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# Irish Girl Guides

## Annual Report & Financial Statements

for the year ended 31 December 2020



*Today there is a place for girls to be themselves,  
a place where there is diversity, equality,  
a place to make a difference,  
and that place is Girl Guides.*

# Irish Girl Guides 2020

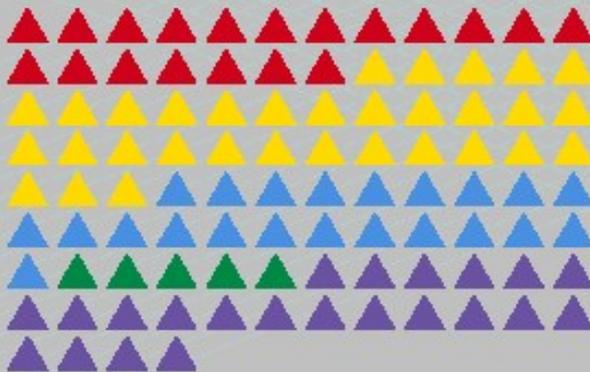
Trefoil House, 27 Pembroke Park, Dublin 4

Tel: 01 668 3898 / www.irishgirlguides.ie

CRN 20006327 / CHY4726



## Membership by Branch 2020



- ▲ Ladybirds (19.39%)
- ▲ Brownies (31.79%)
- ▲ Guides (21.96%)
- ▲ Senior Branch (5.32%)
- ▲ Leaders, Trefoil Guild and Non-Unit Volunteers (21.54%)



2

Number of new Units

501

Total number of Units

56

Leader Warrants awarded

71

Assistant Leader Warrants awarded



31,152

Meetings have been prepped through OGM to date

2,093

Parents of IGG members accessed the Parent Portal on OGM



## Top Badges Earned In 2020

**2,842**  
Covid-19 - Our Duty - Separate But Together badges earned overall

**566**  
Ladybird Book Lover badges earned



**782**

Brownie Art & Craft badges earned

**613**  
Guide Pathfinder badges earned



**782**

Senior Branch Ladybird Diva badges earned

**108**  
IGG members completed Safeguarding Training (run online during the pandemic)

**235**  
IGG members completed the online refresher Safeguarding Training

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It was so much fun in Ladybirds.

**Yana, aged 7**



I found Guiding during the pandemic difficult as one of the things I enjoy about Guiding is meeting up with my friends and doing things together. We could still see each other on Zoom but it wasn't the same.

**Chloe, aged 13**



I really enjoyed getting letters in the post with things to do. I enjoyed the craft bits and the chats too. I really liked the outdoor meetings too, wish there were more of them!

**Shona, aged 6**

Brownies gave me routine when there was no routine.

**Robin, aged 8**

We had Zoom meetings which I went to but it wasn't the same, I was glad when we were able to start meeting up outside.

**Kayla, aged 13**

Ladybirds was fun during lockdown because we got lots of envelopes with awesome things to do in the post from our Ladybird Leaders and had fun making them at home and on Zoom with our friends.

**Darcy, aged 6**



Guides gave me a break from studying and a chance to be social.

**Ciara, aged 13**



Guide meetings during the pandemic were different. It was good to see my friends on Zoom. We even baked Easter nests by Zoom!!! Then we had the meetings outdoors and that was really good. We took part in a World Centre tour. It was really interesting to learn about the World Guiding Centres. We are all hoping we can visit the Guides in Switzerland sometime.

**Aoife, aged 11**



## ORGANISATION INFORMATION

**OFFICIAL NAME** Irish Girl Guides**ESTABLISHED** 1911**CRA NO.** 20006327**REVENUE NO.** CHY 4726**REGISTERED OFFICE** Trefoil House, 27 Pembroke Park, Dublin 4, D04 NV08**ORGANISATION TYPE** Unincorporated Association

TRUSTEES (Members of the Executive Committee)	NAME(S)	ROLE
	Amanda O'Sullivan	- Chief Commissioner (Chair of the Board)
	Maureen Murphy	- President
	Julie Stephens	- National Treasurer
	Evelyn Hayes	- Chair of Finance Committee
	Jenna Goodwin	- International Commissioner
	Jenny Gannon	- Programme & Training Commissioner
	Fíona Walsh	- Regional Commissioner – Eastern Region
	Lisa Enright	- Regional Commissioner – Mid West Region
	Elizabeth Lynch*/Annamarie Lawlor	- Regional Commissioner – North East Region
	Jacqueline Lavelle	- Regional Commissioner – North West Region
	Mena Timoney	- Regional Commissioner – South East Region
	Deirdre Henley	- Regional Commissioner – South West Region
	Caroline Flanagan	- Regional Commissioner – West & Central Midlands Region
	Gillian Finan	- Chair of Constitution Committee
	Emer O'Sullivan	- Chair of IGG Trust Corporation CLG
	Alison Cahill	- Chair of Council of Irish Guiding Associations
	Lucy O'Donovan	- National Youth Council of Ireland Delegate
	Aisling O'Boyle	- Assistant Chief Commissioner
	Sharon Flynn	- Assistant Chief Commissioner
	Helen Concannon	- Chair of National Training Centre Committee/Former Chief Commissioner
	Claire Colfer	- Legal Expert
	Nicola Le Roux	- Minutes Secretary

\* term ended during 2020

**CEO** Annemarie Harte (resigned March 2020) / Claire Barkey (September 2020)**BANKERS** Allied Irish Bank, Bank Centre, PO Box 1121, Dublin 4, D04 NV02**AUDITORS** Byrne Moreau Connell, Chartered Accountants Harmony Row, Dublin 2, D02 VY52**SOLICITORS** Shannon & O'Connor Solicitors, 6 Hatch Street Lower, Dublin 2, D02 CT96**PROPERTIES** Held in trust by the Irish Girl Guides Trust Corporation Company Limited by Guarantee**WEBSITE** [www.irishgirlguides.ie](http://www.irishgirlguides.ie)**SOCIAL MEDIA** @IrishGirlGuides

## ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

The Executive Committee has the pleasure of submitting the Trustees' Annual Report and Financial Statements of the charity for the year ended 31 December 2020 to the members at General Council on 11 September 2021.

### 1. Note from the Chief Commissioner

It is a great joy to introduce the Annual Report and Financial Statements of the Irish Girl Guides for 2020. IGG has been completing development work over a number of years with regard to the Charities Governance Code and IGG can declare that they are fully compliant with the Charities Governance Code effective from 11 September 2021. IGG is presently an unincorporated association. There is a plan in place to transfer to a Company Limited by Guarantee and this project is currently in process. There is also an ongoing project for the development of the National Training Centre during 2020, and this led to the development of a national fundraising campaign with the help of a consultant in the field of fundraising. To date this campaign has been significantly impacted by the global pandemic but IGG continues to be committed to this endeavour in order that the development of the building maybe undertaken for the benefit of all our members.

Irish Girl Guides' volunteers have provided many hours of leadership to girls and young women in local communities throughout Ireland in 2020. The ways in which this occurred varied greatly in 2020 due to the COVID19 pandemic, which saw the cessation of face-to-face meetings in March 2020. The method of interaction changed for all volunteers, and they adapted fantastically to keep in contact with the youth members through the use of virtual platforms, messaging services, development of programme packs and craft material packages. The range of activities that our Leaders planned for and carried out with the girls was as diverse as the girl's interests

– STEM, outdoors, arts, music, sports, engineering. Despite the challenges faced in 2020 we presented just over 57,074 badges to our members. Each one of those badges represents a young person achieving their best in a chosen area and brings a smile of pride to the face of a girl showing her family her achievement. Each one of those badges signifies hours of volunteerism by our Leaders. Guide Branch supported the Guide programme through an online badge evening for all guides to participate in. This allowed the girls to meet and interact with girls from other Units in different parts of the country. During the summer term in 2020 the Journey programme was supported by the Programme and Training Committee through the sponsorship of badges. Further support was provided through the addition of a programme on Online Guide Manager (OGM) called Badge at Home and another programme called Programme at Home which facilitated the completion of the programme by our youth members.

Following the departure of the CEO in March 2020, a new CEO Claire Barkey was appointed and took up the role in September 2020. I would like to thank all staff for their support of volunteers in 2020, despite the many challenges that the year presented. The RDOs developed the first Camp at Home activity weekend at the end of April which set the scene for many other fantastic events.

Who knew at the start of 2020 when we held our successful Branch weekend and a National Sixer Day that we would move to an online format from March 2020 with virtual conferences, trainings, and youth activities? Our volunteers have promoted volunteerism and community action in local communities, and it is a testament to the resilience of our members how they adapted and provided continued engagement through a variety of mediums. Many of our members are active in a diverse range of frontline services and I would like to thank them for their essential work during this difficult time in all of our lives.

Yours in Guiding,



Amanda O'Sullivan Chief Commissioner and Chair of the Board of Trustees

## 2. Summary of the Organisation's Purpose and Activities

Irish Girl Guides (IGG) is a youth-driven, active and dynamic organisation striving to develop skills and self-confidence in girls and young women across Ireland. The Girl Guide movement was established in Ireland in 1911 and IGG exists under its Constitution and Bye-Laws, updated in September 2020. As a registered charity and an unincorporated association, IGG continues to be a volunteer-led membership-based movement, working in the non-formal education sector across every county in the Republic of Ireland. Irish Girl Guides offers a varied programme in a uniformed setting for girls and young women aged 5-30, and opportunities for women over 18 years as volunteer Leaders. The organisation has a small national and regional staff and many supporters who contribute to the mission.

### Mission

The mission of the Irish Girl Guides is to enable girls and young women to develop to their fullest potential as responsible citizens of the world.

### Aims and Objectives

IGG provides an environment where girls and young women from all backgrounds can grow in self-confidence and develop a variety of skills in an unpressurised atmosphere. Through a broad range of activities, our aim and objectives are that girls and young women are encouraged to:

- develop leadership skills
- develop a knowledge and understanding of spiritual values in their daily lives
- be involved in decision making
- learn practical indoor and outdoor skills
- participate in the international aspects of Guiding
- behave responsibly in upholding the laws of the country
- be aware of and care for the needs of others
- appreciate and use environmental sources responsibly

### Vision Statement

***Today there is a place for girls to be themselves, a place where there is diversity, equality, a place to make a difference, and that place is Girl Guides.***

### Core Values

The core values of the organisation are clearly expressed in the Promise and Law which form the fundamental ethos of the organisation, and in the methods used and encouraged throughout Guiding:

- progressive self-development
- learning by doing
- teamwork through the Patrol system
- service in the community
- relationship with nature
- active cooperation between young people and adults
- international experience

### Promise and Law

The Promise and Law underpin our members' everyday lives and our Leaders act as positive role models for the girls in the way we work together as a team to develop self-confidence in the next generation of girls in Ireland:

I promise on my honour, to do my best  
to do my duty to my God\* and my country,  
to help other people at all times  
and to obey the Guide Law.

*\*the word "God" may be replaced by the word "faith" according to one's spiritual beliefs.*

### Global Community

IGG has full membership of the World Association of Girl Guides and Girl Scouts (WAGGGS) through the Council of Irish Guiding Associations (CIGA). WAGGGS is the world's largest movement for girls and women with 10 million members in over 150 countries. Through this network our members learn about global issues and advocacy. Girl Guiding offers wonderful travel opportunities for youth members and adult Leaders both around Ireland and the wider world participating in conferences, camping events and hiking expeditions.



### 3. Achievements and Performance

The organisation is guided by a strategic plan covering 2016–2022 called #IGG2022. It sets out IGG’s broad direction and annual priorities for each year in that period. **Belong, Journey, Impact, and Support** are the four key strands of #IGG2022. It was launched at a National Leaders’ event in February 2016 originally as 2016–2020. In late 2018, the Board and committees reviewed the progress and due to its clear layout and achievements to date, decided to spend time in 2019 extending the plan to 2022 under the same four key strands. The plan is outcomes-focussed and it encompasses all activities and events that IGG members are involved which all combine to ensure the organisation meets IGG’s 12 national outcomes. These are listed in the following pages under each strand.

