



**Girlguiding**  
Ulster

Charity Commission Annual  
Return Monitoring Form



## Online Services Home Page

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Welcome to the Charity Commission for Northern Ireland online services. You are now logged in to our secure network.

We have a range of services available, specifically for charities, enabling you to securely interact with the Commission to:

- View and make changes to your charity's details.
- Submit annual monitoring information.
- Manage your charity's financial period(s).

Please select a service from the menu below

### Charity services

[View / Amend charity details](#)

[View / Amend financial periods](#)

### Annual Monitoring

Annual monitoring report for 2016 Jan 01 - 2016 Dec 31 is due

[Open pending annual return](#)

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Would you like to store your password for charitycommissionni.org.uk? [Why am I seeing this?](#)



## Annual Monitoring Return 2016

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### Introduction

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- Introduction
- Charity details
- Part A
- Declaration
- Charity accounts

You have previously started this Annual Monitoring Return. You last saved it on 17/01/2017 15:19.

This form applies to registered charities with financial periods beginning on or after 1 January 2016. The annual monitoring return is divided into three section (A, B and C).

- Part A:** All registered charities must complete this part. This is irrespective of gross annual income.
- Part B:** All registered charities with an income over £10,000 must complete this part of the annual monitoring return.
- Part C:** All registered charities with an income over £250,000 must complete this part of the annual monitoring return.

#### All charities must:

- Attach and submit the relevant **charity accounts**
- Attach and submit the **Trustee Annual Report**
- Attach and submit the **Audit Report** or **Independent Examiners Report**

**P** Denotes information which will be published to the online register of charities

#### Annual Return for charity:

Organisation name **P**

Any other names you are known by **P**

Registered charity number **P**

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This will be pre-populated for your unit.

## Annual Monitoring Return 2016

### Confirm charity details: Contact details

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- Charity details
- Contact details
  - Trustees
  - Area
  - Other
  - Confirm
- Part A
- Declaration
- Charity accounts

Please check your charity information below is correct. If it is not, please [update these details on the Charity Commission Northern Ireland website](#).

#### Charity contact

|                       |                       |
|-----------------------|-----------------------|
| Title                 |                       |
| Personal names        |                       |
| Family name (Surname) |                       |
| Suffixes              |                       |
| Preferred name        |                       |
| Date of birth         |                       |
| Address line 1        | The Guide Association |
| Address line 2        | 30 Station Road       |
| Address line 3        | HOLYWOOD              |
| Address line 4        | County Down           |
| Address line 5        |                       |
| Postcode              | BT18 0BP              |
| Telephone number      | 02890425212           |
| Mobile number         |                       |

#### Charity emails/website

|                                  |                              |
|----------------------------------|------------------------------|
| Email for Charity Commission use |                              |
| Email for public display         |                              |
| Charity website                  | www.girlguidingulster.org.uk |

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## Annual Monitoring Return 2016

### Confirm charity details: Trustees

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Please check your charity information below is correct. If it is not, please [update these details on the Charity Commission Northern Ireland website](#).

HELP

#### Trustees

| Name        | Address    | Contact details  |
|-------------|------------|--|
| [Redacted]  | [Redacted] | Title: [Redacted]<br>Personal Name: [Redacted]<br>Family Name: [Redacted]<br>Preferred Name: [Redacted]<br>Suffix: [Redacted]<br>Date of Birth: [Redacted]<br>Telephone: [Redacted]<br>Email: [Redacted] |
| Chairperson | [Redacted] | Title: [Redacted]<br>Personal Name: [Redacted]<br>Family Name: [Redacted]<br>Preferred Name: [Redacted]<br>Suffix: [Redacted]<br>Date of Birth: [Redacted]<br>Telephone: [Redacted]<br>Email: [Redacted] |

All details shown under 'Name'.

Number of trustees serving with the charity

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## Annual Monitoring Return 2016

### Confirm charity details: Area of benefit

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Please check your charity information below is correct. If it is not, please [update these details on the Charity Commission Northern Ireland website](#).

#### Area of benefit

##### Organisation operates:

- Internationally
- In the UK
- In Northern Ireland
- In Ireland
- Specific local council areas

##### Local council areas:

Banbridge

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### Annual Monitoring Return 2016

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#### Confirm charity details: Other

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Please check your charity information below is correct. If it is not, please [update these details on the Charity Commission Northern Ireland website](#).

