

**CAMBOURNE TOWN COUNCIL**

District of South Cambridgeshire

Council Meeting 19<sup>th</sup> March 2019**GRANTS**

|            | <b>FROM</b>  | <b>SUBJECT</b>  |
|------------|--|---|
| <b>7.1</b> | Sundial Theatre Company  | To stage amateur theatre productions/fundraising events/social events and activities that will be of interest to audiences in and around Cambourne. |
| <b>7.2</b> | Caroline Aldridge, Cambourne Library, Cambridgeshire Libraries. Cambridgeshire County Council. | To deliver Library services to all residence in Cambourne and its surrounding areas.  |
| <b>7.3</b> | 2 <sup>nd</sup> Cambourne Guides   | Financial assistance to support 10 girl guides on girl guiding trip.  |

## **Sundial Theatre Company – Constitution**

### **1. Name**

The name of the group shall be **Sundial Theatre Company**

### **2. Aims**

The aims of Sundial Theatre Company will be:

- To stage amateur theatre productions that will be of interest to audiences in and around Cambourne
- To create social events and activities which will be of interest to people in Cambourne and surrounding areas who are interested in theatre
- To create fundraising events as necessary to facilitate these aims

### **3. Membership**

Membership is open to anyone who:

- lives in Cambourne or the surrounding area; and
- supports the aims of Sundial Theatre Company

Membership will begin as soon as the membership form and first subscription payment has been received.

There will be a membership fee, the frequency and amount which will be proposed by the committee at the beginning of each calendar year and endorsed at the Annual General Meeting (AGM). This will be payable by all members and will be payable four weeks from submission of the membership form.

A list of all members will be kept by the membership secretary.

### **Ceasing to be a member**

Members may resign at any time by emailing the secretary.

Any member who has not paid their membership fee once the due date has passed will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

#### **4. Equal Opportunities**

Sundial Theatre Company will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

#### **5. Officers and committee**

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The committee will consist of at least three Key Officers:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

In the event of a Key Officer standing down during the year, if possible, a temporary replacement will be chosen by the committee to fulfil the role until the next AGM, at which point a vote will be held to elect an officer.

Any committee member not attending three subsequent meetings without apology will be contacted by the committee and asked if they wish to resign.

Other roles involved in running the group will make up the management team which will operate alongside the committee in an advisory/supporting role. Management team roles may be created or changed by the committee as required to facilitate the efficient running of the group.

#### **6. Meetings**

##### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Sundial Theatre Company over the year.
- The Committee will present the accounts of Sundial Theatre Company for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice will be by email.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

## **6.3 Committee Meetings**

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

## **7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **8. Finances**

An account will be maintained on behalf of the Company at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer) and at least two of whom will witness each payment from the group's bank account. The signatories must not be related nor members of the same household.

- For cheque payments 2 signatories will sign the cheque
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments) the signatories may make payments of up to £100 without prior agreement, but must record the payment within 24 hours, in writing to the Treasurer and provide receipts where possible. Where the treasurer makes a payment of up to £100, they will notify one of the other signatories via email within 24 hours. The treasurer is responsible for keeping a record of the date and amount of this notification and purpose of the payment.
- Payments or withdrawals over £100 must be agreed in advance in writing, by at least two signatories and the treasurer must be notified in writing of the reason for the payment or withdrawal. The treasurer is responsible for keeping a record of the date and amount of this notification and purpose of the payment.
- All cash takings, donations etc will be counted as soon as possible in the presence of two signatories (or if not possible, two members of the management team) and the total amount collected will be communicated to the treasurer in writing within 24 hours. The person who communicates this information to the treasurer will be responsible for the safe transferral of the cash takings or donations to the company bank account.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each committee meeting.