Each year an operational plan is created from the overall strategic plan under similar headings as in the plan Core Outcomes, Core Objectives, Activity, Core Outputs, Measurement and Responsibility. The Operational Plan in this format operates as our targets for the year. Each activity has an agreed measurement mechanism listed and these are used as our key performance indicators for the organisation’s performance. Four times a year, the committees review this list and use a traffic light and reporting system to indicate progress and completion. Annually, figures and feedback are collated to include a variety of indicators of success such as media coverage, advocacy events, badges earned, resources distributed, events organised and participant feedback. A sample of these is available in our annual infographic on the inside covers of this Annual Report and also available on our website. In tandem with this, staff are managed by their line managers and have regular support and supervision meetings and an annual appraisal to discuss targets and goals and monitor their achievement.

IGG were thrilled and delighted to be nominated for the Diversity in Tech award and were even more thrilled to be awarded the Mentorship Award sponsored by Fiserv. The mentorship award criteria “celebrates a woman who, by means of advising, has helped others progress in their career, driving learning and development. The winner can be working & guiding others in any area within the tech industry. Nominees were judged on the level of commitment they have shown their mentees and the unique ways in which they have helped develop their skills.” As you can see IGG meet these criteria in abundance and as a result Fiserv awarded the 1,500+ female volunteer Leaders and staff who mentor the girls of today.

As a movement, IGG does not remain static and additional opportunities often arise during the year, or the organisation needs to respond to certain challenges. In this case, additions are presented to the Board and can be included if capacity and funding allow. Over the following pages, a summary of activities from 2020 is provided under each strand. From the organisation’s perspective, despite the impact of COVID19 it developed into a year with many successes – new partnerships consolidated and new opportunities for members through their involvement in IGG.

**#IGG2022**

### 3.1 Belong

## BELONG

#### Core Outcomes

- *Members develop life skills and interests as a result of their participation in local activities and events.*
- *More girls benefit from a safe girl-only space where they develop in confidence at their own pace through non-formal education methods.*
- *Girls and women gain knowledge and a sense of belonging through participation in national and international Guiding activities.*



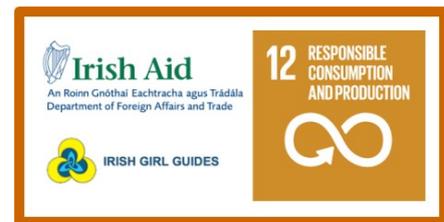
#### Core Outputs – Achievements and performance

2020 was an exceptional year due to Covid 19. A core activity for IGG this year was supporting the volunteers through the many challenges of Covid 19. This included teambuilding initiatives, social activities and opportunities for development as volunteers. The planning for the Regional Conferences is always in place at the start of each year and this was the same in 2020, however, this required adaptation by each of the regional teams. There were many trainings on a variety of topics from programme specific trainings, craft sessions and Leader support sessions planned and completed in 2020 in all regions. Examples of such were; the South East Regional Conference which incorporated branch training sessions, relaxation/activity sessions and motivational speakers.

*To give Leaders an opportunity to get together for training sessions, networking and exchange of ideas, September/October*

*To increase environmental awareness and explore the possibility of completing a service to community and support Climate action through reducing single-use plastics*

Following a project in 2019 there was a plan to develop a badge syllabus to support the learning, understanding of all our members on responsible consumerism. At the Branch weekend in February 2020, a group of Senior Branch members presented the badge syllabus for the Responsible Consumerism SDG 12 badge and resources. This badge syllabus is available for all age groups and was completed in 2020 by 254 members.



There were a variety of events held in 2020 to support this outcome. A colouring competition was held that was made available through the Girl edition of *Trefoil News* and there were 94 participants from all age ranges that took part in this event. 40 participants took part in a virtual event on International Opportunities for Senior Branch members, 19 participants took part in a session that promoted international opportunities for girls and young women involved in Guiding. The session was described as a fun, interactive and informative experience by those who attended.

*To improve girls' international knowledge and sense of belonging to an international Guiding organisation*

*The outcomes for the session: "Girls and women gain knowledge and a sense of belonging through participation in national and international Guiding activities. Girls and women are empowered to be active citizens through membership of a global Guiding movement that is environmentally conscious".*

*To provide camping opportunities for girls to develop teamwork, resilience and outdoor skills*



One of the fundamental principles of Guiding is Outdoors and to support this principle an adaptation was made to how we presented camping opportunities while supporting resilience in our members. There were three separate Campat Home events held for all members of IGG to access. These were themed events held over the course of a weekend with the programme packs sent out electronically. The first of these was held in April 2020 and was a general theme of camping, building own shelters and completing outdoor challenges within their direct area and based on government guidelines at that time. In June 2020 another event was held that had a climate action theme, with a final event in 2020 that had a Halloween theme. There was lots of interaction on social media with lots of sharing of images of indoor and outdoor family tents and outdoor cooking. To complement these events a Camp at Home Badge was developed and there were 1,580 of these sent out to participants in 2020.

We were delighted to co-host a Youth Summit with the National Youth Council of Ireland during One World Week 2020. It was a super opportunity for us to showcase how giving space and opportunity to young people is an important strategy to youth empowerment. Patricia Gutteridge and Teagan Stanley talked about how their participation in the Senior Branch centenary trip to Sangam World Centre led to the development of our SDG12 Responsible Consumerism badge and Beth Moody and Emily Yule talked about all the amazing opportunities they have had with Irish Girl Guides, including taking part in the international Juliette Low Seminar where they developed their leadership skills and learnt more about female empowerment.

*To provide opportunities to raise Irish voices at global level and to interact with other organisations*

Our International Commissioner Jenna Goodwin talked about how girls and young women develop advocacy skills through Guiding, and her experience representing the World Association of Girl Guides and Girl Scouts at the United Nations' Commission on the Status of Women where she spoke up about the importance of informal education, like Guiding.

And finally ... award-winning foreign affairs correspondent and former IGG member Mary Fitzgerald shared how the skills she learned as a Guide – teamwork, collaboration and leading with confidence – have helped in her career. She also talked about the inspirational work she has seen Guides undertaking in Libya and other countries and how the media has a responsibility to hold the powerful to account.



One World Week is a week of youth-led awareness raising, education, critical engagement with issues, and action. During One World Week, young people learn about local, national, and global justice issues and take action to bring about change.

During 2020 there was an opportunity for IGG to participate in a Youth Climate Justice project as part of a consortium led by ECO-UNESCO. 4 IGG teams with 25 participants took part and completed projects on various topics from fast fashion to a review of an area regarding facilities for recycling and dog waste disposal. This culminated in an event in November 2020 where the projects were presented at a national event with the consortium teams.



In 2019 with our IGG Ambassador Dr Niamh Shaw a project was initiated to promote all things Space for members of IGG, this involved collaboration with Blackrock Castle Observatory to develop a badge syllabus for all youth members. A consultation process was completed at Branch Weekend February 2020 on the proposed syllabus. The launch of this exciting new badge was

*To investigate partnerships with other organisations to enhance our programme impact.*

completed during Space Week in October 2020. This online launch was presented by Aisling Claffey and supported by astrophysicist and scientist Dr Kate Isaak, Rebecca Barnes from the European Space Agency, Education and Outreach Officer at CIT Blackrock Castle Observatory, Francis McCarthy and Stephanie O'Neill, Manager of ESERO Ireland, Science Foundation Ireland, along with Dr Niamh Shaw IGG Ambassador.

Following this launch there were 511 badges awarded to Ladybirds, Brownies, Guides and Senior Branch members.



We were delighted to continue our partnership with Trócaire in 2020 through the Connecting for Impact Strategic Partnership Scheme which is designed to advance a shared vision between Trócaire and the Irish Girl Guides through the three objectives of

1. working in partnership
2. networking and building capacity within the Connecting for Impact collective
3. ensuring that people and leaders in Ireland act for a just world.

This included provision of training for Leaders on online games in youth work, inclusion of SDG and development educational material in *Trefoil News* and preparatory training on online methodologies. We look forward to continuing this partnership in 2021.

*To promote collaborative work and to network at youth and charity sectoral events*

An event called 24in48 hours was completed in May 2020. This was for Senior Branch members who are aged 14 – 30 years. It involved 115 members who were challenged with completing 24 Ladybird Interest Badges in 48 hours. It was a chance for Senior Branchers from across the country to unleash their inner Ladybird with a weekend full of silliness, laughter, thoughtful

discussions, meeting old friends and making new friends. The online camp was held at the start of the pandemic, so it was a welcomed change of scenery for many girls.

Some of the badges were completed online, and some were completed individually during this time. There were guest speakers, and this included Maria Walsh MEP who was supporting the completion of the Europe Badge.

To support our members in 2020 an edition of *Trefoil News* for the Girl was produced, which was posted to 8,000 youth members plus adult Leaders. This was a development specifically for this year in order to reach out to all members and maintain a link with them and their families. This was undertaken and completed in June 2020.

Guide branch developed a programme of Guide Badge nights. This successful programme allowed Guides who are aged 10 – 14 years to join in with Guides from different Units in different counties, to complete an Interest Badge. This was continued into 2021 and was so successful that some badge nights had to be run twice to facilitate the numbers wishing to partake.

*To provide girls with an opportunity to complete the programme during COVID19*



**Guide Branch:**

*During November 2020 committee meeting, we talked about how some Guides would reach their National Guide Award qualifications even if they'd done most requirements alone! This led to a discussion and development of a plan. With my brilliant committee members, we decided on monthly national online badge nights starting in December 2020, Orla jumped in and agreed to do the Guide Engineering badge. Information was sent by email to all Guide Leaders, with a limit of 50 Guides per session. Booking through an online platform was booked out in minutes. A great and successful Badge Night took place. This lead on to increasing numbers and sessions and by our last, we were having two sessions a month with up to 80 taking part.*

*To say I am overwhelmed with the success of these badge nights would be an understatement. The work my fellow committee members put in to get this up and running was outstanding, and the uptake and participation of the guides was exceptional.*

*We tried our best to keep the nights as enjoyable as possible to attract the girls' interest and it really showed with the numbers that we had attending, that they really enjoyed the nights.*

Carina, Chair Guide Branch

\*\*\*\*\*

*The Friday evening Zoom calls were lots of fun because I got to meet lots of new people, try out and learn new things and it gave me a fun thing to do and look forward to during lockdown.*

*Thank you for doing them. Mia, aged 10*

*It helped me talk to more people during lockdown. Eve, aged 12*



Activity packs left in a central area for Brownies to collect to support the IGG Journev Prooramme.

### 3.2 Journey

## JOURNEY

#### Core Outcomes

- *Through the progressive Journey Programme, girls and your women learn skills, attitudes, healthy behaviours and Guiding values.*
- *Girls and women are empowered to be active citizens through membership of aglobal Guiding movement that is environmentally conscious.*
- *Girls and women take action as advocates for Guiding and active global citizenship.*



#### Core Outputs – Achievements and performance

*To recognise and celebrate the achievement of those Guides who attain the National Guide Award by completing all the challenges in the Guide Journey programme, at a presentation ceremony in November*

*To ensure that IGG’s Leaders can access training which creates an awareness about the key issues they face. To train IGG Leaders to run the educational Journey programmes with the girls in their local Units*

The National Guide Award (NGA) is the highest achievement a Guide (aged 10-14 years) can achieve. This award is usually held nationally at an event in October. Due to the COVID19 limitations on travel and group size this event was cancelled. A large number of girls had completed and submitted the relevant information in 2020, so it was decided in collaboration with Guide Branch to host this award regionally for 2020. This involved the hosting by the Regional Teams of 6 award events. This varied based on numbers between a virtual ceremony or an outdoor ceremony. The participants each received an awards pack to congratulate them on their amazing achievement. In total 180 NGA pins and certificates were awarded to these amazing young women with their families on the day.

Branch weekend is an event that takes part every two to three years and involves a weekend programme of training and sharing of knowledge to support our Leaders on the presentation of the programme to our youth members. This took place in Athlone in February 2020 and there were 161 Leaders present for this event. The programme on offer included training on Online Guide Manager, IGG Accounts package, Programme specific trainings plus the consultation process for the Space Badge and the launch of the SDG 12 Responsible Consumerism badge and the Ladybird Sleepover badge.