#### Charity classification

What description of charitable purposes do your organisation's purposes fit under? **P**  
The advancement of education  
The advancement of citizenship or community development

Who does your organisation help? **P**  
Children (5-13 year olds)  
Youth (14-25 year olds)  
Volunteers  
Women

How does your organisation do this? **P**  
Youth development  
Education/training  
Volunteer development  
Gender  
Sport/recreation

#### Charity's main bank account/building society account

Sort code: [REDACTED]  
Bank/building society name: [REDACTED]  
Account/roll number: [REDACTED]  
Account name: [REDACTED]

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This will be pre-populated for your unit.

Annual Monitoring Return 2016

Part A: Finance

Financial period

Financial period start: 1 January Year 2016

Financial period end: 31 December Year 2016

Reporting year is first financial year:

Income and expenditure

Enter below your charity's income and expenditure for the financial period shown above. The current financial period will be the first full financial period after 1 April 2014 for the first annual monitoring return.

Current financial period

\* Income: £12,000

\* Expenditure: £8,000

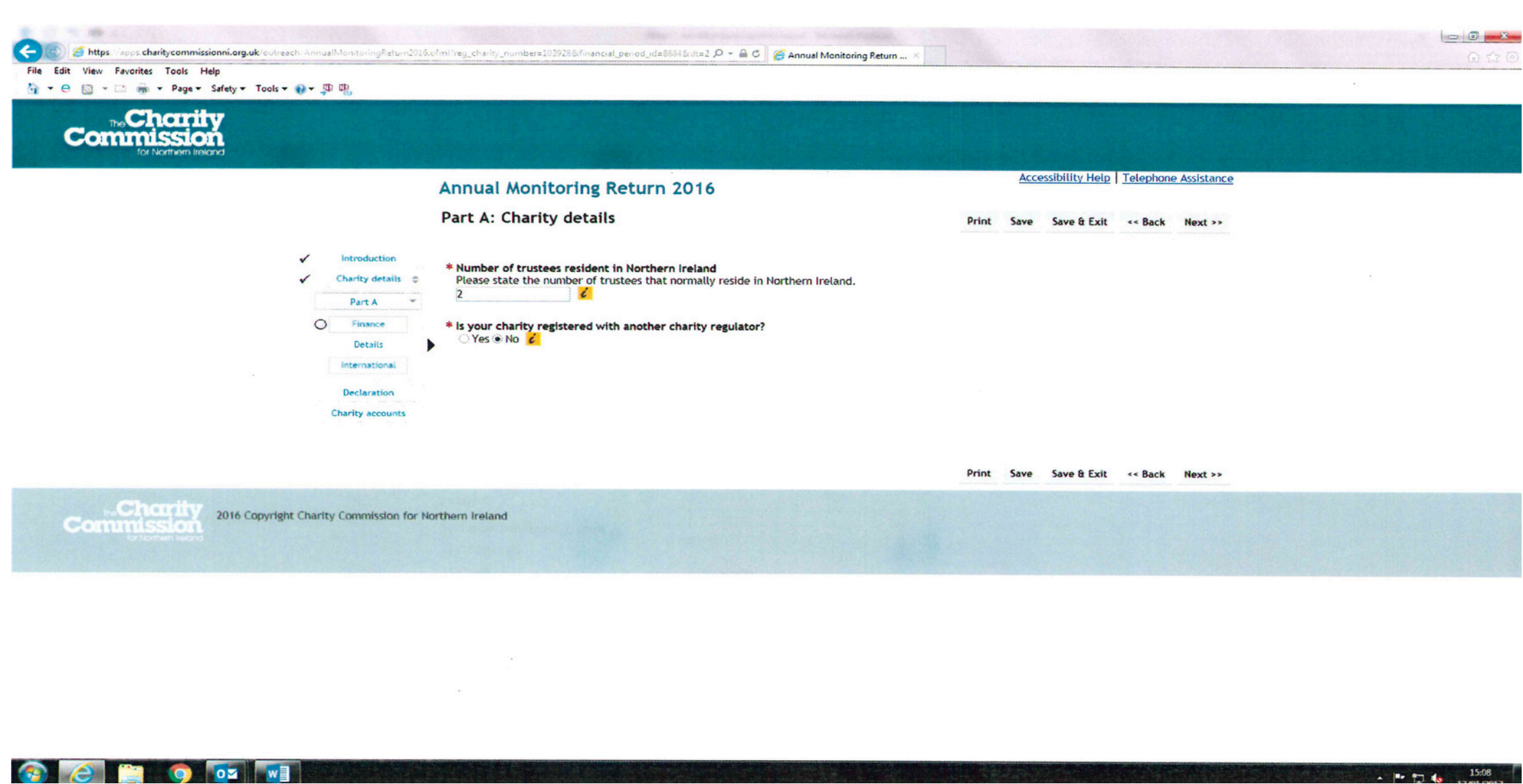
\* Are the figures provided from consolidated accounts?  Yes  No

