

**CHARITY NO: SC010980**

**COMPANY NO: SC332331**

**THE GIRLS' BRIGADE IN SCOTLAND  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2021**



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## THE GIRLS' BRIGADE IN SCOTLAND

### REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

**Charity Name:** The Girls' Brigade in Scotland

**Registered Office & Operational Address:** 11A Woodside Crescent, Glasgow, G3 7UL.

**Charity Registration Number:** SC010980

**Company Registration Number:** SC332331

**Trustees:**

Jennifer Major, President  
Margaret Cooper, Vice President  
Gemma Dearie, Vice President  
Rev Barbara Ann Sweetin, Chaplain (Demitted office – 19 September 2020)  
Rev Jonathan Fleming, Chaplain (Entered office – 19 September 2020)  
Alexis Findlay  
Fiona Macfarlane  
Elaine Brown  
Iona Quilter  
Taylor Louise Bennett, Youth Representative  
Andrea Kirkhope, Youth Representative

**Secretary:** M Caroline Goodfellow, Chief Executive.

**Independent Examiners:** Wylie & Bisset LLP  
Chartered Accountants  
168 Bath Street  
Glasgow  
G2 4TP

**Bankers:** HBOS  
Sauchiehall Street  
Glasgow  
G2 3EY

**Solicitors:** Shepherd & Wedderburn  
191 W George Street  
Glasgow  
G2 2LB

**Insurers:** Boyd & Co (working with Royal Sun Alliance)  
7 Mill Street  
Paisley  
PA1 1LY

**Investment Managers:** Tilney Bestinvest  
130 St Vincent Street  
Glasgow  
G2 5

## **THE GIRLS' BRIGADE IN SCOTLAND**

### **REPORT OF THE TRUSTEES**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

The Directors of The Girls' Brigade in Scotland, who are also Trustees of the charity for the purposes of the Charities and Trustee Investment (Scotland) Act 2005, have pleasure in submitting to the Members their annual report with the financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Memorandum and Articles of Association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland.

The legal and administrative information on page one forms part of this report.

#### **Governing Document**

The Girls' Brigade in Scotland (GBS) is incorporated under the Companies Acts as a company limited by guarantee without share capital and is accordingly governed by a Memorandum and Articles of Association as adopted on incorporation of the company on 12 October 2007.

The Members of GBS have each guaranteed its liabilities up to £1.

GBS is also a registered Scottish Charity registered under Charity Number SC010980 with the Office of the Scottish Charities Regulator.

#### **Structure, Governance and Management**

The directors are both charity trustees and company directors. The directors include those designated as office bearers and all are elected by the Members of GBS in accordance with provisions set out in the Articles of Association. This requires nominations to be made in writing and in the event of there being more than one nomination for the relevant post, regulations made by GBS provide for the election of directors to be conducted by postal or electronic ballot of companies. Directors who hold the role of President, Vice President, and Treasurer are eligible for nomination for a maximum of two three year terms. The National Chaplain is elected for a term of three years and is not eligible for a further term. All other directors are elected for a three year term and are not eligible for re-election to the executive for a further two year period unless they are elected as office bearers or co-opted for a specific purpose.

As per the requirements of the Constitution, Mrs Jennifer Major, President and Mrs Margaret Cooper, Vice-President, will stand down at the Annual General Meeting on 18 September 2021, having completed their full term plus an additional year due to the pandemic. Nominations were sought and Mrs Laura Quilter was the sole nominee for the post of President with no ballot required. Three nominations were received for the post of Vice-President and an electronic ballot was held and Mrs Christine Bappoo elected. Both ladies will take up their posts after the AGM in September 2021.

## **THE GIRLS' BRIGADE IN SCOTLAND**

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##### **Structure, Governance and Management (continued)**

As per the Constitution, Ms Fiona Macfarlane and Mrs Alexis Findlay will step down from their roles as Elected Members having completed their term of office. There were also two vacancies from the previous year which meant nominations were sought for four Trustees. Four nominations were received from Ms Jayne Copeland, Ms Emma McNally, Mrs Janet McLeod and Mrs Karen Zelinski meaning no ballot was required. These ladies will take up their posts after the AGM in September 2021. Ms Taylor Bennett and Ms Aindrea Kirkhope will also stand down as Youth Representatives at the AGM. The Executive agreed not to seek nominations at this time but to review this in autumn 2021 when the new Trustees were in place and could assess the needs of the organisation at that time.

The Chief Executive acts as a Company Secretary to the company and is not a director of the company. The Chief Executive is therefore a non-voting attendee at meetings of the Executive.

Additional directors, whether members of GBS or otherwise, up to a maximum of three, may be co-opted for a maximum of two years on an annual basis by the Executive. There have been no co-options during this period.

##### **Directors' Induction and Training**

Directors are familiar with the work of the charity and will generally have held positions of responsibility within companies or divisions prior to being elected to the Executive.

GBS continues to be aware of its responsibility to provide training to directors on the role which they are undertaking in the governance of the charity. A 'Code of Conduct' for Directors is signed annually by all Directors and is updated as required to reflect any changes within the organisation. During the period under review, Governance training and written information on roles and responsibilities was provided as part of the Executive residential weekend and is undertaken by all Directors. Any new Director unable to attend this will undergo a separate induction process at a later stage. The Chief Executive provides updates on legislative and regulatory changes via regular reports to the Executive as well as providing updates and recommendations on good practice, particularly in areas of safeguarding, insurance and risk management. Similarly, regular updates are provided in respect of developments and issues arising in the sector.

##### **The Executive's Responsibilities**

The Executive is responsible for the management and supervision of all aspects of the work of GBS. In 2020 we reported a further decline in membership and closure of several Companies. The subsequent global pandemic added to these issues as while many Companies chose to engage virtually with their members through the whole of the 2020-21 session others did not. Membership fees were reduced to £10 for girls and Leaders, with a view to encouraging participation, via an e-enrolment process but, again, not everyone engaged in this. As a result, membership numbers and income were greatly reduced. Sadly, another 14 Companies have closed throughout the session, the majority due to lack of adult leaders or due to health concerns amongst Leaders due to the pandemic. This has been and is an ongoing source of concern for the Executive.