*To organise a National IGG Charity Walk (for IGG in 2020, others in future years)*

*To promote leadership skills with Brownies*

IGG as part of a capital fundraising programme planned a campaign to walk the distance from the Earth to the Moon. This was linked to an app called Mishon Moon where the distances covered by whatever means could be recorded. This was launched on 22 February 2020 at Dunsink Observatory. Three weeks later the country was in lockdown. Despite this, members were encouraged to exercise and get outdoors, all within government guidelines, and by December 2020 a distance of 150,000km had been covered through a variety of activities e.g. walking, cycling and swimming. The aim of getting to the moon continues into 2021. The fundraising element was not promoted but instead the inclusion of activity became the priority to support the health and well-being of our members and their families.

In March 2020 Brownie Branch organised a successful Sixer Day in Larchill Scout and Guide centre, with girls and leaders travelling from different parts of the country to take part. This was supported by leaders and Senior Branch members to facilitate the fantastic activities that were completed. The aim to promote leadership skills was presented through numerous challenges and working in teams, with skills gained to bring back for use in their local Unit. There were 109 Brownies, and 33 Senior Branch members and Leaders present for event. This was the last face to face national event to take place in 2020.

To provide Senior Branch members with an opportunity to camp and celebrate 100 years of Senior Branch

The plan at the start of 2020 was to celebrate 100 years of Guiding for Senior Branch members by hosting a national camp specifically for members aged 14-30 years. As this could not be an in-person event, the plan was changed to a Camp at Home event with a sustainable development theme.

Over the June Bank Holiday weekend, 130 Senior Branchers took part in Camp Echo, a sustainable 'camp at home' event linked with Gaisce adventure at home. The name is a mixture of eco and 'h' for home, but it also referenced the echoes we heard on Zoom with our bad Wi-Fi connections!

Senior Branchers were challenged to climb mountains on their stairs or nearby hills. Some even tackled Carrauntoohil (371 flights of stairs) and Ben Nevis (470 flights of stairs), Scotland's highest mountain. They were challenged to make videos on sustainable camping, to take part in litter-pickings in their local areas, to make tote bags out of old t-shirts and much more.

Every day a different mileage target was set. On Saturday the participants walked from Mizen to Malin, on Sunday they walked the Camino de Santiago, and on Monday they walked from IGG National Office in Dublin to Pax Lodge in London and back again. Over 70 Senior Branchers completed their Bronze or Silver Gaisce Adventure Journeys.

The weekend concluded with an online birthday bash on Monday evening to mark Senior Branch's 100<sup>th</sup> birthday. Everyone made amazing birthday hats from recycled materials and baked yummy birthday cakes. It was an amazing weekend. It just shows that, even when we're apart, the Guiding spirit lives on. Throughout the weekend there were opportunities for Senior Branchers of all different ages and experience to work together, exchange tips, share stories, laugh together, and achieve their own individual goals collectively, even if it was just virtually. It was truly a unique guiding experience.

To increase girls' and Leaders' awareness of the international aspect of Guiding and to encourage them to think globally on a specific day in February

The theme for World Thinking Day 2020 was Diversity, Equality and Inclusion. A programme pack was available for each Unit to partake, with a ceremony available in *Trefoil News*. Integral to this event is a fundraising aspect, which is aimed at supporting Guiding at an International level. In 2020 a donation of €4,365.97 was made by IGG members.



*I enjoyed doing meetings on Zoom because I got to meet a lot of new people from all around Ireland and the world, but I prefer going back to meetings in real life as it means I can have proper conversations with people and be together. Emer MacEgan, aged 15, Senior Branch*



### 3.3. Impact

#### Core Outcomes

- IGG members are trained in leadership skills from an early age and every member has the opportunity to develop and enhance these skills throughout their involvement in the organisation.
- IGG has a strong visibility as an inclusive organisation across Ireland and members are encouraged to speak out on a variety of relevant issues.
- IGG is recognised as complying with best practice in the community and voluntary sector and as a registered charity.

## IMPACT



#### Core Outputs – Achievements and performance

*To ensure that IGG's Commissioners have the skills and knowledge needed in order to fulfil their roles and responsibilities*

In January 2020 7 regional commissioners completed a training day which included conflict resolution and team leadership. Support and sharing of knowledge on planning and supporting their region was also completed.

There were two trainings provided for board members on governance in 2020 to facilitate new board members and to provide a refresher training for existing board members.

*To ensure the training of Board members*

IGG completed the Governance Code Compliance Form in 2020 and are compliant.

There was a Treasurers' training held for Regional Treasurers in October 2020. There were 12 participants who took part virtually in this event, in preparation for completion and submission of the Regional Accounts.

*To ensure compliance with best practice and regulatory codes*

In 2020 Accounts Trainers were active in supporting Units at regional level to complete the IGG Accounts package and to continue to train Leaders on the use of this package.

IGG completed an application to the Charity Regulatory Authority for IGG Company Limited by Guarantee that was registered with the Companies Office in 2019. The process of closing IGG unincorporated association is ongoing in 2020.

In 2020 the IGG Financial Manual and procedures was reviewed and updated by the Finance Committee.

A survey of members was completed in June 2020 to review how Leaders were interacting with the Youth members during COVID19. There were 394 responses to the survey of which 50% of the responses were from Guide Branch alone. A mixture of how leaders and members are interacting was reported. This was primarily through Zoom meetings and activity packs as face-to-face meetings had not returned at that point. Over 90% of members who completed the survey will return to physical meetings when the restrictions allow. There was an overall satisfaction rate with IGG from the members point of view with an average of 4.7 stars out of 5 stars.

*To consistently plan and review all aspects of the organisation to ensure IGG continues to meet the needs of girls and women*

*To ensure that IGG's Leaders can access standardised training which creates an awareness about the key issues in relation to child protection – these trainings are held locally on request throughout the year*

IGG has a standard programme for training new and existing Leaders, this includes an in-person training and an online refresher. In 2020 it was identified by IGG that this training was a priority as a vital training. The session was adapted to a virtual event with the content remaining consistent. This included reducing numbers at each training in order to support the volunteer learning and it included the use of the existing online training that had been developed in 2019.

This training module was presented on 18 occasions in 2020 with 108 Leaders trained on this topic.

*To ensure that prospective volunteer Leaders fulfil the requirements to gain their warrant. Trainings are held locally on request through the year and Assistant Leader training available online*

Trainings for Warrants and Assistant Leader warrants transferred to an online format during 2020. The seven regions provided an online training package to support Leaders to complete the mandatory trainings. There were 54 Leader warrants and 71 Assistant Leader warrants issued in 2020.

During 2020 there were a multitude of trainings held in person at the beginning of the year with the transition to an online platform from March 2020.

The training needs had changed for members and it was identified that virtual platform training was required. This was provided locally and through two national trainings that were held in November 2020.

In April 2020 an advice sheet on the use of virtual platforms was developed and shared with Leaders. This included safety items to consider when working virtually. Training on First Aid was provided virtually to maintain the skills of Leaders.

*To ensure that IGG's Leaders can access training which creates an awareness about the key issues they face*

*To develop networks with inspiring women for the girls to meet and to highlight Trail Blazers*

On an annual basis an ambassador is appointed by IGG. The process involves members nominating trailblazers in a variety of walks of life. In 2019 - 2020 we had Dr Niamh Shaw who meet with many girls both in person and during the year on virtual platform.

The Space Badge launch gave IGG the opportunity to introduce outstanding women in the area of science and space exploration.



In September 2020 at the Annual General Meeting a new Ambassador Shirley McCay was appointed and welcomed by all. Shirley is an International Irish Hockey player and IGG and a previous member of Guiding.

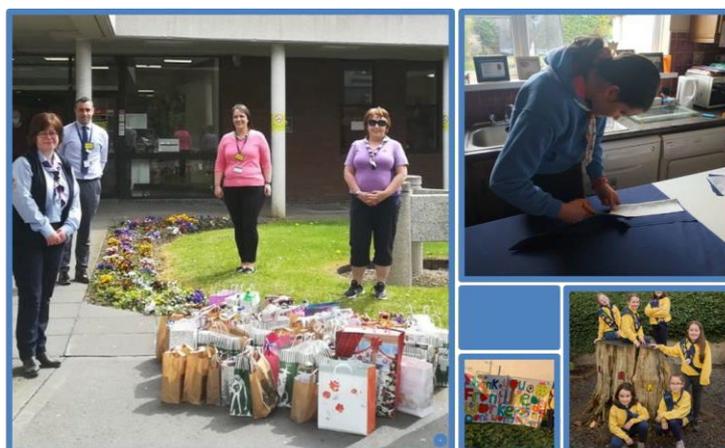


*To be active in the community showing IGG as a vibrant dynamic youth organisation*

During 2020 there were many opportunities to be active in our communities, from supporting out frontline workers to leaders providing an essential service to supporting the girls in their communities.

Good Turn Week was promoted by IGG in April 2020 to support our members in supporting their families and local communities.

RTE presented an After School Hub throughout the Covid 19 pandemic. IGG put out a call to members to participate in the After School hub by sending in a video. IGG had many features in the



RTE show as a result! From an episode with Dr Niamh Shaw all about Earth Day, submitting plays and pieces of drama for "The Show Must Go On!" segment, Emily from Bandon Brownies demonstrating a science experiment, lots of members submitting videos about being and IGG member to "something they like doing after school" segment we also had a few members in the STEM week video showing off some experiments and how much they enjoy stem in guiding! So overall a great representative of the association on prime-time television.



3.4 Support

**Core Outcomes**

- Volunteers are up skilled to mentor, support and empower the girls throughout their journey.
- An ethos of teamwork is evident in the nurturing environment where the focus is on learning by doing.
- By means of intergenerational learning IGG members gain skills and qualifications transferable to other aspects of their lives.

**SUPPORT**



**Core Outputs – Achievements and performance**

*To publish and distribute magazines for Leaders (“Trefoil News”) and Senior Branch members (“The Welly”) free of charge throughout the year which provide ideas for programme material, enable Leaders to share good practice, raise awareness of pertinent social issues, and encourage members to apply for trainings and opportunities*



Trefoil News is a publication produced by IGG. There are 5 editions per year produced. In 2020 there was a special Girl edition produced which was sent to all members of IGG in June 2020.

It was identified that some additional programme assistance was required for Leaders to return to running their weekly meetings and this was developed and delivered to all Units in October 2020. This publication included a full six-week programme for all branches to support them in returning to Guiding.

There is an annual publication called *The Welly* which is aimed specifically our Senior Branch age group and this was delivered to 522 Members in 2020. There was a Ladybird Activity Pack developed by a local Leader and this was shared with other Ladybird Leaders to support them in presenting the programme to this age group.

In order to present quality training programmes to our Leaders, an annual Trainers Conference takes place. This occurred over the course of a day using a virtual platform and involved training on the use of virtual platforms, sharing of ideas from other trainers on trainings they had provided virtually.

*To enable current and prospective trainers to get together to network and share best practice in training methods and materials, and to provide support to prospective trainers by assigning a mentor to each of them who will support them through their journey to gaining the Trainer qualification*

*To partner with organisations that complement IGG’s mission which would enable IGG to offer opportunities for specific skills training*

IGG worked with NYCI for their ongoing STEAM programme in youth work which enabled the purchase of two tablets and accessories for use with the LEGO kits to ensure if any girls don’t have access to a tablet, they can still participate in this programme and develop their STEAM skills. The tablet was also available to Senior Branch members to undertake a Stop Motion video online course with Createschool. Details of the skills gained were published in the Spring 2021 edition of *Trefoil News*.

### 3.5 Challenges and Opportunities in 2020

While Irish Girl Guides have had a number of successes in 2020, we also faced some large challenges as did all aspects of society. The impact of COVID19 on all aspects of the organisation have been enormous.

#### Staffing

Staff are normally based in National Office in Pembroke Park, in March all staff transferred to working remotely. This change in working systems allowed for some flexibility with regard to home circumstances. It did impact IGG as there was limited access to laptops, and staff were required to access personal equipment in the majority of cases. Working in a virtual environment presented many challenges and learning for all staff both National and Regional. Thanks to a Capital Grant in 2020 from DCEDIY all staff were supplied with technology to support working from home. Information storage changed during 2020 and is now stored in a cloud-based server rather than a physical server, which further facilitates remote working.

