

# HELP AND ADVICE FOR NEW LEADERS



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# INTRODUCTION

This information pack aims to give you some of the help and advice you might need if you are either new to guiding or you are opening a new unit.

If you have access to the Internet, you will find most of this information on the Girlguiding UK website ([www.girlguiding.co.uk](http://www.girlguiding.co.uk)).

To be able to access this information, you will need to register with the Girlguiding UK website. You will need your registration number and basic information such as your date of birth.

Once you are in the website, click on the **Running your unit** link

## SUBS

How much subs you charge girls will very much depend on your outlay. For example, if you pay rent for your meeting place, you will need to take this into account. You will also need to factor in Census, badges for the girls and activities. (But you won't need to buy badges and materials every week).

A good starting point is £1.50. You can always alter this if you need to.

### Collecting Subs

How you take in your subs is very much up to you and can often depend on the area where you meet.

- Taking subs on a weekly basis can eat into your meeting time. But there are ways to make this interesting. Get the girls to take subs for their patrol/six and give them a sense of responsibility. You can buy books from the Scout Shop.
- Taking subs on a monthly or termly basis is often easier. However, some parents may not be able to afford to pay a large lump sum.

Whichever way you decide to take subs, you will still need to take a weekly register so that you know which girls are there.

# GO AND CENSUS

Guiding Organiser, or GO, is a new on-line system that Girlguiding UK has recently introduced. It is hoped that this will make it easier for you to keep a record of your girls and for numbers and trends to be gathered at both Divisonal, County, Regional and National level. It will also make Census easier as Units will be invoiced for the number of leaders and girls who appear on the GO system.

All the information that parents provide and that you input will be stored securely on the Girlguiding UK membership database GO! in line with the Data Protection Act 1998, and protected against unlawful or unauthorised use. It is the policy of Girlguiding UK that all personal information will only be used for guiding purposes and will never be passed on to a third party.

To enter your girls onto the GO system you first need:

- access to a computer with an Internet connection
- permission from parents (this is on the new "Starting ..." leaflets)

Entering all your girls onto the system for the first time may take a while but once you get used to the system, you will find that you get quicker. And don't forget, you don't have to do this yourself: you can nominate a key user to do this for you. This can be an assistant leader, a helpful parent, or you may be lucky enough to have someone who does all your admin stuff for you.

The screenshot shows the Girlguiding UK GO! system interface. At the top left is the Girlguiding UK logo with the tagline "girls in the lead." and the "go!" logo. Below the logo is a navigation menu with the following items: Home, Update Details, Role Management, Level Management, Download Help Files, Contact Us, and Logout. To the right of the menu is a "Change Details" link and a "Log out" button. Below the menu is a message: "Please keep your personal information updated. This will help us to offer you support and we will be able to contact you in the most efficient way." Below this message is a list of links: Personal Details, Address Details, Email Details, Telephone/Fax Details, Emergency Contact Name, Individual Membership Details, Role Details, Level Details, Additional Personal Details, Adult Volunteers and Young Members Aged 16+, Skills and Interests, Information for Trainers, Qualifications, and Change Password.

For more information on accessing and using GO, contact Dale Andrews. Once you have your password and can go on-line, you will find a whole range of useful Help sheets.

## KEEPING TRACK OF YOUR MONEY

It is very important that you keep track of the money that you receive into your Unit and also the money that you spend.

It is best to do this on a regular basis, perhaps once a month, rather than stuffing all your receipts into an envelope and dealing with them just before your accounts are due to be submitted to your District Commissioner!! **Remember, it is your responsibility to make sure they are correct and on time.**

There is an electronic accounting book that you can download from the Girlguiding UK website and use – details about what to do with it when you have got it are attached at Annex 1. Once you have downloaded this onto your computer, you don't need to have access to the Internet to be able to keep it up to date.

Or you can use something as simple as the table at Annex 2. Below is a short extract of the table.

