



## 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**

CRAIGAVON GUIDE UNIT

**NI Charity Commission Number**

107028

**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 Guides, Brownies and Rainbows , including seasonal parties, craft nights which included cards, junk art, baking buns and biscuits, games night, planting seeds, upcycling, fitness and agility. We regularly had 3 Guides in the unit

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 £935.80 – income £178.67 expenditure £415.21 - closing balance £699.26

**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