There were a number of staff changes in 2020, from the resignation of the CEO in March 2020 and the appointment of Claire Barkey as the CEO in September 2020; the resignation of the Operations Manager in July 2020 and appointment of Anne L'Henoret who took up her position at the start of 2021; the recruitment and appointment of a new role of Financial Support Officer to support IGG with all regional, committee and Unit level accounts. There was a Regional Development Officer appointed in March 2020 and this appointment start date was a delayed due to COVID19 impact.

COVID19 had an impact on the volunteer engagement, and this had an impact on the work available. Regional Staff were temporarily laid off for 8 weeks, while National Office staff were placed on short time working hours during the summer months.

The staff team in IGG have worked tirelessly in 2020 with a number of volunteers to ensure the organisation maintained its high standards and continued to provide a valuable youth service for its members throughout the year. The organisation thanks all staff that worked for Irish Girl Guides in 2020.

#### Funding

As a not-for-profit, Irish Girl Guides continues to rely on both membership fees and grant funding to operate and support the Units nationwide. In 2020, the Finance Committee worked hard to diversify the funding streams and reduce any potential over-reliance on any one source. Details of the actions taken are outlined in the finance section of this report. The challenge became an opportunity as by reaching out to other organisation and corporates, a number of partnerships have developed. Our members have benefited both through training opportunities, provision of resources and funding to reduce the badge costs incurred by Units and their members. Fundraising was an area identified in 2020 for support in order to assist with the National Training Centre development. A contract was entered into with a Fundraiser for 2020. This gave us the opportunity to engage with many philanthropic and charitable organisations, thus raising the profile of IGG. Unfortunately, the fundraising plan despite much hard work was significantly impacted by COVID19.

#### Consolidation of Accounts

Since the Charity Act was introduced, Irish Girl Guides has been working to develop a consolidated accounting system for all financial records across every project, committee, Region, Area, District and Unit. This involved the introduction of an IGG excel accounts package. As an organisation with over 520 individual Units each with their own income and accounts, this is a complex process with a number of challenges. Up-skilling volunteers in terms of IT skills and equipment is a challenge and thankfully our Train-the-Trainer approach has enabled the trainings to occur across the country in a virtual capacity so that volunteers feel confident in their use of the Accounts Package. This is a challenge for the organisation, and we continue to work on through these practical hands-on trainings and through the support from staff at all levels.

The importance of legal frameworks when dealing with children and young people is paramount to our work. Any additions to this legislation require additional training and administration requirements for our staff and over 1500 volunteers. While we endeavour to keep everyone abreast of every change, it can be a challenge to re-train our volunteers given the spread across every county in Ireland and volunteers' availability for training.

The burden of compliance is both a challenge and a risk for an organisation reliant on volunteers. Whilst everyone involved in IGG strives for excellence, the reality of the additional administrative work needed to comply with the varying new reporting requirements is an additional burden. Volunteers usually join a youth movement to work with young people, and so having to spend many hours on maintaining records and filing reports can be a challenge. Our organisational response to this is to provide report templates and training on administrative tasks and to encourage the use of technology if it is effective and efficient in reducing the paperwork required.

### Legal Structure

IGG is an unincorporated association since its inception in 1911. In 2019, the initial steps were taken to enable IGG to become a registered company limited by guarantee. This resulted in an EGM being called to amend the Constitution and Bye-Laws to enable the process to begin. Whilst this was a challenge, it is one we have embraced and the new CLG was created with three named Directors. The conversion from one structure to the other is ongoing for Irish Girl Guides. In 2020 the application process to the Charity Regulator was made for IGG CLG to be registered as a charity. This is an ongoing process. At the end of 2020 following the IGG CLG AGM a plan including Director Training was put in place for 2021 in order to facilitate the handover of the IGG CLG entity to the Board of IGG during 2021.

### Grant applications

IGG were successful during 2020 in applying for and receiving the following grants to support the programme of the organisation. A huge thanks is extended to these organisations for supporting IGG in supporting our girls and young women to develop as responsible citizens.

- **CIT Blackrock Observatory/ESERO Grant** to support the development of and introduction of the Space Badge
- **Trócaire Connecting for Impact Scheme** to support training in online games in youth work, inclusion of SDG and Development Education material in *Trefoil News*.
- **NYCI Games in Youth Work project** to help promote the use of games in our regular programme. A group of Senior Branchers had developed a board game for SDG 12 Responsible Consumerism and this fund enabled the printing of the board game on foamboards for use at events and weekly meetings.
- **ESB Energy for Generations Fund** to support Healthy Minds activities of the Irish Girl Guides in 2020/2021. The funding provided free Healthy Minds Interest Badges for girls all over Ireland; online training for Leaders; resources for Leaders in *Trefoil News* editions and a contribution to a Healthy Minds zone in the new National Training Centre.
- **NYCI STEAM Project** which facilitated the purchase of two tablets to be used in conjunction with LEGO kits.
- **DCEDIY Capital Grant** of which a portion was utilised to support the addition of Badges at Home and Programme at Home functionality to Online Guide Manager.

### Impact of Covid-19 Global Pandemic

The public health restrictions due to this global pandemic have had a significant impact on the delivery of services by IGG members. Many of our members have been affected as families, employees, employers, carers, parents, youth members and Leaders. Our sympathies are with those who have lost a loved one and our thoughts and supports are with those dealing with the crisis on the frontline and at home. The impact on everyone cannot be underestimated and in true Guiding spirit we continued through difficult times with our Promise and Law as our guide.

Our volunteer Leaders have had to make decisions based on their capacity to continue to provide a service to our youth members. Some members have not been in a position to do this for many reasons. The impact of the lack of technology on Leaders and youth members is not fully known but we are definitely aware that there are

issues regarding broadband availability in different parts of the country.

IGG have been monitoring the level of engagement at a local level and offering formal and informal peer support and training to get units back up and running.

Units that meet in school properties have been impacted significantly and have not been able to return to the use of these premises. Some locations have limited or no access to another venue so making it difficult to be active.

For Leaders and members who have been able to engage this has taken place in many formats based on the age profile of the youth member and the availability and capacity of the Leaders. This has been provided using various virtual platforms, messaging services, programme packs delivered or collected at a pickup point, craft packs posted, online national and regional events, Camp at Home events and LEGO camps. Outdoor meetings took place when they were allowed as did indoor meetings for a short period of time. No overnight events took place after March 2020. Camping has just been introduced in July 2021 for IGG members.

All Leaders have trained on Covid19 as per NYCI and government guidelines, and continue to use contact tracing forms, return to guiding forms, risk assessments with guidelines to reduce the spread of Covid19. Leaders have been inventive in maintaining pods and when online there was ongoing evaluation and exploration of what could be accessed for use using the online format and this led to the developments such as visitors speaking to the girls, online baking and cooking plus linking with members in other countries to complete joint activities.

### 3.6 Future Developments

Irish Girl Guides is committed to the #IGG2022 Strategic Plan and will continue to monitor the achievements of its objectives under the strands of Belong, Journey, Impact and Support. All committees have annual targets which are aligned to this Strategic Plan and a draft plan is in place. Committees and Regions have input into the final versions when they analyse their capacity to deliver and depending on the funding available. Key learnings from 2020 will be incorporated into 2021's Operational Plan and the cyclical review of policies and projects will continue. Work will continue on our conversion to a CLG and the transition to SORP consolidated accounts.

#### Volunteers

As an organisation, we will continue with our core activities to help fulfil our mission. Being able to offer our Guiding programme to more girls and women is a key aspiration for our future. In 2018, we launched a Become a Volunteer video, and this was followed in 2019 with a toolkit for Leaders to help with Recruitment and Retention of volunteers. These resources will be vital going forward in order to support our existing and future leaders. Our membership numbers have stayed consistently above 10,000 over the last quarter of a century. This has been impacted by the global pandemic and our future plans are to support our existing members to engage with our existing potential members in order to increase the number of girls and young women who benefit from Girl Guides through supporting the volunteer Leaders and developing a greater understanding amongst the public of what Guiding is.

#### Diversity of Funding

IGG will continue to work to secure diverse and sustainable funding streams and to grow our fundraising capacity. The organisation has entered into a number of partnerships with other organisations to help fulfil the mission and provide new opportunities for our members e.g., Trócaire, ESERO, Blackrock CIT, NYCI, Dublin City University and Engineers Ireland. These partnerships have enriched the experiences our members have and created greater awareness around what Irish Girl Guides do across the country. We have signed Memorandum's of Understanding with a number of partners beyond 2020 and we hope to develop more.

#### Ambassador Role

The Honorary Ambassador role is an annual one in IGG and it has been a great source of inspirational stories and connections since it started in 2016 with Justice Catherine McGuinness. Sinead Burke, Kate and Annie

Madden and Niamh Shaw have followed in her footsteps and provided many of our members with opportunities to meet, discuss their dreams and become motivated by their success through determination. They have each come from different walks of life, different careers and industries. We are indebted to them all for giving their time so generously to the future generations of female change makers. In 2020/2021, the new Ambassador is Shirley McCay, an accomplished Irish sportswoman who we hope will further develop the number of girls and women taking on, persisting at and discussing sports in Ireland.

#### National Training Centre for the Irish Girl Guides

In 2019, after a long search, IGG bought a new property in Dublin and set about turning this blank canvas in Belgard Square, Tallaght into the Irish Girl Guides National Training Centre. Strong and pragmatic women have chartered our geographical history and have made our transitions possible.

Our new purpose-led building will meet the expanding needs of IGG and be accessible to Guides and Leaders from across Ireland, while allowing for growth into the future. When it is renovated and furnished, our new fully wheelchair accessible headquarters will include training rooms, collaboration and maker spaces, office space and our Distribution Centre. But more than that, this Centre will give Guides and Leaders from all backgrounds a holistic space to spark and develop new ideas, and equip the next generation of Irish female role models.

As well as successfully securing Capital Funding from Department of Children and Youth Affairs and two Foundations in 2020, IGG continues to research other grant opportunities and seek corporate support. A LEGO Fundraising campaign was initiated in 2020 and this will continue into the future. Fundraising for this new state-of-the-art training centre will continue to be a large part of the organisation's focus in 2021.

#### Girl Guide evaluation from Guide Badge Night

*I've struggled with feeling accepted and also body image because of society's standards for a while but being a Girl Guide has really helped. Being surrounded by such unique, strong and supportive women and girls has taught me that there is so much more to life than the way your look. Guides has taught me to love myself for my leadership skills, resilience, camping skills and so much more while also giving me a nurturing environment of friends that love and accept me. **A Guide, aged 14***

## 4 Financial Review

The financial affairs of the organisation are managed by the Finance Committee with responsibility to and in consultation with the Executive Committee (Board of Trustees). The Finance Committee is responsible for the audit, budgeting and finances which are all subject to detailed review. Adequate systems of internal control are in place which aim to ensure compliance with laws and policies, ensure efficient and effective use of resources, safeguard assets and maintain the integrity of the financial information produced. The Finance Committee members bring a variety of skills, knowledge and talents to the decision-making process of the Committee. Six members of the Finance Committee are also members of the Board.

Each Unit, District and Area keeps proper financial records for which they appoint a Treasurer who monitors the finances at local level. Regions and committees keep proper financial records which are checked by the Finance Committee on an annual basis. An external auditor checks the national accounts. The Statement of Financial Activities, Statement of Comprehensive Income and Statement of Financial Position and Cash Flow Statement for the year ended 31 December 2020 for the national accounts are set out in our Financial Statements. Irish Girl Guides is currently in process of consolidating the data from all branches and committees plus the area and district accounts as well as the 520 locally held Unit accounts, in consultation with the Charities Regulator and in line with the Charities Act. Work in this area has been ongoing in 2020 and will continue going forward. Also of note is that all salaries in 2020 were below the required threshold for public disclosure.

## 4.1 Reserves Policy

The Charities Regulator Authority recommend that charities maintain a Reserves Policy. The guidance issued pursuant to section 14(1) of the Charities Act 2009, is to encourage and facilitate the better administration and management of charitable organisations (charities).

