

## 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**

7<sup>th</sup> Portadown Brownie Unit

**NI Charity Commission Number**

0019735

**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

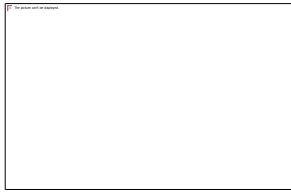
30 Station Road, Hollywood, BT18 0BP

**The names of all Charity Trustees on the date the report was approved and all individuals who served as Charity Trustees during the year**

Linda Lewis

Helen Conly

Lara Nelson



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

1<sup>st</sup> September 2023 – 31<sup>st</sup> 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**

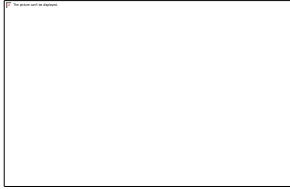
Unit consisted of 20 girls and 3 leaders.

Parent helper rota in place which was a great support. In September 2023, 3 girls moved to Guides, 2 moved up from Rainbows and 1 joined from the waiting list. Ten girls moved up to Guides in June 2024, 6 achieved their Gold award, 2 Silver and 1 Bronze. 19 Brownies took part in our Ulster Scots sleepover in Gosford, with 12 sleeping over. We took part in the Alternative Lorne walk, to raise funds for the unit. 7 of the girls attended the Annual Commonwealth parade in Portadown. We received a grant from the EA which enabled us to buy resources and take part in some of the activities mentioned. Gift aid was also claimed for the last year. We went Bowling in Airtastic for a Christmas treat.

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 aware that they are legally obliged to have regard to the Commission's Public Benefit requirement statutory guidance.



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

Income for year - £3967.75

Expenditure - £3447.09

Closing balance in bank - £2774.66

**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**

N/A

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

Linda Lewis 9.9.2024