



### 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> Mourne Brownie Unit

**NI Charity Commission Number**

104310

**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 County 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**

Elizabeth Cairnduff

Natalie Leneghan



**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 2022 to 31<sup>st</sup> August 2023

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

16 girls commenced the year with two leaving just after Christmas and then another joining later in the year. The average attendance each week was 13. The girls followed the themes of Take Action and Be Well. The Take Action teaches them how to use their voice to help the community and the Wider world. One area being raising their awareness of waste and the girls had a fashion show with costumes made from plastic waste. It included them gaining their Zero waste badge. The Be Well theme teaches them how to take care of themselves and others and included first aid sessions and achieving their Mindfulness badge. The girls also took part in activities for UK parliament week with a visit from Local Councillors and raised funds for Children in Need. Girls achieved Gold, silver and bronze awards as the result of 3, 2, and 1 years activities in their themes. 7 girls and 2 leaders attended a weekend camp at Lorne Guide centre in June 2023 with numerous activities including zipwire, orienteering, rock climbing, backwoods cooking, craft and campfire singing.

Contact was maintained through a facebook site and Whatsapp group with parents

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

All trustees are aware of the Commission's Public Benefit requirement statutory guidance.

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

Total income £1,606 which was inflated by a cheque from Guides and Rainbows for their share of part of the rent. Unfortunately the rent cheque was not cashed by the accommodation provider until after the end of the financial year.

Total expenditure £1,602

Leaving a balance of £4 which is added to the balance brought forward of £695 giving £699 at 31<sup>st</sup> August 2023.



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

If the rent cheque for the second half of the year had been cashed by the accommodation provider there would have been a substantial deficit for the year so fees for the session 2023 to 2024 have been increased to leave the organisation on a better financial footing.

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

F. Elizabeth Cavinduff 18/5/2024