IGG's Executive Committee has a Reserves Policy to ensure the stability of the mission, programmes, employment, and on-going operations of the organisation and to provide a source of internal funds for organisational priorities. It is intended to support the goals and strategies contained in the governance and financial policies of the organisation. It has been agreed that the most appropriate level of reserves should be kept at the level of €160,000 which would equate to six months operational costs but at a reduced capacity. The recommended Reserves for Regions who operate properties held in trust for the Irish Girl Guides is €25,000 per property to a max of €50,000 per region. The seven regional structures within IGG also maintain a minimum level of reserve totalling €219,000, sufficient for one year's operational costs. The Reserves Policy is reviewed on an annual basis.

Reserves are identified in our Financial Statements as Provisions. In line with terms used by the Charities Regulator Authority, we will be using the terms Restricted funds, Designated funds, Unrestricted funds, General funds and Endowment funds going forward. The list of Provisions has been allocated from previous surpluses for anticipated future expenditure on specific projects over the coming year.

## 4.2 National Funding Analysis

The audited accounts for 2020 were presented to General Council by Julie Stephens, IGG National Treasurer, and represent the Irish Girl Guides National Office Administration, Distribution Centre and National Memorial Cottage Audited Accounts for the trading year 2020. They detail the income and expenditure of three sub sections within the accounts and then review how IGG apportion the Department of Children, Equality, Disability, Integration and Youth (DECDIY) Youth Services Grant in 2020. As per IGG accounting policies for 2020 our audited accounts do not include camp, regional, branch or committee activities, which are currently internally audited.

In summary, the overall income and expenditure position of the organisation reported a surplus of €12,527 for the organisation for 2020 which is due in the main the financial planning that took place during 2020 in preparation for 2021 and the anticipated impact of the Covid19 pandemic on our membership numbers and income.

The administration income for 2020 totalled €972,591, an increase from 2019 due to additional grants and sponsorship. IGG received a Youth Services Grant from the Department of Children, Equality, Disability, Integration and Youth (DECDIY) totalling €401,927 which was a much-appreciated increase on 2019.

Membership fee income was €422,203 which was an increase of €147,740 on 2019. The membership fee was increased to €45 in 2020 on recommendation of the finance committee. Other Grants, sponsorships and sundry income totalled €132,384 in 2020 – which is an increase of over €13,368 on 2019 and is evidence of our work on diversification of funding sources. This included an additional DECDIY Capital Funding of €50,000 to support IT infrastructure for volunteers, staff and the National Training Centre; an Irish Aid Development Education Grant from the Department of Foreign Affairs of €25,000 which was received in 2019 and the expenditure occurred in 2019 and 2020, a Trócaire grant of €5,000, ESB Energy for Generations grant for €10,000 to support our Healthy Minds Badge programme and €5,000 from ESERO and CIT Blackrock Observatory for the Space Badge. Funding was received towards the National Training Centre from the Katherine Howard Foundation and other donors including our own LEGO Block fundraising appeal. A full listing of the additional income received by IGG can be viewed in the financial statements.

In relation to the expenditure for National Office, the staff, Finance, Executive and Programme & Training Committees address all areas of expenditure to ensure that the income received by the organisation is used as effectively as possible. IGG adopted a cautious and prudent approach to their finances during 2020. This resulted in a reduction of expenditure in some areas, to enable funds to be focused throughout the organisation. A breakdown of staff costs can be found in the Financial Statements. Whilst staff costs are down slightly overall, the cost of professional and legal fees has increased as IGG continue to require external HR support and professional fees have increased slightly as we continue to progress on the CLG journey.

The Regions received funding to support the Financial Assistance Grant for Units to help individuals who have financial challenges, and funding for volunteers to be qualified in First Aid.

Branch and committee funds have been used for varying events throughout 2020. These have included the National Guide Awards, Branch weekend, Youth activities, International themed competitions with various other programme related events and Leader trainings over the course of the year. In 2020 IGG produced their first ever Girls Edition of *Trefoil News*. This was posted to all youth and adult members with activities, crafts, games and badge ideas for completion in the safety of their own homes. Other initiatives supported by the Programme and Training committee this year included Camp at home activity packs and programme ideas for Guiding through the pandemic. Also showing within the National Office expenditure are the increased IT costs to provide online tools for volunteers, enhanced levels of support via OGM and the development of online courses.

The publications expenditure includes publication and postage of our 2020 Annual Overview, updating of IGG programme publications for Leaders and 5 issues of *Trefoil News*. Costs for *Trefoil News* are increased on 2019 because of the Girls edition as this went to every member in the country and in line with postage increases *Trefoil News* magazine continues to be a great source of connection and communication within IGG.

Throughout 2020, the pandemic meant that IGG reconfigured many of their meetings, plans and activities to online and virtual formats. This has meant a significant saving in travel throughout the country. Insurance expenditure has remained on par with 2019; administration and overhead costs of €27240 includes general charges such as water, refuse, electrical, telephone, gas, printing, and stationery. IT support, hardware purchases and maintenance contracts generally remained the same in 2020. Specific grant expenditure is offset against grant income received.

The Youth Services Grant from the Department of Children, Equality, Disability, Integration and Youth (DECDIY) has been allocated as follows:

- In 2020, €229,204 was allocated towards staff costs.
- €9,000 of grant monies were allocated against IT costs within the organisation supporting national activities
- A total of €89,367 was allocated to the operational running costs of IGG in 2020 including, rent, insurance, light and heat etc, professional fees and public relations
- A total of €90,433 was allocated against Regional, Branch and committee activities during 2020.

The Income and Expenditure for the Dublin Distribution Centre is also included in the Financial Statements. Sales were down significantly in 2020, due to Covid-19. Trading deficit is showing as €5,854. The true deficit was higher than this as a provision of €17,000 was used to support the distribution centre, and Programme and Training committee supported an initiative to promote Journey programme badges.

In the Financial Statements the recorded income for the National Memorial Cottage, highlights that due to the Covid-19 restriction and the temporary closure of this facility, as per Government and Health guidelines; income for 2020 was down significantly on 2019 by €7,613, with a recorded deficit for the year of €4,743.

In 2020, we continued to diversify our funding sources to fund our educational programmes and events. We formed partnerships which assisted with this including ESERO and CIT Blackrock Observatory and continue to explore new opportunities for partnerships.

With regard to our new National Training Centre, the Finance Committee and Executive Committee approved the reallocation of some of our provisions towards the refurbishment of the building. A fundraising consultant was appointed to support this project during 2020. The impact of Covid19 resulted in many challenges and unfortunately the outcomes anticipated were not achieved. There were many benefits for the organisation in raising the profile and awareness of the organisation, plus raising awareness for the organisation of the funding opportunities that may be available in the future.

### 4.3 Principal Risks and Uncertainties

Risk is an everyday part of life in the community and voluntary sector, and managing it effectively is essential if organisational goals are to be achieved and organisation assets are to be safeguarded. IGG adopts a structured approach to managing significant risks to which the organisation is exposed. The Board of Trustees is responsible for ensuring that appropriate procedures are in place to identify, assess and manage risk from a strategic and operational perspective. IGG has a Risk Management Policy that is reviewed by the Board on a cyclical basis. A regular review occurs throughout the year and an overall review is completed annually. Managerial staff and key volunteers are responsible for ensuring the Risk Management Policy is implemented and the Risk Register is updated between meetings as required. Any updates are then presented to the next Board meeting for discussion and development of any further mitigating actions possible. IGG's Register lists all potential risks under 4 categories

– People, Processes, Profile and Performance.

Each one is assigned a level of risk severity and the likelihood of occurrence. The principal risks identified as high likelihood and high impact in 2020:

- high dependency on Department of Children, Equality, Disability, Integration and Youth (DECDIY) for finance (*Processes*)
- based on impact of global pandemic low membership numbers leading to reduced *income (Processes)*
- overburdening of Leaders with paperwork/compliance (*People*)
- bad PR from other organisations/charity sector reflecting on IGG (*Profile*)
- RDO busy with a large number of people in a small span of time (*Profile*)
- significant decline in membership (*People*) +/- lack of Leaders for existing Units (*People*)
- loss of staff member/unsupervised handover (*People*)
- global pandemic impacts service provision (*Performance*)

The Board took a number of measures to mitigate these risk s: ensuring contingency plans for staff were updated, diversifying funding sources as evidenced in the Financial Statements, hiring a consultant fundraiser for 2020 and providing training and IT packages for volunteers to assist with administrative tasks; moving our Safeguarding training to an online format. It remains important for IGG to distinguish ourselves as an entirely separate organisation offering a different programme, for females only, and with very clear and transparent reporting mechanisms in line with best practice, which ensure that our members report any concerns they have over the welfare or safety of a child to the relevant statutory authorities.

#### **4.4 Accounting Records**

To ensure proper books and accounting records are kept in accordance the Charities Act, IGG has established appropriate resources to adequately record the transactions of the organisation. IGG also ensures that it retains the source of documentation for these transactions. The books of account are externally audited and maintained at the organisation's registered office at Trefoil House, 27 Pembroke Park, Dublin 4.

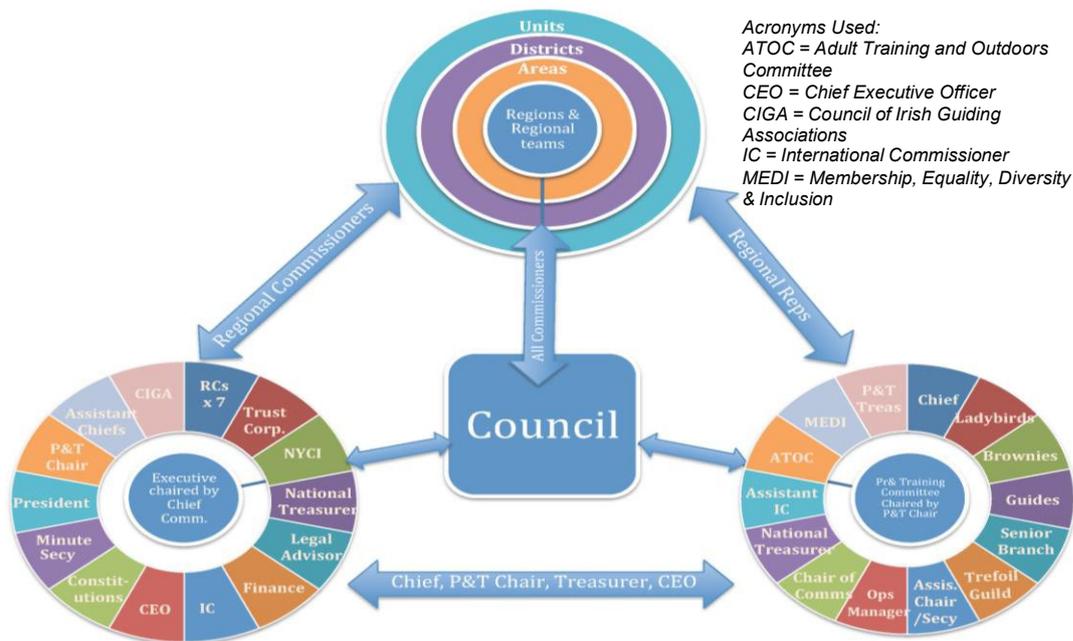
## 5 Structure, Governance and Management

The organisation is registered with the Charities Regulator (Registered Charity Number: 20006327) and has been granted charitable status under Sections 207 to 208 of the Taxes Consolidation Act 1996, Charity No. CHY 4726. The charity makes returns, as appropriate, under the Lobbying Act (2015) and complies with all regulatory standards for the sector. As of 11 September 2021, IGG is fully compliant with the Charity Governance Code.

### 5.1 Organisational Structure

The General Council is responsible for the control and general supervision of IGG as per the Constitution and Bye-Laws. The Executive Committee, subject to the supervision of the General Council, controls and manages the affairs of IGG. The National Programme and Training Committee, subject to the supervision of the General Council, is responsible for coordinating the development and delivery of all aspects of the Guiding programme and maintaining communication between National Committees and Branches.

There are seven administrative Regions of IGG. Each Region has a Regional Commissioner who is a member of the Executive Committee and a Regional committee. Within the Region there are geographical groupings of Areas and Districts, each one having a Commissioner and an Area/District team. Units of approximately 20–30 girls are run by a team of volunteer Leaders, who have undertaken the relevant screening and training. Each Unit works with one Branch – Ladybirds aged 5-7, Brownies aged 7-10, Guides aged 10-14, Senior Branch aged 14- 30.