MONEY RECEIVED			MONEY SPENT			
DATE	WHAT	AMOUNT	DATE	WHAT	RECEIPT*	AMOUNT
4/4/2010	Subs	£18	4/4/2010	Felt tips	1	£2.99
11/4/2010	Subs	£18	4/4/2010	Cordial	2	89p
18/4/2010	Subs	£16.50	8/4/2010	Paper	3	£1.99

\* The "Receipt" column in the **Money Spent** side of the table is for you to reference your receipts – please try to get them when you buy anything.

Something else that may make it easier for you when you are doing your accounts is to know how much money you have in the bank and how much cash you have. Using the electronic spreadsheet will do this automatically for you. But you can also work this out using your paying-in and cheque books and, of course, your bank statements.

If you don't feel confident with doing this, or feel that you simply don't have the time, why not ask a parent to help you out? Or perhaps you have a friend who would be able to help you. Don't feel that you have to do all this yourself.

## GIFT AID

Gift Aid is a government scheme to encourage people to give to charity. Under the scheme, money given to charities including Girlguiding UK subscriptions is eligible for tax relief.

What this basically means is that for every £1 that a working parent pays in subs, you can claim back 22p. At the end of the year, this can add quite a bit of money to your funds with very little work.

If you apply for a Gift Aid number you can increase your unit funds.

More information about Gift Aid is found at Annex 3. You can also go to the Girlguiding UK website ([www.girlguiding.co.uk](http://www.girlguiding.co.uk)) and download the forms.

# YOUR PROGRAMME

Whichever section you help run, you will need to be organised and plan ahead so that you can prepare your meetings. In the long run, this makes it a lot easier for you.

Each section has guidelines about what you should include in your programme to make sure that the girls have a varied and exciting experience.

If you visit the Girlguiding UK website, you will find links to websites that have been designed for the girls. However, there are some very useful things on there for leaders and you may pick up some ideas of what to do.

Why not ask the girls what they would like to do? Sometimes, they will want to do things that are just not possible, like going to France (well, it is possible but you can't get there and back in one evening!!) Or they will ask to do things that take you out of the meeting place and cost money such as bowling or swimming. Again, it is not possible to do this every week but you might want to do it as a special treat every year or so.

Keep your eye out for things that are happening in the County as well. Sometimes there are events that you can fit into your programme and you might be able to do some activities to prepare for it.

Also, working towards badges can ensure the girls do something that is different and fun. It also means that they have something to show for it and gives them a sense of pride when they display their badges.

And there are things you can do for Christmas, Easter, Mothers Day, Fathers Day, St Georges Day .....

## Rainbows

The Rainbows' programme is called the Rainbow Jigsaw to reflect how the activities link together to create a larger balanced picture.

The Jigsaw has four areas. Each activity a Rainbow does is based on one or more of these areas: look, learn, laugh, love.



### Look

This area allows Rainbows to begin to understand that they are part of a wider world. Rainbows Look includes activities that explore communities that the girls are part of, as well as the environment.

### Learn

A Rainbow learns in many ways, such as:

- visiting people and places
- having visitors at unit meetings
- being creative
- using technology to communicate
- enjoying activities with other members of the guiding family
- playing games.

However, being a Rainbow should be fun and not at all like school.

## **Laugh**

This area of the Rainbow Jigsaw encourages games, songs, parties, celebrations, making a mess and enjoying life.

Rainbows Laugh also has a learning strand, as each Rainbow develops important skills while she:

- forms new friendships
- makes her own choices
- participates in small groups
- has fun.

## **Love**

This area is at the heart of the Rainbow Jigsaw. A girl is beginning to understand the concept of 'love' when she joins Rainbows through her experiences of caring and sharing with family and friends, and being kind to others.

