

REGISTERED CHARITY NUMBER: 274225

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018
FOR
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 to 14
Detailed Statement of Financial Activities	15 to 16
County Treasurer's Report	17
Report of the County Commissioner	18 to 28

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018

The trustees present their report with the financial statements of the charity for the year ended 31 December 2018. The trustees have adopted the provisions of 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) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and Aims

Hertfordshire County Guides Association known as Girlguiding Hertfordshire is registered with the Charity Commission (No: 274225) and is governed by Royal Charter dated 14 December 1922. As a Charity it is committed to promote Guiding within the County. Hertfordshire Guides adhere to the aims and objectives of The Guide Association as set out in the Policy Statement. The trustees confirm that they have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Girlguiding - Policy Statement

Girlguiding Hertfordshire is an operating name of the Guide Association, Hertfordshire, and is part of Girlguiding, the operating name of the Guide Association.

Statement of Purpose

Girlguiding enables girls and young women to develop their potential and to make a difference to the world.

Aim of Guiding

Guiding offers girls and young women opportunities to:

- * be challenged by new adventures and experiences and achieve a sense of pride in accomplishment
- * develop self-awareness, self-respect and self-confidence
- * develop a personal faith and values to give life meaning and direction
- * think for themselves, govern themselves and make their own decisions
- * make friends and have fun in the family of Guiding
- * develop a sense of tolerance, justice, kindness and honour
- * learn teamwork and acquire leadership skills, working with and for others to appreciate the environment and how to live in it
- * understand about the world, its people and cultures

Method

Guiding uses a method with five distinct elements that interlink:

- * Guides work together in small groups
- * Guides are encouraged to govern themselves and make their own decisions
- * Guides have a balanced and varied programme
- * Guides care for the individual
- * Guides share a commitment to a common standard

Membership

Girlguiding is open and inclusive for girls and women from all faiths, cultures and races. The extensive, balanced and varied programme in all sections of Guiding, cover the five outcomes outlined in 'Every Child Matters'.

The Sections

Guiding takes place in four sections:

Rainbow Guide: from fifth birthday

Brownie Guide: from seventh birthday

Guide: from tenth birthday

Senior Section: from fourteenth to twenty-sixth birthday

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Recruitment and appointment of new trustees

Potential new Trustees are nominated by members of the County Guide Association to the County Commissioner whose duties include the appointment of new Trustees. Before making an appointment, consultation with senior members of the Association is undertaken. The nominee is then approached to ascertain their willingness to become a Trustee and the role and importance of the position is explained. Upon acceptance of the appointment, the nominee is offered Commissioner training.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

274225

Principal address

County Office
Hertfordshire Guide Centre
Cottered
Buntingford
Hertfordshire
SG9 9QP

Trustees

Miss E Wilson	- resigned 8.2.2018
Mrs S Beswick	
Mrs J Petty	- resigned 1.4.2018
Mrs K Batchford	
Mrs J Grahame	
Mrs P Johnson	
Miss C Noakes	
Mrs L O'Bryan	
Mrs J Clark	
Mrs P Hills	
Mrs C Parkes	
Miss A Perry	
J Gordon	
J Smith	- appointed 1.3.2018
S Sayce	- appointed 8.2.2018

Independent examiner

Wilkins Kennedy
Accountants
5 Yeomans Court
Ware Road
Hertford
Hertfordshire
SG13 7HJ

Approved by order of the board of trustees on 11 July 2019 and signed on its behalf by:

Mrs S Beswick - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HERTFORDSHIRE COUNTY GUIDE ASSOCIATION**

Independent examiner's report to the trustees of Hertfordshire County Guide Association

I report to the charity trustees on my examination of the accounts of the Hertfordshire County Guide Association (the Trust) for the year ended 31 December 2018.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Alison Nayler BSc FCA
Wilkins Kennedy
Accountants
5 Yeomans Court
Ware Road
Hertford
Hertfordshire
SG13 7HJ

Date: 15 July 2019

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018

		Unrestricted funds	Restricted funds	2018 Total funds	2017 Total funds
	Notes	£	£	£	as restated £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		409	15,366	15,775	30,813
Charitable activities					
Direct charitable activities		-	38,706	38,706	59,962
Other charitable activities		92,677	-	92,677	93,099
Other trading activities	2	24,386	-	24,386	35,249
Investment income	3	137	1	138	64
Total		117,609	54,073	171,682	219,187
EXPENDITURE ON					
Charitable activities					
Direct charitable activities		33,695	15,863	49,558	90,635
Other charitable activities		94,476	28,386	122,862	104,548
Other		4,060	-	4,060	1,100
Total		132,231	44,249	176,480	196,283
NET INCOME/(EXPENDITURE)		(14,622)	9,824	(4,798)	22,904
RECONCILIATION OF FUNDS					
As previously reported		387,783	-	387,783	386,720
Prior year adjustment	8	11,369	10,472	21,841	-
As Restated		399,152	10,472	409,624	386,720
TOTAL FUNDS CARRIED FORWARD		384,530	20,296	404,826	409,624

The notes form part of these financial statements

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

**BALANCE SHEET
AT 31 DECEMBER 2018**

	Notes	2018 £	2017 as restated £
FIXED ASSETS			
Tangible assets	9	213,670	220,495
CURRENT ASSETS			
Debtors	10	46,228	9,011
Cash at bank		<u>183,555</u>	<u>195,204</u>
		229,783	204,215
CREDITORS			
Amounts falling due within one year	11	<u>(38,627)</u>	<u>(15,086)</u>
NET CURRENT ASSETS		<u>191,156</u>	<u>189,129</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>404,826</u>	<u>409,624</u>
NET ASSETS		<u>404,826</u>	<u>409,624</u>
FUNDS	13		
Unrestricted funds:			
General Fund		221,023	237,645
Designated International Camp Fund		3,967	3,967
Designated Disabilities Fund		9,122	9,122
Designated Building Equipment Fund		83,844	83,844
Designated Activity Fund		64,574	64,574
Designated Adventure Fund		<u>2,000</u>	<u>-</u>
		384,530	399,152
Restricted funds:			
Restricted legacy		2,995	-
New Programme		5,720	-
Restricted donations		508	-
International Fund		10,573	10,472
Growing Guides		<u>500</u>	<u>-</u>
		<u>20,296</u>	<u>10,472</u>
TOTAL FUNDS		<u>404,826</u>	<u>409,624</u>

The financial statements were approved by the Board of Trustees on 11 July 2019 and were signed on its behalf by:

Mrs S Beswick -Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of Section 3 Financial Statement Presentation paragraph 3.17(d);
- the requirements of Section 11 Financial Instruments paragraphs 11.41(b), 11.41(c), 11.41(e), 11.41(f), 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirement of Section 33 Related Party Disclosure paragraph 33.7.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised on a receivable basis.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Fixtures and fittings	- 20% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Grants

Expenditure on grants is recorded once the Charity has made an unconditional commitment to pay the grant and this has been communicated to the beneficiary or the grant has been paid, whichever is the earlier. The Charity has not made any commitments of more than one year.