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Please input your financial period.

If you have an income of less than £10,000, then you will only need to complete the remainder of Part A and the declaration at the end of this document. If your income is over £10,000 you will be required to complete Part B of the application.





## Annual Monitoring Return 2016

### Part A: Charity details

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\* Number of trustees resident in Northern Ireland  
Please state the number of trustees that normally reside in Northern Ireland.  
2

\* Is your charity registered with another charity regulator?  
 Yes  No

Please state the number of Trustees that you have.

Choose 'No' to the charity regulator question. If you have an income of less than £10,000 you will now be taken to the declaration page, if more than £10,000 you will need to complete Part B.

## Annual Monitoring Return 2016

### Part B: Auditing

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- Part B
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  - Regulators
  - Staff/Assets
  - Payments
  - Transactions
  - Fundraising
  - Gift Aid
- ✓ Declaration
- Charity accounts

#### \* Basis of financial statements

Please select the accounting basis on which the financial statements for this financial year were prepared.

Cash accounts  Accruals accounts

#### \* What person or organisation reviewed the charity accounts for the financial period that applies to this form?

Statutory audit  Independent examination  Not reviewed

Please provide details for the person or organisation below

Title   Other

First name

\* Surname or organisation name

\* Address

\* Postcode

#### Qualified

Note: If a charity's accounts are qualified by its auditors it means the picture of the charity's activities presented is not true, complete and fair. This is sometimes referred to as a qualified opinion.

Have your accounts for this financial period been qualified?

Tick here if the auditor/independent examiner has raised concerns within your accounts.

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Please choose the Cash Accounts option. Then chose the Independent Examination option. Then provide details of the Independent Examiner.



## Annual Monitoring Return 2016

### Part B: Other regulators / registrar

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  - Regulators ▶
  - Staff / Assets
  - Payments
  - Transactions
  - Fundraising
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- ✓ Declaration
- Charity accounts

