

## **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.

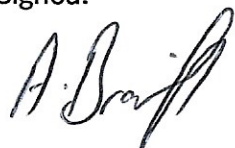
### **Financial Management:**

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:

A handwritten signature in black ink, appearing to read 'A. Braniff', written over a light blue horizontal line.

Amy Braniff

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

**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 to 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

### **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**

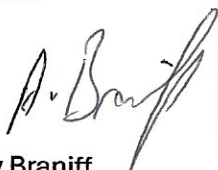
Valuations have been provided for assets held for functional use; where possible the brand new purchase price/replacement cost is given. If this is not readily available a second-hand purchase price is given.

### **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