## **Brownies**

### **Opportunities**

As each Brownie progresses through her Brownie Adventure, she should experience:

- activities, challenges or events outside her normal meeting place
- activities or events with Brownies from other units or girls from other sections
- fun and friendship
- a balanced range of activities
- residential opportunities such as Brownie sleepovers, camps and holidays
- interest badges, tackling these on her own and with others
- opportunities for personal development
- if possible, the chance to be a Brownie Buddy, Second or Sixer
- recognition of achievement with instant rewards.

### **Adventure areas**

The Brownie Adventure is divided into three areas:

- you
- community
- world.

## You

A Brownie develops her:

- understanding and awareness of herself
- relationships with family and friends
- skills and achievements
- confidence and personality
- beliefs, morals and values
- self-esteem and self-worth.

## Community

A Brownie develops her:

- understanding and awareness of the communities in which she lives
- level of practical action in those communities
- knowledge of how she can contribute to her communities
- understanding and awareness of her relationships with people in her communities
- enthusiasm to use her skills to contribute to her communities and to improve relationships.

## World

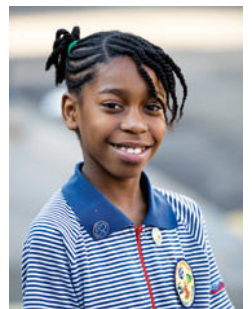
A Brownie develops her:

- understanding and awareness of the world in which she lives
- knowledge of and interest in the world
- knowledge and understanding of World Guiding
- enthusiasm to use her skills locally for the benefit of the wider world
- understanding of how she can improve her world.

## Guides

The Guide programme is structured to enable Guides to participate in activities in five zones. A Leader should ensure that all programme zones are covered over a period of time.

Typically, Patrols will use a number of activities from a Go For It! pack for each zone and work their way through these. From time to time, the Leader may spot an opportunity to extend the programme or to help the Guides



gain more from an activity by using her own knowledge and expertise.

The five programme zones are healthy lifestyles, global awareness, skills and relationships, celebrating diversity and discovery.

## **Healthy lifestyles**

To encourage in Guides a healthy lifestyle by promoting physical, emotional and spiritual well-being. Areas covered could include:

- body image
- healthy eating
- exercise
- smoking
- drug awareness
- mental health issues.

## **Global awareness**

To increase awareness of global issues and of the contribution each Guide can make. Areas covered could include:

- travel
- refugees
- the environment
- citizenship
- development education
- world issues
- international activities.

## **Skills and relationships**

To develop Guides' self-confidence and self-worth and to improve their interpersonal and life skills. Topics covered could include:

- communication skills
- conflict resolution
- rights and responsibilities
- faith and personal values
- teamwork
- self-reliance
- self-esteem.

## **Celebrating diversity**

To promote active citizenship in Guides and to develop their awareness of rights and responsibilities for all. Topics covered could include:

- discrimination

- community action
- cross-community links
- disability awareness
- gender stereotypes.

## **Discovery**

To challenge Guides with new experiences and adventure. Areas covered could include:

- visiting places
- new experiences
- creative and adventurous activities
- learning new skills.

# FUND RAISING

However good you are at budgeting, you may find that you need to buy some new equipment or you need a cash injection after Census!

There are lots of ways that you can raise money.

- Ask the girls to bring prizes in and organise a raffle. Perhaps you could write to local business and ask them to donate prizes. Asda and Morrisons are usually very good and will give you either a bottle of something or a gift token
- Hold a sponsored event: sponsored silences are good and need very little organising! Or have a sponsored spell.
- Give the girls a Smartie tube and get them to fill it with 5p's once they have eaten the Smarties
- Get the girls to put on a show or concert and charge a small entrance fee and serve refreshments
- If you don't already collect Gift Aid, look into it.

For more fundraising ideas, why not visit <http://www.how2fundraise.org/> where you can find ideas for activities and events and useful 'how to' guides.

# SAFETY CHECKLIST FOR VENUES

## Entrance

- Is it accessible to people with disabilities?
- Is it on a major/busy road?
- Does it need to be locked during meetings?
- Who has the key during meetings?
- Is there a security light? Where is it?
- Where do parents wait to collect their daughters?

