

Annual Report and Accounts



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Chairperson's Introduction

The Board of Trustees are delighted to present the Annual Report of a charity committed to enriching the lives of individuals and the community as a whole.

This report serves as an overview of our principal activities and community initiatives along with a summary of achievements and developments for the year under review, 1st August 2023 – 31st July 2024.

As last year, our main aim during this period has been to address financing concerns and secure long-term sustainability for The Guildford Institute. By the end of this period we had made considerable progress towards doing this.

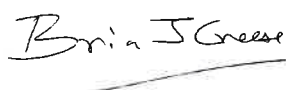
Firstly M:Tech, an organisation providing extracurricular music technology and creative courses for children, began their tenancy in May 2024. M:Tech have settled in well and we are confident that they share our values for the community and look forward to developing joint projects with them over time. Revenue from this tenancy will start to flow into the GI later in the 2024-2025 financial year.

Secondly, we have used a considerable amount of our remaining reserves to redevelop the ground floor of the building (the former RBS premises) as a Community and Wellbeing Hub, opening in September 2024. The new space will consist of six purpose-built therapy rooms which will provide mental health support for the community. The new space is a huge improvement on the old building, and the space has been designed to provide maximum flexibility which will allow the hub to be used to best effect in coming years.

These changes will mean that by the end of the next financial year the building will look very different, as will the funding model. However, despite these positive changes, ensuring adequate financing for the Institute will remain a challenge. We have therefore had a reorganisation of our senior staffing roles. We are delighted to welcome back as Manager Amy Rice after her maternity leave, and Lisa Taylor, who had been covering that role during Amy's maternity leave, has moved to Business Development Manager, a crucial role in ensuring the Guildford Institute's long-term success.

We have also continued to develop our charitable offer, from developing closer ties with local charities, offering 'drop-in' activities such as the Chatty Cafe and Stitch & Sip, and have now opened up our wonderful historic library to all users of the Institute. We are also delighted to say that our award-winning V Cafe is again open 5 days a week for the first time since Covid.

Looking forward, we hope for a period of consolidation after many years of difficult and turbulent events, from Covid and lockdown to our issues around finding a new tenant. This year we aim to concentrate on increasing the reach of Guildford Institute, whether it is in courses offered, talks and visits run, increasing room hire or in our charitable work. We hope to offer afternoon films, evening music events, and continue to innovate and surprise with our activities to keep the Guildford Institute at the centre of our town and community.



BRIAN CREESE

Our year at a glance



Offered over **1,114** hours of course teaching



Delivered an afternoon talks programme to more than **1,250** people



Supported local cultural venues through **10** group visits



Began work to turn our ground floor from a bank to a **Community & Wellbeing Hub**



Had **102,000** visits to our website



Made Library book borrowing **freely available to the whole community**



Facilitated **67** yoga classes and **60** meditation sessions, promoting wellbeing



Served **8,502** people in our vegetarian community café



Offered a programme of **212** courses



Obtained a **new tenant on our second floor**, providing financial support to our charity



Ran **free coffee mornings** in our Library to showcase our historic archive



Grew our audience, with **16%** of orders coming from new customers



Installed **1** fixed and **2** portable hearing loops



2 of our volunteers celebrated **10** years of service



Provided weekly working opportunities for **4** interns

Our year at a glance



Facilitated **644** meetings for charities & not-for-profit organisations



Facilitated **133** NHS meetings



Provided staff training on **Autism, Dementia & Domestic Abuse Awareness**



Hosted over **245** hours of fun with Guildford Games Club



Conducted our **first digitally-led brochure launch**, to be environmentally conscious



Ran a programme of **free music events**



Acted as a drop-off location for a **Community Food Bank**



Ran **50** free drop-in sessions to tackle loneliness



Sent monthly e-newsletters to over **2,700** subscribers



Continued to be part of the **Safe Places National Network**



Provided a permanent space to **22** talking therapists, counsellors and psychologists



Partnered with Guildford Arts to provide **11** free exhibitions to support over **25** local artists



Reached **40,400** people through our Instagram and Facebook posts



Offered **203** sessions online, for those who find it easier to take part from home



Partnered with Open Access Arts to offer free & creative **dementia-friendly sessions**

Who we are

The Guildford Institute is a local registered charity and limited company, providing cultural education to people in Guildford and beyond in an accessible and friendly environment.

We are open to all and serve a diverse audience from across the local community, including older people, professionals, young people and children.

We are governed by a board of trustees and operate with a small professional staff team, supported by volunteers and interns.

What we do

We deliver a flexible, high quality and diverse range of activities and provide space to support a variety of local groups and charities.

Our principal business is the provision of education and cultural events to the adult community through courses, events, visits, talks and access to our historic library and archive.

We are also home to a group of talking therapists - counsellors, psychologists, psychotherapists and family mediators.

We run an accessible community café, which is open to all, providing quality, healthy and nourishing food and refreshments in a comfortable and welcoming space.

In order to subsidise our charitable activities we also lease out parts of Grade II listed building.

Where we are

We are based on the corner of North Street and Ward Street, in the heart of Guildford, where we have been educating, inspiring, and uniting people across the local area for over 130 years.

“

Guildford Institute is a wonderful resource and our town is very lucky to have it!

”

Our values

Our values are simple, we

- are inclusive
- value participation
- deliver quality in all we do
- are committed to a culture of team work and collaboration

Our key achievements this year

 We continued to develop our programme this year. Our programme is the heart of what we do


Across the year, we organised **212 courses**, representing **1,114 hours of teaching**. Our programme was as wide-ranging as ever and included topics as varied as *Ukrainian Art*, *An Introduction to Zen and Japanese Philosophy* and *Marvels of Aerospace Engineering!*

We continued to provide an online programme offering for those who find it easier to take part from home, with **203 sessions offered online**.


