

Instructions

On the INCOME tab enter your unit's name, charity number (if applicable) and year end date, in B3, B4 and B5 respectively . These will copy across to subsequent pages. Do not add these manually

On the INCOME tab enter all of the income for the year, starting in cell A8. Add the value into the relevant column of the sheet (for example column E for subscriptions income). In the method select the method of payment from the list. The sheet will add up the values in each column automatically and provide an overall total in cell O7. Use the reference column to record any

All totals will copy across to the relevant subsequent pages.

On the EXPENDITURE tab enter all of the expenditure for the year starting in cell A8. Add the value into the relevant column of the sheet (for example column F for subscriptions). In the method select the method of payment from the list. The sheet will add up the values in each column automatically and provide an overall total in cell P5. In the reference column you can add in detail

In the STATEMENT OF INCOME AND PAYMENTS, the values for the current year will automatically copy for the previous sheets. Add in the values from the previous year in column D. The sheet will

In the STATEMENT OF BALANCES tab, add in the relevant start and end of year bank balances and the amount held in cash at the start and end of the year. Add in the value of any cheques written during the year, but not cashed at the year end. The values in B13 and B20 should be the same.

In the TRUSTEES REPORT tab add in your district and division details (as relevant – delete one of the lines if you do not require both). Add in the name of the trustees (unit leaders), the registered address (as is registered with OSCR) and the total number of girls who have been in the unit within the year in line 25 (not necessarily all at the same time). In line 26, if your accounts vary

In the INDEPENDENT EXAMINER tab, once the accounts have been examined, the independent examiner should add their name, address and signature.

The STATEMENT OF BALANCES and TRUSTEES ANNUAL REPORT needs to be signed by the leader who p

3RD PARTY FUNDRAISING: If your unit has raised money for another charity, the amount raised should be shown in the 'INCOME' tab, and the expenses/donation in the 'EXPENDITURE' tab. These 2 values must be the same. For example, if you hold a coffee morning for Children In Need, the money collected (i.e. £43.50) should be shown in 'INCOME' and £43.50 should be shown also in 'EXPENDITURE'. This could be the whole £43.50 was donated to Children in Need, or £38 was donated to Children in Need & £5.50 was spent on tea/coffee/biscuits for the event. Please note: The money your unit receives in donations or subscriptions (whether OSCR registered

Some things to be mindful of:

Accounts are still required even if your unit is not OSCR registered; You are looking after someone else's money and have a duty to take care of it and account for what you have done with it.

Your accounts MUST be independently examined

The independent examiner should have no connection with the charity trustees that might inhibit their ability to carry out an impartial examination. The following people will normally be considered

- a. the charity trustees or anyone else who is closely involved in the administration of the
- b. a major donor or major beneficiary of the charity
- c. a close relative, spouse, partner, business partner or employee of any of the people

The independent examiner need not be an accountant. If you are having trouble finding someone to sign off your accounts, please speak to your commissioner in the first instance. The independent examiner should NOT be your local commissioner if she is linked at all with your unit

repared the accounts .

Trustees Annual Report

For year ended: 27/02/2026

Charity (Unit) Name: ist Uphall Brownies

Charity Number SC030884

District Uphall & Broxburn

Division EAST DIVISION

Charity Trustees Unit leader: Hazel McPake

Unit / assistant leader: Sara Clark

Unit / assistant leader: Jo Merrifield

Unit / assistant leader: Nicola Griffin

Charity Address Insert address Uphall Community Centre

City / town Uphall

Postcode EH526BN

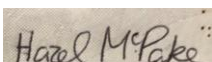
The above charity (unit) is an unincorporated association. It has no written constitution, but operates in accordance with the policies and procedures, published by Girlguiding, the operating of the Guide Association.

Its trustees are the volunteer adult leaders trained and appointed as per the Girlguiding policies and procedures. Update training is available throughout the year.

The charity's aim is to deliver a programme of informal education in accordance with the ethos principles of Girlguiding. During the above period the charity provided this programme to girls.

The charity's main income is subscription income. The charity aims to hold sufficient cash funds to all expenditure due and anticipated during a 2 month period. *If the accounts for the year differ from those of the previous year, add in a short explanation as to why trip or large camp).*

Signed on behalf of the trustees by



Signature

Hazel McPake

10/06/2026.

Date:

name

and

meet

substantially

(for example, a

Independent examiners report

For the year ended 27/2/2026.

For **ist Uphall Brownies**

Charity number **SC030884**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiners Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland)

Independent Examiners Statement

In the course of my examination, no matter has come to my attention

1 which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature

Date

Name

Shirley A. Scobie

Signature

Name:

LINDSAY A. SCOBIE

Address:

5, PARKWOOD GARDENS

BROXBURN

EH52 5RE

3rd SEPTEMBER 2026

Date

Receipts and Payments Account

For the Year ended

27/02/2026.

Unit name

ist Uphall Brownies

Charity Number

SC030884

	2026	2025
Receipts		
Membership Subscriptions	£1,359.75	1491
Donations received	£60.50	
Unit Fundraising	£0.00	
3rd Party Fundraising	£0.00	£0.00
Bank Interest	£0.00	£0.00
Gift Aid	£0.00	£0.00
Trips	£0.00	£170.00
Grants received	£0.00	£0.00
Residential events	£0.00	£0.00
Miscellaneous Income	£0.00	£370.97
Total Receipts	£1,420.25	£2,031.97

Payments

Fundraising expenses

Unit fundraising	£0.00	£0.00
3rd Party Fundraising/Donation	£0.00	£0.00

Payments for charitable activities

Subscriptions	£1,062.00	£918.00
Meeting expenses	£0.00	£196.53
Property costs/rent	£0.00	£280.00
Trips	£0.00	£826.92
Residential events	£0.00	£0.00
Admin/Postage & Stationery	£0.00	£0.00
Training	£45.00	£0.00
Badges & Resources	£208.15	£0.00
Miscellaneous Expenditure	£0.00	£0.00
Total Payments	£1,315.15	£2,221.45