2. OTHER TRADING ACTIVITIES

	2018	2017
	£	as restated £
Training	2,518	2,445
County Centre	10,847	20,672
Activities for members	5,885	5,460
Badges	5,039	6,471
Other merchandise	97	201
	<u>24,386</u>	<u>35,249</u>

3. INVESTMENT INCOME

	2018	2017
	£	as restated £
Interest received	<u>138</u>	<u>64</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2018 nor for the year ended 31 December 2017.

Trustees' expenses

16 (2017 - 14) Trustees were reimbursed during the year for directly incurred expenditure totalling £3,016 (2017- £1,976).

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2018	2017
Accounting and secretarial	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

6. INDEPENDENT EXAMINERS' FEE

The fee for the independent examination was £3,013 (2018: £2,952).

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds as restated £
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	30,813	-	30,813
Charitable activities			
Direct charitable activities	-	59,962	59,962
Other charitable activities	93,099	-	93,099
Other trading activities	35,249	-	35,249
Investment income	64	-	64
Total	159,225	59,962	219,187
EXPENDITURE ON			
Charitable activities			
Direct charitable activities	23,376	67,259	90,635
Other charitable activities	109,048	(4,500)	104,548
Other	1,100	-	1,100
Total	133,524	62,759	196,283
NET INCOME/(EXPENDITURE)	25,701	(2,797)	22,904
Transfers between funds	(992)	992	-
Net movement in funds	24,709	(1,805)	22,904
RECONCILIATION OF FUNDS			
Total funds brought forward	374,443	12,277	386,720
TOTAL FUNDS CARRIED FORWARD	<u>399,152</u>	<u>10,472</u>	<u>409,624</u>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018**

8. PRIOR YEAR ADJUSTMENT

A prior year adjustment has been processed in the accounts due to a number of bank balances which are used for specific purposes including international trips, badges, walking, canoeing and boating not being included in the accounts in error previously.

These bank balances have now been included in the accounts and the effect of this adjustment on the prior year figures has been to :-

	£
Increase in prepayments	4,500
Increase in bank account	28,922
Increase in deferred income	11,581
Increase in income	70,177
Increase in expenditure	69,065
Increase in retained earnings as at 01.01.16	20,729
Total reserve increase	21,841

9. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 January 2018	339,703	35,327	375,030
Additions	<u>-</u>	<u>1,858</u>	<u>1,858</u>
At 31 December 2018	<u>339,703</u>	<u>37,185</u>	<u>376,888</u>
DEPRECIATION			
At 1 January 2018	122,945	31,590	154,535
Charge for year	<u>7,160</u>	<u>1,523</u>	<u>8,683</u>
At 31 December 2018	<u>130,105</u>	<u>33,113</u>	<u>163,218</u>
NET BOOK VALUE			
At 31 December 2018	<u>209,598</u>	<u>4,072</u>	<u>213,670</u>
At 31 December 2017	<u>216,758</u>	<u>3,737</u>	<u>220,495</u>

Included in cost or valuation of land and buildings is freehold land of £24,500 (2017 - £24,500) which is not depreciated.

Ownership of Cottered County Centre shown under the heading Freehold Land & Buildings above is registered with Guide Association Trust Corporation who hold the title as Custodian or Holding Trustees for the Hertfordshire County Guides or the Trusts of the Guide Association 1938 Trust Deed.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017 as restated
	£	£
Other debtors	5,720	-
Prepayments and accrued income	<u>40,508</u>	<u>9,011</u>
	<u>46,228</u>	<u>9,011</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017 as restated
	£	£
Deferred income	34,964	11,580
Accrued expenses	<u>3,663</u>	<u>3,506</u>
	<u>38,627</u>	<u>15,086</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2018 Total funds	2017 Total funds as restated
	£	£	£	£
Fixed assets	213,670	-	213,670	220,495
Current assets	174,522	55,261	229,783	204,215
Current liabilities	<u>(3,662)</u>	<u>(34,965)</u>	<u>(38,627)</u>	<u>(15,086)</u>
	<u>384,530</u>	<u>20,296</u>	<u>404,826</u>	<u>409,624</u>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018

