



## 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> CRAIGAVON BROWNIES

**NI Charity Commission Number**

107020

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

30 STATION ROAD

HOLYWOOD

BT18 0PR

**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 G Pavely

Ms C Henry



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

01/04/2022 – 31/03/2023

**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 re-opened at end of September – due to small numbers in each unit most activities were done by all 3 units together – Brownies, Rainbows and Guides, including seasonal parties, craft nights which included cards, junk art, baking buns and biscuits, games night, planting seeds, upcycling, fitness and agility.

There was no harm flowing from the charities purposes and there was no private benefit

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

The trustees had regard to the Commission Public Benefit Requirement Statutory Guidance

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



Opening balance £262.36 – income £40.50 expenditure £115.65 - closing balance £187.21

**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.**

Glenda Pavely 11/12/2023