



## Trustee Annual Report Form - Template

This template is to provide guidance to units who are completing a Trustee Annual Report for the NI Charity Commission. If you do not wish to use this form please ensure that the headings in this guidance are followed when completing a Trustee Annual Report.

**All Girlguiding Ulster Charities are governed by the Royal Charter and Bye-laws.**

**The Purpose of each of these Charities is to educate 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.**

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

22nd Belfast Rainbow Unit

**NI Charity Commission Number**

104431

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

The guide association 30 station road bt180bp

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

Claire James, natasha Hunter, Victoria Selfridge,  
Shelley Woodrow,

**The financial year the report relates to - for example, 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017  
1 January 2018- 31 December 2018**



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

Made pancakes, Chinese, New Year Craft - fans, World thinking day games, Mother's Day craft - hand hugs and tea-rific cards, St Patrick - coin hunt, Easter Craft - bunny ears and egg hunt, Visit from aunt Sandra's chocolate factory, Movie night, Halloween craft - colouring and pumpkin, bobbing for apples, Halloween party, Remembrance craft - make a medal, Pusey Party and craft, Baking, Christmas craft crown making, photo frames and Santa visit. We ended this year with 13 girls, with girls moving to brownies. there was no harm flowing from the Charities purposes and that there was no private benefit.

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

Charity Trustees are legally obliged to have regard to this guidance. I confirm that all Trustees are aware of this. Please see section 4 of the Trustees' Annual Report and Public Benefit reporting document this can be downloaded from the Girlguiding Ulster website.

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

Brought forward £1,033.33, receipt £1,271.10 payments £1,069.48 balance at the end of year £1,234.95

**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**

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

VICTORIA SELFRIDGE 01/03/2019

# Independent examiner's report to the charity trustees of ABC Guide Unit

I report on the accounts of the Trust for the year ended 31 Dec 2016

## **Respective responsibilities of charity trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (Northern Ireland) 2008.

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act
- follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act
- state whether particular matters have come to my attention.

## **Basis of independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of the Charities Act
4. That there is further information needed for a proper understanding of the accounts to be reached

## **Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.

Name:

Relevant professional qualification or body:

Address:

Date:

*[Signature]*

IAN BROWN

MA

2A MAYFAIR AVENUE

BELFAST

BT6 9JA

10 MARCH 2017

