

### **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

2<sup>nd</sup> Whitehead Brownie Pack

NI Charity Commission Number

106377

The principal address of the Charity- this should be the address that was used at

30 Station Road, Holywood, BT18 0BP

the time of registration with the Charity Commission

The names of all Charity Trustees on the date the

Alice Barbour  
Heather Greer  
Sonia Kirkpatrick  
Ann Gilmour

report was approved and all individuals who served as Charity Trustees during the year

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

1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

2017

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

Last year we had 25 girls that took part in the unit activities.

We had lots of interest badges gained including Jobs, Charities, Languages, Baking and Archaeology.

We presented 29 Theme Awards including, Skills for my Future, Take Action, Be Well, Have Adventures and Know Myself.

We presented 5 Bronze Awards, 5 Silver Awards and 1 x Gold Awards.

The girls took part in lots of meeting activities including crafts, games, science, communication and environmental themed topics. They did a DIY night where they learned to use tools, a yoga night to learn about relaxation and mental health, they made their own supper at a PJ night, chopping all their own ingredients and learning about healthy eating, they took part in a sponsored silence to earn some funds for the unit and they did an activity to think about their own impact on the environment and how they could help reduce this.

There was no harm flowing from the Charities purposes and that there was no private benefit.

A statement that the Trustees have had regard to

All Trustees are aware of their legal obligation to have regard to the Commission's Public Benefit guidance found in section 4 of the Trustees' Annual Report and Public Benefit reporting document, downloaded from the Girlguiding Ulster website.

the Commission's Public Benefit requirement statutory guidance

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

Total income for the last financial year was £3889.21 and expenditure was £3060,32 giving us a surplus of £828.89. We aim to keep a minimum reserve of £500 to cover rent and activities for a few weeks if required.

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

Funds that are 'materially in deficit' are in shortfall and for e.g. the shortfall in a particular fund may be considered material where it is a substantial amount of total overspend or a substantial amount of overspend relative to the total amount received or likely to have a significant impact on the deliverables of that particular activity.

There was not material deficit at the end of the year.

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

03/10/2025

*Alice Barbour*