## Exits

- Where are the fire exits?
- Are the fire exits unlocked and clear of obstructions?
- Where can the girls wait to be collected?

## Fire

- Is there a fire alarm? When did you last test it?
- Where are the extinguishers and do you know how to use one?
- Do you know the difference between extinguishers for electrical fires and paper fires etc?
- Are the extinguishers regularly checked?
- Where is the assembly point?
- Is a fire blanket available?

## Hall

- How many people will the hall hold comfortably?
- Are there any danger areas? eg low windows, stages, loose wires, steps.
- Can chairs and tables be stacked out of the way?

## Kitchen

- How hot is the tap water?
- Could the kettle be easily knocked over?
- Are sharp knives easily accessible?

## Open spaces

- Where are the boundaries?
- Are there any no-go areas?

If, after you have carried out the safety check, you have concerns about the building or the area, contact the appropriate person eg the caretaker, the key holder, the management committee or your District Commissioner to discuss where improvements can be made.

## USING THE ELECTRONIC ACCOUNTS SPREADSHEET

### Getting Started

The first thing you need to do is to complete the **Information** tab. This holds information about your Unit, such as the name and number and who the leaders are. It also shows the accounting period (September to August) and how much money you have, both in the bank and in cash. It is important that you enter this information, particularly your opening balances as these are key to the spreadsheet helping you keep track of how much money is in your bank account and how much cash you have to hand.



# Girlguiding

Unit	1st HIGH GREEN BROWNIES	
Year:	September 2009	to AUGUST 2010
Unit Leader	Sarah Brown	
Assistant	Julie Downs	
Guiders	Tracy Green	
Opening Balances	Cash	£3.29
	Bank ~ 1	£87.40
	Bank ~ 2	
	Total	£90.69

Holidays - Events		
1		
2		
3		
4		
5		
6		

Bank Account Details		
Name	Sort Code	Account No
TSB	10/10/2010	999999

**Tip:** You can move around the spreadsheet using the **Tab** key on your keyboard. Not all the fields can be edited – this is because they are protected. If you tab to a field that then displays an error message, you know that you aren't supposed to enter information in there!

The next 2 tabs that you will use the most are the **Receipts** and **Payments** tabs. These are used to enter the money you receive (for example from subs, Gift Aid, donations etc) and the money you pay out.

## Receipts

The first thing to note is the **Analysis Codes** table at the top of the page. This is used to collect the summary information that is displayed on the **Annual Accounts** tab at the end of the spreadsheet – but more about this later.

You can change these codes to suit your needs. So if you don't do Gift Aid, you can remove the item under Number 3. You can use all 10 Codes if necessary.

**Note:** For some reason, you cannot remove item 4 and will get an error message if you try to delete or overwrite it!

Analysis Codes			
1	Subs under Gift Aid	6	Panto
2	Subs - non Gift Aid	7	Fund Raising
3	Gift Aid received	8	Details 8
4	Camps / Outings / Events	9	Details 9
5	Big Gig	10	Details 10

Once you have put your own descriptions in the Analysis Codes, you can start to enter information in the spreadsheet.

2009/2010											
Date	Details	Reference	Total	Code	1 Subs under Gift Aid	2 Subs - non Gift Aid	3 Gift Aid Received	4 Camps / Outings / Events	5 Big Gig	6 Panto	7 Fund Raising
			£245.90		£33.00	£0.00	£112.90	£0.00	£0.00	£100.00	£0.00
01-January-08	Sample Entry Line	123	5.25	7		5.25					
01-September-09	Subs		33.00	1	33.00						
02-September-09	Gift Aid for 2008/2009		112.90	3			112.90				
03-September-09	Money for Panto Tickets		100.00	6						100.00	

Below is a summary of what you need to enter into each column:

- **Date:** Put the date that you received the money
- **Details:** Put as much detail in there to describe the source of the money that has been received
- **Reference:** You would only use this column if you gave out a receipt for the money and kept a counterfoil. In this case, you would enter the number of the counterfoil.
- **Total:** Enter the amount you received
- **Code:** This refers to the Analysis Code in your table.