Our **Wednesday afternoon talks programme** proved to be as popular as ever with **more than 1,250 attending** these events throughout the year. Particular highlights were sold-out talks conducted by V&A Curator Stephanie Wood on *Coco Chanel* and *Mary Quant*.

We **supported other local cultural venues** by organising a total of **ten group visits** this year, and hosted a wealth of onsite '**special events**'. Music nights in particular were a prominent feature of the events programme this year, with a series of free Open Mic Nights on offer, recitals by local Young Musicians and a sold-out *Guildford Rock n Roll* show providing an evening of fun and nostalgia.

As a first, with a view to being **environmentally conscious**, we conducted a **digital-first brochure launch** this year, reducing the number of brochures that we printed and instead sending copies digitally. A growing reliance on digital media will continue to form a focus for us moving forwards, enabling us to be more flexible and responsive with our programming.

 *Coming to courses and talks at the Guildford Institute is so important to me. I retired a year ago and am living on my own. I did not seem to have a purpose coming here means that I am learning new things, at my age of life, and as importantly I am getting to know a lot of new people and hopefully these will develop into friendships.*



 We began redevelopment works to turn the Institute's ground floor into a **Community & Wellbeing hub**. We reclaimed the space that had been let out as a bank since 1964, turning it back into a **community asset**

In July 2024, we began redevelopment works to turn our ground floor into a Community & Wellbeing Hub. Until June 2022, this part of the building had been occupied by a banking tenant for 58 years.

Our key achievements this year

In the absence of a commercial tenant coming forward to take over this space, and following the withdrawal of a previous offer from a dental practice in November 2023, the Board decided this would provide the best way of effectively utilising this prominent space on North Street to extend our offering, whilst also acquiring vital income for our charity.

The redevelopment project was funded from the Institute's reserves and involved the creation of six purpose-built therapy rooms that can be used to provide much-needed mental health support for the community in the daytime, evenings & weekends.

Also included in this project was a meeting space that can be utilised for a wide range of meetings, which is regularly used by groups such as *Educatch Charity*, an organisation that provides targeted support for young people.

“

The demand for mental health support in Guildford and the wider community is extremely high and a Hub such as this is very much needed in the town centre. The demand for such services and space is expected to rise as the town centre population is set to increase over the next decade.

”

Vanessa King, Borough Councillor



“

As a counsellor I feel it is very important to offer counselling sessions in an accessible, easy to reach, town centre location near to trains, buses and parking. The Guildford Institute also offers other courses important for mental health such as art and tai chi that our clients can access. Here you meet a diverse range of people and committed volunteers. The new space will provide spacious, bright purpose-built therapy rooms and an area for group counselling sessions.

”

Helen Baker



Our key achievements this year



We obtained a long-term tenant for the second-floor of our building, securing vital income for our charity

M:Tech Education Services began their tenancy on the second-floor of our building in May 2024.

M:Tech was launched in 2008 and provides extracurricular music technology and creative courses for children. Importantly, they share our mission and values.

Following a period of redevelopment on the second floor in the early summer of 2024, M:Tech have settled into our building and will continue to provide assured income for the Institute in the years to come.



We worked with local charities and organisations

We partnered with a wide variety of local charities and organisations in order to widen the support we can give to the community.

- We continued our **long-standing relationship with Halow Project** to provide 'Crafty Creations', which supports people with learning disabilities and/or autism on their journey into and through adult life.
- Following receipt of a **grant from the Shanly Foundation**, we developed a partnership with **Open Access Arts** to deliver a series of free creative sessions aimed at people living with Dementia.
- One of our professional team sat on the **Board of Experience Guildford**, which aims to support local businesses to collaborate and develop.
- We sponsored a prize at **Guildford Art Society's** summer exhibition.



Crafty Creations weekly art and craft group has met at The Guildford Institute for eight years, in which time I have been their specialist art tutor, supplied by Guildford Institute. The Institute provides the Halow Project students with a sympathetic venue, where they can feel relaxed and where their talents can flower. This is an important issue for people with a learning disability, to whom the world can sometimes feel a bewildering place. The Project encourages student independence and the Institute's central location enables many of them to make their own way to classes, and its accessibility make it suitable for members with additional physical disabilities.

Hilary Underwood, for Halow Project, Crafty Creations



Our key achievements this year



We provided facilities for more than 800 meetings

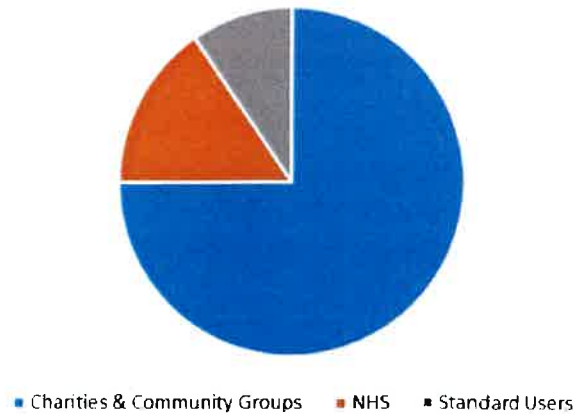
Our room hire offering continued to be most popular with **charities** and **not-for-profit organisations** this year, with **75%** of our bookings coming from these organisations.

We saw a significant rise in bookings and income obtained from hosting meetings this year – **a 31% increase in income** compared to the previous year.

