Cells in blue are linked, or contain formulas and MUST NOT be overwritten
Cells in yellow anywhere in the workbook MUST be completed

Unit Name	3rd South queensferry Guides
Charity Number	SCO36232
District Name	Queensferry
Division Name	INVERALMOND

Period Start Date	01/07/25
Period End Date	30/06/26
	For the year end 30 June 2026

Current Year	2026
Prior Year	2025

Posting of cash transferred to Bank:
To show that you have banked some cash the entry should be booked in the income sheet as shown in the example below

Date	Ref.	Description	Bank	Cash	Members Subscription	check
Totals			20.00	0.00	20.00	-
24/12/2011	vch1	Subs received		20.00	20.00	-
25/12/2011	dep 1	Cash Banked	20.00	-20.00		-

		3rd South queensferry Guides Income Record	From	To											
			01-Jul-25	30-Jun-26											
			Amount Received												
Date	Ref.	Description	Bank	Cash	Members Subscription	Donations Received	Unit Fund-raising	3rd Party Fund-raising	Bank Interest	Gift Aid	Grants Received	Trips	Residential Events	Misc. Income	check
Totals			4,782.00	0.00	2,782.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	-
01/08/2025		Subs term 1	1,015.00		1,015.00										-
18/12/2025		Generation cashback	2,000.00								2,000.00				-
01/01/2026		Subs term 2	927.00		927.00										-
05/05/2026		Subs term 3	840.00		840.00										-

	3rd South queensferry Guides																
	Expenditure Record		From	To													
			01-Jul-25	30-Jun-26													
			Amount Paid														
Date	Chq no or Ref.	Description	Bank	Cash	Unit Fundraising	3rd Party Fund-raising	Census Money	Materials/ Crafts	Property Costs/ Rental	Trips	Residential Events	Admin, Postages & Stationery	Training	Badges & Resources	Misc. Expenses		
Total			3,027.05	0.00	0.00	0.00	1,798.00	112.42	300.00	274.00	0.00	0.00	45.00	320.64	176.99	0.00	
																0.00	
13/09/2025	1	Badges – guide shop	63.92											63.92		0.00	
15/09/2026		County training day x2	15.00										15.00			0.00	
31/10/25	2	Badges guide shop – Karen	12.7											12.70		0.00	
28/10/26	2a	hopetoun ranger walk	80							80.00						0.00	
08/10/25		jenny activity	10.04					10.04								0.00	
														4.20		0.00	
04/11/25	3	Badges – guide shop	4.20											69.25		0.00	
09/11/25	4	Badges – guide shop only 69.25 claimed	69.25													0.00	
								56.70						4.25		0.00	
08/12/25	5	Hobbycraft christmas stockings & gems	56.7												52.83	0.00	
09/12/25	6	Badges guide shop	4.25												9.50	0.00	
15/12/26	7	LIDL christmas sweets	52.83													0.00	
16/12/26	8	Scotmid christmas sweets	9.5											91.92		0.00	
																0.00	
10/01/26	9	Badges – guide shop	91.92											5.20		0.00	
													15.00			0.00	
10/02/26	10	Badges – guide shop	5.20						300.00							0.00	
02/02/26	10a	training	15.00				1,798.00									0.00	
Feb		Hall let	300.00					17.61							4.00	0.00	
25/02/26			1,798.00											30.00		0.00	
21/03/26	11	Home bargains crafts	17.61												23.16	0.00	
24/03/26	12	scotmid easter sweets	4											15.12		0.00	
04/03/26		thinking day badges	30							5.00						0.00	
23/03/26		easter eggs – lidl	23.16							45.50					~~45.50~~	0.00	
										189.00				24.08		0.00	
11/04/26	13	Badges – guide shop	15.12												23.50	0.00	
																0.00	
23/05/26	14	Bus ticket	5.00													0.00	
23/05/26	15	Grazianos – chips	45.50													0.00	
18/05/26	15a	Aqua Dash trip	189.00													0.00	
																0.00	
13/06/26	16	Badges – guide shop	24.08													0.00	
16/06/26		end of term – tesco	23.50													0.00	

EXPENDITURE

17/06/26		end of term – tesco	18.50												18.50	0.00
17/06/26		Bronwyn first aid	15.00										15.00			0.00
30/06/26		temu stickers	5.48					5.48								0.00
30/06/26		temu boxes	22.59					22.59								0.00
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Receipts and Payments Account
For the Year ended **30 June 2026**

