



### Trustee Annual Report Form

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**

104<sup>th</sup> Belfast Brownies

**NI Charity Commission Number**

NIC 104440

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

12 Glenmillan Drive  
Belfast. BT4 2JF

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

Miss Maureen Swinton  
Miss Dorothy Chittick



**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> January, 2017 – 31<sup>st</sup> December, 2017.

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

Ten girls took part in the Unit. Their programme included games, crafts, badge work, challenge nights, taking part in Thinking Day Service, outing to Indoor Venture Golf.

No harm flowed from the Charities purposes and that there was no private benefit.

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

Charity Trustees are legally obliged to have regard to this guidance. Please confirm in this box that all Trustees are aware of this. Please see section 4 of the Trustees' Annual Report and Public Benefit reporting document this can be downloaded from the Girlguiding Ulster website.

All Trustees aware of the guidance.

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 Bank Balance £333.91 plus income £480.57 = £814.48 Less Expenditure £427.04 = £387.44

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



**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.

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

*M. Swinton*