We're delighted that our venue has been able to support so many other local charities by providing them with reduced room hire fees and an inclusive, accessible space to meet. We are proud to have included charities and not-for-profits such as the following in our list of regular hirers this year:

- **The Eikon Charity**, who host a regular LGBTQ+ youth group at our venue
- **Guildford Games Club**
- **Versus Arthritis**, the UK's largest charity dedicated to supporting people with arthritis and
- **The National Autistic Society**

Room Bookings August 2023 - July 2024



Focus on Room Hirers: Guildford Gamers

We hosted 245 hours of board gaming fun.



The Guildford Institute is a great community venue, conveniently located in the town centre. Many board-games clubs meet in dark, noisy, sticky pubs – moving here was a literal game changer for our group. The Institute is very accommodating, offering a variety of flexibly configured rooms to fit our needs, at reasonable rates. The staff are friendly and helpful, and the building is set up to ensure that attendees with mobility issues can access all the spaces. The only unexpected pitfalls and dicey situations we face at The Guildford Institute are the ones in our games.



Our key achievements this year



Our community vegetarian café provided healthy meals for local people, whilst also providing a friendly space for free events to take place

This year, we served **8,502** people in our café, providing healthy, home-cooked food from a daily-changing menu.

Our café increased its operating hours to include Mondays this year, for the first time since the pandemic, enabling us to offer this service five days a week once again.

“

Just lovely. Perfect place to chat with friends and eat tasty food. Varied menu of veggie and vegan options. Lovely atmosphere. Plenty of space. A safe, comfortable space if you're on your own but equally welcoming for small groups. Staff are super friendly and helpful.

”

Tripadvisor Review, June 2024



Beyond providing healthy meals, the café space provided an area for a wide variety of groups to meet, free of charge. This includes:

- **Stich and Sip**, which meets fortnightly to provide social opportunities whilst practising crafting skills
- Meetings on behalf of the national **Chatty Café Scheme** – the UK's leading non-profit organisation tackling loneliness
- **A Guildford Artists Support Platform (AGASP)**, which facilitates collaboration between local artists
- Plus regular **language conversation groups** in French, Italian and German, respectively

We also partnered with local organisation **Guildford Arts** to provide 11 free exhibitions in the café, supporting over 25 local artists throughout the year.

Our key achievements this year



Book borrowing became open to all, making our historic library more accessible to the community

Having opened in 1892, our library has been serving the Guildford community and beyond ever since! This April, we changed our policy regarding borrowing, making books from this unique asset available to all for the first time in recent history. This change brings book borrowing in line with access to the Institute's impressive archive collection and historic research, which is also freely available to the public.

Our library is staffed entirely by an extremely dedicated and knowledgeable team of volunteers, many of whom have been volunteering at the Institute for a period of ten years or more. In addition to ensuring the library is well run day-to-day, the team host regular coffee mornings in the library. These popular events are free to attend and provide an opportunity to showcase some of the historic archive material to an audience.

The unique space provides a safe and welcoming place to browse, read and research. It also provides a home for Institute activities such as our Creative Writing course, a book club and writing circle, as well as a space for room hirers such as the NHS, who use the space weekly to host a support group for those with personality disorders.

“

Libraries are special – and few more so, to my mind, than the small but perfectly-formed library at the Guildford Institute. This historic library, with its wide selection of books, friendly atmosphere and expert (volunteer) librarians, stays true to the Institute's founding aim of offering education to all. With shelves of books reaching to the ceiling, it exudes that heady, slightly musty scent of learning, common to great libraries across the world....



Our key achievements this year

“

...Through 2024, I've been lucky enough to savour all this for myself. In the spring I was pleased to give a Coffee Morning talk, explaining the role the Institute (and Stella Stocker's creative writing classes in particular) had played in my short story collection being published. I've also enjoyed the Library's eclectic selection of titles, spanning fiction and non-fiction. It's clear that past, as well as current, librarians have had discerning taste, with slightly overlooked female writers – think Dorothy Whipple or Susan Hill – particularly well represented. Very often, a book that's hard to find elsewhere – even at the larger Guildford Library across the road - can be tracked down in the Library's shelves or stores.



The Library is open to all, whether Institute members or not, all day on Thursdays and Saturdays. It's a wonderful place to browse, learn about local history or simply read the newspaper. At a time when far too many libraries across Britain are closed or under threat, let's make the most of this precious gem on our doorstep. ”

Alice Fowler, former Institute student and author

Important Developments since July 2024

This year, we've executed some big changes, making our organisation more resilient moving forwards. We'll continue to adapt during the upcoming year in order to secure the long-term future of our important community resource.

Our history

1891

The Mechanics Institute purchased a failing Temperance Hotel

1892

Created teaching rooms and a home for a library - this became The Guildford Institute

1964

Let the ground floor and basement of the Institute to Williams & Glyn's Bank and subsequently The Royal Bank of Scotland (RBS), to provide us with income to subsidise our core purpose - to offer educational activities - in an economically viable way

Present day

September 2024

Works in our new Community & Wellbeing Hub were completed, with all therapy rooms let at the point of completion to a total of 14 therapists, counsellors and psychologists.

November 2024

The hub was officially opened at a welcome event by the Institute's patron, The Mayor of Guildford, Sallie Barker MBE, alongside our local MP, Zoe Franklin.

Future Plans

Partnerships & Fundraising

Despite the successes reported in this report, the Institute does still have a significant gap in our finances following the loss of the rental from our previous ground-floor tenant, and in the face of the current economic climate. A key goal for the way forward is to focus on addressing this by extending our reach into the community with a greater number of partnerships with like-minded organisations. We are also planning to launch fundraising campaigns and apply for grants to secure additional funding.