#### Other regulators / registrar

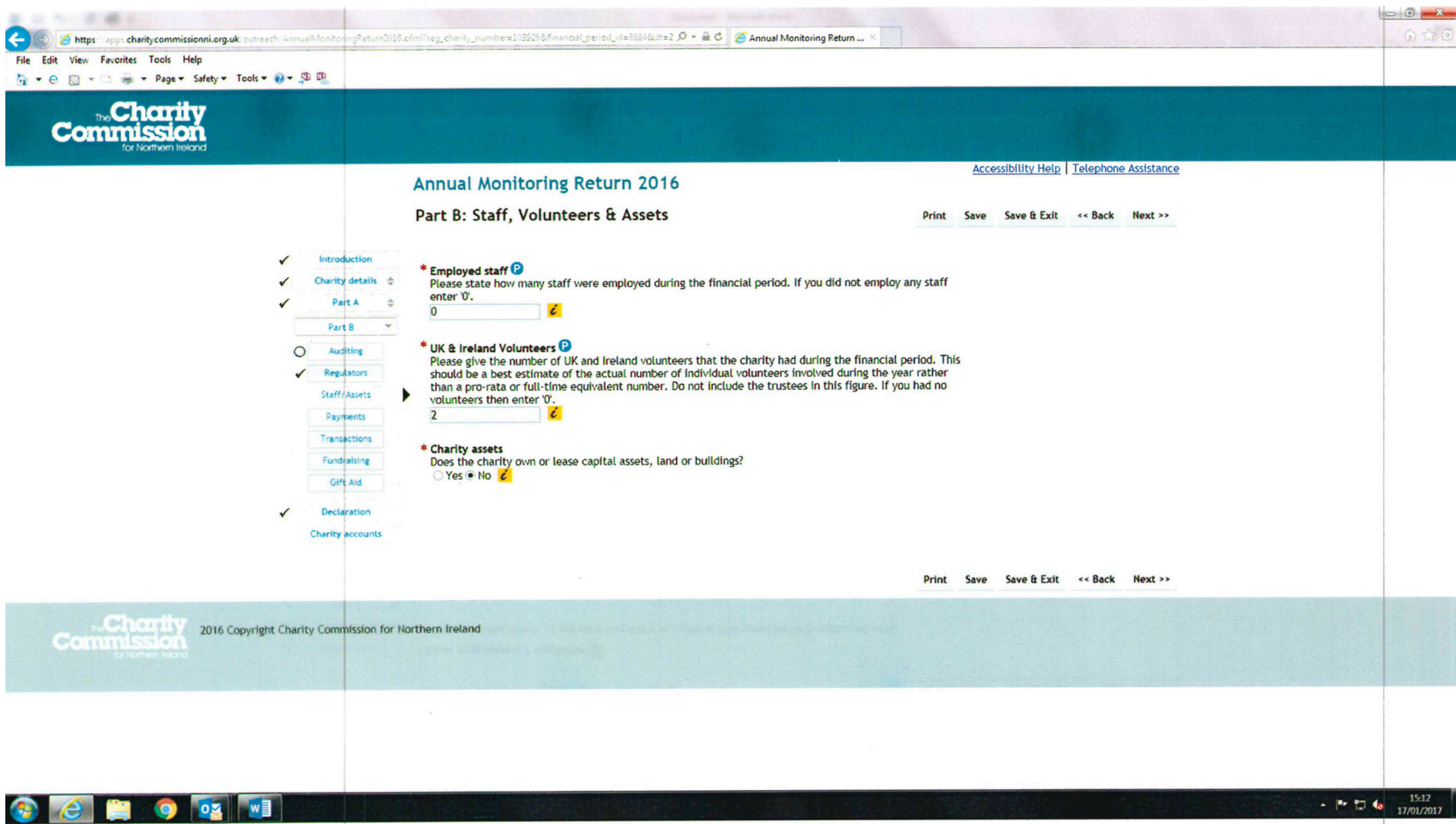
Please provide details of any other regulator or registrar that your charity is registered with.

- The Regulation and Quality Improvement Authority (RQIA)
- Companies House
- The Health and Safety Executive (HSENI)
- The Education and Training Inspectorate (ETI)
- Housing Division, Department for Social Development (DSD)
- Department for Employment and Learning (DEL)
- Financial Conduct Authority (FCA)
- Department of Enterprise, Trade and Investment (DETI)
- Other

