



### 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**

1<sup>st</sup> Caledon Brownies

**NI Charity Commission Number**

NIC 106564

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

3 Mill Place  
Caledon CO. Tyrone BT68 4TL

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

Michelle Irvine  
Jean Gordon

State in this box the overall financial position, if relevant include details of any debts or any reserves policy. Include current and previous financial figures for income and expenditure, these should be taken from the receipts and payments accounts.

Income £873 Expenditure £701.63.

Petty cash £171.37 to be used for badges and craft supplies.

**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.

N/A

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

 25/6/19.

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 2017 - 31<sup>st</sup> August 2018

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

Please insert how many girls took part in the unit, what events and activities took place, what achievements e.g. badges etc that were gained. Also state that there was no harm flowing from the Charities purposes and that there was no private benefit.

12 Brownies 2 Leaders

Activities - Cooking, baking, arts + crafts

Badges - craft, road safety, agility, Comper

Annual camp @ Gostard

No harm flowing from the charities purposes and no private benefit.

A statement that the Trustees have had regard to the Commission's Public Benefit requirement statutory guidance

I confirm that all trustees have had regard to the commission's public benefit requirement statutory guidance and know where to find the relevant documents to support this.

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