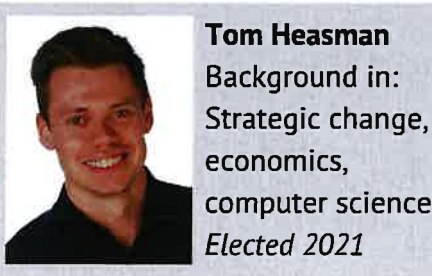
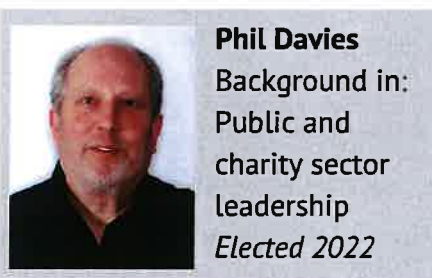
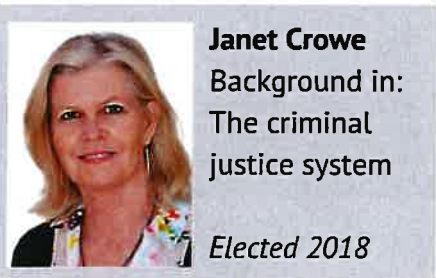
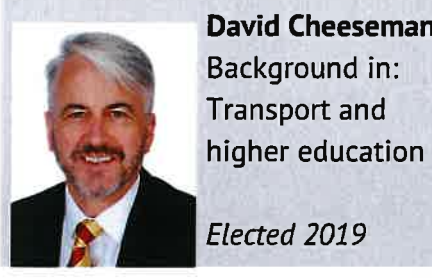
Growing our programme

We will continue to grow our programme offering and audience, through the addition of new activities and making use of our greatest asset – our historic building – by utilising it as much as possible throughout the whole year. In February 2025, we will move away from a three-termly, traditional academic structure and instead release two large, six-monthly programmes per year. By doing so, we aim to make greater use of previously slightly quieter times in the academic calendar, such as August, and ensure that we're providing as much as possible for the community, all year round!

Our People

We are governed by a board of trustees and operate with a small professional staff team along with volunteers and interns. We are extremely grateful for the hard work and dedication shown by all of these individuals.

Trustees



Focus on David Cheeseman, Trustee

The more I see of the GI and what it does, the more I admire it. Our country and our society is much richer as a result of having so many wonderful institutions dedicated to making crafts, arts, culture and further and higher education available. I think it is a privilege to be involved in the Institute and its brilliant work.

Our People

Staff team



Focus on Amy Rice, Institute Manager

Amy has worked at the Institute for more than 10 years, having done three roles in the office before taking over as Institute Manager in 2018. Amy enjoys how varied her role is, from dealing with the Grade II listed building, to helping with events, to financial responsibilities – and much more in-between! Amy's favourite part of her job, however, is spending time with all the people involved at the Institute, including the customers and the dedicated staff team. The Institute is so important to so many people, and it is lovely to be part of it!

Our Interns & Volunteers

Our organisation relies on the support of a team of volunteers, who give their time in tasks as varied as:

- Running the Institute's library, which is staffed exclusively by a team of volunteers
- Assisting with events organisation and delivery
- Assisting with the maintenance of our Grade II listed building
- Working on our Reception and assisting with admin

This year, we celebrated the ten-year anniversary of two of our volunteers joining our team. Both Philip Wilkinson and Rob Durham have given a huge amount of time to the Institute library and we are extremely grateful to them.

Our People

We also provided development opportunities to four interns this year, each of whom dedicated significant time to the Institute and gained valuable work experience as a result. These individuals were:

- Bipina Gharti, Marketing Intern
- Emma Gunasekera, Data Intern
- Jansu Ogulmus, Marketing Intern
- Ian Chan, Communication & Engagement Intern

Focus on Emma Gunasekera, Data Intern

I have loved my time volunteering at the Guildford Institute, and something I looked forward to each week. As a volunteer primarily based in the office, it has provided me with valuable knowledge and skills that it takes to run a place like the GI on a day-to-day basis. Throughout my experience, I have also enjoyed getting to know the staff, who are incredibly kind and generous, and always appreciative of any help they receive. The GI is a very warm environment, both for the visitors and volunteers, and a place I highly recommend to anyone in and around Guildford.

Our Tutors

We simply could not run our extensive activity programme without our dedicated team of tutors. Their passion and knowledge of their subject matter ensures that our courses are always of high quality, and their creativity ensures that the programme is forever growing and extremely varied. We thank them for all of their hard work.

Focus on Darren Harper BA (Hons) PGCE

As an itinerant adult education teacher, teaching Philosophy, Literature and Creative Writing, I made contact with the GI in January 2022. Since that time, Chelsea (Programme Manager) and I have experimented with different courses in these areas, and now have an enthusiastic following for Philosophy, Philosophy & Literature, and Stoicism with Meditation.

The aim of my courses is to encourage people to think about the world from different perspectives, as well as to develop their understanding. By doing this in an engaging (and, dare I say, entertaining) way, I feel that the courses are not only fun, but intellectually, emotionally and socially nourishing.

All of this is made possible by the GI itself. By the ever enthusiastic team (both in the office and the trustees I have met), who believe wholeheartedly in the immeasurable value of Lifelong Learning, and its benefits to the community.



Our People

GI Stakeholder Survey 2023

100% of respondents rate the quality of course content as high quality or very high quality.



Our Customers

The people who use the services that we provide are from right across the local community – people who want to learn, be entertained, socialise, or who need support – are why we do what we do. Whether attending an art history lecture or a counselling appointment, joining a Chatty Café session, playing board games, using our library, or having lunch in our café, we value each and every one that comes in to our building. We provide a warm welcome, a helping hand if needed, a promise to support personal growth for each individual, and facilitate meaningful connections within our diverse community.