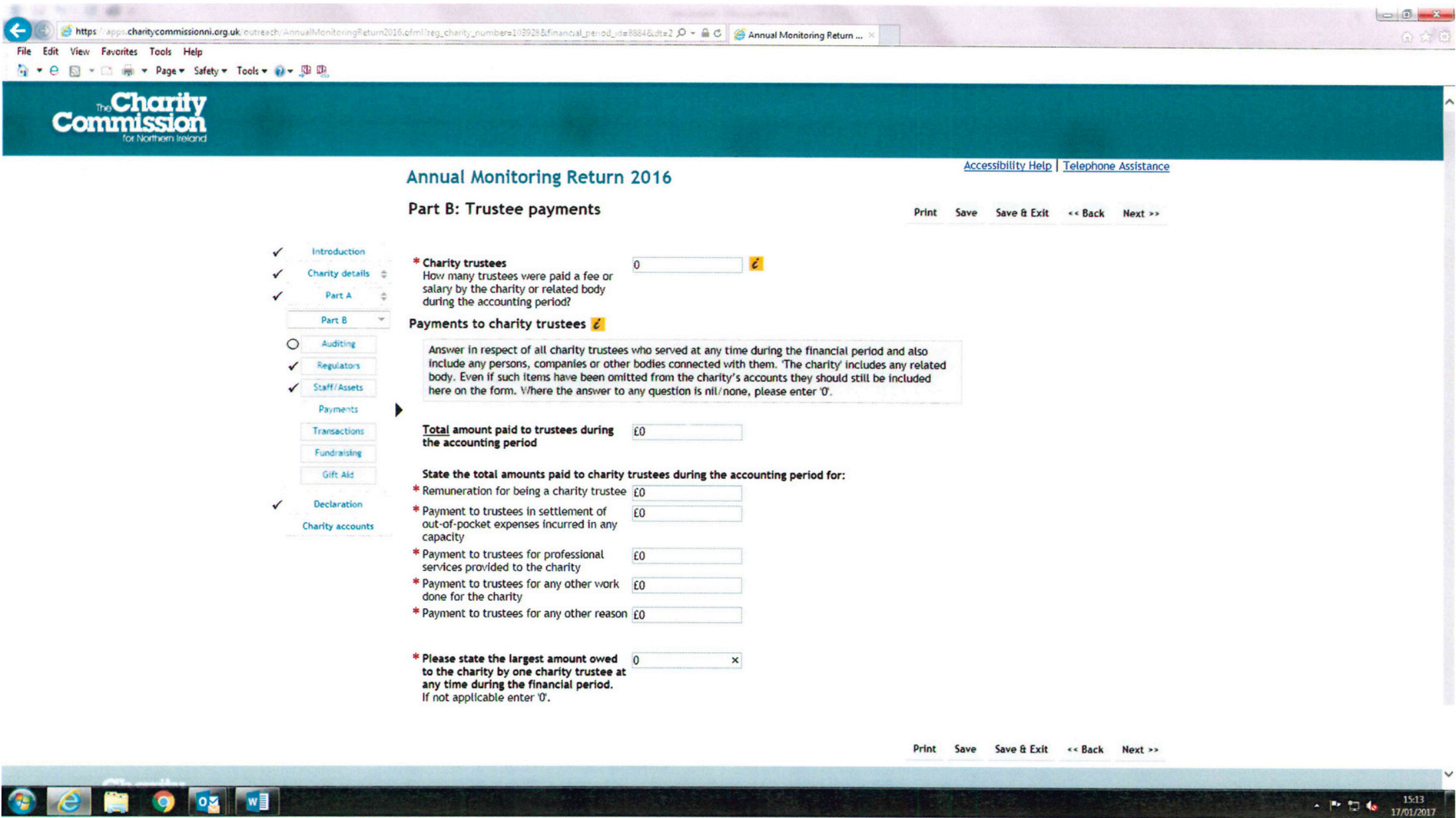
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