13. MOVEMENT IN FUNDS

	As restated 1.1.18 £	Net movement in funds £	Transfers between funds £	At 31.12.18 £
Unrestricted funds				
General Fund	237,645	(13,622)	(3,000)	221,023
Designated International Camp Fund	3,967	-	-	3,967
Designated Disabilities Fund	9,122	-	-	9,122
Designated Building Equipment Fund	83,844	-	-	83,844
Designated Activity Fund	64,574	-	-	64,574
Designated Adventure Fund	-	(1,000)	3,000	2,000
	<u>399,152</u>	<u>(14,622)</u>	-	<u>384,530</u>
Restricted funds				
Restricted legacy	-	2,995	-	2,995
New Programme	-	5,720	-	5,720
Restricted donations	-	508	-	508
International Fund	10,472	101	-	10,573
Growing Guides	-	500	-	500
	<u>10,472</u>	<u>9,824</u>	-	<u>20,296</u>
TOTAL FUNDS	<u>409,624</u>	<u>(4,798)</u>	-	<u>404,826</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Fund	117,609	(131,231)	(13,622)
Designated Adventure Fund	-	(1,000)	(1,000)
	<u>117,609</u>	<u>(132,231)</u>	<u>(14,622)</u>
Restricted funds			
Restricted legacy	2,995	-	2,995
New Programme	11,362	(5,642)	5,720
Restricted donations	508	-	508
International Fund	38,708	(38,607)	101
Growing Guides	500	-	500
	<u>54,073</u>	<u>(44,249)</u>	<u>9,824</u>
TOTAL FUNDS	<u>171,682</u>	<u>(176,480)</u>	<u>(4,798)</u>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	As restated 1.1.17 £	Net movement in funds £	Transfers between funds £	At 31.12.17 £
Unrestricted Funds				
General Fund	202,456	46,210	(11,021)	237,645
Designated International Camp Fund	2,476	(8,509)	10,000	3,967
Designated Disabilities Fund	9,120	-	2	9,122
Designated Building Equipment Fund	83,829	-	15	83,844
Designated Activity Fund	64,562	-	12	64,574
Designated Special Projects Fund	<u>12,000</u>	<u>(12,000)</u>	-	-
	374,443	25,701	(992)	399,152
Restricted Funds				
Martin / Hurford Fund	508	(1,500)	992	-
International Fund	<u>11,769</u>	<u>(1,297)</u>	-	<u>10,472</u>
	12,277	(2,797)	992	10,472
TOTAL FUNDS	<u>386,720</u>	<u>22,904</u>	<u>-</u>	<u>409,624</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Fund	171,225	(125,015)	46,210
Designated Special Projects Fund	(12,000)	-	(12,000)
Designated International Camp Fund	-	(8,509)	(8,509)
	159,225	(133,524)	25,701
Restricted funds			
International Fund	59,962	(61,259)	(1,297)
Martin / Hurford Fund	-	(1,500)	(1,500)
	59,962	(62,759)	(2,797)
TOTAL FUNDS	<u>219,187</u>	<u>(196,283)</u>	<u>22,904</u>

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.17 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 31.12.18 £
Unrestricted funds					
General Fund	193,496	11,369	30,179	(14,021)	221,023
Designated International Camp Fund	2,476	-	(8,509)	10,000	3,967
Designated Disabilities Fund	9,120	-	-	2	9,122
Designated Building Equipment Fund	83,829	-	-	15	83,844
Designated Activity Fund	64,562	-	-	12	64,574
Designated Special Projects Fund	12,000	-	(12,000)	-	-
Designated Adventure Fund	-	-	(1,000)	3,000	2,000
Restricted funds					
Martin / Hurford Fund	508	-	(1,500)	992	-
Restricted legacy	-	-	2,995	-	2,995
New Programme	-	-	5,720	-	5,720
Restricted donations	-	-	508	-	508
International Fund	-	10,472	101	-	10,573
Growing Guides	-	-	500	-	500
	<u>508</u>	<u>10,472</u>	<u>8,324</u>	<u>992</u>	<u>20,296</u>
TOTAL FUNDS	<u><u>365,991</u></u>	<u><u>21,841</u></u>	<u><u>16,994</u></u>	<u><u>-</u></u>	<u><u>404,826</u></u>

The prior year adjustment includes the restatement of the 2016 reserves and the adjustment relating to the year ended 31 December 2017.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018**

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Fund	278,618	(248,439)	30,179
Designated Special Projects Fund	(12,000)	-	(12,000)
Designated International Camp Fund	-	(8,509)	(8,509)
Designated Adventure Fund	-	(1,000)	(1,000)
	266,618	(257,948)	8,670
Restricted funds			
Restricted legacy	2,995	-	2,995
New Programme	11,362	(5,642)	5,720
Restricted donations	508	-	508
International Fund	38,708	(38,607)	101
Growing Guides	500	-	500
Martin / Hurford Fund	-	(1,500)	(1,500)
	54,073	(45,749)	8,324
TOTAL FUNDS	320,691	(303,697)	16,994

The Building Equipment Fund is represented by capitalised expenditure on the Cottered Centre and the International Camp, Disabilities, Activity and Special Projects funds by bank balances.

The Martin / Hurford Fund came of a legacy from Beryl Martin and a donation by Barbara Hurford with the specific instruction that it be used by means of a bursary to aid Guides going abroad on Guiding "Gold" projects.

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2018.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018**

	2018	2017
	£	as restated £
INCOME AND ENDOWMENTS		
Donations and legacies		
Legacies	2,995	30,000
Grants	11,862	599
Donations	<u>918</u>	<u>214</u>
	15,775	30,813
Other trading activities		
Training	2,518	2,445
County Centre	10,847	20,672
Activities for members	5,885	5,460
Badges	5,039	6,471
Other merchandise	<u>97</u>	<u>201</u>
	24,386	35,249
Investment income		
Interest received	138	64
Charitable activities		
Subscriptions	91,409	92,695
200 Club	1,268	404
International trip income	38,706	59,962
Grants	<u>-</u>	<u>-</u>
	131,383	153,061
Total incoming resources	171,682	219,187
EXPENDITURE		
Charitable activities		
Training	6,150	8,498
Members events	2,316	3,642
New unit grants	1,360	700
County centre	14,105	17,368
County centre repairs	14,536	14,035
Travelling	6,397	7,311
Postage, telephone, printing and stationery	9,988	8,777
Website and internet costs	612	432
Share magazine	11,724	10,185
Commissioners and Queens guide grants	1,840	2,000
Leadership	6,457	7,981
Carried forward	75,485	80,929

This page does not form part of the statutory financial statements

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018**

	2018	2017 as restated
	£	£
Charitable activities		
Brought forward	75,485	80,929
Grants	1,826	3,887
Presentations and awards	3,694	3,400
New programme costs	5,642	-
Sundry expenditure	1,663	809
International trip expenses	48,748	69,768
Badges	4,032	4,007
Depreciation	<u>8,683</u>	<u>8,746</u>
	149,773	171,546
Support costs		
Governance costs		
Wages	20,502	18,948
Social security	331	327
Pensions	88	-
Insurance	1,653	1,410
Independent examiner's fee	3,013	2,952
Secretarial and accounting	<u>1,120</u>	<u>1,100</u>
	<u>26,707</u>	<u>24,737</u>
Total resources expended	176,480	196,283
Net (expenditure)/income	<u>(4,798)</u>	<u>22,904</u>

This page does not form part of the statutory financial statements

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

COUNTY TREASURER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

Please note that as of 2018 the Report and Accounts for Girlguiding Hertfordshire now incorporates the International, Badge, Boating and Canoeing accounts. The comparative figures for 2017 shown on the schedules have been restated accordingly.

