



## 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> Waringstown Brownies

**NI Charity Commission Number**

106428

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

The Guide Association  
30 Station Road  
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**

Zoe Smyth  
Emma Frost  
Kirsty McCauley



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

1 September 2023 to 31 August 2024

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

The unit consisted of 34 girls who completed various activities related to their 'Know Myself' and 'Have Adventures' Girlguiding themes. Outside of the official Girlguiding programme, the members enjoyed a Barbie themed party in October, made Poppies for our Remembrance display at the railings of our meeting place, had a visit from 'Fitness Preddy' and 'Time Steps Living History' and completed various Christmas, Easter and Mother's Day crafts. The unit also enjoyed trips to IMC Banbridge (to see 'Wish'), the Grand Opera House (to watch 'Sleeping Beauty'), the Rink Portadown, Lurgan Park, Lisburn Swimming Pool and We Are Vertigo. The unit provided its members with a weekend residential at Lorne Estate and Girlguiding Ulster, where the camped in pods and attended 'Brownies Go Bananas' activity day completing abseiling, climbing, orienteering, archery and bushcraft activities. The unit also hosted a Taylor Swift themed sleepover where the members enjoyed makeovers, karaoke, chocokate fountain, slushies and movies. The members took part in numerous community based activities in conjunction with Well Kept Waringstown and helped to maintain their community flower bed. They also enjoyed an ABC funded Christmas party where Embrace Socials provided the entertainment and Photobooth Belfast captured the memories. 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 the Commission's Public Benefit requirement statutory guidance**

Charity Trustees are legally obliged to have regard to this guidance. Please confirm in this box that all Trustees are aware of this. Please see section 4 of the Trustees' Annual Report and Public Benefit reporting document this can be downloaded from the Girlguiding Ulster website.

In setting our objectives and planning our activities for the year the trustees have given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities have helped to achieve the charity's purposes and provide a benefit to the beneficiaries



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

We started the year with £969.21 in the bank and petty cash and ended with £3159.91. The surplus amount held in our account relates to the Education Authority's grant money which was paid to us earlier this year and a donation which was made to our district as a whole for our 60<sup>th</sup> anniversary celebrations which will take place this year.

### **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 charity was not in deficit at the end of the year. It was not in an overdraft position at any point throughout the year – there has always been sufficient money held in the bank.

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

*Lee Smyth*

31/08/24