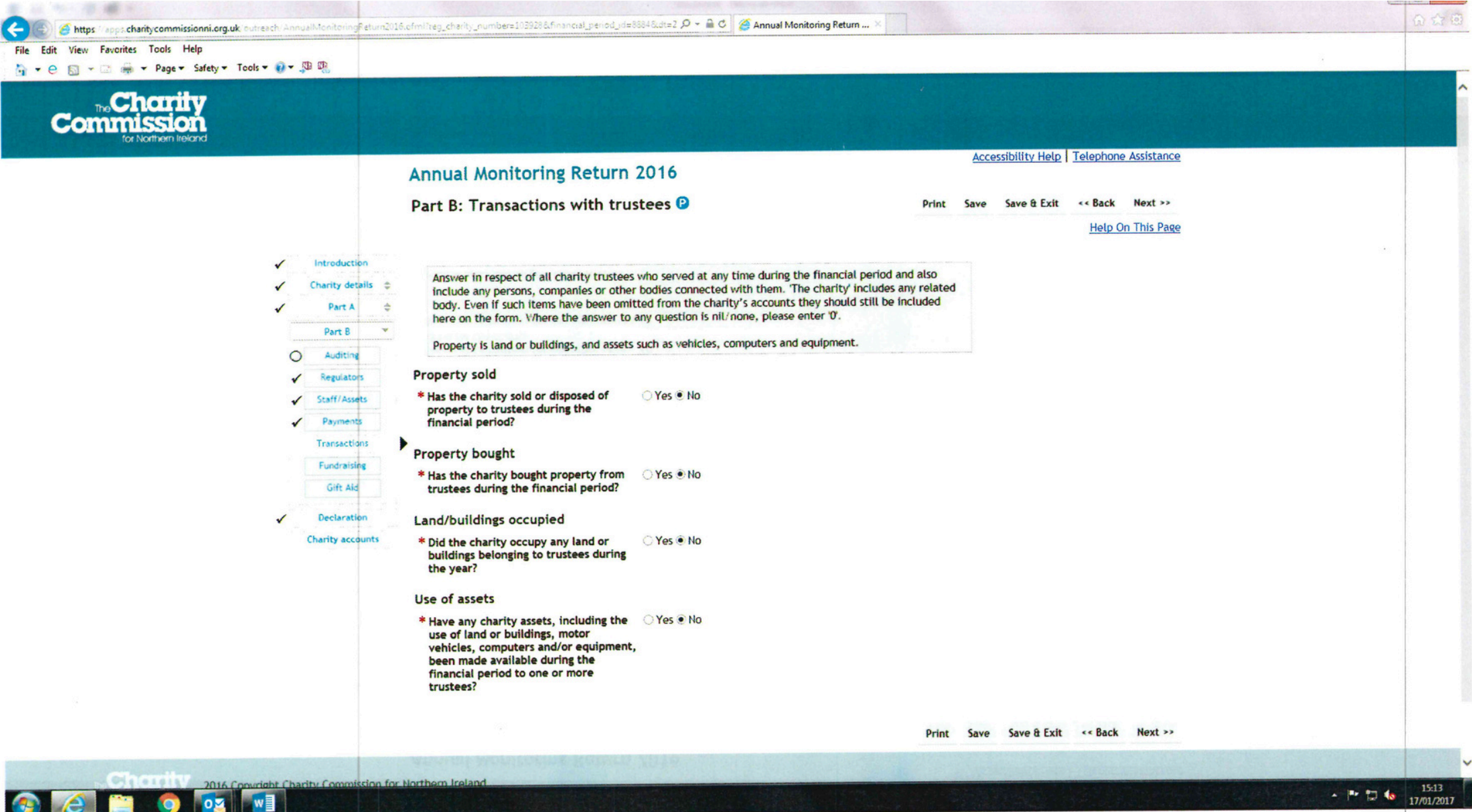
Please leave this page blank.



