

# 1st Newtownards Guide Unit

Northern Ireland · Charity number 105966

## Details

Known as	First Newtownards Guide Unit First Newtownards Girl Guide Company 1st Ards Guides First Ards Guides
Status	Received
Registered	2016-10-31
Register	<a href="#">View on the Charity Commission for Northern Ireland register</a>

## Contact

Address	21 Millers Park Avenue Newtownards BT23 7gd BT23 7GD
Phone	07977829669
Email	<a href="mailto:info@girlguidingulster.org.uk">info@girlguidingulster.org.uk</a>
Website	<a href="http://www.girlguidingulster.org.uk">www.girlguidingulster.org.uk</a>

## 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:** Community development, Education/training, Gender, Sport/recreation, Volunteer development, Youth development

**Who the charity helps:** Children (5-13 year olds), Voluntary and community sector, Volunteers, Women, Youth (14-25 year olds)

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£3,972	£4,982	£0	0

## Trustees

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Name	Role	Appointed
Miss Amy Ferguson		
Mrs Amy Victoria Braniff		
Ms Nicola Bell		

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**1st Newtownards Guide Unit**

Northern Ireland - Charity number 105966

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# Accounts

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**Guide Cash flow Jan 2024 - Jan 2025**

Balance Jan 2024:

3618.16

In and reason	Date	Bank Transfer	Total Cash	Out and reason	Date	Bank Transfer	Total Cash	Total Cheque	Total Card payment
Annual Subs	throughout year	1040.00	45.00	Overnight camp deposit	03.01.24	12.35			
EA additional Grant	15.03.24	687.00		Guide Gold Award badges and certificates	04.01.24	15.80			
Lorne walk collection	27.04.24		127.00	Signature Works- 2x small hoodies	24.01.24				56.62
Overnight Camp	27.04.24		50.00	Donation to S Clarke and Son funeral directors for Macmillan Cancer on behalf of the late Guide Leader Linda Smith.	08.02.2024		60.00		
Weekend summer camp	31.05-02.06.24	120.00	280.00	Patrol and thinking day badges	12.02.24				21.20
Girlguiding North Down weekend camp food reimbursement	06.06.24	148.29		Dry wood and glow sticks for night walk and camp fire	21.02.24		71.70		
EA generic grant	02.08.24	1400.00		Donation to RSPC for heat and light	26.02.24	350.00			
Cinema night (£5 charge)	03.10.24		75.00	Mother's day craft	27.02.24		21.50		
				GGUK census insurance	28.02.24	1100.00			
				Lorne Walk fee +hot dogs and badge	11.03.24	27.50			
				Hand held pump	15.03.24				6.89
				Replacement first aid bag	15.03.24				35.99
				Replacement sports bag	15.03.24				14.97
				Replacement battery unit for emergency torch	25.03.24				4.49
				End of year activity night deposit (Lorne high ropes and archery)	26.03.24	100.00			
				Campfire food craft	08.04.24		19.90		
				Ulster Scots night (shortbread and 15s)	23.04.24		38.35		
				Overnight food fee	26.04.224		94.90		
				Overnight camp final fee	02.05.24	250.85			
				Lorne high ropes payment for September activity day	02.05.2024	80.00			
				GG North Down EJC camp (£50x8)	10.05.24	400.00			
				GG North Down EJC camp (£50x1)	10.05.24	50.00			
				Lorne walk donation	13.05.2024	63.50			
				EJC camp food for all patrols	03.06.24				148.29
				Joint Activity night final payment (£8.80 x 46)	05.07.24	304.80			
				Halloween pumpkin carving	21.10.24	18.96			
				Guide Gold badges and certificates	28.10.24				33.81
				Ulster badges with old county logos	05.11.24	40.00			
				Mini first Aid 2 week course in Jan 2025	07.11.24	250.00			
				Moana badges, christmas badges and thinking day badges	07.11.24				113.95
				S'mores and hot chocolate	26.11.24				12.31
				Peninsula Archery Coaching session (3 x10)	26.11.24				31.00
				Cinema night out (£7.50 x 45)	01.12.24				337.50
				Donation to RSPC for heat and light	02.12.24	350.00			
				Refund of grant unused to Education Authority	18.12.26	424.53			
				Bank fees	throughout year	20.94			