“

Many thanks for Monday's party. I came solo; and it was immediately obvious that one of the great strengths of the GI is the appreciation of its members for all that is on offer and the way that the empathetic staff team do so much to give a focus to the strong community feeling and sheer sense of enjoyment at events. So on Monday I was able to sit and chat with two members I didn't know previously, and then 'link' with a new member who had recently returned to the area and we found we had much in common.

”

Institute Member

Thanks to all of our supporters

Structure, Management and Governance

Our Organisation

The Guildford Institute is a registered charity and company limited by guarantee. Our work is delivered by a small team of paid staff, supported by volunteers and interns, and overseen by a trustee board.

Our Governance and Management

Our trustee board sets out our vision and strategic direction. It delegates some of its responsibilities to sub-committees, each with its own terms of reference and membership. Each subcommittee includes at least one trustee who reports to the full board. Our Institute Manager, working with our management team, is responsible for delivering the board's vision and for day-to-day operation.

Election and Training of Trustees

We recruit trustees through an open and competitive process, using local and national media to find people with suitable skills and experience to provide good leadership and make sound decisions. Trustees are formally elected by board members at their Annual General Meeting (AGM) and given such training as is necessary upon appointment. The trustees appoint the Chairperson from among their number.

Trustee Meetings

Our trustees usually meet every six weeks, with the Institute Manager and Business Development Manager in attendance. Trustees are asked at the start of each meeting to declare any relevant interests.

Strategic Planning and Delivery

Strategic planning and strategic decision making is the responsibility of the board of trustees. A formally agreed and regularly reviewed strategic plan informs and guides the work of the trustees, the manager and the professional team. Operational planning, management and management decision making is the responsibility of the manager. However, as the Institute is a small organisation, these demarcations are somewhat fluid. The manager is responsible for budgeting and general finances with the support of the trustees and the designated treasurer.

Risk and internal controls

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Financial Review

The year to 31st July 2024 was another challenging one for the Institute financially. In large part, this was due to the ground floor of our historic building being vacant for the entire financial year, and therefore it yielded no revenue.

Total income this year was £261,772, a decrease of £168,418 or 39% year on year. However, last year's income included a one-off receipt of £165,242 in dilapidations payments from our departing ground floor tenant. We are pleased to say that our course revenue showed a very healthy 9% increase.

Total expenditure this year was reduced considerably, with outgoings totalling £340,072 this year compared to £479,637 last year (a 29% decrease). However, this figure is once again impacted by the dilapidations on the ground floor, with £123,739 being spent on this in 2022-2023, compared to nothing in this financial year.

Overall, the Institute made a significant loss this year of £78,300, compared with a loss of £49,447 from 2022-2023. As discussed, this is mainly due to the absence of any rental income for the ground floor, in addition to increased costs in some areas, particularly staffing.

Following the loss of the prospective tenant, a dental practice, for the ground floor in November 2023, and in the absence of any immediate alternative commercial interest, considerable thought and effort has been applied this year into planning for the future and generating a feasible alternative use for this premium space within our building. As discussed on pages 5, 6 and 7 in this report, a redevelopment project was completed shortly after the year end to turn this space into a Community & Wellbeing hub, which will benefit local people but will also make us a considerably more resilient organisation going forwards. The type of tenants who now occupy our ground floor space are also more closely aligned to our core charitable values than were the previous long-term tenants. We also gained a new long-term tenant on our second floor during the 2023 - 2024 financial year. We anticipate that this will lead to an improved performance in 2024 - 2025 compared with this year, as we continue to adjust to the loss of the extremely significant income we obtained from our former tenant, The Royal Bank of Scotland. However, it should be stressed that the market for commercial properties is not as strong as it once was and the Institute still faces challenges in order to get its income levels back to long-sustainability.

To summarise, the Institute's Unrestricted Funds reduced by £80,915 this year to £418,281. These funds include £336,987 of Designated Funds, as detailed in note 16.

The balance on the Institute's Restricted Funds increased by £2,615 to £473,437, leaving total funds at £891,718, a decrease of £78,300 for the year.

Reserves Policy

The Charity Commission expects trustees to decide, publish, implement and monitor a charity's reserves policy. The board of trustees has determined that the Institute should be putting aside a reserve of £336,987 as Designated Funds, a subset of total Unrestricted Funds, as detailed in note 16.

Reference and Administrative Information

Legal and administrative details

Registered Company Number 6571640 (England and Wales)
Registered Office Guildford Institute Ward Street Guildford GU1 4LH
Registered Charity Number 1125031

Bankers

CAF Bank, 25, Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

Solicitors

Moore Barlow, Gateway House, Tollgate, Chandler's Ford, Eastleigh, SO53 3TG

Trustees

S Chapman
M F Kirby
D S Cheeseman
J Crowe
B Creese
T E Heasman
P L G Davies
R Pirovano (resigned 30.10.23)

Independent Examiner

A J Bennewith FCA, FCPA, FFA, FFTA, FIPA, DChA, FRSA
Upper Ground Floor
18 Farnham Road
Guildford
Surrey
GU1 4XA

Approved by order of the board of trustees on 30/01/25 and signed on its behalf by:

Brian J Creese

B Creese - Trustee and Chairperson

Independent Examiner's Report to the Trustees of The Guildford Institute

Independent examiner's report to the trustees of The Guildford Institute ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A J Bennewith
FCA, FCPA, FFA, FFTA, FIPA, DChA, FRSA
Upper Ground Floor
18 Farnham Road
Guildford
Surrey
GU1 4XA



