

## **Annual Report for the year ended 31<sup>st</sup> Dec 2024**

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 2024 to 31<sup>st</sup> Dec 2024.

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

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

30 Weekly meetings with average of 13 Guides per meeting

4 outings, one sponsored walk and one night walk with junior members, one cinema trip with junior members, and a night of high ropes activities at Lorne Girlguiding Ulster headquarters.

1 overnight camp, including a cooking by campfire training and zipwire activity.

1 weekend camp, including attending a North Down County patrol competition.

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

End of year balance £2607

Over the year activities included:

- Night hikes
- Ulster Scots themed evenings
- 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 cinema hire

Unfortunately, we had an adult leader pass away in April 2024. As a unit we send a donation to MacMillan Cancer, as per the family wishes.

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.

While many of the older Guides are regaining independence post covid, school testing has changed to examinations throughout the entire year which can reduce numbers if Guides are

from the same school. We are reviewing how to end the unit for summer breaks as, older Guides may not be able to attend the last few meetings before leaving Guides due to ages. We have allowed older Guides to stay on until Christmas, so they have a chance to attend and help leaders with the program before leaving the unit.

### **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.

The night walks work well, as Guides can finish the walk with a campfire and teach the younger girls campfire songs.

The cinema night with the Brownies worked well with the age ranges and all Girls were even able to receive a badge for attending.

Several of the new Guides made their promise into the unit at our activity up on the high ropes course. We try to make every promise commitment interesting and unforgettable.

### **Camp:**

We attended a joint camp at Crawfordsburn Scout Centre with other local Guide units from Friday 31<sup>st</sup> - Sunday 2<sup>nd</sup> June 2024. There were 5 units in total, and each unit competed in as North Down Competition on the Saturday.

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.

This competition was organised by our late leader, before she passed away. At the end we held a Guiding remembrance moment of silence in her honor.

### **Financial Review:**

Income: (£3972) Majority of income is from the Education Authority grant, and Guide Subscription and activity fees from parents. We fundraised £127 from the Lorne Walk, £63.50 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 the Guide unit paid for the Lorne activity night for all the partaking girls.

Expenditure: (£4982) 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 shows two donations to the church. All badges, food and activity equipment was paid for by the unit.

The broken First Aid box and out-of-date first aid equipment was also replaced, and a new sports bag for the sports equipment and a handheld ball pump was purchased to replace the broken one.

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.

Several 2025 activities were also paid for in 2024, so the Guide meeting would be preorganised before to a leader went off on maternity leave.

### **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.

To help with adult-to-child ratios, we also arranged for parents to attend after the Christmas break, as one of the leaders was going off on maternity leave.

### **Financial Management:**

As we are currently in a standard of living crisis, events that have been held over the year have been subsidised by the unit to increase numbers attending. We also had several meeting and outings using resources that we already have and therefore it reduced costs.

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

Accounts for the Year ending 31<sup>st</sup> December 2024

## 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 AEA additional Grant Lorne walk collection	throughout year	1040.00	45.00	Overnight camp deposit	03.01.24		12.35			
	15.03.24	687.00		Guide Gold Award badges and certificates	04.01.24		15.80			
	27.04.24		127.00	Signature Works- 2x small hoodies	24.01.24				56.62	
Overnight Camp Weekend summer camp Girlguiding North Down weekend camp Food reimbursement AEA generic grant Cinema night (£5 charge)	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			
	31.05-02.06.24	120.00	280.00	Patrol and thinking day badges	12.02.24				21.20	
	06.06.24	148.29		Dry wood and glow sticks for night walk and camp fire	21.02.24		71.70			
	02.08.24	1400.00		Donation to RSPC for heat and light	26.02.24	350.00				
	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 EIC camp (£50x8)	10.05.24		400.00				
			GG North Down EIC camp (£50x1)	10.05.24		50.00				
			Lorne walk donation	13.05.2024		63.50				
			EIC 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:**

**End of year balance:**

2607.85

Bank: £2447.43 + £160.42 petty cash

### **Statement of assests and Liabilities**

#### **Cash Assets**

Ulster Bank Account:	£2447
Petty Cash:	£160
<b>Total</b>	<b>£2607</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 2024; 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