Please enter '0' in the employed staff box. In the UK and Ireland Volunteer box please add the number of any unit helpers and occasional helpers who helped in your unit throughout the year – do not add Trustees.



Please enter '0' in all the boxes, unless you make payments to Charity Trustees.



Please enter 'No' as appropriate.

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Part B: Fundraising

**Fundraising**

\* Did the charity raise funds from the public during the year?  Yes  No

Is the charity:

\* A member of the Fundraising Standards Board (FRSB)?  Yes  No

\* A member of the Irish Charities Tax Research (ICTR) scheme?  Yes  No

\* A member of the Public fundraising Regulatory Association (PFRA)?  Yes  No

\* A member of the Institute of Fundraising (IOF)?  Yes  No

\* Please tell us how you ensure that best practice and standards are applied in your fundraising activities

Girlguiding policies are followed when undertaking public fundraising



If you do not fundraise – enter 'No'.

If you fundraise please enter the information above.



## Annual Monitoring Return 2016

### Part B: Gift Aid

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- ✓ Fundraising
- Gift Aid ▶
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#### Gift Aid

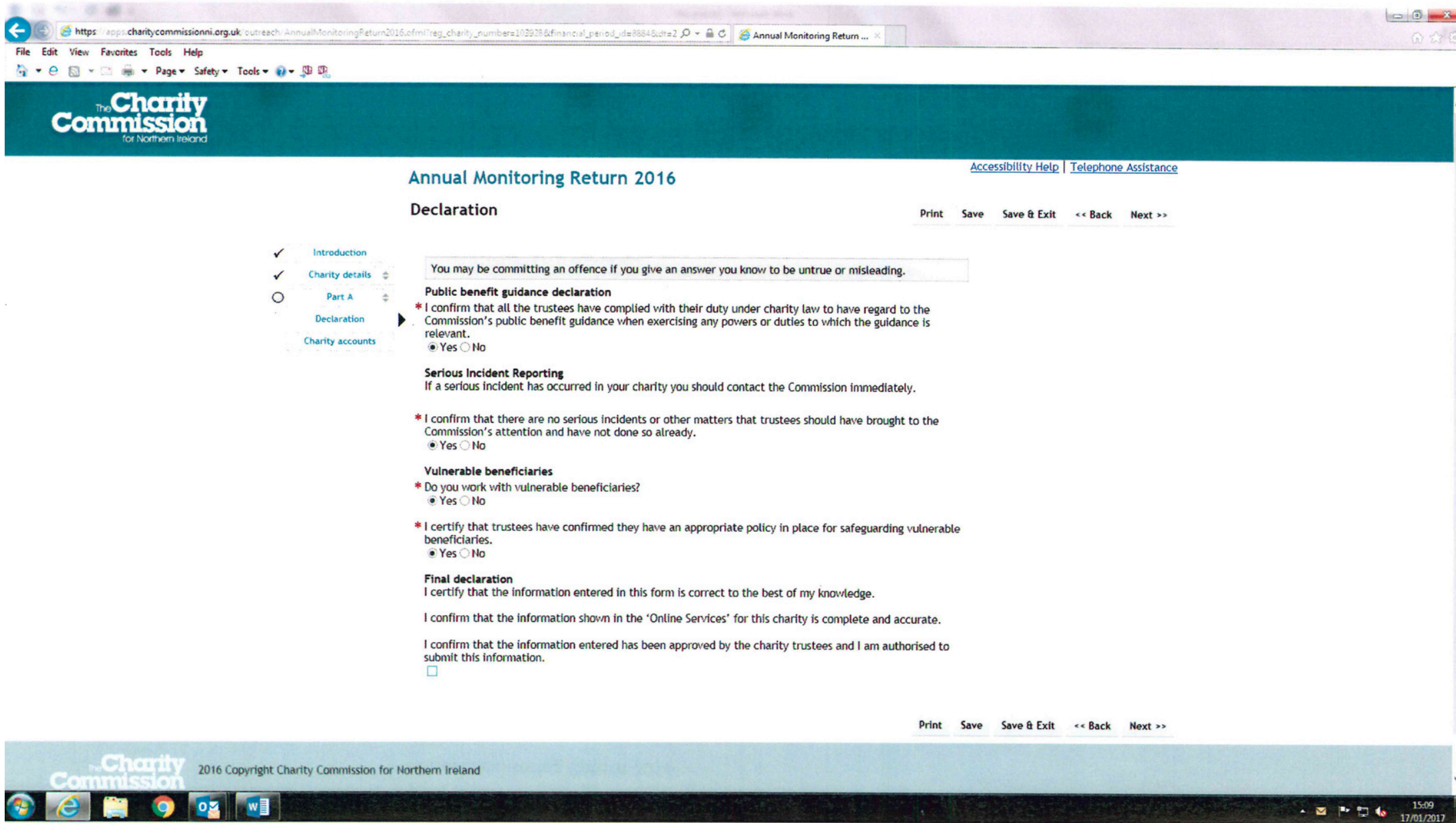
\* If entitled, has the charity claimed Gift Aid relief from HMRC on eligible funds?  Yes  No

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Please choose the appropriate option.





Please choose 'Yes' to all the above unless you need to declare a serious incident that happened within your unit.

https://apps.charitycommissionni.org.uk/outreach/AnnualMonitoringReturn2016.cfm?reg\_charity\_number=103923&financial\_period\_id=8884&st=2 Annual Monitoring Return ...

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**The Charity Commission**  
for Northern Ireland

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## Annual Monitoring Return 2016

### Charity accounts

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All charities must attach and submit the charity accounts and reports as PDF.

|  |        |
|--|--------|
| * Charity accounts                             | Attach |
| * Trustee Annual Report                        | Attach |
| * Audit Report or Independent Examiners Report | Attach |

Completed on behalf of all the charity trustees by:

\* Title   Other

\* Name

\* Job role or capacity

\* Telephone number

\* Email

On submission, your Annual Monitoring Return and attached files will be sent to the Charity Commission Northern Ireland for processing. Your charity contact will be emailed a copy of this form for your records.

**Disclaimer:** Please note the information and documentation you submit will automatically be published to the Commission's online public register. The Commission may not review the material submitted immediately and we have no control over the actions of anyone who obtains or uses data from the public register so you should ensure you only provide the information requested by the Commission.

By clicking 'submit' you are certifying that you have understood what the Commission has asked you to provide and that the trustees have individually verified the content of the material intended to be submitted and consented to its submission.

You must **not** attach bank statements to the documents submitted to the Commission.

I confirm I have read and agree to the above.

Please attach the three documents required. Complete the Charity Trustee information and tick the confirm box. Then choose submit!

Well done - Annual Monitoring Form complete!