Date: 30 January 2025

Statement of Financial Activities
for the Year Ended 31 July 2024

	Notes	Unrestricted funds £	Restricted funds £	31.7.24 Total funds £	31.7.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		5,783	2,653	8,436	41,698
Charitable activities					
Institute Activities		17,560	-	17,560	17,577
Courses		99,040	-	99,040	90,872
Other trading activities	2	126,724	-	126,724	101,094
Investment income	3	5,012	-	5,012	2,399
Other income	4	-	5,000	5,000	176,550
Total		<u>254,119</u>	<u>7,653</u>	<u>261,772</u>	<u>430,190</u>
EXPENDITURE ON					
Charitable activities					
Library		1,698	809	2,507	2,709
Institute Activities		9,407	-	9,407	10,469
Bar		5,384	-	5,384	4,809
Courses		31,595	-	31,595	33,190
General Activities		243,566	-	243,566	265,227
Premises		43,384	4,229	47,613	39,494
Other	5	-	-	-	123,739
Total		<u>335,034</u>	<u>5,038</u>	<u>340,072</u>	<u>479,637</u>
NET INCOME/(EXPENDITURE)		(80,915)	2,615	(78,300)	(49,447)
RECONCILIATION OF FUNDS					
Total funds brought forward		499,196	470,822	970,018	1,019,465
TOTAL FUNDS CARRIED FORWARD		<u>418,281</u>	<u>473,437</u>	<u>891,718</u>	<u>970,018</u>

The notes form part of these financial statements

Balance Sheet
31 July 2024

	Notes	Unrestricted funds £	Restricted funds £	31.7.24 Total funds £	31.7.23 Total funds £
FIXED ASSETS					
Tangible assets	10	264,271	468,437	732,708	703,691
CURRENT ASSETS					
Stocks	11	1,664	-	1,664	2,381
Debtors	12	76,476	-	76,476	22,724
Cash at bank		<u>229,738</u>	<u>5,000</u>	<u>234,738</u>	<u>336,158</u>
		315,895	5,000	32,895	361,263
CREDITORS					
Amounts falling due within one year	13	(142,443)	-	(142,443)	(83,009)
		<u>165,435</u>	<u>5,000</u>	<u>170,435</u>	<u>278,254</u>
NET CURRENT ASSETS					
		429,706	473,437	903,143	981,945
CREDITORS					
Amounts falling due after more than one year	14	(11,425)	-	(11,425)	(11,927)
		<u>418,281</u>	<u>473,437</u>	<u>891,718</u>	<u>970,018</u>
NET ASSETS					
FUNDS					
Unrestricted funds	16			418,281	499,196
Restricted funds				<u>473,437</u>	<u>470,822</u>
TOTAL FUNDS					
				<u>891,718</u>	<u>970,018</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

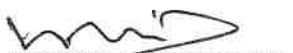
Balance Sheet - continued
31 July 2024

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on30/01/25..... and were signed on its behalf by:



.....
B Creese - Trustee



.....
M F Kirby - Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 July 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Lifetime memberships are credited to the Statement of Financial Activities over a period of ten years.

Expenditure

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

Tangible fixed assets

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

Freehold property	- Not provided
Improvements to property	- Straight line over 10 years
Fixtures and fittings	- Straight line over 3 years
Computer equipment	- Straight line over 3 years

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

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

Designated funds, which are Unrestricted funds, have been set aside by the trustees for future expenditure as noted in the Trustees' Report.

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

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

Notes to the Financial Statements - continued
for the Year Ended 31 July 2024

2. OTHER TRADING ACTIVITIES

	31.7.24	31.7.23
	£	£
Room and Equipment Hire	76,131	57,934
Annual Membership	12,282	9,415
Bar	10,649	8,955
Rental Income	22,130	23,406
Lifetime Membership	502	552
Other Income	607	832
Service charges	1,500	-
Professional fees contribution	<u>2,923</u>	<u>-</u>
	<u>126,724</u>	<u>101,094</u>

3. INVESTMENT INCOME

	31.7.24	31.7.23
	£	£
Deposit account interest	<u>5,012</u>	<u>2,399</u>

4. OTHER INCOME

	31.7.24	31.7.23
	£	£
Grants receivable: core funding	-	10,000
Grants receivable: specific	5,000	1,308
Settlement received on departure of tenant	<u>-</u>	<u>165,242</u>
	<u>5,000</u>	<u>176,550</u>

5. OTHER

	31.7.24	31.7.23
	£	£
Dilapidations expenditure following departure of tenant	<u>-</u>	<u>123,739</u>

6. NET INCOME/(EXPENDITURE)

	31.7.24	31.7.23
	£	£
Net (income)/expenditure is stated after (crediting)/charging:	31.7.24	31.7.23
	£	£
Independent Examiner's fee	1,440	1,920
Depreciation - owned assets	4,153	5,350
Legal and professional fees	6,277	29,644

Of the above legal and professional fees, £5,504 related to building dilapidations and work connected with the proposed lease (2023: £28,294) and £773 to other matters (2023: £1,350).

Notes to the Financial Statements - continued
for the Year Ended 31 July 2024

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2024 nor for the year ended 31 July 2023.

Trustees' expenses

A total of £30 (2023: £440) was paid to one trustee (2023: four) in respect of travel expenses during the year.