**Total In: 3972.29**

**Total Out: 4982.60**

**End of year balance: 2607.85**

Bank: £2447.43 + £160.42 petty cash

**1st Newtownards Guide Unit**

Northern Ireland - Charity number 105966

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# Accounts

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**Guide Cash flow Jan 2023 - Jan 2024**

Balance Jan 2023:

**2215.96**

In and reason	Date	Bank Transfer	Total Cash	Out and reason	Date	Bank Transfer	Total Cash	Total Cheque	Total Card payment
North Down Pantomime refund to unit	10.01.2023	240.00		Refund to parent for cancelled pantomime	04.01.2023	30.00			
Jan-June 2023 Subs and fees	Jan-June 2023		710.00	World thinking day badges (50 badges + p&p)	21.02.2023				53.95
North Down unit Sub donation	15.03.2023	100.00		Lorne walk booking (£1pp x 13)	27.02.2023	13.00			
Lorne Walk donations	29.04.2023		82.00	Unit Census donation to CHQ	15.03.2023				1200.00
Camp fees (£40 x 19)	June 2023		760.00	Airtastic Bangor (half term break)	29.03.2023				79.60
Education authority donation	11.08.2023	1400.00		North Down Ewing Johnston payment (£50 deposit to camp)	02.05.2023			50.00	
September-Dec 2023 Subs and fees	Sep-Dec 2023		545.00	Donation to Emma Smyth (previous Guide, now YL to Rainbows) to Kipepeo Kenya trip	27.05.2023			100.00	
				Badges for camp and KCII coronation	27.05.23				63.95
				Camp craft	30.05.2023		22.00		
				First Aid box product update	May-June 2023				38.44
				Crawfordsburn Scout centre camp fees	02.06.2023				190.00
				Camp food supply (Tesco)	02.06.2023				175.29
				Camp unit refund split from excess funds (£46/2 units)	14.06.2023	23.00			
				Lorne walk donation from unit	07.08.2023	40.00			
				Halloween Craft	10.10.2023		26.88		
				Night walk at Cairn Wood	17.10.2023				1.98
				Patrol badges and old GFI badges					17.00
				Scarves	31.10.2023				148.51
				Christmas Craft	28.11.2023		8.64		
				Christmas food craft (£48 + £31.70)	03.12.2023		79.70		
				Donation ti Peninsula Archery Coaching (£3ppx15)	12.12.2023		45.00		
				Annual bank fees			26.38		
				miscellaneous			1.28		

**Total In: 3837.00**

**Total Out: 2434.60**

**End of year balance: 3618.36**

Bank: £3272.00 and petty cash: £346.36

**1st Newtownards Guide Unit**

Northern Ireland - Charity number 105966

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# Annual report

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## **Annual Report for the year ended 31<sup>st</sup> Dec 2023**

The trustees of 1<sup>st</sup> Newtownards Guides are pleased to submit their report and accounts for the period 1<sup>st</sup> Jan 2023 to 31<sup>st</sup> Dec 2023.

### **Abstract of unit performance:**

102<sup>nd</sup> year of the unit

30 Weekly meetings with average of 15 Guides per meeting

3 outings, one sponsored walk and one night walk with junior members and a night at Airtastic

1 weekend camp, including attending a North Down County patrol competition and winning second and third place.

Four Guide Gold Awards (senior award), and many independent badges earned across all ages.

One Guide attend the International Community Experience

One Young Leader travelled to Kipepeo Kenya to perform charity work.

End of year balance £3618

### **Over the year activities included:**

- Attending Airtastic Bangor
- Celebrating the Kings Coronation
- Camp skills, bush craft and cooking outdoors
- Camping outdoors
- Basic First Aid
- Seasonal craft
- Food craft and cooking
- Evening hikes and sponsored hikes
- Team building activities
- Archery
- Christmas parents evening

### **Post Covid:**

For many Guides this was the first full year of Guiding since the Covid pandemic, including attending a camp. This came with its own challenges; many of the older Guides had to be taught the basics of leadership and camp skills that normally they would have developed during their time within the unit. Many of the Guides had become codependent on siblings/ close friends, as this was their limited social interactions during lockdowns/bubbles. We trying to ease the Guides into new groups and patrols and open up their social group by running Patrol badge

nights, and team building activities. Group work became a key focus of the year, as many Guides simply did not have the confidence to work with other Guides they were not close to.

