



## 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**

11<sup>th</sup> Belfast Guides

**NI Charity Commission Number**

104486

**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  
Holywood  
Co. Down BT18 0BP

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

Lorraine Gillespie  
Heather Swan  
Vicky Gunney



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

1<sup>st</sup> September 2016 -31<sup>st</sup> May 2017

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

Throughout the year, we have completed many different activities, which in the long run will provide the girls with the experience and knowledge which they can use as they develop and grow into young women. Some activities were:-

- Earning Interest badges, such as First Aid, Animal Lover and Cook. The skills they learn while completing the badges would be paramount as these are things which we come across every day.
- We made crafts, buns and help serve tea/coffee at a local church to help them raise money for the continued work it does in our community.
- We went camping where the girls earned the skills needed to survive in the 'Great Outdoors'

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

I can confirm that all Trustees aware and have had regard to the Commission's Public Benefit requirement statutory guidance.

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

The Balance at 31<sup>st</sup> May 2017 was £2410.78

This comprised of Income £1424.00 + balance b/f £986.78 = £2410.78

Expenditure was £1208.49 Balance £1190.49 + cash in hand £11.51



**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**

Not applicable

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

*L Gillespie*