8. STAFF COSTS

	31.7.24	31.7.23
	£	£
Wages and salaries	159,285	147,192
Social security costs	8,912	6,738
Other pension costs	<u>4,086</u>	<u>4,784</u>
	<u><u>172,283</u></u>	<u><u>158,714</u></u>

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

	31.7.24	31.7.23
Managerial and administrative	<u><u>8</u></u>	<u><u>7</u></u>

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	41,450	248	41,698
Charitable activities			
Institute Activities	17,577	-	17,577
Courses	90,872	-	90,872
Other trading activities	101,094	-	101,094
Investment income	2,399	-	2,399
Other income	<u>175,242</u>	<u>1,308</u>	<u>176,550</u>
Total	<u><u>428,634</u></u>	<u><u>1,556</u></u>	<u><u>430,190</u></u>
EXPENDITURE ON			
Charitable activities			
Library	1,941	768	2,709
Institute Activities	10,469	-	10,469
Bar	4,809	-	4,809
Courses	33,190	-	33,190
General Activities	262,283	2,944	265,227
Premises	39,494	-	39,494

Notes to the Financial Statements - continued
for the Year Ended 31 July 2024

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Other	123,739	-	123,739
Total	<u>475,925</u>	<u>3,712</u>	<u>479,637</u>
NET INCOME/(EXPENDITURE)	(47,291)	(2,156)	(49,447)
RECONCILIATION OF FUNDS			
Total funds brought forward	546,487	472,978	1,019,465
TOTAL FUNDS CARRIED FORWARD	<u>499,196</u>	<u>470,822</u>	<u>970,018</u>

10. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 August 2023	696,587	-	45,229	7,651	749,467
Additions	<u>-</u>	<u>33,169</u>	<u>-</u>	<u>-</u>	<u>33,169</u>
At 31 July 2024	<u>696,587</u>	<u>33,169</u>	<u>45,229</u>	<u>7,651</u>	<u>782,636</u>
DEPRECIATION					
At 1 August 2023	-	-	38,624	7,152	45,776
Charge for year	<u>-</u>	<u>-</u>	<u>3,819</u>	<u>333</u>	<u>4,152</u>
At 31 July 2024	<u>-</u>	<u>-</u>	<u>42,443</u>	<u>7,485</u>	<u>49,928</u>
NET BOOK VALUE					
At 31 July 2024	<u>696,587</u>	<u>33,169</u>	<u>2,786</u>	<u>166</u>	<u>732,708</u>
At 31 July 2023	<u>696,587</u>	<u>-</u>	<u>6,605</u>	<u>499</u>	<u>703,691</u>

Notes to the Financial Statements - continued
for the Year Ended 31 July 2024

11. STOCKS	31.7.24	31.7.23
	£	£
Bar and other supplies	<u>1,664</u>	<u>2,381</u>
12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.7.24	31.7.23
	£	£
Trade debtors	8,569	8,007
Other debtors	2,501	5,212
Prepayments and accrued income	10,189	9,505
Prepayments to fixed assets	<u>55,217</u>	<u>-</u>
	<u>76,476</u>	<u>22,724</u>
13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.7.24	31.7.23
	£	£
Trade creditors	79,685	2,425
Social security and other taxes	2,196	1,699
Other creditors	1,248	2,248
Building project loans	10,000	11,000
Deferred income	31,582	33,781
Accrued expenses	<u>17,732</u>	<u>31,856</u>
	<u>142,443</u>	<u>83,009</u>
<p>During the project for redevelopment of the charity's building in 2013, a number of individuals made interest-free loans to the charity in order to assist the financing of the development. These loans are repayable on differing terms. During the year, loans of £1,000 were repaid.</p> <p>Deferred income represents income received in advance of the period to which it relates.</p>		
14. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	31.7.24	31.7.23
	£	£
Other loans (see note 15)	10,000	10,000
Lifetime members due >1 year	<u>1,425</u>	<u>1,927</u>
	<u>11,425</u>	<u>11,927</u>

Notes to the Financial Statements - continued
for the Year Ended 31 July 2024

15. LOANS

An analysis of the maturity of loans is given below:

	31.7.24	31.7.23
	£	£
Amounts falling due between two and five years:		
Building loans due 2-5 years	<u>10,000</u>	<u>10,000</u>

16. MOVEMENT IN FUNDS

	At 1.8.23	Net movement in funds	Transfers between funds	At 31.7.24
	£	£	£	£
Unrestricted funds				
General fund	59,196	(77,902)	100,000	81,294
Designated Funds	<u>440,000</u>	<u>(3,013)</u>	<u>(100,000)</u>	<u>336,987</u>
	499,196	(80,915)	-	418,281
Restricted funds				
Building Funds	470,822	(406)	21	470,437
Hearing Loops	-	21	(21)	3,000
Supportive Art Courses	-	3,000	-	
	<u>470,822</u>	<u>2,615</u>	<u>-</u>	<u>473,437</u>
TOTAL FUNDS	<u>970,018</u>	<u>(78,300)</u>	<u>-</u>	<u>891,718</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	254,119	(332,021)	(77,902)
Designated Funds	<u>-</u>	<u>(3,013)</u>	<u>(3,013)</u>
	254,119	(335,034)	(80,915)
Restricted funds			
Building Funds	403	(809)	(406)
Hearing Loops	4,250	(4,229)	21
Supportive Art Courses	<u>3,000</u>	<u>-</u>	<u>3,000</u>
	<u>7,653</u>	<u>(5,038)</u>	<u>2,615</u>
TOTAL FUNDS	<u>261,772</u>	<u>(340,072)</u>	<u>(78,300)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 July 2024

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.8.22 £	Net movement in funds £	Transfers between funds £	At 31.7.23 £
Unrestricted funds				
General fund	46,487	(49,297)	62,006	59,196
Designated Funds	<u>500,000</u>	<u>2,006</u>	<u>(62,006)</u>	<u>440,000</u>
	546,487	(47,291)	-	499,196
Restricted funds				
Building Funds	472,978	(2,156)	-	470,822
	<u>1,019,465</u>	<u>(49,447)</u>	<u>-</u>	<u>970,018</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	418,634	(467,931)	(49,297)
Designated Funds	<u>10,000</u>	<u>(7,994)</u>	<u>2,006</u>
	428,634	(475,925)	(47,291)
Restricted funds			
Building Funds	1,556	(3,712)	(2,156)
	<u>430,190</u>	<u>(479,637)</u>	<u>(49,447)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 July 2024