## 9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed on:-

Date 15 / 02 / 2019

Name and position in group SIMON HAGAN, CHAIR

Signed [Signature]

Name and position in group ANN STEPHENSON, TREASURER

Signed [Signature]

Name and position in group MARCUS PITCHER, SECRETARY

Signed [Signature]





# CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

## **APPLICATION FOR FINANCIAL ASSISTANCE**

|  |
|--|
| <b>1 Name of Organisation:</b><br>Sundial Theatre Company  |
| <b>2 Name, address and telephone number of correspondent (and office held):</b><br>Simon Hagan,<br>Tel<br>Email: info@sundialtheatre.company   |
| <b>3 What are the objectives of your organisation?</b> <ul style="list-style-type: none"><li>• To stage amateur theatre productions that will be of interest to audiences in and around Cambourne</li><li>• To create social events and activities which will be of interest to people in Cambourne who are interested in theatre</li><li>• To create fundraising events as necessary to facilitate these aims</li></ul> |
| <b>4 Is membership/support open to any resident of Cambourne, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:</b><br><br>Yes  |
| <b>5 Amount of grant applied for:</b> £350   |
| <b>6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request.</b> (a separate sheet can be used if required)<br><br>Hiring of rehearsal and performance space for our inaugural May season of productions. (see additional page for more info)   |
| <b>7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):</b> (a separate sheet can be used if required)  |



We have applied to the South Cambridgeshire Community Chest fund for a grant of £104 to pay our first year's public liability insurance. This application is currently under consideration and we expect to hear the result on the 29<sup>th</sup> March.

**8 Is there anything else you wish the Parish Council to take into account when considering this application? (a separate sheet can be used if required)**

Please see separate sheet – more info about the group and how it will serve the community.

**9 Please ensure that you have attached up to date examined accounts in support of this application.**

**Yes / No**

**If no please explain why not.**

Our group has only been going since January with minimal financial activity so we do not have accounts. We have a treasurer – Ann Stephenson – and accounts are commencing at the beginning of our May season on 18<sup>th</sup> March.

**10 Bank Details If Grant approved can be paid directly.**

**Bank Name:**

**Account Number:**

**Sort Code:**

**Account Name:** The Sundial Theatre Company

Supporting Documents to be supplied with this Application.

Constitution

Committee Membership

Financial Information

+Separate sheet describing the group's contribution to the community

## **Additional Info - Sundial Theatre Company funding application:**

### **9. Purpose the money will be used (ctd):**

As a start-up we have no funds, although small donations from our members have helped us get started.

We have also now commenced our membership subs at £20 a year. However, in the interests of inclusivity we have kept this low, so it is not a substantial contribution to funds.

The main income of course will be ticket sales and the better the quality of our productions, the higher we will be able to make the ticket prices. We have come up with two economical productions which are designed to low-cost and high income to get us off to a good start.

Having our rehearsal and performance spaces funded would provide a strong underpinning for our first season to give us a basis to grow from.

### **11. Other considerations (ctd):**

#### **How will an amateur drama group benefit the residents of Camborne?**

- The 2016 consultation that resulted in the Parish Plan showed that 40% of respondents were satisfied with the level of Arts provision in Cambourne.
- When asked what arts and entertainments provisions they would like to see in Cambourne, nearly 600 respondents answered "Amateur shows".

Clearly there's a demand for entertainment in Cambourne and if this can be supplied by the community, for the community it presents a great opportunity to stimulate civic pride and greater social cohesion.

We intend to make this an inclusive group that give access to as many people as possible across the range of ages and abilities. As well as productions, we are also running our sociable "Script Nights" on a monthly basis, which will allow people entry into theatre activities in a friendly and unthreatening environment. Our two productions for May consist of an exciting, newly-written, interactive day-time show for children to keep them entertained in the May half-term and an evening show for adults.

Our Facebook group currently has 68 followers and we have a mailing list with 23 people. Publicity is a priority and we are extensively using Facebook, the internet, our mailing list and the Cambourne Crier, to make sure everyone in Cambourne knows about the group and how to access it.

More info can be found here:

[www.sundialtheatre.company](http://www.sundialtheatre.company)

[www.facebook.com/sundiallers](https://www.facebook.com/sundiallers)

# SUNDIAL THEATRE COMPANY COMMITTEE STRUCTURE

## **COMMITTEE**

ELECTED POSITIONS (NOMINATED AND VOTED FOR AT AGM)  
THEY ALSO HAVE POWERS OF VOTING ON KEY DECISIONS WHERE THIS IS  
NEEDED

|           |                   |
|-----------|-------------------|
| Chair     | Simon Hagan       |
| Secretary | Marcus Pitcaithly |
| Treasurer | Ann Stephenson    |

## **MANAGEMENT TEAM**

THESE ROLES ALLOCATED BY THE COMMITTEE FROM VOLUNTEERS AND SUBJECT  
TO CHANGE.