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**The Executive's Responsibilities (continued)**

The Executive has long been aware of the issues around long-term viability of the organisation as numbers have declined over the last 15 years and Covid-19 has added another dimension to this. Over the last 6 years solid foundations have been laid in areas of training, programmes, marketing etc. to support Companies to grow and develop. Some have embraced this with good results, but others have not been able to make the same progress while others have closed. As noted in last year's report there have also been other internal issues which have diverted time from the core business and development of GBS. Again, the pandemic has contributed to further decline but is in no way the sole reason for where GBS is today. In response to the current position the Executive has drawn up a Strategic Plan for 2021-24 known as Building for the Future. The focus is on supporting Companies to restart, reconnect with their girls and to rebuild their Companies following a 17 month period of no face-to-face activities due to the pandemic. Support will be provided around four key areas:

- Planning to Restart
- Working with Restricted Numbers
- Programmes and Activities
- Emotional health and wellbeing

These will be delivered via a series of webchats and webinars and will be available to all Leaders.

Other areas of work will continue as planned but using virtual technology where appropriate and Companies/Divisions will also continue to use virtual platforms.

As part of the Strategic Plan, a Contingency Plan was drawn up and circulated to members. This clearly sets out the concerns about the long-term viability of the organisation and explains how the Executive will monitor and review the situation. This part of the plan sets out clear minimum membership targets for the next three years and potential options should the situation deteriorate further. Obviously, this is very much a contingency which we hope not to have to action, and the full focus of the Executive remains on stabilising and rebuilding GBS.

In a normal year, the Executive meets five times per annum, receiving reports from groups, or sub-groups. During the year under review, the Executive has met much more frequently for shorter periods via Zoom and has found this beneficial. It is likely that virtual meetings will continue as appropriate with the additional benefit of reducing time for travelling and financial costs. In respect of decision making, this is done following detailed discussion and briefings, usually by consensus but voting may take place for major decisions. The responsibility for implementing and delivering decisions, policies and procedures agreed by the Executive is devolved to the Chief Executive and the staff team at GB HQ.

The Executive's responsibilities include:

- Promoting the aims and objectives of GBS, as noted below;
- Promoting the best interests of GBS;
- The administration of the organisation and of all its assets in the interest of its current and future beneficiaries;
- Bringing independent judgement to bear on issues of strategy, resources and performance; and
- Encouraging the delivery of programmes to members of GBS to the highest possible standards.

## **THE GIRLS' BRIGADE IN SCOTLAND**

### **REPORT OF THE TRUSTEES**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

##### **Chief Executive**

The Chief Executive is the senior member of staff of GBS and Company Secretary of The Girls' Brigade in Scotland as a charitable company. The Chief Executive is responsible for the day to day management of the affairs of GBS and for implementing the policies agreed by the Executive.

##### **Objectives and Activities**

The principal objective of GBS continues to be to help girls become followers of the Lord Jesus Christ and through self-control, reverence and a sense of responsibility to find a true enrichment of life.

##### **Achievements and Performance**

GBS is a Christian based, inter-denominational organisation, which has operated throughout Scotland for 125 years. Membership is open to girls/young women across the social and economic spectrum; from all faiths or none and from a wide variety of cultural backgrounds. It is our policy, wherever possible, to include those who are challenged by physical or mental disability. The key objects of GBS are as outlined in the Constitution:

*"To help girls become followers of the Lord Jesus Christ, and through self control, reverence and a sense of responsibility, find true enrichment of life. This is done by the formation, development, encouragement and support of local groups for the purposes of training and development of individual capabilities, skills and understanding of the social challenges facing young people as they grow in wisdom and stature, such education and teaching to include respect for other religions."*

To assist in delivering these objectives, GBS has a small professional staff team who deliver support to adult volunteer leaders in respect of training, programmes, materials, activities/events so that they may support girls/young women from P1-S6 in delivering the above objectives. In addition, the activities and training offered to membership is based on the Curriculum for Excellence and GIRFEC with the aim of encouraging our members to be successful learners, confident individuals, effective contributors and responsible citizens.

Further to the decision taken by the Executive in August 2019, as reported previously, GBS withdrew from the Duke of Edinburgh Award Scotland on 31 October 2020. Thanks are expressed to DofE Scotland for working with GBS and the individual Divisions to ensure a smooth transition to other Licensed Operators so that those who wish to continue participating in the Duke of Edinburgh Award can continue to do so.

The GBS Road Map for reopening, agreed in June 2020, was implemented as outlines with regular review dates along the way. While it had been hoped that Companies would be able to operate face-to-face later in 2020 the continuing Covid-19 restrictions made this impossible and it will be August 2021 before Companies can return to meet in person. This has been a huge challenge for Leaders, Staff, girls, and their parents. The promotional video to promote the 2020-21 session and announcement of the E-Enrolment with reduced fees proved popular with families and Leaders and was a useful tool to encourage participation. A series of Webchats were held with Captains/Leaders-in-Charge prior to the start of the 2020-21 session to provide support and to offer an opportunity for questions. These proved to be a useful tool for all concerned.

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**Achievements and Performance (continued)**

The Executive developed a very successful 'At Home with Gracie' weekly programme for each age group and this was used from August to December 2020 by many Companies as part of their virtual offering. Age-appropriate worship videos from clergy and lay people across Scotland proved particularly popular along with a wide range of themed activities and thanks are expressed to all who contributed. Some Companies used this material exclusively while others opted for a pic-n-mix approach to supplement their own programmes. Some Leaders found it difficult to engage girls virtually; virtual overload and lack of IT provision being the key issues. Larger Companies found it challenging to work with large groups of girls and had to rely on Leaders providing extra support rather than the norm of one meeting night. Many Companies prepared individual packs for girls, and these were hand delivered or posted to members at home throughout the session to ensure that no girl missed out on participation because of not having the necessary materials to hand. Rev Jonathan Fleming, National Chaplain, also ran a taster session in August 2020 for Brigaders and Leaders using the Wisdom House material from Care for the Family. This was picked up by many Companies who found the material relevant and helpful in engaging young women in topical discussions of the day. We extend our thanks to Care for the Family for allowing us to use this material. From January 2021 the Executive encouraged Companies to plan their own programmes again in the hope that a return to face-to-face work would happen before too long but provided a list of themes to support and encourage participation. Further lockdown meant that Companies could not restart but we are extremely grateful to those Leaders who actively engaged with girls and young women in a variety of creative and innovative ways throughout the session.