The accounts show a net deficit of £-4,798 for the year compared to a net surplus in 2017 of £22,904.

INCOME

Net subscription income was slightly down at £91,409 compared to 2017 (£92,695). This was due to a decrease in the number of members (from 11,550 to 11,362).

Other trading activities were considerably lower at £24,386 compared to 2017 (£35,249) largely due to a significant reduction in the income from the County Centre.

EXPENDITURE

Major expenses during 2018 were:-

- £48,748 (£69,768 in 2017) in International trip expenses – The reduction year on year was as a result of only one trip (Uganda) taking place in 2018 compared to two trips (Ireland and Mexico) taking place in 2017.
- £28,641 (£31,403 in 2017) for the Hertfordshire Guide Centre at Cottered. The reduction year on year was largely the result of excessive charges for electricity in 2017;
- £20,502 (£18,948 in 2017) on Staff costs – largely due to additional hours worked;
- £11,724 (£10,185 in 2017) for SHARE magazine. The increase was due to the larger size of individual editions and additional postage costs;
- £9,988 (£8,777 in 2017) for Postage, Telephone, printing & stationery. The increase is largely due to an increase in the volume of items sent by post;
- £6,457 (£7,981 in 2017) for Leadership.
- £6,397 (£7,311 in 2017) on Travel expenses
- £5,642 in costs associated with the introduction of the New programme introduced during 2018.

The Balance Sheet shows Girlguiding Hertfordshire's current worth as £404,826 a decrease from 2017 (£409,624). Fixed assets decreased by £6,825 due to depreciation. The cash element of Current Assets reduced while both Debtors and Creditors increased. This resulted in Net Current Assets of £191,156 up £2,027 on 2017. Within the Unrestricted Funds a new Adventure Fund was established; the General fund decreased by £16,622 while other funds remained as last year. The Restricted Funds increased from £10,472 in 2017 to £20,296 due largely to Restricted donations and legacies totalling £3,503 and restricted grants for Growing Guides and the New Programme totalling £11,862.

This is my final Treasurer's Report for Girlguiding Hertfordshire. I have found the 5 years I have spent as County Treasurer very enjoyable and rewarding and would like to convey my best wishes to my successor.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2018

In 2018 the County organised a HertsAdventure 18 County Camp inviting all sections to attend. The weather on a whole was good and everyone enjoyed the varied aspects of a large camp with Rainbows attending for a Carnival Day, some Brownies staying in Yurts and Guides and Senior Section members camping with their Leaders. St Albans Division even had a subcamp for over 50 Guides.

The County were honoured to have HRH The Countess of Wessex attend the official opening of the Guessens District Centre in Welwyn Garden City in March, together with Amanda Medlar, Chief Guide, and a host of local dignitaries making it a day to remember for all involved.

Rainbows have been working on their Rainbow Roundabouts such as Get Healthy, Festival, Roundabout the World and All About Me with many Rainbows trying Zumba, learning circus skills and outdoor cookouts. Some Rainbow units in Central Division attended sleepovers for the first time and attended a teddy bears picnic at a nature reserve. 1st Tring Rainbows visited Waterside Theatre in Aylesbury for a backstage tour and performance of 'The Railway Children'. They had their photos taken on stage and at the top of the gallery. 1st Queensway Rainbows had a Sleeping Beauty pyjama party and a Rapunzel themed evening as part of their 'Fairy Tale' Challenge and went to West Herts College to use their professional kitchen to make cookies. 1st and 25th Rainbows in St Albans Division did the Ultimate Warrior and St Albans North District attended a Rainbow Romp event completing an America Challenge badge written by 13th St Albans Guides.

Many Brownies have been achieving Interest badges including Seasons, Science Investigator, Brownie Traditions, Artist, Healthy Heart, Designer, Road Safety, 1st Aid, 1st Aid Advanced, Cook, Craft, Cyclist, Crime Prevention, Friend to Animals, Toymaker, Wildlife Explorer, Fire Safety, Number Fun, World Traveller, Future Girl and many more. They have also been taking part in various challenges including Centenary of Women's Vote, Clever Clogs, Uganda, Trefoil's 75th Birthday, Spring, Healthy Herts and Icelandic Elf Challenge Badge. Lots of Brownie units had themed activities and parties to celebrate the Royal Wedding this year. Brownies in Central Division did Easter egg hunts, cricket lessons and some went to a dry ski slope to try out 'donuts' (large rings to come down the slopes), tried Zumba, learnt circus skills for the Circus Performer badge, and went Geocaching with a Guide unit. Brownies in Ware District participated in the Ware Carnival where they dressed up as Vikings on a long boat. 1st St Albans Brownies were taught cricketing skills by coaches from St Albans Cricket Club in Clarence Park. They also celebrated their Centenary and created a badge to commemorate the event. Several Brownie units from St Albans Division attended a film morning at the Odyssey cinema in St Albans to watch Lion King. Brownies from Hertford District took part in the Brownie British Legion, a competition for Brownies with 16 different activities based on 100 years of Women's Votes. Brownies from Stevenage Division attended the annual Brownie and Cub Entertainers Day which again saw more Brownies than Cubs attending.

Guides have attended national events including the Big Gig, Wellies and Wristbands at Foxlease and the County run Great Patrol Hunt. Guides have been achieving their Interest badges including 1st Aid, Chocolate, Confectioners, World Cultures, Party Planner and various 'Go For It' badges, as well as various Challenges such as Uganda and the Trefoil's 75th Birthday. Several Guide units from St Albans Division took part in the Girlguiding Anglia resource for Parliament Week, helping the girls learn about citizenship and held mindfulness evenings run by outside experts – the Leaders all welcomed a brief period of calm! Several Guide units also attended the Commonwealth Service at St Albans Cathedral.

Many Guides attended a Guide Badge Day in Radlett and completed First Response and First Aid badges. Guides from Central Division visited the Houses of Parliament, learnt orienteering and geocaching and did "Vote 100" activities. Guides in Ware took part in the District Rounder's competition and the Joint Scouts and Guides swimming gala and Guides from Hertford District took part in the Royal British Legion Cup Competition a camping based competition and the Christine Culham Cup, a varied Activity Competition.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2018 - CONTINUED

Many Senior Section members have been on international trips this year with Bishops Stortford West Senior Section unit visiting Rome and managing to see all the major sights in one weekend! Three Senior Section teams from Central Division and two from Stevenage Division entered the Mid Herts Night Hike and one Central Division team entered Peak Assault.