THEY SUPPORT THE COMMITTEE ON AN ADVISORY BASIS

|                          |  |
|--------------------------|--|
| Production Manager       | Melanie Barr                                 |
| Social team              | Kitty Paques, Paul Jobling, Russell Robinson |
| Admin Assistant          | Brooke Robinson                              |
| Webmaster                | Paul Wright                                  |
| Promotional team         | Dave and Liz Wadsworth                       |
| Child protection officer | Russell Vincent                              |



# CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

## PRINCIPLES OF GRANT AID

**Cambourne Parish Council aims to operate a grant aid system which considers grant applications. Applications are considered by the Finance and Policy Committee or by the full Council as appropriate.**

### **The Parish Council Grant Aid System aims to:**

- Help Cambourne voluntary groups to improve their effectiveness
- Help to ensure the provision of services needed by Cambourne residents via the voluntary sector
- Support organisations which meet the needs of people experiencing social and economic difficulties and
- Promote equality of access and opportunity for all Cambourne residents to the services and funds it provides

The Parish Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- A source of valuable services
- A means of enabling people to work together
- A channel for campaigning and advocacy

The Parish Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a voluntary, unpaid management committee.

This document gives the Parish Council's general funding principles and details its expectations of all groups in receipt of grant aid.

### **Groups applying for grant aid should note:**

- Grants are made only to groups meeting the needs of Cambourne residents.
- Grants are made to encourage new groups or new projects, to meet deficits on future running costs, or to help with the costs of some one-off expenditures
- Grants will only be made to groups which **need** financial help. Accumulated reserves will be considered when grant levels are decided.
- Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.

- Grants cannot be made to cover money already spent. Groups with premises should apply for discretionary rate relief from South Cambridgeshire District Council.
- Grants will not be made to groups which operate for private gain or are connected with any political party.
- Grants will not be made to groups or organisations who promote hatred or intolerance of any kind.
- Grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of worship or conversion.  
Groups will be required to return grant aid if they close, if a project or services funded by the Council is not satisfactorily provided, or if the money is not spent as described in the Application for Financial Assistance.

**Voluntary groups grant-aided by the Council are required to:**

- Ensure efficient levels of administration, hold regular meetings, keep minutes and circulate information to group members.
- Keep proper accounts. Grants may only be made to groups which have submitted satisfactory accounts, unless the group is recently formed.
- Report back to the Council as required to the Council on their activities
- Involve group members and users in policy-making and in the management of activities and services
- Be open to eligible users, as defined by the group's constitution
- Establish and monitor equal opportunities policies and practices
- Meet the legal responsibilities of an employer where appropriate; adopt, implement and monitor good employment practices and procedures
- Recruit and support volunteers where appropriate
- Acknowledge the Parish Council's support in annual reports.



# CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

## **APPLICATION FOR FINANCIAL ASSISTANCE**

|  |
|--|
| <p><b>1 Name of Organisation:</b><br/>Cambourne Library, Cambridgeshire Libraries. Cambridgeshire County Council.</p>  |
| <p><b>2 Name, address and telephone number of correspondent (and office held):</b><br/>Caroline Aldridge, Cambridge Library, Sackville House, Sackville Way, Cambourne.<br/>CB23 6HL.<br/>Area Library Manager, South Cambs South.<br/>01954 284683</p>  |
| <p><b>3 What are the objectives of your organisation?</b><br/>Cambourne Library delivers Library Services to all residence in Cambourne and its surrounding area, as part of a network of 32 Cambridgeshire Libraries.<br/>We pride ourselves on excellent customer service and welcome people from all walks of life. Membership to the library is FREE.<br/>We offer a broad range of services incl. books for loan for all ages, e-services (books, audio, newspapers, magazines &amp; encyclopaedias), a popular Rhyme Time and Storytime, Engage talks, workshops, Digital Assistance (which includes Bus pass and Blue Badge applications and volunteering opportunities), hosted visits from local schools, and, of course, the Summer Reading Challenge.</p> |
| <p><b>4 Is membership/support open to any resident of Cambourne, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:</b><br/><br/>Yes it is. The Library Service welcomes diversity of all kinds.</p>   |
| <p><b>5 Amount of grant applied for £500.</b></p>  |
| <p><b>6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request. (a separate sheet can be used if required)</b></p>  |

The purpose of the grant is to help fund the annual Summer Reading Challenge at Cambourne Library and to support events and activities promoting the library and reading held during the year.