A successful Annual General Meeting was held on 19 September 2020 via Zoom and attracted over 120 Leaders which was a significant increase compared to previous years.

Several Commissioners' Forums have been held virtually to allow Commissioners to provide updates about local issues and to share dialogue with the Executive about Covid-19 restrictions, support for Companies and the new Strategic Plan. These have been well attended.

The Gold Leadership Residential Training planned for June 2020 was cancelled due to the pandemic, but a revised virtual course was held over a 6-week period and attracted a good number of trainees. The lead volunteer trainer opted to use Google Classrooms and this platform worked well for trainees and trainers alike. Once the 6-week course was concluded, personal assignments were allocated as they would normally have been. Trainees were very creative in delivering on-line physical activities to girls, for example, and all of them completed their Gold Level training earlier this year with many moving to being commissioned as Leaders. The virtual format proved popular with the majority of Trainees and a further course is planned for September/October 2021.

Induction Training normally consists of a one-day training course and four of these are held each year. The pandemic resulted in these being cancelled but, again, the Training Team adapted to the situation and a course was held over 4 Zoom sessions in March/April 2021 with 28 successful Trainees. Further courses are planned to optimise the number of trained Leaders available when face to face work restarts in August 2021.



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##### **Achievements and Performance (continued)**

Queen's Award continued to work under revised guidelines which had been developed in 2020 with great success. The Queen's Award Citizenship written examination was replaced by a QA Chat via Zoom with individual candidates. This proved popular with QA candidates as they felt it allowed them to express themselves more clearly and to provide fuller answers than they may have done via a written paper. The normal Queen's Award Participation Day, the final stage of the Award process, was scheduled for March 2021 but had to be adapted to meet current restrictions. A series of 4 Zoom modules were held over an 8-week period focusing on the International Women's Day theme for 2021 - #ChoosetoChallenge. The sessions included Faith in an uncertain world, gender inequality, mental health, etc. with participants interacting with the QA team. Personal and group tasks were allocated and there was a very high standard of standard of presentation during the group tasks. Fourteen young people completed the course and have now gained their Queen's Award. Again, the virtual format suited candidates in terms of study, work commitments, travel, and cost. The Executive will review the possibility of continuing with virtual technology or a hybrid model for future years.

The first STEM (Science, Technology, Engineering and Math) competition for GBS was held during the period under review. Companies were asked to select the work of a female scientist and submit a multi-media presentation which involved girls from P1-S6. Submissions were made digitally and the judging panel, assisted by an external scientist, reported a very high standard of entry. Planning for future competitions is already underway.

The long awaited Jean T Morrison Memorial Competition was finally held towards the end of 2020. The original format had been for a Brigader Section cooking competition, but it was agreed to extend the format to include girls from all Sections as it would be a virtual event. Entries were submitted for each Section for specific cooking tasks which had to be carried out at home, photographed and submitted with age-appropriate supporting text. The judging panel selected 3 finalists from each Section who were given another specific recipe to follow, and they cooked these live via Zoom. Gary McLean, National Chef of Scotland and former Masterchef the Professionals winner, judged each final with an internal GBS panel. The standards set by all age groups was high and we are very grateful to Gary but also the parents who allowed us access to their homes. Plans are underway for a further competition in session 2022-23 with the hope that this can be held in person.

In November 2020, an unexpected invitation to support the work of CHSS (Chest Heart Stroke Scotland) via their ChristMask campaign was received. After discussion with CHSS it was agreed that GBS would support the campaign and various socially distanced photoshoots were set up showing girls, parents, carers and leaders wearing the new range of CHSS masks. This was a great tool to assist promotion in local areas across Scotland. In addition, GBS ran a design your own Christmas Mask Competition. Despite this being at short notice hundreds of mask entries were received and proved a challenge to the judging panel. CHSS has expressed their thanks to GBS members for the support in practical and financial terms and it is planned to continue to work with CHSS as appropriate, including programme material development for Brigaders to raise awareness of these health issues.

The planned merger of Edinburgh and Midlothian Division reported on last year was delayed further by the pandemic but a meeting to dissolve the Division was held virtually on 10 March 2021. At that time agreement was given to wind up the Division with Companies moving to Borders and West Lothian Divisions, respectively. The process of deregistering from OSCR and closing bank accounts continues.

## **THE GIRLS' BRIGADE IN SCOTLAND**

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##### **Achievements and Performance (continued)**

GBS has continued its involvement with Girls' Brigade Europe but there were no formal meetings held until April 2021 with a subsequent virtual AGM in June 2021. GB International has announced that the planned International Council of Girls' Brigade's four yearly meeting will be held virtually in 2022 and GB Scotland will participate in this.

The range of initiatives started last year – Let's Talk, Let's Pray and Let's Share – have continued on an occasional basis but it is planned to re-introduce them as regular opportunities for members in the 2021-22 session.

It has been a challenging year for GBS, its members and staff alike but that is a common theme across the youthwork sector, let alone the wider world. However, there have also been many positive experiences throughout the session as we have tried new technology to allow our work to continue, found new levels of innovation and creativity with increased communication and understanding between volunteers and staff. Overall, there has been a real team spirit as everyone tries to do their best for the girls in their care as that is the real focus of the work of Girls' Brigade. Indeed, that is at the heart of our strategic plan for 2021-2024 – '*Girls are at the heart of GB Scotland*'. The pandemic has brought a steep learning curve to all involved in youth work and while we acknowledge that it has been difficult at times, we must celebrate the positive and embrace the lessons learned to equip us for whatever may lie ahead in dealing with the ongoing Covid-19 issues. While some changes may have been forced upon us as an organisation there is now an understanding that digital technology offers many opportunities to effectively improve time management for volunteers and staff, to allow instant communication to resolve issues rather than finding a date that suited everyone to meet in person as well as reducing financial costs, travel time, etc.