Thinking Day events were held across the County. South West Division went on a Thinking Day walk around Rickmansworth Aquadrome with a renewal of The Promise and activities from WAGGGS Impact Resource, which raised £240.00 for the World Thinking Day Fund. Baldock District celebrated the day with a theme of 'Impact of Guiding Through the Ages' and Hitchin West and Hitchin East Districts celebrated the day jointly with a 'Sports' theme. Stotfold District celebrated with a visit from a travelling zoo.

Some units have been fortunate to have had visits throughout the year with 1st Tring Rainbow unit being visited by the 'Animal Ark' where rabbits, guinea pigs, hedgehogs and a tortoise came out of their cages and onto a table so the girls could stroke them as well as a Barn Owl. 1st Grove Hill Brownies had an Easy Jet pilot come to their session, as part of the New Aviation badge. They had their picture added to the project's newsletter as one of the first Brownie groups to ask a pilot to do activities for the girls. 1st Grove Hill Guides had a visit from the Dacorum Heritage Trust as part of their WW1 project and helped fold Doves, as part of an exhibition to be put out later in the year. A Guide unit in South East Division was visited by representatives from MIND. Some Rainbow units from Bishops Stortford West had visitors from Paradise Wildlife Park and 8th St Albans Rainbows had St Albans Friends of the Earth come to a session to talk about the importance of bees. 25th St Albans Brownies were visited by Bead Creative and made bracelets for Mother's Day.

Members of all sections have been out in the community: raising awareness at village fetes across the County, attending Remembrance Parades; with units in Radlett making over 1000 poppies which were displayed outside the Radlett Centre and along Watling Street. Units within Hertford District created poppies for the Hertford Remembrance Poppy Project and St Albans Division participated in the national beacon lighting ceremony to commemorate the Centenary of the end of World War 1, with one Guide jointly lighting the beacon and a wreath was laid on behalf of Girlguiding St Albans. Many Divisions took part in St George's Day Parades and units have visited Residential, Care and Nursing homes. Many units have been out and about litter picking. A Guide unit in West Division helped to sort the Harvest Donations at a food bank and also visited Tescos to learn about sustainability. Rickmansworth District took part in the Rickmansworth Community Parade with the theme 'Girls can do anything'. 4th St Albans Brownies 'Spread Happiness' by making Emoji badges and handing them out to commuters. Brownies and Guides from Hitchin East attended Walsworth Festival.

Many fundraising activities have taken place. Brownies in Central Division supported the 'love in a box' for Eastern European orphanages; 1st Aleyfield Brownies held a fundraising evening for the Blue Cross and Bully UK and raised £49.50. 1st Boxmoor Guides made Christingles for the local Church services and Rainbows and Brownies in South West Division held a Macmillan coffee morning. South West Division held a 'Curry for Cottered' for Leaders raising almost £300.00 for the County Centre, Cottered. 25th St Albans Rainbows held a charity Pamper Evening to raise money for 'NHS Charities Together' in celebration of the NHS' 70th birthday. St Albans Rainbows and Brownies spent an evening learning about homelessness and its effect on people and raised money for Open Door and the St Albans Homeless Project and 1st Park Street Guides held a cake sale as part of their Take Action GFI to raise money for the homeless in St Albans. St Albans South District raised £850 by selling hot dogs at the 'Battle's Over' event organised by St Stephens Parish Council. Units from Royston District had a stall at the Royston Spring Fair with a theme of 'Suffragettes' and raised £1,500 to share between units and also served refreshments at the Royston Baby Show. Hemel Hempstead North East Rainbows and Brownies held a 1950s fundraising afternoon for International trips where they decorated cut out milkshakes, made LP biscuits and played fairground games.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2018 - CONTINUED

This year there have been trips to ESSA and Stanborough Lakes to do boating activities, sailing at Bury Lake Young Mariners in Rickmansworth and paddleboarding at Hillingdon Outdoor Centre. Units also went to Bayfordbury Observatory, Willows Farm, Bunnings Warehouse, DJ's soft play, Boxmoor Trust for a 'bat walk', Aspley Papermill, Wendover Woods, Gravity Force in St Albans, Watford College, War Memorials, Jump City, Paradise Wildlife Park, Willow Tree Farm, local animal sanctuaries, libraries, Kidzania, Oaklands College, London, Icando, de Havilland Aircraft Museum, Westminster Lodge to do climbing, Shepreth Wildlife Park, Gulliver's World and Fairlands Valley. Many units have been to the circus and also attended pantomimes with Hemel Hempstead North East Rainbows and Brownies booking the whole Boxmoor Playhouse Theatre for a performance of their pantomime – Cinderella. A Brownie unit in West Division visited a Royal Mail Depot. Many units undertook the Tesco's Farm to Forks trails as well as visiting fire stations to gain the Fire Safety badge.

Holidays, camps and sleepovers have taken place across the County with themes such as Unicorn sleepover, Marvel Superheroes, Around the World, Under the Sea and Jungle sleepover as well as many more.

Many girls from all sections participated in October's Night Hike together with the Scouts.

As well as campsites and residential centres, sleepovers have been held at the Natural History Museum in Tring, the Science Museum and PGL at Marchants Hill.

Guiding Development

The Spring County Training Day was held in Harpenden this year and welcomed 100 Leaders to sessions varying from Leadership Programme Training to learning about changes to the programme and introducing science to the unit. The feedback was generally positive with happy people leaving the day. Our Autumn morning was aimed mainly at Leaders in Training with a programme session and A Safe Space level 2 session. We were also able to offer access to the New Programme trainings and provide ideas and support to Leaders starting or about to start the transition.

Many Divisions have set Programme sessions within their areas, supported by the Training Team to cascade out information on changes to the Programme. This will continue into the New Year whilst transition takes place up to September 2019.

Level 1 A Safe Space training is now expected to be completed online and level 2 can be online or face to face. Divisions are being encouraged to provide dates and the training team will provide a training. Several Commissioners from Hertfordshire have attended level 4 training which means they can conduct the level 2 conversations in their local areas to aid more people to complete the training. Four further evening trainings on section Programme were provided during the year for new and returning Leaders working towards their Leadership Qualification, with venues all around the County. On the whole, the evening trainings are well attended and we estimate some 100 Leaders have received programme trainings through this route.