Any grant the library receives will fund staffing at our SRC sessions and supporting activities, which encourage children to keep visiting the library and complete the challenge. **For example:**

Lion Learners (Animal experience) - £100.00

Author Visits - £120.00 - £300.00

Art Workshops £80.00 - £150.00

This year we aim to increase the number of children starting and, especially, completing by at least 10%.

**7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):** (a separate sheet can be used if required)

No.

**8 Is there anything else you wish the Parish Council to take into account when considering this application?** (a separate sheet can be used if required)

You have kindly supported the summer reading challenge before and this has been very successful.

**9 Please ensure that you have attached up to date examined accounts in support of this application.**

No

**If no please explain why not.**

I'm afraid that as a county council organisation, we are unable to supply any accounts or bank statements. I hope this isn't going to be a problem. We will most certainly be able to provide accounts after the summer as to where the money has been spent, if required.

|   |
|---|
| <p><b>10 Bank Details If Grant approved can be paid directly.</b></p> <p><b>Bank Name:</b> [ ]</p> <p><b>Account Number: :</b> [ ]</p> <p><b>Sort Code:</b> [ ]</p> <p><b>Account Name:</b> [ ]</p> |
|---|

Supporting Documents to be supplied with this Application.

- Constitution
- Committee Membership
- Financial Information





# CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

## **APPLICATION FOR FINANCIAL ASSISTANCE**

|   |
|---|
| <p><b>1 Name of Organisation:</b><br/>2<sup>nd</sup> Cambourne Guides</p>   |
| <p><b>2 Name, address and telephone number of correspondent (and office held):</b><br/><br/>Mrs Kim Clegg, .</p>  |
| <p><b>3 What are the objectives of your organisation?</b><br/><br/>We are a Girlguiding group of 33 girls, guide ages 10-14. Our ethos is to encourage self-belief and confidence and a willingness to tackle new challenges and develop new skills.</p>  |
| <p><b>4 Is membership/support open to any resident of Cambourne, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:</b><br/><br/>Girlguiding is a girl only group but we do have male adult volunteers. Girlguiding UK trustees considered adopting the policy in Scouts of opening the groups to girls and boys but felt that there were girls who would be overwhelmed in a mixed group and would therefore thrive in a girl only space. We are a non-denominational organisation and are open to girls from 5-25 (Rainbows through to Rangers) and adults both male and female from 18</p> |
| <p><b>5 Amount of grant applied for £680.00</b></p>   |
| <p><b>6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request. (a separate sheet can be used if required)</b><br/><br/>When a guide has been a member of a unit for 2 years and has completed a number of challenges and badges they are able to work on the highest achievement in Guiding – The Baden Powell award. This requires a girl to take on 10 further challenges which can be completed within the group or which they take on</p>   |

individually. Once they have achieved these 10 challenges they complete the award by an 'adventure' a residential/camping event without their usual group (or me) so it's a final chance to build their confidence before leaving Guides. This is the highest award a Guide can receive. Girlguiding has now changed it's programme and this is the last year that the BP award will be given and therefore very important to the girls currently working towards it.

Girlguiding began in Cambourne in 2001 with a Brownie and Rainbow unit and with the first guide group beginning in 2005. Since then we have had around 500 girls in the two Guide companies in the village but it took 7 years to get our first Baden Powell award in Cambourne (2012) . 2<sup>nd</sup> Cambourne Guides formed in 2009 and since then I have had 12 girls successfully complete their BP award.

At the moment I have a group of 10 girls who have been working on their BP challenges and are ready to attend their BP adventure to attain their full award in the summer term. Individually they have spent between 1 year and 2.5 years working on the challenges so this isn't a lightly undertaken endeavour.

In 2012, my daughter completed her BP award and as part of her ongoing community fundraising, designed and sold to other guiding groups internationally a challenge badge. Profits from this badge were given to 2<sup>nd</sup> Cambourne Guides to fund future BP adventures and subsidise trips for girls who might otherwise be unable to attend. In total she funded over £1200 to the unit. The unit has always paid for the BP adventure to ensure that every Guide had the same opportunity to attend. We have also subsidised places on guiding holidays for girls in other units who could not otherwise afford to attend.