The office remains closed at present except for intermittent GB Supplies or office functions which require staff to be in the office for short periods. The nature of the building is not ideal in terms of Covid-19 planning and there is, by nature of the age of the building, poor ventilation in a basement and sub-basement. The situation continues to be monitored carefully.

The Executive has set out a clear strategic plan, including a Contingency Plan which is transparent and reflects the challenges which lie ahead along with a commitment to explore longer term options, if required. The focus for everyone must be on 'Building for the Future' to reconnect and rebuild the organisation to allow long term viability. There is a solid foundation to work from as key areas such as programmes, training, governance, etc. have all been updated in recent years and now is the time to build on these if GBS is to have a long-term future.

Again, we wish to thank the Corra Foundation who extended our funding for another year to help support staff and core costs throughout the year. The Corra Foundation administers the Children, Young People and Families Early Intervention Fund on behalf of Scottish Government, and we extend our grateful thanks to them for their continued support and guidance throughout the year. We also extend gratitude to the Scottish Government for their continued support.

For further information, a copy of the Annual Report will be available via the GBS website [www.girls-brigade-scotland.org.uk](http://www.girls-brigade-scotland.org.uk) after the Annual Meeting, to be held virtually on Saturday 18 September 2021.

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**Financial Review**

GBS has incurred an operating deficit of £10,535 in the year. However, after adjustment for both realised and unrealised investment gains of £73,513 in the year the net movement in funds was a surplus of £62,978.

Prior to realised and unrealised gains in the year, GBS incurred an operational deficit of £10,535 in the year. This was less than anticipated but was, in the main, due the fact that membership fees are allocated in arrears which means that 9 months of the fee income is from 2019-20 with only the last quarter reflecting income from 2020-21. The reduced membership fee of £10 proved popular with Companies although less than 50% of the total membership from 2019-20 chose to pay fees and these factors will impact heavily on the 2021-22 financial year. The Executive has also agreed to offer a reduced fee of £15 for all members in the current year and this will also impact on the bottom line in 2022-23. Budgets for 2021-22 and 2022-23 have been approved by the Executive at a meeting in June 2021 with both budgets showing significant deficits. The Executive is aware that 'planned' deficits of this nature cannot become the norm as it will erode the investment portfolio but has taken the view that this is an investment in Companies to help them reopen and grow again.

The Executive has also agreed to reduce the 3 full time staff to 4 days per week as part of an overall package of cost reduction measures. The savings are not huge, but staff salaries are the highest cost in the budget and to maintain the status quo is a luxury which the organisation cannot afford or justify at present. Naturally, with a reduction in hours worked there will come a reduction in service but the Chief Executive is working to minimise the impact to the membership. The Executive is also exploring options about what is required in respect of office space/supplies going forward. Many third sector organisations have already taken the decision to downsize their offices and this may be an option for GBS going forward.

While it was anticipated that GB Supplies income would be significantly reduced the reality is that income was less than anticipated. The Supplies Coordinator worked until June 2020 when she was furloughed part-time. GB Supplies income has continued to decline over the last few years, and this is, in part, due to a declining membership but is not the sole reason. Throughout the year, the Executive has considered several options for Supplies, including outsourcing but this was not viable. Following discussion with the Supplies Coordinator it has been agreed that she will reduce her working hours to 3 days per week over a 39-week contract.

The Scottish Government has again announced that the funding stream for the Children, Young People and Families Early Intervention Fund will continue for one further year for all organisations that were in receipt of funding. This will now end on 31 March 2022. As noted in last year's report, GBS had not applied for the new funding stream in 2019 but is extremely grateful to the Scottish Government and the Corra Foundation for the £60,000 grant funding which has helped offset the deficit for the period under review and will have a similar impact for the financial year 2021-22.

When agreeing the Strategic Plan and Contingency Plan on 15 April 2021 and at a subsequent meeting on 24 June 2021, the Executive reviewed the overall financial position of the organisation. It was agreed that GBS will be able to meet its financial commitments for at least the next three years, as a minimum, despite the consequences of the pandemic and membership decline. As already reported, the Contingency Plan sets out clear parameters which will be reviewed by the Executive annually.

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**Reserves Policy**

The Executive has determined that whenever possible uncommitted uninvested funds should be not less than three and ideally equal to six months expenditure on a normal basis, in order to enable the organisation to continue if there were to be a significant drop in income. GBS is in a position to confirm this as noted in the Financial Review statement above. This does not take in to account the costs of winding up the company or making staff redundant. At 31 March 2021 unrestricted reserves amounted to £771,007 (2020 - £706,055) and the free cash at bank was sufficient to meet the Executive target for reserves.

**Investment Policy & Performance**

The Executive has appointed Tilney Bestinvest to manage its investment portfolio on a discretionary basis. The Policy is to maximise the long term return on the investment fund subject to the risks normally associated with a balanced approach to portfolio management. Within that policy a conservative risk strategy is adopted. Regular reports are provided to the Chief Executive by the Fund Manager on their stewardship of the funds under management.

**Risk Assessment**

The Executive has undertaken a risk analysis in order to identify the major risks to which GBS may be exposed. These risks have been reviewed and steps taken to mitigate the risks.

**Plans for future periods**

At the time of writing this report, Scotland is planning to move to Level 0 and GBS is planning and preparing for a return to face-to-face work, subject to Covid-19 restrictions and guidance, from week commencing 23 August 2021. Companies will require to submit newly revised Risk Assessments for GBS and their venue provider, whether Church, school, or community hall. Strict adherence with Covid-19 guidance about social distancing, masks, cleaning, sanitisation, etc. will be required to ensure everyone is kept as safe as possible. Some Companies will have too many girls to be able to meet at full capacity and meet the requirements so alternative solutions to this are being sought to meet local need. Some Companies have already indicated that they will restart digitally for a few weeks. All models are possible and welcomed by the Executive to allow girls and leaders to feel comfortable, safe, and supported. Should further lockdowns become a reality, GBS will be able to help transition Companies quickly to a digital programme through a variety of initiatives which are currently being developed.