We currently have 301 trainees supported by 184 mentors. In 2018 we have had 115 Completions of which 74 are Full LQ and 41 Extra modules. This is down on last year's numbers.

First Aid trainings are provided regularly around the County with special thanks to Val Morey, Verity Maclachlan and Lynne Kirby for organising.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2018 - CONTINUED

Commissioner Support Days provided by Region have been attended by several of our new Commissioners. Commissioner support sessions have also been run alongside Leadership Qualification training evenings and proven to be very popular. The Training Team have met for their Trainer Support Group meetings three times this year. Jo Bayley continues her work as a Prospective Trainer alongside Penny Parr and Michelle Parry-Slater and Amy Gilbert. Karin Hunter and Claire Kemp have completed the Becoming A Trainer process and are waiting to progress to Prospective level.

We also said goodbye to Julie Lowe as part of Hertfordshire's Training Team as she extends her roles in Laser. We wish her well in her ventures.

Training team: Jo Bayley, Sue Beswick, Lynne Griffiths, Jan Mackenzie, Verity Maclachlan, Penny Parr, Julie Richards, Lesley Townley, Michelle Parry-Slater, Amy Gilbert, Karin Hunter, Claire Kemp. Guiding Development Advisor: Tricia Botten.

Outdoor Activities

It's been another enjoyable year supporting all members of Girlguiding Hertfordshire to get out and about and experience adventure. The year began with the annual Going away with Training held at the Hertfordshire Guide Centre, Cottered attended by Leaders from all Sections, many of whom have gone on to complete a Going Away with Qualification, enabling them to take young members away.

The County Camper Badge weekend had 38 Guides and 10 Leaders in attendance (with half of those Leaders not having camped before so a useful training for the Leaders too). In addition, 4 Guides have been assessed for their Camp Permit, which allows girls to camp independently. It's really positive to see girls working on these permits, and it's something we're keen to encourage.

The highlight of the year was the County Camp; HertsAdventure18, organised by Lorraine England and her team, for Rainbows, Brownies, Guides and Senior Section. The Brownies had a fantastic time camping in a gigantic yurt. The Guides and Senior Section loved collecting pin badges for all the activities – from fairground activities to kayaking, and the Rainbows enjoyed an exciting, but wet, Carnival Day.

The Herts Walking Team is going from strength to strength. There is a programme of social walks in Hertfordshire that is helping Leaders to build walking and leadership skills, and these have been well attended throughout the year. In addition, Leaders continue to build more technical skills in challenging terrain, with a social weekend in the Lake District, and many Leaders from Hertfordshire attending a Level 2 training and assessment weekend in the Peak District. An exciting addition this year is Mountain Experience, a weekend for the Senior Section to help them to train for Peak Assault, a navigation and challenge weekend run by Hertfordshire Scouts. Introduction to the Hills is still proving to be a very popular weekend for Guides and Scouts to participate in walking, climbing, cycling and caving and once again was fully booked.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2018 - CONTINUED

Exciting water activity events were held this year, which include the fantastic Brownie Water Day at Herts Young Mariner Base for almost 100 girls. The Brownies tried out rafting, kayaking and canoeing. In addition, Brownies, Guides and The Senior Section had a choice between rafting, stand up paddleboarding or kayaking at the County Camp. Sailing days also continues at ESSA, and we are working on a collaboration for narrow boating.

International

International 2018 has been another successful year with over 100 members from across Hertfordshire experiencing an international adventure.

We were able to send girls on region trips to Austria, Ghana, Romania and India. Region international selection for 2019 trips is underway and we have 2 excellent candidates who we are hoping will be offered exciting opportunities for 2019.

The ICE trip this year was hugely successful. Hertfordshire had good representation at this event with 7 young members travelling. We are hoping that this opportunity will grow over the coming years and we will be able to send more Guides away for their first international experience.

Girlguiding Hertfordshire had 2 GOLDies this year, travelling to Aruba and Oman. We have had one applicant attend the 2018 Go for GOLD event so hoping we have a GOLDie next year too.

There was one County trip in 2018. The group visited Uganda where they took part in a service project, building a toilet block for a school, went on safari and attended the Ugandan National Guide Camp which I'm told was quite an experience!

We also hosted international visitors from New Jersey USA and from Ireland at the HertsAdventure18 County Camp, which was a success. We look forward to maintaining those relationships for many years to come.

We have had 5 Leaders working on the International module of the Going Away With Licence, 2 have completed it and the remaining 3 are almost there. This is incredibly exciting and we are looking forward to supporting more Leaders to achieving this next year.

Unit groups have visited Disneyland Paris and Rome this year, and members from Brownies through to Leaders have had the chance to go. There are units who have started planning their adventures for next year and Our Chalet and Disneyland Paris continue to be the popular destinations!

2019 is going to be another busy year for the International Team. We will be running trips to the World Scout Jamboree in West Virginia, USA, The Netherlands and India. The girls and Leaders are all in place and the planning is just getting underway!

Our thanks go to all those who make these exciting adventures possible.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2018 - CONTINUED

The Senior Section/Rangers

Numbers of The Senior Section/Rangers and Young Leaders continue to remain healthy. We have over 200 members registered as Senior Section and nearly 200 Young Leaders. Many of the latter have completed their Young Leader Qualification. This year has also seen more than normal numbers of girls achieving their Chief Guide Challenge and Commonwealth Award, the former will not be in the New Programme so girls have been spurred on to complete their Challenges.

Now that the branding, naming and New Programme for the Rangers and 18-30 members has been decided, Ranger units are embarking on adventures new. Their Section has seen the most change with the Ranger Section finishing at the girls 19th birthday and completely new flexible opportunities for the young adults. It is always a pleasure to see these young people enjoying their Guiding and giving much to the movement. The future looks very secure in their hands.

Trefoil Guild

We have had a busy time this year celebrating our 75th Anniversary. On 21 April it was Hertfordshire's turn to host the Anglia Trefoil Annual Review. Presdales School in Ware was the venue and 320 members came from across the region. They attended for a morning of activities followed by the business meeting with speaker Clare Mulley who was a Guide in Harpenden and is now a biographer. Her talk on "Christine Granville – The Spy who Loved" was very well received. We were grateful to the Leaders and Friends of Guiding in East and South East Herts Divisions for their excellent work supporting us in this event.

