

## **Re 1<sup>st</sup> Greyabbey Guides (105932) and late submissions**

Reminders were missed due to the email not being checked regularly – the email had been set up to make it 'independent' of the person running the unit so that, should there be a change, the email could be transferred to the new leader.

However, an existing email account tended to be used for the majority of the day-to-day business as it was regularly checked and the email supplied to the Commission wasn't checked. This has, hopefully, been remedied – it is being checked weekly and, in addition, looking at setting up an automatic forward of any Commission emails to the other account being used so nothing is missed.

Included here is the accounts for the year ending 31<sup>st</sup> Dec (period changed to Jan-Dec to make use of the Guiding accounting spreadsheet).

Accounts for 2018 complete and will be sent by the end of the week – Trustee needs to sign and on holiday for half-term.

**Note:** Accounts signed by independent examiner – original signed accounts sent to Girl Guiding when they were due.

## Independent examiner's report to the charity trustees of 1<sup>st</sup> Greyabbey Guides

I report on the accounts of the Trust for the year ended 31 Dec 2017

### 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: W. Gilmore

Relevant professional qualification or body: BROWNIE LEADER

Address: 43A BALLYBARRBOROUGH ROAD

Date: 26/10/19

## 1st Greyabbey Girl Guides

1 January 2017

to 31 December 2017

### Receipts [In]

	This Year	Last Year
Subs under Gift Aid	£0.00	£0.00
Subs - non Gift Aid	£388.00	£0.00
Gift Aid received	£0.00	£0.00
Camps / Outings / Events	£320.00	£0.00
Census	£219.00	£0.00
Fund raising	£0.00	£0.00
Cheques received	£265.00	£0.00
Charity	£8.00	£0.00
Details 9	£0.00	£0.00
Details 10	£0.00	£0.00
2nd Bank account (Manual)	£0.00	£0.00
<b>Totals</b>	<b>£1,200.00</b>	<b>£0.00</b>

### Payments [Out]

Rent	£0.00	£0.00
Materials	£65.26	£0.00
Fund Raising	£0.00	£0.00
Camps / Outings / Events	£706.18	£0.00
Badges etc	£25.30	£0.00
Census	£403.00	£0.00
Kit	£0.00	£0.00
Bank fees	£52.79	£0.00
Charity	£8.00	£0.00
Details 10	£0.00	£0.00
Details 11	£0.00	£0.00
Details 12	£0.00	£0.00
2nd Bank account (Manual)	£0.00	£0.00
<b>Totals</b>	<b>£1,260.53</b>	<b>£0.00</b>

Surplus or (deficit) for the year

<b>-£60.53</b>	<b>£0.00</b>
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Balances brought forward

Bank - 1	£613.02	£0.00
Bank - 2	£0.00	£0.00
Cash	£478.03	£0.00
<b>Totals</b>	<b>£1,091.05</b>	<b>£0.00</b>

Balances in hand at  
year-end

Bank - 1	£907.23	£613.02
Bank - 2	£0.00	£0.00
Cash	£123.29	£478.03
<b>Totals</b>	<b>£1,030.52</b>	<b>£1,091.05</b>

Assets and Liabilities: In addition to the above cash balances the unit has equipment to the value of  
£0.00 and there are no other assets or liabilities.

Prepared by: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

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

1st Greyabbey Girl Guides

for the financial year ended 31 December 2017

Reviewed by: W. Gibson

Signature & Date: 26/10/18

Notes:



## Trustee Annual Report Form – 2017

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**

1<sup>st</sup> Greyabbey Guides

**NI Charity Commission Number**

1059321

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

Lorne, 30 Station Road, Craigavad, Co. Down BT18 0BP

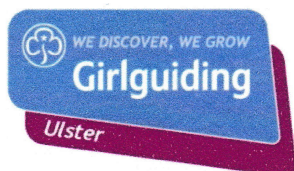
**The names of all Charity Trustees on the date the report was approved and all individuals who served as Charity Trustees during the year**

Jane Braniff

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

1 Jan2017 – 31 Dec 2017





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

1<sup>st</sup> Greyabbey Guides is a group of girls aged between 10 and 14 years old, who meet on a Thursday evening September to May (with breaks corresponding with school holidays), from 6.30pm to 7.45pm. During the year September 2016 – May 2017 there were 10 Guides in regular attendance.

During the year the Guides took part in usual unit activities, including games, badge work and craft. Over the course of the guiding year, we went swimming as a unit, had a games night in the grounds of our meeting place, and attended region events, such as the Snore 'n' S'mores camp at Lorne.

The unit retained its size from the previous year, with new girls joining, as five girls left due to age or change of location, and the new girls coming through from the local Brownie unit, and awareness from word of mouth.

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

All Trustees of 1<sup>st</sup> Greyabbey Guides are aware of the Commission's Public Benefit requirement statutory guidance.

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

The unit opened the year with **£1,091.05** in its accounts (carried over from 2015-16), and finished with **£1,030.52**. Please find attached the statement of receipts and payments.

The group has no assets.



**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**

The unit spent £60.53 more than it received in this Guiding year. This was due to the fact that money which was carried over from the previous year was used to help subsidise the unit's first camping experience.

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

*J. Braniff*      26-10-19