This year, that initial grant has been fully used and I am approaching the council to consider funding the last 10 girls' Baden Powell adventures

Since we began in 2009 we have kept our fees to a minimum charging £3 per week for 1.75 hours meeting now @ £3.50 per week to ensure that we make the meetings affordable to all – we allow for weekly as well as termly payment and we fully fund at least one place in the unit per year for families with financial hardship.

To allow the girls to go on this final adventure they have chosen 4 different locations across the country – each with a different adventure.

|   |      |
|---|------|
| 4 girls are going to Girlguiding HQ in London             | £320 |
| 4 girls are going to Anglia HQ in Norfolk                 | £318 |
| 1 girl is going to Castleford in the North East           | £75  |
| 1 girl wants to go to Durham Cathedral in North East..... | £60  |

Making a total cost of £773.00

**7 Is there anything else you wish the Parish Council to take into account when considering this application? (a separate sheet can be used if required)**

The girls recently made items to sell to fundraise for these challenges – this was the whole unit not just those on the adventure. They raised £93 from this which funds 1

adventure plus a little towards a 2<sup>nd</sup> so although the total cost for the 10 adventures is £773 I am asking for £680 taking account of the contribution the girls have made.

They were so pleased to be able to contribute.

This unit and the others I am involved with have never applied for any element of funding from the Parish (Town) Council before so I hope that the council will take this into account when considering my application.

**8 Please ensure that you have attached up to date examined accounts in support of this application.**

Yes

Our last examined accounts are for the period 1/1/17 to 31/12/17. The latest accounts are prepared but not yet examined. This set of accounts is also included. Please note that the last of our 'travel' money was spent on BP and Holiday subsidies and a trip to Westminster (arrange with Heidi Allen MP) in February 2018 to recognise the Centenary of Votes for Women.

Both sets are attached as pdf files.

Please note that at year end we need to have some funds on account as each Spring we have to pay around £36 per girl to Girlguiding HQ as an annual census payment.

**9 Bank Details If Grant approved can be paid directly.**

**Bank Name:** [redacted]

**Account Number:** [redacted]

**Sort Code:** [redacted]

**Account Name:** 2<sup>nd</sup> Cambourne Guides Travel Account

Supporting Documents to be supplied with this Application.

|                       |  |
|-----------------------|--|
| Constitution          | <a href="http://www.girlguiding.org.uk">www.girlguiding.org.uk</a> |
| Committee Membership  | n/a  |
| Financial Information | Y  |



## 2nd Cambourne Guides

01 January 2018

to 31 December 2018

### Receipts [In]

|                   | This Year        | Last Year        |
|-------------------|------------------|------------------|
| Subscriptions     | £2,022.55        | £2,797.25        |
| Gift Aid received | £626.75          | £729.11          |
| Camp              | £0.00            | £0.00            |
| Holiday/Event     | £214.00          | £5.00            |
| Grants/Donations  | £0.00            | £568.69          |
| Loan              | £0.00            | £0.00            |
| Uniform           | £39.00           | £36.50           |
| Interest          | £0.00            | £0.00            |
| Fundraising       | £0.00            | £285.50          |
| <b>Totals</b>     | <b>£2,902.30</b> | <b>£4,422.05</b> |

### Payments [Out]

|                                 |                  |                  |
|---------------------------------|------------------|------------------|
| Rent                            | £616.00          | £588.00          |
| Materials                       | £483.23          | £1,093.97        |
| Camp                            | £0.00            | £0.00            |
| Baden Powell and Holiday        | £244.00          | £385.00          |
| Votes for Women Centenary event | £178.25          | £0.00            |
| Activities                      | £1,090.97        | £432.00          |
| Badges/Books                    | £517.57          | £293.17          |
| Uniform                         | £0.00            | £52.50           |
| Refreshments                    | £0.00            | £7.85            |
| Fundraising Costs               | £0.00            | £152.95          |
| Repayment of Loan               | £0.00            | £0.00            |
| Census and Subs                 | £1,035.00        | £1,069.20        |
| Guider Training                 | £0.00            | £0.00            |
| <b>Totals</b>                   | <b>£4,165.02</b> | <b>£4,074.64</b> |

Surplus or (deficit) for the year

**-£1,262.72**      **£347.41**

Balances brought forward

|               |                  |                |
|---------------|------------------|----------------|
| Main a/c      | £811.95          | £306.59        |
| Travel a/c    | £421.54          | £579.49        |
| Cash          | £0.00            | £0.00          |
| <b>Totals</b> | <b>£1,233.49</b> | <b>£886.08</b> |

Balances in hand at year-end

|               |                |                  |
|---------------|----------------|------------------|
| Main a/c      | £379.73        | £811.95          |
| Travel a/c    | £62.29         | £421.54          |
| Cash          | £0.00          | £0.00            |
| <b>Totals</b> | <b>£442.02</b> | <b>£1,233.49</b> |

Assets and Liabilities: In addition to the above cash balances the unit has equipment to the value of £0.00 and there are no other assets or liabilities.