The unit have found it very difficult to get Guides to attend to any event outside of the unit meeting place. The unit try and subsidise the cost of activities and events outside of the meeting place to encourage parents to convince Guides to attend.

### **Joint evenings**

We came together several times throughout the year with the Brownies and Rainbows. We have found this works well as it allows the younger girls to recognise the Leaders before moving up to the next age group. Several of the new Guides made their promise into the unit, out on the night walk around Cairn Wood. We held a Christmas parents evening, where the Guides serviced tea coffee and mince pies, and the parents could purchase craft that their daughters had made. The junior members had games and craft activities they could partake in, and the Rainbows had a Santas grotto to visit.

### **Camp:**

We attended a joint camp at Crawfordsburn Scout Centre with another local Guide unit from Friday 2<sup>nd</sup> -Sunday 4<sup>th</sup> June 2024. One of our leaders organised the joint event to obtain her Going Away Leadership – allowing her to organise camps in the future. While at the camp we had two Patrols participate at the North Down County Ewing Johnston Competition. This involves cooking your lunch on an open fire with no leader assistance, followed by team work activities such as puzzle solving, orienteering, first aid response and sports. Both Patrols performed exceedingly well and won second and third place.

### **Financial Review:**

Income: (£3837) Majority of income is from the Education Authority grant, and Guide Subscription and activity fees from parents. We fundraised £82 from the Lorne Walk, £53 of which went to Girlguiding Ulster. It is common practise for the Guide unit to donate to the Rainbow and Brownie units, however this year we split the fundraising of the Christmas parents evening between the two junior units.

Expenditure: (£2434) The largest expenditure is the Girlguiding UK Subscription fees (£50 pp); followed by camp fees. It is standard practice for the Guide unit to give a donation to Regent Street Presbyterian Church for use of the church halls, however due to an online banking error this did not complete in December 2023 and fell into the following financial year. Therefore 2024 account will show two donations to the church. All badges, food and activity equipment was paid for by the unit; unit Guide scarves were purchased, as there were none left for new members. The broken First Aid box and out-of-date first aid equipment was also replaced. A donation was given to a Young Leader travelling to Kipepeo Kenya to perform charity work. WE had the local Archery group attend and teach the Guides archery; the unit donated £3 per head to the archery team for a very organised event enjoyed by the Guides.

### **Gifts and Support in Kind**

It must be noted that many members and trustees have donated equipment to the unit as well as time each week to organise and run the programme and paid annual leave from work – particularly for camping. 1<sup>st</sup> Newtownards Guide unit has a strict claim back policy, so all receipts are collected in and reimbursements given; however, we do received donations of second-hand equipment no longer required, such as folders, craft equipment, and pens etc.

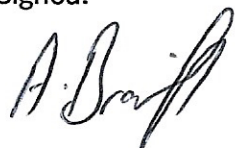
### **Financial Management:**

Post covid it was noted that the EA grant received had almost tripled. While this may not be sustainable and could be reduced at any time, it has benefited the unit to allow for a reserved pot of funds to be held for emergency purchases of broken equipment. The increased funds have also allowed the unit forward plan to attend a larger 4 night camp in 2024, as the unit can subsidise the heavy attendance fees to ensure that more Guides are not restricted by cost. Events that have been held over the year have been subsidised by the unit in an attempt to increase numbers attending.

Overall, we maintained numbers of Guides registered with the unit, and leaders and helpers of the unit. The EA allowed the unit to maintain Guide subscription fees, even with an increase in UK subscription fees.

Trustee annual report written by Treasurer on behalf of all trustees and approved by trustees.

Signed:



Amy Braniff

1<sup>st</sup> Newtownards Guide Leader/ Treasurer

**Guide Cash flow Jan 2023 - Jan 2024**

**Balance Jan 2023:**

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**Total In: 3837.00**

**Total Out: 2434.60**

**End of year balance: 3618.36**

Bank: £3272.00 and petty cash: £346.36

Accounts for the Year ending 31<sup>st</sup> December 2023

**Statement of assests and Liabilities**

**Cash Assets**

Ulster Bank Account:	£3,272
Petty Cash:	£346
<b>Total</b>	<b>£3,618</b>

**Functional Assets**

Tents:	£2,000
Camping Equipment	£500
Unit First Aid/Craft/ Activity equipment:	£500
<b>Total</b>	<b>£3,000</b>

## **Notes to the Accounts**

### **Trustees' Expenses**

No expenses were paid to any of the Trustees during the year except to reimburse them for purchases made on behalf of the unit.