The diagram above demonstrates the structure of the organisation and shows the links between members and committees.

### 5.2 The Board of Irish Girl Guides and the Committee Structure

#### The Executive Committee

The Executive Committee is the Board of Trustees and are responsible for the strategic direction of IGG. The Committee consists of 22 members who meet on average six times per year. They are the Board of Trustees and have responsibility for the organisation, ensuring it is run professionally and in keeping with its aims and objectives. All Board members work in a voluntary capacity and do not receive any remuneration in respect of their services to IGG. Expenses are reimbursed where claimed in line with Irish Girl Guides' Expenses policy. The CEO is an ex-officio member of the board. As IGG is not a registered company, there is no company secretary.

Member	Role	Appointment Date	Skills
Amanda O'Sullivan	Chief Commissioner	Appointed December 2019	Volunteer Guide Leader, Strategic Planning, Leadership, Project Management, Safeguarding Trainer
Maureen Murphy	President	Reappointed June 2020	Trefoil Guild member, Education, Social Research, Communications, Leadership, Change Management, Gender Equality
Evelyn Hayes	Chair of Finance	Appointed December 2019	Volunteer Brownie Leader, Finance, Leadership, Board Experience, Leader Training, Outdoor Advisor
Julie Stephens	National Treasurer	Reappointed September 2018	Non-Unit Volunteer, Finance, Risk Management, Project Management, Charity Fundraising
Jenny Gannon	Programme & Training Commissioner	Appointed September 2018	Volunteer Unit Leader, Leadership, Programme Development, Developmental Education, Policy, Risk Management, Leader Training
Jenna Goodwin	International Commissioner	Appointed August 2019	Volunteer Guide Leader, Governance, Finance, Risk Management, Communications, Compliance for Not-for-Profit, NGO Board Experience.
Elizabeth Lynch	NE Regional Commissioner	Reappointed October 2017. Term completed September 2020	Volunteer Guide Leader, Education and Training, Leadership, Outdoor Advisor
Fiona Walsh	E Regional Commissioner	Reappointed January 2019	Volunteer Guide Leader, Volunteering, Leadership, Event Planning, Project Management
Deirdre Henley	SW Regional Commissioner	Reappointed December 2018	Volunteer Guide Leader, Leadership Training, Communications, Growth and Development, Risk Management, Outdoor Advisor
Caroline Flanagan	WCM Regional Commissioner	Appointed December 2020	Volunteer Unit Leader, Leadership, Growth and Development, Change Management, Teamwork
Jacqueline Lavelle	NW Regional Commissioner	Reappointed December 2018	Volunteer Brownie Leader, Leadership, Volunteering, Teamwork, Event Planning
Mena Timoney	SE Regional Commissioner	Appointed February 2019	Volunteer Unit Leader, Human Resource, Leadership, Research, Gender Equality
Lisa Enright	MW Regional Commissioner	Appointed January 2019	Volunteer Brownie Leader, Leadership, Volunteering, Teamwork
Gillian Finan	Constitutions Committee	Appointed October 2018	Volunteer Ladybird Leader, Communications, Leadership, Marketing and PR, Research
Lucy O'Donovan	NYCI Rep	Appointed September 2020	Volunteer Guide Leader, Marketing and PR, Volunteering, Leadership, Event Planning
Emer O'Sullivan	Trust Corporation	Reappointed June 2019	Volunteer Guide Leader, Risk Management, Leadership, Volunteering, Policy
Alison Cahill	CIGA	Appointed October 2018	Volunteer Senior Branch Leader, Leadership, Communication, Marketing and PR
Annamarie Lawlor	NE Regional Commissioner	Appointed September 2020	Volunteer Senior Branch and Guide Leader, Leadership, Volunteering and event planning

Non-Voting Member	Role	Appointment Date	Skills Areas
Claire Colfer	Legal Expert	Appointed January 2017	Volunteer Brownie Leader, Legal advisor, Compliance and Governance, Policy
Sharon Flynn	Assistant Chief Commissioner	Appointed March 2020	Volunteer Ladybird Leader, Leadership as a previous branch chair.
Aisling O'Boyle	Assistant Chief Commissioner	Appointed January 2020	Volunteer Guide and Senior Branch Leader, Public speaker
Nicola Le Roux	Minute Secretary	Appointed June 2018	Volunteer Guide Leader, Finance, Company Secretary Experience, Compliance
Helen Concannon	Former Chief Commissioner/ Chair of National Training centre Committee	Appointed January 2020	Volunteer Leader, Governance, Strategic planning, Project management, Finance. Leadership

Board Meetings

The Board of Trustees (Executive Committee) meeting attendance in 2020 was excellent. The average attendance rate at a meeting was 90%. Eighteen members had a 100% attendance rate.

Voting Members	21/01	24/03	09/05	06/06	05/09	17/10	05/12	Total Attendance	
Amanda O'Sullivan	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Maureen Murphy	Y	Y	Y	Y	Y	N	Y	6/7	86%
Julie Stephens	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Jenny Gannon	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Elizabeth Lynch *	Y	Y	N	Y	Y	---	---	4/5	80%
Annamarie Lawlor #	---	---	---	---	Y	Y	Y	3/3	100%
Fiona Walsh	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Deirdre Henley	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Caroline Flanagan	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Jacqueline Lavelle**	Y	N	N	N	Y	Y	Y	4/7	57%
Lisa Enright	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Mena Timoney	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Evelyn Hayes	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Jenna Goodwin	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Emer O'Sullivan	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Gillian Finan	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Alison Cahill	N	Y	Y	N	Y	Y	Y	6/7	86%
Lucy O'Donovan	N	Y	Y	Y	Y	N	Y	5/7	71%

\*End of Term #New Appointment in 2020

\*\*Note: Jacqueline Lavelle had no internet for much of 2020 leaving her unable to attend the virtual meetings.

Non- Voting Members	21/01	28/03	09/05	06/06	05/09	17/10	05/12	Total Attendance	
Claire Colfer	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Aisling O'Boyle	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Nicola le Roux	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Helen Concannon	Y	Y	Y	Y	Y	Y	Y	7/7	100%
Sharon Flynn	---	---	---	Y	Y	Y	Y	5/5	100%
Anne Marie Harte (staff)*	Y	N	---	---	---	---	---	1/2	50%
Claire Barkey (Staff) #	---	---	---	---	Y	Y	Y	3/3	100%

\*Resigned post # New appointment in 2020

Selection and Induction of Board Members

The Board of Trustees of IGG is a body of elected individuals who jointly oversee and govern the activities of the organisation. Voting members are elected into their roles as per the Constitution and Bye-Laws.

The Chair (Chief Commissioner) appoints two Assistants for a period of a year. These are non-voting positions. Apart from the Assistants' roles, the term of office of a Board member is three years with an additional three years permitted.

A list of each role's dates is available to all Board members and reviewed by the Chair and CEO to ensure there is a balanced approach to turnover of members within their defined roles.

Intergenerational learning is a fundamental of the Girl Guide movement and IGG places great importance on having a mixture of ages and experiences at the Board table. Ensuring that the girl's voice is prominent is key and so most of the Board are active Leaders in Units around the country. IGG aims to ensure members under 30 years of age are empowered to be Board members and in 2020, four members of the Board were under 30.

New Trustees receive an induction pack which includes all appropriate documentation required for them to undertake their role. Informal support is provided by the Chair or other members through a buddy-system. A formal Induction Training is provided for new members, to which all members can attend as a refresher. In January and October 2020, board induction trainings were held.

Programme and Training Committee

The function of the Programme and Training (P&T) Committee is to co-ordinate the development and delivery of all aspects of the Guiding Programme. Together with the Executive Committee, the Programme and Training Committee monitors the activities quarterly to ensure the organisation achieves its agreed outcomes as stated in our Strategic Plan #IGG2022. Each of the committees who report to P&T, do so through their Chair and each of those committees have regional representation. This ensures there is two-way communication between Units and Committees.

Staff support is provided to this committee through the Operations Manager. They attend P&T meetings of the Programme and Training Committee as a non-voting member. According to its Terms of Reference, the Committee will meet at least three times per year. In 2020, the Committee meet four times and the membership and meeting attendance is indicated in the following table:

Name	Role on Committee	23/5	12/09	07/11	12/12	Total Attendance	
<b>Voting Members</b>							
Jenny Gannon	Chair	Y	Y	Y	Y	4/4	100%
Monica McDonnell	Ladybird Branch	Y	Y	Y*	N	3/4	75%
Áine Divilly	Brownie Branch	Y	Y	Y	Y	4/4	100%
Carina Egan	Guide Branch	Y	N	N	Y*	2/4	50%
Averil O'Connor	Senior Branch	N	N	Y	Y	2/4	50%
Hazel Convery	Trefoil Guild	N	Y	Y	N	2/4	50%
Sinéad Crilly #	MEDI	Y	Y	-	-	2/2	100%
Sarah Canavan ^	MEDI	-	Y	Y	Y	3/3	100%
Aisling Claffey	Assistant International Commissioner	Y	Y	Y	Y	4/4	100%
Jenna Goodwin	International Commissioner	-	-	Y	N	1/2	50%
Margaret Patterson #	ATOC	Y	Y	-	-	2/2	100%
Jemma Lee ^	ATOC		Y	Y	Y	3/3	100%
Beth Moody	Assistant Communications Chair	Y	-	-	-	1/1	100%
Jessica Walters Woods ^	Communications Chair	-	Y	Y*	Y	3/3	100%
Amanda O'Sullivan	Chief Commissioner	Y	Y	Y	Y	4/4	100%
Sylvia Richardson	P&T Treasurer	Y	Y	Y	Y	4/4	100%
Julie Stephens	National Treasurer	Y	Y	Y	Y	4/4	100%
<b>Non-Voting Members</b>							
Mary Nugent	Operations Manager	N	-	-	-	0/1	0%
Lauren Flynn	Minute Secretary	Y	Y	Y	Y	4/4	100%
Claire Barkey	CEO	-	Y	Y	Y	3/3	100%

\* Indicates Substitute attended / # Resignation / ^ New Appointment in 2020

Board Subcommittee – the Finance Committee

There is one formal permanent subcommittee of the Board, which reports to every Executive Committee meeting. The Finance Committee presents the budget to the Board for approval and at each meeting shares management accounts. The Committee purpose is:

- managing the financial affairs of the Irish Girl Guides, with responsibility to and in consultation with the Executive Committee to whom a full report will be given at each meeting
- drawing up an annual budget, in conjunction with the National Treasurer, for presentation at Executive
- ensuring that the annual accounts are signed off at General Council (AGM)

- d. conducting internal audits of District/Area/Regional/ committee accounts for monitoring and review purposes
- e. monitoring and reviewing arrangements whereby volunteers and staff may, in confidence, raise concerns about possible improprieties in financial matters and ensuring that these are independently investigated and acted on if appropriate
- f. monitoring and reviewing financial control and risk management systems

According to its Terms of Reference which are available on the IGG website, the Committee will meet at least four times per year. In 2020, the Committee met eleven times. The membership and meeting attendance were as follows:

Name	25/1	13/3	29/4	16/5	25/5	16/7	27/8	3/10	6/11	19/11	10/12	Total Attendance	
<b>Voting members</b>													
Evelyn Hayes*	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11/11	100%
Amanda O'Sullivan*	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11/11	100%
Julie Stephens*	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	9/11	81%
Elizabeth Lynch* #	Y	Y	Y	Y	Y	Y	Y	-	-	-	-	7/7	100%
Sylvia Richardson	Y	N	Y	Y	Y	Y	N	Y	Y	Y	N	8/11	72%
Jenny Gannon*	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	11/11	100%
Deirdre Henley *^	-	-	-	-	-	-	-	Y	Y	Y	Y	4/4	100%
Helen Concannon*	N	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	9/11	81%

\*indicates that the person also sits on the Board of Trustees and their skills are outlined elsewhere in this report. # Resignation ^ New appointment

Name	25/1	13/3	29/4	16/5	25/5	16/7	27/8	3/10	6/11	19/11	10/12	Total Attendance	
<b>Non-Voting members</b>													
Jenna Goodwin* #	Y	Y	Y	Y	Y	-	-	-	-	-	-	5/5	100%
Elizabeth Lynch* ^	-	-	-	-	-	-	-	Y	Y	Y	Y	4/4	100%
Anne Marie Harte(staff)#	Y	N	-	-	-	-	-	-	-	-	-	1/2	50%
Naomi Levins (staff)	Y	N	N	Y	N	N	Y	Y	Y	Y	N	8/11	64%
Claire Barkey (Staff) ^	-	-	-	-	-	-	-	Y	Y	Y	Y	4/4	100%
Siobhan Dunn (Staff)^	-	-	-	-	-	-	-	-	-	-	Y	1/1	100%

\*indicates that the person also sits on the Board of Trustees and their skills are outlined elsewhere in this report. # Resignation ^ New appointment

### 5.3 Conflicts of Interest and Conflicts of Loyalty

IGG has a Conflicts of Interest and Conflicts of Loyalty Policy which is reviewed and updated every three years. This policy was updated in 2020. The purpose of the policy is to outline the behaviour expected of members of the Executive Committee (Board) with regard to declaring personal interests and also to outline the procedure to be followed in the event of a disclosure of a conflict of interest or loyalty. All Board members are given the opportunity to declare conflicts of interest and loyalty at the beginning of each Board meeting as it is a standing item on the agenda. A register is maintained by the CEO and training on what a conflict of interest is, is provided during Board Induction.

