

2025

UNIT NAME	2nd Port Seton Brownies		
CHARITY NUMBER	SCO	32221	
YEAR	FROM	01.01.2025	TO 31.12.2025

UNIT OFFICIALS AT YEAR END	
UNIT LEADER	Kay Paterson
ASSISTANT GUIDERS	Kirsten Maclellan
	Lorna Bellamy
UNIT OFFICIALS WHO RESIGNED DURING THE YEAR	

CONTACT ADDRESS	12 Cedar Drive
	Port Seton
	East Lothian
	EH32 0SN

BANK BALANCES	Opening balance	1762.65
	Closing Balance	1772.48
CASH BALANCES	Opening balance	4.13
	Closing Balance	5.95

SUPPLEMENTARY INFORMATION

1 Enter the average number of girls in the unit during the year

20

2 Briefly describe the two main activities during the year, excluding regular weekly activities

camps

trips

3 If expenses have been re-imbursed to the Unit Leader or Assistant Guiders

in respect of travel or other incidental expenses, enter the amount here £

and the number of Trustees who received payments

4 If you have received any donated equipment, materials or services during the year, please detail below

5 If your accounts show a deficit for the year (expenses greater than income), please enter the reasons below

6 If you hold equipment or other assets with a value of more than £100 please detail below

description of asset

value

7 If you owed any money at the year end please enter the total amount

and describe the liabilities

32221

31.12.2025

Bank	Sundry	Other
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[illegible]

UNIT NAME

2nd Port Seton Brownies

CHARITY NUMBER

32221

PAYMENTS SHEET FOR THE PERIOD FROM

01.01.2025

31.12.2025

DATE	DESCRIPTION	Cheque Number	AMOUNT PAID		Contra Deposit to Bank	Census paid to GGUK	Fund Raising expenses	Guiding Activities & Events				Leatlerts Printing Advertising	Sales Costs	General Admin Costs	Donations Made	Other General Costs	
			CHEQUES	CASH				Camps Trips	Room Hire	Books, Badges Materials	Other						
01/01/2025	Girlguiding East Lothian			24.00						24.00							
21/02/2025	Home Ideas			6.00						6.00							
21/02/2025	Home Ideas			3.49						3.49							
26/02/2025	Asda			16.80						16.80							
01/03/2025	Girlguiding East Lothian		1,856.00			1,856.00		480.00									
01/03/2025	Girlguiding UK			35.00				35.00									
07/03/2025	Girlguiding East Lothian			34.20						34.20							
06/03/2025	Hobbycraft			49.29						49.29							
20/03/2025	Guide Shop			8.30						8.30							
27/03/2025	Guide Shop			24.00						24.00							
02/04/2025	Morrisons			13.56						13.56							
28/03/2025	Amazon			18.90						18.90							
26/03/2025	Baker Ross			20.00				20.00									
16/4/2025	Girlguiding East Lothian			00.00				70.00									
13/04/2025	Girlguiding East Lothian			30.00				30.00									
16/05/2025	Girlguiding East Lothian			40.00				40.00									
16/05/2025	1st Cockenzie Brownies			8.85						8.85							
16/05/2025	Tesco			1.10						1.10							
14/05/2025	Morrisons			56.30						56.30							
22/05/2025	Guide Shop			13.20						13.20							
22-May-25	Tesco			3.48				3.48									
25-May-25	Amazon			1.00				1.00									
4-Jun-25	Morrisons			9.00				9.00									
18-Jun-25	Morrisons			8.50				8.50									
12-Jul-25	Post Office			106.84				106.84									
19-Sep-25	Tesco			12.56				12.56									
19-Sep-25	Lidl			175.00				175.00									
19-Sep-25	GG East Lothian ACH		175.00						200.00								
20-Sep-25	GG East Lothian ACH			12.00						12.00							
21-Sep-25	C&PS Parish Church		200.00														
27-Sep-25	GG East Lothian			450.00				450.00									
21-Oct-25	Hobbycraft			26.50						26.50							
1-Nov-25	Baker Ross			30.25						30.25							
9-Nov-25	1st Cockenzie Brownies			40.00							40.00						
10-Nov-25	Odeon			114.00				114.00									
11/11/25	Guide Shop			26.20						26.20							
13-Nov-25	Christmas lights			20.00						20.00							
13-Nov-25	Guide Shop			68.30						68.30							
7-Nov-25	Guide Shop			28.00						28.00							
22-Nov-25	Guide Shop			3.15						3.15							
27-Nov-25	Guide Shop			12.60						12.60							
29-Nov-25	Post Office			3.40						3.40							
29-Nov-25	Asda			18.94						18.94							
29-Nov-25	Guide Shop			15.00						15.00							
10/12/2025	Lidl			11.48						11.48							
10-Dec-25	Lidl			30.89						30.89							
16-Dec-25	Post Office			15.27						15.27							
TOTALS			2,231.00	1,980.35	0.00	1,856.00	0.00	1,515.38	200.00	599.97	40.00	0.00	0.00	0.00	0.00	0.00	
Proof of Balance						4,211.35									4,211.35		

[illegible]