The strategic plan, Building for the Future sets out the plans for the year with the overarching theme of focus on supporting Companies and Divisions to rebuild, recover from and live with the effects of a global pandemic. Flexibility in all areas of work will be essential to accommodate the needs of the membership.

Girls' Brigade Scotland will:

- Provide a simple survey template for Companies to send to parents/carers to determine who is likely to return, what has worked well/or not for them during the lock down period, any concerns they have about returning to face-to-face work, etc. This will provide Companies with a starting point to help develop programmes for the session.

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**Plans for future periods (continued)**

- Provide a series of webinars/web chats for Captains/Leaders-in-Charge in the first instance but also for all interested Leaders. The themes for these will be:
  - **Planning to restart** – Risk Assessments, Working in Partnership with Church/Hall provider, practical preparations. Explaining why, unless there is a major change to anticipated restrictions, recruitment cannot be a priority for all in the year ahead.
  - **Working with restricted numbers** – working with composite age groups, blended model of face-to-face and Zoom/Teams when required.
  - **Programmes and Activities** – what can be done safely or adapted to fit restrictions but also to encourage Leaders to give girls space to simply be and interact after a lengthy period of being in lockdown.
  - **Emotional and Mental Wellbeing** – supporting Leaders as they restart face-to-face work and equipping them with the basic knowledge of how to support girls and young women, many of them having struggled during lockdown, returning to education, etc.
- Work with individual Companies experiencing difficulties in securing a venue with a view to finding a temporary alternative.
- The Executive and Staff Team will work with Commissioners to provide key updates about operational activities plus Covid-19 restrictions, what they may mean for Companies and provide guidance on how to support individual Companies or local areas in the event of different restrictions operating on a tiered system from area to area.
- We will invite Chaplains to attend a webinar(s) to hear first-hand how the Executive plans to support Companies to re-open, what part they can play in offering emotional and mental health support, etc.
- Continue to provide Induction Training virtually on a regular basis to ensure that as many Leaders as possible are available to work in Companies. This is particularly important as the Government guidance is that there should be different Leaders with each group wherever possible.
- Continue to deliver Queen's Award using the current model including GB Citizenship via Zoom chats rather than a written paper.
- Will deliver a virtual, inter-active AGM in September 2021.
- Continue to use virtual technology for most meetings, training and any other situation which arise to reduce time commitments for volunteers and staff as well as making financial savings. Companies will also be encouraged to use virtual technology when meeting venues are unavailable, or weather is inclement with a view to avoid cancellation of weekly meetings.
- Executive will prepare a contingency plan to support Companies immediately should a third wave of Covid-19 cause a further period of lockdown.
- Continue to participate in GB Europe and GB International as appropriate.

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**Statement of trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

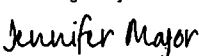
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the 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) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the trustees and signed on their behalf by:

DocuSigned by:  
  
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Name: Jennifer Major

Date: 30 August 2021

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE GIRLS' BRIGADE IN SCOTLAND FOR THE YEAR ENDED 31 MARCH 2021**

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 14 to 28.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention

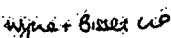
1. which gives me reasonable cause to believe that in any material respects the requirements:

- to keep accounting records in accordance with Section 44 (1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:



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Jenny Simpson BSc (Hons) FCA DChA

**Wylie & Bisset LLP**

Chartered Accountants

168 Bath Street

Glasgow

G2 4TP

Date: 30 August 2021

## THE GIRLS' BRIGADE IN SCOTLAND

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2021

(Including an Income and Expenditure account)

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
<b>Income and endowments from:</b>							
Donations and legacies	4	978	60,000	60,978	3,446	60,000	63,446
Charitable activities	5	151,603	3,560	155,163	243,101	12,840	255,941
Investments	6	17,015	-	17,015	22,842	-	22,842
Other incoming resources	7	-	8,760	8,760	-	-	-
<b>Total Income</b>		<b>169,596</b>	<b>72,320</b>	<b>241,916</b>	<b>269,389</b>	<b>72,840</b>	<b>342,229</b>
<b>Expenditure on:</b>							
Raising funds							
Investment & management	8	6,374	-	6,374	7,370	-	7,370
Charitable activities	10	174,355	71,722	246,077	292,425	68,767	361,192
<b>Total Expenditure</b>		<b>180,729</b>	<b>71,722</b>	<b>252,451</b>	<b>299,795</b>	<b>68,767</b>	<b>368,562</b>
<b>Net (expenditure)/income and net movement in funds before gains and losses on Investments</b>		<b>(11,133)</b>	<b>598</b>	<b>(10,535)</b>	<b>(30,406)</b>	<b>4,073</b>	<b>(26,333)</b>
Net gains / (losses) on investments		73,513	-	73,513	(109,682)	-	(109,682)
<b>Net income / (expenditure)</b>		<b>62,380</b>	<b>598</b>	<b>62,978</b>	<b>(140,088)</b>	<b>4,073</b>	<b>(136,015)</b>
Transfer between funds		2,572	(2,572)	-	-	-	-
<b>Net movement in funds</b>		<b>64,952</b>	<b>(1,974)</b>	<b>62,978</b>	<b>(140,088)</b>	<b>4,073</b>	<b>(136,015)</b>
<b>Funds reconciliation</b>							
Total Funds brought forward	20	706,055	27,665	733,720	846,143	23,592	869,735
<b>Total Funds carried forward</b>	<b>20</b>	<b>771,007</b>	<b>25,691</b>	<b>796,698</b>	<b>706,055</b>	<b>27,665</b>	<b>733,720</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



**THE GIRLS' BRIGADE IN SCOTLAND**  
**BALANCE SHEET AS AT 31 MARCH 2021**

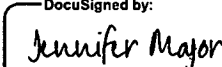
	Note	Total Funds 2021 £	Total Funds 2020 £
<b>Fixed assets:</b>			
Tangible assets	14	-	-
Investments	15	537,062	469,148
<b>Total Fixed Assets</b>		<b>537,062</b>	<b>469,148</b>
<b>Current assets:</b>			
Stocks	16	50,235	53,852
Debtors	17	5,854	48,185
Cash at bank and in hand		242,677	347,352
<b>Total Current Assets</b>		<b>298,766</b>	<b>449,389</b>
<b>Liabilities:</b>			
Creditors falling due within one year	18	(39,130)	(184,817)
<b>Net Current assets</b>		<b>259,636</b>	<b>264,572</b>
<b>Net assets</b>		<b>796,698</b>	<b>733,720</b>
<b>The funds of the charity:</b>			
Restricted income funds	20	25,691	27,665
Unrestricted funds	20	771,007	706,055
<b>Total charity funds</b>		<b>796,698</b>	<b>733,720</b>

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to the members of the company.

