Frothblowers

To support guides going to camp.

Chief Guide's Memorial Fund

To support guides going on international trips organised by Girl Guiding.

King George VI Memorial Fund

To support volunteers in leadership and training.

Fee and Fare Bursary

To support attendance at Association or Country Training Centres.

Marshall Trust Fund

The Marshall Trust Fund is available to assist towards the cost of purchasing items of uniform. It is available to those who, due to their circumstances, experience hardship themselves or in their family.

Project 50K funding

To recruit and retain leaders.

Tom Wood

To provide an assistance with disabilities fund.

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2008

10 Analysis of net assets between funds

Reserves at 31 December 2008 are represented by:

	Fixed assets £	Investments £	Net current assets £	Total £
Restricted funds	-	-	6,528	6,528
Unrestricted funds	<u>78,246</u>	<u>251,846</u>	<u>118,552</u>	<u>448,644</u>
	<u>78,246</u>	<u>251,846</u>	<u>125,080</u>	<u>455,172</u>