

10th Belfast Guides

Northern Ireland · Charity number 104378

Details

Known as St Polycarps Guides

Status Received

Registered 2015-12-07

Register [View on the Charity Commission for Northern Ireland register](#)

Contact

Address The Guide Association
30 Station Road
Holywood
County Down
Bt18 0bp
BT18 0BP

Phone 07580298751

Email info@girlguidingulster.org.uk

Website www.girlguidingulster.org.uk

Activities

Purposes: Educating girls and young women to help them develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world.

What the charity does: The advancement of education, The advancement of citizenship or community development

How the charity works: Education/training, Gender, Sport/recreation, Volunteer development, Youth development

Who the charity helps: Children (5-13 year olds), Volunteers, Women, Youth (14-25 year olds)

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,991	£1,894	£0	0

Trustees

Name	Role	Appointed
Karen Breene		
Rachel Morrison		

10th Belfast Guides

Northern Ireland - Charity number 104378

Accounts



10th Belfast Guides
01 April 2024 to 31 March 2025

	This year	Last year
	£	£
Income in		
Annual Subscription	855.00	799.65
Weekly Subs	356.00	119.25
Materials	0.00	0.00
Events	0.00	0.00
Charity Donation	0.00	0.00
Bank Interest	0.00	0.00
Badges	0.00	0.00
Uniform	0.00	0.00
Rent	0.00	0.00
Camp	780.00 ✓	0.00
Outings	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	1,991.00	918.90
Expenditure out		
Annual Subscription	912.00 ✓	864.00
Weekly Subs	0.00	0.00
Materials	45.24	0.00
Events	15.55 ✓	0.00
Charity Donation	30.00	0.00
Bank Fees	61.52	61.93
Badges	0.00	0.00
Uniform	0.00	0.00
Rent	50.00	0.00
Camp	780.00 ✓	0.00
Outings	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	1,894.31	925.93
Surplus or (deficit) for the year	96.69	-7.03

Balances brought forward	Bank 1	266.21	392.49
	Bank 2	0.00	0.00
	Cash	119.25	0.00
		385.46	392.49
Balances in hand at year end	Bank 1	147.69	266.21
	Bank 2	0.00	0.00
	Cash	334.46	119.25
		482.15	385.46

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 150.00 (if applicable, see equipment list tab). There are no other assets or liabilities.

Prepared by:
(PRINT NAME)

Rachel Morrison

Signature and date: Rachel Morrison 24/03/26

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

10th Belfast Guides

for the financial year ended **31 March 2025**

Reviewed by:
(PRINT NAME)

JUSTINA SLOTT

Signature and date: Justina Slott 29/3/26

Notes:

Accounts have been prepared using actual figures taken from historical Bank Statements.

A full record of cash expenditure with receipts is held for this reporting period.

Privacy statement

We collect your personal information in order to process your expense claims and fulfil our legal obligations. For further information on how and why we use your personal data, including how long we keep it, your rights, who we share it with, and how you can contact us, please read our full privacy notice at: girlguiding.org.uk/privacy-policy/

10th Belfast Guides

Northern Ireland - Charity number 104378

Accounts

	This year £	Last year £
Income in		
Annual Subscriptions	799.65	450.00
Weekly Subs	119.25	0.00
Materials	0.00	0.00
Events	0.00	0.00
Charity Donation	0.00	0.00
Bank Interest	0.00	0.00
Badges	0.00	0.00
Uniform	0.00	0.00
Rent	0.00	0.00
Camp	0.00	0.00
Outings	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	918.90	450.00
Expenditure out	£	£
Annual Subscription	864.00 ✓	450.00
Weekly Subs	0.00	0.00
Materials	0.00	0.00
Events	0.00	0.00
Charity Donation	0.00	0.00
Annual Subs	0.00	0.00
Bank Fees	61.93	60.00
Badges	0.00	0.00
Uniform	0.00	0.00
Rent	0.00	0.00
Camp	0.00	0.00
Outings	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	925.93	510.00
Surplus or (deficit) for the year	-7.03	-60.00

Balances brought forward	Bank 1	392.49	452.49
	Bank 2	0.00	0.00
	Cash	0.00	0.00
		392.49	452.49
Balances in hand at year end	Bank 1	266.21	392.49
	Bank 2	0.00	0.00
	Cash	119.25	0.00
		385.46	392.49

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of
150.00 (if applicable, see equipment list tab). There are no other assets or liabilities.