For the year ended 31 March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the trustees and signed on their behalf by:

DocuSigned by:  
  
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 Name: Jennifer Major

DocuSigned by:  
  
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 Name: Margaret Cooper

Date: 30 August 2021

**Company No: SC332331**

## **THE GIRLS' BRIGADE IN SCOTLAND**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

#### **1. Accounting Policies**

##### **(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

##### **(b) Funds structure**

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created funds for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed, or through the terms of an appeal.

Further details of each fund are disclosed in note 20.

##### **(c) Income recognition**

Income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations, are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

## **THE GIRLS' BRIGADE IN SCOTLAND**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

#### **1. Accounting Policies (continued)**

##### **(c) Income recognition (continued)**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

Income from government and other grants, whether 'capital' or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service deferred until the criteria for income recognition are met (see note 19).

##### **(d) Expenditure recognition**

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 settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (e) below.

- Costs of raising funds comprise the costs incurred in managing the rental of premises activities, including staff costs, rental costs, repairs and associated support costs;
- Expenditure on charitable activities includes expenditure on activities undertaken to further the purposes of the charity and their associated support costs;

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

##### **(e) Allocation of support and governance costs**

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on staff time spent. The allocation of support and governance costs is analysed in note 9.

## THE GIRLS' BRIGADE IN SCOTLAND

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

#### 1. Accounting Policies (continued)

##### (f) Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised and valued at historical cost. Depreciation is charged as follows:

	<b>Basis</b>
Furnishings	25% Reducing balance
Computer equipment	33% Straight Line

Freehold land and buildings are not depreciated because it is the policy of The Girls' Brigade in Scotland to maintain the property to a high standard and the cost of maintenance is charged to revenue in the year in which it is incurred. In the view of the Executive, the property is recorded at residual value and therefore no provision for depreciation has been made.

##### (g) Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Charity does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

##### (h) Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

##### (i) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### (j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### (k) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

## **THE GIRLS' BRIGADE IN SCOTLAND**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

#### **1. Accounting Policies (continued)**

##### **(l) Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

##### **(m) Employee Benefits**

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

##### **(n) Pensions**

During the year the charity made payments in respect of pension contributions at a rate of 7% to the People's Pension Fund.

##### **(o) Operating leases**

The charity classifies the lease of property and equipment as operating leases. The title to the property and equipment remains with the lessor. The equipment is replaced every 5 years whilst the economic life of such equipment is normally 10 years. Rental charges are charged on a straight line basis over the term of the lease.

##### **(p) Financial instruments**

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### **(q) Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the Directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

## THE GIRLS' BRIGADE IN SCOTLAND

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

#### 1. Accounting Policies (continued)

##### (q) Judgements and key sources of estimation uncertainty (continued)

The trustees are satisfied that the accounting policies are appropriate and applied consistently. Key sources of estimation have been applied as follows;

<u>Estimate</u>	<u>Basis of estimation</u>
Depreciation of fixed assets	Fixed assets are depreciated and amortised over the useful life of the asset. The useful lives of fixed assets are based on the knowledge of the operations team, with reference to assets expected life cycle.

##### (s) Taxation

The company is a charitable company within the meaning of Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 of Part 11 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied for charitable purposes only.

#### 2. Legal status of the charity

The charity is a registered Scottish charity.

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

#### 3. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2020: £nil).

During the year there were no travel expenses reimbursed (2020: a total of £1,444 was reimbursed to 6 trustees). There was also trustee indemnity insurance covering all of the trustees at a cost of £1,168 (2020: £1,168). During the year there were no expenses paid on behalf of trustees (2020: a total of £1,722 was paid on behalf of trustees in respect of travel and meeting costs).

During the year no trustee had any personal interest in any contract or transaction entered into by the charity (2020: none). No expenses were waived by trustees during the year (2020: none).

#### 4. Income from donations and legacies

	2021	2020
	£	£
Donations	978	3,446
Scottish Government HQ Grant	60,000	60,000
	<u>60,978</u>	<u>63,446</u>

# THE GIRLS' BRIGADE IN SCOTLAND

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

### 5. Income from charitable activities

	2021 £	2020 £
Memberships, support, training & development	155,163	253,911
AGM	-	2,030
	<u>155,163</u>	<u>255,941</u>

### 6. Investment income

	2021 £	2020 £
Dividends and interest on listed investments	17,015	22,842
	<u>17,015</u>	<u>22,842</u>

### 7. Other incoming resources

	2021 £	2020 £
CJRS Grant	8,760	-
	<u>8,760</u>	<u>-</u>

### 8. Raising funds - Investment management costs

	2021 Direct Costs £	2021 Support Costs £	2021 Total £	2020 Direct Costs £	2020 Support Costs £	2020 Total £
Investment Management Fees	6,374	-	6,374	7,370	-	7,370
	<u>6,374</u>	<u>-</u>	<u>6,374</u>	<u>7,370</u>	<u>-</u>	<u>7,370</u>

### 9. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown in the table below:

Cost type	2020 Total allocated £	2020 Governance related £	2020 Other support costs £	Basis of apportionment
Staff costs	79,979	10,776	69,203	Staff time
<b>Total</b>	<u>79,979</u>	<u>10,776</u>	<u>69,203</u>	

Cost type	2021 Total allocated £	2021 Governance related £	2021 Other support costs £	Basis of apportionment
Staff costs	79,321	10,705	68,616	Staff time
<b>Total</b>	<u>79,321</u>	<u>10,705</u>	<u>68,616</u>	