## 5.4 Good Governance & Compliance

IGG is registered with the Charities Regulator in Ireland and complies with all statutory obligations. IGG is compliant with the Governance Code for Community, Voluntary and Charitable Organisations which ensures the organisation upholds the highest international standards of best practice and ensures transparency and accountability. The organisation has been classified as a Type C organisation under the Governance Code. As the Charities Regulator has now published their own Governance Code, the Board has worked throughout 2020 on reviewing each principle to ensure that each standard is met comprehensively. IGG are fully compliant in 2020.

IGG is registered with the Lobbying Register and submits quarterly reports. IGG is also a signatory to the Dóchas Code of Conduct on Images and Messages and strives to abide by the Leave No Trace principles. IGG is a member of IDEA, NYCI, NWCI, Children's Rights Alliance, The Wheel and have partnership agreements with An Óige and Gaisce – the President's Award.

Since 2014 Irish Girl Guides is officially recognised as meeting the requirements of the Irish Charities' Tax Reform Group (ICTR) Statement of Guiding Principles for Fundraising. This means that we are committed to complying with this Statement by endeavouring to:

- adhere to the core principles of respect, honesty and openness
- demonstrate commitment to donors
- ensure high standards of fundraising practice
- be financially accountable

The statement of compliance is available on the IGG website.

Irish Girl Guides Annual Report and Financial Statements are available on the IGG website and circulated to members and stakeholders.

# Irish Girl Guides 2020



## IGG Making the Headlines



**35** Photos/articles in national newspapers...

**Television appearances 17+**  
...up 14+ from the previous year



**7,924** Facebook likes by the end of 2020...  
...up 1,164 from the previous year



**Instagram followers... 1,828**  
...up 341 from the previous year



**3,658** Twitter followers...  
...up 311 from the previous year



**55**

girls participated in LEGO events between the Intro to Robotics Camp and the FIRST LEGO League international competition

**20**

Guides and Senior Branch members competed in the FIRST LEGO League Challenge Division

**7**

Guides and Senior Branch members, as a team, achieved the highest score ever recorded in a Robot Game at a FIRST LEGO League competition in Ireland or the UK. They were awarded Overall Regional Winners and went on to win 2nd place at the All-Ireland Finals



Guide Branch held **9** online Badge Nights with an average of **60** badges earned per night

**187**



Guides received their National Guide Award (the highest number ever)! Awards were presented either online or outdoors regionally

**1**

Quote from a Girl Guide used by Taoiseach Leo Varadkar during State of the Nation address...

"Rachel, aged 13, who is worried about her grandparents and wondering when she will be able to go back to school. Someone worried about the future but who ends her letter by asking me to stay safe."

**GAISCE THE PRESIDENT'S AWARD**

**73** Bronze participants  
**40** Silver participants  
**26** Gold participants

**12** Bronze Awardees  
**9** Silver Awardees

## Top Facebook Post **3,300** reach

"We are thrilled to have just been announced as the winner of the Mentorship category of the Diversity in Tech Awards 2020. #DITA20

A shared award for all our volunteers and staff who mentor almost 11,000 members. #IrishGirlGuides #GivingGirlsConfidence"



## Top Tweet **8,100** impressions

"We hope you will join us in standing in solidarity with all trans people this #TransAwarenessWeek. We need to see an end to transphobia and to see in its place #inclusion and #diversity. Please RT if you agree. #GivingGirlsConfidence"

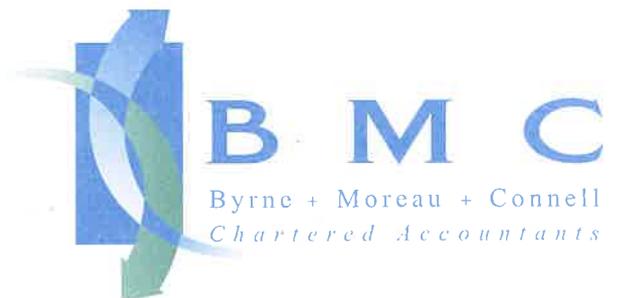


## **6. Irish Girl Guides Financial Statements Year Ended 31 December 2020**

**Irish Girl Guides**

**Financial Statements**

**Year Ended 31st December 2020**



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## **Independent Auditors' Report To the Irish Girl Guides**

### **Report on the audit of the financial statements**

In our opinion the Irish Girl Guides financial statements:

- give a true and fair view of the assets, liabilities and financial position of the society as at 31 December 2020 and of the result of the financial year then ended; and
- have been properly prepared in accordance with the relevant financial reporting framework.

The financial statements we have audited comprise:

- the Income and Expenditure Account;
- the Balance Sheet
- the related notes 1 to 11, including a summary of significant accounting policies as set out in note 2.

The relevant financial reporting framework that has been applied in their preparation is the historical cost convention ("the relevant financial reporting framework").

### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland) and applicable law. Our responsibilities under those standards are described below in the "Auditor's responsibilities for the audit of the financial statements" section of our report.

We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in Ireland, including the Ethical Standard issued by the Irish Auditing and Accounting Supervisory Authority, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which ISAs (Ireland) require us to report to you where:

- the officers' use of the going concern basis of accounting in preparation of the financial statements is not appropriate; or
- the officers have not been disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the organisation's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The officers are responsible for the other information. The other information comprises the information included in the Reports and Financial Statements for the financial year ended 31st December 2020, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **Independent Auditors' Report To the Irish Girl Guides**

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Responsibilities of officers for the financial statements**

The officers are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the officers determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the officers are responsible for assessing the organisation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the officers either intend to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (Ireland), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the officers.
- Conclude on the appropriateness of the officers' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organisation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on

### Independent Auditors' Report To the Irish Girl Guides

the audit evidence obtained up to the date of the auditor's report. However, future events or conditions may cause the entity (or where relevant, the group) to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that the auditor identifies during the audit.

This report is made solely to the organisation. Our audit work has been undertaken so that we might state to the organisation those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the organisation, for our audit work, for this report, or for the opinions we have formed.

#### Report on other legal and regulatory requirements

##### Opinion on other matters on which we are required to report

Based solely on the work undertaken in the course of the audit, we report that:

- We have obtained all the information and explanations which we consider necessary for the purposes of our audit.
- In our opinion the accounting records of the organisation were sufficient to permit the financial statements to be readily and properly audited.
- The financial statements are in agreement with the accounting records.

*Seán Flood FCA*

**SEÁN FLOOD FCA**  
for and on behalf of  
**Byrne Moreau Connell**  
**Chartered Accountants and**  
**Registered Auditors**  
**2 Clanwilliam Square**  
**Grand Canal Quay**  
**Dublin 2**

Date: 11/09/21

**Income & Expenditure Account**  
**Year ended 31st December 2020**

	Note	2020 Total €	2019 Total €
<b>Income</b>			
Department of Children & Youth Affairs - Youth Service Grant		418,004	401,927
Membership fees		422,203	274,463
Other Grants, sponsorship and sundry income	3	<u>132,384</u>	<u>119,016</u>
		972,591	795,406
<b>Expenditure &amp; provisions (Schedule I)</b>			
<b>Surplus/(deficit) on Administration</b>		<u>20,688</u>	<u>(58,909)</u>
<b>Surplus/(deficit) on Distribution (Schedule II)</b>		<u>(5,854)</u>	<u>21,152</u>
<b>Surplus/(deficit) on National Memorial Cottage (Schedule III)</b>		<u>(4,743)</u>	<u>(511)</u>
<b>Net Surplus/(Deficit) for year</b>		10,092	(38,268)
<b>Balance at beginning of year</b>		<u>540,246</u>	<u>578,514</u>
<b>Balance at end of year</b>		<u>550,338</u>	<u>540,246</u>

On behalf of the Executive Committee and the General Council

Julie Stephens, National Treasurer



Amanda O' Sullivan, Chief Commissioner

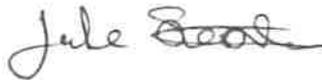


**Balance Sheet**  
**Year ended 31st December 2020**

	Note	2020 €	2019 €
<b>Financial Assets</b>			
Investment accounts	5	<u>77,150</u>	<u>77,166</u>
<b>Current Assets</b>			
Bank balances and cash	5	614,711	405,841
Debtors	6	162,651	224,458
Stocks of distribution centre	7	<u>222,167</u>	<u>227,811</u>
		<u>999,529</u>	<u>858,110</u>
<b>Current Liabilities</b>			
Creditors	8	<u>(161,853)</u>	<u>(142,804)</u>
<b>Net Current Assets</b>		<u>837,676</u>	<u>715,306</u>
<b>Total Assets</b>		<u>914,826</u>	<u>792,472</u>
<b>Capital Employed</b>			
Revenue account		550,338	540,246
<b>Provision for future development and expenses</b>	9	<u>364,488</u>	<u>252,226</u>
		<u>914,826</u>	<u>792,472</u>

On behalf of the Executive Committee and the General Council

Julie Stephens, National Treasurer



Amanda O' Sullivan, Chief Commissioner



## NOTES TO THE FINANCIAL STATEMENTS

### 1. Statement of Executive Committee and General Council Members' Responsibilities

The Executive Committee members are responsible for overseeing the keeping of proper accounting records which disclose with reasonable accuracy at any time the financial position of the Irish Girl Guides. They are also responsible for safeguarding the assets of the Irish Girl Guides and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The General Council members are responsible for considering and approving the audited financial statements submitted by the National Treasurer each year.

The General Council members are responsible, through the Executive Committee, for arranging the preparation of financial statements for each financial year which give a true and fair view of the state of affairs of the Irish Girl Guides and of the surplus or deficit for that period. In preparing those financial statements the General Council members are required to:

- Approve suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Irish Girl Guides will continue in operation.

### 2. Accounting Policies

The significant accounting policies adopted by the association are set out below. These policies differ in some respects from the Statement of Recommended Practice on accounting by charities issued by the Charity Commissioners for England and Wales ("the SORP"). Compliance with the SORP is not mandatory however.

#### a) Basis of accounting

The financial statements deal with the activities of the National Office of the Irish Girl Guides. These comprise a) the collection of membership fees, grants and other income, b) administration of National Office, c) sales of uniforms and guide supplies, and d) the operation of the National Memorial Cottage and related expenditure.

These financial statements do not include regional, branch or committee activities.

#### b) Premises, office equipment and furniture.

The premises of the Irish Girl Guides, which are principally the National Office at 27 Pembroke Park, The National Memorial Cottage at Enniskerry and outdoor training centres, are not included in the balance sheet as title to these properties resides with the Irish Girl Guides Trust Corporation Company Limited By Guarantee.

Expenditure on National Office premises, office equipment, IT and furniture is written off to the income and expenditure account in the year in which it is incurred. This is not in accordance with the provisions of Financial Reporting Standards, but is considered appropriate to the association's circumstances.

