



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

2nd Portstewart Rainbows

NI Charity Commission Number

106604

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,
Co.Down, 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

Mrs Wendy Leighton
Miss Gemma Walker



The financial year the report relates to – for example, 1st April 2016 to 31st March 2017

1st September 2023 – 31st 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

In September 2023 the unit had 15 girls registered. During the year we had a further 3 girls register as Rainbows and 1 girl leave for another unit in January. Ending the year with 17 girls in total.

During the reporting year the Rainbows worked Girlguiding UK programme, concentrating on the Know myself and Be Well theme's. Each Rainbow completed Unit Meeting Activities on each theme, worked on Stage 1 of the Reflect and Feel Good Skill Builders and some worked independently at home on the Animal Lover and Healthy Mind Interest Badges. The girls also worked on Promise activities, craft evenings, attended the Thinking day trip with other local units and created Butterfly decorations for the Districts "Easter Egg-Stravaganza" event.

There was no harm flowing from the Charities' purposes and there were no private benefits.

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

All Trustees are aware of their legal obligation 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

2022/23

Income - £1208.27

Expenditure - £1326.47

The unit Started the 23/24 year with a balance of £514.69 in the bank and £53.02 in cash. This was brought forward from the 2022/23 account year.

2023/24

Income - £1477.18

Expenditure – £1342.86

Balances at the year end:

Bank - £423.79

Cash - £278.24

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

Not applicable

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

Gemma Walker 9/6/25