### **Trustees' Indemnity Insurance**

All Girlguiding members are insured under Girlguiding UK with their membership subscription fees.

### **Accounting Policies**

Section 133 of the Charities Act 2011 permits a charity to prepare a receipts and payments account and a statement of assets and liabilities where gross income in the financial year does not exceed £250,000, therefore receipts and payments accounts and a statement of assets and liabilities has been prepared and presented for the year ended 31<sup>st</sup> December 2023; this is consistent with previous years.

Bank fees are paid every quarter, and fluctuate depending on the how often moneys is received or removed from the bank account.

All Income, including grants and membership income is recorded when received.

All Expenditure is recorded when paid.

### **Basis of Valuations**

Valuations have been provided for assets held for functional use; where possible the brand new purchase price/replacement cost is given. If this is not readily available a second-hand purchase price is given.

### **Independent Scrutiny**

Independent examination performed on accounts and expenditure. No concerns were raised.

Trustee annual report written by Treasurer on behalf of all trustees and approved by trustees.

Signed:



Amy Braniff

1<sup>st</sup> Newtownards Guide Leader/ Treasurer

**1st Newtownards Guide Unit**

Northern Ireland - Charity number 105966

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# Annual return

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## **Independent examiner's report to the charity trustees of 1<sup>st</sup> Newtownards Guide Unit.**

I report on the accounts of the Trust for the year ended 31 Dec 2023.

### **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: SUZANNE SEBASTIAN

Relevant professional qualification or body: BANK MANAGER

Address: 28 SARATOGA AVE  
NEWTOWARDS

Date: 22/10/24

**1st Newtownards Guide Unit**

Northern Ireland - Charity number 105966

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# Accounts

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**1st Newtownards Guide Unit**

Northern Ireland - Charity number 105966

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# Annual report

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### 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**

1St Newtownards Guide Unit

**NI Charity Commission Number**

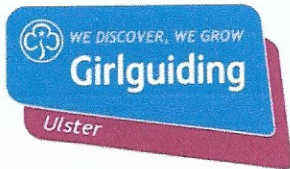
105966

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

Lorne Estate & Girlguiding Ulster,  
30 Station Rd,  
Holywood  
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**

Amy Braniff  
Nicola Bell  
Hope Bradley



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

01 Jan 2018 – 31 Dec 2019

**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> Newtownards Guides are a group on girls aged 10 to 14 that meet 33 weeks of the year on a Tuesday evening between 20:00-21:30. During the year September 2018- June 2019 there were 15 Guides in regular attendance.

During the Guiding year the Guides regularly take part in crafts, games nights, international food tasting and hikes in order to earn badges and awards. Every year the unit submit two teams to a Guiding Competition held the first Saturday in June, we did not win, but aiming for the Challenge shield next year! As a unit in October 2018 we had a cottage stay based at the Girlguiding Ulster headquarters; it was very wet but the girls participated in scavenger hunts, cooking, and craft.

Over thinking day the girls made their promise at a camp fire after teaching the younger units camp fire songs, and have several time hiked up to Scrabo Tower, and had pyjama party overnights in the church halls.

All moneys goes back to the facilities and the activities for the unit. There is no private benefit by volunteering with the unit.

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

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



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

The unit started on 1<sup>st</sup> Jan 2019 with Cash and Bank balance of £1965.61, enabling the unit to open. The units has no assests.

**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**

None

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

A. Braiff [Amy Braiff] 30/09/19

**1st Newtownards Guide Unit**

Northern Ireland - Charity number 105966

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# Annual return

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## Independent examiner's report to the charity trustees of 1st Newtownards Guide Unit

I report on the accounts of the Trust for the year ended 31 Dec 2018

### 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: CLARE MEREDITH MCGIVERN

Relevant professional qualification or body: South Eastern Trust.

Address: 37 Cronstown cottage park, Newtownards, BT23 89P.

Date: 30/9/19.