The National AGM was held in Birmingham in June and 25 members attended. Dr. Suzie Imber was the speaker, a professor of planetary science at the University of Leicester, who won the BBC competition "Astronauts. Do you have what it takes?". The evening entertainment was the Tanrantara choir and Abba's Angels, an Abba tribute band. Our event in July was a visit to Chenies Manor, near Rickmansworth, where 59 members explored the house and garden followed by tea and cake. 7 members were fortunate to join in the 75th Anniversary River Cruise on the Danube which was organised by the National Trefoil through Venture Abroad. It proved to be so popular that two boats were chartered for the cruise from Passau to Budapest. In the summer holidays 30 members helped out at Herts Adventure 18. We had a good time seeing the girls having fun, and meeting up again with the Leaders. We just had time to recover before taking part in The Historic Hitchin Quiz around the town on 12 August. At the beginning of September, 90 members attended a three course 75th Anniversary lunch at Ware Priory and we enjoyed pre-dinner drinks out on the lawn beside the River Lea. The annual Wymondley Wood Break also took place during this week. Our Trefoil Anniversary Service was held in Stevenage in October, thanks to our hosts Stevenage North District Guild. The speaker was Suzanne Brown, Hertfordshire Chairman of Riding for the Disabled – Trefoil charity for the year. The following month the Guild invited everyone back for an anniversary lunch to celebrate 70 years since their registration on 19 November.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2018 - CONTINUED

During the year 4 members gained their Silver Voyage Award and 5 Trefoil Thanks and Recognition badges and certificates were presented.

2018 was a memorable year.

Members with Special Needs

The Happy Hearts residential weekend was a huge success. It was an activity weekend with the theme of Rock and Roll. The numbers of girls attending this weekend was at its maximum of 34 girls, a busy weekend. Three deaf girls joined us for the first time so there was a lot of sign language which added to the fun of the weekend. It was thrilling to see how many girls were determined to climb the climbing wall. Their determination never fails to amaze the Leaders. The disco as always was a huge success, the girls love to dance and sing on the Karaoke.

The 6th Welwyn Garden City unit for girls of all ages with additional needs continues to meet in two groups every other week. This has been successful and means that more girls could join. The highlights of the year were the trip to Disney on Ice and the canal trip. The canal trip included girls from the 10th Goffs Oak unit and girls who attend Happy Hearts from other units in the County.

The 10th Goffs Oak unit for girls with additional needs has recently moved into Goffs Oak and meets once a month on a Saturday morning. The unit is basically run for the Guides but is also open to girls from Happy Hearts and girls from other units in the County who would like to go along. Presently the unit runs as a theme meeting with lots of fun, craft and games. This is proving very successful at the moment as the additional needs of the girls are so diverse that time is needed to implement the programme.

The number of girls attending the units and Happy Hearts are on the up and up and it is thrilling the opportunities that they are offered. The fun and friendship they have at attending them is unmeasurable.

Marketing and Communications

The Marketing and Communications Team continues to support fellow members promoting all the great work we do. Some new members have joined the team for one off events such as the County Camp in the Summer, others have taken a bit of a break whilst another couple of volunteers came on board to help keep up with the ever-expanding social media coverage. We are always looking for new members to join our team, so if you are interested, please get in touch.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2018 - CONTINUED

We now have over 1075 likes of our Facebook page, over 250 more than we had last year. This popular platform is used to share news, regular posts about events taking place and key information. It reaches parents, friends and non-members as well as existing members of Girlguiding Hertfordshire. One of our more recent posts saw 38 shares and reached over 3000 people. Leaders and older girls who are registered on Facebook are encouraged to visit, follow and like our page, as well as take part in the promotion of the great work we are doing: www.facebook.com/GirlguidingHertfordshire.

The creation of an Instagram account has expanded our social media presence <https://www.instagram.com/gguidingherts/>.

Our photography skills were put to the test during the Girlguiding President, HRH Countess of Wessex's visit to Welwyn Garden City in March when she officially opened the new Guessens District Guide Centre. We were very proud to have been invited to be part of this event to capture such a special occasion. Other photography duties have included the annual County Awards evening, as well as some local events in the various Divisions. We ran a strong social media campaign to support and promote the cycle challenge recruitment day in October at The Galleria, Hatfield and have carried out live tweet updates from events such as the Big Gig and Girlguiding Hertfordshire training events.

A large focus for the main team members as well as some additional volunteers this year was managing the marketing and communications element of the County Camp this Summer. A strong team of five adults (and two children) covered the full week at Camp. After some last minute GDPR changes that had to take place, we captured 1000's of photos and lots of videos, told the world what we were doing via social media, submitted press releases and delivered at least one newsletter to participants every day (two whenever possible).

Overall a very successful year for our team and we look forward to developing and expanding more over the coming year.

Membership Support

The new Girlguiding membership system Guiding Organiser (GO) has now been in operation for just over a year. During this time many of the initial bugs have been cleared but we still face many challenges to ensure the data is kept up to date and correct.

Following the introduction of the New Programme in September, Unit Leaders are now able to record on GO the badges which girls have gained. The Programme themes follow through the sections and badges gained count towards a girls' theme and gold awards. Although recording on GO is currently optional, it is recommended, so that Unit Leaders can easily see and monitor progress in this and future sections. Girlguiding recognises that the Programme recording tools are not yet complete. The Anniversary badge has been introduced to celebrate membership and commitment, being awarded on the anniversary of the date a girl joined Girlguiding. New help files and videos have been added on GO to support the Unit Leaders.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2018 - CONTINUED

Changes have been made to the process for handling new volunteer enquires to ensure they are contacted quickly and made to feel welcome. Girlguiding Hertfordshire continues to have a high number of girls, especially of Rainbow and Brownie age waiting for places. Without new volunteers willing to support current units or open new units then many of these girls will not be able to enjoy a Girlguiding experience.

At County level we continue to offer one to one trainings for all new Commissioners and their team as well as update trainings during the year. All trainings are hands on using either personal laptops or school IT suites. In this way the attendees are able to address issues with their own local data. In addition, many Districts and Divisions offer local training for their Unit Leaders and Leaders in Training.