Surplus/(Deficit) for year	£105.10	-£189.48
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INCOME**Unit: 1st Uphall Brownies****Charity number: SC030884****Year end date: 27/02/2026**

Date	Received from	Method	Reference	Membership subscriptions	Trips	Residential events	3rd Party fundraising	Unit fundraising
TOTALS				£1,359.75	£0.00	£0.00	£0.00	£0.00
31/03/2025	SUBSCRIPTIONS	Bank transfer	SEE WEEKLY SUBS SHEET FOR INDIVIDUALS IN EACH MONTH	£104.00				
30/04/2025	SUBSCRIPTIONS	Bank transfer		£82.00				
31/05/2025	SUBSCRIPTIONS	Bank transfer		£50.00				
30/06/2025	SUBSCRIPTIONS	Bank transfer		£62.00				
31/07/2025	SUBSCRIPTIONS	Bank transfer		£50.00				
31/08/2025		Bank transfer		£52.00				
30/09/2025	SUBSCRIPTIONS	Bank transfer		£112.00				
31/10/2025	SUBSCRIPTIONS	Bank transfer		£278.75				
30/11/2025	SUBSCRIPTIONS	Bank transfer		£75.00				
30/12/2025	SUBSCRIPTIONS	Bank transfer		£102.00				
31/01/2025	SUBSCRIPTIONS	Bank transfer		£132.00				
28/02/2025	SUBSCRIPTIONS	Bank transfer		£120.00				
11/02/2025	SUB / DON N. WYLIE	Bank transfer		£140.00				
18/02/2026	WL Girl Guides	Bank transfer	Donation					

1420.25.

Bank interest	Donations received	Gift aid	Grants received	Miscellaneous	TOTAL
£0.00	£60.50	£0.00	£0.00	£0.00	####
					£104.00
					£82.00
					£50.00
					£62.00
					£50.00
					£52.00
					£112.00
					£278.75
					£75.00
					£102.00
					£132.00
					£120.00
					£140.00
	£60.50				£60.50
					£0.00
					£0.00

					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

			March	April	May	June	July	Aug	Sept	Oct	Nov	Cinema	03-Dec	Jan	Feb	march
	TOTAL		<u>104</u>	<u>82</u>	<u>50</u>	<u>62</u>	<u>50.</u>	52	<u>112</u>	<u>279</u>	<u>75</u>		<u>102</u>	<u>132</u>	<u>320.50.</u>	
1	Aimee S		12						12	12		pd	17			
2	Anna A								12	12	5	pd	12	12	12	
3	Claudia P							12	12	12	12	?	y	24	pd	
4	Holly S								12	12	17	pd	y	24	12	
5	Scarlett H									12		c	17			
6	Skye M		5						12	20.75 u		pd	5			
	Quinn Ri									12	12	pd	5	12		
7	Kayley H	S D									12	c	12	12	24	12
8	Allana Gre											c	12	12	12	
9	Ella-Jane M									12	17	pd	12	12	12	
10	Phoebe B											pd	5			
10	Remi He	C H												12	12	
11	Lexie St	Gemma Sta												12	12	
12	Emma Cou	Broxburn brownie										pd	5			
13	Amber R	Samantha													12	
14	Isla Ba	J M													12	
15	Sophia WGuides		10	10	10	10	10	10	10							
	Eden Ben Guides		10	10	10	10	10	10	10							
	Mya G guides		10	10	10	10	10	10	12	12						
	Morgan Bguides		10	10	£10.00	10	10	10	10	12						

[illegible]

EXPENDITURE

Unit: 1st Uphall Brownies

1ST UPHALL BROWNIES

Charity number: SC030884

SC030884

Year end date: 27/02/2026

28/02/2026

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[illegible]

[illegible]

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[illegible]

[illegible]

[illegible]

Statement of balances

For the year ended 27/2/26.
Unit name ist Uphall Brownies
Charity Number SC030884

	2026	2025
Opening Balances		
Cash	£0.00	£33.47
Bank	£1,469.72	£1,659.20
Surplus/(Deficit) for year	£105.10	-£189.48
Total	£1,574.82	£1,503.19

Closing Balances		
Cash	£0.00	£0.00
Bank	£1,574.82	£1,469.72
less outstanding cheques	£0.00	£0.00
Total	£1,574.82	£1,469.72

Assets & Liabilities:

In addition to the above cash & bank balances, the unit has equipment to the value of:	£0.00
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Prepared by (signature): _____ Unit Leader

Date: _____



07 April

Uphall 1st Brownie Pack
72 PUMPHERSTON ROAD
UPHALL STATION
LIVINGSTON
WEST LoTHIAN
EH54 5PJ

Your /

Sort Co
Accoun

CHARITY ACCOUNT

Money In	£104.00	Balance
Money Out	£1,062.00	Balance



08 April 2020

1st Broxburn Rainbow Guides
72 PUMPHERSTON ROAD
UPHALL STATION
LIVINGSTON
WEST LoTHIAN
EH54 5PJ

Your Acco

Sort Code
Account Nui

COMMUNITY ACCOUNT

Money In	£159.00	Balance on 6
Money Out	£1,038.75	Balance on 3

Account

ode 80-12-71
it Number 00930982

01 March 2025 to 31 March 2025

on 01 March 2025	£1,469.72
on 31 March 2025	£511.72

ount

80-12-71
mber 00759335

01 March 2026 to 31 March 2026

01 March 2026	£1,924.18
31 March 2026	£1,044.43