3rd South queensferry Guides

Charity Number: **SCO36232**

	2026	2025
Receipts		
Membership Subscriptions	2,782.00	2,677.50
Donations received	-	90.00
Unit Fundraising	-	-
3rd Party Fundraising	-	-
Bank Interest	-	-
Gift Aid	-	-
Trips	-	238.00
Residential events	-	-
Grants received	2,000.00	-
Miscellaneous Income	-	-
Total Receipts	**4,782.00**	**3,005.50**
Payments		
Fundraising expenses		
Unit fundraising	-	
3rd Party Fundraising/Donation	-	
Payments for charitable activities		
Census money	1,798.00	1,813.50
Materials/crafts	112.42	171.30
Property costs/rent	300.00	275.00
Trips	274.00	304.00
Residential events	-	2,450.00
Admin/Postage & Stationery	-	-
Training	45.00	15.00
Badges & Resources	320.64	196.48
Miscellaneous Expenditure	176.99	-
Total Payments	**3,027.05**	**5,225.28**
Surplus/(Deficit) for year	**1,754.95**	**(2,219.78)**

Statement of Balances
As at 30 June 2026
3rd South queensferry Guides
Charity Number: SCO36232

	2026	2025
Opening Balances		
Cash	0	0
Bank	1073.2	842.98
Surplus/(Deficit) for year	**1754.95**	230.22
Total	**2828.15**	**1073.2**
Closing Balances		
Cash	0.00	0
Bank	2,828.15	1073.2
less outstanding cheques	0	
Total	**2,828.15**	**1073.2**

Assets & Liabilities:

In addition to the above cash & bank balances, the unit has equipment to the value of:	**£0.00**
Liabilities at the year end (if appropriate) amount to:	**£0.00**

- This represents money owed to ??? for ??? (delete if not relevant)

Prepared by (signature): Karen Wilkinson Unit Leader

Date: 25/8/26

Bank Reconciliation		
		£
Opening bank balance [1]		1073.2
plus Income as per cashbook [2]		4,782.00
less Expenditure as per cashbook [3]		3,027.05
Closing balance @ [4]	30/06/2026	£2,828.15
Balance according to Bank Statement [5]		2828.15
plus deposits made in period not showing on bank statement		
less outstanding transactions [6]		
		0
Total [7]		£2,828.15

Reconciled?(8) £0.00

To do the reconciliation, make the following calculations:

1. Write down your opening balance (this is the amount you had in your bank account at the end of last period (this will be filled in for you)

2. Add to this the income total for the period (from your cashbook) (this will be filled in for you)

3. Subtract the expenditure for the period (from your cashbook) (this will be filled in for you)

4. Record this total (CALCULATED FOR YOU)

5. Enter balance per bank statement on the last day of the period

6. Subtract any cheques that have been issued but not cleared through the bank yet. List each separately using the cheque number, enter all amounts as positive, spreadsheet

7, this is the total of the balance per bank statement, plus any items still to go into the bank account, less any amounts still to come out (CALCULATED FOR YOU)

8. Check that the amount in number 4 above is the same as that in number 7 above. If it is, your accounts are reconciled against your bank account/cash tin.

Cash Reconciliation		
Opening cash balance [1]		0
plus Income as per cashbook [2]		0.00
less Expenditure as per cashbook [3]		0.00
Closing balance @ [4]	30/06/2026	£0.00
Balance according to Cash Tin		

Reconciled? (6) £0.00

To do the reconciliation, make the following calculations:

1. Write down your opening balance (this is the amount you had in your cash tin at the end of last period (this will be filled in for you)

2. Add to this the income total for the period (from your cashbook) (this will be filled in for you)

3. Subtract the expenditure for the period (from your cashbook) (this will be filled in for you)

4. Record this total (calculated)

5. Enter balance per cash tin on the last day of the period

6. Check that the amount in number 4 above is the same as that in number 5 above. If it is, your accounts are reconciled against your cash tin. If they

Trustees Annual Report
For the year end 30 June 2026

Charity (Unit) Name: 3rd South queensferry Guides

Charity Number: SCO36232

District Name: Queensferry

Division Name: INVERALMOND

Charity Trustees: Unit Guider: Karen Wilkinson

Unit Guider/helper Jenny Ventham
Unit Guider/helper Lucy Elmendorf
Unit Guider/helper Name

Charity Address 22 morison Gardens
South Queensferry
West Lothian
EH30 9RJ

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

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 and principles of Girlguiding UK. During the above period the charity provided this programme to 28 girls.

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.

During the year the trustees did not receive any remuneration.

Signed on behalf of the trustees by

K Wilkinson
Signature

25/8/26
Date:

Name:

Independent examiners Report
For the year end 30 June 2026

For 3rd South queensferry Guides

Charity Number: SCO36232

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) (d) 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) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

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.

Michelle L Dois — Signature

23/10/26 — Date

Name: MICHELLE DOIG

Address: 18 DRYHAW HOUSE GARDENS
EDINBURGH
EH4 2UE