Prepared by:

K Clegg

Signature & Date: \_\_\_\_\_

Reviewer's Certificate: The above statements agree with the records and vouchers of

2nd Cambourne Guides

for the financial year ended 31 December 2018

Reviewed by: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

Notes:



WE DISCOVER, WE GROW

**Girlguiding**

Unit

**2nd Cambourne Guides**

Year: 1 January 2017 to 31 December 2017

Leader

**Kim Clegg**

Assistant

**Alexa Ashwick**

Unit Helper

**Glenn Jones**

Opening  
Balances

|              |                |
|--------------|----------------|
| Cash         | <b>£0.00</b>   |
| Main a/c     | <b>£306.59</b> |
| Travel a/c   | <b>£579.49</b> |
| <b>Total</b> | <b>£886.08</b> |

Camps and Holidays

Baden Powell adventures



## 2nd Cambourne Guides

01 January 2017 to 31 December 2017

|  | This Year        | Last Year        |
|--|------------------|------------------|
| <b>Receipts [In]</b>                     |                  |                  |
| Subscriptions                            | £2,797.25        | £3,140.00        |
| Gift Aid received                        | £729.11          | £905.24          |
| Camp                                     | £0.00            | £344.00          |
| Holiday/Event                            | £5.00            | £760.00          |
| Grants/Donations                         | £568.69          | £73.50           |
| Loan                                     | £0.00            | £80.00           |
| Uniform                                  | £36.50           | £0.00            |
| Interest                                 | £0.00            | £0.09            |
| Fundraising                              | £285.50          | £870.98          |
| <b>Totals</b>                            | <b>£4,422.05</b> | <b>£6,173.81</b> |
| <b>Payments [Out]</b>                    |                  |                  |
| Rent                                     | £588.00          | £560.00          |
| Materials                                | £1,093.97        | £1,011.91        |
| Baden Powell Adventure                   | £0.00            | £300.00          |
| Camp                                     | £0.00            | £329.00          |
| Holidays                                 | £385.00          | £789.15          |
| Activities                               | £432.00          | £1,672.03        |
| Badges/Books                             | £293.17          | £409.88          |
| Uniform                                  | £52.50           | £0.00            |
| Refreshments                             | £7.85            | £0.00            |
| Fundraising Costs                        | £152.95          | £682.74          |
| Repayment of Loan                        | £0.00            | £80.00           |
| Census and Subs                          | £1,069.20        | £1,141.20        |
| Guider Training                          | £0.00            | £52.00           |
| <b>Totals</b>                            | <b>£4,074.64</b> | <b>£7,027.91</b> |
| <b>Surplus or (deficit) for the year</b> | <b>£347.41</b>   | <b>-£854.10</b>  |
| <b>Balances brought forward</b>          |                  |                  |
| Main a/c                                 | £306.59          | £384.71          |
| Travel a/c                               | £579.49          | £1,355.47        |
| Cash                                     | £0.00            | £0.00            |
|  | <b>£886.08</b>   | <b>£1,740.18</b> |
| <b>Balances in hand at year-end</b>      |                  |                  |
| Main a/c                                 | £811.95          | £306.59          |
| Travel a/c                               | £421.54          | £579.49          |
| Cash                                     | £0.00            | £0.00            |
|  | <b>£1,233.49</b> | <b>£886.08</b>   |

Assets and Liabilities: In addition to the above cash balances the unit has equipment to the value of £0.00 and there are no other assets or liabilities.

Prepared by: K Clegg Signature & Date: 27/1/18

Reviewer's Certificate: The above statements agree with the records and vouchers of 2nd Cambourne Guides for the financial year ended 31 December 2017

Reviewed by: A BOND Signature & Date: Annette Bond 27/01/18

**Notes:**

Fundraising for the unit, is carried out by selling challenge badges created for the Four World Centres.