Prepared by:
 (PRINT NAME)

Rachel Morrison

Signature and date: Rachel Morrison 24/03/26

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

10th Belfast Guides

for the financial year ended **31 March 2024**

Reviewed by:
 (PRINT NAME)

JUSTIN SCOTT

Signature and date: Justin Scott 29/3/26

Notes:

Accounts have been prepared using actual values taken from historical Bank Statements.

Privacy statement

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10th Belfast Guides

Northern Ireland - Charity number 104378

Annual report

Trustee Annual Report 2023 – 2024

Name of Charity as it appears on the Register and any other names it may be known by

10th Belfast Guides / St. Polycarp's Guides

NI Charity Commission Number

104378

The principal address of the Charity- this should be the address that was used at the time of registration with the Charity Commission

104 Upper Lisburn Road
Finaghy
Belfast
BT10 0BB

The names of all Charity Trustees on the date the report was approved and all individuals who served as Charity Trustees during the year

The financial year the report relates to 1st April 2023 – 31st March 2024

Rachel Morrison
Karen Breene

A summary of the Charity's main activities to further its purposes for the public benefit and the main achievements in the year

14 Guides and 2 Leaders were registered with the unit during this period.

The unit saw an improvement in the number of attendees and started to return to regular meetings following the pandemic.

Guides enjoyed a varied programme including badge work, team-building exercises, sports, cookery and community action events in the local area such as litter-picking.

**A statement that the Trustees have had regard to
the Commission's Public Benefit requirement statutory guidance**

We as Trustees are aware of the Commission's Public Benefit requirement and endeavour to take this into account when making any decision relevant to the running of the unit.

A review of the Charity's financial position at the end of the year

At the end of the financial year the unit was £266.21 in credit (bank) with £119.25 in cash.
The income for the year was £918.90 and the expenditure for the year was £925.93.

**Details of any fund held by the Charity that was materially in deficit at the end of
the year and steps taken by the Charity Trustees to eliminate the deficit**

Deficit of £7.03 as a result of bank charges and increased annual subscription costs, which are not under the control of Trustees.

One or more of the Charity Trustees must sign and date the box below.

Rachel Morrison

Rachel Morrison

24/03/2026

10th Belfast Guides

Northern Ireland - Charity number 104378

Annual return



Girlguiding

Independent reviewer's checklist and confirmation form

Unit or level to complete this section

Name of unit or level	10th Belfast Guides
Name of local commissioner	Sandra Moffitt
Contact details for local commissioner*	ggu.east.sandra@girlguidingulster.org.uk

*Email address or phone number

Independent reviewer to complete the following sections

Name of independent reviewer	JUDITH SCOTT
Contact details for independent reviewer*	judithscott@yahoo.com 07912 687875

- I confirm that I am not a member of the unit or level leadership team, a signatory of the unit or level's bank account, or related to anyone in the unit or level
- I confirm that I understand the checks required and that I am responsible and financially confident to complete these checks
- I confirm that I will hold any personal and/or financial data given to me securely, only share it with people that need to see it for the purpose of this review, and will securely destroy or return the data when it is no longer needed for review purposes

*Email address or phone number

I confirm that I've carried out the following checks on the accounts for the above unit or level:

- A bank account exists in the name of the unit or level, and most income is recorded here
- Spending and income are accurately recorded across financial records, based on the information I have reviewed, including:
- Bank statements *N/A during this period - see overhead*
 - Paying in books
 - Cheque books
 - Invoices
 - Receipts
- If any information was missing, this has now been provided
- Payments have been dual authorised *N/A*
- Where online banking is used, the users have confirmed there is no sharing of passwords
- Grant money has been used for the right purpose *N/A*
- Cash held is minimal
- Money collected for another charity has been passed on appropriately *N/A*
- Any errors noted have been adjusted for *N/A*

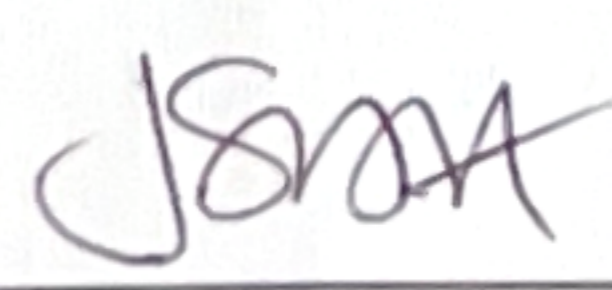
Please tick one

- During my review, there have been no concerns about how the unit or level named above keeps accounts or spends money
- During my review, there have been concerns which have been raised with the commissioner or HQ

Please give a summary of your findings:

No statements sighted for the period. This is due to a Bank move to online only, and due to the passing of time, these are no longer available on line. They can be obtained by paying a disproportionate fee for paper copies. Given the limited activity on the accounts, this is considered acceptable under the circumstances and very low risk. The Trustees have been advised that they must print & retain statements from the online banking regularly in future

You can find more information about this process in our end of year review of accounts procedure.

Signature	
Date	29/3/26

10th Belfast Guides

Northern Ireland - Charity number 104378

Accounts



10th Belfast Guides
01 April 2022 to 31 March 2023

	This year £	Last year £
Income in		
Annual Subscription	450.00	0.00
Weekly Subs	0.00	0.00
Materials	0.00	0.00
Events	0.00	0.00
Charity Donation	0.00	0.00
Bank Interest	0.00	0.00
Badges	0.00	0.00
Uniform	0.00	0.00
Rent	0.00	0.00
Camp	0.00	0.00
Outings	0.00	0.00
	0	0.00
	0	0.00
	0	0.00
	0	0.00
2nd bank account (manual)	0.00	0.00
Totals	450.00	0.00
Expenditure out	£	£
Annual Subscription	450.00 ✓	0.00
Weekly Subs	0.00	0.00
Materials	0.00	0.00
Events	0.00	0.00
Charity Donation	0.00	0.00
Bank Fees	60.00	0.00
Badges	0.00	0.00
Uniform	0.00	0.00
Rent	0.00	0.00
Camp	0.00	0.00
Outings	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	510.00	0.00
 Surplus or (deficit) for the year	 -60.00	 0.00

Balances brought forward	Bank 1	452.49	0.00
	Bank 2	0.00	0.00
	Cash	0.00	0.00
		452.49	0.00
Balances in hand at year end	Bank 1	392.49	452.49
	Bank 2	0.00	0.00
	Cash	0.00	0.00
		392.49	452.49

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 150.00 (if applicable, see equipment list tab). There are no other assets or liabilities.

Prepared by: Rachel Morrison **Signature and date:** Rachel Morrison 24/03/26
 (PRINT NAME)

Reviewer's Certificate: The above statements agree with the records and vouchers of **10th Belfast Guides** for the financial year ended **31 March 2023**

Reviewed by: J. Scott **Signature and date:** J. Scott 29/3/26
 (PRINT NAME)

Notes:
 Following the pandemic, the unit was not fully operational during this financial period.
 Accounts have been prepared using actual values taken from historical Bank Statements.