There is now more administration required to maintain the integrity of GO data. Volunteers at all levels in the County continue to need support with understanding and using GO.

Growth and Retention

Regular meetings are held with the Growing Guiding Team and most Divisions are represented.

It is a constant issue that Leaders are not checking their volunteer enquiries. Most do contact them within the 21 days but then often they are not followed up if the volunteer does not respond. We still have quite a lot sitting in contacted/meetings arranged. If they are left too long to be re-contacted they may go elsewhere.

Over the year Divisions, Districts and Units have had stalls at fetes and fairs and taken part in Remembrance parades, carnivals, etc. With everyone in uniform, this is a great 'free' publicity tool.

In October we held our Volunteer Day at Hatfield Galleria. It was well attended by current volunteers and some girls. We managed to cycle (on exercise bikes) around all the World Centres. We had 12 members of the public express an interest in volunteering. Unfortunately none of these have responded to our follow up which is very disappointing – I will try once more. Newspaper articles were also sent out after the event but I am not aware of any feedback from these.

My thanks go to my team for helping with all the events throughout the County.

Awards

We held a very successful Awards night at Holiday Inn, Elstree; a new venue for Girlguiding Hertfordshire. This worked well as we had a reception room as well as the presentation room.

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2018 - CONTINUED

We were pleased to be joined by The High Sheriff of Hertfordshire, Mr Will Hobhouse, Carol Roberts, President Anglia Girlguiding, Vice Presidents Mrs Barbara Hurford, Mrs Valerie Morey, Mrs Rosemary Brenham accompanied by her husband Mr Paul Brenham and Councillor Eric Silver, Mayor of Elstree & Borehamwood and other invited guests.

The long service of members was acknowledged with the presentation of Member and Long Service Brooches. County Thanks Certificates and County Good Service Certificates were presented to members and volunteers in recognition of their service given over and above that expected in their guiding roles. Nominations for these awards are made by their peers. Presentations were also made of the Hertfordshire Good Guiding Badge and Certificate recognising the continued delivery of outstanding guiding to girls. A number of Good Service Brooches were also awarded.

Following the presentation of the awards very interesting and inspiring presentations were given by the Queen's Guide Award recipients, the Gold Duke of Edinburgh Award recipient and The High Sheriff of Hertfordshire, Will Hobhouse, gave a speech about volunteering.

The total number of Awards presented during the evening by The High Sheriff of Hertfordshire, included:

Member and Long Service Brooch 30 years - Jo Clinch, Jean Dossett, Elizabeth Finch, Tracy Fitzgibbons, Michelle Hall, Valerie Haynes, Anne Howard, Sally Knight, JaineenLadley-Ellmers, Verity Maclachlan, Joanne Newton, Angela Perry, Chris Savage, Shirley Wilson, Jenny Wood

Member and Long Service Brooch 40 years – Jean Banks, Carol Connah, Lynne Griffiths, Jenny Harris, Vivien Hewett, Vanessa Major, Amanda Small, Jo Todd

Member and Long Service Brooch 50 years - Jean Wallis

County Thanks Certificate (awarded to people who have supported units, Districts and County over the years in various roles) – Norman Apthorpe, Hermione Clulow, John Hawkins, Julie Speltinckx, Mike Tullberg

County Good Service Certificate - Catherine Bilsborough, Jean Cross, Ann Dickinson, Ellen Downing, Laura Forgham, Gillian Grant, Jenny Harris, Carmen Konopka, Jenny Maskrey, Lynn O'Bryan, Gill Oxtoby, Hazel Piggott

Hertfordshire Good Guiding Badge and Certificate (in recognition of being a role model for Girlguiding and continually delivering exceptionally 'good guiding' experiences to members of Girlguiding Hertfordshire) - Ellen Downing, Bethany Eaton, Amy Gilbert, Louise Smellie. The following teams were also all presented with a Hertfordshire Good Guiding Badge and Certificate for outstanding commitment to these special activities:

HERTFORDSHIRE COUNTY GUIDE ASSOCIATION

REPORT OF THE COUNTY COMMISSIONER FOR THE YEAR ENDED 31 DECEMBER 2018 - CONTINUED

Great Patrol Hunt - Brian Archer, June Archer, Jean Banks, Carol Connah, Julie Cannon, Beryl Cushion, Margaret Garrod, Sally Gunning, Daphne Hynds, Pauline Levy, Mary Mooney, Helen Paustian, Suki Read, Coral Roberts, Elizabeth Sheppard, Denise Travers, Kate Webbe

Christmas Cracker - Hazel Carroll, Lorraine England, Gill Park, Jo Clinch, Karen Dance, Karen Smale, Jean Banks

Good Service Brooch- Gillian Squire, Elaine Wilson

Anglia Brooch and Certificate (Awarded for outstanding commitment to Girlguiding Hertfordshire within Anglia region: Jean Banks, Jean Dossett, Julia Jeffery

Queen's Guide Award-Fiona Caslake, Megan Jones, Philippa Martin, Alysia Martindale, Amye Park, Vicky Rushant, Emily Stone

Gold Duke of Edinburgh Award-Sarah Pearce

As you can see Girlguiding Hertfordshire has a lot to be proud of. All those who received Awards had demonstrated to their peers their outstanding commitment to not only the movement of Girlguiding, but more especially to the girls in the units, who are the reason so many are totally committed to delivering a 'good guiding experience' to those we are fortunate enough to work with.

Conclusion

You will have read about all the amazing adventures we experienced throughout the year and 2018 will certainly be a year to remember. You cannot imagine the excitement and honour it was for us to welcome our President, HRH The Countess of Wessex, together with our new Chief Guide to officially open Guessens District HQ.

Throughout the year we were enticed with snippets of Girlguiding's new programme for all sections and in July we had the 'big reveal'! Some of our shops and depots really got in the party mood by opening on the programme launch date and offering coffee and cake whilst Leaders browsed and purchased.

HertsAdventure18 caused more excitement as Brownies, Guides, The Senior Section and International Guides camped alongside each other at Lees Wood. Rainbows and guests joined in the fun on the Sunday, despite the rain, but as the days went on it just got hotter and hotter!

I am always astounded at the wide range of opportunities and challenges our volunteers offer to girls, and other adults, within the County.

Thank you for being inspirational and making a difference to the lives of girls in Girlguiding Hertfordshire.