That's it! The spreadsheet does the rest. So it automatically puts the amount under the correct column. You can now move onto the next sheet.

## Payments

When you click on the Payments tab, you will notice the familiar Analysis Codes table on the page. Again, this is customisable with the exception of Code 4!

Analysis Codes			
1	Rent	7	Guide Awards
2	Materials	8	Census
3	Fund Raising	9	Equipment
4	Camps / Outings / Events	10	Panto
5	Badges etc	11	Mags/Books/Training
6	Big Gig	12	BP Challenge Weekends
cc	If drawing cash from the bank on a cheque		

So you can change the codes to match the things that you tend to spend your money on.

2009/2010						1	2	3	4	5	6	7
Date	Details	Reference	Cash	Cheques	Code	Rent	Materials	Fund Raising	Camps / Outings / Events	Badges etc	Big Gig	Guide Awards
			£12.88	£133.00		£33.00	£4.99	£0.00	£0.00	£7.89	£0.00	£100.00
01-January-08	Sample Entry Line	456	4.50		1	4.50						
01-September-09	Rent	1/298		33.00	1	33.00						
02-September-09	Felt Tips and Pens	2	4.99		2		4.99					
02-September-09	Challenge Badges	3	7.89		5					7.89		
05-September-09	Panto Tickets	4/299		100.00	7							100.00

Once you have put your own descriptions in the Analysis Codes, you can start to enter information in the spreadsheet. Below is a summary of what you need to enter into each column:

- **Date:** Put the date that you received the money
- **Details:** Put as much detail in there to describe the source of the money that has been received
- **Reference:** This is to keep a track of your receipts. For example, when you buy the felt tips, you would save the receipt and number it. This number would then be entered onto your spreadsheet and the receipt filed.
- **Cash:** Use this column if you paid cash for your goods.
- **Cheques:** Use this column if you used a cheque. You might also want to put the cheque number in the reference column.
- **Code:** This refers to the Analysis Code in your table.

**Note:** when you buy things that use more than one code category and these appear on the same receipt, you need to put 2 entries onto your spreadsheet. So you might go the Guide Shop and buy some badges and scrap material. You would enter them on separate lines, use separate codes (5 for Badges and 2 for Materials) but give the same receipt reference.

06-September-09	Badges				6	9.89			5			
06-September-09	Bags of Scrap Material				6	2.99			2			2.99

Now, whilst you have been entering the money you have received and spent in your spreadsheet, it has been busy calculating how much money you have in both your bank account and in cash. You will note that we have a minus figure in the bank. Don't worry – this is because we have written cheques for more money than we have in our account and not entered details of the money we have deposited in the bank!

Current Balances ~	
Cash	£236.31
Bank - 1	-£45.60
Bank - 2	£0.00
<b>Total</b>	<b>£190.71</b>

What you need to do on the spreadsheet is to click on the **Banking** tab and record details of what you have banked. In the example below, you will see that the Gift Aid money we received has been recorded and that I have banked the Panto money that was received:

Paying in to Bank or Building Society			
Date	Details	Paying in book	Cash to Bank
02-September	Gift Aid		112.90
04-September	Panto Money	109	100.00

This now puts our accounts back in the black


Current Balances ~	
Cash	£23.41
Bank - 1	£167.30
Bank - 2	£0.00
<b>Total</b>	<b>£190.71</b>

**Note:** If you have an amount that is automatically paid into your bank account (for example Gift Aid) you need to remember to enter this onto your spreadsheet. If you don't, you could end up with huge amounts in the red and your accounts won't balance!

### Holidays and Events

There are 6 tabs for holidays/events. You would probably only use one of these.