#### Governance costs:

	2021 £	2020 £
Independent examiners remuneration	1,720	1,720
Support costs (see above)	10,705	10,776
	<u>12,425</u>	<u>12,496</u>

**THE GIRLS' BRIGADE IN SCOTLAND****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021****9. Allocation of governance and support costs (continued)**

Allocation of governance and other support costs:

	<b>2021 Support Costs £</b>	<b>2021 Governance Costs £</b>	<b>2021 Total £</b>	<b>2020 Support Costs £</b>	<b>2020 Governance Costs £</b>	<b>2020 Total £</b>
Membership, support, training & development	68,616	12,425	81,041	69,203	12,496	81,699
Total allocated	<u>68,616</u>	<u>12,425</u>	<u>81,041</u>	<u>69,203</u>	<u>12,496</u>	<u>81,699</u>

**10. Analysis of expenditure on charitable activities**

	<b>2021 Total £</b>	<b>2020 Total £</b>
Staff costs	79,282	87,778
Rent, rates & property costs	16,770	26,860
Postage, stationery, printing & advertising	1,974	21,161
Purchases/cost of sales	7,731	41,182
Equipment, depreciation & repairs	12,665	17,606
Consultancy costs, conferences & exhibitions	-	1,703
Other expenses	46,614	83,203
Governance costs (note 9)	12,425	12,496
Support costs (note 9)	68,616	69,203
	<u>246,077</u>	<u>361,192</u>

**11. Analysis of staff costs and remuneration of key management personnel**

	<b>2021 £</b>	<b>2020 £</b>
Salaries and wages	140,457	146,579
Social security costs	8,372	10,445
Employer contributions to defined contribution pension schemes	9,719	9,751
Total staff costs	<u>158,548</u>	<u>166,774</u>
Key Management Personnel Remuneration	<u>118,113</u>	<u>118,213</u>

The charity made payments of £9,693 (2020: £9,751) to the pension provider during the year in respect of pension contributions.

No employees had employee benefits in excess of £60,000 (2020: Nil).

	<b>2021 No.</b>	<b>2020 No.</b>
Average number of employees, analysed by function:		
National Officials (full-time)	1	1
Administration Staff (part & full time)	3	3
Supplies Staff (part & full time)	1	1
	<u>5</u>	<u>5</u>



**THE GIRLS' BRIGADE IN SCOTLAND****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021****12. Net income/(expenditure) for the year**

This is stated after charging:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Independent Examiners' Fees	1,720	1,720

**13. Government Grants**

Income from government grants comprises:

**Scottish Government** - £60,000 (2020: £60,000) restricted income grant to be used by the charity to provide support towards children and young people having the best chance to reach their potential, becoming successful learners, confident individuals, effective contributors and responsible citizens. The grant was fully expended at the year end.

**Youthlink Scotland** - £nil (2020: £11,480) restricted income grant was provided for the cost of external trainers and to assist in the running of Commissioners Forums.

**UK Government CJRS** - £8,760 (2020: £nil) income from government grants as part of the Coronavirus Job Retention Scheme. The purpose of the grant is to ensure employers can pay and retain staff during the COVID-19 pandemic.

**14. Tangible Fixed Assets**

	<b>Furniture Fixtures &amp; Equipment £</b>	<b>Total £</b>
<b>Cost or valuation</b>		
At 1 April 2020	5,147	5,147
Additions	-	-
Disposals	-	-
At 31 March 2021	5,147	5,147
<b>Depreciation</b>		
At 1 April 2020	5,147	5,147
Charge for the year	-	-
Eliminated on disposals	-	-
At 31 March 2021	5,147	5,147
<b>Netbook Value</b>		
At 31 March 2021	-	-
At 31 March 2020	-	-

## THE GIRLS' BRIGADE IN SCOTLAND

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

#### 15. Fixed Asset Investments

<b>Movement in fixed asset listed investments</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Market value brought forward at 1 April 2020	469,148	584,289
Add: additions to investments at cost	36,174	19,591
Disposals at carrying value	(38,339)	(23,520)
Add net gain/(loss) on revaluation	70,079	(111,212)
Market value as at 31 March 2021	<u>537,062</u>	<u>469,148</u>
Historic cost as at 31 March 2021	<u>480,287</u>	<u>485,498</u>

<b>Investments at fair value</b>	<b>2021</b>	<b>2020</b>
<b>Comprised:</b>	<b>£</b>	<b>£</b>
Equities	537,062	469,148
<b>Total</b>	<u>537,062</u>	<u>469,148</u>

#### Listed Investments

Included within the investments are the following shareholdings:

	<b>2021</b>	<b>% of</b>
	<b>£</b>	<b>portfolio</b>
INVESCO Fund Managers IP Corporate Bond	38,444	7.16
UK Govt GILT 2%	28,860	5.37
UK Govt GILT 4.125%	37,079	6.90
Prudential	26,959	5.02
AXA Framlington	31,535	5.87
Baillie Gifford	30,700	5.72
Astrazeneca	28,988	5.40

All investments are carried at their fair value. Investment in equities and fixed interest securities are all traded in quoted public markets, primarily the London Stock Exchange. Holdings in common investment funds, unit trusts and open-ended investment companies are at the bid price. The basis of fair value for quoted investments is equivalent to the market value, using the bid price. Asset sales and purchases are recognised at the date of trade at cost (that is their transaction value).

The significance of financial instruments to the ongoing financial sustainability of the charity is considered in the financial review and investment policy and performance sections of the Trustees' Annual Report.

The charity manages these investment risks by retaining expert advisors and operating an investment policy that provides for a high degree of diversification of holdings within investment asset classes that are quoted on recognised stock exchanges. The charity does not make use of derivatives and similar complex financial instruments as it takes the view that investments are held for their longer term yield total return and historic studies of quoted financial instruments have shown that volatility in any particular 5-year period will normally be corrected.