16. MOVEMENT IN FUNDS - continued

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

	At 1.8.22 £	Net movement in funds £	Transfers between funds £	At 31.7.24 £
Unrestricted funds				
General fund	46,487	(127,199)	162,006	81,294
Designated Funds	<u>500,000</u>	<u>(1,007)</u>	<u>(162,006)</u>	<u>336,987</u>
	546,487	(128,206)	-	418,281
Restricted funds				
Building Funds	472,978	(2,562)	21	470,437
Hearing Loops	-	21	(21)	-
Supportive Art Courses	<u>-</u>	<u>3,000</u>	<u>-</u>	<u>3,000</u>
	<u>472,978</u>	<u>459</u>	<u>-</u>	<u>473,437</u>
TOTAL FUNDS	<u>1,019,465</u>	<u>(127,747)</u>	<u>-</u>	<u>891,718</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	672,753	(799,952)	(127,199)
Designated Funds	<u>10,000</u>	<u>(11,007)</u>	<u>(1,007)</u>
	682,753	(810,959)	(128,206)
Restricted funds			
Building Funds	1,959	(4,521)	(2,562)
Hearing Loops	4,250	(4,229)	21
Supportive Art Courses	<u>3,000</u>	<u>-</u>	<u>3,000</u>
	<u>9,209</u>	<u>(8,750)</u>	<u>459</u>
TOTAL FUNDS	<u>691,962</u>	<u>(819,709)</u>	<u>(127,747)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 July 2024

16. MOVEMENT IN FUNDS - continued

Designated Funds

These comprise the following items:

	31.7.24	31.7.23
	£	£
Operating Reserve	100,000	100,000
Loss of Revenue from losing RBS as a tenant	20,000	120,000
Addressing Damp issues in the Listed Building	140,000	140,000
Furniture Renewal programme in Meeting and Lecture rooms	30,000	30,000
New External Signage	10,000	10,000
Redecorating the Listed Building Internally and Externally	30,000	30,000
Legacy Designated towards Wednesday Talks	6,987	10,000
	336,987	440,000
Total Designated Funds at 31 July 2024	336,987	440,000

Restricted Funds

The Building Fund was established for the purposes of redeveloping the existing building and facilities, including the continued growth and development of the library. Donations towards it and expenditure relating to it are shown above. This fund also includes specific donations that have been made to the Treasures of the Guildford Institute Library Appeal.

Hearing Loop Fund

Money granted and donated for the specific purpose of the installation of a hearing loop system within our premises.

Supportive Art Fund

This restricted grant is for a project called Creative Communications: Supporting People Living With Dementia Through Art which will be used for Art sessions for people with Dementia.

17. RELATED PARTY TRANSACTIONS

There were no related party transactions for the year ended 31 July 2024.

Detailed Statement of Financial Activities
for the Year Ended 31 July 2024

	31.7.24	31.7.23
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	5,249	26,205
Gift aid	2,187	5,493
Legacies	<u>1,000</u>	<u>10,000</u>
	8,436	41,698
Other trading activities		
Room and Equipment Hire	76,131	57,934
Annual Membership	12,282	9,415
Bar	10,649	8,955
Rental Income	22,130	23,406
Lifetime Membership	502	552
Other Income	607	832
Service charges	1,500	-
Professional fees contribution	<u>2,923</u>	<u>-</u>
	126,724	101,094
Investment income		
Deposit account interest	5,012	2,399
Charitable activities		
Institute Activities	17,560	17,577
Courses	<u>99,040</u>	<u>90,872</u>
	116,600	108,449
Other income		
Grants receivable	5,000	11,308
Dilapidations contribution	<u>-</u>	<u>165,242</u>
	5,000	<u>176,550</u>
Total incoming resources	261,772	430,190
EXPENDITURE		
Charitable activities		
Wages	159,285	147,192
Social security	8,912	6,738
Pensions	4,086	4,784
Rates and water	1,751	618
Insurance	4,960	4,667
Carried forward	178,994	163,999

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities
for the Year Ended 31 July 2024

	31.7.24	31.7.23
	£	£
Charitable activities		
Brought forward	178,994	163,999
Light and heat	11,609	14,421
Telephone	5,275	5,071
Postage and stationery	5,276	6,628
Advertising	12,565	12,737
IT and website costs	11,184	14,655
Books	232	191
Photocopying	904	1,438
Bad debts	-	49
Subscriptions	30	80
Equipment	1,104	809
Travel	366	535
Bar supplies	5,491	4,809
Other costs	979	869
Licences	665	608
Cleaning	11,230	9,712
Training & recruitment	800	2,018
Institute activities	10,814	10,469
Tutor fees	31,335	32,790
Repairs and renewals	15,159	11,470
Bank charges	3,769	3,114
Accountancy	5,640	5,484
Legal and professional fees	6,277	29,644
Independent Examination fee	1,440	1,920
Fundraising consultancy	13,380	17,028
Temporary staff	1,402	-
Fixtures and fittings	3,819	4,767
Computer equipment	<u>333</u>	<u>583</u>
	340,072	355,898
Other		
Dilapidations expenses	<u>-</u>	<u>123,739</u>
Total resources expended	<u>340,072</u>	<u>479,637</u>
Net expenditure	<u>(78,300)</u>	<u>(49,447)</u>

This page does not form part of the statutory financial statements