They are a little different to the Receipt and Payments tabs because they show the money you spend and receive on the same sheet:

Holidays & Events 1		1st HIGH GREEN BROWNIES			 <b>Girlguiding</b>																		
Current Event Balance		0																					
£0.00		<table border="1"> <thead> <tr> <th colspan="2">Receipt Codes</th> <th colspan="2">Payment Codes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fees</td> <td>A</td> <td>Hire</td> </tr> <tr> <td>2</td> <td>Donations</td> <td>B</td> <td>Food</td> </tr> <tr> <td>3</td> <td>Sundry Items</td> <td>C</td> <td>Sundry Items</td> </tr> </tbody> </table>	Receipt Codes		Payment Codes		1	Fees	A	Hire	2	Donations	B	Food	3	Sundry Items	C	Sundry Items					
Receipt Codes		Payment Codes																					
1	Fees	A	Hire																				
2	Donations	B	Food																				
3	Sundry Items	C	Sundry Items																				
Receipts				Payments																			
2009/2010				2009/2010																			
Date	Details	Reference	Total	Code	1 Fees	2 Donations	3 Sundry Items	Date	Details	Reference	Cash	Cheque	Code	A Hire	B Food	C Sundry Items							
			£0.00		£0.00	£0.00	£0.00				£0.00	£0.00		£0.00	£0.00	£0.00							

Again, you will see that you have Analysis Codes – Receipts Codes and Payment Codes. These are customisable, although you may want to leave them as they are. And you will see that there are only 3 of them.

Using the same principles as before, you would enter the details of what has been received and what has been paid. Typical examples are below:

Receipts							
2009/2010							
Date	Details	Reference	Total	Code	1 Fees	2 Donations	3 Sundry Items
			£348.29		£240.00	£73.29	£35.00
03-September-09	Deposits from Girls		240.00	1	240.00		
09-October-09	Bag Packing		73.29	2		73.29	
20-November-09	Sale of Event Badges		35.00	3			35.00

Payments								
2009/2010								
Date	Details	Reference	Cash	Cheque	Code	A Hire	B Food	C Sundry Items
			£36.89	£100.00		£100.00	£0.00	£36.89
04-September-09	Deposit for Camp Site	i		100.00	A	100.00		
08-September-09	Craft Materials	ii	32.90		C			32.90
02-November-09	Tent Pegs	iii	3.99		C			3.99

**Note:** I have used a different reference system (i, ii, iii and so on) so that I don't mix up my 2 lots of receipts!

## Annual Accounts

The final tab on the spreadsheet is the Annual Accounts tab. This is automatically generated using the information you have input into your spreadsheet.

The only things that you have to fill in are the amounts that are needed in the "Last Year" column. These can be copied and pasted from your last spreadsheet if you have one.

## Receipts and Payments Account

## 1st HIGH GREEN BROWNIES

*September 2009 to AUGUST 2010*

Receipts [In]	This Year	Last Year
Subs under Gift Aid	£33.00	
Subs - non Gift Aid	£0.00	
Gift Aid Received	£112.90	
Camps / Outings / Events	£0.00	
Big Gig	£0.00	
Panto	£100.00	
Fund Raising	£0.00	
Details 8	£0.00	
Details 9	£0.00	
Details 10	£0.00	
<b>Totals</b>	<b>£245.90</b>	<b>£0.00</b>
<b>Payments [Out]</b>		
Rent	£33.00	
Materials	£4.99	
Fund Raising	£0.00	
Camps / Outings / Events	£0.00	
Badges etc	£7.89	
Big Gig	£0.00	
Guide Awards	£100.00	
Census	£0.00	
Equipment	£0.00	
Panto	£0.00	
Mags/Books/Training	£0.00	
BP Challenge Weekends	£0.00	
<b>Totals</b>	<b>£145.88</b>	<b>£0.00</b>
Surplus or deficit for the year	<b>£100.02</b>	<b>£0.00</b>