**THE GIRLS' BRIGADE IN SCOTLAND****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021****16. Stock**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Goods for resale	50,235	53,852
	<u>50,235</u>	<u>53,852</u>

**17. Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	253	586
Other debtors	123	352
Prepayments and accrued income	5,478	47,247
	<u>5,854</u>	<u>48,185</u>

**18. Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	20	38,554
Other creditors and accruals	14,755	16,534
Deferred income (Note 19)	24,355	129,729
	<u>39,130</u>	<u>184,817</u>

**19. Deferred income**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Balance as at 1 April 2020	129,729	131,320
Amount released to income earned from charitable activities	(129,729)	(131,320)
Amount deferred in year	24,355	129,729
Balance as at 31 March 2021	<u>24,355</u>	<u>129,729</u>

Deferred income comprises membership fee income received in advance.

# THE GIRLS' BRIGADE IN SCOTLAND

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

### 20. Analysis of charitable funds

Analysis of Fund movements 2020	Restated Balance b/fwd £	Income £	Expenditure £	Transfers £	Gains/ (Losses) £	Fund c/fwd £
<b>Unrestricted funds</b>						
Development Fund	114,615	-	(13,937)	-	-	100,678
Fixed assets	4,073	-	(4,073)	-	-	-
<b>Total designated funds</b>	118,688	-	(18,010)	-	-	100,678
General funds	727,455	269,389	(281,785)	-	(109,682)	605,377
<b>Total unrestricted funds</b>	846,143	269,389	(299,795)	-	(109,682)	706,055
<b>Restricted funds</b>						
Companies in Abeyance	6,258	1,360	-	-	-	7,618
J T Morrisons Memorial	3,919	-	-	-	-	3,919
Middleton Awards	7,593	-	-	-	-	7,593
Scottish Government	-	60,000	(60,000)	-	-	-
Somerville Award	5,822	-	-	-	-	5,822
Youthlink Scotland	-	11,480	(8,767)	-	-	2,713
<b>Total restricted funds</b>	23,592	72,840	(68,767)	-	-	27,665
<b>TOTAL FUNDS</b>	869,735	342,229	(368,562)	-	(109,682)	733,720

Analysis of Fund movements 2021	Balance b/fwd £	Income £	Expenditure £	Transfers £	Gains/ (Losses) £	Fund c/fwd £
<b>Unrestricted funds</b>						
Development Fund	100,678	-	(490)	2,572	-	102,760
<b>Total designated funds</b>	100,678	-	(490)	2,572	-	102,760
General funds	605,377	169,596	(180,239)	-	73,513	668,247
<b>Total unrestricted funds</b>	706,055	169,596	(180,729)	2,572	73,513	771,007
<b>Restricted funds</b>						
Companies in Abeyance	7,618	3,560	-	(2,572)	-	8,606
J T Morrisons Memorial	3,919	-	(249)	-	-	3,670
Middleton Awards	7,593	-	-	-	-	7,593
Scottish Government	-	60,000	(60,000)	-	-	-
Somerville Award	5,822	-	-	-	-	5,822
UK Government - CJRS	-	8,760	(8,760)	-	-	-
Youthlink Scotland	2,713	-	(2,713)	-	-	-
<b>Total restricted funds</b>	27,665	72,320	(71,722)	(2,572)	-	25,691
<b>TOTAL FUNDS</b>	733,720	241,916	(252,451)	-	73,513	796,698

## **THE GIRLS' BRIGADE IN SCOTLAND**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

#### **20. Analysis of charitable funds (continued)**

- a) The unrestricted funds are available to be spent for any of the purposes of the charity.

The Trustees have created the following designated funds:

The Development fund represents monies set aside for future developments.

The Fixed asset fund reflects funds set aside for future depreciation costs.

The Programme development fund represent a fund set up for programme development.

- b) Restricted funds comprise:

#### **Companies in Abeyance**

Where a Girls' Brigade company goes in to Abeyance, the funds of that company are transferred to The Girls' Brigade in Scotland according to the constitution. These funds are to be ring-fenced for a period of five years. If, after a five year period, there was no sign of the funds being utilised by the Church to restart a Company the restriction would be removed and the funds released to designated funds.

#### **J T Morrisons Memorial**

This fund was gifted in memory of Miss J. T. Morrison and it is to cover the costs of running a bi-annual competition.

#### **Middleton Awards**

This fund, gifted in memory of Rev. Clyne Middleton and his parents, Rev Stanley and Mrs Ria Middleton, is to be used for making an award to a member for training and development.

#### **Scottish Government – CYPFEIF**

Support towards Children and young people having the best chance to reach their potential, becoming successful learners, confident individuals, effective contributors and responsible citizens.

#### **Somerville Award**

This fund, which is based on a gift from the Somerville family, is to cover the costs of making an award to a member or group of members of The Girls' Brigade in Scotland. The award will emphasise, in particular, service to the community.

#### **UK Government - CJRS**

The UK Government Grant was funding towards salary costs as a result of the Coronavirus.

#### **Youthlink Scotland**

Funding was provided for the cost of external trainers and assisted in the running of Commissioners Forums.

- c) Transfers comprise:

Companies in Abeyance – In line with the conditions of the funds. Income which has been held for over 5 years has been released to designated funds.

**THE GIRLS' BRIGADE IN SCOTLAND****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021****21. Net assets over funds**

<b>2020</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2020 £</b>
Tangible assets	-	-	-
Investments	469,148	-	469,148
Stock	53,852	-	53,852
Trade & other debtors	48,185	-	48,185
Cash at bank	319,687	27,665	347,352
Current liabilities	(184,817)	-	(184,817)
	<u>706,055</u>	<u>27,665</u>	<u>733,720</u>

<b>2021</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2021 £</b>
Tangible assets	-	-	-
Investments	537,062	-	537,062
Stock	50,235	-	50,235
Trade & other debtors	5,854	-	5,854
Cash at bank	216,986	25,691	242,677
Current liabilities	(39,130)	-	(39,130)
	<u>771,007</u>	<u>25,691</u>	<u>796,698</u>

**22. Lease Commitments – operating leases**

	<b>2021</b>		<b>2020</b>	
	<b>Land &amp; Buildings £</b>	<b>Other Leases £</b>	<b>Land &amp; Buildings £</b>	<b>Other Leases £</b>
Less than 1 year	10,000	2,275	10,000	2,575
2 - 5 Years	24,000	262	-	2,530