Privacy statement
 We collect your personal information in order to process your expense claims and fulfil our legal obligations.
 For further information on how and why we use your personal data, including how long we keep it, your rights, who we share it with, and how you can contact us, please read our full privacy notice at: girlguiding.org.uk/privacy-policy/

10th Belfast Guides

Northern Ireland - Charity number 104378

Annual report

Trustee Annual Report 2022 - 2023

Name of Charity as it appears on the Register and any other names it may be known by

10th Belfast Guides / St. Polycarp's Guides

NI Charity Commission Number

104378

The principal address of the Charity- this should be the address that was used at the time of registration with the Charity Commission

104 Upper Lisburn Road

Finaghy

Belfast

BT10 0BB

The names of all Charity Trustees on the date the report was approved and all individuals who served as Charity Trustees during the year

The financial year the report relates to 1st April 2022 -31st March 2023

Rachel Morrison

Karen Breene

A summary of the Charity's main activities to further its purposes for the public benefit and the main achievements in the year

7 Guides and 2 Leaders were registered with the unit during this period.

Following the pandemic, the unit continued to run with limited meeting dates and numbers of attendees; the majority of meetings were held off-site due to social distancing measures.

Guides continued to participate in programme activities remotely and were encouraged continue with their personal development.

A statement that the Trustees have had regard to the Commission's Public Benefit requirement statutory guidance

We as Trustees are aware of the Commission's Public Benefit requirement and endeavour to take this into account when making any decision relevant to the running of the unit.

A review of the Charity's financial position at the end of the year

At the end of the financial year the unit was £392.49 in credit (bank) with £0 in cash.
The income for the year was £450 and the expenditure for the year was £510.

Details of any fund held by the Charity that was materially in deficit at the end of the year and steps taken by the Charity Trustees to eliminate the deficit

Deficit of £60 (bank) as a result of bank charges, which is not under the control of Trustees.

One or more of the Charity Trustees must sign and date the box below.

Rachel Morrison

Rachel Morrison

24/03/2026

10th Belfast Guides

Northern Ireland - Charity number 104378

Annual return

22-23/



Girlguiding

Independent reviewer's checklist and confirmation form

Unit or level to complete this section

Name of unit or level	10th Belfast Guides
Name of local commissioner	Sandra Moffitt
Contact details for local commissioner*	ggu.east.sandra@girlguidingulster.org.uk

*Email address or phone number

Independent reviewer to complete the following sections

Name of independent reviewer	JUDITH SCOTT
Contact details for independent reviewer*	judithscott@yahoo.com 07912687878

I confirm that I am not a member of the unit or level leadership team, a signatory of the unit or level's bank account, or related to anyone in the unit or level

I confirm that I understand the checks required and that I am responsible and financially confident to complete these checks

I confirm that I will hold any personal and/or financial data given to me securely, only share it with people that need to see it for the purpose of this review, and will securely destroy or return the data when it is no longer needed for review purposes

*Email address or phone number

I confirm that I've carried out the following checks on the accounts for the above unit or level:

- A bank account exists in the name of the unit or level, and most income is recorded here
- Spending and income are accurately recorded across financial records, based on the information I have reviewed, including:
 - Bank statements
 - Paying in books
 - Cheque books
 - Invoices
 - Receipts
- If any information was missing, this has now been provided N/A
- Payments have been dual authorised N/A
- Where online banking is used, the users have confirmed there is no sharing of passwords
- Grant money has been used for the right purpose N/A
- Cash held is minimal
- Money collected for another charity has been passed on appropriately N/A
- Any errors noted have been adjusted for N/A

Please tick one

- During my review, there have been no concerns about how the unit or level named above keeps accounts or spends money
- During my review, there have been concerns which have been raised with the commissioner or HQ

Please give a summary of your findings:

[Large empty box for summary of findings, with a yellow highlight at the top]

You can find more information about this process in our end of year review of accounts procedure.

Signature	<i>[Handwritten Signature]</i>
Date	29/3/26