#### c) Government Grants

Government grants relating to the annual activities of the association are receivable in respect of a calendar year and are fully reflected in the income and expenditure account when the related expenditure is incurred.

**NOTES TO THE FINANCIAL STATEMENTS - continued**

**Accounting policies - continued**

**d) Stocks**

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

Cost comprises the cost of purchase with the addition of charges such as freight or duty where appropriate.

Net realisable value comprises the actual or estimated selling price less all costs to be incurred in selling and distribution.

**e) Investments**

Quoted investments included in investments are stated in the balance sheet at market value. In arriving at their market value, investments are valued at middle market prices ruling at close of business at the balance sheet date. Other investments represent cash deposits with financial institutions.

**f) Membership fees**

Membership fees are accounted for on a cash receipts basis.

**g) Provision for future developments**

Expenditure in relation to certain projects to be expensed in future years is provided for in the year the project is agreed.

**h) Pensions**

The pension obligations of the association are met by payments to a pension plan, the annual contributions to which are dealt with in the accounting year to which they relate.

**i) Going concern**

Activities of the organisation were severely restricted as a result of restrictions imposed due to the COVID-19 pandemic response. Despite this the income and net assets of the organisation increased on 2019. Based on the above and along with continued support from the "Department of Children & Youth Affairs", means the officers of the organisation are satisfied that the financial statements should be prepared on the going concern basis.

## NOTES TO THE FINANCIAL STATEMENTS - continued

## 3. Other Grants, sponsorship and sundry income

	2020	2019
	€	€
ESB Energy For Generations	10,000	-
DCYA - Capital Fund 2020	50,000	20,000
NYCI STEAM Equipment Grant	600	-
NYCI Games in Youth Work Project	150	-
Tesco Community Funding	333	-
ESERO Grant - CIT Blackrock Observatory	5,000	-
***Cookie income	9,292	27,299
Rental income	3,135	300
Cottage income	(194)	194
UK Online Giving Foundation	-	845
Bank interest received	76	420
* Dept. of Foreign Affairs Irish Aid Development Education Grant	-	25,000
Trocaire Connecting for Impact Scheme	5,000	5,000
Private donation	15,000	2,000
WAGGGS grants	-	26,329
Katherine Howard Foundation Grant	20,000	-
Ulster Bank Skills and Opportunities fund	-	4,100
Castletroy/Keeper Dormant Account Refund	2,224	-
Aer Lingus	-	2,000
Your Cause	-	782
European Movement Ireland (EMI)	-	1,713
LHK / Allianz Safety Guidelines sponsorship	-	750
Bequest	2,358	-
LEGO Block donations	7,400	-
** Sundry income, donations and fundraising generally	2,009	2,285
	<u>132,384</u>	<u>119,016</u>

\* Irish Aid development education grant of €25,000 was received in 2019 in respect of Responsible Consumerism Project April 2019 - April 2020. €13,590 was expended on the project in 2019 with the balance €11,410 expended in 2020.

\*\* €4,631 was donated by IGG members and €4,366 transferred to World Association of Girl Guides and Girl Scouts (WAGGGS).

\*\*\* Cookie sales generally and stall at Bloom cancelled due to Covid-19 restrictions. Cookies donated to emergency and frontline workers and sold in aid of Girl Guide Australia Bushfire Emergency Fund.

## 4. Employees

Number of employees	2020	2019
	Number	Number
National Office Staff:		
Full Time	6	6
Part Time	3	5
Development Officers:		
Part Time	7	7
Full Time	1	1
<b>Total Staff</b>	<u>17</u>	<u>19</u>
Distribution Centre Staff:		
Full Time	1	1
Part Time	1	0
Part Time (9 Months)	0	1
Part Time (3/4 Month Contract)	0	1
Casual	0	4
<b>Total Distribution Centre Staff</b>	<u>2</u>	<u>7</u>
<b>Employee costs</b>	<b>2020</b>	<b>2019</b>
	€	€
<b>National salaries and pensions</b>	<b>336,098</b>	<b>367,501</b>
<b>Distribution Centre salaries and pensions</b>	<b>39,832</b>	<b>53,837</b>
	<u>375,929</u>	<u>421,338</u>

• There were no employees whose total employee benefits (excluding employer pension costs) exceeded €60,000.

• There were no employer pension contributions in the period.

## NOTES TO THE FINANCIAL STATEMENTS - continued

## 5. Investments, bank balances and cash

	2020 €	2019 €
<b>Investment Accounts *</b>	<u>77,150</u>	<u>77,166</u>
<b>Administration</b>		
Bank accounts	528,170	299,835
Property development fund	49,631	53,114
Thinking Day fund	465	200
	<u>578,267</u>	<u>353,150</u>
<b>Distribution</b>		
Bank accounts	18,019	25,919
Cash on hand	914	4,519
<b>National Memorial Cottage</b>		
Bank accounts	<u>17,510</u>	<u>22,253</u>
	<u>614,711</u>	<u>405,841</u>
<b>Total</b>	<u>691,861</u>	<u>483,006</u>

## \* Eileen Beatty Bequest

AIB ordinary shares	22	37
Eileen Beatty International Fund bank account	128	128
Eileen Beatty International PO Savings	77,000	77,000
	<u>77,150</u>	<u>77,166</u>

Note: The market value of the AIB ordinary shares at the year end was €22 (2019 - €37)

## NOTES TO THE FINANCIAL STATEMENTS - continued

## 6. Debtors

	2020	2019
	€	€
Trade Debtors (Distribution)	871	3,573
Trade Debtors (Administration)	3,919	6,025
IGGTC	157,861	214,860
	<u>162,651</u>	<u>224,458</u>

## 7. Stocks

Goods for resale - Distribution centre	<u>222,167</u>	<u>227,811</u>
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Stocks represent goods purchased in a finished condition ready for resale by the Distribution centre.

The estimated replacement cost is not materially different from the amount shown above.

## 8. Creditors

Audit	9,431	7,011
PAYE/PRSI/USC	8,066	9,197
Creditors & accruals	21,356	18,595
Loans from regions	123,000	108,000
	<u>161,853</u>	<u>142,804</u>

## 9. Provisions for future development and expenses

World & European conferences	-	8,344
National conference and trainings	-	2,868
Camps	40,000	59,305
*Property development fund	229,753	74,753
Computers, IT, Administration	-	13,892
Computers, IT, Distribution centre	-	17,000
Website & IT development	13,260	13,387
Painting & renovation National Office	21,000	21,000
Diversity & Inclusion	6,000	6,942
First Aid	-	4,212
Service projects	6,475	6,475
Programme review & implementation	-	24,049
Regional allocation	48,000	-
	<u>364,488</u>	<u>252,226</u>

These provisions have been allocated from current and previous surpluses for anticipated future expenditure on specific projects.

\*This has been set up to assist with building and renovation costs - both regionally and nationally.

Provision includes funds allocated to property in 2019 which was not expended to date due to delay in new National Training Centre re development due to covid-19 pandemic.

**NOTES TO THE FINANCIAL STATEMENTS - continued**

**10. Pensions**

The association operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the association in an independently administered fund.

There were no contributions to the scheme in 2020

**11. Approval of financial statements**

The Executive Committee approved the financial statements on 25th May 2021 and General Council of the Irish Girl Guides approved the financial statements on 11th September 2021.

**Schedule of Expenditure - Organisation/Administration**  
**Year ended 31st December 2020**

	Schedule I	
	2020	2019
	€	€
<b>National Office expenditure</b>		
Salaries and pensions	336,098	367,501
Other staff costs	11,707	8,614
Rent National Training Centre	72,000	
Regional grants	44,370	46,094
National committees	69,655	78,704
Fundraising	40,632	-
Cookie expenditure	-	43,179
Publications	5,085	7,576
Trefoil News	21,116	29,188
Public relations	8,969	11,688
Travel expenses volunteers	5,240	24,193
National conference and trainings	1,321	9
Camps	6,920	479
Insurance	33,198	34,233
Administration and overhead costs	27,240	29,312
IT costs	50,157	63,203
Subscriptions and affiliations	11,776	13,327
Audit fees	5,445	5,289
Professional and legal fees	6,674	23,592
Bank charges	2,708	2,189
Eileen Beatty bequest - International committee	-770	7,874
Specific grant expenditure	62,346	58,065
Provisions current year	130,000	-
Provision for diminution in value of investments	15	7
	<b>951,902</b>	<b>854,315</b>

**Income and Expenditure Account - Distribution**  
**Year ended 31st December 2020**
**Schedule II**

	2020	2019
	€	€
<b>Sales</b>	<u>143,142</u>	<u>241,797</u>
<b>Cost of sales</b>		
Opening stock	227,811	158,189
Purchases	90,996	196,543
Postage and packaging	16,877	22,493
	<u>335,684</u>	<u>377,225</u>
Closing stock	<u>(222,167)</u>	<u>(227,811)</u>
	<u>113,517</u>	<u>149,414</u>
<b>Gross profit</b>	<u>29,625</u>	<u>92,383</u>
<b>Other Income</b>		
Bank interest received	<u>1</u>	<u>5</u>
<b>Expenditure</b>		
Salaries and pensions	39,832	54,827
Other staff costs	865	1,492
Insurance	2,372	2,374
Administration and overhead	2,044	2,682
IT maintenance	2,413	2,704
Audit fee	2,420	2,706
Bank charges	2,534	4,216
Provisions	(17,000)	-
Miscellaneous costs	-	234
<b>Total expenditure</b>	<u>35,479</u>	<u>71,237</u>
<b>Surplus(deficit) for the year</b>	<u>(5,854)</u>	<u>21,152</u>

**Income and Expenditure Account - National Memorial Cottage  
Year ended 31st December 2020****Schedule III**

	2020	2019
	€	€
<b>Income</b>		
Rent and other charges	1,832	9,445
Donations and other income	163	430
<b>Total Income</b>	<u>1,995</u>	<u>9,875</u>
<b>Expenditure</b>		
Administration	540	964
Utilities	1,355	2,460
Maintenance	2,711	4,887
Security	658	658
Insurance	1,461	1,377
Bank charges	12	40
<b>Total expenditure</b>	<u>6,737</u>	<u>10,386</u>
<b>Surplus(deficit) for the year</b>	<u>(4,743)</u>	<u>(511)</u>

**Utilisation of Government Grant**  
**Year ended 31st December 2020**

## Schedule IV

	2020	2019
	€	€
<b>Grants for year</b>		
Department of Children & Youth Affairs - Youth Service Grant (Administered by Pobal)	418,004	401,927
	<u>418,004</u>	<u>401,927</u>
Allocation to national activities (see below)	327,571	259,682
Allocation to regional, branch & committee activities (see below)	90,433	142,245
	<u>418,004</u>	<u>401,927</u>
<b>Allocation to national activities</b>		
Youth service grant:		
Staff and development officers	229,204	242,427
IT costs OGM NO	9,000	17,255
Costs - National Office - Phone / Post / Light / Heat	10,700	-
Insurance	33,198	-
Public Relations	8,969	-
Professional Fees	7,500	-
Rent	29,000	-
	<u>327,571</u>	<u>259,682</u>
<b>Allocation to regional, branch &amp; committee activities</b>		
Youth service grant:		
Regional grant		-
Financial assistance to units (regional)	9,100	8,174
First aid courses (regional)	-	6,420
Branches and committees	41,933	31,718
Trefoil News & Publications	24,000	25,000
Volunteer travel expenditure	4,900	13,500
Public Relations	-	8,000
Insurance	-	34,233
Professional Fees	-	4,700
IT for Region/Branches/Units/OGM	10,500	10,500
	<u>90,433</u>	<u>142,245</u>

- The Irish Girl Guides are in compliance with the terms and conditions of Circular DCYA/YAU/02/2020 and Department of Public Expenditure and Reform Circular 13/2014.
- The Irish Girl Guides are in compliance with Department of Finance circulars regarding tax clearance.
- In line with the Governance Code, IGG has the appropriate financial control in place which is monitored by the Finance Committee.
- The purpose of the YSGS grant funding to IGG is to enable girls and young women to develop their fullest potential as responsible citizens of the world.