



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

Ballykelly District Guide Association

NI Charity Commission Number

NIC106666

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, Hollywood, Co. Down

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 Janeen Gilfillan

Mrs Jill Finlay



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

1st January 2023-31st December 2023

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

There was no harm flowing from the Charities purposes and that there was no private benefit.

This association supports the 4 Girlguiding units that run out of Tamlaghtfinlagan Parish Church Hall ,Ballykelly.These units offer and run a range of activities developed by Girlguiding UK for girls on a weekly basis during term time.The units are supervised by a team of adult volunteers who are vetted and trained by Girlguiding UK.During the year there were 7 Rainbows(aged 4-7), 20 Brownies(aged 7-10) 12 Guides (aged 10-14) and 8 Rangers (aged 14-18) registered with Girlguiding UK .There were 10 regular volunteers registered.

The association normally applies for an annual EA grant to support the activities of the units in keeping with the criteria laid out by the EA.It funds a donation to the parish church for use of the hall for 2 evenings of the week.It also helps to support any joint activities during the year.Unfortunately in 2022, due to an error, no EA grant was received, however a local youth association, Limavady guide and scout hall committee, which was closing down at the end of 2022, gave a donation of £300 to help with funding.Application was made for a grant in 2023 and in November 2023 £1600 was awarded.An annual donation of £400 was given to the church.

Although all the units were very active during 2023, due to the initial lack of finances for most of the year ,no other joint activities required funding by the association during this year.

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

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.

The trustees aware of the Commissions public benefit requirement.



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

State in this box the overall financial position.

The opening balance was £205.95.

Income £1900 (£300 from Limavady guide and scout hall committee/ £1600 from EA grant)

Outgoings £400 (donations to church)Closing balance £1705.95

Last year(2022),the income was £0 as we did not receive an EA grant due to a clerical error on our application/ Expenditure was £1728.54.We had a healthy opening balance from 2021 and remained in credit despite funding to all the units.At the beginning of 2023 ,we were unable to fund any combined events/unit expenses which would be included under the EA rules due to a low opening balance.Fortunately we received our annual grant in NOV 2023. And so have once again been able to bring forward a healthy balance for 2024.

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

No deficit in overall funds of the account.

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

Dated - 18/2/2025