B Gift Aid Summary*Sheet 1*

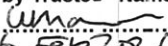
No	Name of Donor	Date of payment (or latest in series)	Total donation(s) received(£)
	Amount brought forward (if any)		
	From Sheet 2		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
Total amount of Gift Aid donations (or to be carried forward if more than one schedule used)			£0.00
			<i>Copy to Box B on p2 of R68</i>

	GIRLGUIDING	2nd Port Seton Brownies	SCO	32221
Previous Period	RECEIPTS & PAYMENTS ACCOUNT FOR THE PERIOD FROM 01.01.2025 TO 31.12.2025			
RECEIPTS				
1,435	Membership Subscriptions			2,830.00
	Proceeds from Fund Raising Activities			0.00
636	Guiding Activities & Events			1,198.00
	Charitable Income			
	Legacies	0.00		
	Grants Received	0.00		
1,539	Donations Received	200.00		200.00
	Miscellaneous Sales			0.00
	Investment Income			0.00
	Other General Income			0.00
3,610	Total Receipts			4,228.00
PAYMENTS				
672	Membership Subscriptions to County			1,856.00
	Expenses of Fund Raising Activities			0.00
1,434	Guiding Activities & Events			2,355.35
	Publicity Expenses			0.00
	Cost of Miscellaneous Sales			0.00
	Donations Made			0.00
	Administrative Costs			0.00
	Other General Costs			0.00
				0.00
2,106	Total Payments			4,211.35
1,504	Surplus (Deficit) for the Period			16.65
STATEMENT OF BALANCES				
Opening Balances				
652	Bank	1,762.65		
1	Cash	1.16		
653		1,763.81		
Closing Balances				
2,139	Bank	1,772.48		
1	Cash	5.95		
2,140		1,778.43		
(the movement in balances equates to the surplus/deficit from the period shown above)				
	In addition to the above balances the unit has other assets at a valuation of			0
	Being			
	Liabilities at the year end (if appropriate) comprised the following			
	All funds held by the charity are unrestricted in nature			

Prepared By (signature)..... 

Date..... 21/2/26

Approved by Trustee Name..... KIRSTEN MACLEAN

Signature..... 

Date..... 26 Feb 2026

GIRLGUIDING

2nd Port Seton Brownies

SCO

32221

RECEIPTS & PAYMENTS ACCOUNT FOR THE PERIOD FROM 01.01.2025

TO

31.12.2025

INDEPENDENT EXAMINATION CERTIFICATE

I have examined the Trustees' Report, the Units Accounting records, and the Receipts & Payments Account and Statement of Balances that are attached as part of this document.

My examination has been carried out under Section 44(1)(c) of the Charities & Trustee Investment (Scotland) Act 2005.

To the best of my knowledge & belief, and in accordance with the information & explanations given to me :

- a) The charity trustees consider that the audit requirement of Regulation 10(1)(d) of the Charities Accounts (Scotland) Regulations 2006 does not apply and therefore the Unit is eligible to have an independent examination.
- b) The Receipts & Payments Account and Statement of Balances have been properly prepared from the records of the Unit and are in agreement with them,
- c) The Receipts & Payments Account & Statement of Balances comply with Regulation 9 of the 2006 Accounts Regulations and with the Unit's effective Constitution.
- d) * In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, the requirements of Section 33 of the 2005 Act and Regulations 4 and 9 of the 2006 Accounts Regulations have not been met.

or

* In the course of my examination the following matters of a material nature have come to my attention :

.....
.....
.....
.....

(please delete alternative paragraph * as appropriate)

Signed

G Drysdale

Dated

20/2/26

Name

GILLIAN DRYSDALE

Qualification

Manager

Address

22 Holmwood Road
Edinburgh
EH8-8AF

Trustees Annual Report

2nd Port Seton Brownies

31.12.2025

Charity Name	2nd Port Seton Brownies
Charity Number SCO	32221
Trustees at Year End	Kay Patterson
	Kirsten Maclellan
	Lorna Bellany
Trustees resigned during Year	
Charity Address	12 Cedar Drive
	Port Seton
	East Lothian
	EH32 0SN

The above unit is an unincorporated association. It has no written constitution, but operates in accordance with the Guiding Manual published by Girlguiding UK, the operating name of the Guide Association. The Guide Association is incorporated under a Royal Charter which gives power to form units across the United Kingdom.

Its trustees are the volunteer adult leaders appointed as Guiders in terms of the said Guiding Manual, and in accordance with the Royal Charter

The charity's aim is to help girls and young women develop their potential to be leaders and effective citizens by delivering a programme of informal education in accordance with the ethos and principles of Girlguiding UK.

During the above period the charity provided this programme to girls numbering
in the area, and conducted other activities as shown below :

20

camps
trips

The charity's main income is subscription income. The charity aims to hold sufficient cash funds to meet all expenditure due and anticipated during a 2 month period.

No remuneration was paid to Trustees during the year.

Legitimate expenses reimbursed to Trustees during the Year, for travel and other related expenses necessarily incurred by them in fulfilling their duties amounted to

£

and were paid to individual Trustees numbering

Further information (if applicable)

Services or facilities donated to the Charity

Explanation of any operating deficit

signed.....Name.....Date.....

Kay Patterson

Kay Patterson

21/2/26